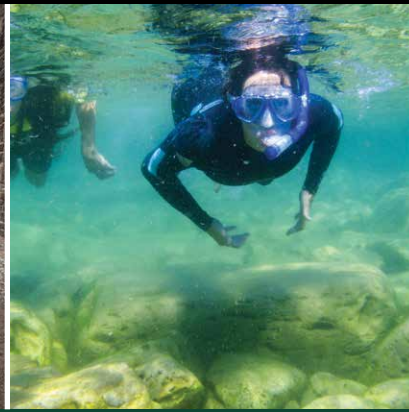




Parks
Canada

Parcs
Canada

Canada



Collective Agreement

between the Parks Canada Agency and
the Public Service Alliance of Canada

Expiry Date: August 4, 2021



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada



Collective Agreement

between

**The Parks Canada
Agency**

and

**The Public Service
Alliance of Canada**

Expiry date : August 4th, 2021

Cette convention collective est disponible également en français.

PHOTO CAPTIONS

Main Image:

Hiking in Fairy Meadows at the Cirque of Unclimbables with Mount Harrison Smith in the background. Nahanni National Park Reserve.

Top, left to right:

WWI soldiers and Blue Bird Nursing Sister in WWI ambulance. Halifax Citadel National Historic Site.

Scuba diving and snorkelling. Fathom Five National Marine Park.

Hoola hoop dancer in the colour guard at National Aboriginal Day. Jasper National Park.

Approach to lock no. 7. Chambly Canal National Historic Site.

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** Two asterisks denote changes from the previous collective agreement.

PART I - GENERAL

ARTICLE 1 PURPOSE AND SCOPE OF AGREEMENT

1.01 The purpose of this agreement is to maintain harmonious and mutually beneficial relationships between the Agency, the Alliance and the employees, and to set forth certain terms and conditions of employment upon which agreement has been reached through collective bargaining.

1.02 The parties to this agreement share a commitment to the protection, the promotion and the presentation of Canada's national parks, national historic sites and related heritage areas. Accordingly, they wish to promote an effective working relationship and the well-being of employees of the Agency, in order that the people of Canada will be well and efficiently served.

ARTICLE 2 INTERPRETATION AND DEFINITIONS

2.01 For the purpose of this agreement:

“Agency” means the employer, the Parks Canada Agency and includes any person authorized to exercise authority on its behalf (Agence),

“Alliance” means the Public Service Alliance of Canada (Alliance),

“allowance” means compensation payable for the performance of special or additional duties (indemnité),

“alternate provision” means a provision of this agreement which may only have application to certain employees within the bargaining unit (disposition de dérogation),

“annual rate of pay” (for employees classified as GL and GS) means an employee's weekly rate of pay multiplied by fifty-two decimal one seventy-six (52.176) (taux de rémunération annuel),

“bargaining unit” means the employees of the Agency in the group described in article 8 (unité de négociation),

“compensatory leave” means leave with pay in lieu of cash payment for overtime, standby, traveling time compensated at overtime rate, and reporting pay, and premium pay for time worked on a designated paid holiday. The duration of such leave will be equal to the time compensated or the minimum time entitlement multiplied by the applicable overtime rate. The rate of pay to which an employee is entitled during such leave shall be based on the employee's hourly rate of pay as calculated from the classification prescribed in the employee's letter of offer on the day immediately prior to the day on which leave is taken (congé compensateur),

“continuous employment” has the same meaning as specified in the Terms and Conditions of Employment Policy of the Agency on the date of signing of this agreement (emploi continu),

“day” means a twenty-four (24) hour period commencing at 00:01 hour (jour),

“daily rate of pay” means a full-time employee’s weekly rate of pay divided by five (5). For employees classified as GL and GS, this means the employee’s hourly rate of pay times the employee’s normal number of hours of work per day (taux de rémunération journalier),

“day of rest” in relation to a full-time employee means a day other than a holiday on which that employee is not ordinarily required to perform the duties of his/her position other than by reason of the employee being on leave or absent from duty without permission (jour de repos),

“employee” means a person so defined by the *Federal Public Sector Labour Relations Act* and who is a member of the bargaining unit (employée),

“excluded provision” means a provision of this agreement which may have no application to certain employees within the bargaining unit and for which there are no alternate provisions (disposition exclue),

“family” except where otherwise specified in the Agreement, means father, mother (or alternatively stepfather, stepmother, or foster parent), brother, sister, step-brother, step-sister, spouse (including common-law partner residing with the employee), child (including child of common-law partner), stepchild, foster child or ward of the employee, grandchild, father-in-law, mother-in-law, daughter-in-law, son-in-law, the employee’s grandparents and relative permanently residing in the employee’s household or with whom the employee permanently resides (famille),

“hourly rate of pay” except for employees classified as GL and GS, means a full-time employee’s weekly rate of pay divided by thirty-seven decimal five (37.5) or forty (40) in accordance with the Hours of Work Code (taux de rémunération horaire),

“holiday” (jour férié) means:

- a) the twenty-four (24) hour period commencing at 00:01 hours of a day designated as a paid holiday in this agreement,
- b) however, for the purpose of administration of a shift that does not commence and end on the same day, such shift shall be deemed to have been entirely worked:
 - (i) on the day it commenced where half (1/2) or more of the hours worked fall on that day,

or
 - (ii) on the day it terminates where more than half (1/2) of the hours worked fall on that day,

“lay-off” means the termination of an employee’s employment because of lack of work or because of the discontinuance of a function (mise en disponibilité),

“leave” means authorized absence from duty by an employee during her/his regular or normal hours of work (congé),

“membership dues” means the dues established pursuant to the constitution of the Alliance as the dues payable by its members as a consequence of their membership in the Alliance, and shall not include any initiation fee, insurance premium, or special levy (cotisations syndicales),

“overtime” (heures supplémentaires) means:

- a) in the case of a full-time employee, authorized work in excess of the employee’s scheduled hours of work,

or
- b) in the case of a part-time employee, authorized work in excess of seven decimal five (7.5) or eight (8) hours per day or thirty-seven decimal five (37.5) or forty (40) hours (in accordance with the Hours of Work Code) per week, but does not include time worked on a holiday,

or
- c) in the case of a part-time employee whose normal scheduled hours of work are in excess of seven decimal five (7.5) or eight (8) hours per day (in accordance with the Hours of Work Code) in accordance with the Variable Hours of Work provisions (clauses 22.11 to 22.14), authorized work in excess of those normal scheduled daily hours or an average of thirty-seven decimal five (37.5) or forty (40) hours per week (in accordance with the Hours of Work Code),

“remuneration” means pay and allowances (rémunération),

“spouse” is one of two persons legally married to one another, or who has participated in a public commitment ceremony as provided for in article 44.02, or an individual in a relationship who has lived with another person for a period of at least one (1) year, has publicly represented that person as his/her spouse, and continues to live with that person as if that person were his/her spouse (conjoint),

“weekly rate of pay”, means an employee’s annual rate of pay divided by fifty-two decimal one seven six (52.176). For employees classified as GL and GS, this means an employee’s daily rate of pay multiplied by five (5) (rémunération hebdomadaire).

2.02 Except as otherwise provided in this agreement, expressions used in this agreement:

- a) if defined in the *Federal Public Sector Labour Relations Act*, have the same meaning as given to them in the *Federal Public Sector Labour Relations Act*,
- and

- b) if defined in the *Interpretation Act*, but not defined in the *Federal Public Sector Labour Relations Act*, have the same meaning as given to them in the *Interpretation Act*.

ARTICLE 3 APPLICATION

3.01 The provisions of this agreement apply to the Alliance, employees and the Agency.

3.02 Both the English and French texts of this agreement shall be official.

**

3.03 In this Agreement, expressions referring to employee or the masculine or feminine gender are meant for all employees, regardless of gender.

ARTICLE 4 PRECEDENCE OF LEGISLATION AND THE COLLECTIVE AGREEMENT

4.01 In the event that any law passed by Parliament, applying to Agency 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.

ARTICLE 5 MANAGEMENT RIGHTS

5.01 Except to the extent provided herein, this agreement in no way restricts the authority of those charged with managerial responsibilities in the Agency.

ARTICLE 6 AGENCY POLICIES

6.01

a) The following Agency policies, as existing on the date of signing of the agreement and as amended from time to time in accordance with this article, shall form part of this agreement:

- (i) Travel
- (ii) Isolated Posts
- (iii) First Aid to the Public
- (iv) Bilingualism Bonus
- (v) Uniforms

b) The Agency agrees to amend the above policies to match changes in rates and entitlements as may be made from time to time in respect of the similar National Joint Council (NJC) Directives.

6.02 The Agency will maintain the current Relocation benefit levels within the Integrated Relocation Program for the life of the program. In no circumstances will the entitlements be less than those of the NJC Relocation Directive.

6.03 The Agency further agrees that it shall maintain the current Agency policies in effect at the date of signing:

- (i) Living Accommodation Allowances
- (ii) Commuting Assistance

6.04 Any disagreement regarding the interpretation and administration of the aforementioned policies may be addressed through the grievance procedure contained in this collective agreement.

6.05 The Agency, with the agreement of the Alliance, may otherwise modify the above policies.

ARTICLE 7 DENTAL CARE PLAN

7.01 The Agency will continue to offer coverage to employees under the Dental Care Plan as contained in the agreement between the Treasury Board Secretariat and the Public Service Alliance of Canada, as amended from time to time by the terms and conditions of the Dental Care Plan between the Public Service Alliance of Canada and the Treasury Board Secretariat.

**PART II – UNION SECURITY AND
LABOUR RELATIONS MATTERS**

ARTICLE 8 RECOGNITION

8.01 The Agency recognizes the Alliance as the exclusive bargaining agent for all employees described in the certificate issued by the Federal Public Sector Labour Relations and Employment Board on May 1, 2001.

ARTICLE 9 INFORMATION

9.01 The Agency agrees to supply the Alliance each quarter with the name, geographic location and classification of each new employee.

9.02 The Agency agrees to supply each employee with a copy of the collective agreement and will endeavour to do so within one (1) month after receipt from the printer.

ARTICLE 10 CHECK-OFF

10.01 Subject to the provisions of this article, the Agency will, as a condition of employment, deduct an amount equal to the monthly membership dues from the monthly pay of all employees. Where an employee does not have sufficient earnings in respect of any month to permit deductions made under this article, the Agency shall not be obligated to make such deduction from subsequent salary.

10.02 The Alliance shall inform the Agency in writing of the authorized monthly deduction to be checked off for each employee.

10.03 For the purpose of applying clause 10.01, deductions from pay for each employee in respect of each calendar month will start with the first full calendar month of employment to the extent that earnings are available.

10.04 An employee who satisfies the Alliance to the extent that he/she declares in an affidavit that he/she is a member of a religious organization whose doctrine prevents him/her as a matter of conscience from making financial contributions to an employee organization and that he/she will make contributions to a charitable organization registered pursuant to the *Income Tax Act*, an amount equal to the monthly dues, shall not be subject to this article, provided that the affidavit submitted by the employee is countersigned by an official representative of the religious organization involved. The Alliance will inform the Agency accordingly.

10.05 No employee organization, as defined in section 2 of the, *Federal Public Sector Labour Relations Act* other than the Alliance, shall be permitted to have membership dues and/or other monies deducted by the Agency from the pay of employees.

10.06 The amounts deducted in accordance with clause 10.01 shall be remitted to the Comptroller of the Alliance within a reasonable period of time after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on the employee's behalf.

10.07 The Agency agrees to continue the past practice of making deductions for other purposes on the basis of the production of appropriate documentation.

10.08 The Alliance agrees to indemnify and save the Agency 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 Agency limited to the amount actually involved in the error.

ARTICLE 11 USE OF AGENCY FACILITIES

11.01 Reasonable space on bulletin boards (including electronic bulletin boards, where available) in convenient locations will be made available to the Alliance for the posting of official Alliance notices. The Alliance shall endeavour to avoid requests for posting of notices which the Agency, acting reasonably, could consider adverse to its interests or to the interests of any of its representatives. Posting of notices or other materials shall require the prior approval of the Agency, except notices related to the business affairs of the Alliance, including the names of Alliance representatives, and social and recreational events. Such approval shall not be unreasonably withheld.

11.02 The Agency will also continue its present practice of making available to the Alliance specific locations on its premises for the placement of reasonable quantities of literature of the Alliance.

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11.03 A duly accredited representative of the Alliance may be permitted access to the Agency's premises, which includes vessels, to assist in the resolution of a complaint or grievance and to attend meetings called by management. Permission to enter the premises shall, in each case, be obtained from the Agency. Such permission shall not be unreasonably withheld. In the case of access to vessels, the Alliance representative upon boarding any vessel must report to the Master, state his or her business and request permission to conduct such business. It is agreed that these visits will not interfere with the sailing and normal operation of the vessels.

ARTICLE 12 EMPLOYEE REPRESENTATIVES

12.01 The Agency acknowledges the right of the Alliance to appoint or otherwise select employees as representatives.

12.02 The Alliance and the Agency shall endeavour in consultation to determine the jurisdiction of each representative, having regard to the plan of organization, the number and distribution of employees at the workplace and the administrative structure implied by the grievance procedure. Where the parties are unable to agree in consultation, then any dispute shall be resolved by the grievance/adjudication procedure.

12.03 The Alliance shall notify the Agency in writing of the name and jurisdiction of its representatives identified pursuant to clause 12.02.

12.04

- a) A representative shall obtain the permission of his or her immediate supervisor before leaving his/her work to investigate employee complaints of an urgent nature, to meet with local management for the purpose of dealing with grievances and to attend meetings called by management. Such permission shall not be unreasonably withheld. Where practicable, the representative shall report back to his/her supervisor before resuming his/her normal duties.
- b) Where practicable, when management requests the presence of an Alliance representative at a meeting, such request will be communicated to the employee's supervisor.
- c) An employee shall not suffer any loss of pay when permitted to leave his/her work under paragraph a).

12.05 The Alliance shall have the opportunity to have an employee representative introduced to employees newly appointed to the Agency, by the most practical means available, within one month of the employee's start date and as part of the Agency's formal orientation programs, where they exist.

12.06 The Alliance shall provide the Agency a list of such Alliance representatives and shall advise promptly of any change made to the list.

12.07 A duly accredited representative of the Alliance may be permitted access to the Agency's premises, which includes vessels, to assist in the resolution of a complaint or grievance and to attend meetings called by management. Permission to enter the premises shall, in each case, be obtained from the Agency.

**ARTICLE 13
LEAVE WITH OR WITHOUT PAY
FOR ALLIANCE BUSINESS**

Complaints made to the Federal Public Sector Labour Relations and Employment Board Pursuant to Section 190 (1) of the *Federal Public Sector Labour Relations Act* (FPSLRA).

13.01 When operational requirements permit, in cases of complaints made to the Federal Public Sector Labour Relations and Employment Board pursuant to section 190(1) of the FPSLRA alleging a breach of sections 157, 186(1)(a), 186(1)(b), 186(2)(a)(i), 186(2)(b), 187, 188(a) or 189(1) of the FPSLRA, the Agency will grant leave with pay:

- a) to an employee who makes a complaint on her/his own behalf, before the Federal Public Sector Labour Relations and Employment Board,

and
- b) to an employee who acts on behalf of an employee making a complaint, or who acts on behalf of the Alliance making a complaint.

Applications for Certification, Representations and Interventions with respect to Applications for Certification

13.02 When operational requirements permit, the Agency will grant leave without pay:

- a) to an employee who represents the Alliance in an application for certification or in an intervention,

and
- b) to an employee who makes personal representations with respect to a certification.

13.03 The Agency will grant leave with pay:

- a) to an employee called as a witness by the Federal Public Sector Labour Relations and Employment Board,

and
- b) when operational requirements permit, to an employee called as a witness by an employee or the Alliance.

Arbitration Board Hearings, Public Interest Commission Hearings and Informal Conflict Management Process

13.04 When operational requirements permit, the Agency will grant leave with pay to a reasonable number of employees representing the Alliance before an Arbitration Board, Public Interest Commission or in an Informal Conflict Management (ICM) Process.

13.05 The Agency will grant leave with pay to an employee called as a witness by an Arbitration Board, Public Interest Commission or in an ICM Process and, when operational requirements permit, leave with pay to an employee called as a witness by the Alliance.

Adjudication

13.06 When operational requirements permit, the Agency will grant leave with pay to an employee who is:

- a) a party to the adjudication,
- b) the representative of an employee who is a party to an adjudication,
- and
- c) a witness called by an employee who is a party to an adjudication.

Meetings During the Grievance Process

13.07 Where an employee representative wishes to discuss a grievance or a labour relations complaint related to an Agency policy with an employee who has asked or is obliged to be represented by the Alliance in relation to the presentation of his/her grievance or complaint, the Agency will, where operational requirements permit, give them reasonable leave with pay for this purpose when the discussion takes place within their field unit or service center or national office area and reasonable leave without pay when it takes place outside their field unit or service center or national office area or established jurisdiction.

13.08 Subject to operational requirements:

- a) when the Agency originates a meeting with a grievor in her/his field unit or service center or national office area, she/he will be granted leave with pay and “on duty” status when the meeting is held outside the grievor’s field unit or service center or national office area,
- b) when a grievor seeks to meet with the Agency, he/she will be granted leave with pay when the meeting is held in his/her field unit or service center or national office area and leave without pay when the meeting is held outside her/his field unit or service center or national office area,
- and
- c) when an employee representative attends a meeting referred to in this clause, he/she will be granted leave with pay when the meeting is held in her/his field unit or service center or national office area and leave without pay when the meeting is held outside his/her field unit or service center or national office area or established jurisdiction.

Contract Negotiation Meetings

**

13.09

- a) When operational requirements permit, the Agency will grant leave without pay to an employee for the purpose of attending contract negotiation meetings on behalf of the Alliance.
- b) For administrative purposes, the Agency will continue to pay the employee and the Alliance will reimburse the employer for the salary costs of the employee within sixty (60) days of receiving the request for payment from the Agency.

Preparatory Contract Negotiation Meetings

13.10 When operational requirements permit, the Agency will grant leave without pay to a reasonable number of employees to attend preparatory contract negotiation meetings.

Meetings Between the Alliance and Management not Otherwise Specified in this Article

13.11 When operational requirements permit, the Agency will grant leave with pay to a reasonable number of employees who are meeting with management on behalf of the Alliance.

Alliance Meetings and Conventions

13.12 Subject to operational requirements, the Agency shall grant leave without pay to a reasonable number of employees to attend meetings of the Board of Directors of the Alliance, meetings of the National Executive of the Components, Executive Board meetings of the Alliance, and conventions of the Alliance, the Components, the Canadian Labour Congress and the Territorial and Provincial Federations of Labour.

Representatives' Training Courses

13.13 When operational requirements permit, the Agency will grant leave without pay to employees who exercise the authority of a representative on behalf of the Alliance to undertake training related to the duties of a representative.

Component and Alliance Executive Positions

**

13.14 Except where otherwise specified in this article, the Agency will grant leave without pay to an employee who is elected as a full-time official of the Alliance within one (1) month after notice is given to the Employer of such election. The duration of such leave shall be for the period the employee holds such office.

**

13.15 For administrative purposes only, the Agency will continue to pay the employee who has been granted leave under articles 13.02, 13.09, 13.10, 13.12 and 13.13. The Alliance will reimburse the Agency for the salary and benefit costs of the employee during the period of approved leave, within sixty (60) days of receiving the request for payment from the Agency according to the terms established by the joint agreement.

ARTICLE 14 EMPLOYEES ON PREMISES OF OTHER EMPLOYERS

14.01 If employees are prevented from performing their duties because of a strike or lock-out on the premises of another employer, the employees shall report the matter to the Agency and the Agency shall make reasonable efforts to ensure that the employees are employed elsewhere, so that they shall receive their regular pay and benefits to which they would normally be entitled.

ARTICLE 15 DISCIPLINE

15.01 When an employee is suspended from duty or terminated, the Agency undertakes to notify the employee in writing of the reason for such suspension or termination. The Agency shall endeavour to give such notification at the time of suspension or termination.

15.02 When an employee is required to attend a meeting, the purpose of which is to conduct a disciplinary hearing concerning him/her or to render a disciplinary decision concerning her/him, the employee shall be informed by the Agency that, at her/his request, the employee is entitled to have a representative of the Alliance attend the meeting. The employee shall receive a minimum of two (2) days' notice of such a meeting.

15.03 The Agency shall notify the local representative of the Alliance as soon as possible that such suspension or termination has occurred.

15.04 The Agency agrees not to introduce as evidence in a hearing relating to disciplinary action any document from the file of an employee the content of which the employee was not aware of at the time of filing or within a reasonable period thereafter.

15.05 Any document or written statement related to disciplinary action, which may have been placed on the personnel file of an employee, shall be destroyed after two (2) years have elapsed since the disciplinary action was taken, provided that no further disciplinary action has been recorded during this period.

15.06 When an employee and/or a union representative is required to attend disciplinary or administrative meetings or investigations with the Agency that fall outside their normal hours or during a period of seasonal layoff, they shall be compensated by the Agency as if they had reported to work.

ARTICLE 16 GRIEVANCE PROCEDURE

16.01 General

The following shall apply to individual, group or policy grievances as specified in the *Federal Public Sector Labour Relations Act* (FPSLRA).

- a) In determining the time within which any action is to be taken as prescribed in this procedure, Saturdays, Sundays and designated paid holidays shall be excluded.
- b) The time limits stipulated in this procedure may be extended by mutual agreement between the Agency and the employee and, where appropriate, the Alliance representative.
- c) Under section 62 of the FPSLR Regulations, if the parties avail themselves of an informal conflict management system established under section 207 of the FPSLRA to settle a grievance, the time prescribed in this part is suspended until either party gives to the other notice in writing to the contrary.
- d) Where a grievance or a reply is presented by mail, it shall be deemed to have been presented on the day on which it is postmarked and to have been received on the date it is delivered or three (3) business days after it is postmarked, whichever is the earlier.
- e) A grievance of an employee shall not be deemed to be invalid by reason only that it is not in accordance with the form supplied by the Agency.
- f) No person who is employed in a managerial or confidential capacity shall seek by intimidation, by threat of dismissal or by any other kind of threat to cause an employee to abandon a grievance or refrain from exercising his or her right to present a grievance as provided in this agreement.
- g) The party that raises an issue relating to the interpretation or application of the *Canadian Human Rights Act* in referring an individual, group or policy grievance to adjudication shall give notice of such to the Canadian Human Rights Commission in accordance with the regulations.

16.02 Meeting Outside Normal Hours

When the Agency originates a grievance hearing, arbitration/adjudication hearing, Informal Conflict Management (ICM)/Independent Third Party Review (ITPR) meeting, or other meeting with the employee related to the disposition of a grievance that falls outside their normal hours or during a period of seasonal layoff, the employee and/or the union representative shall be compensated by the Agency as if they had reported to work.

16.03 Individual Grievances

- a) Subject to and as provided in Section 208 of the *Federal Public Sector Labour Relations Act* (FPSLRA), an employee who feels that he or she has been treated unjustly or considers himself or herself aggrieved by any action or lack of action by the Agency is entitled to present a grievance in the manner prescribed in sub-paragraph (b) except that where the grievance relates to the interpretation or application of this agreement or an arbitral award, the employee is not entitled to present the grievance unless he or she has the approval of and is represented by the Alliance.
- b) An employee who wishes to present a grievance at a prescribed step in the grievance procedure shall transmit this grievance to his or her immediate supervisor or local officer-in-charge who shall forthwith:
 - (i) forward the grievance to the representative of the Agency authorized to deal with grievances at the appropriate step,and
 - (ii) provide the employee with a receipt stating the date on which the grievance was received by him or her.

16.04 Steps in the Grievance procedure

- a) Except as otherwise provided in this agreement, a grievance shall be processed by recourse to the following steps:
 - (i) step 1 - first level of management, as delegated by the Agency;
 - (ii) final step - Chief Executive Officer or authorized representative.
- b) Where it appears that the nature of the grievance is such that a decision cannot be given at the first step, the first step may be eliminated by agreement of the Agency and the employee, and, where applicable, the Alliance.
- c) Grievances concerning disciplinary and non-disciplinary demotions/terminations for cause shall be presented directly at the final step.
- d) An employee may abandon a grievance by written notice to his or her immediate supervisor or officer-in-charge.

16.05 Representatives of Agency

The Agency shall inform the Alliance of the name or title of the individual at each step to whom a grievance is to be presented, and shall inform employees by means of notices posted in places

where such notices are most likely to come to the attention of the employees, or otherwise as determined by agreement between the Agency and the Alliance.

16.06 Time limits

- a) An employee may present a grievance at the first step not later than the twenty-fifth (25th) day after the date on which he or she first becomes aware of the action or circumstances giving rise to the grievance.
- b) The Agency shall reply to an employee's grievance at the first step within fifteen (15) days after the date the grievance is presented. Where such decision or settlement is not satisfactory to the employee, or the Agency does not reply within the time frame specified in this Article, he or she may, within ten (10) days, submit a grievance at the final step.
- c) The Agency shall reply to an employee's grievance at the final step within thirty (30) days after the date the grievance is presented at that step.
- d) An employee who fails to present a grievance to the final step within the prescribed time limits shall be deemed to have abandoned the grievance, unless the employee was unable to comply with the prescribed time limits due to circumstances beyond his or her control.

16.07 Representation

- a) An employee may be assisted and/or represented by the Alliance when presenting a grievance at any step.
- b) Where an employee has been represented by the Alliance, the Agency shall provide the appropriate representative of the Alliance with a copy of the Agency's decision at each step of the grievance procedure at the same time that the decision is conveyed to the employee.
- c) The Alliance shall have the right to consult with the Agency with respect to a grievance at each step of the grievance procedure. Where consultation is with an authorized representative of the Chief Executive Officer, that person shall render the decision.

16.08 Adjudication

- a) The decision given by the Agency at the final step in the grievance procedure shall be final and binding upon the employee unless the grievance relates to:
 - (i) the interpretation or application in respect of him or her of a provision of this agreement or a related arbitral award,
 - or
 - (ii) disciplinary action resulting in suspension or a financial penalty,

or

- (iii) termination of employment or demotion for cause pursuant to section 13 (3) of the *Parks Canada Agency Act*,

in which case the grievance may be referred to adjudication in accordance with the provisions of the *Federal Public Sector Labour Relations Act* and its Regulations.

- b) Where a grievance that may be presented by an employee to adjudication is a grievance relating to the interpretation or application in respect of him or her of a provision of this agreement or an arbitral award, the employee is not entitled to refer the grievance to adjudication unless the Alliance signifies in the prescribed manner:

- (iv) its approval of the reference of the grievance to adjudication,

and

- (v) its willingness to represent the employee in the adjudication proceedings.

16.09 Group Grievances

- a) Subject to and as provided in sections 215 and 216 of the *Federal Public Sector Labour Relations Act*, the Alliance may present the Agency a group grievance on behalf of employees in the bargaining unit who feel aggrieved by the interpretation or application, common in respect of those employees, of a provision of the collective agreement or an arbitral award.

In order to present the grievance, the Alliance must first obtain the consent of each of the employees concerned in the form provided for at subsection 77(2) of the *Federal Public Sector Labour Relations Regulations* (FPSLRR). The consent of an employee is valid only in respect of the particular group grievance for which it is obtained.

- b) A group grievance shall be processed by recourse to the following steps:
 - (i) step 1 - first level of management, as delegated by the Agency;
 - (ii) final step - Chief Executive Officer or authorized representative.
- c) The Agency shall inform the Alliance of the name or title of the individual at each step to whom a grievance is to be presented, and shall inform employees by means of notices posted in places where such notices are most likely to come to the attention of the employees, or otherwise as determined by agreement between the Agency and the Alliance.

- d) The Alliance shall have the right to consult with the Agency with respect to a grievance at each step of the grievance procedure. Where consultation is with an authorized representative of the Chief Executive Officer, that person shall render the decision.
 - (i) The Alliance may present a group grievance at the first step not later than the twenty-fifth (25th) day after the date on which it becomes aware of the action or circumstances giving rise to the grievance.
 - (ii) The Agency shall reply to the group grievance at the first step within fifteen (15) days after the date the grievance is presented. Where such decision or settlement is not satisfactory to the Alliance, or the Agency does not reply within the time frame specified in this Article, it may, within ten (10) days, submit a grievance at the final step.
 - (iii) The Agency shall reply to a group grievance at the final step within thirty (30) days after the date the grievance is presented.
- e) Where it appears that the nature of the group grievance is such that a decision cannot be given below a particular step of authority, the first step may be eliminated by agreement of the Agency and the Alliance.
- f) The Alliance may, by written notice to the Agency, withdraw a group grievance.

16.10 Opting out of a Group Grievance

- a) An employee in respect of whom a group grievance has been presented may, at any time before a final decision is made in respect of the grievance, notify the Alliance that the employee no longer wishes to be involved in the group grievance.
- b) The Alliance shall provide to the representatives of the Agency authorized to deal with the group grievance, a copy of the notice received pursuant to paragraph a) above.
- c) After receiving the notice, the Alliance may not pursue the grievance in respect of the employee.

16.11 Where the Alliance fails to present the group grievance to the final step within the prescribed time limits, it shall be deemed to have abandoned the grievance unless in the opinion of the Agency, and after consultation with the Alliance, the Alliance was unable for reasons beyond its control to comply with the prescribed time limits.

16.12 The Alliance may refer to adjudication any group grievance that has been presented up to and including the final step in the grievance process and that has not been dealt with to its satisfaction.

16.13 Policy Grievances

- a) The Agency or the Alliance may present a policy grievance to the other in respect of the interpretation or application of the collective agreement or arbitral award as it relates to either of them or to the bargaining unit generally.
- b) A policy grievance shall be presented at the final step in the grievance procedure to the representative of the Alliance or the Agency, as the case may be, authorized to deal with the grievance. The party who receives the grievance shall provide the other party with a receipt stating the date on which the grievance was received.
- c) The Agency and the Alliance shall designate a representative and shall notify each other of the title of the person so designated together with the title and address of the officer-in-charge to whom a grievance is to be presented.
- d) The Agency or the Alliance may present a grievance in the manner prescribed in a) above not later than the twenty-fifth (25th) day after the date on which it received notification or on which it first had good reason to be aware of the action or circumstances giving rise to the policy grievance.
- e) The Agency or the Alliance shall normally reply to the grievance within thirty (30) days of when the grievance is prescribed.
- f) The Agency or the Alliance, as the case may be, may, by written notice to the other party, withdraw a grievance.
- g) A party that presents a policy grievance may refer it to adjudication in accordance with the provisions of the *Federal Public Sector Labour Relations Act*.

ARTICLE 17 NO DISCRIMINATION AND SEXUAL HARASSMENT

17.01 There shall be no discrimination, interference, restriction, coercion, harassment, intimidation, or any disciplinary action exercised or practiced with respect to an employee by reason of age, race, creed, colour, national or ethnic origin, religious affiliation, sex, sexual orientation, gender identity and expression, family status, mental or physical disability, membership or activity in the Alliance, marital status or a conviction for which a pardon has been granted.

17.02 The Alliance and the Agency recognize the right of employees to work in an environment free from sexual harassment and agree that sexual harassment will not be tolerated in the workplace.

17.03

- a) Any step in the grievance procedure shall be waived if a person hearing the grievance is the subject of the complaint.
- b) If by reason of paragraph a) a level in the grievance procedure is waived, no other level shall be waived except by mutual agreement.

17.04 By mutual agreement, the parties may use a mediator in an attempt to settle a grievance dealing with discrimination or sexual harassment. The selection of the mediator will be by mutual agreement.

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17.05 Upon request by the complainant(s) and/or respondent(s), an official copy of the investigation report shall be provided to them by the Agency, subject to the *Access to Information Act* and *Privacy Act*.

ARTICLE 18 JOINT CONSULTATION

18.01 The parties acknowledge the mutual benefits to be derived from joint consultation and are prepared to enter into discussion aimed at the development and introduction of appropriate machinery for the purpose of providing joint consultation on matters of common interest.

18.02 Within five (5) days of notification of consultation served by either party, the Alliance shall notify the Agency in writing of the representatives authorized to act on behalf of the Alliance for consultation purposes.

18.03 Upon request of either party, the parties to this agreement shall consult meaningfully at the appropriate level about contemplated changes in conditions of employment or working conditions not governed by this agreement.

18.04 Without prejudice to the position the Agency or the Alliance may wish to take in future about the desirability of having the subjects dealt with by the provisions of the collective agreement, the subjects that may be determined as appropriate for joint consultation will be by agreement of the parties.

ARTICLE 19 HEALTH & SAFETY

19.01

- a) The parties recognize the *Canada Labour Code* (CLC), Part II, and all provisions and regulations flowing from the Code as the authority governing occupational safety and health in Parks Canada.

- b) The Agency shall make reasonable provisions to ensure the occupational safety and health of employees. The Agency will welcome suggestions on the subject from the Alliance and its members through the committee structure identified in the CLC, Part II. The parties undertake to develop and recommend reasonable measures intended to prevent or reduce the risk of workplace injury.

19.02 Condition of Employment - Medical Examination

- a) Where the Agency requires an employee to undergo a medical examination by a designated qualified practitioner, the examination will be conducted at no expense to the employee.
- b) An employee shall make every reasonable effort to schedule an appointment for an examination referred to in paragraph a) during his/her working hours. When this is not possible, the employee will be compensated pursuant to this collective agreement for the examination time and the travel time associated with it.
- c) The Agency shall pay for reasonable travel expenses, incurred as a result of paragraph a) in accordance with the Agency Travel Policy.

ARTICLE 20 JOB SECURITY

20.01 Subject to the willingness and capacity of individual employees to accept relocation and retraining, the Agency will make every reasonable effort to ensure that any reduction in the work force will be accomplished through attrition.

ARTICLE 21 TECHNOLOGICAL CHANGE

21.01 The parties have agreed that in cases where as a result of technological change the services of an employee are no longer required beyond a specified date because of lack of work or the discontinuance of a function, Appendix “K” on Work Force Adjustment will apply. In all other cases the following clauses will apply.

21.02 In this article “Technological Change” means:

- a) the introduction by the Agency of equipment or material of a different nature than that previously utilized;

and
- b) a change in the Agency’s operation directly related to the introduction of that equipment or material.

21.03 Both parties recognize the overall advantages of technological change and will, therefore, encourage and promote technological change in the Agency's operations. Where technological change is to be implemented, the Agency will seek ways and means of minimizing adverse effects on employees which might result from such changes.

21.04 The Agency agrees to provide as much advance notice as is practicable but, except in cases of emergency, not less than one hundred and eighty (180) days written notice to the Alliance of the introduction or implementation of technological change when it will result in significant changes in the employment status or working conditions of the employees.

21.05 The written notice provided for in clause 21.04 will provide the following information:

- a) the nature and degree of the technological change;
- b) the date or dates on which the Agency proposes to effect the technological change;
- c) the location or locations involved;
- d) the approximate number and type of employees likely to be affected by the technological change;
- e) the effect that the technological change is likely to have on the terms and conditions of employment of the employees affected.

21.06 As soon as reasonably practicable after notice is given under clause 21.04, the Agency shall consult meaningfully with the Alliance concerning the rationale for the change and the topics referred to in clause 21.05 on each group of employees, including training.

21.07 When, as a result of technological change, the Agency determines that an employee requires new skills or knowledge in order to perform the duties of the employee's substantive position, the Agency will make every reasonable effort to provide the necessary training during the employee's working hours without loss of pay and at no cost to the employee.

PART III – WORKING CONDITIONS

**ARTICLE 22
HOURS OF WORK**

22.01 For the purposes of this article:

- a) “day” means a twenty-four (24) hour period commencing at 00:01 hour;
- b) “week” means a period of seven (7) consecutive days beginning at 00:01 hour Monday morning and ending at 24:00 hours the following Sunday night.
- c) The normal hours of work per week which shall be performed by employees shall be as indicated by the letter Code under the column headed Hours of Work Code in Appendix “B”. The Code letters shall denote the following normal weekly hours of work:

Letter Code	Normal Weekly Hours of Work
X	37.5
Y	40

22.02 An employee’s scheduled hours of work shall not be construed as guaranteeing the employee minimum or maximum hours of work.

22.03 The Agency will review with the local Alliance representative(s) any changes to hours of work which the Agency proposes to institute, when such change will affect the majority of employees governed by the schedule. In all cases following such reviews, the Agency will, where practical, accommodate such employee representations as may have been conveyed by the Alliance representative(s) during the meeting.

By mutual agreement, in writing, the Agency and the local Alliance representative(s) may waive the application of change of shift with no notice provision.

22.04 Provided sufficient advance notice is given and with the approval of the Agency, employees may exchange shifts if there is no increase in cost to the Agency.

22.05

- a) Except as provided for in clause 22.10, the normal workweek shall be thirty-seven decimal five (37.5) or forty (40) hours (in accordance with the Hours of Work Code), exclusive of lunch periods, comprising five (5) days of seven decimal five (7.5) or eight (8) consecutive hours (in accordance with the Hours of Work Code) each, Monday to Friday. The work day shall be scheduled to fall within a nine (9)-hour period between 6:00 a.m. to 6:00 p.m., unless otherwise agreed in consultation between the Alliance and the Agency at the appropriate level.
- b) The scheduled weekly and daily hours of work stipulated in 22.05 a) and 22.10 may be varied by the Agency, following meaningful consultation with the Alliance, to allow for summer and winter hours, provided the annual total is not changed.

22.06 Subject to operational requirements, as determined by the Agency from time to time, an employee shall have the right to select and request flexible hours between 6:00 a.m. to 6:00 p.m., and such request shall not be unreasonably denied.

22.07 Notwithstanding the provisions of this article, upon request of an employee and the concurrence of the Agency, an employee may complete her/his weekly hours of employment in a period other than five (5) full days provided that over a period of up to twenty-eight (28) calendar days the employee works an average of thirty-seven decimal five (37.5) or forty (40) hours (in accordance with the Hours of Work Code) per week. As part of the provisions of this clause, attendance reporting shall be mutually agreed between the employee and the Agency. In every twenty-eight (28) day period such an employee shall be granted days of rest on such days as are not scheduled as a normal workday for the employee.

22.08 Two (2) rest periods of fifteen (15) minutes each shall be scheduled during each normal day for non-operating employees. The Agency agrees, where operational requirements permit, to continue the present practice of providing rest periods for operating employees.

22.09 If an employee is given less than seven (7) days advance notice of a change in his/her shift schedule, the employee will receive a premium rate of time and one-half (1 ½) for work performed on the first shift changed. Subsequent shifts worked on the new schedule shall be paid for at straight time. Such employee shall retain her/his previously scheduled days of rest next following the change or if worked, such days of rest shall be compensated in accordance with the overtime provisions of this collective agreement.

22.10 For employees who work on a rotating or irregular basis:

- a) Normal hours of work shall be scheduled so that employees work:
 - (i) an average of thirty-seven decimal five (37.5) or forty (40) hours (in accordance with the Hours of Work Code) per week and an average of five (5) days per week and seven decimal five (7.5) hours or eight (8) hours (in accordance with the Hours of Work Code) per day;

or

 - (ii) if he/she is a Park Warden performing a period of backcountry patrol in excess of eight (8) consecutive hours during a two-week pay period, on a weekly basis, an average of thirty-seven decimal five (37.5) or forty (40) hours (in accordance with the Hours of Work Code) and five (5) days per week.

- b) The Agency shall make every reasonable effort to schedule a meal break of one-half (1/2) hour during each full shift which shall not constitute part of the work period. Such meal break shall be scheduled as close as possible to the mid-point of the shift, unless an alternate arrangement is agreed to at the appropriate level between the Agency and the employee. If an employee is not given a meal break scheduled in advance, all time from the commencement to the termination of the employee's full shift shall be deemed time worked.

- c) When an employee's scheduled shift does not commence and end on the same day, such shift shall be deemed for all purposes to have been entirely worked:
 - (i) on the day it commenced where half (1/2) or more of the hours worked fall on that day,
 - or
 - (ii) on the day it terminates where more than half (1/2) of the hours worked fall on that day.

Accordingly, the first (1st) day of rest will be deemed to start immediately after midnight of the calendar day on which the employee worked or is deemed to have worked his/her last scheduled shift; and the second (2nd) day of rest will start immediately after midnight of the employee's first (1st) day of rest, or immediately after midnight of an intervening designated paid holiday if days of rest are separated thereby.

