

MEMORANDUM OF AGREEMENT
FOR COLLECTIVE BARGAINING CHANGES TO THE COLLECTIVE AGREEMENT
EXPIRATION DATE DECEMBER 31, 2024

BETWEEN

THE EDMONTON SPACE AND SCIENCE FOUNDATION
(the "Foundation")

And

CIVIC SERVICE UNION 52
(the "Union")

The parties agree to the following changes to the Collective Agreement (subject to ratification by the Union membership):

1. AMENDMENT AND TERMINATION

The duration of this Agreement shall commence and be in effect for the period of **January 1, 2023, to December 31, 2024**. Article 30 of this Agreement shall become effective on the above specified commencement date unless otherwise specifically provided, all other negotiated changes become effective at time of ratification.

This Agreement shall take effect on the date of signing and shall continue in force and effect beyond the expiration date from year to year thereafter unless notification of desire to amend the Agreement is given in writing by either party to the other not more than one hundred and twenty (120) days nor less than sixty (60) days prior to the expiration date. If amendment is desired notice shall be transmitted to the other party within the time limit set out above and the existing Agreement shall remain in force in accordance with the provisions of the Labour Relations Code. Changes in this Agreement agreed upon by the parties hereto, however, may be made at any time provided that such changes are properly reduced to writing and executed by the signing officers of the parties to the Agreement.

5. MANAGERIAL RESPONSIBILITIES

5.02 Discipline

5.02.01

The Foundation reserves the right to discipline employees for just cause. Copies of all disciplinary reports, ~~other than documented oral reprimands~~ and notices of investigation, shall be provided to the Union, indicating clearly the exact nature of same. Should the Union or the employee be of the opinion that any discipline is unjust, then that disciplinary action may be the subject of a grievance and processed in accordance with the grievance procedure of this Agreement.

5.02.03

Employees shall be entitled to have access to their Personnel file, in compliance with the Personal Information Protection Act. They may reply in writing to any document contained in the files which reflects upon their work performance with the Foundation and such reply shall become part of their permanent records.

5.02.04

Where a supervisor documents any performance issue through a progressive discipline process with the employee, the employee will be made aware of such documentation before it becomes part of their personnel file ~~and permanent record~~.

5.04 Arbitration Board Authority

The Foundation recognizes that an employee may be suspended, terminated or discharged for just cause only and, where an employee has been suspended, terminated or discharged, the Arbitrator or Arbitration Board, after finding there was insufficient cause for the suspension or dismissal or finding the penalty unfair or unreasonable, may:

- a) direct the employer to reinstate the employees and pay the employees a sum equal to their wage loss by reason of their suspension or dismissal or a lesser sum as, in the opinion of the Arbitrator or Arbitration Board, is fair and reasonable; or
- b) make **any other remedial order or** such other directive ~~varying the penalty~~ as it considers fair and reasonable.

6. UNION SECURITY

6.03 ~~No Discrimination (moved to 7.01.03)~~

~~There shall be no discrimination against any employee by either party by virtue of that employee's sex, sexual preference, religion, race, age, marital status, union or political affiliation or place of residence or any other reason defined by the Alberta Human Rights Act.~~

7. SAFETY

7.01.03 No Discrimination or Harassment

There shall be no discrimination, harassment, restriction or coercion exercised or practiced against any employee by either party by virtue of that employee's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sex, sexual orientation, union or political affiliation or place of residence or any other reason defined by the Alberta Human Rights Act.

8. HOURS OF WORK

8.01 Regular Hours of Work

8.01.01 Permanent Employee Working Full-Time Hours

The regular full-time hours of work shall not exceed eight (8) consecutive hours of work, excluding an unpaid lunch break, and shall not exceed sixty-seven and a half (67.5) hours in a nine (9) working days (as per Schedule of wages "A" hours) in a bi-weekly period or seventy-five (75) hours in ten (10) working days (as per Schedule of wages "B" hours) in a bi-weekly period and shall include flexible hours per day/week to the maximum bi-weekly working hours as directed by the manager. Travel time for Outreach Coordinators is included unless otherwise agreed.

The regular full-time hours of work for a full-time position shall be determined by the Foundation at the time of establishing a new position or posting to fill a vacant position. The established regular full-time hours of work shall not be changed except by mutual consent between the incumbent employee and the Foundation.

~~Union and the Foundation agree that certain Full time employees may find it desirable to enter into a Flexible Averaging Agreement. The foundation specifically agrees that it will in no way attempt to unduly influence any employee into entering a Flexible Averaging Agreement. Where an employee so desires, that employee and the Foundation may enter into a Flexible Averaging Agreement into the form found at Appendix "II" of this collective agreement and that no further or additional consent is required by the Union. The Flexible Averaging Agreements will be effective the day the employee signs the agreement and will end upon the expiry (following any applicable bridging period under s. 130 of the Labour Relations Code, RSA 2000, c. L 1) of the collective agreement currently in force to which this form is attached as appendix "II".~~

If due to operational need a Full Time employee's hours of work need to be adjusted, the Foundation will make every effort to adjust the full time employee's hours of work schedule (~~including employees who have entered into a Flexible Averaging Agreement~~) as per Article 11.02 to ~~minimize the need for overtime~~. However, in the event that this is not possible due to operational need, overtime pay will be applicable as per Article 12.

11. SCHEDULES

11.02 Changes to Schedules

Employees will normally be given five (5) calendar days ' notice of any changes to their scheduled shift(s). The first two (2) hours of each shift worked by the regularly scheduled employee without proper notice will be paid two (2) times their regular hourly rate of pay, to a maximum of five (5) shifts or a maximum of ten (10) hours in any one incident.

If required, part-time employees may agree to have an existing or scheduled shift extended to a maximum of two (2) hours when the extension occurs on the day of the shift and is the result of unforeseen circumstances and it will not be considered a shift change.

11.03 Minimum Scheduled Shift

Scheduled work shifts shall be a minimum of three (3) hours. ~~excluding shifts required for training, orientation and meetings.~~

12. OVERTIME AND PREMIUM PAY

12.03 Eligibility

Permanent and part time employees (except Outreach Co-ordinators and Custodians) are not eligible for the overtime rate until they have completed the number of hours included in the regular daily hours of work established for employees in their section. **Employees (except Outreach Coordinators) shall be paid the overtime rate for hours worked in excess of the regular daily or bi-weekly hours of work established in Article 8.01.**

~~12.03.01~~ — ~~Part time Employees~~

~~Part time employees shall be paid the overtime rate for hours in excess of eight (8) hours per day.~~

12.07 Standby

12.07.02

The assigning of a ~~paging device~~/**cell phone** to an employee is not an act that would result in an employee being automatically assigned to Stand-by Service. Consequently, an employee issued a ~~paging device~~ **cell phone** would not be entitled to Stand-by pay unless that employee was assigned to Stand-by Service and was able to meet the other previously noted conditions.

