

In a Collective Bargaining Dispute under the Labour Relations Code

between

Legal Aid Society of Alberta (the Employer)

and

Alberta Union of Provincial Employees Local 118 (the Union)

MEDIATOR'S RECOMMENDATIONS FOR TERMS OF SETTLEMENT

October 29, 2025

The parties to the dispute have been in negotiations to renew the collective agreement which expired on March 31, 2024. They met for multiple days starting in June 2024.

On May 20, 2025, I was appointed under section 65 of the Labour Relations Code to assist the parties. Mediation meetings occurred on June 17 & 18, August 6 & 7, and October 9 & 10, 2025.

During the mediation process the parties discussed all the circumstances surrounding the various issues that would influence a successful ratification by them. They discussed in detail their respective proposals and counter proposals. They shared information on the factors and any comparators impacting their dispute. Both parties have strongly advocated their respective interests while jointly recognizing the desire to reach terms that both sides could ratify.

The parties requested that I prepare a Mediator's Recommendation for Terms of Settlement and have agreed to take the Mediator's Recommendations to their constituents for ratification. I believe that releasing a mediator recommendation, as set out in the Alberta Labour Relations Code 65 (6)(a), is the right step to assist the parties in completing a settlement.

I assessed the parties' positions on the outstanding items and agreed items and determined that the enclosed recommendations, along with the previously agreed items, make up a suitable package for settlement of all outstanding issues between the parties. These recommendations represent, in my opinion, the best indication of a possible settlement for the terms for the collective agreement.

Structure of this Document

This document contains two parts:

- recommendations on outstanding issues; and
- Appendix “A” containing items previously agreed between the parties during bargaining or mediation.

Items Not Within Recommendations or Appendix A

If an outstanding proposal was to amend, add to, or delete from the collective agreement but is not in the Recommendations on Outstanding Issues or in Appendix “A” Items Previously Agreed Between The Parties, the collective agreement will remain unchanged.

Recommendations On Outstanding Issues

The recommendations below deal with the outstanding items between the parties.

1. Article 8 - HOURS OF WORK & EARNED DAYS OFF

The parties agreed to a number of other changes to this article (captured in Appendix A), but the outstanding item is the Union’s proposal in clause 8.01 to add two provisions to address shift start and end times and shift selection. The Union proposed to add:

Shifts for Full-Time Employees shall be scheduled to have a consistent start and end time.

Shift selection shall be on the basis of seniority within the classification.

The Employer rejected the proposal because it did not currently have the staff to properly manage and maintain the scheduling as proposed.

I recommend the proposed clauses not be added to the agreement. The most direct comparator for this collective agreement is the AUPE – Government of Alberta General Services agreement. The approach used in the recent AUPE – Government of Alberta General Services ratified mediator’s recommendation focused largely on monetary changes, rather than non-monetary changes where not agreed by the parties. I recommend a similar approach to maintain the status quo here because this is a non-monetary proposal and the parties are unable to agree.

2. Article 14 - CASUAL ILLNESS

In clause 14.04 the Union proposed to reverse the stated order for deduction of illness leave from the casual illness leave bank. It sought to have an employee’s casual illness

leave deducted first from the previous year's bank (if one carried forward) and subsequently from the current year's bank. The Union's proposal read:

14.04 An Employee in their second and in each subsequent year of employment shall be eligible for a maximum of ten (10) workdays or ~~seventy (70)~~ **seventy-two and a half (72.50) work-hours** (*this change was agreed to by the parties*) of casual illness leave with pay. Any unused Casual Illness Leave, excluding that which was carried forward from the previous year, may be carried forward and used in the next calendar year. Each day or portion of a day, of casual illness used, within a year of service, shall be deducted firstly from the Employee's ~~current~~ **previous** year entitlement to Casual Illness Leave and subsequently **deducted from the Employee's current year any of** Casual Illness Leave **entitlement.** ~~which was carried forward to that year.~~

The Employer had provided verbal estoppel notice in relation to how General Illness and Casual illness are used but proposed to leave the language as currently written.