- d) Every reasonable effort shall be made by the Agency:
 - (i) not to schedule the commencement of a shift within twelve (12) hours of the completion of the employee's previous shift;
 - (ii) to avoid excessive fluctuations in hours of work;
 - (iii) to consider the wishes of the majority of employees concerned in the arrangement of shifts within a shift schedule;
 - (iv) to arrange shifts over a period of time not exceeding fifty-six (56) days and to post schedules at least fourteen (14) days in advance of the starting date of the new schedule;
 - (v) to grant an employee a minimum of two (2) consecutive days of rest.
- e) Notwithstanding the provisions of this article, it may be operationally advantageous to implement work schedules for employees that differ from those specified in this clause. Any special arrangement may be at the request of either party and must be mutually agreed between the Agency and the majority of employees affected.

Terms and Conditions Governing the Administration of Variable Hours of Work Schedule

22.11 The terms and conditions governing the administration of variable hours of work implemented pursuant to clauses 22.05 b), 22.07, and 22.10 e) are specified in clauses 22.11 to 22.14. This agreement is modified by these provisions to the extent specified herein.

22.12 Notwithstanding anything to the contrary contained in this agreement, the implementation of any variation in hours shall not result in any additional overtime work or additional payment by reason only of such variation, nor shall it be deemed to prohibit the right of the Agency to schedule any hours of work permitted by the terms of this agreement.

22.13

- a) The scheduled hours of work of any day, may exceed or be less than seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code); starting and finishing times, meal breaks and rest periods shall be determined according to operational requirements as determined by the Agency and the daily hours of work shall be consecutive.
- b) Such schedules shall provide an average of thirty-seven decimal five (37.5) or forty (40) hours (in accordance with the Hours of Work Code) of work per week over the life of the schedule.
 - (i) The maximum life of a schedule for shift workers shall be six (6) months.
 - (ii) The maximum life of a schedule for day workers shall be twenty-eight (28) days, except when the normal weekly and daily hours of work are varied by the Agency to allow for summer and winter hours in accordance with clause 22.05 b), in which case the life of a schedule shall be one (1) year.
- c) Whenever an employee changes her/his variable hours or no longer works variable hours, all appropriate adjustments will be made.

22.14 For greater certainty, the following provisions of this agreement shall be administered as provided herein:

a) Interpretation and Definitions (clause 2.01)

“Daily rate of pay” - shall not apply.

b) Minimum Number of Hours Between Shifts (Paragraph 22.10 d) (i))

The minimum period between the end of the employee’s shift and the beginning of the next one shall not apply.

c) Exchange of Shifts (clause 22.04)

On exchange of shifts between employees, the Agency shall pay as if no exchange had occurred.

d) Designated Paid Holidays (clause 27.05)

- (i) A Designated Paid Holiday shall account for seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code).
- (ii) When an employee works on a Designated Paid Holiday, the employee shall be compensated, in addition to the pay for the hours specified in subparagraph (i), at time and one-half (1 1/2) up to his/her regular scheduled hours worked and at double (2) time for all hours worked in excess of her/his regular scheduled hours.

e) Travel

Overtime compensation referred to in clause 29.04 shall only be applicable on a work day for hours in excess of the employee's daily scheduled hours of work.

f) Acting Pay

The qualifying period for acting pay as specified in paragraph 60.07 a) shall be converted to hours.

g) Overtime

Overtime shall be compensated for all work performed on regular working days or on days of rest at time and three-quarter (1 3/4).

22.15 Changes in Schedule

- a) When a full-time indeterminate employee is required to attend one of the following proceedings outside a period which extends before or beyond three (3) hours his/her scheduled hours of work on a day during which she/he would be eligible for a Shift Premium, the employee may request that her/his hours of work on that day be scheduled between 7 a.m. and 6 p.m.; such request will be granted provided there is no increase in cost to the Agency. In no case will the employee be expected to report for work or lose regular pay without receiving at least twelve (12) hours of rest between the time his/her attendance was no longer required at the proceeding and the beginning of her/his next scheduled work period.
 - (i) Federal Public Sector Labour Relations and Employment Board Proceedings
Clauses 13.01, 13.02, 13.04, 13.05 and 13.06.
 - (ii) Contract Negotiation and Preparatory Contract Negotiation Meetings
Clauses 13.09 and 13.10.
 - (iii) Personnel Selection Process
Article 48.

- (iv) To write Provincial Certification Examinations which are a requirement for the continuation of the performance of the duties of the employee's position.
 - (v) Training Courses which the employee is required to attend by the Agency.
- b) Notwithstanding paragraph a), proceedings described in subparagraph (v) are not subject to the condition that there be no increase in cost to the Agency.

ARTICLE 23 SHIFT PREMIUMS

Excluded Provisions

This article does not apply to employees on day work, covered by clauses 22.05 to 22.07 and to employees classified in SC group.

23.01 Shift Premium

An employee working on shifts will receive a shift premium of two dollars and twenty-five cents (\$2.25) per hour for all hours worked, including overtime hours, between 5:00 p.m. and 6:00 a.m. The shift premium will not be paid for hours worked between 6:00 a.m. and 5:00 p.m.

23.02 Weekend Premium

An employee working on shifts during a weekend will receive an additional premium of two dollars (\$2.00) per hour for all hours worked, including overtime hours, on Saturday and/or Sunday.

ARTICLE 24 OVERTIME

24.01 Each fifteen (15) minute period of overtime shall be compensated for at the following rates:

- a) time and one-half (1 1/2) except as provided for in clause 24.01 (b);
- b) double (2) time for each hour of overtime worked after fifteen (15) or sixteen (16) hours work (in accordance with the Hours of Work Code) in any twenty-four (24) hour period or after seven decimal five (7.5) or eight (8) hours work (in accordance with the Hours of Work Code) on the employee's first (1st) day of rest, and for all hours worked on the second or subsequent day of rest. Second or subsequent day of rest means the second or subsequent day in an unbroken series of consecutive and contiguous calendar days of rest, which may, however, be separated by a designated paid holiday;

- c) where an employee is entitled to double (2) time in accordance with (b) above and has worked a period of overtime equal to the normal daily hours of work specified in the Hours of Work Code, the employee shall continue to be compensated at double (2) time for all hours worked until he/she is given a period of rest of at least eight (8) consecutive hours.

24.02 Notwithstanding anything to the contrary contained in this article, the following shall apply to employees working as Park Wardens performing a period of back-country patrol in excess of eight (8) consecutive hours during a two-week period;

- a) Park Wardens are entitled to receive compensation at straight-time rates for all hours worked, other than hours worked on a day of rest or on a designated paid holiday, up to an average of seventy-five (75) or eighty (80) hours (in accordance with the Hours of Work Code) over a two (2) week period and compensation at time and one-half (1 1/2) for all other hours worked.
- b) Park Wardens are entitled to receive compensation at time and one-half (1 1/2) rates for work performed on the first (1st) day of rest and compensation at double (2) time for work performed on the second and subsequent days of rest where two (2) or more contiguous days of rest are indicated by the schedule.

Articles 24.03 to 24.07 apply to all employees governed by this agreement

24.03 Overtime shall be compensated in cash except where, upon request of an employee and with the approval of the Agency, overtime may be compensated in equivalent leave with pay under article 34.

24.04 Subject to the operational requirements, the Agency shall make every reasonable effort:

- a) to allocate overtime work on an equitable basis amongst readily available, qualified employees,

and
- b) to give employees who are required to work overtime adequate advance notice of the requirement.

24.05

- a) Within five (5) days of notification of consultation served by either party, the Alliance shall notify the Agency in writing of the representative authorized to act on behalf of the Alliance for consultation purposes.
- b) The Alliance is entitled to consult the Chief Executive Officer or his/her representative whenever it is alleged that employees are required to work unreasonable amounts of overtime.

24.06 Other than when required by the Agency to use a vehicle of the Agency for transportation to a work location other than the employee's normal place of work, time spent by the employee reporting to work or returning to her/his residence shall not constitute time worked.

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24.07 Meal Allowance

- a) An employee who works three (3) or more hours of overtime immediately before or immediately following the employee's scheduled hours of work shall be reimbursed for one (1) meal in the amount of twelve dollars (\$12) except where free meals are provided.
- b) When an employee works overtime continuously extending four (4) hours or more beyond the period provided for in a), the employee shall be reimbursed for one (1) additional meal in the amount of twelve dollars (\$12) for each additional four (4) hour period thereafter, except where free meals are provided.
- c) Reasonable time with pay, to be determined by the Agency, shall be allowed the employee in order that the employee may take a meal break either at or adjacent to the employee's place of work.
- d) Meal allowances under this clause shall not apply to an employee who is on travel status which entitles the employee to claim expenses for lodging and/or meals.

**ARTICLE 25
CALL BACK AND REPORTING PAY**

25.01 If an employee is called back or required to report to work:

- a) on a designated paid holiday which is not the employee's scheduled day of work,
or
- b) on the employee's day of rest,
or
- c) after the employee has completed his or her work for the day and has left his or her place of work, and returns to work, the employee shall be entitled to the greater of:
 - (i) compensation equivalent to three (3) hours pay at the applicable overtime rate of pay for each call back/reporting to a maximum of eight (8) hours' compensation in an eight (8) hour period,
or
 - (ii) compensation at the applicable rate of overtime compensation for time worked,

provided that the period worked by the employee is not contiguous to the employee's normal hours of work.

- d) The minimum payments referred to in 25.01 c)(i) and c)(ii), do not apply to part-time employees. Part-time employees will receive a minimum payment in accordance with clause 58.05 of this agreement.

25.02 Compensation earned under this article shall be compensated under Article 34.

25.03 Transportation Expenses

- a) Where an employee is required to report for work and reports under the conditions described in 25.01 above, the employee shall be reimbursed for reasonable expenses incurred as follows:
 - (i) mileage allowance at the rate normally paid to an employee when authorized by the Agency to use his or her automobile when the employee travels by means of his or her own automobile,
 - or
 - (ii) out-of-pocket expenses for other means of commercial transportation.
- b) Other than when required by the Agency to use an Agency vehicle for transportation to a work location other than the employee's normal place of work, time spent by the employee reporting to work or returning to his or her residence shall not constitute time worked.

25.04 This article does not apply where an employee who has accommodation on board a vessel and:

- a) is not in his or her home port, reports for sailing in accordance with posted sailing orders or as otherwise required by the Master;
- or
- b) is on the Agency's premises at the time of notification of the requirement to work overtime.

ARTICLE 26 STANDBY

26.01 Where the Agency requires an employee to be available on standby during off-duty hours, such employee shall be compensated at the rate of one-half (1/2) hour for each four (4) hour period or part thereof for which the employee has been designated as being on standby duty.

26.02 An employee designated by letter or by list for standby duty shall be available during his/her period of standby at a known telephone number and be available to return for work as quickly as possible if called. In designating employees for standby, the Agency will endeavour to provide for the equitable distribution of standby duties.

26.03 No standby payment shall be granted if an employee is unable to report for work when required.

26.04 Compensation earned under this article shall be compensated under article 34.

ARTICLE 27 DESIGNATED PAID HOLIDAYS

27.01 Subject to clause 27.02, the following days shall be designated paid holidays for employees:

- a) New Year's Day,
- b) Good Friday,
- c) Easter Monday,
- d) the day fixed by proclamation of the Governor in Council for celebration of the Sovereign's Birthday,
- e) Canada Day,
- f) Labour Day,
- g) the day fixed by proclamation of the Governor in Council as a general day of Thanksgiving,
- h) Remembrance Day,
- i) Christmas Day,
- j) Boxing Day,
- k) one additional day in each year that, in the opinion of the Agency, is recognized to be a provincial or civic holiday in the area in which the employee is employed or, in any area where, in the opinion of the Agency, no such additional day is recognized as a provincial or civic holiday, the first Monday in August,
- l) one (1) additional day when proclaimed by an Act of Parliament as a national holiday.

27.02

- a) An employee absent without pay on both her/his full working day immediately preceding and his/her full working day immediately following a designated holiday is not entitled to pay for the holiday, except in the case of an employee who is granted leave without pay under the provisions of Article 13, Leave With or Without Pay For Alliance Business.
- b) Notwithstanding subparagraph a), a seasonal employee will be paid for a designated paid holiday falling on a day contiguous to her/his Re-Taken On Strength (RTOS) or Temporarily Struck Off Strength (TSOS) dates.

27.03 Designated Holiday Coinciding with a Day of Rest

- a) When a day designated as a holiday under clause 27.01 coincides with an employee's day of rest, the holiday shall be moved to the first scheduled working day following the employee's day of rest. When a day that is a designated holiday is so moved to a day on which the employee is on leave with pay, that day shall count as a holiday and not as a day of leave.
- b) When two (2) days designated as holidays under clause 27.01 coincide with an employee's consecutive days of rest, the holidays shall be moved to the employee's first two (2) scheduled working days following the days of rest. When the days that are designated holidays are so moved to days on which the employee is on leave with pay, those days shall count as holidays and not as days of leave.

27.04 When a day designated as a holiday for an employee is moved to another day under the provisions of clause 27.03:

- a) work performed by an employee on the day from which the holiday was moved shall be considered as worked performed on a day of rest,

and
- b) work performed by an employee on the day to which the holiday was moved, shall be considered as work performed on a holiday.

27.05

- a) When an employee works on a holiday, she/he shall be paid time and one-half (1 1/2) for all hours worked, up to the daily hours specified in article 22, and double (2) time thereafter, in addition to the pay that the employee would have been granted had she/he not worked on the holiday.
- b) The premium pay specified in paragraph a) shall be compensated in cash except where, upon request of an employee and with the approval of the Agency, overtime may be compensated in equivalent leave with pay under article 34.

- c) Notwithstanding paragraphs a) and b), when an employee works on a holiday contiguous to a day of rest on which he/she also worked and received overtime in accordance with clause 24.01 b), the employee shall be paid in addition to the pay that she/he would have been granted had she/he not worked on the holiday, two (2) times his/her hourly rate of pay for all time worked.

27.06 Designated Holiday Coinciding with a Day of Paid Leave

Where a day that is a designated holiday for an employee coincides with a day of leave with pay, that day shall count as a holiday and not as a day of leave.

Work Performed on a Designated Holiday

27.07 Where operational requirements permit, the Agency shall not schedule an employee to work both December 25 and January 1 in the same holiday season.

ARTICLE 28 RELIGIOUS OBSERVANCE

28.01 The Agency shall make every reasonable effort to accommodate an employee who requests time off to fulfil her/his obligations.

28.02 Employees may, in accordance with the provisions of this agreement, request annual leave, compensatory leave, leave without pay for other reasons or a shift exchange (in the case of a shift worker) in order to fulfil their religious obligations.

28.03 Notwithstanding clause 28.02, at the request of the employee and at the discretion of the Agency, time off with pay may be granted to the employee in order to fulfil her/his religious obligations. The number of hours with pay so granted must be made up hour for hour within a period of six (6) months, at times agreed to by the Agency. Hours worked as a result of time off granted under this clause shall not be compensated nor should they result in any additional payments by the Agency.

28.04 An employee who intends to request leave or time off under this article must give notice to the Agency as far in advance as possible but no later than four (4) weeks before the requested period of absence unless, because of unforeseeable circumstances, such notice cannot be given.

ARTICLE 29 TRAVELING TIME

29.01 For the purposes of this agreement, traveling time is compensated for only in the circumstances and to the extent provided for in this article.

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29.02 When an employee is required by the Agency to travel outside his/her normal workplace on government business, as these expressions are defined by the Agency, the time of departure and the means of such travel shall be determined by the Agency and the employee will be compensated for travel time in accordance with clauses 29.03 and 29.04. Traveling time shall include time necessarily spent at each stop-over enroute provided such stop-over is not longer than five (5) hours.

29.03 For the purposes of clauses 29.02 and 29.04, the traveling time for which an employee shall be compensated is as follows:

- a) for travel by public transportation, the time between the scheduled time of departure and the time of arrival at a destination, including the normal travel time to the point of departure, as determined by the Agency;
- b) for travel by private means of transportation, the normal time as determined by the Agency, to proceed from the employee's place of residence or workplace, as applicable, direct to the employee's destination and, upon the employee's return, direct back to the employee's residence or workplace;
- c) in the event that an alternate time of departure and/or means of travel is requested by the employee, the Agency may authorize such alternate arrangements, in which case compensation for traveling time shall not exceed that which would have been payable under the Agency's original determination.

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29.04 If an employee is required to travel as set forth in clauses 29.02 and 29.03:

- a) on a normal working day on which the employee travels but does not work, the employee shall receive her/his regular pay for the day;
- b) on a normal working day on which the employee travels and works, the employee shall be paid:
 - (i) his regular pay for the day for a combined period of travel and work not exceeding her/his regular scheduled working hours, and
 - (ii) at the applicable overtime rate for additional travel time in excess of her/his regularly scheduled hours of work and travel, with a maximum payment for such additional travel time not to exceed fifteen (15) hours' pay at the straight-time rate of pay;
- c) on a day of rest or on a designated paid holiday, the employee shall be paid at the applicable overtime rate for hours travelled to a maximum of fifteen (15) hours' pay at the straight-time rate of pay.

29.05 This article does not apply to an employee when the employee travels by any type of transport in which he/she is required to perform work, and/or which also serves as his/her living quarters during a tour of duty. In such circumstances, the employee shall receive the greater of:

- a) on a normal working day, his/her regular pay for the day,

or
- b) pay for actual hours worked in accordance with Article 27, Designated Paid Holidays and Article 24, Overtime of this collective agreement.

29.06 Compensation under this article shall not be paid for travel time to courses, training sessions, conferences and seminars, unless the employee is required to attend by the Agency.

29.07 Compensation earned under this article shall be compensated under article 34.

29.08 Travel Status Leave

- a) An employee who is required to travel outside her/his normal workplace on government business, as these expressions are defined by the Agency, and is away from her/his permanent residence for forty (40) nights during a fiscal year shall be granted seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code) off with pay. The employee shall be credited with an additional seven decimal five (7.5) or eight (8) hours off (in accordance with the Hours of Work Code) for each additional twenty (20) nights that the employee is away from her/his permanent residence to a maximum of eighty (80) nights.
- b) The maximum number of hours off earned under this clause shall not exceed thirty-seven decimal five (37.5) or forty (40) (in accordance with the Hours of Work Code) in a fiscal year and shall accumulate as compensatory leave with pay.
- c) This leave with pay is deemed to be compensatory leave and is subject to article 34.
- d) The provisions of this clause do not apply when the employee travels in connection with courses, training sessions, professional conferences and seminars.

29.09 Closed Area

When the Agency requires an employee to travel inside a “closed area”, time spent traveling through the closed area shall constitute time worked.

For the purpose of this article, a “closed area” refers to any area declared closed by the responsible authority.

ARTICLE 30
NOTICE OF TRANSFER

30.01 Where practicable, advance notice of a change in posting or a transfer from an employee's normal workplace as defined by the Agency shall be given to an employee. Such notice shall not normally be less than one (1) month.

PART IV – LEAVE PROVISIONS

ARTICLE 31 LEAVE GENERAL

31.01

- a) When an employee becomes subject to this agreement, his/her earned daily leave credits shall be converted into hours. When an employee ceases to be subject to this agreement, his/her earned hourly leave credits shall be reconverted into days, with one (1) day being equal to seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code).
- b) When leave is granted, it will be granted on an hourly basis and the number of hours debited for each day of leave being equal to the number of hours of work scheduled for the employee for the day in question.
- c) Notwithstanding the above, in the Article 46, Bereavement Leave with Pay, a “day” will mean a calendar day.

31.02 Except as otherwise specified in this agreement:

- a) where leave without pay for a period in excess of three (3) months is granted to an employee for reason other than illness, the total period of leave granted shall be deducted from “continuous employment” for the purpose of calculating severance pay and “service” for the purpose of calculating vacation leave;
- b) time spent on such leave which is for a period of more than three (3) months shall not be counted for pay increment purposes.

31.03 An employee is entitled, once in each fiscal year, to be informed upon request, of the balance of his/her vacation and sick leave credits.

31.04 The amount of leave with pay earned but unused credited to an employee by the Agency at the time when the agreement is signed, or at the time when the employee becomes subject to this agreement, shall be retained by the employee.

31.05 An employee shall not be granted two (2) different types of leave with pay or monetary remuneration in lieu of leave in respect of the same period of time.

31.06 An employee is not entitled to leave with pay during periods he/she is on leave without pay or under suspension.

31.07 In the event of termination of employment for reasons other than incapacity, death or lay-off, the Agency shall recover from any monies owed the employee an amount equivalent to unearned vacation and sick leave taken by the employee, as calculated from the classification prescribed in the employee’s letter of offer on the date of the termination of the employee’s employment.

31.08 An employee shall not earn leave credits under this agreement in any month for which leave has already been credited to him/her under the terms of any other collective agreement to which the Agency is a party or under other rules or regulations of the Agency.

31.09 When an employee who is in receipt of a special duty allowance or an extra duty allowance is granted leave with pay, the employee is entitled during the employee's period of leave to receive the allowance if the special or extra duties in respect of which the employee is paid the allowance were assigned to the employee on a continuing basis, or for a period of two (2) or more months prior to the period of leave.

ARTICLE 32 VACATION LEAVE WITH PAY

32.01 The vacation year shall be from April 1st to March 31st, inclusive, of the following calendar year.

Accumulation of Vacation Leave Credits

32.02 For each calendar month in which an employee has earned at least seventy-five (75) or eighty (80) hours' pay (in accordance with the Hours of Work Code), the employee shall earn vacation leave credits as follows:

- a) nine decimal three seven five (9.375) or ten (10) hours (in accordance with the the Hours of Work Code) until the month in which the anniversary of the employee's eighth (8th) year of service occurs;
- b) twelve decimal five (12.5) or thirteen decimal three three (13.33) hours (in accordance with the Hours of Work Code) commencing with the month in which the employee's eighth (8th) anniversary of service occurs;
- c) thirteen decimal seven five (13.75) or fourteen decimal six seven (14.67) hours (in accordance with the Hours of Work Code) commencing with the month in which the employee's sixteenth (16th) anniversary of service occurs;
- d) fourteen decimal three seven five (14.375) or fifteen decimal three three (15.33) hours (in accordance with the Hours of Work Code) commencing with the month in which the employee's seventeenth (17th) anniversary of service occurs;
- e) fifteen decimal six two five (15.625) or sixteen decimal six seven (16.67) hours (in accordance with the Hours of Work Code) commencing with the month in which the employee's eighteenth (18th) anniversary of service occurs;
- f) sixteen decimal eight seven five (16.875) or eighteen (18) hours (in accordance with the Hours of Work Code) commencing with the month in which the employee's twenty-seventh (27th) anniversary of service occurs;

- g) eighteen decimal seven five (18.75) or twenty (20) hours (in accordance with the Hours of Work Code) commencing with the month in which the employee's twenty-eighth (28th) anniversary of service occurs.

32.03

- a)
 - (i) For the purpose of clause 32.02 only, all service within the Public Service, whether continuous or discontinuous, shall count towards the calculation of vacation leave credits except where a person who, on leaving the Agency or the Public Service, takes or has taken severance pay. However, the above exception shall not apply to an employee who receives severance pay on lay-off and is reappointed to the Agency within one year following the date of lay-off. For greater certainty, severance payments taken under Article 59.04 to 59.07, or similar provisions in other collective agreements, do not reduce the calculation of service for persons who have not yet left the Agency.
 - (ii) For the purpose of clause 32.02 only, effective April 1, 2012 on a go forward basis, any former service in the Canadian Forces for a continuous period of six months or more, either as a member of the Regular Force or of the Reserve Force while on Class B or C service, shall also be included in the calculation of vacation leave credits.
- b) Notwithstanding a) above, an employee who was a member of a bargaining unit in the Public Service prior to May 31, 1990 shall retain, for the purpose of "service" and of establishing her/his vacation entitlement pursuant to this clause, those periods of former service which had previously qualified for counting as continuous employment, until such time as her/his employment in the Public Service is terminated.
- c) Service referred to in a) above shall be deemed to include all breaks in employment between periods of student or term employment with Parks Canada that are not separated by a period of more than one calendar year without employment.

32.04 An employee is entitled to vacation leave with pay to the extent of the employee's earned credits but an employee who has completed six (6) months of continuous employment is entitled to receive an advance of credits equivalent to the anticipated credits for the current vacation year.

Scheduling of Vacation Leave With Pay

32.05

- a) Employees are expected to take all their vacation leave during the vacation year in which it is earned.
- b) Subject to the following subparagraphs, the Agency reserves the right to schedule an employee's vacation leave but shall make every reasonable effort:

- (i) to provide an employee's vacation leave in an amount and at such time as the employee may request;
- (ii) not to recall an employee to duty after the employee has proceeded on vacation leave;
- (iii) not to cancel nor alter a period of vacation which has been previously approved in writing;
- (iv) to provide at least four (4) weeks written notice to the employee when scheduling her/his leave.

32.06 The Agency shall give an employee as much notice as is practicable and reasonable of approval, denial, alteration or cancellation of a request for vacation. In the case of denial, alteration or cancellation of such leave, the Agency shall give the reason in writing, upon written request from the employee.

32.07 Where, in respect of any period of vacation leave, an employee:

- a) is granted bereavement leave,
or
- b) is granted leave with pay because of illness in the immediate family,
or
- c) is granted sick leave on production of a medical certificate,

the period of vacation leave so displaced shall either be added to the vacation period, if requested by the employee and approved by the Agency, or reinstated for use at a later date.

32.08 Advance Payments

- a) The Agency agrees to issue advance payments of estimated net salary for vacation periods of two (2) or more complete weeks, provided a written request for such advance payment is received from the employee at least six (6) weeks prior to the last pay day before the employee's vacation period commences.
- b) Providing the employee has been authorized to proceed on vacation leave for the period concerned, pay in advance of going on vacation shall be made prior to departure. Any overpayment in respect of such pay advances shall be an immediate first charge against any subsequent pay entitlements and shall be recovered in full prior to any further payment of salary.

32.09 Recall from Vacation Leave

- a) Where an employee is recalled to duty during any period of vacation leave, the employee shall be reimbursed for reasonable expenses that the employee incurs:
 - (i) in proceeding to the employee's place of duty,

and
 - (ii) in returning to the place from which the employee was recalled if the employee immediately resumes vacation upon completing the assignment for which the employee was recalled, after submitting such accounts as are normally required by the Agency.
- b) The employee shall not be considered as being on vacation leave during any period in respect of which the employee is entitled under paragraph a) to be reimbursed for reasonable expenses incurred by the employee.

32.10 Cancellation or Alteration of Vacation Leave

When the Agency cancels or alters a period of vacation leave which it has previously approved in writing, the Agency shall reimburse the employee for the non-returnable portion of vacation contracts and reservations made by the employee in respect of that period, subject to the presentation of such documentation as the Agency may require. The employee must make every reasonable attempt to mitigate such losses.

Carry-Over and/or Liquidation of Vacation Leave

32.11

- a) Where in any vacation year, an employee has not been granted all of the vacation leave credited to him or her, the unused portion of her/his vacation leave up to a maximum of two hundred and sixty-two decimal five (262.5) or two hundred and eighty (280) hours (in accordance with the hours of Hours of Work Code) credits shall be carried over into the following vacation year. All vacation leave credits in excess of two hundred and sixty-two decimal five (262.5) or two hundred and eighty (280) hours (in accordance with the hours of Hours of Work Code) shall be automatically paid in cash at her/his daily rate of pay as calculated from the classification prescribed in her/his letter of offer of her/his substantive position on the last day of the vacation year.
- b)
 - (i) Notwithstanding paragraph a), if on the date of signing of this agreement or on the date an employee becomes subject to this agreement, he or she has more than two hundred and sixty-two decimal five (262.5) or two hundred and eighty (280) hours (in accordance with the Hours of Work Code) of unused vacation leave credits earned during previous years, this number of unused vacation leave credits shall become the employee's accumulated leave maximum;

- (ii) Unused vacation leave credits equivalent to the employee's accumulated leave maximum shall be carried over into the following vacation year;
 - (iii) Unused vacation leave credits in excess of the employee's accumulated leave maximum shall be automatically paid in cash at her/his daily rate of pay as calculated from the classification prescribed in her/his letter of offer of her/his substantive position on the last day of the vacation year.
- c) The employee's accumulated leave maximum shall be reduced irrevocably by the number of vacation leave credits liquidated in excess of the employee's annual vacation leave entitlement during the vacation year.
 - d) Notwithstanding b)(iii), where the Agency cancels a period of vacation leave which has been previously approved in writing, and which cannot be rescheduled before the end of the vacation year, the cancelled leave may be carried over into the next vacation year.

Leave When Employment Terminates

32.12 When an employee dies or otherwise ceases to be employed, the employee's estate or the employee shall be paid an amount equal to the product obtained by multiplying the number of days of earned but unused vacation leave to the employee's credit by the daily rate of pay as calculated from the classification prescribed in the letter of offer on the date of the termination of employment.

32.13 Notwithstanding clause 32.12, an employee whose employment is terminated for cause by reason of abandonment of her/his position is entitled to receive the payment referred to in clause 32.12, if she/he requests it within six (6) months following the date upon which her/his employment is terminated.

32.14 Where the employee requests, the Agency shall grant the employee her/his unused vacation leave credits prior to termination of employment if this will enable the employee, for purposes of severance pay, to complete the first (1st) year of continuous employment in the case of lay-off, and the tenth (10th) year of continuous employment in the case of resignation.

32.15 Appointment to or from another Public Service Employer

- a) Notwithstanding clause 32.12, an employee who resigns to accept an appointment with an organization listed in Schedules I, IV or V of the *Financial Administration Act (FAA)* may choose not to be paid for unused vacation leave credits, provided that the appointing organization will accept such credits.
- b) The Agency agrees to accept the unused vacation leave credits up to a maximum of two hundred and sixty-two decimal five (262.5) or two hundred and eighty (280) hours (in accordance with the Hours of Work Code) of an employee who resigns from an organization listed in Schedules I, IV or V of the *Financial Administration Act (FAA)* in

order to take a position with the Agency if the transferring employee is eligible and has chosen to have these credits transferred

ARTICLE 33 SICK LEAVE WITH PAY

Credits

33.01

- a) An employee shall earn sick leave credits at the rate of nine decimal three seven five (9.375) or ten (10) hours (in accordance with the Hours of Work Code) for each calendar month for which the employee receives pay for at least ten (10) days.
- b) A shift worker shall earn additional sick leave credits at the rate of one decimal two five (1.25) or one decimal three three (1.33) hours, (in accordance with the Hours of Work Code) for each calendar month during which he/she works shifts and he/she receives pay for at least ten (10) days. Such credits shall not be carried over in the next fiscal year and are available only if the employee has already used one hundred and twelve decimal five (112.5) or one hundred and twenty (120) hours (in accordance with the Hours of Work Code) of sick leave credits during the current fiscal year.

Granting of Sick Leave

33.02 An employee shall be granted sick leave with pay when he/she is unable to perform his/her duties because of illness or injury provided that:

- a) he/she satisfies the Agency of this condition in such manner and at such time as may be determined by the Agency,

and
- b) he/she has the necessary sick leave credits.

33.03

- a) Unless otherwise informed by the Agency, a statement signed by the employee stating that because of illness or injury he/she was unable to perform his/her duties, shall, when delivered to the Agency, be considered as meeting the requirements of paragraph 33.02 a).
- b) In the event that the Agency requests that an employee submit a medical certificate to meet the requirements of clause 33.02 a), the Agency shall reimburse the employee for the amount billed to the employee for the issuance of the certificate upon presentation of a receipt.

33.04 When an employee has insufficient or no credits to cover the granting of sick leave with pay under the provisions of clause 33.02, sick leave with pay may, at the discretion of the Agency, be granted to an employee for a period of up to one hundred and eighty-seven decimal five (187.5) or two hundred (200) hours (in accordance with the Hours of Work Code) subject to the deduction of such advanced leave from any sick leave credits subsequently earned.

33.05 When an employee is granted sick leave with pay and Injury-On-Duty leave is subsequently approved for the same period, it shall be considered, for the purpose of the record of sick leave credits, that the employee was not granted sick leave with pay.

33.06 Where, in respect of any period of compensatory leave, an employee is granted sick leave with pay on production of a medical certificate, the period of compensatory leave so displaced shall either be added to the compensatory leave period if requested by the employee and approved by the Agency or reinstated for use at a later date.

33.07

- a) Sick leave credits earned but unused by an employee during a previous period of employment in the Public Service shall be restored to an employee whose employment was terminated by reason of layoff and who has received a letter of offer with the Agency within two (2) years from the date of layoff.
- b) Sick leave credits earned but unused by an employee during a previous period of employment with the Agency shall be restored to an employee whose employment was terminated due to the end of a specified period of employment, and who is re-appointed to the Agency within one (1) year from the end of the specified period of employment.

33.08 The Agency agrees that an employee shall not be terminated for cause for reasons of incapacity at a date earlier than the date at which the employee will have utilized his/her accumulated sick leave credits, except where the incapacity is the result of an injury or illness for which Injury on Duty Leave has been granted pursuant to Article 36.

33.09 Appointment from another Public Service Employer

The Agency agrees to accept the unused sick leave credits of an employee who resigns from an organization listed in Schedules I, IV or V of the *Financial Administration Act* (FAA) in order to take a position with the Agency.

**ARTICLE 34
COMPENSATORY LEAVE WITH PAY**

34.01

- a) All overtime, traveling time compensated at overtime rates, standby, call back and reporting pay, and premium pay for time worked on a designated paid holiday shall be

compensated in cash except where, upon request of an employee and with the approval of the Agency, it may be compensated in equivalent leave with pay.

- b) The Agency shall endeavour to make such cash payments in the pay period following that in which the credits were earned.
- c) Subject to operational requirements and adequate advance notice, the Agency shall grant compensatory leave as requested by the employee.
- d) At the request of the employee, and with the approval of the Agency, accumulated compensatory leave may be paid out, in whole or in part, once per fiscal year, at the rate of pay in effect at the time of the request. Such approval shall not be unreasonably withheld.
- e) Compensatory leave earned in a fiscal year, and outstanding as of September 30th of the following fiscal year, will be paid at the employee's rate of pay on September 30th.

34.02 Where, in respect of any period of compensatory leave, an employee is granted:

- a) bereavement leave with pay,

or
- b) leave with pay because of illness in the immediate family on production of a medical certificate,

or
- c) sick leave on production of a medical certificate,

the period of compensatory leave so displaced shall either be added to the compensatory leave period, if requested by the employee and approved by the Agency, or reinstated for use at a later date.

ARTICLE 35 MEDICAL APPOINTMENT FOR PREGNANT EMPLOYEES

35.01 Up to three decimal seven five (3.75) or four (4) hours (according to the Hours of Work Code) of reasonable time off with pay will be granted to pregnant employees for the purpose of attending routine medical appointments.

35.02 Where a series of continuing appointments are necessary for the treatment of a particular condition relating to the pregnancy, absences shall be charged to sick leave.

**ARTICLE 36
INJURY-ON-DUTY LEAVE**

36.01 An employee shall be granted injury-on-duty leave with pay for such period as may be reasonably determined by the Agency when a claim has been made pursuant to the *Government Employees' Compensation Act*, and a Workers' Compensation authority has notified the Agency that it has certified that the employee is unable to work because of:

a) personal injury accidentally received in the performance of his or her duties and not caused by the employee's willful misconduct,

or

b) an industrial illness or a disease arising out of and in the course of the employee's employment,

if the employee agrees to remit to the Receiver General of Canada any amount received by him or her in compensation for loss of pay resulting from or in respect of such injury, illness or disease providing, however, that such amount does not stem from a personal disability policy for which the employee or the employee's agent has paid the premium.

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**ARTICLE 37
MATERNITY LEAVE WITHOUT PAY**

37.01 Maternity Leave Without Pay

a) An employee who becomes pregnant shall, upon request, be granted maternity leave without pay for a period beginning before, on or after the termination date of pregnancy and ending not later than eighteen (18) weeks after the termination date of pregnancy.

b) Notwithstanding paragraphs a):

(i) where the employee has not yet proceeded on maternity leave without pay and her newborn child is hospitalized,

or

(ii) where the employee has proceeded on maternity leave without pay and then returns to work for all or part of the period while her newborn child is hospitalized,

the period of maternity leave without pay defined in paragraph a) may be extended beyond the date falling eighteen (18) weeks after the date of termination of pregnancy by a period equal to that portion of the period of the child's hospitalization while the employee was not on maternity leave, to a maximum of eighteen (18) weeks.

- c) The extension described in paragraph (b) shall end not later than fifty-two (52) weeks after the termination date of pregnancy.
- d) The Agency may require an employee to submit a medical certificate certifying pregnancy.
- e) An employee who has not commenced maternity leave without pay may elect to:
 - (i) use earned vacation and compensatory leave credits up to and beyond the date that her pregnancy terminates;
 - (ii) use her sick leave credits up to and beyond the date that her pregnancy terminates, subject to the provisions set out in Article 33 Sick Leave With Pay. For purposes of this subparagraph, the terms “illness” or “injury” used in Article 33, Sick Leave With Pay, shall include medical disability related to pregnancy.
- f) An employee shall inform the Agency in writing of her plans to take leave with and without pay to cover her absence from work due to the pregnancy at least four (4) weeks before the initial date of continuous leave of absence while termination of pregnancy is expected to occur unless there is a valid reason why the notice cannot be given.
- g) Leave granted under this clause shall be counted for the calculation of “continuous employment” for the purpose of calculating severance pay and “service” for the purpose of calculating vacation leave. Time spent on such leave shall be counted for pay increment purposes.

37.02 Maternity Allowance

- a) An employee who has been granted maternity leave without pay shall be paid a maternity allowance in accordance with the terms of the Supplemental Unemployment Benefit (SUB) Plan described in paragraphs c) to i), provided that she:
 - (i) has completed six (6) months of continuous employment before the commencement of her maternity leave without pay,
 - (ii) provides the Agency with proof that she has applied for and is in receipt of maternity benefits under the Employment Insurance or the Québec Parental Insurance Plan in respect of insurable employment with the Agency,
and
 - (iii) has signed an agreement with the Agency stating that:
 - A. she will return to work within the federal public administration, as specified in Schedule I, Schedule IV or Schedule V of *the Financial Administration Act* on the expiry date of her maternity leave without pay

maternity benefit, less any other monies earned during this period which may result in a decrease in her maternity benefit to which she would have been eligible if no extra monies had been earned during this period,

and

- (iii) where an employee has received the full fifteen (15) weeks of maternity benefit under Employment Insurance and thereafter remains on maternity leave without pay, she is eligible to receive a further maternity allowance for a period of one (1) week, ninety-three per cent (93%) of her weekly rate of pay for each week, less any other monies earned during this period.
- d) At the employee's request, the payment referred to in subparagraph 37.02 c)(i) will be estimated and advanced to the employee. Adjustments will be made once the employee provides proof of receipt of Employment Insurance or Québec Parental Insurance Plan maternity benefits.
- e) The maternity allowance to which an employee is entitled is limited to that provided in paragraph c) and an employee will not be reimbursed for any amount that she may be required to repay pursuant to the *Employment Insurance Act* or the *Parental Insurance Act* in Québec.
- f) The weekly rate of pay referred to in paragraph c) shall be:
 - (i) for a full-time employee, the employee's weekly rate of pay on the day immediately preceding the commencement of maternity leave without pay;
 - (ii) for an employee who has been employed on a part-time or on a combined full-time and part-time basis during the six (6) month period preceding the commencement of maternity leave, the rate obtained by multiplying the weekly rate of pay in subparagraph (i) by the fraction obtained by dividing the employee's straight time earnings by the straight time earnings the employee would have earned working full-time during such period.
- g) The weekly rate of pay referred to in paragraph f) shall be the rate to which the employee is entitled for her substantive level to which she is appointed.
- h) Notwithstanding paragraph g), and subject to subparagraph f)(ii), if on the day immediately preceding the commencement of maternity leave without pay an employee has been on an acting assignment for at least four (4) months, her weekly rate shall be the rate she was being paid on that day.
- i) Where an employee becomes eligible for a pay increment or pay revision that would increase the maternity allowance while in receipt of the maternity allowance, the allowance shall be adjusted accordingly.

- j) Maternity allowance payments made under the SUB Plan will neither reduce nor increase an employee's deferred remuneration or severance pay.

37.03 Special Maternity Allowance for Totally Disabled Employees

- a) An employee who:
- (i) fails to satisfy the eligibility requirement specified in subparagraph 37.02 a)(ii) solely because a concurrent entitlement to benefits under the Disability Insurance (DI) Plan, the Long Term Disability (LTD) Insurance portion of the Public Service Management Insurance Plan (PSMIP) or the *Government Employees Compensation Act* prevents her from receiving Employment Insurance or Québec Parental Insurance Plan maternity benefits, and
 - (ii) has satisfied all of the other eligibility criteria specified in paragraph 37.02 a), other than those specified in sections A and B of subparagraph 37.02 a)(iii),

shall be paid, in respect of each week of maternity allowance not received for the reason described in subparagraph (i), the difference between ninety-three per cent (93%) of her weekly rate of pay and the gross amount of her weekly disability benefit under the DI Plan, the LTD plan or through the *Government Employees Compensation Act*.