12.07.03

Stand-by pay shall be paid on the following basis:

Off shift - ~~\$15.00~~ **\$25.00** per 12 hour period

Off days - ~~\$25.00~~ **\$50.00** per 24 hour period

Statutory Holidays - **\$100.00** per 24 hour period.

12.10 Work in Excess of Five Consecutive Days

~~12.10.01~~ — ~~Permanent Employees (except Outreach Coordinators)~~
~~Permanent employees (except Outreach Coordinators), who either work intermittently or are scheduled to work five (5) days or less per week,~~
~~Employees (except Outreach Coordinators), shall be paid at two (2) times their regular hourly rate of pay for each hour worked on their sixth (6th) and seventh (7th) consecutive day of work. **This article does not apply to part time employees who volunteer for additional hours.**~~

~~12.10.02~~ — ~~Part time Employees~~

~~Part time employees who either work intermittently or are scheduled to work five (5) days or less per week, shall be paid at two (2) times their regular hourly rate of pay for each hour worked on their sixth (6th) and seventh (7th) consecutive day of work. This Article does not apply to part-time employees who volunteer for additional hours.~~

~~**12.11 Pay for Work on Statutory Holidays**~~

~~Employees who are required to work on a statutory holiday, as defined in Article 13.01.01, shall be paid in accordance with Article 12.02~~

13. STATUTORY HOLIDAYS

13.01

The following days shall be recognized as statutory holidays for the purpose of this Agreement:

- New Year's Day,
- Family Day,
- Good Friday,
- Easter Sunday,
- Victoria Day,
- Canada Day,
- Civic Holiday,
- Labour Day,
- **National Day for Truth and Reconciliation**
- Thanksgiving Day,
- Remembrance Day,
- Christmas Day,
- Boxing Day,

All employees shall be entitled to the holidays specified.

Eligibility will be determined according to Articles 13.02 through 13.05 and as per Alberta Employment Standards legislation.

The Parties agree that 3 of the following Statutory Holidays: New Years Day, Family Day, Good Friday, Easter Sunday, Victoria Day, Canada Day, Civic Holiday, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, and Boxing Day may be exchanged to celebrate other holidays of cultural significance/importance.

**13.01.01 (Formerly 12.11)
Pay for Work on Statutory Holidays**

Employees who are required to work on a Statutory Holiday, as defined in Article 13.01, shall be paid **at two times (2X) their regular hourly rate of pay, in accordance with 12.02.**

13.03

All employees shall receive the recognized statutory holidays for which they are eligible in one of the following manners:

- a) with pay or
- b) other days with pay in lieu of such statutory holiday, or
- c) pay in lieu of such statutory holiday

provided they are available for work in accordance with their regular hours of work preceding, during and following the designated day for observance of the holiday or on approved leave for a period of **thirty (30-10)** working days or less duration, except when such leave is a result of a compensable accident as provided for in Article 17.04.

14. REMUNERATION

14.01 Wages

14.01.02 Increment Adjustment

14.01.02.01 Permanent Employees Working Full-Time

~~All Permanent employees working full time hours shall progress as follows: Probationary employees working full time hours shall be eligible for a merit review and upon successful completion of the probationary period shall receive an increment adjustment while on Step A of their assigned pay range.~~

Permanent **full-time** employees ~~working full time hours~~ shall be eligible for a ~~merit~~ **performance** review and, if warranted due to satisfactory performance, an increment adjustment following the completion of:

- **Upon successful completion of probationary period while on Step A of their assigned pay range**
- each separate 12 month period while on Step B of their assigned pay range.
- each separate 12 month period while on Step C of their assigned pay range.
- each separate 12 month period while on Step D of their assigned pay range.
- each separate 12 month period while on Step E of their assigned pay range.

14.01.02.02 Employees Working Part-Time

~~All Permanent employees working part time hours and all part time employees~~ **working part-time (permanent part-time, ongoing part-time, and temporary part-time)** shall progress from one step of the pay range assigned their position to the next assigned step upon a satisfactory performance review based on the following total hours of work cumulative from their original date of employment with the Foundation:

- ~~Step A. to Step B after five hundred forty (540) hours.~~
- **Step A to Step B upon successful completion of probationary period or five hundred and forty (540) hours, whichever comes sooner, per article 21.02.**
- Step B to Step C after fifteen hundred forty (1540) hours.
- Step C to Step D after twenty-five hundred and forty (2540) hours.
- Step D to Step E after three thousand five hundred and forty (3540)

- hours.
- Step E to Step F after four thousand five hundred and forty (4540) hours.

For employees working in more than one assigned position, worked hours will be cumulative for positions within each applicable pay code. Once an employee reaches two thousand five hundred and forty (2540) total cumulative hours, the employee will remain on move to a step no lower than Step D for any current or newly assigned position.

The Foundation ~~may~~ **shall** consider previous service with the Foundation when determining the appropriate starting rate for returning Camp Instructors and Junior Camp Instructors.

14.01.02.03 Part-time to Permanent Conversion

Should a part-time employee become a permanent employee, the part-time hours shall be converted to a review date for the purpose of progression through the pay bands as per Article 14.01.02.

~~Effective the date of this agreement,~~ The calculations shall be based on equivalent full-time service of seventy-five (75) hours bi-weekly rounded to the nearest day.

~~Prior to March 20, 2008, equivalent full time service shall be based on 67.5 hours biweekly. From March 20, 2008 to effective date of this Agreement, equivalent full time service shall be based on either 67.5 hours or 75 hours biweekly depending on the selection made by the employee for the appropriate time period.~~

14.01.04 Promotions

Employees receiving a promotion shall receive a minimum increase to the first step above their present regular rate of pay in the pay range of the new class or to the initial step in the pay range of a new class on appointment, to be rescinded if the employee is not confirmed in the new position **or chooses to revert to their former position.**

Upon completion of the **three (3) month** trial period, the employees shall have a performance review and, dependent upon the result of this review, they shall either be reverted to their former position and former rate of pay or confirmed in the new position with at least one additional increment increase, provided that such increase does not exceed the established range of the position. Eligibility for future performance reviews and salary

adjustments shall be determined in accordance with the schedule prescribed in Article 14.01.01 until the employees reaches the maximum step in the range assigned the position.