I recommend the language of Article 14.04 change to the language proposed by the Union. Based on the information provided by both parties, this change makes operational sense and better aligns with the agreed concept of having a carry forward bank and a current bank for casual illness. Not every employee will have a carry forward bank from the previous year, depending on their casual illness usage. However, if employees must exhaust their current bank before accessing the previous carry forward bank, it is more likely that the provision entitling carry forward of unused current casual illness leave days would become moot because employees who require casual illness leave would exhaust their current year's bank, leaving nothing to carry forward to the next year.

3. Article 20 - ANNUAL VACATION LEAVE

The Employer proposed to change the vacation year from the fiscal year to a calendar year. The Union did not agree because of the disruption the change would cause to employees in scheduling vacation.

I recommend the vacation year not change and the language remain as currently stated. Again, I rely on the approach of status quo unless changed by the parties used by the enhanced mediator in the AUPE – Government of Alberta General Services agreement.

4. Letter of Understanding #2 - WORKING FROM HOME

In the last round of bargaining the parties agreed to a working-from-home arrangement that enables many employees to work from home most of the time. Some employees work in

the office location one or more days per week as a requirement of their duties. The Employer has reduced its office space accordingly and has stated it has no intention to return all employees to an office location. Although the LOU contained no limit on the number of days the Employer could direct an employee to work from an office location, the practice had been to have most employees in the office only one day per quarter.

The Union proposed to amend this LOU to restrict the number of days per month that the Employer could require an employee to work in an office location, rather than from home. Primarily, the Union sought language saying:

Further, the parties recognize that developing a successful culture requires occasional in person attendance at the Employer's offices for the purposes of training, team meetings, and other organizational cultural development activities. Employees in any classification may be required by the Employer to attend in person at the Employer's offices in their work location (Edmonton or Calgary) up to one day per month to participate in such activities.

The Employer did not agree to this change because of the limitations on its right to manage the work flow. Some employees must work in an office location to properly complete their duties. During the bargaining period the Employer also became aware of training deficiencies and various staff morale and organizational cultural issues that prompted it to institute changes and activities to improve training and culture. These activities will require those employees who had previously only attended the office one day per quarter to now attend the office location three days per month. The Employer acknowledged that in future the number of days in office might decrease as its programs take effect, but again reiterated it had no intention to return to full in-office requirements.

I recommend the Letter of Understanding remain unchanged and renew as is. The AUPE – Government of Alberta General Services agreement contains some limited work from home arrangements. Those provisions were not changed by the enhanced mediation process there, so I take a similar approach here and recommend the status quo where the parties cannot agree to changes.

Ratification by The Parties

It is understood that these Recommendations are subject to ratification by the parties under section 65 (6) of the *Labour Relations Code*.

I encourage both parties to give serious consideration to these recommendations as a basis for settlement of the outstanding issues to enable them to move forward with local bargaining.

I request that each party officially advise me, by email on or before 5:00 pm, Friday, November 7, 2025, if you accept or reject these recommendations. Please copy the other party. If this deadline is unworkable due to scheduling issues, then please request an extension in writing, with a copy to the other party.

I am still assigned to the file and am available to help you if you need it. Thank you for your assistance in the process.

A handwritten signature in black ink, appearing to read "D. Howes", is positioned to the left of a vertical yellow line.