- b) An employee shall be paid an allowance under this clause and under clause 37.02 for a combined period of no more than the number of weeks while she would have been eligible for maternity benefits under the Employment Insurance or the Québec Parental Insurance Plan had she not been disqualified from Employment Insurance or Québec Parental Insurance Plan maternity benefits for the reasons described in subparagraph a)(i).

ARTICLE 38 MATERNITY-RELATED REASSIGNMENT OR LEAVE

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38.01 An employee who is pregnant or nursing may, during the period from the beginning of pregnancy to the end of the seventy-eight (78) week following the birth, request the Agency to modify her job functions or reassign her to another job if, by reason of the pregnancy or nursing, continuing any of her current functions may pose a risk to her health or that of the foetus or child.

38.02 An employee's request under clause 38.01 must be accompanied or followed as soon as possible by a medical certificate indicating the expected duration of the potential risk and the activities or conditions to avoid in order to eliminate the risk. Dependent upon the particular circumstances of the request, the Agency may obtain an independent medical opinion.

38.03 An employee who has made a request under clause 38.01 is entitled to continue in her current job while the Agency examines her request, but, if the risk posed by continuing any of her job functions so requires, she is entitled to be immediately assigned alternative duties until such time as the Agency:

a) modifies her job functions or reassigns her,

or

b) informs her in writing that it is not reasonably practicable to modify her job functions or reassign her.

38.04 Where reasonably practicable, the Agency shall modify the employee's job functions or reassign her.

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38.05 Where the Agency concludes that a modification of job functions or a reassignment that would avoid the activities or conditions indicated in the medical certificate is not reasonably practicable, the Agency shall so inform the employee in writing and shall grant leave of absence without pay to the employee for the duration of the risk as indicated in the medical certificate. However, such leave shall end no later than seventy-eight (78) weeks after the birth.

38.06 An employee whose job functions have been modified, who has been reassigned or who is on leave of absence shall give at least two (2) weeks' notice in writing to the Agency of any change in duration of the risk or the inability as indicated in the medical certificate, unless there is a valid reason why that notice cannot be given. Such notice must be accompanied by a new medical certificate.

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ARTICLE 39 PARENTAL LEAVE WITHOUT PAY

39.01 Parental Leave Without Pay

a) Where an employee has or will have the actual care and custody of a new-born child (including the new-born child of a common-law partner), the employee shall, upon request, be granted parental leave without pay for either:

(i) a single period of up to thirty-seven (37) consecutive weeks in the fifty-two (52) week period (standard option)

or

(ii) a single period of up to sixty-three (63) consecutive weeks in the seventy-eight (78) week period (extended option), beginning on the day on which the child is born or the day on which the child comes into the employee's care.

b) Where an employee commences legal proceedings under the laws of a province to adopt a child or obtains an order under the laws of a province for the adoption of a child, the employee shall, upon request, be granted parental leave without pay for either:

- (i) a single period of up to thirty-seven (37) consecutive weeks in the fifty-two (52) week period (standard option)
or
 - (ii) a single period of up to sixty-three (63) consecutive weeks in the seventy-eight (78) week period (extended option), beginning on the day on which the child comes into the employee's care.
- c) Notwithstanding paragraphs a) and b) above, at the request of an employee and at the discretion of the Agency, the leave referred to in paragraphs a) and b) above may be taken in two (2) periods.
- d) Notwithstanding paragraphs a) and b):
- (i) where the employee's child is hospitalized within the period defined in the above paragraphs, and the employee has not yet proceeded on parental leave without pay,
or
 - (ii) where the employee has proceeded on parental leave without pay and then returns to work for all or part of the period while his or her child is hospitalized,

the period of parental leave without pay specified in the original leave request may be extended by a period equal to that portion of the period of the child's hospitalization while the employee was not on parental leave. However, the extension shall end not later than one hundred and four (104) weeks after the day on which the child comes into the employee's care.

- e) An employee who intends to request parental leave without pay shall notify the Agency at least four (4) weeks before the commencement date of such leave.
- f) The Agency may:
- (i) defer the commencement of parental leave without pay at the request of the employee;
 - (ii) grant the employee parental leave without pay with less than four (4) weeks' notice;
 - (iii) require an employee to submit a birth certificate or proof of adoption of the child.
- g) Leave granted under this clause shall count for the calculation of "continuous employment" for the purpose of calculating severance pay and "service" for the purpose of calculating vacation leave. Time spent on such leave shall count for pay increment purposes.

39.02 Parental Allowance

Under the Employment Insurance (EI) benefits plan, parental allowance is payable under two (2) options, either:

- Option 1: standard parental benefits, paragraphs 39.02 c) to k),

or

- Option 2: extended parental benefits, paragraphs 39.02 l) to t).

Once an employee elects the standard or extended parental benefits and the weekly benefit top up allowance is set, the decision is irrevocable and shall not be changed should the employee return to work at an earlier date than that originally scheduled.

Under the Québec Parental Insurance Plan (QPIP), parental allowance is payable only under Option 1: standard parental benefits.

Parental Allowance Administration

- a) An employee who has been granted parental leave without pay, shall be paid a parental allowance in accordance with the terms of the Supplemental Unemployment Benefit (SUB) Plan described in paragraphs c) to i) or l) to r), providing he or she:
- (i) has completed six (6) months of continuous employment before the commencement of parental leave without pay,
 - (ii) provides the Agency with proof that he or she has applied for and is in receipt of parental, paternity or adoption benefits under the Employment Insurance Plan or the Québec Parental Insurance Plan in respect of insurable employment with the Agency, and
 - (iii) has signed an agreement with the Agency stating that:
 - A. the employee will return to work within the federal public administration, as specified in Schedule I, Schedule IV or Schedule V of the *Financial Administration Act*, on the expiry date of his or her parental leave without pay, unless the return to work date is modified by the approval of another form of leave;
 - B. Following his or her return to work, as described in section A, the employee will work for a period equal to the period the employee was in receipt of the standard parental allowance, in addition to the period of time referred to in section 37.02 a)(iii)B, if applicable. Where the employee has elected the extended parental allowance, following his or her return to work, as described in section A, the employee will work for a period equal to sixty percent (60%) of the period the employee was in receipt of the extended parental allowance in addition to the period of time referred to in section 37.02 a)(iii)B, if applicable;
 - C. should he or she fail to return to work as described in section A or should he or she return to work but fail to work the total period specified in section B, for reasons other than death, lay-off, early termination due to lack of work or discontinuance of a function of a specified period of employment that would have been sufficient to meet the obligations specified in section B, or having become disabled as defined in the *Public Service Superannuation Act*, he or she will be indebted to the Agency for an amount determined as follows:

(allowance received) X (remaining period to be worked, as specified in division B, following his or her return to work)

[total period to be worked as specified in
division B]

however, an employee whose specified period of employment expired and who is rehired within the federal public administration as described in section A, within a period of ninety (90) days or less is not indebted for the amount if his or her new period of employment is sufficient to meet the obligations specified in section B.

- b) For the purpose of sections a)(iii)B, and C, periods of leave with pay shall count as time worked. Periods of leave without pay during the employee's return to work will not be counted as time worked but shall interrupt the period referred to in section a)(iii)B, without activating the recovery provisions described in section a)(iii)C.

Option 1 – Standard Parental Allowance

- c) Parental Allowance payments made in accordance with the SUB Plan will consist of the following:
- (i) where an employee on parental leave without pay as described in subparagraphs 39.01 a)(i) and b)(i) has elected to receive Standard Employment Insurance parental benefits and is subject to a waiting period before receiving Employment Insurance parental benefits, ninety-three per cent (93%) of his or her weekly rate of pay (and the recruitment and retention “terminable allowance” if applicable) for each week of the waiting period, less any other monies earned during this period;
 - (ii) for each week the employee receives parental, adoption or paternity benefit under the Employment Insurance or the Québec Parental Insurance Plan, he or she is eligible to receive the difference between ninety-three per cent (93%) of his or her weekly rate (and the recruitment and retention “terminable allowance” if applicable) and the parental, adoption or paternity benefit, less any other monies earned during this period which may result in a decrease in his or her parental, adoption or paternity benefit to which he or she would have been eligible if no extra monies had been earned during this period;
 - (iii) where an employee has received the full eighteen (18) weeks of maternity benefit and the full thirty-two (32) weeks of parental benefit or has divided the full thirty-two (32) weeks of parental benefits with another employee in receipt of the full five (5) weeks paternity under the Québec Parental Insurance Plan for the same child and either employee thereafter remains on parental leave without pay, that employee is eligible to receive a further parental allowance for a period of up to two (2) weeks, ninety-three per cent (93%) of their weekly rate of pay for each

- week (and the recruitment and retention “terminable allowance” if applicable), less any other monies earned during this period;
- (iv) where an employee has divided the full thirty-seven (37) weeks of adoption benefits with another employee under the Québec Parental Insurance Plan for the same child and either employee thereafter remains on parental leave without pay, that employee is eligible to receive a further parental allowance for a period of up to two (2) weeks, ninety-three per cent (93%) of their weekly rate of pay (and the recruitment and retention “terminable allowance” if applicable) for each week, less any other monies earned during this period;
 - (v) where an employee has received the full thirty-five (35) weeks of parental benefit under the Employment Insurance Plan and thereafter remains on parental leave without pay, he or she is eligible to receive a further parental allowance for a period of one (1) week, at ninety-three per cent (93%) of his or her weekly rate of pay (and the recruitment and retention “terminable allowance” if applicable) for each week, less any other monies earned during this period, unless said employee has already received the one (1) week of allowance contained in subparagraph 37.02 c)(iii) for the same child;
 - (vi) where an employee has divided the full forty (40) weeks of parental benefits with another employee under the Employment Insurance Plan for the same child and either employee thereafter remains on parental leave without pay, that employee is eligible to receive a further parental allowance for a period of one (1) week, ninety-three per cent (93%) of their weekly rate of pay (and the recruitment and retention “terminable allowance” if applicable) for each week, less any other monies earned during this period, unless said employee has already received the one (1) week of allowance contained in subparagraphs 37.02 c)(iii) and 39.02 c)(v) for the same child;
- d) At the employee’s request, the payment referred to in subparagraph 39.02 c)(i) will be estimated and advanced to the employee. Adjustments will be made once the employee provides proof of receipt of Employment Insurance Plan.
 - e) The parental allowance to which an employee is entitled is limited to that provided in paragraph c) and an employee will not be reimbursed for any amount that he or she is required to repay pursuant to the *Employment Insurance Act* or the *Act Respecting Parental Insurance in Quebec*.
 - f) The weekly rate of pay referred to in paragraph c) shall be:
 - (i) for a full-time employee, the employee’s weekly rate of pay on the day immediately preceding the commencement of maternity or parental leave without pay;
 - (ii) for an employee who has been employed on a part-time or on a combined full-time and part-time basis during the six (6) month period preceding the commencement of maternity or parental leave without pay, the rate obtained by multiplying the weekly rate of pay in subparagraph (i) by the fraction obtained by dividing the employee’s straight time earnings by the straight time earnings the employee would have earned working full-time during such period.

- g) The weekly rate of pay referred to in paragraph f) shall be the rate (and the recruitment and retention “terminable allowance” if applicable) to which the employee is entitled for the substantive level to which he or she is appointed.
- h) Notwithstanding paragraph g), and subject to subparagraph f)(ii), if on the day immediately preceding the commencement of parental leave without pay an employee is performing an acting assignment for at least four (4) months, the weekly rate shall be the rate (and the recruitment and retention “terminable allowance” if applicable) the employee was being paid on that day.
- i) Where an employee becomes eligible for a pay increment or pay revision that would increase the parental allowance while in receipt of parental allowance, the allowance shall be adjusted accordingly.
- j) Parental allowance payments made under the SUB Plan will neither reduce nor increase an employee’s deferred remuneration or severance pay.
- k) The maximum combined, shared, maternity and standard parental allowances payable shall not exceed fifty-seven (57) weeks for each combined maternity and parental leave without pay.

Option 2 – Extended Parental Allowance

- l) Parental Allowance payments made in accordance with the SUB Plan will consist of the following:
 - (i) where an employee on parental leave without pay as described in subparagraphs 39.01 a)(ii) and b)(ii), has elected to receive extended Employment Insurance parental benefits and is subject to a waiting period before receiving Employment Insurance parental benefits, fifty-five decimal eight per cent (55.8%) of his or her weekly rate of pay (and the recruitment and retention “terminable allowance” if applicable) for the waiting period, less any other monies earned during this period;
 - (ii) for each week the employee receives parental benefits under the Employment Insurance, he or she is eligible to receive the difference between fifty-five decimal eight per cent (55.8%) of his or her weekly rate (and the recruitment and retention “terminable allowance” if applicable) and the parental benefits, less any other monies earned during this period which may result in a decrease in his or her parental benefits to which he or she would have been eligible if no extra monies had been earned during this period;
 - (iii) where an employee has received the full sixty-one (61) weeks of parental benefits under the Employment Insurance and thereafter remains on parental leave without pay, he or she is eligible to receive a further parental allowance for a period of one (1) week, fifty-five decimal eight per cent (55.8%) of his or her weekly rate of pay (and the recruitment and retention “terminable allowance” if applicable) for each week, less any other monies earned during this period, unless said employee has

- already received the one (1) week of allowance contained in subparagraph 37.02 c)(iii) for the same child;
- (iv) where an employee has divided the full sixty-nine (69) weeks of parental benefits with another employee under the Employment Insurance Plan for the same child and either employee thereafter remains on parental leave without pay, that employee is eligible to receive a further parental allowance for a period of one (1) week, fifty-five decimal eight per cent (55.8%) of their weekly rate of pay (and the recruitment and retention “terminable allowance” if applicable) for each week, less any other monies earned during this period, unless said employee has already received the one (1) week of allowance contained in subparagraph 37.02 c)(iii) for the same child;
 - m) At the employee’s request, the payment referred to in subparagraph 39.02 l)(i) will be estimated and advanced to the employee. Adjustments will be made once the employee provides proof of receipt of Employment Insurance.
 - n) The parental allowance to which an employee is entitled is limited to that provided in paragraph l) and an employee will not be reimbursed for any amount that he or she is required to repay pursuant to the *Employment Insurance Act*.
 - o) The weekly rate of pay referred to in paragraph l) shall be:
 - (i) for a full-time employee, the employee’s weekly rate of pay on the day immediately preceding the commencement of parental leave without pay;
 - (ii) for an employee who has been employed on a part-time or on a combined full-time and part-time basis during the six (6) month period preceding the commencement of parental leave without pay, the rate obtained by multiplying the weekly rate of pay in subparagraph (i) by the fraction obtained by dividing the employee’s straight time earnings by the straight time earnings the employee would have earned working full-time during such period.
 - p) The weekly rate of pay referred to in paragraph l) shall be the rate (and the recruitment and retention “terminable allowance” if applicable) to which the employee is entitled for the substantive level to which he or she is appointed.
 - q) Notwithstanding paragraph p), and subject to subparagraph o)(ii), if on the day immediately preceding the commencement of parental leave without pay an employee is performing an acting assignment for at least four (4) months, the weekly rate shall be the rate (and the recruitment and retention “terminable allowance” if applicable), the employee was being paid on that day.
 - r) Where an employee becomes eligible for a pay increment or pay revision while in receipt of the allowance, the allowance shall be adjusted accordingly.
 - s) Parental allowance payments made under the SUB Plan will neither reduce nor increase an employee’s deferred remuneration or severance pay.

- t) The maximum combined, shared, maternity and extended parental allowances payable shall not exceed eighty-six (86) weeks for each combined maternity and parental leave without pay.

39.03 Special Parental Allowance For Totally Disabled Employees

- a) An employee who:
- (i) fails to satisfy the eligibility requirement specified in subparagraph 39.02 a)(ii) solely because a concurrent entitlement to benefits under the Disability Insurance (DI) Plan, the Long-term Disability (LTD) Insurance portion of the Public Service Management Insurance Plan (PSMIP) or through the *Government Employees Compensation Act* prevents the employee from receiving Employment Insurance or Québec Parental Insurance Plan benefits, and
 - (ii) has satisfied all of the other eligibility criteria specified in paragraph 39.02 a), other than those specified in sections A and B of subparagraph 39.02 a)(iii), shall be paid, in respect of each week of benefits under the parental allowance not received for the reason described in subparagraph (i), the difference between ninety-three per cent (93%) of the employee's rate of pay and the gross amount of his or her weekly disability benefit under the DI Plan, the LTD plan or through the *Government Employees Compensation Act*.
- b) An employee shall be paid an allowance under this clause and under clause 39.02 for a combined period of no more than the number of weeks while the employee would have been eligible for parental, paternity or adoption benefits under the Employment Insurance or the Québec Parental Insurance Plan, had the employee not been disqualified from Employment Insurance or Québec Parental Insurance Plan benefits for the reasons described in subparagraph a)(i).

ARTICLE 40 LEAVE WITHOUT PAY FOR THE CARE OF FAMILY

40.01 Both parties recognize the importance of access to leave for the purpose of care for the family.

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40.02 For the purpose of this article, "family" is defined per article 2 and in addition:

- a) a person who stands in the place of a relative for the employee whether or not there is any degree of consanguinity between such person and the employee.

40.03 Subject to paragraph 40.02, an employee shall be granted leave without pay for the Care of Family in accordance with the following conditions;

- a) an employee shall notify the Agency in writing as far in advance as possible but not less than four (4) weeks in advance of the commencement date of such leave, unless, because of urgent or unforeseeable circumstances, such notice cannot be given;
- b) leave granted under this article shall be for a minimum period of three (3) weeks;
- c) the total leave granted under this article shall not exceed five (5) years during an employee's total period of employment in the Public Service;
- d) leave granted for a period of one (1) year or less shall be scheduled in a manner which ensures continued service delivery.

40.04 An employee who has proceeded on leave without pay may change her/his return to work date if such change does not result in additional costs to the Agency.

40.05 All leave granted under Leave Without Pay for the Long-Term Care of a Parent or under Leave Without Pay for the Care and Nurturing of Pre-School Age Children under the terms of previously applicable collective agreements will not count towards the calculation of the maximum amount of time allowed for Care of Immediate Family during an employee's total period of employment in the Public Service.

Transitional provisions

40.06

These transitional provisions are applicable to employees who have been granted and have proceeded on leave on or after the date of signature of this agreement.

- a) An employee who, on the date of signature of this agreement, is on Leave Without Pay for the Long-Term Care of a Parent or on Leave Without Pay for the Care and Nurturing of Pre-School Age Children under the terms of a previous agreement continues on that leave for the approved duration or until the employee's return to work, if the employee returns to work before the end of the approved leave.
- b) An employee who becomes a member of the bargaining unit on or after the date of signature of this agreement and who is on Leave Without Pay for the Long-Term Care of a Parent or on Leave Without Pay for the Care and Nurturing of Pre-School Age Children under the terms of another agreement, continues on that leave for the approved duration or until the employee's return to work before the end of the approved leave.

**

ARTICLE 41 CAREGIVING LEAVE

- a) An employee who provides the Agency with proof that he or she is in receipt of or awaiting Employment Insurance (EI) benefits for Compassionate Care Benefits, Family

Caregiver Benefits for Children and/or Family Caregiver Benefits for Adults shall be granted leave without pay while in receipt of or awaiting these benefits.

- b) The leave without pay described in clause 41 a) shall not exceed twenty-six (26) weeks for Compassionate Care Benefits, thirty-five (35) weeks for Family Caregiver Benefits for Children and fifteen (15) weeks for Family Caregiver Benefits for Adults, in addition to any applicable waiting period.
- c) When notified, an employee who was awaiting benefits must provide the Agency with proof that the request for Employment Insurance (EI) Compassionate Care Benefits, Family Caregiver Benefits for Children and/or Family Caregiver Benefits for Adults has been accepted.
- d) When an employee is notified that their request for Employment Insurance (EI) Compassionate Care Benefits, Family Caregiver Benefits for Children and/or Family Caregiver Benefits for Adults has been denied, clause 41 a) above ceases to apply.
- e) Leave granted under this clause shall count for the calculation of “continuous employment” for the purpose of calculating severance pay and “service” for the purpose of calculating vacation leave. Time spent on such leave shall count for pay increment purposes.

ARTICLE 42 LEAVE WITH PAY FOR FAMILY-RELATED RESPONSIBILITIES

**

42.01 For the purpose of this article, family is defined as spouse (or common-law partner resident with the employee), children (including step-children, foster children or children of legal or common-law spouse and ward of the employee), parents (including step-parents or foster parents), father-in-law, mother-in-law, brother, sister, step-brother, step-sister, grandparents and grandchildren of the employee, any relative permanently residing in the employee’s household or with whom the employee permanently resides, any relative for whom the employee has a duty of care, irrespective of whether they reside with the employee or a person who stands in the place of a relative for the employee whether or not there is any degree of consanguinity between such person and the employee.

42.02 The total leave with pay which may be granted under this article shall not exceed thirty-seven decimal five (37.5) or forty (40) hours (according to the Hours of Work Code) in a fiscal year.

42.03 Subject to clause 42.02, the Agency shall grant leave with pay under the following circumstances:

- a) to take a family member for medical or dental appointments, or for appointments with school authorities or adoption agencies, if the supervisor was notified of the appointment as far in advance as possible;
- b) to provide for the immediate and temporary care of a sick member of the employee's family and to provide an employee with time to make alternate care arrangements where the illness is of a longer duration;
- c) to provide for the immediate and temporary care of an elderly member of the employee's family;
- d) for needs directly related to the birth or to the adoption of the employee's child;
- e) to attend school functions, if the supervisor was notified of the functions as far in advance as possible;
- f) to provide for the employee's child in the case of an unforeseeable closure of the school or daycare facility;
- g) seven decimal five (7.5) or eight (8) hours (according to the Hours of Work Code) out of the thirty-seven decimal five (37.5) or forty (40) hours (according to the Hours of Work Code) stipulated in clause 42.02 above may be used to attend an appointment with a legal or paralegal representative for non-employment related matters, or with a financial or other professional representative, if the supervisor was notified of the appointment as far in advance as possible.

**ARTICLE 43
LEAVE WITHOUT PAY FOR PERSONAL NEEDS**

43.01 Leave without pay will be granted for personal needs in the following manner:

- a) subject to operational requirements, leave without pay for a period of up to three (3) months will be granted to an employee for personal needs;
- b) subject to operational requirements, leave without pay for a period of more than three (3) months but not exceeding one (1) year will be granted to an employee for personal needs;
- c) an employee is entitled to leave without pay for personal needs only once under each of paragraphs a) and b) during the employee's total period of employment in the Agency. Leave without pay granted under this clause may not be used in combination with maternity or parental leave without the consent of the Agency.

**ARTICLE 44
MARRIAGE LEAVE WITH PAY**

44.01 After the completion of one (1) year's continuous employment in the Public Service, and providing an employee gives the Agency at least five (5) days' notice, the employee shall be granted thirty-seven decimal five (37.5) or forty (40) hours (according to the Hours of Work Code) marriage leave with pay for the purpose of getting married.

44.02 Where same-sex marriage is not available and after the completion of one (1) year's continuous employment in the Public Service, and providing an employee gives the Agency at least five (5) days' notice and a sworn affidavit certifying to the spousal union, the employee shall be granted thirty-seven decimal five (37.5) or forty (40) hours (according to the Hours of Work Code) marriage leave with pay for the purpose of participating in a public commitment ceremony with a person of the same sex.

44.03 An employee cannot be granted leave with pay in accordance with both 44.01 and 44.02 for a union with the same person.

44.04 For an employee with less than two (2) years of continuous employment, in the event of termination of employment for reasons other than death or lay-off within six (6) months after the granting of leave under 44.01 or 44.02 above, an amount equal to the amount paid the employee during the period of leave will be recovered by the Agency from any monies owed the employee.

**ARTICLE 45
LEAVE WITHOUT PAY FOR RELOCATION OF SPOUSE**

45.01 At the request of an employee, leave without pay for a period of up to one (1) year shall be granted to an employee whose spouse is permanently relocated and up to five (5) years to an employee whose spouse is temporarily relocated.

**ARTICLE 46
BEREAVEMENT LEAVE WITH PAY**

**

46.01 For the purpose of this article, "family" is defined per article 2 and in addition:

a) a person who stands in the place of a relative for the employee whether or not there is any degree of consanguinity between such person and the employee. An employee shall be entitled to bereavement leave under 46.01 a) only once during the employee's total period of employment in the public service.

46.02

a) When a member of the employee's immediate family dies, an employee shall be entitled to a bereavement leave with pay. Such bereavement leave, as determined by the employee, must include the day of the memorial commemorating the deceased, or must

begin within two (2) days following the death. During such period, the employee shall be paid for those days which are not regularly scheduled days of rest for the employee. In addition, the employee may be granted up to three (3) days' leave with pay for the purpose of travel related to the death.

- b) At the request of the employee, such bereavement leave with pay may be taken in a single period of seven (7) consecutive calendar days or may be taken in two (2) periods to a maximum of five (5) working days.
- c) When requested to be taken in two (2) periods,
 - (i) The first period must include the day of the memorial commemorating the deceased or must begin within two (2) days following the death,
 - and
 - (ii) The second period must be taken no later than twelve (12) months from the date of death for the purpose of attending a ceremony.
 - (iii) The employee may be granted no more than three (3) days' leave with pay, in total, for the purpose of travel for these two (2) periods.

46.03 An employee is entitled to one (1) day's bereavement leave with pay for the purpose related to the death of his or her brother-in-law or sister-in-law and grandparents of spouse.

46.04 If, during a period of paid leave, an employee is bereaved in circumstances under which he or she would have been eligible for bereavement leave with pay under clauses 46.02 a) and 46.03, the employee shall be granted bereavement leave with pay and his or her paid leave credits shall be restored to the extent of any concurrent bereavement leave with pay granted.

46.05 It is recognized by the parties that the circumstances which call for leave in respect of bereavement are based on individual circumstances. On request, the Agency may, after considering the particular circumstances involved, grant leave with pay for a period greater than and/or in a manner different than that provided for in clauses 46.02 a) and 46.03.

ARTICLE 47 COURT LEAVE

47.01 The Agency shall grant leave with pay to an employee for the period of time he/she is required:

- a) to be available for jury selection;
- b) to serve on a jury;

- c) by subpoena or summons or other legal instrument to attend as a witness in any proceeding held to which he/she is not a party:
- (i) in or under the authority of a court of justice or before a grand jury,
 - (ii) before a court, judge, justice, magistrate or coroner,
 - (iii) before the Senate or House of Commons of Canada or a committee of the Senate or House of Commons otherwise than in the performance of the duties of the employee's position,
 - (iv) before a legislative council, legislative assembly or house of assembly, or any committee thereof that is authorized by law to compel the attendance of witnesses before it,
- or
- (v) 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.

ARTICLE 48 PERSONNEL SELECTION LEAVE

48.01 Where an employee participates in a personnel selection process, including the recourse process where applicable, for a position in the Agency or in the Public Service, as defined in the *Federal Public Sector Labour Relations Act*, the employee is entitled to leave with pay for the period during which the employee's presence is required for purposes of the selection process, and for such further period as the Agency considers reasonable for the employee to travel to and from the place where his/her presence is so required.

ARTICLE 49 EDUCATION AND CAREER DEVELOPMENT LEAVE

General

49.01 The parties recognize that in order to maintain and enhance professional expertise, employees, from time to time, need to have an opportunity to attend or participate in career development activities described in this article.

Education Leave

49.02 Upon written application by the employee and with the approval of the Agency, an employee may be granted education leave without pay for varying periods of up to one (1) year, which can be renewed by mutual agreement, to attend a recognized institution for studies in some field of education in which preparation is needed to fill the employee's present role more

adequately or to undertake studies in some field in order to provide a service which the Agency requires or is planning to provide.

49.03 At the Agency's discretion, an employee on education leave without pay under this Article may receive an allowance in lieu of salary of up to 100% (one hundred percent) of the employee's annual rate of pay, depending on the degree to which the education leave is deemed, by the Agency, to be relevant to organizational requirements. Where the employee receives a grant, bursary or scholarship, the education leave allowance may be reduced. In such cases, the amount of the reduction shall not exceed the amount of the grant, bursary or scholarship.

49.04 Allowances already being received by the employee may at the discretion of the Agency be continued during the period of the education leave. The employee shall be notified when the leave is approved whether such allowances are to be continued in whole or in part.

49.05

- a) As a condition of the granting of education leave without pay, an employee shall, if required, give a written undertaking prior to the commencement of the leave to return to the service of the Agency for a period of not less than the period of the leave granted.
- b) If the employee:
 - (i) fails to complete the course,
 - (ii) does not resume employment with the Agency on completion of the course,or
 - (iii) ceases to be employed, except by reason of death or lay-off, before termination of the period he or she has undertaken to serve after completion of the course, the employee shall repay the Agency all allowances paid to him or her under this Article during the education leave or such lesser sum as shall be determined by the Agency.

Examination Leave With Pay

49.06 At the Agency's discretion, examination leave with pay may be granted to an employee for the purpose of writing an examination which takes place during the employee's scheduled hours of work. Such leave will only be granted where, in the opinion of the Agency, the course of study is directly related to the employee's duties or will improve his or her qualifications.

Career Development

49.07 Career development refers to an activity which in the opinion of the Agency is likely to be of assistance to the individual in furthering his or her career development and to the organization in achieving its goals. The following activities shall be deemed to be part of career development:

- a) a course given by the Agency;
- b) a course offered by a recognized academic institution;
- c) a seminar, convention or study session in a specialized field directly related to the employee's work.

49.08 Upon written application by the employee, and with the approval of the Agency, career development leave with pay may be given for any one of the activities described in clauses 49.07 or 49.10. The employee shall receive no compensation under Article 24, Overtime, and Article 29, Traveling Time, during time spent on career development leave provided for in this article.

49.09 Employees on career development leave shall be reimbursed for all reasonable travel and other expenses incurred by them which the Agency may deem appropriate.

49.10 The parties to this agreement share a desire to improve professional standards by giving the employees the opportunity:

- a) to participate in workshops, short courses or similar out-service programs to keep up to date with knowledge and skills in their respective fields;
- b) to conduct research or perform work related to their normal research programs in institutions or locations other than those of the Agency;
- c) to carry out research in the employee's field of specialization not specifically related to assigned work projects when in the opinion of the Agency such research is needed to enable the employee to perform the employee's assigned role.

49.11 An employee who requests to attend or is invited to participate in a conference or convention in an official capacity, such as to present a formal address or to give a course related to the employee's field of employment, may be granted leave with pay for this purpose and may, in addition, be reimbursed for payment of convention or conference registration fees and reasonable travel expenses.

49.12 An employee who attends a conference or convention at the request of the Agency to represent the interests of the Agency shall be deemed to be on duty and, as required, in travel status. The Agency shall pay the registration fees of the convention or conference the employee is required to attend.

ARTICLE 50 LEAVE WITH OR WITHOUT PAY FOR OTHER REASONS

50.01 At its discretion, the Agency may grant:

- a) leave with pay when circumstances not directly attributable to the employee prevent her/his reporting for duty; such leave shall not be unreasonably withheld;
- b) leave with or without pay for purposes other than those specified in this agreement.

50.02 Volunteer and Personal Leave

In any fiscal year, an employee is entitled to no more than fifteen (15) or sixteen (16) hours (in accordance with the Hours of Work Code) of combined personal and volunteer leave.

Effective April 1st 2018, Volunteer leave is deleted from the collective agreement.

- a) Subject to operational requirements as determined by the Agency and with an advance notice of at least five (5) working days, the employee shall be granted, in each fiscal year fifteen (15) or sixteen (16) hours (in accordance with the Hours of Work Code) of leave with pay for reasons of a personal nature. This leave can be taken in periods of seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code) or three decimal seven five (3.75) or four (4) hours (in accordance with the Hours of Work Code) each.
- b) For employees who work less than twelve (12) weeks in a fiscal year, the total entitlement shall be seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code).
- c) The leave will be scheduled at times convenient to both the employee and the Agency. Nevertheless, the Agency shall make every reasonable effort to grant leave at such times as the employee may request.

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50.03 Domestic Violence Leave

For the purpose of this article domestic violence is considered to be any form of abuse or neglect that an employee or an employee's child experiences from a family member, or from someone with whom the employee has or had an intimate relationship.

- a) The parties recognize that employees may be subject to domestic violence in their personal life that could affect their attendance at work.
- b) Upon request, an employee who is subject to domestic violence or who is the parent of a dependent child who is subject to domestic violence shall be granted domestic violence leave in order to enable the employee, in respect of such violence:
 - (i) to seek care and/or support for themselves or their child in respect of a physical or psychological injury or disability;
 - (ii) to obtain services from an organization which provides services for individuals

who are subject to domestic violence;

- (iii) to obtain professional counselling;
 - (iv) to relocate temporarily or permanently; or,
 - (v) to seek legal or law enforcement assistance or to prepare for or participate in any civil or criminal legal proceeding.
- c) The total domestic violence leave with pay which may be granted under this article shall not exceed seventy-five (75) or eighty (80) hours (in accordance with the Hours of Work Code) in a fiscal year.
- d) Unless otherwise informed by the Agency, a statement signed by the employee stating that they meet the conditions of this article shall, when delivered to the Employer, be considered as meeting the requirements of this article.
- e) Notwithstanding clauses 50.03 b) to 50.03 c), an employee is not entitled to domestic violence leave if the employee is charged with an offence related to that act or if it is probable, considering the circumstances, that the employee committed that act.

**PART V – OTHER TERMS AND CONDITIONS
OF EMPLOYMENT**

**ARTICLE 51
RESTRICTION ON OUTSIDE EMPLOYMENT**

51.01 Unless otherwise specified by the Agency as being in an area that could represent a conflict of interest, employees shall not be restricted in engaging in other employment outside the hours they are required to work for the Agency.

**ARTICLE 52
STATEMENT OF DUTIES**

52.01 Upon written request, an employee shall be provided with a complete and current statement of the duties and responsibilities of his/her position, including the classification level and, where applicable, the point rating allotted by factor to his/her position, and an organization chart depicting the position's place in the organization.

**ARTICLE 53
DUTY ABOARD VESSELS**

53.01 Nothing in this agreement shall be construed to impair in any manner whatsoever the authority of the Master.

53.02 The Master may, whenever she/he deems it advisable, require any employee to participate in lifeboat or other emergency drills without the payment of overtime.

53.03 Any work necessary for the safety of the vessel, passengers, crew or cargo shall be performed by all employees at any time on immediate call and, notwithstanding any provisions of this agreement which might be construed to the contrary, in no event shall overtime be paid for work performed in connection with such emergency duties of which the Master shall be the sole judge.

53.04 When an employee suffers loss of clothing or personal effects (those which can reasonably be expected to accompany the employee aboard the ship) because of marine disaster or shipwreck, the employee shall be reimbursed the value of those articles up to a maximum of three thousand dollars (\$3,000) based on replacement cost.

53.05

- a) An employee shall submit to the Agency a full inventory of her/his personal effects and shall be responsible for maintaining it in a current state.
- b) An employee or the employee's estate making a claim under this article shall submit to the Agency reasonable proof of such loss, and shall submit an affidavit listing the individual items and values claimed.

53.06 Traveling expenses on leave or termination

When an employee serving on a vessel which is away from its home port:

- a) is authorized to take leave under the provisions of Article 32, Vacation Leave With Pay, or under the provisions of Article 46, Bereavement Leave With Pay, the Agency shall pay the cost of the return traveling expenses, as normally defined by the Agency, from the point of disembarkation to the vessel's home port or to the employee's normal place of residence, whichever is the lesser amount;
- b) terminates his or her employment by reason of retirement, release or lay-off, the Agency shall pay the cost of the traveling expenses, as normally defined by the Agency, from the point of disembarkation to the employee's port of hiring or to the employee's normal place of residence, whichever is the lesser amount.

ARTICLE 54 EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES

54.01

- a) When a formal assessment of an employee's performance is made, the employee shall be given a copy upon its completion and provided an opportunity to sign the assessment to indicate only that its contents have been read. This shall not indicate the employee's concurrence.
- b) The Agency's representative(s) who assess an employee's performance must have observed or been aware of the employee's performance for at least one-half (1/2) of the period for which the employee's performance is evaluated.
- c) An employee has the right to make written comments to be attached to the formal assessment.
- d) If an employee is dissatisfied with the results of a formal assessment meeting, he/she has the right to request a follow-up meeting and to be accompanied by a union representative at that meeting.

54.02

- a) Prior to the formal assessment, the employee shall be given:
 - (i) an explanation of the process which will be used for the assessment;
and
 - (ii) any forms and written document which provides instructions to the person conducting the assessment.

- b) If during the formal assessment, either the form or instructions are changed, they shall be given to the employee.

54.03 Upon written request of an employee, the personnel file of that employee shall be made available once per year for his/her examination in the presence of an authorized representative of the Agency.

54.04 No report pertaining to an employee's performance or conduct shall be placed on the employee's personnel file without a copy having been provided to the employee.

ARTICLE 55 PUBLICATIONS AND AUTHORSHIP

55.01 The Agency agrees that original articles, professional and technical papers prepared by an employee, within the scope of her/his employment, will be retained on appropriate Agency files for the normal life of such files. The Agency will not unreasonably withhold permission for publication of original articles and technical papers in professional media. At the Agency discretion, recognition of authorship will be given where practicable in Agency publications.

55.02 When an employee acts as a sole or joint author or editor of a publication, the authorship or editorship shall normally be shown on the title page of such publication.

55.03

- a) The Agency may suggest revisions to material and may withhold approval to publish an employee's publication.
- b) When approval for publication is withheld, the author(s) shall be so informed.
- c) Where the Agency wishes to make changes in a material submitted for publication with which the author does not agree, the employee shall not be credited publicly if she/he so requests.

ARTICLE 56 MEMBERSHIP FEES

56.01 The Agency shall reimburse an employee for membership, registration, licensing or certification fees to an organization, governing body, or government agency when the payment of such fees is a requirement for the continuation of the performance of the duties of the employee's position.

Reimbursement under this article will not be paid for the cost of an employee's normal driver's licence. Full reimbursement will be paid where special classes of driver's licences are required.

56.02 The Alliance and the Agency have agreed to provide for a professional allowance to be paid in accordance with the following conditions. Upon receipt of proof of payment, the Agency shall reimburse an employee's annual membership fees-paid to either the Institute of Chartered Accountants (CA), the Society of Management Accountants (CMA), the Association of Certified General Accountants (CGA), or the Chartered Professional Accountants (CPA). The Agency shall reimburse annual fees paid to one of the associations referred to in clause 56.02 for employees pursuing a formal study program to obtain a professional accounting designation (CA, CMA, CGA or CPA). Reimbursement covered by this Article does not include arrears of previous year's dues. Reimbursement covered by this Article shall include insurance payable as a requirement for maintaining the designation to a maximum of seventy-five (\$75) dollars excluding any optional insurance that may be offered for the purpose of practicing in the private sector.

56.03 Membership dues referred to in article 10, Check-Off, of this agreement are specifically excluded as reimbursable fees under this Article.

ARTICLE 57 WASH-UP TIME

57.01 Where the Agency determines that due to the nature of work there is a clear cut need, wash-up time up to a maximum of ten (10) minutes will be permitted before the end of the working day.

PART VI – PART – TIME EMPLOYEES

ARTICLE 58 PART-TIME EMPLOYEES

58.01 Definition

Part-time employee means an employee whose weekly scheduled hours of work on average are less than those established in Article 22 but not less than those prescribed in the *Federal Public Sector Labour Relations Act*.

General

58.02 Unless otherwise specified in this article, part-time employees shall be entitled to the benefits provided under this agreement in the same proportion as their normal weekly hours of work compared with thirty-seven decimal five (37.5) or forty (40) (in accordance with the Hours of Work Code).

58.03 Part-time employees are entitled to overtime compensation in accordance with subparagraphs b) and c) of the overtime definition in paragraph 2.01.

58.04 The days of rest provisions of this agreement apply only in a week when a part-time employee has worked thirty-seven decimal five (37.5) or forty 40 hours (in accordance with the Hours of Work Code).

Specific Application of this Agreement

58.05 Call back and Reporting Pay

Subject to clause 58.04, when a part-time employee meets the requirements to receive compensation in accordance with clause 25.01 and is entitled to receive the minimum payment rather than pay for actual time worked, the part-time employee shall be paid a minimum payment of four (4) hours pay at the straight-time rate.

Designated Holidays

58.06 A part-time employee shall not be paid for the designated holidays but shall, instead be paid four decimal two five percent (4.25%) for all straight-time hours worked.