14.02 Temporary Change of Duties

When an employee is appointed, in writing, to act/relieve in a senior position for one (1) day or more (statutory holidays included) the employee shall be remunerated for the whole period with an increase to the first step above their present salary in the salary range of the relieved position or with a five (5%) percent adjustment to their present salary, whichever is greater.

14.03 Implementation of Negotiated Increase

14.03.01

All employees, other than over-ranged employees, shall have applied to the annual rate in Appendix I, for the class assigned to their position, the increase negotiated for such class. The result shall be rounded off to the nearest cent. The bi-weekly rate shall be determined by dividing the annual rate by twenty-six (26). The hourly rate shall be determined by dividing the annual rate of the position concerned by its annual regular hours of work (either 1755 or 1950 hours) and rounding to the nearest cent.

14.03.02

Over-ranged employees shall have applied to their annual rate the percentage increase applied to Appendix I, Part I, of this Agreement. The result shall be rounded off to the nearest dollar. The bi-weekly rate shall be determined by dividing the annual rate by twenty-six (26). The hourly rate shall be determined by dividing the annual rate of the position concerned by its annual regular hours of work (either 1755 or 1950 hours) and rounding to the nearest cent.

15. Seniority

15.01 Achieving Permanent Status

15.01.01

When employees achieve permanent status, their seniority shall be determined by the length of their employment as a temporary, probationary, part-time, or permanent employee in any position coming within the jurisdiction of this Agreement.

15.01.02

~~A part-time employee who has achieved permanent status shall be given a priority if applying for a promotion to a permanent full-time position at the same classification and pay range provided they meet the qualifications required for the position available.~~

15.02 Part-time Employees

Part-time employees' seniority shall be determined based on actual hours worked in any position coming within the jurisdiction of this Agreement. Should a part-time employee become a permanent employee, the part-time seniority hours shall be converted to a seniority date based on equivalent full-time service. ~~Effective the date of ratification of this Agreement~~The calculations shall be based on equivalent full-time service of seventy-five (75) hours bi-weekly rounded to the nearest day.

~~Prior to March 20, 2008, equivalent full-time service shall be based on 67.5 hours bi-weekly. From March 20, 2008 to effective date of this Agreement, equivalent full-time service shall be based on either 67.5 hours or 75 hours bi-weekly, depending on the selection made by the employee for the appropriate time period.~~

15.03 ~~Continuous Length of Service~~

~~The parties agree that, for all purposes of this Collective Agreement where the length of service with the Foundation is relevant for those employees who were employees for the City of Edmonton on December 31, 1983 under the terms of a Collective Agreement between the City of Edmonton and Civic Service Union 52 signed on April 7, 1982 and who became employees of the Foundation under the terms of this Collective Agreement, shall be their individual last date of hire with the City of Edmonton.~~

15.04 Temporary Employees

Temporary employees shall have seniority standing relative to other temporary employees.

15.05 Temporary Managerial Position

Employees who temporarily act in a managerial position shall accrue seniority for the duration of temporary **relief, unless they choose to opt out of paying Union Dues for the duration of the temporary relief.**

15.06 Loss of Seniority

An employee shall not lose seniority due to sickness, accident, layoff, or leave of absence approved by the Foundation.

Employees shall only lose seniority in the event that they:

- a) **they** are discharged for just cause and not reinstated;
- b) **they** resign;
- c) they are laid off and fail to report to work within ten (10) days after being notified in writing to do so unless through sickness or other just cause. It shall be the responsibility of the employees to keep the Foundation informed of their current address: or
- d) **upon the expiry of twelve (12) months following layoff during which time the Employee has not been recalled to work.**

16. ANNUAL VACATION

16.05 Vacation Conversion Part-Time and Temporary Employees working Part Time hours to Permanent.

Should a part-time employee become a permanent employee, the part-time hours shall be converted to a vacation date based on equivalent full-time service rounded to the nearest day.

~~Effective the date of ratification of this Agreement, equivalent full time service shall be based on 75 hours bi weekly.~~

~~Prior to March 20, 2008, equivalent full time service shall be based on 67.5 hours biweekly. From March 20, 2008 to effective date of this Agreement, equivalent full time service shall be based on either 67.5 hours or 75 hours biweekly, depending on the selection made by the employee for the appropriate time period.~~

16.08 Carrying Over Vacation Days

~~Subject to the Foundation regulations, An~~ employee ~~may~~ **shall** be permitted to carry over **up to a maximum of ten (10) days of** vacation to the next year.

16.12 Sick Days while on Earned Vacation

~~Employees sick for three (3) days or more while on their earned vacation, the days sick shall not be considered a vacation but shall be considered as sick time if they produce a medical certificate.~~

~~If an employee is sick for three (3) days or more while on their earned vacation, they may choose for those days to be considered sick hours instead of vacation hours.~~

17. Leave of Absence

Short- term leave	Collective Agreement/ Alberta Employment Standards
Bereavement leave	Defined under 17.01.03 Leave with Pay
Citizenship ceremony leave	Defined under 17.01.06 Leave with Pay
Domestic violence leave	Alberta Employment Standards
Personal and family responsibility leave	Alberta Employment Standards
<u>Personal emergencies leave</u>	<u>Defined under 17.01.02 Leave with Pay</u>

17.01.02 PERSONAL EMERGENCIES

Permanent employees may be eligible for a leave of absence with pay for personal emergencies so long as the employee informs Human Resources and/or their direct manager that they must leave due to a situation. This communication may happen via email, in person or by phone.

Personal emergency leaves can be accommodated for a maximum of five (5) working days, such leave of absence for a personal emergency may be granted by the President and CEO or his/her designate, and at the discretion of the Foundation President and CEO, leave may be extended to a maximum of ten (10) working days pending the individual situation. Within ten (10) calendar days of completing the leave of absence, in order for the employee to receive the leave with pay, the employee shall, in writing, provide a claim explaining the nature of the emergency situation which must be deemed reasonable to have prevented the employee from performing their duties, to the Foundation in order to confirm the leave will be granted with pay.

The party requesting the leave will remain on the payroll roster without interruption, and in good faith, until the claim has been approved by the Foundation. Any monies paid out under this provision that prove to have been paid in error and/or without reasonable explanation will be recovered in subsequent pay periods from the claimant's entitlement.