Deborah M. Howes, C. MED.
Mediator

cc. Adrien Graci, Director of Mediation Services

APPENDIX “A” - Items Previously Agreed Between The Parties

Appendix A – Previously Agreed

Preamble	Current
Article 1 – Definitions	Housekeeping changes: <ul style="list-style-type: none"> • Removing Chapter 18 (1.03, 1.15) • Updating hours/Removing transition language (1.07, 1.13) Change to Temporary Employee definition (1.12) Change to Casual Employee definition (1.14)
Article 2 – Union Recognition and Rights	Current
Article 3 – Union Membership and Payment of Dues	Current
Article 4 – Union Representation and Employer Union Relations	Change to Union orientation (4.07)
Article 5 – Management Rights	Current
Article 6 – Time Off for Union Business	Current
Article 7 – Acting Incumbent	Current
Article 8 – Hours of Work	NOT AGREED – PENDING MEDIATOR’S RECOMMENDATIONS
Article 9 – Overtime	Assigned based on seniority or reverse seniority
Article 10 – Workers Compensation Supplement	Current
Article 11 – Probationary Period	Current
Article 12 – Disciplinary Action	12.03 Addition: The Employer will advise the Employee, in advance, of the nature of the concern being investigated. 12.04 clarifying performance evaluation is non-disciplinary
Article 13 – Grievance Procedure	Changes to 13.01 Step 3; and 13.04 – 13.10 regarding Arbitration
Article 14 – Casual Illness	NOT AGREED – PENDING MEDIATOR’S RECOMMENDATIONS
Article 15 – General Illness	Current
Article 16 – Proof of Illness	Current
Article 17 – Group Insurance Benefits	17.07 Combination of Health Spending and Wellness Accounts into a Flexible Health Spending Account
Article 18 – Registered Savings Plan	18.02 ability to allocate to TFSA or “other options in accordance with the Employer’s policy (as amended).”

Article 19 – Paid Holidays	Addition of “any holiday proclaimed” by provincial or federal governments, including the National Day for Truth and Reconciliation
Article 20 – Annual Vacation Leave	NOT AGREED – PENDING MEDIATOR’S RECOMMENDATIONS
Article 21 – Bereavement Leave	Current
Article 22 – Training and Education Leave	Current
Article 23 Maternity/Parental/Adoption Leaves	Current
Article 24 – Court and Jury Leave	Current
Article 25 – Rates of Pay and Salary Increments	25.05 Long Service Increment of 2% at 20 years (previous 6% LSI at 8 years is the top step on the proposed new grid)
Article 26 – Leave Without Pay	Current
Article 27 – Leave With Pay	27.02 (personal leave) moves to Article 14 Casual Illness 27.03 Additional bonus day (3 in total)
Article 28 – Layoff and Recall	Current
Article 29 – Personnel File	Current
Article 30 – Notice of Resignation	Current
Article 31 – Job Postings, Promotions and Transfers	Moved 13.07 – 13.10 to Article 38 Job Classifications
Article 32 – Reimbursement for Business Related Expenses	Increased mileage rate to \$0.60/km
Article 33 – Terms and Conditions of Employment Applicable to Part-Time Employees	Housekeeping (removed EDO reference in 33.02 and changed hours in 33.06)
Article 34 – Terms and Conditions of Employment Applicable to Casual Employees	Housekeeping (removed EDO and changed hours in 34.01 c)
Article 35 - Terms and Conditions of Employment Applicable to Temporary Employees	Current
Article 36 – Printing of Agreements	The Union will cover printing costs for copies for its own use. The employer will print copies for Employees upon request.
Article 37 – General Conditions for Extended Absences	Current
Article 38 – Job Classifications	Moved language from Article 31
Article 39 - No Discrimination or Harassment/Respectful Workplace Policy	Current

Article 40 – Term of Agreement	Updates address (note the effective/expiry dates are listed in the salary grid: April 1, 2025 – March 31, 2028)
Article 41 – Employee Management Advisory Committee	Increase union and employer representatives to 4 each
Article 42 – Christmas Leave	Current
Letter of Understanding #1 – Classification Arbitration	Delete
Letter of Understanding #2 – Working from Home	NOT AGREED – PENDING MEDIATOR’S RECOMMENDATIONS
Letter of Understanding #3 – Access to Justice	Delete
Letter of Understanding # - 2023 Winter (Christmas) Closure and Paid Holidays	Delete