58.07 When a part-time employee is required to work on a day which is prescribed as a designated paid holiday for a full-time employee in clause 27.01, the employee shall be paid at time and one-half (1 1/2) of the straight-time rate of pay for all hours worked up to seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code) and double (2) time thereafter.

58.08 A part-time employee who reports for work as directed on a day which is prescribed as a designated paid holiday for a full-time employee in clause 27.01, shall be paid for the time actually worked in accordance with clause 58.07, or a minimum of four (4) hours pay at the straight-time rate, whichever is greater.

58.09 Vacation Leave

A part-time employee shall earn vacation leave credits for each month in which the employee receives pay for at least twice the number of hours in the employee's normal workweek, at the rate for years of service established in clause 32.02 of this agreement, prorated and calculated as follows:

- a) when the entitlement is nine decimal three seven five (9.375) or ten (10) hours (according to the Hours of Work Code) a month, .250 multiplied by the number of the hours in the employee's workweek per month;
- b) when the entitlement is twelve decimal five (12.5) or thirteen decimal three three (13.33) hours (according to the Hours of Work Code) a month, .333 multiplied by the number of the hours in the employee's workweek per month;
- c) when the entitlement is thirteen decimal seven five (13.75) or fourteen decimal six seven (14.67) hours (according to the Hours of Work Code) a month, .367 multiplied by the number of the hours in the employee's workweek per month;
- d) when the entitlement is fourteen decimal three seven five (14.375) or fifteen decimal three three (15.33) hours (according to the Hours of Work Code) a month, .383 multiplied by the number of the hours in the employee's workweek per month;
- e) when the entitlement is fifteen decimal six-two five (15.625) or sixteen decimal six seven (16.67) hours (according to the Hours of Work Code) a month, .417 multiplied by the number of the hours in the employee's workweek per month;
- f) when the entitlement is sixteen decimal eight seven five (16.875) or eighteen (18) hours (according to the Hours of Work Code) a month, .450 multiplied by the number of hours in the employee's workweek per month;
- g) when the entitlement is eighteen decimal seven five (18.75) or twenty (20) hours (according to the Hours of Work Code) a month, .500 multiplied by the number of the hours in the employee's workweek per month.

58.10 Sick Leave

A part-time employee shall earn sick leave credits at the rate of one-quarter (1/4) of the number of hours in an employee's normal workweek for each calendar month in which the employee has received pay for at least twice (2) the number of hours in the employee's normal workweek.

58.11 Vacation and Sick Leave Administration

- a) For the purposes of administration of clauses 58.09 and 58.10, where an employee does not work the same number of hours each week, the normal workweek shall be the weekly average of the hours worked at the straight-time rate calculated on a monthly basis.

- b) An employee whose employment in any month is a combination of both full-time and part-time employment shall not earn vacation or sick leave credits in excess of the entitlement of a full-time employee.

58.12 Bereavement Leave

Notwithstanding clause 58.02, there shall be no prorating of a “day” in Article 46, Bereavement Leave With Pay.

58.13 Severance Pay

Notwithstanding the provisions of Article 59, Severance Pay, of this agreement, where the period of continuous employment in respect of which severance benefit is to be paid consists of both full and part-time employment or varying levels of part-time employment, the benefit shall be calculated as follows: the period of continuous employment eligible for severance pay shall be established and the part-time portions shall be consolidated to equivalent full-time. The equivalent full-time period in years shall be multiplied by the full-time weekly pay rate for the appropriate group and level to produce the severance pay benefit.

PART VII – PAY AND DURATION

ARTICLE 59 SEVERANCE PAY

59.01 Under the following circumstances and subject to clause 59.02, an employee shall receive severance benefits calculated on the basis of the weekly rate of pay to which she/he is entitled for the classification prescribed in her/his letter of offer on the date of her/his termination of employment.

a) Lay-off

- (i) On the first (1st) lay-off, for the first (1st) complete year of continuous employment, two (2) weeks' pay, or three (3) weeks' pay for employees with ten (10) or more and less than twenty (20) years of continuous employment, or four (4) weeks' pay for employees with twenty or more years of continuous employment, plus one (1) week's pay for each additional complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by three hundred and sixty-five (365).
- (ii) On second or subsequent lay-off one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by 365, less any period in respect of which the employee was granted severance pay under subparagraph a)(i).

b) Rejection on Probation

On rejection on probation, when an employee has completed more than one (1) year of continuous employment and ceases to be employed by reason of rejection during a probationary period, one (1) week's pay.

c) Death

If an employee dies, there shall be paid to the employee's estate a severance payment in respect of the employee's complete period of continuous employment, comprised of one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by 365, to a maximum of thirty (30) weeks' pay, regardless of any other benefit payable.

d) Termination for Cause for Reasons of Incapacity or Incompetence

- (i) When an employee has completed more than one (1) year of continuous employment and ceases to be employed by reason of termination for cause for reasons of incapacity, one (1) week's pay for each complete year of continuous employment with a maximum benefit of twenty-eight (28) weeks.

- (ii) When an employee has completed more than ten (10) years of continuous employment and ceases to be employed by reason of termination for cause for reasons of incompetence, one (1) week's pay for each complete year of continuous employment with a maximum benefit of twenty-eight (28) weeks.

59.02 Severance benefits payable to an employee under this article shall be reduced by any period of continuous employment in respect of which the employee was already granted any type of termination benefit. Under no circumstances shall the maximum severance pay provided under clause 59.01 and 59.04 be pyramided.

For greater certainty, payments in lieu of severance for the elimination of severance pay for voluntary separation (resignation and retirement) made pursuant to 59.04 to 59.07 of Appendix S or similar provisions in other collective agreements shall be considered as a termination benefit for the administration of this clause.

59.03 Appointment to Another Employer

An employee who resigns to accept an appointment with another organization in the Public Service shall be paid any outstanding payments in lieu of severance, if applicable under Appendix S.

59.04 Employees who were subject to the payment in lieu of severance for the elimination of severance pay for voluntary separation (resignation and retirement) and who opted to defer their payment, the former provisions outlining the payment in lieu are found at Appendix S.

ARTICLE 60 PAY ADMINISTRATION

60.01 Except as provided in this Article, the terms and conditions governing the application of pay to employees are not affected by this agreement.

60.02 An employee is entitled to be paid for services rendered at:

- a) the pay specified in Appendix "A", for the classification of the position to which the employee is appointed, if the classification coincides with that prescribed in the employee's letter of offer;

or

- b) the pay specified in Appendix "A", for the classification prescribed in the employee's letter of offer, if that classification and the classification of the position to which the employee is appointed do not coincide.

60.03

- a) The rates of pay set forth in Appendix "A" shall become effective on the dates specified.

- b) Where the rates of pay set forth in Appendix “A” have an effective date prior to the date of signing of this agreement, the following shall apply:
- (i) “retroactive period” for the purpose of subparagraphs (ii) to (vi) means the period commencing on the effective date of the revision up to and including the day before this agreement is signed or when an arbitral award is rendered therefore;
 - (ii) a retroactive upward revision in rates of pay shall apply to employees, former employees or in the case of death, the estates of former employees who were employees in the groups identified in Article 8 of this agreement during the retroactive period;
 - (iii) in order for former employees or, in the case of death, for the former employees’ representatives to receive payment in accordance with subparagraph (b)(ii), the Agency shall notify, by registered mail, such individuals at their last known address that they have 30 days from the date of receipt of the registered letter to request in writing such payment, after which time any obligation upon the Agency to provide payment ceases;
 - (iv) for initial appointments made during the retroactive period, the rate of pay selected in the revised rates of pay is the rate which is shown immediately below the rate of pay being received prior to the revision;
 - (v) for promotions, demotions, deployments, transfers or acting situations effective during the retroactive period, the rate of pay shall be recalculated, in accordance with the *Public Service Terms and Conditions of Employment Regulations*, using the revised rates of pay. If the recalculated rate of pay is less than the rate of pay that the employee was previously receiving, the revised rate of pay shall be the rate, which is nearest to, but not less than the rate of pay being received prior to the revision. However, where the recalculated rate is at a lower step in the range, the new rate shall be the rate of pay shown immediately below the rate of pay being received prior to the revision;
 - (vi) no payment or no notification shall be made pursuant to paragraph 60.03 b) for one dollar or less.

60.04 Where a pay increment and a pay revision are effected on the same date, the pay increment shall be applied first and the resulting rate shall be revised in accordance with the pay revision.

60.05 The Agency agrees to adopt the Memorandum of Understanding signed between the Treasury Board and the Alliance, dated February 9, 1982 in respect to red-circled employees.

60.06 If, during the term of this agreement, a new classification standard for a group is established and implemented by the Agency, the Agency shall, before applying rates of pay to

new levels resulting from the application of the standard, negotiate with the Alliance the rates of pay and the rules affecting the pay of employees on their movement to the new levels.

60.07 Acting Pay

- a) When an employee is required by the Agency to substantially perform the duties of a higher classification level in an acting capacity and performs those duties:
 - (i) if she/he falls under letter code “X” (as defined in the Hours of Work Code), for a period of at least three (3) consecutive working days/shifts;
 - (ii) if she/he falls under the letter code “Y” (as defined in the Hours of Work Code), for a period of at least one (1) full working day/shift;

the employee shall be paid acting pay calculated from the date on which she/he commenced to act as if she/he had been appointed to that higher classification for the period in which she/he acts.

- b) When a day designated as a paid holiday occurs during the qualifying period, the holiday shall be considered as a day worked for purposes of the qualifying period.

60.08 When the regular pay day for an employee falls on her/his day of rest, every effort shall be made to issue her/his cheque on her/his last working day, provided it is available at her/his regular place of work.

No Pyramiding of payments

60.09 Payments provided under the Overtime, Designated Paid Holiday, Standby, the call back and reporting pay provisions in this collective agreement shall not be pyramided, that is an employee shall not receive more than one compensation for the same service.

ARTICLE 61 ALLOWANCES

61.01 Diving allowance

- a) Employees whose job duties require them to dive (as that word is hereinafter defined) shall be paid an allowance of twenty-five dollars (\$25.00) per hour. The minimum allowance shall be:
 - (i) two (2) hours per dive scuba
 - (ii) four (4) hours per dive hard hat.
- b) Diving time is that period during which an employee is equipped with diving gear to the extent that the employee is unable to perform other than diving duties.

- c) A dive is the total of any period or periods of time during any eight (8) hour period in which an employee carries out required underwater work with the aid of a self-contained or surface air supply.

61.02 Dirty Work Allowance

When an employee is required to come in physical contact with the pollutant while engaged in the cleaning up of oil spills in excess of two hundred (200) litres which resulted from an accident or disaster, mechanical failure, bunkering or fuel transfer operations, the employee shall receive, in addition to the appropriate rate of pay, an additional one-half (1/2) his straight-time rate for every fifteen (15) minute period, or part thereof, worked. All of the foregoing duties must have the prior approval of the Agency before work is commenced.

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61.03 Dog Handlers' Allowance

When an employee is required to handle a trained detector dog during a shift, and in recognition of the duties associated with control, care and maintenance of the detector dog at all times, the employee shall be paid an allowance of one (\$1) dollar per on-duty hour.

ARTICLE 62 AGREEMENT REOPENER

62.01 This agreement may be amended by mutual consent.

ARTICLE 63 DURATION

**

63.01 The duration of this collective agreement shall be from the date it is signed to August 4th 2021.

63.02 Unless otherwise expressly stipulated, the provisions of this agreement shall become effective on the date it is signed.

63.03 The Provisions of this collective agreement shall be implemented by the parties within a period of one hundred and fifty (150) days from the date of signing.

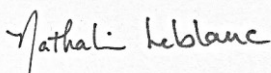
This collective agreement is signed during the COVID-19 pandemic. Given the exceptional circumstances and the social distancing restrictions imposed by Public Health Authorities, the parties have agreed to sign this collective agreement electronically.

Signed at Ottawa, this 14th day of the month of January 2021.

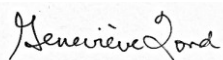
Parks Canada Agency



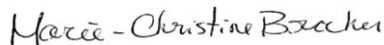
Ron Hallman



Nathalie Leblanc, LL.B



Geneviève Lord



Marie-Christine Brochu



Alannah Phillips



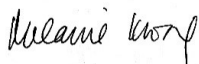
Annie Boyer



Brenda DeMone




Louis Lavoie



Melanie Kwong

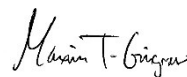
Public Service Alliance of Canada



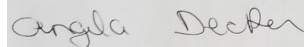
Chris Aylward



Ashley Bickerton, Ph.D.



Maxime Thibault-Gingras



Angela Decker



Birch Howard



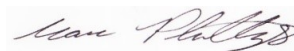
Daniel Britton



Daniel Toutant



Kassandra McKinnon



Marc Phillips



Omar Murray

**APPENDIX “A”
ANNUAL RATES OF PAY**

**

Architecture and Town Planning Group (AR).....	
Administrative Services Group (AS).....	
Biological Sciences Group (BI).....	
Commerce Group (CO).....	
Clerical and Regulatory Group (CR).....	
Computer Systems Group (CS).....	
Drafting and Illustration Group (DD).....	
Economics and Social Science Services Group (EC).....	
Education Group (ED).....	
Engineering and Scientific Support Group (EG).....	
Electronics Group (EL).....	
Engineering and Land Survey Group (EN).....	
Economics, Sociology and Statistics Group (ES).....	
Financial Management Group (FI).....	
Forestry Group (FO).....	
General Labour and Trades Group (GL) (all sub-groups).....	
General Services (GS) (all sub-groups).....	
General Technical Group (GT).....	
Heating, Power & Stationary Plant Operations Group (HP).....	
Historical Research Group (HR).....	
Information Services Group (IS).....	
Library Science Group (LS).....	
Physical Sciences Group (PC).....	
Purchasing and Supply Group (PG).....	
Program Administration Group (PM).....	
Photography Group (PY).....	

- Ships Crews Group (**SC**).....
- Scientific Research Group (**SE**).....
- Social Science Support Group (**SI**).....
- Secretarial, Stenographic and Typing Group (**ST**).....

AS - ADMINISTRATIVE SERVICES GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

AS-DEVELOPMENT

From:	\$	32823	to	49199
To:	A	33742	to	50577
	B	34484	to	51690
	C	34950	to	52388

AS-01

From:	\$	51699	53664	55700	57820
To:	A	53147	55167	57260	59439
	B	54316	56381	58520	60747
	C	55049	57142	59310	61567

AS-02

From:	\$	57608	59794	62067
To:	A	59221	61468	63805
	B	60524	62820	65209
	C	61341	63668	66089

AS-03

From:	\$	61746	64093	66529
To:	A	63475	65888	68392
	B	64871	67338	69897
	C	65747	68247	70841

AS-04

From:	\$	67449	70013	72885
To:	A	69338	71973	74926
	B	70863	73556	76574
	C	71820	74549	77608

AS-05

From:	\$	80524	83584	87053
To:	A	82779	85924	89490
	B	84600	87814	91459
	C	85742	88999	92694

AS-06

From:	\$	89693	93102	96761
To:	A	92204	95709	99470
	B	94232	97815	101658
	C	95504	99136	103030

AS-07

From:	\$	94413	98002	101726	104781	107953
To:	A	97057	100746	104574	107715	110976
	B	99192	102962	106875	110085	113417
	C	100531	104352	108318	111571	114948

AS-08

From:	\$	97486	to	114745
To:	A	100216	to	117958
	B	102421	to	120553
	C	103804	to	122180

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

BI - BIOLOGICAL SCIENCES GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

- \$)** Effective August 5, 2017
- A)** Effective August 5, 2018 2.80%
- B)** Effective August 5, 2019 2.20%
- C)** Effective August 5, 2020 1.35%
- X)** Effective August 5, 2020 - Restructure

BI-01

From:	\$	32452	to	56105 *	59459	61676	63896	66117	68336	70092
To:	A	33361	to	57676 *	61124	63403	65685	67968	70249	72055
	B	34095	to	58945 *	62469	64798	67130	69463	71794	73640
	C	34555	to	59741 *	63312	65673	68036	70401	72763	74634

***(ROUNDED TO THE NEAREST \$10.00)**

BI-02

From:	\$	60957	63816	66671	69548	72392	75103	79050	83005
To:	A	62664	65603	68538	71495	74419	77206	81263	85329
	B	64043	67046	70046	73068	76056	78905	83051	87206
	C	64908	67951	70992	74054	77083	79970	84172	88383

BI-03

From:	\$	76668	80109	83537	86975	90402	92338	94278	95663
To:	A	78815	82352	85876	89410	92933	94923	96918	98342
	B	80549	84164	87765	91377	94978	97011	99050	100506
	C	81636	85300	88950	92611	96260	98321	100387	101863
	X	81636	85300	88950	92611	96260	99584	103230	104748

BI-04

From:	\$	95101	98512	101932	105348	108897	113003
To:	A	97764	101270	104786	108298	111946	116167
	B	99915	103498	107091	110681	114409	118723
	C	101264	104895	108537	112175	115954	120326

BI-05

From:	\$	105316	109490	113660	117831	120151	123336
To:	A	108265	112556	116842	121130	123515	126789
	B	110647	115032	119413	123795	126232	129578
	C	112141	116585	121025	125466	127936	131327

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CR - CLERICAL AND REGULATORY GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

CR-01

From:	\$	35097	35828	36573	37311	38037	38779
To:	A	36080	36831	37597	38356	39102	39865
	B	36874	37641	38424	39200	39962	40742
	C	37372	38149	38943	39729	40501	41292

CR-02

From:	\$	38098	38976	39841	40713
To:	A	39165	40067	40957	41853
	B	40027	40948	41858	42774
	C	40567	41501	42423	43351

CR-03

From:	\$	43208	44344	45474	46610
To:	A	44418	45586	46747	47915
	B	45395	46589	47775	48969
	C	46008	47218	48420	49630

CR-04

From:	\$	47877	49148	50417	51678
To:	A	49218	50524	51829	53125
	B	50301	51636	52969	54294
	C	50980	52333	53684	55027

CR-05

From:	\$	52324	53763	55209	56647
To:	A	53789	55268	56755	58233
	B	54972	56484	58004	59514
	C	55714	57247	58787	60317

CR-06

From:	\$	59556	61123	62674	64243
To:	A	61224	62834	64429	66042
	B	62571	64216	65846	67495
	C	63416	65083	66735	68406

CR-07

From:	\$	66063	67887	69720	71569
To:	A	67913	69788	71672	73573
	B	69407	71323	73249	75192
	C	70344	72286	74238	76207

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CS - COMPUTER SYSTEM ADMINISTRATION
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

CS-01

From:	\$	56915	59022	61126	63219	65308	67404	69490	71579
To:	A	58509	60675	62838	64989	67137	69291	71436	73583
	B	59796	62010	64220	66419	68614	70815	73008	75202
	C	60603	62847	65087	67316	69540	71771	73994	76217

CS-02

From:	\$	70475	72729	74988	77247	79502	81760	84017	86277
To:	A	72448	74765	77088	79410	81728	84049	86369	88693
	B	74042	76410	78784	81157	83526	85898	88269	90644
	C	75042	77442	79848	82253	84654	87058	89461	91868

CS-03

From:	\$	83236	86104	88971	91843	94713	97582	100449	103314
To:	A	85567	88515	91462	94415	97365	100314	103262	106207
	B	87449	90462	93474	96492	99507	102521	105534	108544
	C	88630	91683	94736	97795	100850	103905	106959	110009

CS-04

From:	\$	95532	98821	102111	105396	108686	111974	115260	118558
To:	A	98207	101588	104970	108347	111729	115109	118487	121878
	B	100368	103823	107279	110731	114187	117641	121094	124559
	C	101723	105225	108727	112226	115729	119229	122729	126241

CS-05

From:	\$	108948	112999	117054	121108	125163	129217	133269	137325	141380
To:	A	111999	116163	120332	124499	128668	132835	137001	141170	145339
	B	114463	118719	122979	127238	131499	135757	140015	144276	148536
	C	116008	120322	124639	128956	133274	137590	141905	146224	150541

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DD - DRAFTING AND ILLUSTRATION GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

DD-01

From:	\$	31173	32266	33353	34453	35537	36626	37717	39225
To:	A	32046	33169	34287	35418	36532	37652	38773	40323
	B	32751	33899	35041	36197	37336	38480	39626	41210
	C	33193	34357	35514	36686	37840	38999	40161	41766

DD-02

From:	\$	38411	39838	41237	42661	44074	45483	46904	48781
To:	A	39487	40953	42392	43856	45308	46757	48217	50147
	B	40356	41854	43325	44821	46305	47786	49278	51250
	C	40901	42419	43910	45426	46930	48431	49943	51942

DD-03

From:	\$	47266	48852	50445	52026	54112			
To:	A	48589	50220	51857	53483	55627			
	B	49658	51325	52998	54660	56851			
	C	50328	52018	53713	55398	57618			

DD-04

From:	\$	48689	50414	52131	53854	55562	57272	59562	
To:	A	50052	51826	53591	55362	57118	58876	61230	
	B	51153	52966	54770	56580	58375	60171	62577	
	C	51844	53681	55509	57344	59163	60983	63422	

DD-05

From:	\$	56969	58947	60917	62900	65415			
To:	A	58564	60598	62623	64661	67247			
	B	59852	61931	64001	66084	68726			
	C	60660	62767	64865	66976	69654			

DD-06

From:	\$	61136	63275	65396	67533	70231			
To:	A	62848	65047	67227	69424	72197			
	B	64231	66478	68706	70951	73785			
	C	65098	67375	69634	71909	74781			

DD-07

From:	\$	66405	68742	71078	73418	76354			
To:	A	68264	70667	73068	75474	78492			
	B	69766	72222	74675	77134	80219			
	C	70708	73197	75683	78175	81302			

DD-08

From:	\$	69880	72365	74849	77317	80408			
To:	A	71837	74391	76945	79482	82659			
	B	73417	76028	78638	81231	84477			
	C	74408	77054	79700	82328	85617			

DD-09

From:	\$	72981	75580	78182	80775	84008
To:	A	75024	77696	80371	83037	86360
	B	76675	79405	82139	84864	88260
	C	77710	80477	83248	86010	89452

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EC - ECONOMICS AND SOCIAL SCIENCE SERVICES GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective February 16, 2018	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

EC-01						
From:	\$	51327	53121	54985	57678	59669
To:	A	52764	54608	56525	59293	61340
	B	53925	55809	57769	60597	62689
	C	54653	56562	58549	61415	63535
EC-02						
From:	\$	57426	58817	60878	63643	65838
To:	A	59034	60464	62583	65425	67681
	B	60333	61794	63960	66864	69170
	C	61147	62628	64823	67767	70104
EC-03						
From:	\$	63428	65236	67044	69375	71769
To:	A	65204	67063	68921	71318	73779
	B	66638	68538	70437	72887	75402
	C	67538	69463	71388	73871	76420
EC-04						
From:	\$	68468	70810	73259	76592	79234
To:	A	70385	72793	75310	78737	81453
	B	71933	74394	76967	80469	83245
	C	72904	75398	78006	81555	84369
EC-05						
From:	\$	81858	84356	87113	91078	94219
To:	A	84150	86718	89552	93628	96857
	B	86001	88626	91522	95688	98988
	C	87162	89822	92758	96980	100324
EC-06						
From:	\$	92483	95724	99168	103680	107258
To:	A	95073	98404	101945	106583	110261
	B	97165	100569	104188	108928	112687
	C	98477	101927	105595	110399	114208
EC-07						
From:	\$	104494	107651	110913	115962	119962
To:	A	107420	110665	114019	119209	123321
	B	109783	113100	116527	121832	126034
	C	111265	114627	118100	123477	127735
EC-08						
From:	\$	113608	116755	120058	125518	129848
To:	A	116789	120024	123420	129033	133484
	B	119358	122665	126135	131872	136421
	C	120969	124321	127838	133652	138263

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ED - EDUCATION SERVICES
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

ED-EDS-01

From:	\$	66795	70282	72810	75331	77850
To:	A	68665	72250	74849	77440	80030
	B	70176	73840	76496	79144	81791
	C	71123	74837	77529	80212	82895

ED-EDS-02

From:	\$	80030	82539	85034
To:	A	82271	84850	87415
	B	84081	86717	89338
	C	85216	87888	90544

ED-EDS-03

From:	\$	85404	88108	90794
To:	A	87795	90575	93336
	B	89726	92568	95389
	C	90937	93818	96677

ED-EDS-04

From:	\$	91582	94359	97126
To:	A	94146	97001	99846
	B	96217	99135	102043
	C	97516	100473	103421

ED-EDS-05

From:	\$	98719	101752	104751
To:	A	101483	104601	107684
	B	103716	106902	110053
	C	105116	108345	111539

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EG - ENGINEERING AND SCIENTIFIC SUPPORT GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

- \$) Effective August 5, 2017
- A) Effective August 5, 2018 2.80%
- B) Effective August 5, 2019 2.20%
- C) Effective August 5, 2020 1.35%
- X) Effective August 5, 2020 - Restructure

EG - TECHNOLOGICAL INSTITUTE RECRUITMENT

From:	\$	27972	to	42197
To:	A	28755	to	43379
	B	29388	to	44333
	C	29785	to	44931

EG-01

From:	\$	44446	46221	48071	49991	51992	54071
To:	A	45690	47515	49417	51391	53448	55585
	B	46695	48560	50504	52522	54624	56808
	C	47325	49216	51186	53231	55361	57575
	X	47872	49782	51779	53847	56001	58244

EG-02

From:	\$	48890	50841	52880	54992	57190	59481
To:	A	50259	52265	54361	56532	58791	61146
	B	51365	53415	55557	57776	60084	62491
	C	52058	54136	56307	58556	60895	63335
	X	52662	54763	56959	59233	61601	64070

EG-03

From:	\$	53776	55926	58165	60489	62910	65424
To:	A	55282	57492	59794	62183	64671	67256
	B	56498	58757	61109	63551	66094	68736
	C	57261	59550	61934	64409	66986	69664
	X	57924	60243	62651	65155	67764	70474

EG-04

From:	\$	59154	61523	63983	66543	69199	71970
To:	A	60810	63246	65775	68406	71137	73985
	B	62148	64637	67222	69911	72702	75613
	C	62987	65510	68129	70855	73683	76634
	X	63720	66267	68918	71676	74539	77523

EG-05

From:	\$	65066	67670	70378	73191	76122	79168
To:	A	66888	69565	72349	75240	78253	81385
	B	68360	71095	73941	76895	79975	83175
	C	69283	72055	74939	77933	81055	84298
	X	70088	72888	75809	78836	81995	85272

EG-06

From:	\$	71579	74437	77417	80513	83732	87084
To:	A	73583	76521	79585	82767	86076	89522
	B	75202	78204	81336	84588	87970	91491
	C	76217	79260	82434	85730	89158	92726
	X	77098	80179	83392	86723	90191	93799

EG-07

From:	\$	78731	81883	85156	88563	92108	95792
To:	A	80935	84176	87540	91043	94687	98474
	B	82716	86028	89466	93046	96770	100640
	C	83833	87189	90674	94302	98076	101999
	X	84808	88200	91728	95394	99215	103181

EG-08

From:	\$	86610	90074	93673	97421	101317	105371
To:	A	89035	92596	96296	100149	104154	108321
	B	90994	94633	98415	102352	106445	110704
	C	92222	95911	99744	103734	107882	112199
	X	93292	97021	100897	104936	109135	113499

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

EL - ELECTRONICS GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%
X) Effective August 5, 2020 - Restructure	

EL-01											
From:	\$	35588	37246	38915	40583	42251	43911	45572	47228	48888	51860
To:	A	36584	38289	40005	41719	43434	45141	46848	48550	50257	53312
	B	37389	39131	40885	42637	44390	46134	47879	49618	51363	54485
	C	37894	39659	41437	43213	44989	46757	48525	50288	52056	55221
EL-02											
From:	\$	48948	50825	54881	58938	62518					
To:	A	50319	52248	56418	60588	64269					
	B	51426	53397	57659	61921	65683					
	C	52120	54118	58437	62757	66570					
EL-03											
From:	\$	54373	56448	60947	65446	69426					
To:	A	55895	58029	62654	67278	71370					
	B	57125	59306	64032	68758	72940					
	C	57896	60107	64896	69686	73925					
EL-04											
From:	\$	60608	62934	65268	67602	70306	74293				
To:	A	62305	64696	67096	69495	72275	76373				
	B	63676	66119	68572	71024	73865	78053				
	C	64536	67012	69498	71983	74862	79107				
EL-05											
From:	\$	67204	69798	72387	74977	77976	82400				
To:	A	69086	71752	74414	77076	80159	84707				
	B	70606	73331	76051	78772	81922	86571				
	C	71559	74321	77078	79835	83028	87740				
EL-06											
From:	\$	74169	77037	79920	82799	86107	89206				
To:	A	76246	79194	82158	85117	88518	91704				
	B	77923	80936	83965	86990	90465	93721				
	C	78975	82029	85099	88164	91686	94986				
	X	78975	82029	85099	88164	91686	95715				
EL-07											
From:	\$	81250	84261	87270	90277	93891	97269				
To:	A	83525	86620	89714	92805	96520	99993				
	B	85363	88526	91688	94847	98643	102193				
	C	86515	89721	92926	96127	99975	103573				
	X	86515	89721	92926	96127	99975	104360				
EL-08											
From:	\$	87717	90795	93879	96957	100836	104468				
To:	A	90173	93337	96508	99672	103659	107393				
	B	92157	95390	98631	101865	105939	109756				
	C	93401	96678	99963	103240	107369	111238				
	X	93401	96678	99963	103240	107369	112079				

EL-09

From:	\$	94187	97534	100880	104218	108385	112288
To:	A	96824	100265	103705	107136	111420	115432
	B	98954	102471	105987	109493	113871	117972
	C	100290	103854	107418	110971	115408	119565
	X	100290	103854	107418	110971	115408	120471

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

EN - ENG - ENGINEERING GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

EN-ENG-01

From:	\$	52383	to	61391
To:	A	53850	to	63110
	B	55035	to	64498
	C	55778	to	65369

EN-ENG-02

From:	\$	66902	69432	71777	74126	76479
To:	A	68775	71376	73787	76202	78620
	B	70288	72946	75410	77878	80350
	C	71237	73931	76428	78929	81435

EN-ENG-03

From:	\$	82200	85155	88102	91043	93992	96937	99879
To:	A	84502	87539	90569	93592	96624	99651	102676
	B	86361	89465	92562	95651	98750	101843	104935
	C	87527	90673	93812	96942	100083	103218	106352

EN-ENG-04

From:	\$	96191	99384	102588	105788	108986	112186
To:	A	98884	102167	105460	108750	112038	115327
	B	101059	104415	107780	111143	114503	117864
	C	102423	105825	109235	112643	116049	119455

EN-ENG-05

From:	\$	110187	113893	117617	121341	125074	128806
To:	A	113272	117082	120910	124739	128576	132413
	B	115764	119658	123570	127483	131405	135326
	C	117327	121273	125238	129204	133179	137153

EN-ENG-06

From:	\$	122909	126860	130825	134780	138736	142690
To:	A	126350	130412	134488	138554	142621	146685
	B	129130	133281	137447	141602	145759	149912
	C	130873	135080	139303	143514	147727	151936

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

ES - ECONOMICS AND SOCIOLOGY GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

ES-01						
From:	\$	50308	52248	54258	56350	58518
To:	A	51717	53711	55777	57928	60157
	B	52855	54893	57004	59202	61480
	C	53569	55634	57774	60001	62310
ES-02						
From:	\$	56855	58694	60588	62545	64567
To:	A	58447	60337	62284	64296	66375
	B	59733	61664	63654	65711	67835
	C	60539	62496	64513	66598	68751
ES-03						
From:	\$	66940	69480	72121	74859	77701
To:	A	68814	71425	74140	76955	79877
	B	70328	72996	75771	78648	81634
	C	71277	73981	76794	79710	82736
ES-04						
From:	\$	80104	83016	86033	89158	92400
To:	A	82347	85340	88442	91654	94987
	B	84159	87217	90388	93670	97077
	C	85295	88394	91608	94935	98388
ES-05						
From:	\$	91027	94376	97851	101454	105188
To:	A	93576	97019	100591	104295	108133
	B	95635	99153	102804	106589	110512
	C	96926	100492	104192	108028	112004
ES-06						
From:	\$	102371	105992	109740	113624	117642
To:	A	105237	108960	112813	116805	120936
	B	107552	111357	115295	119375	123597
	C	109004	112860	116851	120987	125266
ES-07						
From:	\$	112035	115677	119444	123330	127341
To:	A	115172	118916	122788	126783	130907
	B	117706	121532	125489	129572	133787
	C	119295	123173	127183	131321	135593
ES-08						
From:	\$	117743	to	136284		
To:	A	121040	to	140100		
	B	123703	to	143182		
	C	125373	to	145115		

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

FI - FINANCIAL ADMINISTRATION
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%
X) Effective August 5, 2020 - Restructure	

FI-DEVELOPPEMENT

From:	\$	28984	to	53288
To:	A	29796	to	54780
	B	30452	to	55985
	C	30863	to	56741
	X	30883	to	56775

FI-01

From:	\$	54694	58368	62039	65711	69382	73053	76725
To:	A	56225	60002	63776	67551	71325	75098	78873
	B	57462	61322	65179	69037	72894	76750	80608
	C	58238	62150	66059	69969	73878	77786	81696
	X	58336	62255	66170	70087	74003	77916	81834

FI-02

From:	\$	66576	70535	74490	78446	82402	86358	90314
To:	A	68440	72510	76576	80642	84709	88776	92843
	B	69946	74105	78261	82416	86573	90729	94886
	C	70890	75105	79318	83529	87742	91954	96167
	X	71009	75231	79450	83668	87888	92108	96329

FI-03

From:	\$	85114	88702	92284	95869	99453	103435	109683
To:	A	87497	91186	94868	98553	102238	106331	112754
	B	89422	93192	96955	100721	104487	108670	115235
	C	90629	94450	98264	102081	105898	110137	116791
	X	90782	94608	98428	102252	106076	110321	116986

FI-04

From:	\$	95945	100011	104087	108165	112239	116760	123884
To:	A	98631	102811	107001	111194	115382	120029	127353
	B	100801	105073	109355	113640	117920	122670	130155
	C	102162	106491	110831	115174	119512	124326	131912
	X	102333	106670	111018	115367	119713	124534	132134

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

FO - FORESTRY GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

FO-01

From:	\$	32451	to	55131	*	57759	59547	61618	63703	67094	69566	72015	74467	76923	79378	82283
To:	A	33360	to	56675	*	59376	61214	63343	65487	68973	71514	74031	76552	79077	81601	84587
	B	34094	to	57922	*	60682	62561	64737	66928	70490	73087	75660	78236	80817	83396	86448
	C	34554	to	58704	*	61501	63406	65611	67832	71442	74074	76681	79292	81908	84522	87615

*(ROUNDED TO THE NEAREST \$10.00)

FO-02

From:	\$	76435	78812	81332	84121	86636	89121	91609	94412
To:	A	78575	81019	83609	86476	89062	91616	94174	97056
	B	80304	82801	85448	88378	91021	93632	96246	99191
	C	81388	83919	86602	89571	92250	94896	97545	100530

FO-03

From:	\$	89285	91818	94312	97446	100540	103637	106777
To:	A	91785	94389	96953	100174	103355	106539	109767
	B	93804	96466	99086	102378	105629	108883	112182
	C	95070	97768	100424	103760	107055	110353	113696

FO-04

From:	\$	100321	103090	105858	108632	111289	113947	116887
To:	A	103130	105977	108822	111674	114405	117138	120160
	B	105399	108308	111216	114131	116922	119715	122804
	C	106822	109770	112717	115672	118500	121331	124462

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

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GL - GENERAL LABOUR & TRADES
BOILER-MAKING AND BLACKSMITHING SUB-GROUP (BOB)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

GL-BOB 01		Step 1	Step 2	Step 3
From:	\$	19.04	19.87	20.68
To:	A	19.57	20.43	21.26
	B	20.00	20.88	21.73
	C	20.27	21.16	22.02

GL-BOB 02		Step 1	Step 2	Step 3
From:	\$	19.67	20.52	21.37
To:	A	20.22	21.09	21.97
	B	20.66	21.55	22.45
	C	20.94	21.84	22.75

GL-BOB 03		Step 1	Step 2	Step 3
From:	\$	20.39	21.28	22.16
To:	A	20.96	21.88	22.78
	B	21.42	22.36	23.28
	C	21.71	22.66	23.59

GL-BOB 04		Step 1	Step 2	Step 3
From:	\$	21.01	21.92	22.83
To:	A	21.60	22.53	23.47
	B	22.08	23.03	23.99
	C	22.38	23.34	24.31

GL-BOB 05		Step 1	Step 2	Step 3
From:	\$	21.74	22.69	23.61
To:	A	22.35	23.33	24.27
	B	22.84	23.84	24.80
	C	23.15	24.16	25.13

GL-BOB 06		Step 1	Step 2	Step 3
From:	\$	22.52	23.51	24.49
To:	A	23.15	24.17	25.18
	B	23.66	24.70	25.73
	C	23.98	25.03	26.08

GL-BOB 07		Step 1	Step 2	Step 3
From:	\$	23.27	24.30	25.29
To:	A	23.92	24.98	26.00
	B	24.45	25.53	26.57
	C	24.78	25.87	26.93

GL-BOB 08		Step 1	Step 2	Step 3
From:	\$	24.20	25.23	26.27
To:	A	24.88	25.94	27.01
	B	25.43	26.51	27.60
	C	25.77	26.87	27.97

GL-BOB 09		Step 1	Step 2	Step 3
From:	\$	24.99	26.08	27.17
To:	A	25.69	26.81	27.93
	B	26.26	27.40	28.54
	C	26.61	27.77	28.93

GL-BOB 10		Step 1	Step 2	Step 3
From:	\$	25.91	27.03	28.17
To:	A	26.64	27.79	28.96
	B	27.23	28.40	29.60
	C	27.60	28.78	30.00

GL-BOB 11		Step 1	Step 2	Step 3
From:	\$	26.85	28.02	29.19
To:	A	27.60	28.80	30.01
	B	28.21	29.43	30.67
	C	28.59	29.83	31.08

GL-BOB 12		Step 1	Step 2	Step 3
From:	\$	27.78	28.99	30.20
To:	A	28.56	29.80	31.05
	B	29.19	30.46	31.73
	C	29.58	30.87	32.16

GL-BOB 13		Step 1	Step 2	Step 3
From:	\$	28.77	30.01	31.27
To:	A	29.58	30.85	32.15
	B	30.23	31.53	32.86
	C	30.64	31.96	33.30

GL-BOB 14		Step 1	Step 2	Step 3
From:	\$	29.70	30.99	32.27
To:	A	30.53	31.86	33.17
	B	31.20	32.56	33.90
	C	31.62	33.00	34.36

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

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GL - GENERAL LABOUR AND TRADES
CONSTRUCTION INSPECTING SUB-GROUP (COI)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

GL-COI 01 STEP-1		Step 1	Step 2	Step 3
From:	\$	20.66	21.58	22.47
To:	A	21.24	22.18	23.10
	B	21.71	22.67	23.61
	C	22.00	22.98	23.93

GL-COI 02 STEP-1		Step 1	Step 2	Step 3
From:	\$	21.41	22.36	23.29
To:	A	22.01	22.99	23.94
	B	22.49	23.50	24.47
	C	22.79	23.82	24.80

GL-COI 03 STEP-1		Step 1	Step 2	Step 3
From:	\$	22.14	23.11	24.09
To:	A	22.76	23.76	24.76
	B	23.26	24.28	25.30
	C	23.57	24.61	25.64

GL-COI 04 STEP-1		Step 1	Step 2	Step 3
From:	\$	22.86	23.87	24.86
To:	A	23.50	24.54	25.56
	B	24.02	25.08	26.12
	C	24.34	25.42	26.47

GL-COI 05 STEP-1		Step 1	Step 2	Step 3
From:	\$	23.67	24.72	25.74
To:	A	24.33	25.41	26.46
	B	24.87	25.97	27.04
	C	25.21	26.32	27.41

GL-COI 06 STEP-1		Step 1	Step 2	Step 3
From:	\$	24.50	25.56	26.63
To:	A	25.19	26.28	27.38
	B	25.74	26.86	27.98
	C	26.09	27.22	28.36

GL-COI 07 STEP-1		Step 1	Step 2	Step 3
From:	\$	25.34	26.45	27.55
To:	A	26.05	27.19	28.32
	B	26.62	27.79	28.94
	C	26.98	28.17	29.33