17.01.03 Bereavement Leave

A permanent employee or a probationary permanent employee shall be granted time off with pay, at the regular rate of pay, for the position to which such employee is permanently appointed or serving a required trial term thereof, for the purpose of making

arrangements for, or attending, a funeral **memorial service** in accordance with the following:

- a. When death occurs in the employee's immediate family - that is, current spouse **adult interdependent partner or common-law partner**, ~~common-law spouse~~, ~~guardian~~, parent, **stepparent, child, stepchild** or ward, the employee, on request, shall be excused for any five (5) regularly scheduled consecutive working days without loss of pay at their regular rate of pay. Such leave shall extend past the day of the funeral if there are extenuating circumstances for the leave. However, in no event shall such leave exceed five (5) working days.
- b. For other members of the employee's immediate family that is, grandparent, grandchild, guardian, parent of current spouse, brother, **stepbrother**, sister, **stepsister**, brother in law, sister in law, son in law, daughter in law, niece, nephew, grandparent of current spouse or related dependent of employee. The employee on request, shall be excused for any three (3) regularly scheduled working days without loss of pay at their regular rate of pay, such leave shall be extended past the day of the funeral if there are extenuating circumstances for the leave. However, in no event shall such leave exceed three (3) working days.
- c. One-half (1/2) day's leave with pay to attend funeral services of co-workers and persons related more distantly than those listed in Article 17.01.03 (a) and (b) shall be granted upon request. Upon demonstrating the need for additional time due to extenuating circumstances, this leave shall be extended up to one (1) day.
- d. The term "extenuating circumstances" may include traveling time or other reasons which may be applicable to the individual circumstances. The Foundation will review on a case-by-case basis to determine additional approved leave.
- e. A permanent or probationary permanent employee on leave of absence, other than annual vacation leave, shall not be eligible for bereavement leave.

17.01.05 **Leave for Medical and Dental Appointments**

An employee who is compelled to arrange a medical or dental appointment during scheduled work hours shall be allowed to meet such appointments. The employee shall not be paid for medical or dental absences, but may be able to use the necessary portion of sick leave as described in Article 17.01.07 or may use "Banked Overtime", vacation pay or by mutual agreement may adjust their schedule to prevent loss of pay for attending medical and dental appointments.

17.01.06 Citizenship Court

Employees shall be granted one (1) ~~one-half (1/2)~~ day leave with pay to attend the Citizenship Court of Canada on the day the employee is to become a Canadian citizen, provided such appearance at Citizenship Court is on their working day during their regular hours of work.

17.03 Other Employment While on Leave

Employees ~~shall not engage~~ ~~engaged~~ in other employment for gain while on leave of absence without the express written consent of the Foundation. - ~~shall be deemed to have automatically terminated their service with the Foundation.~~

19 POSTINGS OF POSITIONS

19.02 Appointment of Applicant

19.02.01

The Foundation shall appoint the selected applicant if no grievance has been initiated following the expiry of ~~five~~ **seven** (5-7) ~~working~~ **calendar** days from the date the last employee received notification, in writing, from the Foundation, and that appointment shall be final, subject to satisfactory completion of the required probationary or trial period.

19.02.02

~~For the purposes of this section “working days” shall be consecutive scheduled work days.~~

19.04 Temporary Managerial Positions

19.04.02

~~In instances where employees volunteer to temporarily act in a managerial position, the employee must choose to continue to pay Union Dues in order to maintain Union seniority. The employee must inform Human Resources in writing as to their decision.~~

20. APPOINTMENTS

20.01 Positions within Union Jurisdiction

In making appointments to positions coming within the jurisdiction of the Union, the qualifications contained in the job posting shall be the primary consideration. Where two (2) or more applicants are **equally** qualified to fulfill the duties of the position, seniority shall be the determining factor.

A part-time employee who has achieved permanent status shall be given priority if applying for a promotion to a permanent full-time position at the same classification and pay range, provided they meet the qualifications required for the position available. Where two or more applicants are qualified to fulfill the duties of the position, seniority shall be the determining factor.

20.02 Trial Period

An **existing** employee who has been selected to fill **another** position shall have a trial period equal to either three (3) months at full-time hours of work or six (6) months, whichever occurs first. ~~This trial period may be extended to a minimum of one (1) year for performance related issues. In the event that the trial period is extended, the employee and the Union shall be advised of the Foundation's reasons. When a trial period is extended, the affected employee shall be provided with a copy of their written performance appraisal.~~ During the trial period, an employee may elect to revert to their former position or may be reverted by the Foundation.

21. Probationary Period

21.02 Length of Probationary Period

At the time of posting, where the Foundation provides the operational rationale, the Union may agree to establish a probationary or trial period to a maximum of one (1) year.

A full time or permanent part time employee shall serve the equivalent of a three (3) month probationary period based on full-time hours of work. A part-time employee shall serve a six (6) month probationary period.

The Foundation reserves the right, in certain instances, **to extend this probationary period to double the length of the standard probationary period for the employment status, to a maximum of one (1) year.** In the event that the normal probationary period is extended, the employee and the Union will be advised of the Foundation's reasons. Affected employees shall receive a copy of their written performance appraisal.

21.03 Separation from Service

New employees who, **at the sole discretion of management,** do not meet the requirements of the position during the probation period shall be separated from service.

22. POSITION REVIEW AND REVIEW OF EMPLOYEE STATUS

22.01 Temporary Positions and Temporary Employees

A temporary position shall not exceed twelve (12) months, except where a vacancy is posted in accordance with Article 22.04. Should it be desired to extend said period beyond twelve (12) months, the matter must be agreed to by the parties to this Agreement.

A temporary employee shall be granted permanent status if they have worked full-time hours in excess of twelve (12) months, unless the term is extended with concurrence of the Union or posted in accordance with Article 22.04

22.02 Establishment of Permanent Part-Time Positions and Attainment of Permanent Part-Time Status When a position is performed by an employee for a minimum average of twenty (20) hours per week for a period of twelve (12) months, it shall be established as a Permanent Part-Time position.

Where an employee's hours worked have resulted in the establishment of a permanent position, the employee shall attain permanent status upon the successful completion of a merit review. If the employee's performance is not deemed sufficient, the position shall be posted. At any step during this process, an employee is entitled to union representation.

When an employee works in any one or more positions for a minimum average of twenty (20) hours per week for a period of twelve (12) months the situation shall be reviewed by all parties. Upon successful review, the employee shall attain Permanent Part-Time status. At any step during this process an employee is entitled to union representation.