Legal Aid Alberta

and

Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Proposal – October 16, 2025

The following articles shall be signed-off with current collective agreement language, notwithstanding consequential amendments:

Article 2 – Union Recognition and Rights

Article 11 – Probationary Period

Article 15 – General Illness




Adeel Mulla
Legal Aid Alberta



Merryn Edwards de la O
Alberta Union of Provincial
Employees Local 118
Chapters 019

The Legal Aid Society and the Alberta Union of Provincial Employees Local 118 Chapters 018 & 019 agree that no proposals are being made, during this current round of collective bargaining, to amend, alter, or delete any aspects of the following Articles and that the aforementioned Articles shall be signed-off with current language, notwithstanding consequential amendments being proposed to these Articles, by either Party, as a result of agreed-to changes signed-off, during the course of Bargaining, to Articles or Letters of Understanding not appearing on this list:

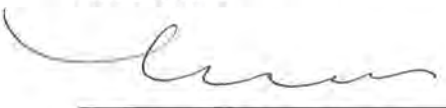
Preamble	
Article 3	Union Membership and Payment of Dues
Article 10	Worker's Compensation Supplement
Article 16	Proof of Illness
Article 24	Court and Jury Leave
Article 30	Notice of Resignation
Article 35	Terms and Conditions of Employment Applicable for Temporary Employees
Article 39	No Discrimination or Harassment/Respectful Workplace Policy



On behalf of the Employer
Legal Aid Society
Adeel Mulla

August 28/24

Date



On behalf of the Union
Alberta Union of Provincial Employees
Local 118 Chapters 018 & 019
Merryn Edwards

Aug 28/24

Date

Legal Aid Society

and

Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Proposal June 18, 2025

ARTICLE 1 - DEFINITIONS

- 1.01 The provisions of this Collective Agreement are intended to be gender neutral and gender inclusive;
- 1.02 Words used in the singular may also apply in the plural;
- 1.03 "Designated Union Representative" means ~~one of the~~ full-time Alberta Union of Provincial Employees **Officer(s)** who are designated from time to time by the Union to represent ~~Local 118/018 and Local 118/019~~ **bargaining unit Employees in Edmonton and Calgary** and includes a replacement when the Designated Union Representative is unable to respond to the request. The Union shall notify the CEO/President of the name and address of the Designated Union Representative;
- 1.04 "Employee" means a person employed by the Employer in a salary or wage capacity within the scope of duties performed within the Bargaining Unit as certified by the Labour Relations Board and the Voluntary Recognition Agreement.
- 1.05 "Employer" means the Legal Aid Society of Alberta;
- 1.06 "Full-Time Employment" means employment in which an Employee is scheduled to work the normal hours of work in this Agreement;
- 1.07 "Hourly Rate" shall be calculated as follows:
Monthly Salary X 12 divided by ~~1820 hours, increasing to~~ **1885 hours. effective January 1, 2023.**
- 1.08 "Day of Rest" means a Saturday, Sunday, or Paid Holiday.
- 1.09 "Month" means a calendar month;
- 1.10 "Permanent Position" means a position established as such, the duties of which are of a continuing nature of indefinite extent and in which the incumbent is required to work on a full-time or part-time basis;
- 1.11 "Probationary Employee" means a person who during their initial period of employment is serving a probationary period;
- 1.12 "Temporary Position" means a position established as such in which the incumbent

is required for full-time or part-time employment in a temporary position for a limited period of not more than **eighteen (18)** ~~six (6)~~ months, except in the case of replacing an Employee on Maternity/ Adoption Leave, Long-term Disability Benefits, Workers' Compensation Benefits or Leave Without Pay, **or where otherwise mutually agreed upon.**