GL-COI 08 STEP-1		Step 1	Step 2	Step 3
From:	\$	26.40	27.54	28.68
To:	A	27.14	28.31	29.48
	B	27.74	28.93	30.13
	C	28.11	29.32	30.54

GL-COI 09 STEP-1		Step 1	Step 2	Step 3
From:	\$	27.39	28.58	29.78
To:	A	28.16	29.38	30.61
	B	28.78	30.03	31.28
	C	29.17	30.44	31.70

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

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GL - GENERAL LABOUR AND TRADES
CONSTRUCTION INSPECTING SUB-GROUP (COI) (CONSTRUCTION INSPECTOR)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%
X) Effective August 5, 2020 - Restructure	

GL-COI 09 STEP-2		Step 1	Step 2	Step 3
From:	\$	28.99	30.25	31.50
To:	A	29.80	31.10	32.38
	B	30.46	31.78	33.09
	C	30.87	32.21	33.54
	X	30.88	32.22	33.55

GL-COI 10 STEP-2		Step 1	Step 2	Step 3
From:	\$	30.10	31.41	32.71
To:	A	30.94	32.29	33.63
	B	31.62	33.00	34.37
	C	32.05	33.45	34.83

GL-COI 11 STEP-2		Step 1	Step 2	Step 3
From:	\$	31.22	32.59	33.93
To:	A	32.09	33.50	34.88
	B	32.80	34.24	35.65
	C	33.24	34.70	36.13

GL-COI 12 STEP-2		Step 1	Step 2	Step 3
From:	\$	32.34	33.74	35.16
To:	A	33.25	34.68	36.14
	B	33.98	35.44	36.94
	C	34.44	35.92	37.44

GL-COI 13 STEP-2		Step 1	Step 2	Step 3
From:	\$	33.42	34.88	36.34
To:	A	34.36	35.86	37.36
	B	35.12	36.65	38.18
	C	35.59	37.14	38.70

GL-COI 14 STEP-2		Step 1	Step 2	Step 3
From:	\$	34.57	36.08	37.56
To:	A	35.54	37.09	38.61
	B	36.32	37.91	39.46
	C	36.81	38.42	39.99
	X	36.81	38.42	40.00

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

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GL - GENERAL LABOUR AND TRADES
ELECTRICAL INSTALLING AND MAINTAINING SUB-GROUP (EIM)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

GL-EIM 01 STEP-1		Step 1	Step 2	Step 3
From:	\$	22.21	23.18	24.13
To:	A	22.83	23.83	24.81
	B	23.33	24.35	25.36
	C	23.64	24.68	25.70

GL-EIM 02 STEP-1		Step 1	Step 2	Step 3
From:	\$	23.01	24.01	25.02
To:	A	23.65	24.68	25.72
	B	24.17	25.22	26.29
	C	24.50	25.56	26.64

GL-EIM 03 STEP-1		Step 1	Step 2	Step 3
From:	\$	23.76	24.81	25.85
To:	A	24.43	25.50	26.57
	B	24.97	26.06	27.15
	C	25.31	26.41	27.52

GL-EIM 04 STEP-1		Step 1	Step 2	Step 3
From:	\$	24.60	25.67	26.74
To:	A	25.29	26.39	27.49
	B	25.85	26.97	28.09
	C	26.20	27.33	28.47

GL-EIM 05 STEP-1		Step 1	Step 2	Step 3
From:	\$	25.43	26.54	27.64
To:	A	26.14	27.28	28.41
	B	26.72	27.88	29.04
	C	27.08	28.26	29.43

GL-EIM 06 STEP-1		Step 1	Step 2	Step 3
From:	\$	26.40	27.54	28.69
To:	A	27.14	28.31	29.49
	B	27.74	28.93	30.14
	C	28.11	29.32	30.55

GL-EIM 07 STEP-1		Step 1	Step 2	Step 3
From:	\$	27.29	28.47	29.66
To:	A	28.05	29.27	30.49
	B	28.67	29.91	31.16
	C	29.06	30.31	31.58

GL-EIM 08 STEP-1		Step 1	Step 2	Step 3
From:	\$	28.43	29.68	30.92
To:	A	29.23	30.51	31.79
	B	29.87	31.18	32.49
	C	30.27	31.60	32.93

GL-EIM 09 STEP-1		Step 1	Step 2	Step 3
From:	\$	29.57	30.85	32.13
To:	A	30.40	31.71	33.03
	B	31.07	32.41	33.76
	C	31.49	32.85	34.22

GL-EIM 10 STEP-1		Step 1	Step 2	Step 3
From:	\$	30.66	32.00	33.32
To:	A	31.52	32.90	34.25
	B	32.21	33.62	35.00
	C	32.64	34.07	35.47

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
ELECTRICAL INSTALLING AND MAINTAINING SUB-GROUP (EIM) (ELECTRICIAN)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%
X) Effective August 5, 2020 - Restructure	

GL-EIM 10 STEP-2		Step 1	Step 2	Step 3
From:	\$	31.48	32.85	34.21
To:	A	32.36	33.77	35.17
	B	33.07	34.51	35.94
	C	33.52	34.98	36.43

GL-EIM 11 STEP-2		Step 1	Step 2	Step 3
From:	\$	32.61	34.05	35.46
To:	A	33.52	35.00	36.45
	B	34.26	35.77	37.25
	C	34.72	36.25	37.75

GL-EIM 12 STEP-2		Step 1	Step 2	Step 3
From:	\$	33.80	35.26	36.73
To:	A	34.75	36.25	37.76
	B	35.51	37.05	38.59
	C	35.99	37.55	39.11
	X	35.99	37.56	39.12

GL-EIM 13 STEP-2		Step 1	Step 2	Step 3
From:	\$	34.95	36.45	37.99
To:	A	35.93	37.47	39.05
	B	36.72	38.29	39.91
	C	37.22	38.81	40.45

GL-EIM 14 STEP-2		Step 1	Step 2	Step 3
From:	\$	36.10	37.67	39.25
To:	A	37.11	38.72	40.35
	B	37.93	39.57	41.24
	C	38.44	40.10	41.80

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
ELEMENTAL SUB-GROUP (ELE)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%
X) Effective August 5, 2020 - Restructure	

GL-ELE 01		Step 1	Step 2	Step 3
From:	\$	19.11	19.95	20.78
To:	A	19.65	20.51	21.36
	B	20.08	20.96	21.83
	C	20.35	21.24	22.12
	X	20.35	21.24	22.13

GL-ELE 02		Step 1	Step 2	Step 3
From:	\$	19.83	20.72	21.58
To:	A	20.39	21.30	22.18
	B	20.84	21.77	22.67
	C	21.12	22.06	22.98

GL-ELE 03		Step 1	Step 2	Step 3
From:	\$	20.50	21.39	22.30
To:	A	21.07	21.99	22.92
	B	21.53	22.47	23.42
	C	21.82	22.77	23.74

GL-ELE 04		Step 1	Step 2	Step 3
From:	\$	21.10	22.02	22.92
To:	A	21.69	22.64	23.56
	B	22.17	23.14	24.08
	C	22.47	23.45	24.41

GL-ELE 05		Step 1	Step 2	Step 3
From:	\$	21.93	22.87	23.83
To:	A	22.54	23.51	24.50
	B	23.04	24.03	25.04
	C	23.35	24.35	25.38

GL-ELE 06		Step 1	Step 2	Step 3
From:	\$	22.65	23.61	24.60
To:	A	23.28	24.27	25.29
	B	23.79	24.80	25.85
	C	24.11	25.13	26.20
	X	24.11	25.13	26.22

GL-ELE 07		Step 1	Step 2	Step 3
From:	\$	23.41	24.42	25.43
To:	A	24.07	25.10	26.14
	B	24.60	25.65	26.72
	C	24.93	26.00	27.08

GL-ELE 08		Step 1	Step 2	Step 3
From:	\$	24.33	25.37	26.44
To:	A	25.01	26.08	27.18
	B	25.56	26.65	27.78
	C	25.91	27.01	28.16

GL-ELE 09		Step 1	Step 2	Step 3
From:	\$	25.21	26.30	27.40
To:	A	25.92	27.04	28.17
	B	26.49	27.63	28.79
	C	26.85	28.00	29.18

GL-ELE 10		Step 1	Step 2	Step 3
From:	\$	26.20	27.34	28.49
To:	A	26.93	28.11	29.29
	B	27.52	28.73	29.93
	C	27.89	29.12	30.33

GL-ELE 11		Step 1	Step 2	Step 3
From:	\$	27.20	28.38	29.54
To:	A	27.96	29.17	30.37
	B	28.58	29.81	31.04
	C	28.97	30.21	31.46
GL-ELE 12		Step 1	Step 2	Step 3
From:	\$	28.11	29.32	30.56
To:	A	28.90	30.14	31.42
	B	29.54	30.80	32.11
	C	29.94	31.22	32.54
GL-ELE 13		Step 1	Step 2	Step 3
From:	\$	29.07	30.33	31.59
To:	A	29.88	31.18	32.47
	B	30.54	31.87	33.18
	C	30.95	32.30	33.63
GL-ELE 14		Step 1	Step 2	Step 3
From:	\$	29.99	31.28	32.59
To:	A	30.83	32.16	33.50
	B	31.51	32.87	34.24
	C	31.94	33.31	34.70
	X	31.94	33.31	34.71

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
MACHINERY MAINTAINING SUB-GROUP (MAM)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%
X) Effective August 5, 2020 - Restructure	

GL-MAM 01		Step 1	Step 2	Step 3
From:	\$	20.96	21.86	22.77
To:	A	21.55	22.47	23.41
	B	22.02	22.96	23.93
	C	22.32	23.27	24.25

GL-MAM 02		Step 1	Step 2	Step 3
From:	\$	21.77	22.72	23.65
To:	A	22.38	23.36	24.31
	B	22.87	23.87	24.84
	C	23.18	24.19	25.18

GL-MAM 03		Step 1	Step 2	Step 3
From:	\$	22.49	23.47	24.44
To:	A	23.12	24.13	25.12
	B	23.63	24.66	25.67
	C	23.95	24.99	26.02

GL-MAM 04		Step 1	Step 2	Step 3
From:	\$	23.22	24.25	25.25
To:	A	23.87	24.93	25.96
	B	24.40	25.48	26.53
	C	24.73	25.82	26.89

GL-MAM 05		Step 1	Step 2	Step 3
From:	\$	24.05	25.12	26.15
To:	A	24.72	25.82	26.88
	B	25.26	26.39	27.47
	C	25.60	26.75	27.84

GL-MAM 06		Step 1	Step 2	Step 3
From:	\$	24.90	25.99	27.06
To:	A	25.60	26.72	27.82
	B	26.16	27.31	28.43
	C	26.51	27.68	28.81

GL-MAM 07		Step 1	Step 2	Step 3
From:	\$	25.74	26.85	27.98
To:	A	26.46	27.60	28.76
	B	27.04	28.21	29.39
	C	27.41	28.59	29.79

GL-MAM 08		Step 1	Step 2	Step 3
From:	\$	26.80	27.97	29.13
To:	A	27.55	28.75	29.95
	B	28.16	29.38	30.61
	C	28.54	29.78	31.02

GL-MAM 09

		Step 1	Step 2	Step 3
From:	\$	27.85	29.06	30.28
To:	A	28.63	29.87	31.13
	B	29.26	30.53	31.81
	C	29.66	30.94	32.24

GL-MAM 10

		Step 1	Step 2	Step 3
From:	\$	28.96	30.20	31.47
To:	A	29.77	31.05	32.35
	B	30.42	31.73	33.06
	C	30.83	32.16	33.51

GL-MAM 11

		Step 1	Step 2	Step 3
From:	\$	29.99	31.29	32.60
To:	A	30.83	32.17	33.51
	B	31.51	32.88	34.25
	C	31.94	33.32	34.71

GL-MAM 12

		Step 1	Step 2	Step 3
From:	\$	31.08	32.44	33.78
To:	A	31.95	33.35	34.73
	B	32.65	34.08	35.49
	C	33.09	34.54	35.97

GL-MAM 13

		Step 1	Step 2	Step 3
From:	\$	32.12	33.53	34.92
To:	A	33.02	34.47	35.90
	B	33.75	35.23	36.69
	C	34.21	35.71	37.19
	X	34.21	35.71	37.20

GL-MAM 14

		Step 1	Step 2	Step 3
From:	\$	33.16	34.61	36.06
To:	A	34.09	35.58	37.07
	B	34.84	36.36	37.89
	C	35.31	36.85	38.40

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
MANIPULATION SUB-GROUP (MAN)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%
X) Effective August 5, 2020 - Restructure	

GL-MAN 01		Step 1	Step 2	Step 3
From:	\$	21.31	22.24	23.16
To:	A	21.91	22.86	23.81
	B	22.39	23.36	24.33
	C	22.69	23.68	24.66

GL-MAN 02		Step 1	Step 2	Step 3
From:	\$	22.01	22.96	23.93
To:	A	22.63	23.60	24.60
	B	23.13	24.12	25.14
	C	23.44	24.45	25.48

GL-MAN 03		Step 1	Step 2	Step 3
From:	\$	22.78	23.77	24.77
To:	A	23.42	24.44	25.46
	B	23.94	24.98	26.02
	C	24.26	25.32	26.37

GL-MAN 04		Step 1	Step 2	Step 3
From:	\$	23.56	24.59	25.61
To:	A	24.22	25.28	26.33
	B	24.75	25.84	26.91
	C	25.08	26.19	27.27

GL-MAN 05		Step 1	Step 2	Step 3
From:	\$	24.36	25.40	26.47
To:	A	25.04	26.11	27.21
	B	25.59	26.68	27.81
	C	25.94	27.04	28.19

GL-MAN 06		Step 1	Step 2	Step 3
From:	\$	25.21	26.30	27.39
To:	A	25.92	27.04	28.16
	B	26.49	27.63	28.78
	C	26.85	28.00	29.17

GL-MAN 07		Step 1	Step 2	Step 3
From:	\$	26.06	27.20	28.32
To:	A	26.79	27.96	29.11
	B	27.38	28.58	29.75
	C	27.75	28.97	30.15
	X	27.75	28.98	30.16

GL-MAN 08		Step 1	Step 2	Step 3
From:	\$	27.21	28.39	29.57
To:	A	27.97	29.18	30.40
	B	28.59	29.82	31.07
	C	28.98	30.22	31.49
	X	28.99	30.22	31.50

GL-MAN 09		Step 1	Step 2	Step 3
From:	\$	28.24	29.47	30.69
To:	A	29.03	30.30	31.55
	B	29.67	30.97	32.24
	C	30.07	31.39	32.68

GL-MAN 10		Step 1	Step 2	Step 3
From:	\$	29.34	30.62	31.89
To:	A	30.16	31.48	32.78
	B	30.82	32.17	33.50
	C	31.24	32.60	33.95

GL-MAN 11		Step 1	Step 2	Step 3
From:	\$	30.42	31.74	33.06
To:	A	31.27	32.63	33.99
	B	31.96	33.35	34.74
	C	32.39	33.80	35.21

GL-MAN 12		Step 1	Step 2	Step 3
From:	\$	31.47	32.85	34.21
To:	A	32.35	33.77	35.17
	B	33.06	34.51	35.94
	C	33.51	34.98	36.43

GL-MAN 13		Step 1	Step 2	Step 3
From:	\$	32.62	34.05	35.45
To:	A	33.53	35.00	36.44
	B	34.27	35.77	37.24
	C	34.73	36.25	37.74
	X	34.73	36.26	37.75

GL-MAN 14		Step 1	Step 2	Step 3
From:	\$	33.64	35.10	36.56
To:	A	34.58	36.08	37.58
	B	35.34	36.87	38.41
	C	35.82	37.37	38.93

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
MACHINE DRIVING-OPERATING SUB-GROUP (MDO)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%
X) Effective August 5, 2020 - Restructure	

GL-MDO 01		Step 1	Step 2	Step 3
From:	\$	19.41	20.26	21.10
To:	A	19.95	20.83	21.69
	B	20.39	21.29	22.17
	C	20.67	21.58	22.47

GL-MDO 02		Step 1	Step 2	Step 3
From:	\$	20.10	20.97	21.85
To:	A	20.66	21.56	22.46
	B	21.11	22.03	22.95
	C	21.39	22.33	23.26

GL-MDO 03		Step 1	Step 2	Step 3
From:	\$	20.78	21.68	22.59
To:	A	21.36	22.29	23.22
	B	21.83	22.78	23.73
	C	22.12	23.09	24.05
	X	22.13	23.09	24.06

GL-MDO 04		Step 1	Step 2	Step 3
From:	\$	21.47	22.42	23.34
To:	A	22.07	23.05	23.99
	B	22.56	23.56	24.52
	C	22.86	23.88	24.85

GL-MDO 05		Step 1	Step 2	Step 3
From:	\$	22.66	23.62	24.62
To:	A	23.29	24.28	25.31
	B	23.80	24.81	25.87
	C	24.12	25.14	26.22
	X	24.12	25.14	26.23

GL-MDO 06		Step 1	Step 2	Step 3
From:	\$	23.46	24.48	25.48
To:	A	24.12	25.17	26.19
	B	24.65	25.72	26.77
	C	24.98	26.07	27.13

GL-MDO 07		Step 1	Step 2	Step 3
From:	\$	24.25	25.29	26.35
To:	A	24.93	26.00	27.09
	B	25.48	26.57	27.69
	C	25.82	26.93	28.06

GL-MDO 08		Step 1	Step 2	Step 3
From:	\$	25.21	26.30	27.40
To:	A	25.92	27.04	28.17
	B	26.49	27.63	28.79
	C	26.85	28.00	29.18

GL-MDO 09		Step 1	Step 2	Step 3
From:	\$	26.18	27.32	28.47
To:	A	26.91	28.08	29.27
	B	27.50	28.70	29.91
	C	27.87	29.09	30.31

GL-MDO 10		Step 1	Step 2	Step 3
From:	\$	27.21	28.39	29.55
To:	A	27.97	29.18	30.38
	B	28.59	29.82	31.05
	C	28.98	30.22	31.47

GL-MDO 11		Step 1	Step 2	Step 3
From:	\$	28.15	29.37	30.61
To:	A	28.94	30.19	31.47
	B	29.58	30.85	32.16
	C	29.98	31.27	32.59

GL-MDO 12		Step 1	Step 2	Step 3
From:	\$	29.20	30.45	31.73
To:	A	30.02	31.30	32.62
	B	30.68	31.99	33.34
	C	31.09	32.42	33.79
	X	31.09	32.44	33.80

GL-MDO 13		Step 1	Step 2	Step 3
From:	\$	30.20	31.49	32.83
To:	A	31.05	32.37	33.75
	B	31.73	33.08	34.49
	C	32.16	33.53	34.96

GL-MDO 14		Step 1	Step 2	Step 3
From:	\$	31.14	32.50	33.84
To:	A	32.01	33.41	34.79
	B	32.71	34.15	35.56
	C	33.15	34.61	36.04

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
MACHINE OPERATING-CONTROLLING SUB-GROUP (MOC)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

- \$) Effective August 5, 2017
- A) Effective August 5, 2018 2.80%
- B) Effective August 5, 2019 2.20%
- C) Effective August 5, 2020 1.35%
- X) Effective August 5, 2020 - Restructure

GL-MOC 01		Step 1	Step 2	Step 3
From:	\$	20.88	21.79	22.70
To:	A	21.46	22.40	23.34
	B	21.93	22.89	23.85
	C	22.23	23.20	24.17

GL-MOC 02		Step 1	Step 2	Step 3
From:	\$	21.54	22.47	23.42
To:	A	22.14	23.10	24.08
	B	22.63	23.61	24.61
	C	22.94	23.93	24.94

GL-MOC 03		Step 1	Step 2	Step 3
From:	\$	22.34	23.30	24.29
To:	A	22.97	23.95	24.97
	B	23.48	24.48	25.52
	C	23.80	24.81	25.86

GL-MOC 04		Step 1	Step 2	Step 3
From:	\$	23.02	24.01	25.03
To:	A	23.66	24.68	25.73
	B	24.18	25.22	26.30
	C	24.51	25.56	26.66

GL-MOC 05		Step 1	Step 2	Step 3
From:	\$	23.87	24.90	25.95
To:	A	24.54	25.60	26.68
	B	25.08	26.16	27.27
	C	25.42	26.51	27.64

GL-MOC 06		Step 1	Step 2	Step 3
From:	\$	24.72	25.78	26.86
To:	A	25.41	26.50	27.61
	B	25.97	27.08	28.22
	C	26.32	27.45	28.60

GL-MOC 07		Step 1	Step 2	Step 3
From:	\$	25.59	26.71	27.81
To:	A	26.31	27.46	28.59
	B	26.89	28.06	29.22
	C	27.25	28.44	29.61

GL-MOC 08		Step 1	Step 2	Step 3
From:	\$	26.64	27.81	28.97
To:	A	27.39	28.59	29.78
	B	27.99	29.22	30.44
	C	28.37	29.61	30.85
	X	28.39	29.61	30.86

GL-MOC 09		Step 1	Step 2	Step 3
From:	\$	27.64	28.86	30.07
To:	A	28.41	29.67	30.91
	B	29.04	30.32	31.59
	C	29.43	30.73	32.02

GL-MOC 10		Step 1	Step 2	Step 3
From:	\$	28.69	29.95	31.21
To:	A	29.49	30.79	32.08
	B	30.14	31.47	32.79
	C	30.55	31.89	33.23

GL-MOC 11		Step 1	Step 2	Step 3
From:	\$	29.78	31.05	32.36
To:	A	30.61	31.92	33.27
	B	31.28	32.62	34.00
	C	31.70	33.06	34.46
	X	31.70	33.08	34.47

GL-MOC 12		Step 1	Step 2	Step 3
From:	\$	30.80	32.12	33.48
To:	A	31.66	33.02	34.42
	B	32.36	33.75	35.18
	C	32.80	34.21	35.65

GL-MOC 13		Step 1	Step 2	Step 3
From:	\$	31.84	33.24	34.61
To:	A	32.73	34.17	35.58
	B	33.45	34.92	36.36
	C	33.90	35.39	36.85

GL-MOC 14		Step 1	Step 2	Step 3
From:	\$	32.89	34.33	35.75
To:	A	33.81	35.29	36.75
	B	34.55	36.07	37.56
	C	35.02	36.56	38.07

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
PAINTING AND CONSTRUCTION FINISHING SUB-GROUP (PCF)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

- \$) Effective August 5, 2017
- A) Effective August 5, 2018 2.80%
- B) Effective August 5, 2019 2.20%
- C) Effective August 5, 2020 1.35%
- X) Effective August 5, 2020 - Restructure

GL-PCF 06		Step 1	Step 2	Step 3
From:	\$	26.95	28.14	29.31
To:	A	27.70	28.93	30.13
	B	28.31	29.57	30.79
	C	28.69	29.97	31.21

GL-PCF 07		Step 1	Step 2	Step 3
From:	\$	27.88	29.10	30.32
To:	A	28.66	29.91	31.17
	B	29.29	30.57	31.86
	C	29.69	30.98	32.29

GL-PCF 08		Step 1	Step 2	Step 3
From:	\$	29.06	30.32	31.58
To:	A	29.87	31.17	32.46
	B	30.53	31.86	33.17
	C	30.94	32.29	33.62

GL-PCF 09		Step 1	Step 2	Step 3
From:	\$	30.22	31.51	32.85
To:	A	31.07	32.39	33.77
	B	31.75	33.10	34.51
	C	32.18	33.55	34.98

GL-PCF 10		Step 1	Step 2	Step 3
From:	\$	31.42	32.78	34.15
To:	A	32.30	33.70	35.11
	B	33.01	34.44	35.88
	C	33.46	34.90	36.36

GL-PCF 11		Step 1	Step 2	Step 3
From:	\$	32.54	33.94	35.36
To:	A	33.45	34.89	36.35
	B	34.19	35.66	37.15
	C	34.65	36.14	37.65
	X	34.65	36.14	37.66

GL-PCF 12		Step 1	Step 2	Step 3
From:	\$	33.71	35.18	36.65
To:	A	34.65	36.17	37.68
	B	35.41	36.97	38.51
	C	35.89	37.47	39.03

GL-PCF 13		Step 1	Step 2	Step 3
From:	\$	34.90	36.42	37.92
To:	A	35.88	37.44	38.98
	B	36.67	38.26	39.84
	C	37.17	38.78	40.38

GL-PCF 14		Step 1	Step 2	Step 3
From:	\$	36.05	37.61	39.17
To:	A	37.06	38.66	40.27
	B	37.88	39.51	41.16
	C	38.39	40.04	41.72
	X	38.39	40.04	41.73

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
PIPEFITTING SUB-GROUP (PIP)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

GL-PIP 01 Step-1		Step 1	Step 2	Step 3
From:	\$	21.55	22.48	23.44
To:	A	22.15	23.11	24.10
	B	22.64	23.62	24.63
	C	22.95	23.94	24.96

GL-PIP 02 Step-1		Step 1	Step 2	Step 3
From:	\$	22.31	23.27	24.25
To:	A	22.93	23.92	24.93
	B	23.43	24.45	25.48
	C	23.75	24.78	25.82

GL-PIP 03 Step-1		Step 1	Step 2	Step 3
From:	\$	23.12	24.14	25.14
To:	A	23.77	24.82	25.84
	B	24.29	25.37	26.41
	C	24.62	25.71	26.77

GL-PIP 04 Step-1		Step 1	Step 2	Step 3
From:	\$	23.86	24.90	25.94
To:	A	24.53	25.60	26.67
	B	25.07	26.16	27.26
	C	25.41	26.51	27.63

GL-PIP 05 Step-1		Step 1	Step 2	Step 3
From:	\$	24.75	25.81	26.90
To:	A	25.44	26.53	27.65
	B	26.00	27.11	28.26
	C	26.35	27.48	28.64

GL-PIP 06 Step-1		Step 1	Step 2	Step 3
From:	\$	25.64	26.77	27.87
To:	A	26.36	27.52	28.65
	B	26.94	28.13	29.28
	C	27.30	28.51	29.68

GL-PIP 07 Step-1		Step 1	Step 2	Step 3
From:	\$	26.47	27.63	28.78
To:	A	27.21	28.40	29.59
	B	27.81	29.02	30.24
	C	28.19	29.41	30.65

GL-PIP 08 Step-1		Step 1	Step 2	Step 3
From:	\$	27.61	28.80	29.99
To:	A	28.38	29.61	30.83
	B	29.00	30.26	31.51
	C	29.39	30.67	31.94

GL-PIP 09 Step-1		Step 1	Step 2	Step 3
From:	\$	28.70	29.96	31.21
To:	A	29.50	30.80	32.08
	B	30.15	31.48	32.79
	C	30.56	31.90	33.23

GL-PIP 10 Step-1		Step 1	Step 2	Step 3
From:	\$	29.75	31.04	32.33
To:	A	30.58	31.91	33.24
	B	31.25	32.61	33.97
	C	31.67	33.05	34.43

GL-PIP 11 Step-1		Step 1	Step 2	Step 3
From:	\$	30.90	32.26	33.59
To:	A	31.77	33.16	34.53
	B	32.47	33.89	35.29
	C	32.91	34.35	35.77

GL-PIP 12 Step-1		Step 1	Step 2	Step 3
From:	\$	31.96	33.37	34.74
To:	A	32.85	34.30	35.71
	B	33.57	35.05	36.50
	C	34.02	35.52	36.99

GL-PIP 13 Step-1		Step 1	Step 2	Step 3
From:	\$	33.09	34.52	35.95
To:	A	34.02	35.49	36.96
	B	34.77	36.27	37.77
	C	35.24	36.76	38.28

GL-PIP 14 Step-1		Step 1	Step 2	Step 3
From:	\$	34.18	35.66	37.15
To:	A	35.14	36.66	38.19
	B	35.91	37.47	39.03
	C	36.39	37.98	39.56

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
PIPEFITTING SUB-GROUP (PIP) (PIPEFITTER AND PLUMBER)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%
X) Effective August 5, 2020 - Restructure	

GL-PIP 09 Step-2		Step 1	Step 2	Step 3
From:	\$	29.68	30.98	32.27
To:	A	30.51	31.85	33.17
	B	31.18	32.55	33.90
	C	31.60	32.99	34.36

GL-PIP 10 Step-2		Step 1	Step 2	Step 3
From:	\$	30.90	32.26	33.59
To:	A	31.77	33.16	34.53
	B	32.47	33.89	35.29
	C	32.91	34.35	35.77

GL-PIP 11 Step-2		Step 1	Step 2	Step 3
From:	\$	31.98	33.38	34.79
To:	A	32.88	34.31	35.76
	B	33.60	35.06	36.55
	C	34.05	35.53	37.04

GL-PIP 12 Step-2		Step 1	Step 2	Step 3
From:	\$	33.12	34.57	36.00
To:	A	34.05	35.54	37.01
	B	34.80	36.32	37.82
	C	35.27	36.81	38.33
	X	35.27	36.81	38.34

GL-PIP 13 Step-2		Step 1	Step 2	Step 3
From:	\$	34.27	35.76	37.24
To:	A	35.23	36.76	38.28
	B	36.01	37.57	39.12
	C	36.50	38.08	39.65

GL-PIP 14 Step-2		Step 1	Step 2	Step 3
From:	\$	35.40	36.96	38.49
To:	A	36.39	37.99	39.57
	B	37.19	38.83	40.44
	C	37.69	39.35	40.99

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
PRECISION WORKING SUB-GROUP (PRW)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%
X) Effective August 5, 2020 - Restructure	

GL-PRW 01 Step-1		Step 1	Step 2	Step 3
From:	\$	21.31	22.25	23.17
To:	A	21.91	22.87	23.82
	B	22.39	23.37	24.34
	C	22.69	23.69	24.67

GL-PRW 02 Step-1		Step 1	Step 2	Step 3
From:	\$	22.03	22.98	23.95
To:	A	22.65	23.62	24.62
	B	23.15	24.14	25.16
	C	23.46	24.47	25.50

GL-PRW 03 Step-1		Step 1	Step 2	Step 3
From:	\$	22.78	23.79	24.78
To:	A	23.42	24.46	25.47
	B	23.94	25.00	26.03
	C	24.26	25.34	26.38

GL-PRW 04 Step-1		Step 1	Step 2	Step 3
From:	\$	23.56	24.59	25.61
To:	A	24.22	25.28	26.33
	B	24.75	25.84	26.91
	C	25.08	26.19	27.27

GL-PRW 05 Step-1		Step 1	Step 2	Step 3
From:	\$	24.36	25.40	26.47
To:	A	25.04	26.11	27.21
	B	25.59	26.68	27.81
	C	25.94	27.04	28.19

GL-PRW 06 Step-1		Step 1	Step 2	Step 3
From:	\$	25.27	26.38	27.46
To:	A	25.98	27.12	28.23
	B	26.55	27.72	28.85
	C	26.91	28.09	29.24

GL-PRW 07 Step-1		Step 1	Step 2	Step 3
From:	\$	26.09	27.23	28.35
To:	A	26.82	27.99	29.14
	B	27.41	28.61	29.78
	C	27.78	29.00	30.18
	X	27.78	29.01	30.19

GL-PRW 08 Step-1		Step 1	Step 2	Step 3
From:	\$	27.23	28.41	29.59
To:	A	27.99	29.21	30.42
	B	28.61	29.85	31.09
	C	29.00	30.25	31.51
	X	29.01	30.25	31.52

GL-PRW 09 Step-1		Step 1	Step 2	Step 3
From:	\$	28.30	29.52	30.76
To:	A	29.09	30.35	31.62
	B	29.73	31.02	32.32
	C	30.13	31.44	32.76

GL-PRW 10 Step-1		Step 1	Step 2	Step 3
From:	\$	29.39	30.67	31.95
To:	A	30.21	31.53	32.84
	B	30.87	32.22	33.56
	C	31.29	32.65	34.01

GL-PRW 11 Step-1		Step 1	Step 2	Step 3
From:	\$	30.48	31.81	33.13
To:	A	31.33	32.70	34.06
	B	32.02	33.42	34.81
	C	32.45	33.87	35.28

GL-PRW 12 Step-1		Step 1	Step 2	Step 3
From:	\$	31.53	32.92	34.29
To:	A	32.41	33.84	35.25
	B	33.12	34.58	36.03
	C	33.57	35.05	36.52

GL-PRW 13 Step-1		Step 1	Step 2	Step 3
From:	\$	32.63	34.06	35.47
To:	A	33.54	35.01	36.46
	B	34.28	35.78	37.26
	C	34.74	36.26	37.76
	X	34.74	36.27	37.77

GL-PRW 14 Step-1		Step 1	Step 2	Step 3
From:	\$	33.73	35.20	36.67
To:	A	34.67	36.19	37.70
	B	35.43	36.99	38.53
	C	35.91	37.49	39.05

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
PRECISION WORKING SUB-GROUP (PRW) (PAINTER, BRICKLAYER, STONEMASON AND PLASTERER)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

GL-PRW 06 Step-2	Step 1	Step 2	Step 3
From: \$	27.49	28.69	29.89
To: A	28.26	29.49	30.73
	B	28.88	30.14
	C	29.27	30.55
			31.83

GL-PRW 07 Step-2	Step 1	Step 2	Step 3
From: \$	28.44	29.69	30.93
To: A	29.24	30.52	31.80
	B	29.88	31.19
	C	30.28	31.61
			32.50
			32.94

GL-PRW 08 Step-2	Step 1	Step 2	Step 3
From: \$	29.65	30.93	32.21
To: A	30.48	31.80	33.11
	B	31.15	32.50
	C	31.57	32.94
			34.30

GL-PRW 09 Step-2	Step 1	Step 2	Step 3
From: \$	30.82	32.14	33.50
To: A	31.68	33.04	34.44
	B	32.38	33.77
	C	32.82	34.23
			35.68

GL-PRW 10 Step-2	Step 1	Step 2	Step 3
From: \$	32.05	33.44	34.82
To: A	32.95	34.38	35.79
	B	33.67	35.14
	C	34.12	35.61
			37.07

GL-PRW 11 Step-2	Step 1	Step 2	Step 3
From: \$	33.18	34.62	36.07
To: A	34.11	35.59	37.08
	B	34.86	36.37
	C	35.33	36.86
			38.41

GL-PRW 12 Step-2	Step 1	Step 2	Step 3
From: \$	34.38	35.88	37.38
To: A	35.34	36.88	38.43
	B	36.12	37.69
	C	36.61	38.20
			39.81

GL-PRW 13 Step-2	Step 1	Step 2	Step 3
From: \$	35.59	37.14	38.68
To: A	36.59	38.18	39.76
	B	37.39	39.02
	C	37.89	39.55
			41.18

GL-PRW 14 Step-2		Step 1	Step 2	Step 3
From:	\$	36.76	38.36	39.95
To:	A	37.79	39.43	41.07
	B	38.62	40.30	41.97
	C	39.14	40.84	42.54

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
VEHICLE AND HEAVY EQUIPMENT MAINTAINING SUB-GROUP (VHE)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

- \$) Effective August 5, 2017
- A) Effective August 5, 2018 2.80%
- B) Effective August 5, 2019 2.20%
- C) Effective August 5, 2020 1.35%
- X) Effective August 5, 2020 - Restructure

GL-VHE 1		Step 1	Step 2	Step 3
From:	\$	22.28	23.24	24.22
To:	A	22.90	23.89	24.90
	B	23.40	24.42	25.45
	C	23.72	24.75	25.79

GL-VHE 2		Step 1	Step 2	Step 3
From:	\$	23.14	24.16	25.16
To:	A	23.79	24.84	25.86
	B	24.31	25.39	26.43
	C	24.64	25.73	26.79

GL-VHE 3		Step 1	Step 2	Step 3
From:	\$	23.92	24.95	25.99
To:	A	24.59	25.65	26.72
	B	25.13	26.21	27.31
	C	25.47	26.56	27.68

GL-VHE 4		Step 1	Step 2	Step 3
From:	\$	24.69	25.78	26.85
To:	A	25.38	26.50	27.60
	B	25.94	27.08	28.21
	C	26.29	27.45	28.59

GL-VHE 5		Step 1	Step 2	Step 3
From:	\$	25.58	26.71	27.81
To:	A	26.30	27.46	28.59
	B	26.88	28.06	29.22
	C	27.24	28.44	29.61

GL-VHE 6		Step 1	Step 2	Step 3
From:	\$	26.48	27.64	28.79
To:	A	27.22	28.41	29.60
	B	27.82	29.04	30.25
	C	28.20	29.43	30.66

GL-VHE 7		Step 1	Step 2	Step 3
From:	\$	27.38	28.55	29.75
To:	A	28.15	29.35	30.58
	B	28.77	30.00	31.25
	C	29.16	30.41	31.67

GL-VHE 8		Step 1	Step 2	Step 3
From:	\$	28.50	29.73	30.97
To:	A	29.30	30.56	31.84
	B	29.94	31.23	32.54
	C	30.34	31.65	32.98

GL-VHE 9		Step 1	Step 2	Step 3
From:	\$	29.63	30.91	32.20
To:	A	30.46	31.78	33.10
	B	31.13	32.48	33.83
	C	31.55	32.92	34.29

GL-VHE 10		Step 1	Step 2	Step 3
From:	\$	30.80	32.12	33.47
To:	A	31.66	33.02	34.41
	B	32.36	33.75	35.17
	C	32.80	34.21	35.64

GL-VHE 11		Step 1	Step 2	Step 3
From:	\$	31.89	33.28	34.66
To:	A	32.78	34.21	35.63
	B	33.50	34.96	36.41
	C	33.95	35.43	36.90

GL-VHE 12		Step 1	Step 2	Step 3
From:	\$	33.05	34.50	35.92
To:	A	33.98	35.47	36.93
	B	34.73	36.25	37.74
	C	35.20	36.74	38.25

GL-VHE 13		Step 1	Step 2	Step 3
From:	\$	34.16	35.65	37.13
To:	A	35.12	36.65	38.17
	B	35.89	37.46	39.01
	C	36.37	37.97	39.54
	X	36.37	37.97	39.55

GL-VHE 14		Step 1	Step 2	Step 3
From:	\$	35.27	36.80	38.34
To:	A	36.26	37.83	39.41
	B	37.06	38.66	40.28
	C	37.56	39.18	40.82

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
WOODWORKING SUB-GROUP (WOW)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

GL-WOW 01 Step-1	Step 1	Step 2	Step 3
From: \$	19.72	20.58	21.44
To: A	20.27	21.16	22.04
	B	20.72	21.63
	C	21.00	21.92
			22.82

GL-WOW 02 Step-1	Step 1	Step 2	Step 3
From: \$	20.39	21.28	22.16
To: A	20.96	21.88	22.78
	B	21.42	22.36
	C	21.71	22.66
			23.59

GL-WOW 03 Step-1	Step 1	Step 2	Step 3
From: \$	21.10	22.01	22.93
To: A	21.69	22.63	23.57
	B	22.17	23.13
	C	22.47	23.44
			24.42

GL-WOW 04 Step-1	Step 1	Step 2	Step 3
From: \$	21.81	22.77	23.70
To: A	22.42	23.41	24.36
	B	22.91	23.93
	C	23.22	24.25
			25.24

GL-WOW 05 Step-1	Step 1	Step 2	Step 3
From: \$	22.59	23.56	24.55
To: A	23.22	24.22	25.24
	B	23.73	24.75
	C	24.05	25.08
			26.15

GL-WOW 06 Step-1	Step 1	Step 2	Step 3
From: \$	23.28	24.30	25.32
To: A	23.93	24.98	26.03
	B	24.46	25.53
	C	24.79	25.87
			26.96

GL-WOW 07 Step-1	Step 1	Step 2	Step 3
From: \$	24.11	25.16	26.21
To: A	24.79	25.86	26.94
	B	25.34	26.43
	C	25.68	26.79
			27.90

GL-WOW 08 Step-1	Step 1	Step 2	Step 3
From: \$	25.07	26.14	27.24
To: A	25.77	26.87	28.00
	B	26.34	27.46
	C	26.70	27.83
			29.01

GL-WOW 09 Step-1		Step 1	Step 2	Step 3
From:	\$	26.05	27.20	28.32
To:	A	26.78	27.96	29.11
	B	27.37	28.58	29.75
	C	27.74	28.97	30.15

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GL - GENERAL LABOUR AND TRADES
WOODWORKING SUB-GROUP (WOW) (CARPENTER)
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

GL-WOW 09 Step-2		Step 1	Step 2	Step 3
From:	\$	28.21	29.45	30.68
To:	A	29.00	30.27	31.54
	B	29.64	30.94	32.23
	C	30.04	31.36	32.67