22.03 Establishment of Permanent Full-Time Positions and Attainment of Permanent Full-Time Status

When a permanent employee working part-time hours works an average of thirty-three (33) hours per week for a period of nine (9) months in a single position, the position shall automatically be reviewed by the Foundation to determine if the position should be established as a full-time position subject to the Foundation's operational considerations. If the Foundation fails to initiate review of the position within 30 days of the end of the nine (9) month period, the position shall be automatically declared as a permanent full-time position. **Any position established or declared a permanent full-time position shall be posted and filled according to the provisions of this Agreement.**

22.04 Extended Temporary Positions based on Approved Leaves

Where a temporary posting must exceed twelve (12) months in order to replace a permanent employee who is on an approved:

- Maternity leave of absence; and/or
- Parental leave of absence; or
- Extended leave due to illness or injury;

it may be posted for a period of up to eighteen (18) months. In these instances, the temporary employee hired to fill the position shall retain their temporary status for a period of up to eighteen (18) months.

22.05 Permanent Part-time Status.

A permanent part-time employee may work less than twenty (20) hours and not cease to be a permanent employee merely by virtue of occasionally working less than twenty (20) hours in a weekly period. A permanent employee who works less than an average of twenty (20) hours per week over any four (4) consecutive weeks will cease to be a permanent employee. At a minimum a yearly review will be conducted to confirm permanent status.

28. DISPUTE RESOLUTION PROCESS

The Dispute Resolution process:

- a. Encourages open, face to face dialogue by people affected by a dispute;
- b. Achieves fair, wise and sustainable solutions that are possible to implement;
- c. Achieves solutions that contribute to positive, collaborative working relationships
- d. Achieves solutions that are consistent with the Collective Agreement
- e. Minimizes the time and cost involved in resolving disputes.

28.01 Definitions

28.01.01

A Dispute is any problem, disagreement or difference involving employees, representatives of The Edmonton Space & Science Foundation, or Union representatives.

28.01.02

A Grievance is any dispute:

- a. Concerning the interpretation, application, operation or alleged violation of the Collective Agreement including whether the dispute is arbitrable, and
- b. Directly relating to or affecting the rights of a specific employee or group of employees.

28.01.03

A Policy Grievance is any dispute:

- a. Concerning the interpretation, application, operation or alleged violation of the Collective Agreement, including whether the dispute is arbitrable, and
- b. Relating to a policy or general practice of the employer or the Union.

~~For the purposes of this section, working days mean consecutive days, exclusive of Saturdays, Sundays or holidays as observed by the Foundation.~~

28.02 Stage One: Problem Solving Stage

28.02.01 Employee(s), Foundation representative(s), or Union representative(s) are encouraged to resolve any dispute through face-to-face dialog with the persons with whom there is a dispute. Problem solving ~~must occur~~ **shall commence** within ~~ten (10) working~~ **fourteen (14) calendar** days of the incident giving rise to the dispute. **If a party directly related to the grievance or dispute is absent from the**

workplace during this fourteen (14)-day period, the Union and Foundation will establish an alternate period that is reasonably equivalent.

28.02.02

The discussion should include sharing information relevant to the dispute to the fullest extent possible at the earliest opportunity. The discussion should include an open, respectful exchange of information of the interests of the persons directly affected by the dispute and an exploration or options to satisfy these interests.

28.02.03

Agreements reached at this stage are confidential and without prejudice to the legal or contractual rights of the parties.

28.03 Stage Two: The Consultation Phase

28.03.01

An employee, representative of the Foundation or Union representative may initiate consultation if a dispute is not resolved through problem solving, or an employee or representative believes problem-solving will not resolve the dispute.

28.03.02

A request for consultation must be submitted in writing within ~~ten (10)~~ **working fourteen (14) calendar** days of the date ~~of~~ the incident that gave rise to the dispute ~~that~~ reasonably came to the attention of the person initiating consultation. The request shall include details of the dispute.

- a. If a dispute is related to a specific employee or group of employees, a request for consultation by the employee or Union shall be submitted to Human Resources with a copy to the appropriate manager.
- b. If a dispute relates to a policy or general practice, a request for consultation by the Union should be forwarded to Human Resources with a copy sent to the President & CEO of the Foundation.
- c. A request for consultation by the Foundation shall be submitted to the Director, Labour Relations, CSU 52.

28.03.03

Once initiated, Human Resources shall schedule a meeting of the people directly affected by the dispute (as determined by the parties). The meeting shall be facilitated jointly by a member of Human Resources team or designate, department Manager and the Union.

28.03.04

The facilitators will encourage respectful dialogue, information sharing, and help the participants define issues, explore interests and options, and achieve mutually acceptable solutions. The consultation process shall take place as quickly as possible. The participants may continue to consult for as long as they are mutually satisfied that progress is being made. The employee, Union or the Foundation may conclude consultation at any time by written notice to the other parties.

28.03.05

Agreements made at this stage are confidential and without prejudice to the legal, or contractual rights of the parties and shall be confirmed in writing.

28.04 Stage Three: Formal Review

28.04.01

The employee, Foundation representative, or Union may initiate a grievance or policy grievance as appropriate if a dispute is not resolved by consultation.

28.04.02

A grievance or policy grievance shall specify the details of the dispute, including the issues, the interests of the grieving party, the article or articles of the collective agreement that are alleged to have been violated and the desired resolution.

28.04.03

A grievance or policy grievance must be initiated in writing as set out in a, b, or c below, within thirty (30) ~~working~~ **calendar** days of the date the notice is received of the conclusion of consultation or, if no timely request for consultation is received in accordance with article

28.03.02, within thirty (30) **calendar** days of the date of which the incident arose.

- a. Grievances initiated by the employee or the Union shall be submitted to Human Resources with a copy sent to the President & CEO of the Foundation.
- b. Policy grievances initiated by the Union shall be submitted to Human Resources with a copy to the President & CEO of the Foundation.
- c. Grievances or policy grievances initiated by the Foundation shall be submitted to the Director, Labour Relations, CSU 52.

28.04.04

Following receipt of the grievance or policy grievance, a designate from Human Resources, President & CEO of the Foundation or designate, Director, Labour Relations, CSU 52 or designate shall convene a meeting as quickly as possible involving representatives of the Union, Human Resources, and the people directly affected by the dispute (as determined by the participants).

28.04.05

The participants will seek mutually acceptable resolution to the grievance or policy grievance. They will engage in open, fair and balanced discussion of the issues, interests, options and potential solutions.

28.04.06

The formal review stage shall begin to take place within thirty (30) **calendar** days of receipt of the grievance or policy grievance, and may be extended by written agreement of the parties. The participants may continue the formal review stage for as long as they are mutually satisfied that progress is being made, or may mutually agree to refer the matter back for further consultation.

28.04.07

The employee, Union or Foundation may conclude a formal review with final submissions at any time by written notice to the other parties.

28.04.08

Agreements reached at this stage are confidential and without prejudice to the legal or contractual rights of the parties and shall be confirmed in writing.