1.13 A "Part-Time Employee" is defined as a Permanent Employee of the Employer who is employed on a regular basis for a fixed number of hours per day or week which ~~are less than seven and one-half (7 1/2) hours per day or thirty-five (35) hours per week, and, effective January 1, 2023,~~ are less than seven and one-**quarter (7.25)** hours per day or **thirty six and one-quarter (36.25)** hours per week;

1.14 A "Casual Employee" is defined as one who:

(a) is hired to work on an on-call basis and is not regularly scheduled to work;
or

~~(b) is scheduled for a period of four (4) months or less for a specific job; or~~

~~(c) relieves for absences the duration of which is four (4) months or less.~~

1.15 "Union" means Alberta Union of Provincial Employees, Locals ~~118/018 and 118/019~~ **representing Employees in Edmonton and Calgary;**

1.16 "Common-law spouse" is defined as a partner of the same or opposite sex with whom the Employee has cohabitated for no less than twelve (12) months;

1.17 "Seniority" is defined as the length of continuous service within the bargaining unit, including all periods of service as a Casual, Temporary, contiguous to present permanent employment.



Adeel Mulla
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Merryn Edwards de la O
Alberta Union of Provincial
Employees Local 118
Chapters 018 & 019

ARTICLE 3
UNION MEMBERSHIP AND PAYMENT OF DUES

- 3.01 The Employer will deduct membership dues from the salary of each Employee covered by this Collective Agreement.
- 3.02 In the case of Employees who do not become Members of the Union, the Employer will, as a condition of employment, deduct fees in an amount equal to the regular Union Dues as set by the Union from time to time. Union Dues and Fees shall be pro-rated for Employees regularly working less than full-time.
- 3.03 Deductions of Dues or Fees for all Regular Full and Part-Time, Probationary, Temporary Employees shall commence with the first full pay period of employment.
- 3.04 The Union acknowledges that the deduction of fees does not constitute Membership in the Union, and that Membership shall continue to be voluntary.
- 3.05 The Union shall advise the Employer of the Union dues rate in the form of a percentage multiplied by base salary times hours worked, exclusive of overtime, premiums and differentials.
- 3.06 The Union shall advise the Employer, in writing, of any change in the amount of Dues to be deducted from the Employees covered by this Collective Agreement. Such notice shall be communicated to the Employer at least thirty (30) days prior to the effective date of the change.
- 3.07 The Employer agrees to remit to the Central Office of the Union, the Dues deducted from the pay of all Employees by the first (1st) working day after the fifteenth (15th) calendar day in the following month. Where an accounting adjustment is necessary to correct an over or under payment of Dues, it shall be effected in the succeeding month.

Along with the remittance of dues, the Employer shall provide the Union with a computerized monthly list identifying the following information for each Employee:

- Employee's name
- Work location
- Department
- Start Date
- Form of address
- Employee number
- Last known home mailing address
- Phone number(s)
- Amount of Union dues deducted
- Pay rate
- Classification where normally assigned
- Status (Permanent, Temporary, Casual)
- Full-time equivalence
- On leaves of 30 days or more

New Employees and Employees who will become inactive the following pay period will be identified on this list.

- 3.08 Where the Employer's management information system permits and where the

Current

Employer agrees, the remittance of Union dues shall be by direct deposit to the Union's bank account.

3.09 The Employer shall indicate the dues deducted and enter the amount on the T-4 slip supplied to the Employee.

Legal Aid Society

and

Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Employer Proposal August 28, 2024