GL-WOW 10 Step-2		Step 1	Step 2	Step 3
From:	\$	29.34	30.61	31.89
To:	A	30.16	31.47	32.78
	B	30.82	32.16	33.50
	C	31.24	32.59	33.95

GL-WOW 11 Step-2		Step 1	Step 2	Step 3
From:	\$	30.41	31.73	33.05
To:	A	31.26	32.62	33.98
	B	31.95	33.34	34.73
	C	32.38	33.79	35.20

GL-WOW 12 Step-2		Step 1	Step 2	Step 3
From:	\$	31.52	32.90	34.27
To:	A	32.40	33.82	35.23
	B	33.11	34.56	36.01
	C	33.56	35.03	36.50

GL-WOW 13 Step-2		Step 1	Step 2	Step 3
From:	\$	32.57	33.99	35.42
To:	A	33.48	34.94	36.41
	B	34.22	35.71	37.21
	C	34.68	36.19	37.71

GL-WOW 14 Step-2		Step 1	Step 2	Step 3
From:	\$	33.64	35.09	36.57
To:	A	34.58	36.07	37.59
	B	35.34	36.86	38.42
	C	35.82	37.36	38.94

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GS- GENERAL SERVICES
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%
X) Effective August 5, 2020 - Restructure	

GS 01		Step 1	Step 2	Step 3
From:	\$	15.50	16.16	16.85
To:	A	15.93	16.61	17.32
	B	16.28	16.98	17.70
	C	16.50	17.21	17.94

GS 02		Step 1	Step 2	Step 3
From:	\$	18.63	19.44	20.25
To:	A	19.15	19.98	20.82
	B	19.57	20.42	21.28
	C	19.83	20.70	21.57
	X	19.83	20.71	21.58

GS 03		Step 1	Step 2	Step 3
From:	\$	21.79	22.75	23.67
To:	A	22.40	23.39	24.33
	B	22.89	23.90	24.87
	C	23.20	24.22	25.21

GS 04		Step 1	Step 2	Step 3
From:	\$	22.91	23.90	24.90
To:	A	23.55	24.57	25.60
	B	24.07	25.11	26.16
	C	24.39	25.45	26.51

GS 05		Step 1	Step 2	Step 3
From:	\$	25.56	26.66	27.77
To:	A	26.28	27.41	28.55
	B	26.86	28.01	29.18
	C	27.22	28.39	29.57

GS 06		Step 1	Step 2	Step 3
From:	\$	26.36	27.51	28.65
To:	A	27.10	28.28	29.45
	B	27.70	28.90	30.10
	C	28.07	29.29	30.51

GS 07		Step 1	Step 2	Step 3
From:	\$	27.60	28.80	30.00
To:	A	28.37	29.61	30.84
	B	28.99	30.26	31.52
	C	29.38	30.67	31.95

GS 08		Step 1	Step 2	Step 3
From:	\$	28.91	30.17	31.44
To:	A	29.72	31.01	32.32
	B	30.37	31.69	33.03
	C	30.78	32.12	33.48
GS 09		Step 1	Step 2	Step 3
From:	\$	31.60	32.97	34.36
To:	A	32.48	33.89	35.32
	B	33.19	34.64	36.10
	C	33.64	35.11	36.59
GS 10		Step 1	Step 2	Step 3
From:	\$	33.34	34.78	36.23
To:	A	34.27	35.75	37.24
	B	35.02	36.54	38.06
	C	35.49	37.03	38.57
GS 11		Step 1	Step 2	Step 3
From:	\$	34.64	36.15	37.64
To:	A	35.61	37.16	38.69
	B	36.39	37.98	39.54
	C	36.88	38.49	40.07
	X	36.88	38.49	40.08
GS 12		Step 1	Step 2	Step 3
From:	\$	36.07	37.62	39.19
To:	A	37.08	38.67	40.29
	B	37.90	39.52	41.18
	C	38.41	40.05	41.74
GS 13		Step 1	Step 2	Step 3
From:	\$	37.47	39.10	40.74
To:	A	38.52	40.19	41.88
	B	39.37	41.07	42.80
	C	39.90	41.62	43.38

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

GT - GENERAL TECHNICAL GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

GT- TECHNOLOGICAL INSTITUTE RECRUITMENT

From:	\$	25167	to	40662
To:	A	25872	to	41801
	B	26441	to	42721
	C	26798	to	43298

GT-01

From:	\$	43420	44617	45814	46997	48879
To:	A	44636	45866	47097	48313	50248
	B	45618	46875	48133	49376	51353
	C	46234	47508	48783	50043	52046

GT-02

From:	\$	49796	51240	52679	54123	56286
To:	A	51190	52675	54154	55638	57862
	B	52316	53834	55345	56862	59135
	C	53022	54561	56092	57630	59933

GT-03

From:	\$	55686	57355	59041	60715	63143
To:	A	57245	58961	60694	62415	64911
	B	58504	60258	62029	63788	66339
	C	59294	61071	62866	64649	67235

GT-04

From:	\$	62741	64689	66640	68593	71340
To:	A	64498	66500	68506	70514	73338
	B	65917	67963	70013	72065	74951
	C	66807	68881	70958	73038	75963

GT-05

From:	\$	70423	72581	74750	76995	80071
To:	A	72395	74613	76843	79151	82313
	B	73988	76254	78534	80892	84124
	C	74987	77283	79594	81984	85260

GT-06

From:	\$	77932	80477	83040	85593	89014
To:	A	80114	82730	85365	87990	91506
	B	81877	84550	87243	89926	93519
	C	82982	85691	88421	91140	94782

GT-07

From:	\$	89309	92317	95318	98173	102096
To:	A	91810	94902	97987	100922	104955
	B	93830	96990	100143	103142	107264
	C	95097	98299	101495	104534	108712

GT-08

From:	\$	101313	104520	107719	110911	115349
To:	A	104150	107447	110735	114017	118579
	B	106441	109811	113171	116525	121188
	C	107878	111293	114699	118098	122824

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HP - HEATING, POWER & STATIONARY PLANT OPERATIONS
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%
X) Effective August 5, 2020 - Restructure	

HP-01

From:	\$	25.07	25.64	26.16
To:	A	25.77	26.36	26.89
	B	26.34	26.94	27.48
	C	26.70	27.30	27.85

HP-02

From:	\$	27.41	28.06	28.68
To:	A	28.18	28.85	29.48
	B	28.80	29.48	30.13
	C	29.19	29.88	30.54

HP-03

From:	\$	29.84	30.57	31.33
To:	A	30.68	31.43	32.21
	B	31.35	32.12	32.92
	C	31.77	32.55	33.36
	X	31.77	32.56	33.37

HP-04

From:	\$	33.50	34.39	35.20
To:	A	34.44	35.35	36.19
	B	35.20	36.13	36.99
	C	35.68	36.62	37.49

HP-05

From:	\$	36.09	36.97	37.89
To:	A	37.10	38.01	38.95
	B	37.92	38.85	39.81
	C	38.43	39.37	40.35

HP-06

From:	\$	36.23	37.23	38.15	39.12	40.15
To:	A	37.24	38.27	39.22	40.22	41.27
	B	38.06	39.11	40.08	41.10	42.18
	C	38.57	39.64	40.62	41.65	42.75

HP-07

From:	\$	39.32	40.35	41.47	42.53	43.68
To:	A	40.42	41.48	42.63	43.72	44.90
	B	41.31	42.39	43.57	44.68	45.89
	C	41.87	42.96	44.16	45.28	46.51

HP-08

From:	\$	42.21	43.37	44.55	45.68	46.91
To:	A	43.39	44.58	45.80	46.96	48.22
	B	44.34	45.56	46.81	47.99	49.28
	C	44.94	46.18	47.44	48.64	49.95

HP-09

From:	\$	44.74	46.04	47.41	48.74	50.21
To:	A	45.99	47.33	48.74	50.10	51.62
	B	47.00	48.37	49.81	51.20	52.76
	C	47.63	49.02	50.48	51.89	53.47

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

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HR - HISTORICAL RESEARCH
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%
X) Effective August 5, 2020 - Restructure	

HR-01

From:	\$	30379	to	53244	*	55346	57514	59685	61858
To:	A	31230	to	54735	*	56896	59124	61356	63590
	B	31917	to	55939	*	58148	60425	62706	64989
	C	32348	to	56694	*	58933	61241	63553	65866
	X	37101	to	61535	*	63785	66100	68419	70742

*(ROUNDED TO THE NEAREST \$10.00)

HR-02

From:	\$	62455	64809	67173	69534
To:	A	64204	66624	69054	71481
	B	65616	68090	70573	73054
	C	66502	69009	71526	74040
	X	71378	73895	76421	78948

HR-03

From:	\$	72081	74799	77530	80254
To:	A	74099	76893	79701	82501
	B	75729	78585	81454	84316
	C	76751	79646	82554	85454
	X	81666	84576	87492	90400

HR-04

From:	\$	84497	87791	91087	94375
To:	A	86863	90249	93637	97018
	B	88774	92234	95697	99152
	C	89972	93479	96989	100491
	X	94937	98461	101976	105495

HR-05

From:	\$	91567	96501	101434	106368
To:	A	94131	99203	104274	109346
	B	96202	101385	106568	111752
	C	97501	102754	108007	113261
	X	102494	107765	113039	118311

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IS - INFORMATION SERVICES GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

IS-01

From:	\$	51699	53664	55700	57820
To:	A	53147	55167	57260	59439
	B	54316	56381	58520	60747
	C	55049	57142	59310	61567

IS-02

From:	\$	57608	59794	62067
To:	A	59221	61468	63805
	B	60524	62820	65209
	C	61341	63668	66089

IS-03

From:	\$	67449	70013	72885
To:	A	69338	71973	74926
	B	70863	73556	76574
	C	71820	74549	77608

IS-04

From:	\$	80524	83584	87053
To:	A	82779	85924	89490
	B	84600	87814	91459
	C	85742	88999	92694

IS-05

From:	\$	89693	93102	96761
To:	A	92204	95709	99470
	B	94232	97815	101658
	C	95504	99136	103030

IS-06

From:	\$	94413	98002	101726	104781	107953
To:	A	97057	100746	104574	107715	110976
	B	99192	102962	106875	110085	113417
	C	100531	104352	108318	111571	114948

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LS - LIBRARY SCIENCE
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

LS-01

From:	\$	61100	62996	64890	66783	68673	70569	72461	74355
To:	A	62811	64760	66707	68653	70596	72545	74490	76437
	B	64193	66185	68175	70163	72149	74141	76129	78119
	C	65060	67078	69095	71110	73123	75142	77157	79174

LS-02

From:	\$	67569	69798	72025	74247	76481
To:	A	69461	71752	74042	76326	78622
	B	70989	73331	75671	78005	80352
	C	71947	74321	76693	79058	81437

LS-03

From:	\$	79042	81582	84115	86654	89194
To:	A	81255	83866	86470	89080	91691
	B	83043	85711	88372	91040	93708
	C	84164	86868	89565	92269	94973

LS-04

From:	\$	81832	84785	87730	90684	93635	96580
To:	A	84123	87159	90186	93223	96257	99284
	B	85974	89076	92170	95274	98375	101468
	C	87135	90279	93414	96560	99703	102838

LS-05

From:	\$	98666	101893	105118	108342	111573	114801
To:	A	101429	104746	108061	111376	114697	118015
	B	103660	107050	110438	113826	117220	120611
	C	105059	108495	111929	115363	118802	122239

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PC - PHYSICAL SCIENCES GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

PC-01

From:	\$	35433	to	56193 *	60640	63144	65649	68158	70663
To:	A	36425	to	57766 *	62338	64912	67487	70066	72642
	B	37226	to	59037 *	63709	66340	68972	71607	74240
	C	37729	to	59834 *	64569	67236	69903	72574	75242

*(ROUNDED TO THE NEAREST \$10.00)

PC-02

From:	\$	69240	71988	74720	77465	80206	83006
To:	A	71179	74004	76812	79634	82452	85330
	B	72745	75632	78502	81386	84266	87207
	C	73727	76653	79562	82485	85404	88384

PC-03

From:	\$	83427	86595	89777	92941	96110	99285
To:	A	85763	89020	92291	95543	98801	102065
	B	87650	90978	94321	97645	100975	104310
	C	88833	92206	95594	98963	102338	105718

PC-04

From:	\$	96661	100042	103427	106808	110191	113574
To:	A	99368	102843	106323	109799	113276	116754
	B	101554	105106	108662	112215	115768	119323
	C	102925	106525	110129	113730	117331	120934

PC-05

From:	\$	108900	112638	116390	120144	123892
To:	A	111949	115792	119649	123508	127361
	B	114412	118339	122281	126225	130163
	C	115957	119937	123932	127929	131920

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PG - PURCHASING AND SUPPLY
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

PG-01

From:	\$	44042	46194	48337	50490	52640	54785	57645
To:	A	45275	47487	49690	51904	54114	56319	59259
	B	46271	48532	50783	53046	55305	57558	60563
	C	46896	49187	51469	53762	56052	58335	61381

PG-02

From:	\$	57488	59943	62382	65631
To:	A	59098	61621	64129	67469
	B	60398	62977	65540	68953
	C	61213	63827	66425	69884

PG-03

From:	\$	64003	66737	69460	73085
To:	A	65795	68606	71405	75131
	B	67242	70115	72976	76784
	C	68150	71062	73961	77821

PG-04

From:	\$	75926	79181	82436	86763
To:	A	78052	81398	84744	89192
	B	79769	83189	86608	91154
	C	80846	84312	87777	92385

PG-05

From:	\$	89377	93213	96804	100395
To:	A	91880	95823	99515	103206
	B	93901	97931	101704	105477
	C	95169	99253	103077	106901

PG-06

From:	\$	98447	102088	105720	109349
To:	A	101204	104946	108680	112411
	B	103430	107255	111071	114884
	C	104826	108703	112570	116435

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

PM - PROGRAM ADMINISTRATION GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

PM - DEVELOPMENT

From:	\$	32823	to	49199
To:	A	33742	to	50577
	B	34484	to	51690
	C	34950	to	52388

PM-01

From:	\$	51699	53664	55700	57820
To:	A	53147	55167	57260	59439
	B	54316	56381	58520	60747
	C	55049	57142	59310	61567

PM-02

From:	\$	57608	59794	62067
To:	A	59221	61468	63805
	B	60524	62820	65209
	C	61341	63668	66089

PM-03

From:	\$	61746	64093	66529
To:	A	63475	65888	68392
	B	64871	67338	69897
	C	65747	68247	70841

PM-04

From:	\$	67449	70013	72885
To:	A	69338	71973	74926
	B	70863	73556	76574
	C	71820	74549	77608

PM-05

From:	\$	80524	83584	87053
To:	A	82779	85924	89490
	B	84600	87814	91459
	C	85742	88999	92694

PM-06

From:	\$	94413	98002	101726	104781	107953
To:	A	97057	100746	104574	107715	110976
	B	99192	102962	106875	110085	113417
	C	100531	104352	108318	111571	114948

PM-07

From:	\$	97486	to	114745
To:	A	100216	to	117958
	B	102421	to	120553
	C	103804	to	122180

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

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PY - PHOTOGRAPHY
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

PY-01

From:	\$	34463	35380	36296	37206	38696
To:	A	35428	36371	37312	38248	39779
	B	36207	37171	38133	39089	40654
	C	36696	37673	38648	39617	41203

PY-02

From:	\$	39368	40477	41581	42675	44380
To:	A	40470	41610	42745	43870	45623
	B	41360	42525	43685	44835	46627
	C	41918	43099	44275	45440	47256

PY-03

From:	\$	42906	44141	45388	46630	48494
To:	A	44107	45377	46659	47936	49852
	B	45077	46375	47685	48991	50949
	C	45686	47001	48329	49652	51637

PY-04

From:	\$	46309	47683	49073	50450	52468
To:	A	47606	49018	50447	51863	53937
	B	48653	50096	51557	53004	55124
	C	49310	50772	52253	53720	55868

PY-05

From:	\$	48865	50209	51590	53029	54588	56767
To:	A	50233	51615	53035	54514	56116	58356
	B	51338	52751	54202	55713	57351	59640
	C	52031	53463	54934	56465	58125	60445

PY-06

From:	\$	52350	53924	55545	57205	58921	61277
To:	A	53816	55434	57100	58807	60571	62993
	B	55000	56654	58356	60101	61904	64379
	C	55743	57419	59144	60912	62740	65248

PY-07

From:	\$	55795	57472	59198	60971	62800	65314
To:	A	57357	59081	60856	62678	64558	67143
	B	58619	60381	62195	64057	65978	68620
	C	59410	61196	63035	64922	66869	69546

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

SC - DED - SHIPS' CREW
RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

	Monthly *	Annual	Weekly	Daily	Hourly
SC-DED-01					
From:	\$ 4264	51167	980.88	196.13	24.52
To:	A 4383	52600	1008.13	201.63	25.20
	B 4480	53757	1030.30	206.06	25.76
	C 4540	54483	1044.22	208.84	26.11
SC-DED-02					
From:	\$ 4423	53078	1017.27	203.45	25.42
To:	A 4547	54564	1045.77	209.15	26.14
	B 4647	55764	1068.77	213.75	26.72
	C 4710	56517	1083.20	216.64	27.08
SC-DED-03					
From:	\$ 4584	54988	1053.89	210.78	26.36
To:	A 4711	56528	1083.41	216.68	27.09
	B 4814	57772	1107.25	221.45	27.68
	C 4879	58552	1122.20	224.44	28.06
SC-DED-04					
From:	\$ 4706	56480	1082.48	216.48	27.05
To:	A 4838	58061	1112.79	222.56	27.82
	B 4945	59338	1137.27	227.45	28.43
	C 5012	60139	1152.62	230.52	28.82
SC-DED-05					
From:	\$ 4845	58106	1113.66	222.74	27.83
To:	A 4978	59733	1144.84	228.97	28.62
	B 5087	61047	1170.02	234.00	29.25
	C 5156	61871	1185.81	237.16	29.65
SC-DED-06					
From:	\$ 4974	59703	1144.24	228.85	28.60
To:	A 5115	61375	1176.31	235.26	29.41
	B 5227	62725	1202.18	240.44	30.05
	C 5298	63572	1218.41	243.68	30.46
SC-DED-07					
From:	\$ 5118	61418	1177.13	235.44	29.42
To:	A 5262	63138	1210.10	242.02	30.25
	B 5377	64527	1236.72	247.34	30.92
	C 5450	65398	1253.41	250.68	31.34

*The monthly rate of pay is the rate of pay used to remunerate employees in the SC-DED group

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

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SE-RES - RESEARCH SCIENTIST
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

SE-RES-01

From:	\$	55951	58895	61838	64784	67729	70664	73836
To:	A	57518	60544	63569	66598	69625	72643	75903
	B	58783	61876	64968	68063	71157	74241	77573
	C	59577	62711	65845	68982	72118	75243	78620

SE-RES-02

From:	\$	69474	73800	78125	82451	86773	91099	95425	99752	104381
To:	A	71419	75866	80313	84760	89203	93650	98097	102545	107304
	B	72990	77535	82080	86625	91165	95710	100255	104801	109665
	C	73975	78582	83188	87794	92396	97002	101608	106216	111145

SE-RES-03

From:	\$	87798	91266	94731	98192	101659	105126	108593	112056	115867
To:	A	90256	93821	97383	100941	104505	108070	111634	115194	119111
	B	92242	95885	99525	103162	106804	110448	114090	117728	121731
	C	93487	97179	100869	104555	108246	111939	115630	119317	123374

SE-RES-04

From:	\$	105149	108996	112843	116689	120537	124385	128613
To:	A	108093	112048	116003	119956	123912	127868	132214
	B	110471	114513	118555	122595	126638	130681	135123
	C	111962	116059	120155	124250	128348	132445	136947

SE-RES-05

From:	\$	115129	119342	123558	127769	131982	136197	140832
To:	A	118353	122684	127018	131347	135677	140011	144775
	B	120957	125383	129812	134237	138662	143091	147960
	C	122590	127076	131564	136049	140534	145023	149957

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

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SE-REM - RESEARCH MANAGER
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

SE-REM-01

From:	\$	89579	93049	96512	99975	103440	106908	110371	113837	117304
To:	A	92087	95654	99214	102774	106336	109901	113461	117024	120589
	B	94113	97758	101397	105035	108675	112319	115957	119599	123242
	C	95384	99078	102766	106453	110142	113835	117522	121214	124906

SE-REM-02

From:	\$	103290	106790	110298	113801	117304	120804	124309	127809	131311
To:	A	106182	109780	113386	116987	120589	124187	127790	131388	134988
	B	108518	112195	115880	119561	123242	126919	130601	134279	137958
	C	109983	113710	117444	121175	124906	128632	132364	136092	139820

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

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SI - SOCIAL SCIENCE SUPPORT
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

SI-01

From:	\$	50308	52248	54258	56350	58518
To:	A	51717	53711	55777	57928	60157
	B	52855	54893	57004	59202	61480
	C	53569	55634	57774	60001	62310

SI-02

From:	\$	56855	58694	60588	62545	64567
To:	A	58447	60337	62284	64296	66375
	B	59733	61664	63654	65711	67835
	C	60539	62496	64513	66598	68751

SI-03

From:	\$	62509	64390	66331	68327	70380
To:	A	64259	66193	68188	70240	72351
	B	65673	67649	69688	71785	73943
	C	66560	68562	70629	72754	74941

SI-04

From:	\$	66940	69480	72121	74859	77701
To:	A	68814	71425	74140	76955	79877
	B	70328	72996	75771	78648	81634
	C	71277	73981	76794	79710	82736

SI-05

From:	\$	80104	83016	86033	89158	92400
To:	A	82347	85340	88442	91654	94987
	B	84159	87217	90388	93670	97077
	C	85295	88394	91608	94935	98388

SI-06

From:	\$	91027	94376	97851	101454	105188
To:	A	93576	97019	100591	104295	108133
	B	95635	99153	102804	106589	110512
	C	96926	100492	104192	108028	112004

SI-07

From:	\$	102371	105992	109740	113624	117642
To:	A	105237	108960	112813	116805	120936
	B	107552	111357	115295	119375	123597
	C	109004	112860	116851	120987	125266

SI-08

From:	\$	112035	115677	119444	123330	127341
To:	A	115172	118916	122788	126783	130907
	B	117706	121532	125489	129572	133787
	C	119295	123173	127183	131321	135593

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

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ST- SECRETARIAL
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2017	
A) Effective August 5, 2018	2.80%
B) Effective August 5, 2019	2.20%
C) Effective August 5, 2020	1.35%

ST-SCY-01

From:	\$	35453	36445	37439	38444	39428	40428	41425	/	42416	43055	44066	45113	46161
To:	A	36446	37465	38487	39520	40532	41560	42585	/	43604	44261	45300	46376	47454
	B	37248	38289	39334	40389	41424	42474	43522	/	44563	45235	46297	47396	48498
	C	37751	38806	39865	40934	41983	43047	44110	/	45165	45846	46922	48036	49153

ST-SCY-02

From:	\$	45243	46421	47598	48771
To:	A	46510	47721	48931	50137
	B	47533	48771	50007	51240
	C	48175	49429	50682	51932

ST-SCY-03

From:	\$	46874	48215	49574	50910
To:	A	48186	49565	50962	52335
	B	49246	50655	52083	53486
	C	49911	51339	52786	54208

ST-SCY-04

From:	\$	50382	51921	53455	54968
To:	A	51793	53375	54952	56507
	B	52932	54549	56161	57750
	C	53647	55285	56919	58530

The Agency proposes to implement the following economic increases in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement.

Amounts in respect of the period prior to the implementation date will be paid as a retroactive payment, in accordance with Appendix "J" – Memorandum of Understanding between the Parks Canada Agency and the Public Service Alliance of Canada with Respect to Implementation of the Collective Agreement. Subsequently, amounts will be provided as increases to rates of pay.

PAY NOTES FOR ALL CLASSIFICATIONS

A) PAY INCREMENTS – GENERAL (See SPECIFIC notes for exceptions)

1. Full-Time and Part-Time Employees

- a) The pay increment period for employees is twelve (12) months. A pay increment shall be to the next rate in the scale of rates.
- b) The pay increment date for an employee appointed to a position in the bargaining unit on promotion, demotion or from outside the Public Service on or after the date of signing of this agreement shall be the anniversary date of such appointment.
- c) For employees appointed prior to the date of signing of this agreement, their anniversary date will be the date on which the employee received his or her last pay increment.

2. Term Employees (Full-Time and Part-Time): Entitlement for an increment after twelve (12) months of cumulative service with the Agency

- a) An employee appointed to a term position within the Agency shall receive an increment after having reached twelve (12) months of cumulative service with the Agency, at the same occupational group and level.
- b) For the purpose of defining when a determinate employee will be entitled to go to the next salary increment, “cumulative” means all service, whether continuous or discontinuous, with the Agency at the same occupational group and level.

**

- c) Term employees appointed to an indeterminate position at the same group and level within the Agency, shall not be paid less than their previous salary as a term employee within the Agency, and shall maintain all increment levels, regardless of a break in service within the Agency.

B) PAY INCREMENTS – SPECIFIC

3. Development or Technological Institute Recruitment Level (TIRL) Pay Ranges

- a) This pay note applies to employees being paid at the AR-01, AS-DEV, CO-DEV, EG-TIRL, EN-ENG-01, FI-DEV, GT-TIRL, PG-DEV and PM-DEV levels.
- b) The pay increment period is six (6) months.

- c) For employees in one of the levels listed in a), an increase at the end of an increment period shall be to a rate in the pay range which is four hundred (\$400) higher than the rate at which the employee is being paid or, if there is no such rate, to the maximum of the pay range.

4. Partial Development Pay Ranges

- a) This pay note applies to employees being paid within the development range portion of the BI-01, FO-01, HR-01, and PC-01 levels.
- b) The pay increment period is six (6) months.
- c) For employees being paid in the development range portion of one the levels listed in a), an increase at the end of an increment period shall be to a rate in the pay range which is four hundred (\$400) higher than the rate at which the employee is being paid or, if there is no such rate, to the maximum of the development range portion of the level.
- d) An increase from the developmental range part to the fixed incremental part of the scales for the levels listed in a) shall take place on the date on which the Agency certifies that the employee should be paid at that rate.
- e) The pay increment period for the fixed increment portion of the levels listed in a) is twelve (12) months.

5. Other levels with six (6) month increment periods

- a) This pay note applies to employees being paid at the following levels: CR-01, DD-01, DD-02 and ST-SCY-01 (up to and including the seventh step).
- b) The pay increment period is six (6) months.
- c) The pay increment period for ST-SCY-01 (eighth step and above) is twelve (12) months.

6. Performance Pay Levels

- a) This pay note applies to employees being paid at the AS-08, ES-08 and PM-07 levels.
- b) Pay increases within the performance pay ranges listed in a) shall be in accordance with the directive governing Performance Pay for Represented Employees in the Administrative and Foreign Service Category, except that the term “increment” in the directive shall mean an amount equal to seven hundred and fifty dollars (\$750) for the performance pay ranges in effect during this agreement, provided the maximum of the range is not exceeded.

C) **PAY ADJUSTMENTS**

7. **General**

An employee shall, on the relevant effective dates of adjustment to rates of pay, be paid in the “A”, “B”, “C”, or “D” (if applicable) scale of rates at the rate shown immediately below his or her former rate. For details on lines “X”, “Y” and/or “Z”, refer to the market adjustments and restructures below.

**

8. **Market Adjustments and Restructures**

Architecture and Town Planning Group (**AR**)

Effective August 5, 2020, and after applying the general economic increase:

- Restructure of the AR salary scale.

Biological Sciences Group (**BI**)

BI-03

Effective August 5, 2020, and after applying the general economic increase:

- Restructure of the BI-03 salary scale.

Commerce Group (**CO**)

CO-01 to CO-04

Effective August 5, 2020, and after applying the general economic increase:

- Restructure of the CO-01 to CO-04 salary scale.

Engineering and Scientific Support Group (**EG**)

Effective August 5, 2020, and after applying the general economic increase:

- Restructure of the EG salary scale.

Electronics Group (**EL**)

EL-06 to EL-09

Effective August 5, 2020, and after applying the general economic increase:

- Restructure of the EL-06 to EL-09.

Financial Management Group (**FI**)

Effective August 5, 2020, and after applying the general economic increase:

- Restructure of the FI salary scale.

General Labour and Trades Group (**GL**)

Effective August 5, 2020, and after applying the general economic increase:

- Restructure of the GL-COI-09 salary scale;
- Restructure of the GL-COI-14 salary scale;
- Restructure of the GL-EIM-12 salary scale;
- Restructure of the GL-ELE-01 salary scale;

- Restructure of the GL-ELE-06 salary scale;
- Restructure of the GL-ELE-14 salary scale;
- Restructure of the GL-MAM-13 salary scale;
- Restructure of the GL-MAN-07 salary scale;
- Restructure of the GL-MAN-08 salary scale;
- Restructure of the GL-MAN-13 salary scale;
- Restructure of the GL-MDO-03 salary scale;
- Restructure of the GL-MDO-05 salary scale;
- Restructure of the GL-MDO-12 salary scale;
- Restructure of the GL-MOC-08 salary scale;
- Restructure of the GL-MOC-11 salary scale;
- Restructure of the GL-PCF-11 salary scale;
- Restructure of the GL-PCF-14 salary scale;
- Restructure of the GL-PIP-12 salary scale;
- Restructure of the GL-PRW-07 salary scale;
- Restructure of the GL-PRW-08 salary scale;
- Restructure of the GL-PRW-13 salary scale;
- Restructure of the GL-VHE-13 salary scale.

General Services (GS)

Effective August 5, 2020, and after applying the general economic increase:

- Restructure of the GS-02 salary scale;
- Restructure of the GS-11 salary scale.

Heating, Power & Stationary Plant Operations Group (HP)

Effective August 5, 2020, and after applying the general economic increase:

- Restructure of the HP-03 salary scale.

Historical Research Group (HR)

Effective August 5, 2020, and after applying the general economic increase:

- Restructure of the HR salary scale and roll-in of the allowance.

**

9. Developmental and Technological Institute Recruitment Level (TIRL) pay ranges

- a) This pay note applies to employees being paid at a level characterized by a development or TIRL pay range, including the AR-01, AS-DEV, CO-DEV, EG-TIRL, EN-ENG-01, FI-DEV, GT-TIRL and PM-DEV levels, and also including the development pay range portion of the BI-01, FO-01, HR-01 and PC-01 levels.
- b) An employee being paid at one the levels listed in (a) shall, on the relevant effective dates of adjustment to rates of pay, be paid in the “A”, “B”, “C”, or “D” (if applicable) range at a rate of pay higher than his or her former rate by the following percentages:

Pay Scale	
"A"	2.8 %
"B"	2.2%
"C"	1.35 %
"D"	N /A

**

10. Performance Pay Ranges

- a) This pay note applies to employees being paid at a classification and level characterized by a performance pay range, including the AS-08, ES-08 and PM-07 levels.
- b) An employee being paid at one the levels listed in (a) shall, on the relevant effective dates of adjustment to rates of pay, be paid in the "A", "B", "C", or "D" (if applicable) range at a rate of pay higher than his or her former rate by the following percentages:

Pay Range	
"A"	2.8%
"B"	2.2 %
"C"	1.35 %
"D"	N /A

11. Salary in case of death

If an employee dies, the salary due to the employee on the last working day preceding the employees' death shall continue to accrue to the end of the month in which the employee dies. Salary so accrued which has not been paid to the employee as at the date of the employees death shall be paid to the employees' estate.

APPENDIX “B” HOURS OF WORK CODES

The following classification groups are listed below in order to identify which Hours of Works Code is to be used in the application of the provisions of this collective agreement.

Letter code X: 37.5 (normal weekly hours of work)

Architecture and Town Planning Group (AR)
Administrative Services Group (AS)
Biological Sciences Group (BI)
Commerce Group (CO)
Clerical and Regulatory Group (CR)
Computer Systems Group (CS)
Drafting and Illustration Group (DD)
Economics and Social Sciences Services Group (EC)
Education Group (ED)
Engineering and Scientific Support Group (EG)
Electronics Group (EL)
Engineering and Land Survey Group (EN)
Economics, Sociology and Statistics Group (ES)
Financial Management Group (FI)
Forestry Group (FO)
General Technical Group (GT)
Historical Research Group (HR)
Information Services Group (IS)
Library Science Group (LS)
Physical Sciences Group (PC)
Purchasing and Supply Group (PG)
Program Administration Group (PM)
Photography Group (PY)
Scientific Research Group (SE)
Social Science Support Group (SI)
Secretarial, Stenographic and Typing Group (ST)

Letter code Y: 40 (normal weekly hours of work)

General Labour and Trades Group (GL) (all sub-groups)
General Services (GS) (all sub-groups)
Heating, Power & Stationary Plant Operations Group (HP)
Ships Crews Group (SC)

APPENDIX "C"
**MEMORANDUM OF UNDERSTANDING CONCERNING EMPLOYEES
REQUIRED TO BE ON STANDBY FOR AVALANCHE CONTROL
AT ROGERS PASS OR MOUNT FIDELITY STATION**

1. This memorandum applies only to employees who are required to be on standby at Rogers Pass or Mount Fidelity Station, instead of their residences at Revelstoke or Golden, B.C. for avalanche control on the Trans-Canada Highway. This does not apply to employees who reside at Rogers Pass.
2. Notwithstanding Article 26 of this collective agreement, employees referred to above will not be paid the standby pay provided in the collective agreement.
3.
 - a) In lieu of this, it is agreed that these employees will receive the following compensation for standby:
 - (i) four (4) hours pay at the employee's regular straight time hourly rate of pay for each eight (8) consecutive hours or portion thereof that the employee is designated as being on standby;
 - (ii) overnight bachelor bunk house accommodation to be provided by the Agency at no cost to the employee;
 - (iii) supper and breakfast to be provided by the Agency at no cost to the employee.
 - b) An employee on standby status who is called in to work and who reports for work immediately shall be compensated in accordance with the call back provisions of this collective agreement.
 - c) This payment shall apply only once within each eight (8) hour period that the employee has been designated for standby status.
 - d) No standby payment shall be granted if an employee is unable to report for duty when required.
 - e) An employee designated for standby status shall be immediately available during the period designated as the standby period. In designating employees for standby status, the Agency will endeavour to provide for an equitable distribution of such duties.
4. The overtime provisions of Article 24 and the Shift Premiums provisions of Article 23, do not apply during those periods an employee is on standby status.

APPENDIX "D"
MEMORANDUM OF UNDERSTANDING
FIELD OR SEA RESEARCH ALLOWANCE

This Memorandum of Understanding applies to employees of the Parks Canada Agency who occupied positions in the HR classification group as of July 24, 2002 and who elected to retain their eligibility to qualify to receive the Field or Sea Research Allowance. Employees who failed to elect, and all HR employees hired subsequent to July 24, 2002, shall be deemed to have elected the Travel Status Leave option.

Employees who elect to receive benefits under the Travel Status Leave option shall not qualify for Field or Sea Research Allowances, nor will they be permitted to revoke their election. Employees who have elected the Field or Sea Research option may, at any time, elect in writing to instead become eligible to receive benefits under the Travel Status Leave option. For greater certainty, an employee is not entitled to receive both Travel Status Leave and Field or Sea Research Allowances for the same period of time.

An employee who meets the conditions set forth in this Memorandum shall be paid a Field or Sea Research Allowance of two hundred seventy dollars (\$270.00) for each fifteen (15) calendar day period, provided that:

- a) the employee completes a minimum of fifteen (15) calendar days on field or sea research work in a consecutive three hundred and sixty-five (365) day period, and
- b) the minimum number of days referred to in (a) is made up of periods of not less than two (2) consecutive calendar days.

Once these conditions above are met, an employee shall be paid on a pro rata basis for periods of field or sea research work of less than fifteen (15) calendar days.

APPENDIX "E"
SPECIAL CONDITIONS APPLICABLE TO CANAL OPERATING EMPLOYEES

1. General

1.1 For the purposes of this appendix, Canal Operating employees are employees engaged as lockmasters, bridgemasters and lock operators.

1.2 All the provisions of the Collective agreement shall apply except the following:

- Hours of Work and Overtime
- Wash-up Time
- Call back and Reporting Pay
- Standby.

2. Compensation and Equalization of Earnings

2.1 An employee is entitled to receive straight-time compensation at the rate specified for the employee's classification level for all hours worked or for which the employee is granted authorized leave with pay, up to a maximum total of two thousand and eighty (2080) hours in any fiscal year.

2.2

- a) In order to equalize earnings over the year, an employee shall be paid eighty (80) hours for each two (2)-week period when the employee is at work, or on approved leave with pay, subject to such adjustments as may be necessary during the last three (3) months of the fiscal year. All hours worked which are in excess of eighty (80) in a two (2)-week period, shall be credited to the employee's compensatory leave account.
- b) For the purposes of a) above, during the navigation season, all hours worked in excess of the greater of the scheduled navigation hours or eight (8) hours, shall be credited to the compensatory leave account at time and one-half; all hours worked in excess of eight (8) hours at time and one-half (1 ½) shall be credited at the double (2) time rate;
- c) For the purposes of a) above, during the non-navigation season, all hours worked in excess of eight hours per day or on an employee's first day of rest shall be credited to the compensatory leave account at time and one-half; all hours worked in excess of sixteen (16) hours per day or on the employee's second day of rest shall be credited at the double (2) time rate.

3. Overtime Calculation at Fiscal Year-End

3.1 An employee is entitled to overtime compensation for each hour of completed work or fifteen (15) minute portion thereof.

3.2 All time worked which is in excess of two thousand and eighty (2080) hours in any fiscal year, shall be deemed to be overtime and shall be subject to compensation at either “time and one-half” (1 ½) or “double time” (2).

3.3 The overtime provisions of the agreement shall be applied to each consecutive day actually worked in the fiscal year, commencing with the last day actually worked, in such fiscal year, and taking in turn each preceding day actually worked, until the applicable overtime premium has been applied to the full entitlement of overtime hours. For the purpose of determining the applicable premium rate only, Saturday and Sunday shall be deemed to be the first and second day of rest respectively.

3.4 Compensation for overtime will be in the form of compensatory paid leave, except that any unliquidated compensatory leave remaining to an employee’s credit on the fifteenth of May in any year will be paid in cash.

4. Standby and Call Back

4.1 Where the Agency requires an employee to be available on standby during off-duty hours, such employee shall be compensated at the rate of one-half (½) hour for each four (4) hour period or part thereof for which the employee has been designated as being on standby duty.

4.2 An employee designated for standby duty shall be available during the employee’s period of standby at a known telephone number, and be prepared to return to duty in the shortest possible time if called. No standby payment shall be made to an employee who is unable to report for duty when required.

4.3 An employee who is called back and reports for work, including an employee on standby who is called back and reports for work, shall be paid at time and one-half (1 ½) for each completed one (1) hour or fifteen (15) minute portion thereof, subject to a minimum of three (3) hours’ pay at time and one-half (1 ½). This minimum shall only apply to the first call-out during any standby period.

4.4 Compensation for periods of standby and call back as described in 4.1, 4.2 and 4.3 above shall be in cash, except where, upon request of an employee and with the approval of the Agency, it may be credited to the employee’s compensatory leave account.

5. Maximum or Minimum Hours of Work

Nothing in this appendix shall be construed to mean that employees are guaranteed any maximum or minimum hours of work.

6. Pro Rata Provisions

When an employee ceases to be employed, the employee or the employee’s estate shall be entitled to the compensation provided under section 3 above on a pro rata basis and paid in cash as of the employee’s termination date. However, an employee whose employment is terminated by reason of a declaration that the position was abandoned by the employee is entitled to receive

such compensation if requested by the employee within six (6) months following the date of termination of employment.

7. Employees will be granted compensation for all time worked on statutory holidays during the navigation season on the same scale as that granted to other employees according to clause 27.05. Such time shall be added to the compensatory leave account to be liquidated during the non-navigation season.

8. During canal navigation season, employees unable to work because of illness, will be granted sick leave for compensatory leave purposes from their accumulated sick leave credits on an hour-for-hour basis of extra time scheduled to be worked; such sick leave will be transferred from accumulated sick leave credits to accumulated compensatory leave credits and is not subject to expansion or cash payment.

9.1 Employees who have compensatory leave credits, will not be eligible for sick leave benefits during the non-navigation season except during periods when they are required to be on duty or are on annual leave.

9.2 During non-navigation season, employees will liquidate annual leave only after compensatory leave credits are exhausted.

10. During the non-navigation season, employees on training courses or who are employed in other than direct canal operating duties shall receive pay in accordance with this Appendix, except that such time shall not qualify as time worked for overtime calculation at fiscal year-end pursuant to clause 3 above.