28.05 Stage Four: Arbitration

28.05.01

The Union, or the Foundation may refer any grievance (including policy grievances) to arbitration if it has not been resolved by formal review. A grievance may only be referred to arbitration if it has been properly processed in accordance with the procedures, time limits and restrictions contained in the Dispute Resolution process.

28.05.02

A referral to arbitration must be initiated no later than thirty (30) ~~working~~ **calendar** days after the conclusion of the formal review stage.

28.05.03

Grievances referred to arbitration by the Union shall be submitted to Human Resources, with a copy to the President & CEO of the Foundation.

28.05.04

Grievances referred to arbitration by the Foundation shall be submitted to the Director, Labour Relations, CSU 52.

28.05.05

The parties may mutually agree to refer a grievance to a one (1) person arbitration board. If the parties fail to agree the grievance shall be referred to a three (3) person arbitration board.

28.05.06

The party referring a grievance to arbitration shall notify the other party of:

- a. Its willingness to use a one (1) person arbitration board or
- b. Its appointee to a three (3) person arbitration board, and
- c. The details of the grievance including the issues in the dispute, the interests of the grieving party, the article or articles in the Collective Agreement which are alleged to have been violated, and the remedy requested.

28.05.07

The responding party shall notify the other party within ~~ten working~~ **fourteen (14) calendar** days of its willingness to use a one (1) person arbitration board or its appointee to a three (3) person arbitration board.

28.05.08

The Union and Foundation will attempt to agree on an arbitrator and if the parties do not agree, then both parties will seek assistance from the Director of Mediation Services.

28.05.09

No person shall be appointed as a member or chairperson or an arbitration board if the person is directly affected by the grievance or if the person has been involved in an attempt to negotiate or settle the dispute.

28.05.10

Each party shall bear the expense of its respective member and shall bear one-half of the expenses of the chairperson of the arbitration board.

28.05.11

Arbitration hearing dates shall be agreed to by the parties within ~~twenty (20) working~~ **thirty (30) calendar** days of the appointment of the arbitration board.

28.05.12

Prior to the arbitration hearing, the parties shall attempt to prepare an agreed statement of facts and issues for submission to the arbitration board.

28.05.13

The final submissions exchanged by the parties at the end of the formal review stage shall not be entered as evidence at arbitration but may form the basis of an agreed statement of facts.

28.05.14

The parties shall make every reasonable effort to ensure that presentations to the arbitration board are short and concise.

28.05.15

The arbitration board shall hear the grievance and render a decision within ~~twenty (20) working~~ **thirty (30) calendar days** of the hearing. Written reasons for the decision shall be provided within sixty (60) ~~working~~ **calendar** days, unless the parties mutually agree that written reasons are not required.

28.05.16

The decision of the majority is the award of the arbitration board, but if there is no majority, the decision of the chairperson shall be the award of the arbitration board. The decision of the arbitration board is final and binding upon the parties and any person affected by it.

28.05.17

The arbitration board may quash, confirm, or vary any action taken respecting the suspension, discipline or discharge of an employee.

28.05.18

The arbitration board by its decision shall not alter, amend, or change the terms of the Collective Agreement.

28.06 General

28.06.01

The parties may mutually agree to involve a mediator at any stage of the Dispute Resolution Process.

28.06.02

The parties may mutually agree to bypass stages, return to previous stages, and/or extend time limits contained in the Dispute Resolution Process. Such agreements shall be confirmed in writing.

28.06.03

If the Union and the Foundation have concerns regarding the application of the Dispute Resolution Process they will meet in an attempt to resolve these concerns.

28.06.04

No employee shall suffer any form of discipline, discrimination or intimidation by the Foundation as a result of having filed a grievance or having taken part in any proceedings under this article.

28.07 Extended Time Limits

Where both parties agree, the time limits contained herein may be extended.

RATIFIED

Negotiated Items - As of January 1, 2023 & January 1, 2024

1. Schedule of Wages – Full-Time / Part-Time Employees (see Appendix I schedule of wages document for details and starting wages and increment calculations as of January 1, 2023)
 - \$ 0.25 / hour, retroactive to January 1, 2023, affecting all positions under CSU 52 jurisdiction.
 - \$ 0.25 / hour, retroactive to January 1, 2024, affecting all positions under CSU 52 jurisdiction.
 - All employees in the service as of the signing of this Agreement shall be eligible for retroactive payment on wages paid to the employee during the period beginning January 1, 2023. Wages shall mean those monies derived by formula from the regular rate of pay, including straight-time pay, overtime pay, pay for work on an off day, statutory holiday pay and pay for work on a statutory holiday. The hours of work wage adjustment shall be considered part of an employee's regular rate of pay for the purpose of calculating retroactivity.
 - Anyone employed with the Foundation, and under the scope of this agreement, for any period of time between January 1st, 2023 and the date of ratification are eligible to receive retroactive adjustments to their rate of pay.
 - All eligible employees (Full-Time, Part-Time, and Retired) who have left the service of the Foundation prior to the implementation of this Agreement shall be required to notify the Foundation through email (hr@twose.ca), requesting to receive their entitled retroactive payment. This request must be received within 60 calendar days of the implementation of this agreement.

LETTER OF UNDERSTANDING

Between

The Edmonton Space and Science Foundation

-and-

**Civic Service Union 52
(hereinafter referred to as the Union)**

LABOUR-MANAGEMENT ADVISORY COMMITTEE

A Labour Management Advisory Committee (LMAC) shall be established. The LMAC shall meet at least every six (6) months.

The desired functions of the LMAC are to examine and make recommendations regarding the concerns of Employees or the Employer.

The Union shall provide the names of up to three (3) appointed employee representatives and the Employer shall provide the names of up to three (3) appointed representatives to sit on the LMAC. Upon request by either party, a representative from CSU 52 shall be permitted to attend.

Employees shall be paid at their regular rate of pay for attendance at LMAC meetings.

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RATIFIED

Appendix I

Schedule of Wages - Full Time
Effective January 1, 2023

Schedule of Wages - Full Time
Effective January 1, 2024

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
					3 Months	1 Year	1 Year	1 Year	1 Year
100	Custodian	A	Y	30,765.15	31,660.20	32,923.80	34,380.45	36,240.75	38,399.40
			B	1,183.28	1,217.70	1,266.30	1,322.33	1,393.88	1,476.90
			H	17.53	18.04	18.76	19.59	20.65	21.88
		B	Y	34,183.50	35,178.00	36,582.00	38,200.50	40,267.50	42,666.00
			B	1,314.75	1,353.00	1,407.00	1,469.25	1,548.75	1,641.00
			H	17.53	18.04	18.76	19.59	20.65	21.88
110	Customer Service Rep./Bookings Coordinator Café Supervisor Custodian II	A	Y	32,186.70	33,134.40	34,433.10	35,977.50	37,925.55	40,171.95
			B	1,237.95	1,274.40	1,324.35	1,383.75	1,458.68	1,545.08
			H	18.34	18.88	19.62	20.50	21.61	22.89
	Line Cook	B	Y	35,763.00	36,816.00	38,259.00	39,975.00	42,139.50	44,635.50
			B	1,375.50	1,416.00	1,471.50	1,537.50	1,620.75	1,716.75
			H	18.34	18.88	19.62	20.50	21.61	22.89
130	Administrative Support I House Manager Receptionist	A	Y	39,136.50	40,294.80	41,891.85	43,752.15	46,138.95	48,876.75
			B	1,505.25	1,549.80	1,611.23	1,682.78	1,774.58	1,879.88
			H	22.30	22.96	23.87	24.93	26.29	27.85
	Assistant Manager, Food Services Building Maintenance Assistant Bookings and Rentals Facilitator Events and Rentals Coordinator	B	Y	43,485.00	44,772.00	46,546.50	48,613.50	51,265.50	54,307.50
			B	1,672.50	1,722.00	1,790.25	1,869.75	1,971.75	2,088.75
			H	22.30	22.96	23.87	24.93	26.29	27.85
140	Administrative Assistant II Receptionist/Secretary Financial Assistant I	A	Y	42,418.35	43,664.40	45,401.85	47,420.10	49,999.95	52,983.45
			B	1,631.48	1,679.40	1,746.23	1,823.85	1,923.08	2,037.83
			H	24.17	24.88	25.87	27.02	28.49	30.19
	Assistant Manager, Visitor Services Lead Science Presenter Sous Chef	B	Y	47,131.50	48,516.00	50,446.50	52,689.00	55,555.50	58,870.50
			B	1,812.75	1,866.00	1,940.25	2,026.50	2,136.75	2,264.25
			H	24.17	24.88	25.87	27.02	28.49	30.19
150	Administrative Assistant III Financial Assistant II Marketing & Communications Coordinator	A	Y	48,578.40	50,017.50	52,000.65	54,317.25	57,283.20	60,687.90
			B	1,868.40	1,923.75	2,000.03	2,089.13	2,203.20	2,334.15
			H	27.68	28.50	29.63	30.95	32.64	34.58
	Marketing & Membership Coordinator	B	Y	53,976.00	55,575.00	57,778.50	60,352.50	63,648.00	67,431.00
			B	2,076.00	2,137.50	2,222.25	2,321.25	2,448.00	2,593.50
			H	27.68	28.50	29.63	30.95	32.64	34.58

Step A	Step B	Step C	Step D	Step E	Step F
	3 Months	1 Year	1 Year	1 Year	1 Year
31,203.90	32,098.95	33,362.55	34,819.20	36,679.50	38,838.15
1,200.15	1,234.58	1,283.18	1,339.20	1,410.75	1,493.78
17.78	18.29	19.01	19.84	20.90	22.13
34,671.00	35,665.50	37,069.50	38,688.00	40,755.00	43,153.50
1,333.50	1,371.75	1,425.75	1,488.00	1,567.50	1,659.75
17.78	18.29	19.01	19.84	20.90	22.13
32,625.45	33,573.15	34,871.85	36,416.25	38,364.30	40,610.70
1,254.83	1,291.28	1,341.23	1,400.63	1,475.55	1,561.95
18.59	19.13	19.87	20.75	21.86	23.14
36,250.50	37,303.50	38,746.50	40,462.50	42,627.00	45,123.00
1,394.25	1,434.75	1,490.25	1,556.25	1,639.50	1,735.50
18.59	19.13	19.87	20.75	21.86	23.14
39,575.25	40,733.55	42,330.60	44,190.90	46,577.70	49,315.50
1,522.13	1,566.68	1,628.10	1,699.65	1,791.45	1,896.75
22.55	23.21	24.12	25.18	26.54	28.10
43,972.50	45,259.50	47,034.00	49,101.00	51,753.00	54,795.00
1,691.25	1,740.75	1,809.00	1,888.50	1,990.50	2,107.50
22.55	23.21	24.12	25.18	26.54	28.10
42,857.10	44,103.15	45,840.60	47,858.85	50,438.70	53,422.20
1,648.35	1,696.28	1,763.10	1,840.73	1,939.95	2,054.70
24.42	25.13	26.12	27.27	28.74	30.44
47,619.00	49,003.50	50,934.00	53,176.50	56,043.00	59,358.00
1,831.50	1,884.75	1,959.00	2,045.25	2,155.50	2,283.00
24.42	25.13	26.12	27.27	28.74	30.44
49,017.15	50,456.25	52,439.40	54,756.00	57,721.95	61,126.65
1,885.28	1,940.63	2,016.90	2,106.00	2,220.08	2,351.03
27.93	28.75	29.88	31.20	32.89	34.83
54,463.50	56,062.50	58,266.00	60,840.00	64,135.50	67,918.50
2,094.75	2,156.25	2,241.00	2,340.00	2,466.75	2,612.25
27.93	28.75	29.88	31.20	32.89	34.83