**APPENDIX “F”
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE ALLIANCE)
IN RESPECT OF THE ALLOWANCE
FOR THE GL – GENERAL LABOUR AND TRADES
MACHINERY MAINTAINING SUB-GROUP (MAM)**

1. Effective on the date of signing of the collective agreement, in an effort to address recruitment and retention problems of the GL-MAM refrigeration HVAC technicians, the Agency will provide an annual terminable allowance of eight thousand dollars (\$8,000) to incumbents of GL-MAM refrigeration HVAC technicians who have refrigeration and air conditioning mechanic certification and perform the duties of GL-MAM refrigeration HVAC technician.
2. The parties agree that GL-MAM refrigeration HVAC technicians shall be eligible to receive an annual “terminable allowance” subject to the following conditions:
 - a) An employee in a position outlined above shall be paid the terminable allowance for each calendar month for which the employee receives at least (80) hours’ pay at the GL-MAM rates of pay of this appendix;
 - b) The allowance shall not be paid to or in respect of a person who ceased to be a member of the bargaining unit prior to the date of signing of this agreement;
 - c) A seasonal employee shall be entitled to the terminable allowance on a pro-rata basis;
 - d) An employee shall not be entitled to the allowance for periods he/she is on leave without pay or under suspension.
3. This Memorandum of Understanding expires on August 4, 2018.

Signed at Ottawa, this 31st day of the month of May 2018.

**

**APPENDIX “G”
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE ALLIANCE)
IN RESPECT OF THE ALLOWANCE
FOR THE GT – GENERAL TECHNICAL GROUP
WORKING AS LAW ENFORCEMENT OFFICERS**

1. The Agency will provide an annual allowance to incumbents of General Technical (GT) group positions, GT-04 and GT-05 levels, for the performance of their duties as listed below.
2. The parties agree that GT employees shall be eligible to receive the annual allowance in the following amounts and subject to the following conditions.
 - a) Commencing on August 5, 2018, GT employees who perform duties of Enforcement Officers and who are fully designated with Peace Officer powers shall be eligible to receive an annual allowance to be paid bi-weekly;
 - b) The allowance shall be paid in accordance with the following table:

Annual allowance: General Technical (GT)

Positions	Annual allowance
GT-04	\$3,534
GT-05	\$3,534

- c) The allowance specified above does not form part of an employee’s salary.
3. An employee in a position outlined above shall be paid the annual allowance for each calendar month for which the employee receives at least seventy-five (75) hours’ pay.
4. Seasonal and part-time employees shall be entitled to the allowance on a pro-rata basis.
5. This Memorandum of Understanding expires on August 4, 2021.

Signed at Ottawa, this 14 day of the month of January 2021.

**

**APPENDIX “H”
MEMORANDUM OF UNDERSTANDING BETWEEN
THE PARKS CANADA AGENCY
AND THE PUBLIC SERVICE ALLIANCE OF CANADA
WITH RESPECT TO INDIGENOUS LANGUAGES**

This Memorandum of Understanding is to give effect to the agreement reached between the Parks Canada Agency and the Public Service Alliance of Canada (the Alliance) regarding the use of Indigenous languages in the workplace.

Given that:

- a) the Government of Canada has passed an Indigenous Languages Act (Bill C-91) and has recognized the importance of preserving and promoting the use of Indigenous languages; and
- b) the public service in certain areas of the country provides services to Canadians in Indigenous languages

The parties agree to establish a joint committee, co-chaired by a representative from each party, to review the use of Indigenous languages in the Agency, examine Indigenous language skills in the performance of employee duties and consider the advantages that Indigenous language speakers bring to the Agency.

The joint committee will meet within 60 days of the ratification of the tentative agreement to commence its work and the parties shall report to their principals by August 4, 2021. This timeline may be extended on mutual agreement between the parties.

This Memorandum of Understanding expires on August 4, 2021.

Signed at Ottawa, this 14 day of the month of January 2021.

**APPENDIX “I”
GROUP SPECIFIC PROVISIONS**

1. GL and GS- Supervisory Differentials

A supervisory differential, as established below, shall be paid to employees in the bargaining unit who encumber positions which receive a supervisory rating under the classification standard, and who perform supervisory duties.

Supervisory Level	Supervisory Co-ordinates	Supervisory Differential as a Percentage of Basic Rate
1	A1	4
2	B2	6.5
3	B3, C2	11
4	B4, C3, D2	15
5	B5, C4, D3, E2	19
6	B6, C5, D4, E3	22.5
7	B7, C6, D5, E4	26
8	C7, D6, E5	29.5
9	D7, E6	33
10	E7	36.5

The Supervisory Differential is to be used in the following manner:

- a) determine the non-supervisory rate of pay according to level;
- b) determine the Supervisory Differential by multiplying the applicable Supervisory Differential Percentage by the non-supervisory rate of pay;
- c) determine the supervisory rate of pay by adding the non-supervisory rate of pay with the Supervisory Differential.

For example, an employee on August 5, 2014 in the MAM sub-group, at the maximum of level 08 and a Supervisory Coordinate B2, would receive a basic rate of twenty six dollars and forty five cents (\$26.45) as per Annex “A”, The Supervisory Differential of one dollar and seventy cents (\$1.70) is arrived by multiplying the Supervisory Differential Percentage of six decimal five percent (6.5%) (B2) by the basic rate of pay (non-supervisory). Therefore in this case the applicable supervisory rate of pay would be twenty eight dollars and seventeen cents (\$28.17).

2. GL - General Labour and Trades

2.1 Travel Between Work Sites

When an employee is required to perform work at other than his normal workplace, as defined in the Agency Travel Policy, and the employee's status is such that the employee is not entitled to claim expenses for lodging and meals, the Agency shall provide transportation, or mileage allowance in lieu, for travel between the employee's normal workplace and any other workplace(s).

2.2 Parks Permit

The Agency shall continue to provide any automobile windshield sticker or other form of permit which an employee may require in order to enter the employee's work site area, or shall repay the employee for the cost of same. However, this undertaking by the Agency shall not include free automobile parking privileges where payment of a parking fee would otherwise apply.

3. GS - General Services

3.1 Split Shift Premium

Notwithstanding clause 22.05 (a), employees in the GS group shall receive an additional premium of fifty cents (\$0.50) per hour for all hours worked on a split shift. A split shift is defined as a shift that is regularly scheduled in accordance with Article 22 and that includes one regularly scheduled interruption for purposes other than the employee's meal break or the employee's rest period. However, the foregoing shall not apply in cases where the employee requests to work on a split shift.

3.2 GS Towermen (Fire Lookout) Hours of Work

- a) Notwithstanding Articles 22 and 24, employees working as Towermen will have a four (4) month work cycle equivalent to six hundred and ninety-six (696) hours commencing on the first day of the season on which the employee is assigned to the position of Towerman. Any remaining period of work in the season will be considered a cycle.
- b) Towermen will be entitled to receive compensation at:
 - (i) straight time rates for all hours compensated within a cycle up to a total to be determined by the following formula:

$$\frac{\text{Number of Calendar Days in Cycle} \times 40}{7}$$

- (ii) time and one half (1 ½) for all other hours worked

- c) Periods of leave without pay will be deducted from the cycles for the purposes of the above formula.
- d) Notwithstanding Article 27, but subject to clause 27.02, Towermen shall receive eight (8) hour's compensation for any designated holiday specified in clause 27.01 whether or not the designated holiday falls on a work day. Work performed by Towermen on a designated holiday will be compensated as per the above formula.

3.3 Assignment of Overtime Work

Subject to the operational requirements of the service, the Agency shall make every reasonable effort to give employees who are required to work overtime twenty-four (24) hours' advance notice of this requirement.

3.4 Thirty Seven Decimal Five Hours Work Week

In the event that the Agency confirms that any GS employees are working a normal 37.5 work week, the Agency agrees that:

Notwithstanding Appendix "B" Hours of Work Code, the Agency agrees to maintain the thirty seven decimal five (37.5) hour per work week of the seven decimal five (7.5) hour per day schedule for those employees who, as of February 23, 1989, were working a scheduled thirty-seven decimal five (37.5) hours per week of seven decimal five (7.5) hours per day.

4. HP - Heating, Power and Stationary Plant

Notwithstanding clause 23.01, an employee classified as an HP working on a twelve (12) hour shift schedule shall receive a shift premium of two dollars (\$2) per hour for all hours worked between 4 p.m. and 8 a.m. The shift premium will not be paid for hours worked between 8 a.m. and 4 p.m.

5. SC - Ship's Crews

Meals and Quarters

When an employee classified as an SC is working on a vessel on which meals and/or quarters are not normally provided and the Agency does not provide alternative meals and/or quarters, the employee shall be entitled to:

- a) when the vessel is berthing for one or more nights away from home port, reimbursement for actual and reasonable costs incurred for meals and/or lodging;
- b) eight dollars (\$8) per day in lieu of meals and quarters for a regular working day of less than twelve (12) hours and ten dollars and fifty cents (\$10.50) per day in lieu of meals and quarters for a regular working day of twelve (12) hours or more.

6. AS, CR, IS, PM, ST- Administration Services Groups

In no case shall clause 22.02 permit the Agency to reduce the hours of work of a full time employee permanently.

**

**APPENDIX “J”
MEMORANDUM OF UNDERSTANDING
BETWEEN
PARKS CANADA AGENCY
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
WITH RESPECT TO THE
IMPLEMENTATION OF THE COLLECTIVE AGREEMENT**

Notwithstanding the provisions of clause 60.03* on the calculation of retroactive payments and clause 63.03** on the collective agreement implementation period, this memorandum is to give effect to the understanding reached between the Parks Canada Agency and the Public Service Alliance of Canada regarding a modified approach to the calculation and administration of retroactive payments for the current round of negotiations.

1. Calculation of retroactive payments

- a) Retroactive calculations that determine amounts payable to employees for a retroactive period shall be made based on all transactions that have been entered into the pay system up to the date on which the historical salary records for the retroactive period are retrieved for the calculation of the retroactive payment.
- b) Retroactive amounts will be calculated by applying the relevant percentage increases indicated in the collective agreement rather than based on pay tables in agreement annexes. The value of the retroactive payment will differ from that calculated using the traditional approach, as no rounding will be applied. The payment of retroactive amount will not affect pension entitlements or contributions relative to previous methods, except in respect of the rounding differences.
- c) Elements of salary traditionally included in the calculation of retroactivity will continue to be included in the retroactive payment calculation and administration, and will maintain their pensionable status as applicable. The elements of salary included in the historical salary records and therefore included in the calculation of retroactivity include:
 - Substantive salary
 - Promotions
 - Deployments
 - Acting pay
 - Extra duty pay/Overtime
 - Additional hours worked
 - Maternity leave allowance
 - Parental leave allowance
 - Vacation leave and extra duty pay cash-out
 - Severance pay
 - Salary for the month of death

- Transition Support Measure
 - Eligible allowances and supplemental salary depending on collective agreement
- d) The payment of retroactive amounts related to transactions that have not been entered in the pay system as of the date when the historical salary records are retrieved, such as acting pay, promotions, overtime and/or deployments, will not be considered in determining whether an agreement has been implemented.
- e) Any outstanding pay transactions will be processed once they are entered into the pay system and any retroactive payment from the collective agreement will be issued to impacted employees.

2. Implementation

- a) The effective dates for economic increases will be specified in the agreement. Other provisions of the collective agreement will be effective as follows:
- (i) All components of the agreement unrelated to pay administration will come into force on signature of agreement.
 - (ii) Changes to existing compensation elements and new compensation elements, such as premiums, allowances, insurance premiums and coverage and changes to overtime rates will become effective within one-hundred and eighty (180) days after signature of agreement, on the date at which prospective elements of compensation increases will be implemented under 2 b)(i).
 - (iii) Payment of premiums, allowances, insurance premiums and coverage and overtime rates in the collective agreement will continue to be paid until changes come in to force as stipulated in 2 a)(ii).
- b) Collective agreement will be implemented over the following timeframes:
- (i) The prospective elements of compensation increases (such as prospective salary rate changes and other compensation elements such as premiums, allowances, changes to overtime rates) will be implemented within one-hundred and eighty (180) days after signature of agreement where there is no need for manual intervention.
 - (ii) Retroactive amounts payable to employees will be implemented within one-hundred and eighty (180) days after signature of the agreement where there is no need for manual intervention.
 - (iii) Prospective compensation increases and retroactive amounts that require manual processing by compensation advisors will be implemented within five-hundred and sixty (560) days after signature of agreement. Manual intervention is generally required for employees on an extended period of leave without pay (e.g.,

maternity/parental leave), salary protected employees and those with transactions such as leave with income averaging, pre-retirement transition leave and employees paid below minimum, above maximum or in between steps. Manual intervention may also be required for specific accounts with complex salary history.

3. Employee Recourse

- a) An employee who is in the bargaining unit for all or part of the period between the first day of the collective agreement (i.e., the day after the expiry of the previous collective agreement) and the signature date of the collective agreement will be entitled to a non-pensionable amount of five hundred dollars (\$500) payable within one-hundred and eighty (180) days of signature, in recognition of extended implementation timeframes and the significant number of transactions that have not been entered in the pay system as of the date when the historical salary records are retrieved.
- b) Employees in the bargaining unit for whom the collective agreement is not implemented within one-hundred and eighty-one (181) days after signature will be entitled to a fifty dollar (\$50) non-pensionable amount; these employees will be entitled to an additional fifty dollars (\$50) non-pensionable amount for every subsequent complete period of ninety (90) days their collective agreement is not implemented. These amounts will be included in their final retroactive payment.
- c) If an employee is eligible for compensation in respect of section 3 under more than one collective agreement, the following applies: the employee shall receive only one non-pensionable amount of five hundred dollars (\$500); for any period under 3 b), the employee may receive one fifty \$50-dollar payment.
- d) Should the Treasury Board of Canada negotiate higher amounts for 3 a) or 3 b) with any other bargaining agent representing Core Public Administration employees, Parks Canada Agency will compensate Public Service Alliance of Canada members for the difference in an administratively feasible manner.
- e) Employees for whom collective agreement implementation requires manual intervention will be notified of the delay within one-hundred and eighty (180) days after signature of the agreement.
- f) Employees will be provided a detailed breakdown of the retroactive payments received and may request that Parks Canada Agency compensation unit or the Public Service Pay Centre verify the calculation of their retroactive payments, where they believe these amounts are incorrect. The Parks Canada Agency will consult with the Public Service Alliance of Canada regarding the format of the detailed breakdown.
- g) In such a circumstance, for employees in organizations serviced by the Pay Centre, they must first complete a Phoenix feedback form indicating what period they believe is missing from their pay.

Signed at Ottawa, this 14 day of the month of January 2021.

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**APPENDIX “K”
WORK FORCE ADJUSTMENT**

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ANNEX A - STATEMENT OF PENSION PRINCIPLES

ANNEX B

**

General

Application

This appendix applies to all indeterminate employees represented by the Public Service Alliance of Canada working for the Parks Canada Agency. Unless explicitly specified, the provisions contained in Parts I to VI do not apply to alternative delivery initiatives.

Collective agreement

With the exception of those provisions covered by the Parks Canada Staffing Policies, this Appendix is part of this agreement. Notwithstanding the Job Security article, in the event of conflict between the present Work Force Adjustment Appendix and that article, the present Work Force Adjustment Appendix will take precedence.

Objectives

It is the policy of the Agency to maximize employment opportunities for indeterminate employees affected by work force adjustment situations, primarily through ensuring that, wherever possible, alternate employment opportunities are provided to them. This should not be construed as the continuation of a specific position or job but rather as continued employment.

To this end, every indeterminate employee whose services will no longer be required because of a work force adjustment situation and for whom the Chief Executive Officer knows or can predict employment availability will receive a guarantee of a reasonable job offer within the Agency. Those employees for whom the Chief Executive Officer cannot provide the guarantee will have access to transitional employment arrangements (as per Part VI and VII).

In the case of surplus employees for whom the Chief Executive Officer cannot provide the guarantee of a reasonable job offer within the Agency, the Agency is committed to assist these employees in finding alternative employment in the Public Service (Schedules I, IV or V of the *Financial Administration Act* (FAA)).

Definitions:

Accelerated lay-off occurs when a surplus employee makes a request to the Chief Executive Officer, in writing, to be laid off at an earlier date than that originally scheduled, and the Chief Executive Officer concurs. Lay-off entitlements begin on the actual date of lay-off. (Mise en disponibilité accélérée)

Affected employee is an indeterminate employee who has been informed in writing that his/her services may no longer be required because of a work force adjustment situation. (Employé touché)

**

Alternation occurs when an opting employee or a surplus employee who is surplus as a result of having chosen option 6.4.1 (a) who wishes to remain in the Agency exchanges positions with a non-affected employee (the alternate) willing to leave the Agency with a Transition Support Measure or with an Education Allowance. (Échange de postes)

Alternative delivery initiative is the transfer of any work, undertaking or business of the Agency to any body or corporation that is outside the Agency. (Diversification des modes d'exécution)

Chief Executive Officer (CEO) has the same meaning as in the definition of "Chief Executive Officer" set out in section 2 of the *Parks Canada Agency Act*, and also means his or her designate as per section 12 (4) of the *Parks Canada Agency Act*. (Directeur général de l'Agence (DGA))

**

Education Allowance is one of the options provided to an indeterminate employee affected by normal work force adjustment for whom the Chief Executive Officer cannot guarantee a reasonable job offer. The Education Allowance is a cash payment, equivalent to the Transitional Support Measure (see Annex B), plus a reimbursement of tuition from a recognized learning institution, book and mandatory equipment costs, up to a maximum of seventeen thousand dollars \$17,000. (Indemnité d'études)

Guarantee of a reasonable job offer is a guarantee of an offer of indeterminate employment within the Agency provided by the Chief Executive Officer to an indeterminate employee who is affected by work force adjustment. The Chief Executive Officer will be expected to provide a guarantee of a reasonable job offer to those affected employees for whom he or she knows or can predict employment availability in the Agency. Surplus employees in receipt of this guarantee will not have access to the Options available in Part VI of this appendix. (Garantie d'une offre d'emploi raisonnable)

Laid-off person is a person who has been laid off pursuant to section 13 of the *Parks Canada Agency Act* and who still retains a lay-off priority. (Personne mise en disponibilité)

Lay-off notice is a written notice of lay-off to be given to a surplus employee at least one month before the scheduled lay-off date. This period is included in the surplus period. (Avis de mise en disponibilité)

Lay-off priority a person who has been laid off is entitled to a priority for appointment on the basis of individual merit without recourse to a position in the Agency for which, in the opinion of the Chief Executive Officer, they are qualified. This priority is accorded for one year following the lay-off date pursuant to the Parks Canada's Staffing Policy, Section 4.1 or following the termination date pursuant to the *Parks Canada Agency Act*, Section 13. (Priorité de mise en disponibilité)

Opting employee is an indeterminate employee whose services will no longer be required because of a work force adjustment situation and who has not received a guarantee of a reasonable job offer from the Chief Executive Officer and who has 120 days to consider the Options of Part 6.3 of this appendix. (Employé optant)

Pay has the same meaning as “rate of pay” in this agreement. (Rémunération)

Priority administration system is a system designed by the Agency to facilitate appointments within the Agency of individuals entitled to priorities under this appendix. (Système d’administration des priorités)

Public Service means any department, agency or employer specified in Schedules I, IV, or V of the *Financial Administration Act* (FAA).

Reasonable job offer (Offre d’emploi raisonnable) is an offer of indeterminate employment within the Agency, normally at an equivalent level but could include lower levels. Surplus employees must be both trainable and mobile. Where practicable, a reasonable job offer shall be within the employee’s normal workplace, as defined in the Parks Canada Travel Policy. In Alternative Delivery situations, a reasonable offer is one that meets the criteria set out in Type 1 and Type 2 of Part VII of this appendix. A reasonable job offer is also an offer from a Public Service employer, provided that:

- a) The appointment is at a rate of pay and an attainable salary maximum not less than the employee’s current salary and attainable maximum that would be in effect on the date of the offer.
- b) It is a seamless transfer of all employee benefits including a recognition of years of service for the definition of continuous employment and accrual of benefits, including the transfer of sick leave credits, severance pay and accumulated vacation leave credits.

Reinstatement priority is a priority for appointment pursuant to the Parks Canada Staffing Policy accorded by the Agency to certain employees salary-protected under this appendix for the purpose of assisting such persons to re-attain an appointment level equivalent to that from which they were declared surplus. (Priorité de réintégration)

Relocation is the authorised geographic move of a surplus employee or laid-off person from one place of duty to another place of duty, beyond what, according to local custom, is a normal commuting distance. (Réinstallation)

Relocation of work unit is the authorised move of a work unit of any size to a place of duty beyond what, according to local custom, is normal commuting distance from the former work location and from the employee’s current residence. (Réinstallation d’une unité de travail)

Retraining is on-the-job training or other training intended to enable affected employees, surplus employees and laid-off persons to qualify for known or anticipated vacancies within the Agency. (Recyclage)

Surplus employee is an indeterminate employee who has been formally declared surplus, in writing, by the Chief Executive Officer. (Employé excédentaire)

Surplus priority is a priority in appointment accorded by the Chief Executive Officer to surplus employees to permit them to be appointed to other positions in the Agency on the basis of individual merit without recourse. (Priorité d'employé excédentaire)

Surplus status means an indeterminate employee is in surplus status from the date he/she is declared surplus until the date of lay-off, until he or she is indeterminately appointed to another position, until his or her surplus status is rescinded, or until the person resigns. (Statut d'employé excédentaire)

Transition Support Measure is one of the options provided to an opting employee for whom the Agency cannot guarantee a reasonable job offer. The Transition Support Measure is a cash payment based on the employee's years of service as per Annex B. Years of service is the combined years of service in the Public Service immediately prior to appointment to the Agency, for which he or she was not granted a Transition Support Measure, plus years of service with the Agency. (Mesure de soutien à la transition)

Twelve-month surplus priority period in which to secure a reasonable job offer is one of the options provided to an opting employee for whom the Chief Executive Officer cannot guarantee a reasonable job offer. (Priorité d'employé excédentaire d'une durée de douze mois pour trouver une offre d'emploi raisonnable)

Work force adjustment is a situation that occurs when the Chief Executive Officer decides that the services of one or more indeterminate employees will no longer be required beyond a specified date because of a lack of work, the discontinuance of a function, a relocation in which the employee does not wish to relocate or an alternative delivery initiative. (Réaménagement des effectifs)

Part 1 Roles and Responsibilities

1.1 Agency

1.1.1 Since indeterminate employees who are affected by work force adjustment situations are not themselves responsible for such situations, it is the responsibility of the Chief Executive Officer to ensure that they are treated equitably and, whenever possible, given every reasonable opportunity to continue their careers as Agency employees.

1.1.2 The Agency shall carry out effective human resource planning to minimize the impact of work force adjustment situations on indeterminate employees and on the Agency.

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1.1.3 The Agency shall establish joint work force adjustment committees, where appropriate, to manage the work force adjustment situations within the Agency. Terms of reference of such committees shall include a process for addressing alternation requests.

1.1.4 The Agency shall establish systems to facilitate redeployment or retraining of the Agency's affected employees, surplus employees, and laid-off persons.

1.1.5 When the Agency determines that the services of an employee are no longer required beyond a specified date due to lack of work or discontinuance of a function, the Chief Executive Officer shall advise the employee, in writing, that his or her services will no longer be required.

Such a communication shall also indicate if the employee:

- a) is being provided a guarantee of a reasonable job offer from the Agency and that the employee will be in surplus status from that date on,

or

- b) is an opting employee and has access to the Options of Section 6.3 of this appendix because the employee is not in receipt of a guarantee of a reasonable job offer from the Agency.

Where applicable, the communication should also provide the information relative to the employee's possible lay-off date.

1.1.6 The Chief Executive Officer will be expected to provide a guarantee of a reasonable job offer for those employees subject to work force adjustment for whom they know or can predict employment availability in the Agency.

1.1.7 Where the Chief Executive Officer cannot provide a guarantee of a reasonable job offer, the Chief Executive Officer will provide 120 days to consider the three Options outlined in Part VI of this appendix to all opting employees before a decision is required of them. If the

employee fails to select an option, the employee will be deemed to have selected Option (A), twelve-month surplus priority period in which to secure a reasonable job offer.

1.1.8 The Chief Executive Officer shall make a determination to either provide a guarantee of a reasonable job offer or access to the Options set out in 6.3 of this appendix, upon request of any indeterminate affected employee who can demonstrate that his or her duties have already ceased to exist.

1.1.9 The Agency shall advise and consult with the Alliance representatives as completely as possible regarding any work force adjustment situation as soon as possible after the decision has been made and throughout the process and will make available to the Alliance the name and work location of affected employees.

1.1.10 Where an employee is not considered suitable for appointment, the Chief Executive Officer shall advise the employee and the Alliance of that decision, indicating the reasons for the decision together with any enclosures.

1.1.11 The Agency shall provide the employee with a copy of this appendix simultaneous with the official notification to an employee affected to whom this appendix applies that he or she has become subject to work force adjustment.

1.1.12 The Agency shall apply this appendix as to keep actual involuntary lay-offs to a minimum, and lay-offs shall normally only occur where an individual has refused a reasonable job offer, or is not mobile, or cannot be retrained within two years, or is laid-off at his or her own request.

1.1.13 The Agency is responsible to counsel and advise the affected employees on their opportunities of finding continuing employment in the Agency.

1.1.14 Appointment of surplus employees to alternative positions, whether with or without retraining shall normally be at a level equivalent to that previously held by the employee, but this does not preclude appointment to a lower level. The Agency shall avoid appointment to a lower level except where all other avenues have been exhausted.

1.1.15 The Agency is to presume that each employee wishes to be reappointed unless the employee indicates the contrary in writing.

1.1.16 The Agency shall relocate surplus employees and laid-off individuals, if necessary.

1.1.17 Relocation of surplus employees or laid-off persons shall be undertaken when the individuals indicate that they are willing to relocate and relocation will enable their reappointment, providing that:

- there are no local available priority persons, qualified and interested in the position being filled; or

- no available local surplus employees or laid-off persons who are interested and who could qualify with retraining.

1.1.18 The cost of traveling to interviews for possible appointments within the Public Service and of relocation to the new location shall be borne by the Agency. Such cost shall be consistent with the Travel Policy and Integrated Relocation Program Pilot.

1.1.19 For the purposes of the Integrated Relocation Program Pilot, surplus employees and laid-off persons who relocate under this appendix shall be deemed to be employees on employer-requested relocations. The general rule on minimum distances for relocation applies.

1.1.20 For the purposes of the Travel Policy, laid-off persons traveling to interviews for possible reappointment to the Agency are deemed to be “other persons traveling on government business.”

1.1.21 For the priority period, the Agency shall pay the salary costs, and other authorised costs such as tuition, travel, relocation, and retraining for surplus employees and laid-off persons, as provided for in this appendix; all authorised costs of termination; and salary protection upon lower-level appointment.

1.1.22 The Agency shall protect the indeterminate status and surplus priority of a surplus indeterminate employee appointed to a term position in the Agency under this appendix.

1.1.23 The Agency shall retain records of the results of all referrals made under this appendix, whether such referrals are for immediate appointment, for retraining designed to qualify individuals for appointment, or for anticipated vacancies.

1.1.24 The Agency shall review the use of private temporary employment services, consultants, contractors, employees appointed for a specified period (terms) and all other non-indeterminate employees. Where practicable, the Agency shall not re-engage such temporary employment services personnel, consultants or contractors nor renew the employment of such employees referred to above where such action would facilitate the appointment of surplus employees or laid-off persons.

1.1.25 Nothing in the foregoing shall restrict the Agency’s right to engage or appoint persons to meet short-term, non-recurring requirements. Surplus and laid-off persons shall be given priority even for these short-term work opportunities.

1.1.26 The Agency may lay off an employee at a date earlier than originally scheduled when the surplus employee requests them to do so in writing.

1.1.27 The Agency shall provide surplus employees with a lay-off notice at least one month before the proposed lay-off date, if appointment efforts have been unsuccessful. A copy of this notice shall be provided to the National President of the Alliance.

1.1.28 When a surplus employee refuses a reasonable job offer, he or she shall be subject to lay-off one month after the refusal, however not before six months after the surplus declaration date.

1.1.29 The Agency shall inform and counsel affected and surplus employees as early and as completely as possible and shall, in addition, assign a counsellor to each opting and surplus employee and laid-off person to work with them throughout the process. Such counselling is to include explanations and assistance concerning:

- a) the work force adjustment situation and its effect on that individual;
- b) the work force adjustment appendix;
- c) the Agency's Priority Administration System and how it works from the employee's perspective (referrals, interviews or "boards", feedback to the employee, follow-up by the Agency, how the employee can obtain job information and prepare for an interview, etc.);
- d) preparation of a curriculum vitae or resume;
- e) the employee's rights and obligations;
- f) the employee's current situation (e.g. pay, benefits such as severance pay and superannuation, classification, language rights, years of service);
- g) alternatives that might be available to the employee (the alternation process, appointment, relocation, retraining, lower-level employment, term employment, retirement including possibility of waiver of penalty if entitled to an annual allowance, Transition Support Measure, Education Allowance, pay in lieu of unfulfilled surplus period, resignation, accelerated lay-off);
- h) the likelihood that the employee will be successfully appointed;
- i) the meaning of a "guarantee of reasonable job offer", a "twelve-month surplus priority period in which to secure a reasonable job offer", a "Transition Support Measure" and an "Education Allowance";
- j) advise employees to seek out proposed alternations and submit requests for approval as soon as possible after being informed that they will not be receiving a guarantee of a reasonable job offer;
- k) preparation for interviews with prospective employers;
- l) feedback when an employee is not offered a position for which he or she was referred;
- m) repeat counselling as long as the individual is entitled to a staffing priority and has not been appointed;
- n) advising the employee that refusal of a reasonable job offer will jeopardize both chances for retraining and overall employment continuity;

- o) the assistance to be provided in finding alternative employment in the Public Service (Schedules I, IV or V of the *Financial Administration Act* (FAA)) to a surplus employee for whom the Chief Executive Officer cannot provide a guarantee of a reasonable job offer within the Agency;
- p) advising employees of the right to be represented by the Alliance in the application of this appendix.

1.1.30 The Agency shall ensure that, when it is required to facilitate appointment, a retraining plan is prepared and agreed to in writing by the responsible managers and the employee.

1.1.31 Severance pay and other benefits flowing from other clauses in this collective agreement are separate from, and in addition to, those in this appendix.

1.1.32 Any surplus employee who resigns under this appendix shall be deemed, for the purposes of severance pay and retroactive remuneration, to be involuntarily laid off on the day as of which the Chief Executive Officer accepts in writing the employee's resignation.

1.1.33 The Agency shall establish and modify staffing policies and procedures to ensure the most effective and efficient means of maximizing the reappointment of surplus employees and the appointment of laid-off persons to positions in the Agency.

1.1.34 The Agency shall determine, to the extent possible, the occupations in which there are skill shortages for which surplus employees or laid-off persons could be retrained.

1.1.35 The Agency shall actively market surplus employees and laid-off persons unless the individuals have advised the Agency in writing that they are not available for appointment.

1.1.36 The Agency will review the status of each affected employee annually, or earlier, from the date of initial notification of affected status and determine whether the employee will remain on affected status or not.

1.1.37 The Agency will notify the affected employee in writing, within five (5) working days of the decision pursuant to subsection 1.1.36.

1.1.38 The Agency shall provide information directly to the Alliance on the numbers and status of their members who are in the Priority Administration System through reports to the Alliance.

1.1.39 The Agency shall, wherever possible, ensure that reinstatement priority is given to all employees who are subject to salary protection.

1.2 Employees

1.2.1 Employees have the right to be represented by the Alliance in the application of this appendix.

1.2.2 Employees who are directly affected by work force adjustment situations and who receive a guarantee of a reasonable job offer, or who opt, or are deemed to have opted, for Option (a) of Part VI of this appendix are responsible for:

- a) actively seeking alternative employment in co-operation with the Agency, unless they have advised the Agency, in writing, that they are not available for appointment;
- b) seeking information about their entitlements and obligations;
- c) providing timely information to the Agency to assist them in their appointment activities (including curriculum vitae or resumes);
- d) ensuring that they can be easily contacted by the Agency and attending appointments related to referrals;
- e) seriously considering job opportunities presented to them, including retraining and relocation possibilities, specified period appointments and lower-level appointments.

1.2.3 Opting employees are responsible for:

- a) considering the Options of Part VI of this appendix;
- b) communicating their choice of Options, in writing, to their manager no later than 120 days after being declared opting.

Part II Official Notification

2.1 In any work force adjustment situation involving indeterminate employees covered by this Appendix, the Chief Executive Officer shall notify the National President of the Alliance. Such notification is to be in writing, in confidence and at the earliest possible date and under no circumstances two (2) working days before any employee is notified of the workforce adjustment situation.

2.2 Such notification will include the identity and location of the work unit(s) involved, the expected date of the announcement, the anticipated timing of the workforce adjustment situation and the number, group and level of the employees who are likely to be affected by the decision.

Part III

Relocation of a work unit

3.1.1 In cases where a work unit is to be relocated, the Agency shall provide all employees whose positions are to be relocated with the opportunity to choose whether they wish to move with the position or be treated as if they were subject to a work force adjustment situation.

3.1.2 Following written notification, employees must indicate, within a period of six months, their intention to move. If the employee's intention is not to move with the relocated position, the Agency can either provide the employee with a guarantee of a reasonable job offer or access to the Options set out in section 6.3 of this appendix.

3.1.3 Employees relocating with their work units shall be treated in accordance with the provisions of 1.1.16 to 1.1.20.

3.1.4 Although the Agency will endeavour to respect employee location preferences, nothing precludes the Agency from offering the relocated position to employees in receipt of a guarantee of a reasonable job offer from the Chief Executive Officer, after having spent as much time as operations permit looking for a reasonable job offer in the employee's location preference area.

3.1.5 Employees who are not in receipt of a guarantee of a reasonable job offer shall become opting employees and have access to the Options set out in Part VI of this appendix.

Part IV Retraining

4.1 General

4.1.1 To facilitate the redeployment of affected employees, surplus employees, and laid-off persons, the Agency shall make every reasonable effort to retrain such persons for:

- a) existing vacancies,
- or
- b) anticipated vacancies identified by management.

4.1.2. It is the responsibility of the employee and the Agency to identify retraining opportunities pursuant to subsection 4.1.1.

4.1.3 When a retraining opportunity has been identified, the Chief Executive Officer shall approve up to two (2) years of retraining.

4.2 Surplus Employees

4.2.1 A surplus employee is eligible for retraining provided:

- a) retraining is needed to facilitate the appointment of the individual to a specific vacant position or will enable the individual to qualify for anticipated vacancies in occupations or locations where there is a shortage of qualified candidates;

and

- b) there are no other available priority persons who qualify for the position.

4.2.2 The Agency is responsible for ensuring that an appropriate retraining plan is prepared and is agreed to in writing by the employee and the Chief Executive Officer. The Agency is responsible for informing the employee in a timely fashion if a retraining proposal submitted by the employee is not approved. Upon request of the employee, feedback regarding the decision will be provided in writing.

4.2.3 Once a retraining plan has been initiated, its continuation and completion are subject to satisfactory performance by the employee.

4.2.4 While on retraining, a surplus employee continues to be employed by the Agency and is entitled to be paid in accordance with his or her current appointment, unless the Agency is willing to appoint the employee indeterminately, conditional on successful completion of retraining, in which case the retraining plan shall be included in the letter of offer.

4.2.5 When a retraining plan has been approved and the surplus employee continues to be employed by the Agency, the proposed lay-off date shall be extended to the end of the retraining period, subject to 4.2.3.

4.2.6 An employee unsuccessful in retraining may be laid off at the end of the surplus period, provided that the Agency has been unsuccessful in making the employee a reasonable job offer.

4.2.7 In addition to all other rights and benefits granted pursuant to this section, an employee who is guaranteed a reasonable job offer, is also guaranteed, subject to the employee's willingness to relocate, training to prepare the surplus employee for appointment to a position pursuant to paragraph 4.1.1, such training to continue for one (1) year or until the date of appointment to another position, whichever comes first. Appointment to this position is subject to successful completion of the training.

4.3 Laid-off persons

4.3.1 A laid-off person shall be eligible for retraining, with the approval of the Agency, providing:

- a) retraining is needed to facilitate the appointment of the individual to a specific vacant position;
 - b) the individual meets the minimum requirements set out in the relevant Selection Standard for appointment to the group concerned;
 - c) there are no other available persons with a priority who qualify for the position;
- and
- d) the Agency cannot justify a decision not to retrain the individual.

4.3.2 When an individual is offered an appointment conditional on successful completion of retraining, a retraining plan reviewed by the Agency shall be included in the letter of offer. If the individual accepts the conditional offer, he or she will be appointed on an indeterminate basis to the full level of the position after having successfully completed training and being assessed as qualified for the position. When an individual accepts an appointment to a position with a lower maximum rate of pay than the position from which he or she was laid-off, the employee will be salary protected in accordance with Part V.

Part V

Salary Protection

5.1 Lower-level position

5.1.1 Surplus employees and laid-off persons appointed to a lower-level position under this appendix shall have their salary and pay equity equalization payments, if any, protected in accordance with the salary protection provisions of this agreement, or, in the absence of such provisions, the appropriate provisions of the *Regulations Respecting Pay on Reclassification or Conversion*.

5.1.2 Employees whose salary is protected pursuant to paragraph 5.1.1 will continue to benefit from salary protection until such time as they are appointed into a position with a maximum rate of pay that is equal to or higher than the maximum rate of pay of the position from which they were declared surplus or laid off.

Part VI

Options for employees

6.1 General

6.1.1 The Agency will be expected to provide a guarantee of a reasonable job offer for those affected employees for whom they know or can predict employment availability. If the Chief Executive Officer cannot provide such a guarantee, he or she shall provide his or her reasons in writing, if requested by the employee. Employees in receipt of this guarantee would not have access to the choice of Options below.

6.1.2 Employees who are not in receipt of a guarantee of a reasonable job offer have 120 days to consider the three (3) Options below before a decision is required of them.

6.1.3 The opting employee must choose, in writing, one of the three Options of section 6.4 of this appendix within the 120-day window. The employee cannot change Options once having made a written choice.

6.1.4 If the employee fails to select an Option, the employee will be deemed to have selected Option (a), Twelve-month surplus priority period in which to secure a reasonable job offer at the end of the 120-day window.

6.1.5 If a reasonable job offer which does not require a relocation is made at any time during the 120-day opting period and prior to the written acceptance of the Transition Support Measure (TSM) or the Education Allowance Option, the employee is ineligible for the TSM, the pay in lieu of unfulfilled surplus period or the Education Allowance.

6.1.6 A copy of any letter issued by the Agency under this part or notice of lay-off pursuant to the *Parks Canada Agency Act* shall be sent forthwith to the National President of the Alliance.

6.2 Voluntary Departure Process

The Agency shall establish a voluntary departure process for the purpose of minimizing instances of involuntary departures due to workforce adjustment and maintaining employment continuity for employees to the extent possible. The process shall be guided by the following principles:

- a) Ongoing meaningful consultation through a joint union-management WFA committee shall contribute to the process;
- b) Shall have the purpose of achieving, but not exceeding reduction targets;
- c) Where reasonably possible, the number of positions for reduction will be identified as per Part II (Official Notification) in advance of the process;

- d) Shall take into consideration the existing internal mechanisms as well as best practices from the Core Public Administration beneficial to the employees and the Agency's operating context;
- e) Take place after all affected letters have been delivered to employees unless the committee recommends an alternate course of action;
- f) Provide for a minimum of thirty (30) calendar days for employees to decide whether they wish to participate;
- g) Allow employees to select an option under Section 6.4.1; b), c)(i) or (ii);

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- h) When the number of volunteers is larger than the required number of positions to be eliminated, volunteers will be selected based on seniority (total years of service in the public service, whether continuous or discontinuous).

6.3 Alternation

The Agency will develop and implement an alternation process.

6.3.1 An alternation occurs when an opting employee who wishes to remain in the Agency exchanges positions with a non-affected employee (the alternate) willing to leave the Agency under the terms of Part VI of this appendix.

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6.3.2 Only opting and surplus employees who are surplus as a result of having chosen option 6.4.1 (a), may alternate into an indeterminate position that remains in the Agency.

6.3.3 An indeterminate employee wishing to leave the Agency may express an interest in alternating with an opting employee. Management will decide, however, whether a proposed alternation will result in retaining the skills required to meet the ongoing needs of the position and the Agency.

6.3.4 An alternation must permanently eliminate a function or a position.

6.3.5 The opting employee moving into the unaffected position must meet the requirements of the position, including language requirements. The alternate moving into the opting position must meet the requirements of the position, except if the alternate will not be performing the duties of the position and the alternate will be struck off strength within five days of the alternation.