Appendix I

Schedule of Wages - Full Time
Effective January 1, 2023

Schedule of Wages - Full Time
Effective January 1, 2024

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
					3 Months	1 Year	1 Year	1 Year	1 Year
160	Volunteer Services Coordinator Visitor Services Manager Program Specialist - Education Outreach Coordinator Camps and Community Programs Specialist Foundation and Membership Coordinator Science Presentation Specialist	A	Y	50,561.55	52,070.85	54,124.20	56,546.10	59,634.90	63,180.00
			B	1,944.68	2,002.73	2,081.70	2,174.85	2,293.65	2,430.00
			H	28.81	29.67	30.84	32.22	33.98	36.00
	B	Y	56,179.50	57,856.50	60,138.00	62,829.00	66,261.00	70,200.00	
		B	2,160.75	2,225.25	2,313.00	2,416.50	2,548.50	2,700.00	
		H	28.81	29.67	30.84	32.22	33.98	36.00	
180	Exhibit Maintenance Technician Building Maintenance Technician	A	Y	52,650.00	54,211.95	56,370.60	58,880.25	62,091.90	65,794.95
			B	2,025.00	2,085.08	2,168.10	2,264.63	2,388.15	2,530.58
			H	30.00	30.89	32.12	33.55	35.38	37.49
	B	Y	58,500.00	60,235.50	62,634.00	65,422.50	68,991.00	73,105.50	
		B	2,250.00	2,316.75	2,409.00	2,516.25	2,653.50	2,811.75	
		H	30.00	30.89	32.12	33.55	35.38	37.49	
182	Exhibit Maintenance Technician II Lead Exhibit Technician Information Technology Support	A	Y	57,967.65	59,687.55	62,074.35	64,847.25	68,374.80	72,463.95
			B	2,229.53	2,295.68	2,387.48	2,494.13	2,629.80	2,787.08
			H	33.03	34.01	35.37	36.95	38.96	41.29
	B	Y	64,408.50	66,319.50	68,971.50	72,052.50	75,972.00	80,515.50	
		B	2,477.25	2,550.75	2,652.75	2,771.25	2,922.00	3,096.75	
		H	33.03	34.01	35.37	36.95	38.96	41.29	
185	Digital Marketing Specialist	A	Y	60,986.25	62,793.90	65,286.00	68,216.85	71,937.45	76,237.20
			B	2,345.63	2,415.15	2,511.00	2,623.73	2,766.83	2,932.20
			H	34.75	35.78	37.20	38.87	40.99	43.44
	B	Y	67,762.50	69,771.00	72,540.00	75,796.50	79,930.50	84,708.00	
		B	2,606.25	2,683.50	2,790.00	2,915.25	3,074.25	3,258.00	
		H	34.75	35.78	37.20	38.87	40.99	43.44	
200	Staff Scientist, Technology Specialist	A	Y	61,565.40	63,408.15	65,917.80	68,866.20	72,639.45	76,974.30
			B	2,367.90	2,438.78	2,535.30	2,648.70	2,793.83	2,960.55
			H	35.08	36.13	37.56	39.24	41.39	43.86
	B	Y	68,406.00	70,453.50	73,242.00	76,518.00	80,710.50	85,527.00	
		B	2,631.00	2,709.75	2,817.00	2,943.00	3,104.25	3,289.50	
		H	35.08	36.13	37.56	39.24	41.39	43.86	
A= 67.5 hrs. bi-weekly (1755hrs/year) (full time)									
B=75 hrs. bi-weekly(1950/year) (fulltime)									
PT=Part-Time Hourly									

Step A	Step B	Step C	Step D	Step E	Step F
	3 Months	1 Year	1 Year	1 Year	1 Year
51,000.30	52,509.60	54,562.95	56,984.85	60,073.65	63,618.75
1,961.55	2,019.60	2,098.58	2,191.73	2,310.53	2,446.88
29.06	29.92	31.09	32.47	34.23	36.25
56,667.00	58,344.00	60,625.50	63,316.50	66,748.50	70,687.50
2,179.50	2,244.00	2,331.75	2,435.25	2,567.25	2,718.75
29.06	29.92	31.09	32.47	34.23	36.25
53,088.75	54,650.70	56,809.35	59,319.00	62,530.65	66,233.70
2,041.88	2,101.95	2,184.98	2,281.50	2,405.03	2,547.45
30.25	31.14	32.37	33.80	35.63	37.74
58,987.50	60,723.00	63,121.50	65,910.00	69,478.50	73,593.00
2,268.75	2,335.50	2,427.75	2,535.00	2,672.25	2,830.50
30.25	31.14	32.37	33.80	35.63	37.74
58,406.40	60,126.30	62,513.10	65,286.00	68,813.55	72,902.70
2,246.40	2,312.55	2,404.35	2,511.00	2,646.68	2,803.95
33.28	34.26	35.62	37.20	39.21	41.54
64,896.00	66,807.00	69,459.00	72,540.00	76,459.50	81,003.00
2,496.00	2,569.50	2,671.50	2,790.00	2,940.75	3,115.50
33.28	34.26	35.62	37.20	39.21	41.54
61,425.00	63,232.65	65,724.75	68,655.60	72,376.20	76,675.95
2,362.50	2,432.03	2,527.88	2,640.60	2,783.70	2,949.08
35.00	36.03	37.45	39.12	41.24	43.69
68,250.00	70,258.50	73,027.50	76,284.00	80,418.00	85,195.50
2,625.00	2,702.25	2,808.75	2,934.00	3,093.00	3,276.75
35.00	36.03	37.45	39.12	41.24	43.69
62,004.15	63,846.90	66,356.55	69,304.95	73,078.20	77,413.05
2,384.78	2,455.65	2,552.18	2,665.58	2,810.70	2,977.43
35.33	36.38	37.81	39.49	41.64	44.11
68,893.50	70,941.00	73,729.50	77,005.50	81,198.00	86,014.50
2,649.75	2,728.50	2,835.75	2,961.75	3,123.00	3,308.25
35.33	36.38	37.81	39.49	41.64	44.11

Appendix I

Schedule of Wages - Part Time Employees

Effective January 1, 2023

Effective January 1, 2024

Code	Position	Step A	Step B	Step C	Step D	Step E	Step F
PT120	Custodian						
	Guest Service Representative						
	Special Exhibit Attendant						
	Costume Character/Handler						
	Building Maintenance Assistant	16.99	17.57	18.18	18.99	19.83	21.00
PT130	Jr. Camps Instructor						
	Café Supervisor						
	Sleepover Supervisor						
	Line Cook Food Experience Lead						
		17.53	18.13	18.76	19.59	20.46	21.67
PT140	Assistant House Manager						
	Assistant Gift Shop Manager						
	Science Presenter/ Observatory Attendant						
	Indigenous Cultural Intern Indigenous Cultural Helper						
		18.07	18.69	19.33	20.19	21.09	22.34
PT170	Catering Server	19.96	20.65	21.36	22.31	23.30	24.68
PT180	Instructor - Summer Camp						
	Sleepover Presenter Community Program						
	Presenter						
		20.44	21.15	21.88	22.85	23.87	25.29
PT210	House Manager						
	Assistant Volunteer Coordinator						
	Receptionist						
		22.23	23.00	23.80	24.86	25.97	27.51
PT235	Instructor - Science Education	26.29	27.21	28.15	29.40	30.72	32.54

Step A	Step B	Step C	Step D	Step E	Step F
17.24	17.82	18.43	19.24	20.08	21.25
17.78	18.38	19.01	19.84	20.71	21.92
18.32	18.94	19.58	20.44	21.34	22.59
20.21	20.90	21.61	22.56	23.55	24.93
20.69	21.40	22.13	23.10	24.12	25.54
22.48	23.25	24.05	25.11	26.22	27.76
26.54	27.46	28.40	29.65	30.97	32.79