6.3.6 An alternation should normally occur between employees at the same group and level. When the two positions are not the same group and level, alternation can still occur when the positions can be considered equivalent. They are considered equivalent when the maximum rate of pay for the higher paid position is no more than six-per-cent higher than the maximum rate of pay for the lower paid position.

6.3.7 An alternation must occur on a given date, i.e. two (2) employees directly exchange positions on the same day. There is no provision in alternation for a “domino” effect or for “future considerations”.

For clarity, alternation will not be denied as a result of untimely administrative processes.

6.4 Options

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6.4.1 Only opting employees who are not in receipt of the guarantee of a reasonable job offer from the Agency will have access to the choice of Options below:

- a) Twelve-month surplus priority period in which to secure a reasonable job offer is time-limited. Should a reasonable job offer not be made within a period of twelve months, the employee will be laid off in accordance with the *Parks Canada Agency Act*, Section 13. Employees who choose or are deemed to have chosen this Option are surplus employees.
 - (i) At the request of the employee, this twelve (12) month surplus priority period shall be extended by the unused portion of the 120-day opting period referred to in 6.1.2 which remains once the employee has selected in writing option (a)
 - (ii) When a surplus employee who has chosen, or who is deemed to have chosen, Option (a) offers to resign before the end of the twelve (12) month surplus priority period, the Chief Executive Officer may authorize a lump-sum payment equal to the surplus employee’s regular pay for the balance of the surplus period, up to a maximum of six (6) months. The amount of the lump-sum payment for the pay in lieu cannot exceed the maximum of that which he or she would have received had they chosen Option b), the Transition Support Measure.
 - (iii) The Agency will make every reasonable effort to market a surplus employee within the employee’s surplus period and within his or her preferred area of mobility. The Agency will also make every reasonable effort to market a surplus employee in the Public Service within the employee’s normal work location as defined in the Agency Travel Policy.

or

- b) Transition Support Measure (TSM) is a cash payment based on the employee’s years of service as per Annex B made to the opting employee. Years of service is the combined years of service in the Public Service immediately prior to appointment to the Agency, for which he or she was not granted a Transition Support Measure, plus years of service with the Agency. Employees choosing this Option must resign but will be considered to be laid-off for purposes of severance pay. The TSM shall be paid in one (1) or two (2) lump-sum amounts over a maximum two (2) year period.

or

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- c) Education allowance is a Transitional Support Measure (see Option b) above) plus an amount of not more than seventeen thousand dollars \$17,000 for reimbursement of receipted expenses of an opting employee for tuition from a learning institution and costs of books and relevant equipment. Employees choosing Option c) could either:
- (i) resign from the Agency but be considered to be laid-off for severance pay purposes on the date of their departure;

or

 - (ii) delay their departure date and go on leave without pay for a maximum period of two (2) years, while attending the learning institution. The TSM shall be paid in one (1) or two (2) lump-sum amounts over a maximum two (2) year period. During this period, employees could continue to be public service benefit plan members and contribute both employer and employee share to the benefits plans and the *Public Service Superannuation Plan*. At the end of the two (2) year leave without pay period, unless the employee has found alternate employment in the Agency, the employee will be laid off in accordance with the *Parks Canada Agency Act*, Section 13.

6.4.2 The Agency will establish the departure date of opting employees who choose Option b) or Option c) above.

6.4.3 The Transition Support Measure, pay in lieu of unfulfilled surplus period and the Education Allowance cannot be combined with any other payment under the Work Force Adjustment Appendix.

6.4.4 In the cases of pay in lieu of unfulfilled surplus period, Option b) and c)(i), the employee relinquishes any priority rights for reappointment upon acceptance of his or her resignation.

6.4.5 Employees choosing Option c)(ii) who have not provided the Chief Executive Officer with a proof of registration from a learning institution twelve (12) months after starting their leave without pay period will be deemed to have resigned from the Agency, and be considered to be laid-off for purposes of severance pay.

6.4.6 All opting employees will be entitled to up to \$1,000 towards counselling services in respect of their potential re-employment or retirement. Such counselling services may include financial and job placement counselling services.

6.4.7 An opting employee who has received pay in lieu of unfulfilled surplus period, a Transition Support Measure or an Education Allowance and is re-appointed to the Agency shall reimburse the Receiver General for Canada by an amount corresponding to the period from the effective date of such re-appointment or hiring, to the end of the original period for which the TSM or Education Allowance was paid.

6.4.8 Notwithstanding paragraph 6.4.7, an opting employee who has received an Education Allowance will not be required to reimburse tuition expenses, costs of books and mandatory equipment, for which he or she cannot get a refund.

6.4.9 The Agency shall ensure that pay in lieu of unfulfilled surplus period is only authorised where the employee's work can be discontinued on the resignation date and no additional costs will be incurred in having the work done in any other way during that period.

6.4.10 If a surplus employee who has chosen, or is deemed to have chosen, Option (a) refuses a reasonable job offer at any time during the twelve (12) month surplus priority period, the employee is ineligible for pay in lieu of unfulfilled surplus period.

6.4.11 Approval of pay in lieu of unfulfilled surplus period is at the discretion of the Chief Executive Officer, but shall not be unreasonably denied.

6.5 Retention payment

6.5.1 There are three situations in which an employee may be eligible to receive a retention payment. These are total facility closures, relocation of work units and alternative delivery initiatives.

6.5.2 All employees accepting retention payments must agree to leave the Agency without priority rights.

6.5.3 An individual who has received a retention payment and, as applicable, is either reappointed to the Agency, or is hired by the new employer within the six (6) months immediately following his or her resignation, shall reimburse the Receiver General for Canada by an amount corresponding to the period from the effective date of such re-appointment or hiring, to the end of the original period for which the lump sum was paid.

6.5.4 The provisions of 6.5.5 shall apply in total facility closures where Agency jobs are to cease, and:

- a) such jobs are in remote areas of the country,
or
- b) retraining and relocation costs are prohibitive,
or
- c) prospects of reasonable alternative local employment (whether within or outside the Agency) are poor.

6.5.5 Subject to 6.5.4, the Agency shall pay to each employee who is asked to remain until closure of the work unit and offers a resignation from the Agency to take effect on that closure

date, a sum equivalent to six (6) months' pay payable upon the day on which the Agency operation ceases, provided the employee has not separated prematurely.

6.5.6 The provisions of 6.5.7 shall apply in relocation of work units where Agency work units:

- a) are being relocated,

and
- b) when the Chief Executive Officer decides that, in comparison to other options, it is preferable that certain employees be encouraged to stay in their jobs until the day of workplace relocation,

and
- c) where the employee has opted not to relocate with the function.

6.5.7 Subject to 6.5.6, the Agency shall pay to each employee who is asked to remain until the relocation of the work unit and offers a resignation from the Agency to take effect on the relocation date, a sum equivalent to six (6) months' pay payable upon the day on which the Agency operation relocates, provided the employee has not separated prematurely.

6.5.8 The provisions of 6.5.9 shall apply in alternative delivery initiatives:

- a) where the Agency work units are affected by alternative delivery initiatives;
- b) when the Agency decides that, compared to other options, it is preferable that certain employees be encouraged to stay in their jobs until the day of the transfer to the new employer;

and
- c) where the employee has not received a job offer from the new employer or has received an offer and did not accept it.

6.5.9 Subject to 6.5.8, the Agency shall pay to each employee who is asked to remain until the transfer date and who offers a resignation from the Agency to take effect on the transfer date, a sum equivalent to six (6) months pay payable upon the transfer date, provided the employee has not separated prematurely.

Part VII
Special provisions regarding Alternate Delivery Initiatives
(ADI)

Preamble

The administration of the provisions of this part will be guided by the following principles:

- a) fair and reasonable treatment of employees;
- b) value for money and affordability;
- and
- c) maximization of employment opportunities for employees.

7.1 Definitions

For the purposes of this part:

Reasonable job offer is an offer of employment received from a new employer in the case of a Type 1 or Type 2 transitional employment arrangement, as determined in accordance with paragraph 7.2.2.

Termination of employment is the termination of employment as a result of a decision to transfer work or functions of the Agency in whole or in part to an external employer pursuant to the *Parks Canada Agency Act*, Section 13.

7.2 General

The Agency will, as soon as possible after the decision is made to proceed with an Alternate Service Delivery (ASD) initiative, and if possible, not less than 180 days prior to the date of transfer, provide notice to the Alliance.

The notice to the Alliance will include:

- 1. the program being considered for ASD,
- 2. the reason for the ASD,
- and
- 3. the type of approach anticipated for the initiative.

A joint WFA-ASD committee will be created for ASD initiatives and will have equal representation from the Agency and the Alliance. By mutual agreement the committee may include other participants. The joint WFA-ASD committee will define the rules of conduct of the committee.

In cases of ASD initiatives, the parties will establish a joint WFA-ASD committee to conduct meaningful consultation on the human resources issues related to the ASD initiative in order to provide information to the employee which will assist him or her in deciding on whether or not to accept the job offer.

1. Commercialisation

In cases of commercialisation where tendering will be part of the process, the members of the joint WFA-ASD committee shall make every reasonable effort to come to an agreement on the criteria related to human resources issues (e.g. terms and conditions of employment, pension and health care benefits, the take-up number of employees) to be used in the request for proposal (RFP) process. The committee will respect the contracting rules of the federal government.

2. Creation of a new Agency

In cases of the creation of new agencies, the members of the joint WFA-ASD committee shall make every reasonable effort to agree on common recommendations related to human resources issues (e.g. terms and conditions of employment, pension, and health care benefits) that should be available at the date of transfer.

3. Transfer to existing Employers

In all other ASD initiatives where an employer-employee relationship already exists the parties will hold meaningful consultations to clarify the terms and conditions that will apply upon transfer.

In the cases of commercialisation and creation of new agencies consultation opportunities will be given to the Alliance; however, in the event that agreements are not possible, the Agency may still proceed with the transfer.

7.2.1 The provisions of this Part apply only in the case of alternative delivery initiatives and are in exception to other provisions of this appendix. Employees who are affected by alternative delivery initiatives and who receive job offers from the new employer shall be treated in accordance with the provisions of this part and, only where specifically indicated will other provisions of this appendix apply to them.

7.2.2 There are three types of transitional employment arrangements resulting from alternative delivery initiatives:

a) **Type 1 (Full Continuity)**

Type 1 arrangements meet all of the following criteria:

- (i) legislated successor rights apply. Specific conditions for successor rights applications will be determined by the labour legislation governing the new employer;
- (ii) recognition of continuous employment in the Public Service, as defined in the adopted *Public Service Terms and Conditions of Employment* for purposes of determining the employee's entitlements under the collective agreement continued due to the application of successor rights;
- (iii) pension arrangements according to the Statement of Pension Principles set out in Annex A, or, in cases where the test of reasonableness set out in that Statement is not met, payment of a lump-sum to employees pursuant to paragraph 7.7.3;
- (iv) transitional employment guarantee: a two-year minimum employment guarantee with the new employer;
- (v) coverage in each of the following core benefits: health benefits, long term disability insurance (LTDI) and dental plan;
- (vi) short-term disability bridging: recognition of the employee's earned but unused sick leave credits up to maximum of the new employer's LTDI waiting period.

b) **Type 2 (Substantial Continuity)**

Type 2 arrangements meet all of the following criteria:

- (i) the average new hourly salary offered by the new employer (= rate of pay + equal pay adjustments + supervisory differential) for the group moving is 85 percent or greater of the group's current Agency hourly remuneration (= pay + equal pay adjustments + supervisory differential), when the hours of work are the same;
- (ii) the average annual salary of the new employer (= rate of pay + equal pay adjustments + supervisory differential) for the group moving is 85 percent or greater of Agency annual remuneration (= percent or greater of Agency annual remuneration (= pay + equal pay adjustments + supervisory differential), when the hours of work are different;
- (iii) pension arrangements according to the Statement of Pension Principles as set out in Annex A, or in cases where the test of reasonableness set out in that Statement is not met, payment of a lump-sum to employees pursuant to paragraph 7.7.3;

- (iv) transitional employment guarantee: employment tenure equivalent to that of the permanent work force in receiving organizations or a two (2) year minimum employment guarantee;
- (v) coverage in each area of the following core benefits: health benefits, long-term disability insurance (LTDI) and dental plan;
- (vi) short-term disability arrangement.

c) **Type 3 (Lesser Continuity)**

A Type 3 arrangement is any alternative delivery initiative that does not meet the criteria applying in Type 1 and 2 transitional employment arrangements.

7.2.3 For Type 1 and Type 2 transitional employment arrangements, the offer of employment from the new employer will be deemed to constitute a reasonable job offer for purposes of this part.

7.2.4 For Type 3 transitional employment arrangements, an offer of employment from the new employer will not be deemed to constitute a reasonable job offer for purposes of this part.

7.3 Responsibilities

7.3.1 The Agency will be responsible for deciding, after considering the criteria set out above, which of the Types applies in the case of particular alternative delivery initiatives.

7.3.2 Employees directly affected by alternative delivery initiatives are responsible for seriously considering job offers made by new employers and advising the Agency of their decision within the allowed period.

7.4 Notice of alternative delivery initiatives

7.4.1 Where alternative delivery initiatives are being undertaken, the Agency shall provide written notice to all employees offered employment by the new employer, giving them the opportunity to choose whether they wish to accept the offer.

7.4.2 Following written notification, employees must indicate within a period of 60 days their intention to accept the employment offer, except in the case of Type 3 arrangements, where the Agency may specify a period shorter than 60 days, but not less than 30 days.

7.5 Job offers from new employers

7.5.1 Employees subject to this appendix (see Application) and who do not accept the reasonable job offer from the new employer in the case of Type 1 or 2 transitional employment arrangements will be given four months' notice of termination of employment and their employment will be terminated at the end of that period or on a mutually agreed upon date before the end of the four month notice period except where the employee was, at the satisfaction of the Chief Executive

Officer, unaware of the offer or incapable of indicating an acceptance of the offer, he or she is deemed to have accepted the offer before the date on which the offer is to be accepted.

7.5.2 The Chief Executive Officer may extend the notice of termination period for operational reasons, but no such extended period may end later than the date the transfer to the new employer.

7.5.3 Employees who do not accept a job offer from the new employer in the case of Type 3 transitional employment arrangements may be declared opting or surplus by the Agency in accordance with the provisions of the other parts of this appendix.

7.5.4 Employees who accept a job offer from the new employer in the case of any alternative delivery initiative will have their employment terminated on the date on which the transfer becomes effective, or on another date that may be designated by the Agency for operational reasons provided that this does not create a break in continuous service between the Public Service, including the Agency, and the new employer.

7.6 Application of other provisions of the appendix

7.6.1 For greater certainty, the provisions of Part II, Official Notification, and section 6.5, Retention Payment, will apply in the case of an employee who refuses an offer of employment in the case of a Type 1 or 2 transitional employment arrangement. A payment under section 6.5 may not be combined with a payment under the other section.

7.7 Lump-sum payments and salary top-up allowances

7.7.1 Employees who are subject to this appendix (see Application) and who accept the offer of employment from the new employer in the case of Type 2 transitional employment arrangements will receive a sum equivalent to three (3) months' pay, payable upon the day on which the Agency work or function is transferred to the new employer. The Agency will also pay these employees an eighteen (18) month salary top-up allowance equivalent to the difference between the remuneration applicable to their Agency position and the salary applicable to their position with the new employer. This allowance will be paid as a lump-sum, payable on the day on which the Agency work or function is transferred to the new employer.

7.7.2 In the case of individuals who accept an offer of employment from the new employer in the case of a Type 2 arrangement whose new hourly or annual salary falls below 80 percent of their former hourly or annual remuneration, the Agency will pay an additional six months of salary top-up allowance for a total of twenty-four (24) months under this paragraph and paragraph 7.7.1. The salary top-up allowance equivalent to the difference between the remuneration applicable to their Agency position and the salary applicable to their position with the new employer will be paid as a lump-sum payable on the day on which the Agency work or function is transferred to the new employer.

7.7.3 Employees who accept the reasonable job offer from the successor employer in the case of a Type 1 or Type 2 transitional employment arrangement where the test of reasonableness referred to in the Statement of Pension Principles set out in Annex A is not met, that is, where the

actuarial value (cost) of the new employer's pension arrangements are less than 6.5 percent of pensionable payroll (excluding the employer's costs related to the administration of the plan) will receive a sum equivalent to three (3) months' pay, payable on the day on which the Agency work or function is transferred to the new employer.

7.7.4 Employees who accept an offer of employment from the new employer in the case of Type 3 transitional employment arrangements will receive a sum equivalent to six (6) months' pay payable on the day on which the Agency work or function is transferred to the new employer. The Agency will also pay these employees a 12-month salary top-up allowance equivalent to the difference between the remuneration applicable to their position and the salary applicable to their position with the new employer. The allowance will be paid as a lump-sum, payable on the day on which the Agency work or function is transferred to the new employer. The total of the lump-sum payment and the salary top-up allowance provided under this paragraph will not exceed an amount equivalent to one year's pay.

7.7.5 For the purposes of 7.7.1, 7.7.2 and 7.7.4, the term "remuneration" includes and is limited to salary plus equal pay adjustments, if any, and supervisory differential, if any.

7.8 Reimbursement

7.8.1 An individual who receives a lump-sum payment and salary top-up allowance pursuant to paragraphs 7.7.1 to 7.7.4 and who is reappointed to the Agency at any point during the period covered by the total of the lump-sum payment and salary top-up allowance, if any, shall reimburse the Receiver General for Canada by an amount corresponding to the period from the effective date of re-appointment to the end of the original period covered by the total of the lump-sum payment and salary top-up allowance, if any.

7.8.2 An individual who receives a lump-sum payment pursuant to paragraph 7.6.1 and, as applicable, is either reappointed to the Agency or hired by the new employer at any point covered by the lump-sum payment, shall reimburse the Receiver General for Canada by an amount corresponding to the period from the effective date of the reappointment or hiring to the end of the original period covered by the lump-sum payment.

7.9 Vacation leave credits and severance pay

7.9.1 Notwithstanding the provisions of this agreement concerning vacation leave, an employee who accepts a job offer pursuant to this part may choose not to be paid for earned but unused vacation leave credits, provided that the new employer will accept these credits.

7.9.2 Notwithstanding the provisions of this agreement concerning severance pay, an employee who accepts a reasonable job offer pursuant to this part will not be paid severance pay where successor rights apply and/or, in the case of a Type 2 transitional employment arrangement, when the new employer recognizes the employee's years of continuous employment in the Public Service for severance pay purposes and provides severance pay entitlements similar to the employee's severance pay entitlements at the time of the transfer. However, an employee who has a severance termination benefit entitlement under the terms of article 59.05 b) or c) shall be paid this entitlement at the time of transfer.

7.9.3 Where:

- a) the conditions set out in 7.9.2 are not met,
- b) the severance provisions of the collective agreement are extracted from the collective agreement prior to the date of transfer to another non-federal public sector employer,
- c) the employment of an employee is terminated pursuant to the terms of paragraph 7.5.1,
or
- d) the employment of an employee who accepts a job offer from the new employer in a Type 3 transitional employment arrangement is terminated on the transfer of the function to the new employer, the employee shall be deemed, for purposes of severance pay, to be involuntarily laid off on the day on which employment in the Agency terminates.

Annex A

Statement of pension principles

1. The new employer will have in place, or Her Majesty in right of Canada will require the new employer to put in place, reasonable pension arrangements for transferring employees. The test of “reasonableness” will be that the actuarial value (cost) of the new employer pension arrangements will be at least 6.5 percent of pensionable payroll, which in the case of defined-benefit pension plans will be as determined by the Assessment Methodology developed by Towers Perrin for the Treasury Board, dated October 7, 1997. This Assessment Methodology will apply for the duration of this agreement. Where there is no reasonable pension arrangement in place on the transfer date or no written undertaking by the new employer to put such reasonable pension arrangement in place effective on the transfer date, subject to the approval of Parliament and a written undertaking by the new employer to pay the employer costs, *Public Service Superannuation Act* (PSSA) coverage could be provided during a transitional period of up to a year.
2. Benefits in respect of service accrued to the point of transfer are to be fully protected.
3. Her Majesty in right of Canada will seek portability arrangements between the Public Service Superannuation Plan and the pension plan of the new employer where a portability arrangement does not yet exist. Furthermore, Her Majesty in right of Canada will seek authority to permit employees the option of counting their service with the new employer for vesting and benefit thresholds under the *PSSA*.

Annex B

Years of Service in the Agency and Public Service	Transition Support Measure (TSM) (Payment in weeks' pay)
0	10
1	22
2	24
3	26
4	28
5	30
6	32
7	34
8	36
9	38
10	40
11	42
12	44
13	46
14	48
15	50
16	52
17	52
18	52
19	52
20	52
21	52
22	52
23	52
24	52
25	52

Years of Service in the Agency and Public Service	Transition Support Measure (TSM) (Payment in weeks' pay)
26	52
27	52
28	52
29	52
30	49
31	46
32	43
33	40
34	37
35	34
36	31
37	28
38	25
39	22
40	19
41	16
42	13
43	10
44	7
45	4

For indeterminate seasonal and part-time employees, the TSM will be pro-rated in the same manner as severance pay under the terms of this agreement.

Severance pay provisions of this collective agreement are in addition to the TSM.

**

**APPENDIX “L”
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE PSAC)
IN RESPECT OF THE RETENTION ALLOWANCE FOR COMPENSATION ADVISORS**

1. In an effort to increase retention of Compensation Advisors at the CR-05, AS-01, AS-02, AS-03 and AS-04 group and levels, the Agency will provide an allowance to incumbents of CR-05, AS-01, AS-02, AS-03 and AS-04 Compensation Advisor positions for the performance of Compensation and Benefit duties.

2. The parties agree that CR-05, AS-01, AS-02, AS-03 and AS-04 Compensation Advisors who perform the duties of positions identified above shall be eligible to receive a “Retention Allowance” in the following amounts and subject to the following conditions:

- a) Effective according to the dates determined by subparagraph 2) a) ii) of Appendix J (MOU on Implementation), CR-05, AS-01, AS-02, AS-03 and AS-04 Compensation Advisors who perform the duties of positions identified above shall be eligible to receive an allowance to be paid biweekly;
- b) All AS-01, AS-02 or AS-03 Compensation Advisors working at the Agency shall be paid the daily amount shown below for each calendar day for which the employee is paid pursuant to Appendix A of the collective agreement. This daily amount is equivalent to the annual amount set out below divided by two hundred and sixty decimal eighty eight (260.88);

Retention Allowance

Annual Amount	Daily Amount
\$2,500	\$9.58

- c) All CR-05, AS-01, AS-02, AS-03 or AS-04 Compensation Advisors working in pay pods under the banner of the Public Service and Procurement Canada Pay Centre (PSPC) shall be paid the daily amount shown below for each calendar day for which the employee is paid pursuant to Appendix A of the collective agreement. This daily amount is equivalent to the annual amount set out below divided by two hundred and sixty decimal eight eight (260.88);

Retention Allowance

Annual Amount	Daily Amount
\$3,500	\$13.42

- d) The Retention Allowance specified above does not form part of an employee’s salary;
- e) The Retention Allowance will be added to the calculation of the weekly rate of pay for the maternity and parental allowances payable under article 37 and 39 of this collective agreement;
- f) Subject to g) below, the amount of the Retention Allowance payable is that amount specified in paragraph 2 b) or c) for the level prescribed in the certificate of appointment of the employee’s CR-05, AS-01, AS- 02, AS-03 and AS-04 position;
- g) When a Compensation Advisor or employee as defined in clause 1 above is required by the Agency to perform duties of a higher classification level in accordance with clause 60.07, the Retention Allowance shall not be payable for the period during which the employee performs the duties of a higher level.

3. A part-time Compensation Advisor receiving the allowance shall be paid the daily amount shown above divided by seven decimal five (7.5), for each hour paid at their hourly rate of pay.

4. An employee shall not be entitled to the allowance for periods he/she is on leave without pay or under suspension.

5. This Memorandum of Understanding expires with the signing of a new collective agreement.

Signed at Ottawa, this 14 day of the month of January 2021.

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**APPENDIX “M”
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE PSAC)
IN RESPECT OF THE
TEMPORARY INCENTIVES FOR THE RECRUITMENT AND RETENTION
OF COMPENSATION ADVISORS**

The purpose of this MOU is to extend the provisions of the previous MOU to September 1, 2020, due to the ongoing challenges with the recruitment and retention of Compensation Advisors at the AS-01, AS- 02 and AS-03 group and levels working at the Public Service Pay Centre (including satellite offices) and within Parks Canada.

With respect to eligibility, any changes made to Appendix L of the Parks Canada collective agreement after August 4, 2018 are not replicated in this MOU.

The Agency will continue to provide incentives to new recruits, retirees and incumbents of Compensation Advisor positions for the performance of Compensation and Benefit duties. The Agency will provide the incentive payment to employees only once during the employee’s entire period of employment in the federal public administration.

Incentives

Effective on June 1, 2018 and ending September 1, 2020, Compensation Advisors eligible for the Compensation Advisors Retention Allowance, found in Appendix L of the Parks Canada Agency collective agreement concluded for the 2014 round of bargaining (hereafter referred to as “employees”), shall be eligible to receive the following incentive payments:

1. One-time Incentive Payment

The Agency will provide an incentive payment to employees of \$4,000, only once during the employee’s entire period of employment in the federal public service. Employees who are acting in an AS-04 Compensation position will continue to be eligible for the \$4,000 payment, provided they are eligible for the Compensation Advisor Retention Allowance in their substantive position.

Current Employees as of May 31st, 2018 (i.e., considered “current Employees” under the May 31st, 2018 MOU) who received a portion of the two \$2,000 lump sum payments will be eligible to receive any remaining amount up to the \$4,000 limit, providing they are employed for twelve months either continuously or discontinuously since May 31st, 2018.

New Recruits hired on or after June 1, 2018 and prior to September 1, 2020, will receive the incentive payment after completing a one-year period of continuous employment.

Retirees who come back to work as Compensation Advisors on or after June 1, 2018 and prior to September 1, 2020, will earn the incentive payment through pro-rated payments over a six-month contiguous or non-contiguous period of employment, starting upon commencement of employment. The full amount of the incentive payment will be pro-rated to the period worked up to a maximum period of six months, and paid in increments on a bi-weekly basis. The qualifying period to receive the award is shorter than the qualifying period for new recruits in recognition of the experience a retiree will contribute to the operations immediately upon hiring.

Part-time employees who received a pro-rated amount of the \$4,000 incentive payment under the previous MOU, will be eligible to receive up to the difference between what they received under the previous MOU and \$4,000. This amount will be paid on a pro-rata basis up to the \$4,000 threshold, based on actual hours worked.

Employees departing on maternity/parental leave who qualify for the incentive shall be eligible for a prorated amount based on the portion of a year worked on or after May 31st, 2018 and prior to September 1, 2020, upon their departure, less any amounts already received. Employees will remain eligible for the remaining balance of the \$4,000 incentive upon their return to work, to be paid on completion of 12 month's work. The incentive amount is not subject to the 37.02 a. iii) C) repayment undertaking, and shall not be counted as income for the purposes of the maternity/parental leave top-up.

For greater clarity, nothing in this MOU shall suggest that employees can receive incentive payments that cumulatively exceeds \$4,000, as a result of eligibility under this or a previous MOU.

2. Overtime

Overtime shall be compensated at double (2) time for overtime worked during the period between June 1, 2018 and September 1, 2020.

Conclusion

The Agency shall make all reasonable efforts to process incentive payments for retirees that are provided under this extension, as well as new overtime payments provided under this extension, within 150 days following the signature of this agreement.

The parties agree that the terms of this MOU will continue to not be affected by any notice to bargain served under section 106 of the Federal Public Sector Labour Relations Act. As such, the terms and conditions set out in this MOU will cease on the dates indicated in the MOU and will not be continued in force by the operation of s. 107.

The parties recognize that an extension of clauses 1 and 2 is made without prejudice or precedent and will in no way bind the parties to any particular position that they may wish to take on overtime during any round of collective bargaining.

Signed at Ottawa, this 14 day of the month of January 2021.

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**APPENDIX “N”
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE PSAC)
WITH RESPECT TO
THE NATIONAL JOINT COUNCIL**

The Agency and the PSAC agree that there is value in returning to full membership of the National Joint Council (NJC). The parties agree to create a sub-committee of the National Labour Management Consultation Committee (NLMCC) whose mandate will be to:

- Discuss the results of the Agency’s assessment of its policies relating to National Joint Council (NJC) directives and the feasibility of a full and expedited return to the National Joint Council;
- Any other work the sub-committee may determine necessary to advance on its Agenda.

The sub-committee will report to the NLMCC on their findings and recommendations in order to join the NJC prior to the next round of bargaining.

The sub-committee shall meet within 90 days of the signing of the collective agreement to establish its schedule and begin its work. This sub-committee will strive to meet every two (2) months.

The creation of the sub-committee will be added to the agenda of the next NLMCC meeting.

This exercise should be completed as soon as practicable, prior to the next round of collective bargaining.

Signed at Ottawa, this 14 day of the month of January 2021.

**APPENDIX “O”
LETTER OF AGREEMENT
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE PSAC)
IN RESPECT OF THE
STUDENT EMPLOYMENT**

The Agency and the PSAC agree to create a sub-committee of the National Labour Management Consultation Committee (NLMCC). The sub-committee’s mandate will be to discuss issues regarding student employment.

The sub-committee will report to the NLMCC on the establishment of their terms of reference and on their findings and recommendations.

The creation of the sub-committee will be added to the agenda of the next NLMCC meeting.

SIGNED AT OTTAWA, this 23rd day of the month of April 2013.

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**APPENDIX “P”
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PARKS CANADA AGENCY
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
WITH RESPECT TO
MENTAL HEALTH IN THE WORKPLACE**

This Memorandum of Understanding is to give effect to the agreement reached between the Parks Canada Agency and the Public Service Alliance of Canada regarding the topic of mental health in the workplace.

The parties recognize the importance of the work undertaken by the National Joint Task Force on Mental Health (JTF), which highlighted the essential need for collaboration between management and unions as one of the key elements for successful implementation of a psychological health and safety management program in the Federal Public Service. Building on the work of the JTF, including the establishment of the Centre of Expertise on Mental Health in the Workplace (COE), the parties agree to:

- 1) Monitor the work of the Centre of Expertise (COE) and adopt best practices highlighted by the COE;
- 2) Include mental health as a standing item for discussion at the National Joint Occupational Health and Safety committee meetings.

Signed at Ottawa, this 14 day of the month of January 2021.

**APPENDIX “Q”
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE PSAC)
IN RESPECT TO THE IMPLEMENTATION
OF A RECOVERY SYSTEM FOR LEAVE FOR UNION BUSINESS**

This memorandum is to give effect to an agreement reached between the Agency and the PSAC to implement a system of cost recovery for leave for union business.

The elements of the system are as follows:

- Recoverable paid leave for union business for periods of up to 3 months of continuous leave per year;
- Cost recovery will be based on actual salary costs during the leave period, to which a percentage of salary, agreed to by the parties, will be added;
- The Agency will pay for all administration costs associated with the operation of this system.

The surcharge will be based on average expected costs incurred by the Agency for payroll taxes, pensions and supplementary benefits during the operation of the program as described above, calculated according to generally accepted practices.

Notwithstanding anything else in this agreement, and as an overarching principle, it will not include costs for benefits that would otherwise be paid by the Agency during an equivalent period of leave without pay. The consequences of the implementation of clause 13.15 will be cost neutral for the Agency in terms of compensation costs, and will confer neither a substantial financial benefit, nor a substantially increased cost on the Agency.

A joint committee consisting of an equal number of PSAC and Agency representatives will be struck to resolve matters related to the implementation of this new program, including, but not limited to, invoices, accounting and the manner of the transaction.

The Joint Committee’s principal work will relate to:

- Determining an appropriate surcharge in recognition of the considerations identified in this document;
- Establishing processes and the Agency’s reporting requirements;
and
- Other considerations associated with implementation.

If agreement cannot be reached on recovering costs against union remittances, the Joint Committee will consider alternate means of cost recovery.

The Joint Committee will be struck and convened within sixty (60) days of the signing of a new collective agreement. Work will be completed within the following four (4) months, with implementation to be completed by the earliest feasible date as determined by the committee.

In the event that the parties do not reach an agreement, the parties may seek the services of a mediator. Necessary consequential changes will be made to Article 13, effective August 1, 2018.

The deadline for completion of work and implementation of this system may be extended by mutual consent of both parties to this agreement.

Signed at Ottawa, this 31st day of the month of May 2018.

**APPENDIX “R”
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE PSAC)
IN RESPECT OF THE
OCCUPATIONAL GROUP STRUCTURE REVIEW
AND CLASSIFICATION REFORM OF THE ES AND SI GROUPS**

Notwithstanding that classification is an exclusive Agency authority as recognized in the *Federal Accountability Act*, Parks Canada shall engage in meaningful consultation with the PSAC with respect to the review of the Economics and Sociology (ES) and Social Science Support (SI) occupational group structures, followed by meaningful consultation regarding the implementation of a new job evaluation standard for the Economics and Social Sciences (EC) occupational group. This practice is aligned with the Agency decision to adopt Treasury Board Secretariat’s classification standards as part of its classification system. In this regard, the Treasury Board Secretariat has developed and implemented a new job evaluation standard that combines ES and SI positions under one occupational group (EC) and enables job evaluation using one job evaluation standard (EC).

Meaningful consultation will include discussions with the PSAC on the adoption of the new EC job evaluation standard for Agency positions currently in the ES and SI Groups. The new standard reflects and enables evaluation in a gender neutral manner. There will also be ongoing dialogue with respect to providing employees with complete and current work descriptions detailing the responsibilities of their substantive assigned position.

Employees will receive a notification advising them that their substantive and/or current position will be converted to a position in the EC group. The notification will provide the following information: position title, the job classification level before the conversion, the EC level that will apply and information regarding grievance rights.

To enable the objective of implementing the new job evaluation standard, the parties have negotiated a salary scale for the EC occupational group that is identical to their comparator in the Core Public Administration in effect on the date of the signing of this memorandum of understanding.

For greater certainty, employees occupying positions that may be reclassified to a group and/or level having a lower attainable maximum rate of pay will be subject to the MOU signed between the Treasury Board and the Alliance as per clause 60.05 of the collective agreement.

Signed at Ottawa, this 31st day of the month of May 2018.

APPENDIX “S”
ARCHIVED PROVISIONS FOR THE ELIMINATION OF SEVERANCE PAY
FOR VOLUNTARY SEPARATIONS (RESIGNATION AND RETIREMENT)

This Appendix is to reflect the language agreed to by the Agency and the Public Service Alliance of Canada for the elimination of severance pay for voluntary separations (resignation and retirement) on April 23, 2013. These historical provisions are being reproduced to reflect the agreed language in cases of deferred payment.

ARTICLE 59
SEVERANCE PAY

Effective on the date of signing of the collective agreement, article 59.01 b) and d) are deleted from the collective agreement.

59.01 Under the following circumstances and subject to clause 59.02, an employee shall receive severance benefits calculated on the basis of the weekly rate of pay to which she/he is entitled for the classification prescribed in her/his letter of offer on the date of her/his termination of employment.

a) Lay-off

- (i) On the first (1st) lay-off, for the first (1st) complete year of continuous employment, two (2) weeks' pay, or three (3) weeks' pay for employees with ten (10) or more and less than twenty (20) years of continuous employment, or four (4) weeks' pay for employees with twenty or more years of continuous employment, plus one (1) week's pay for each additional complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by three hundred and sixty-five (365).
- (ii) On second or subsequent lay-off one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by 365, less any period in respect of which the employee was granted severance pay under subparagraph a)(i).

b) Resignation

On resignation, subject to paragraph 59.01 d) and with ten (10) or more years of continuous employment, one-half (1/2) week's pay for each complete year of continuous employment up to a maximum of twenty-six (26) years with a maximum benefit of thirteen (13) weeks' pay.

c) Rejection on Probation

On rejection on probation, when an employee has completed more than one (1) year of continuous employment and ceases to be employed by reason of rejection during a probationary period, one (1) week's pay.

d) Retirement

(i) On retirement, when an employee is entitled to an immediate annuity under the *Public Service Superannuation Act* or when the employee is entitled to an immediate annual allowance, under the *Public Service Superannuation Act*,

or

(ii) a part-time employee, who regularly works more than thirteen decimal five (13.5) but less than thirty (30) hours a week, and who, if she/he were a contributor under the *Public Service Superannuation Act*, would be entitled to an immediate annuity thereunder, or who would have been entitled to an immediate annual allowance if she/he were a contributor under the *Public Service Superannuation Act*,

a severance payment in respect of the employee's complete period of continuous employment, comprised of one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by 365, to a maximum of thirty (30) weeks' pay.

e) Death

If an employee dies, there shall be paid to the employee's estate a severance payment in respect of the employee's complete period of continuous employment, comprised of one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by 365, to a maximum of thirty (30) weeks' pay, regardless of any other benefit payable.

f) Termination for Cause for Reasons of Incapacity or Incompetence

(i) When an employee has completed more than one (1) year of continuous employment and ceases to be employed by reason of termination for cause for reasons of incapacity, one week's pay for each complete year of continuous employment with a maximum benefit of twenty-eight (28) weeks.

(ii) When an employee has completed more than ten (10) years of continuous employment and ceases to be employed by reason of termination for cause for reasons of incompetence, one week's pay for each complete year of continuous employment with a maximum benefit of twenty-eight (28) weeks.

59.02 Severance benefits payable to an employee under this article shall be reduced by any period of continuous employment in respect of which the employee was already granted any type

of termination benefit. Under no circumstances shall the maximum severance pay provided under clause 59.01 and 59.04 be pyramided.

For greater certainty, payments made pursuant to 59.04 to 59.07 or similar provisions in other collective agreements shall be considered as a termination benefit for the administration of this clause.

59.03 Appointment to Another Employer

An employee who resigns to accept an appointment with another organization in the Public Service shall be paid all severance payments resulting from the application of 59.04 to 59.07.

59.04 Severance Termination

- (a) Subject to 59.02 above, indeterminate employees on the date of signing of the collective agreement shall be entitled to a severance payment equal to one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by three hundred and sixty-five (365), to a maximum of thirty (30) weeks.
- (b) Subject to 59.02 above, term employees on the date of signing of the collective agreement shall be entitled to a severance payment equal to one (1) week's pay for each complete year of continuous employment, to a maximum of thirty (30) weeks.

Terms of Payment

59.05 Options

The amount to which an employee is entitled shall be paid, at the employee's discretion, either:

- (a) as a single payment at the rate of pay of the employee's substantive position as of on the date of signing of the collective agreement, or
- (b) as a single payment at the time of the employee's termination of employment from the Agency, based on the rate of pay of the employee's substantive position at the date of termination of employment from the Agency, or
- (c) as a combination of a) and b), pursuant to 59.06 c).

59.06 Selection of Option

- (a) The Agency will advise the employee of his or her years of continuous employment no later than three (3) months following the official date of signing of the collective agreement.

- (b) The employee shall advise the Agency of the term of payment option selected within six (6) months from the official date of signing of the collective agreement.
- (c) The employee who opts for the option described in 59.05 c) must specify the number of complete weeks to be paid out pursuant to 59.05 a) and the remainder to be paid out pursuant to 59.05 b).
- (d) An employee who does not make a selection under 59.06 b) will be deemed to have chosen option 59.05 b).

59.07 Appointment from Another Employer

This clause applies in a situation where an employee is appointed into a position in the Agency from an organization listed in Schedules I, IV or V of the *Financial Administration Act (FAA)* where, at the date of appointment, provisions similar to those in 59.01 b) and d) are still in force, unless the appointment is only on an acting basis.

- a) Subject to 59.02 above, on the date an indeterminate employee becomes subject to this Agreement after the date of signing of the collective agreement, he or she shall be entitled to severance payment equal to one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by three hundred and sixty-five (365), to a maximum of thirty (30) weeks, based on the employee's rate of pay of his or her substantive position on the day of the appointment.
- b) Subject to 59.02 above, on the date a term employee becomes subject to this Agreement after the date of signing of the collective agreement, he or she shall be entitled to severance payment equal to one (1) week's pay for each complete year of continuous employment, to a maximum of thirty (30) weeks, based on the employee's rate of pay of his or her substantive position on the day of the appointment.
- c) An employee entitled to a severance payment under sub-paragraph a) or b) shall have the same choice of options outlined in 59.05, however the selection of which option must be made within three (3) months of being appointed to the Agency.

Signed at Ottawa, this 31st day of the month of May 2018.