ARTICLE 4

UNION REPRESENTATION & EMPLOYER - UNION RELATIONS

- 4.01 The Employer recognizes the Union Steward as an official representative of the Union. The Union shall notify the CEO/ President or designate in writing, on a semi-annual basis, of the names of the Union Stewards before they are recognized as Union Stewards.
- 4.02 Union Stewards shall be Employees of the Employer. Members of the Union Executive shall also be recognized as Union Stewards. The Union Executive, Stewards, and Union members shall also have the right to have the assistance of an Alberta Union of Provincial Employees staff representative.
- 4.03 A Union Steward may, at the request of an Employee, accompany or represent them in the processing of a grievance, during the presentation of any disciplinary action, or for an investigative meeting which may lead to disciplinary action.
- An Employee who is to attend a meeting for the presentation of disciplinary action or for an investigative meeting that may lead to disciplinary action shall be notified of the time and place of the meeting with reasonable advance notice, which shall not be less than twenty-four (24) hours unless otherwise mutually agreed upon. If desired by the Employee, they may have a Union Representative or Union Steward of their choice accompany them.
- 4.04 One (1) Union Steward plus the affected Employee will be allowed reasonable time during normal working hours to investigate a complaint, to meet with Management for the formal steps of the Grievance Procedure prior to Arbitration or for informal discussions prior to a formal Grievance.
- The Employer agrees that Union Stewards shall not be hindered, coerced, or interfered with in any way in the performance of their function, while investigating disputes and representing Employees as provided in this Article.
- The Union understands and agrees that each Union Steward is employed to perform work for the Employer and that they will not leave their work during the working hours except to perform duties as provided in this Agreement. Therefore, no Union Steward or member shall leave their work without obtaining the permission of their manager or designate. Such permission shall not be unreasonably withheld.
- Union Stewards shall not suffer any loss in pay for time spent performing their duties as provided in this Collective Agreement.
- 4.05 The Parties subscribe to the desirability of open communication by facilitating discussion between the Employer, Employees and a Union Representative in a

timely manner.

Except as otherwise provided in this Collective Agreement, an Employee (or their alternate) who is a member and is required to attend meetings of a committee established by the Employer, shall be paid at the applicable rate of pay for attendance at such meetings.

- 4.06 The designated Union Representative shall have reasonable access to the Employer's premises for the purpose of administering the Collective Agreement, when negotiating or meeting with representatives of the Employer, when investigating an Employee's complaint or grievance at a mutually agreed upon time, or when requested, subject to prior notice to the appropriate Director of designate. Access will not be unreasonably denied.


Union meetings may be held on the Employer's premises outside of working hours with the approval of the appropriate Director or designate.


- 4.07 The Employer shall advise new Employees of the fact that a Collective Agreement is in effect. During the paid orientation for new Employees, a representative of the Union shall be provided a thirty (30) minute period to make a presentation regarding an introduction to the Union. Such presentation shall be made by the Designated Union Representative, Union Steward, or member of the Union Executive at no loss of pay. **To facilitate such orientation, the Employer shall provide in advance a list of newly hired bargaining unit Employees, their classification(s), as well as the date, time and location of training.**

- 4.08 The Parties agree to include a copy of the collective agreement on their internal website.

- 4.09 The Employer will provide the Union with a bulletin board not exceeding 50cm X 60cm in the staff coffee room in each of the offices for the purpose of posting Union information for its Members. The Employer will also provide the Union with dedicated space on the Employer's intranet site for electronic posting of Union information for its members. All material must be approved by the appropriate Manager or designate prior to posting. Management will post approved information on the intranet site on behalf of the Union. Such approval shall be provided in a timely manner and shall not be unreasonably withheld.

- 4.10 The Employer will provide to the Union a specific storage location on its premises for the placement of Union literature.


Adeel Mulla
Legal Aid Society


Merryn Edwards *Aug. 28/24*
Alberta Union of Provincial
Employees Local 118
Chapters 018 & 019

Legal Aid Society

and

Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Employer Proposal April 9, 2025

ARTICLE 5 – MANAGEMENT RIGHTS

- 5.01 The Union recognizes that the Employer shall have the sole and exclusive right, except as otherwise specifically limited by the express provisions of this Collective Agreement, to determine all matters pertaining to the conduct of the Employer's activities and its affairs and that the direction of the working force is fixed exclusively in the Employer.



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Employer Proposal October 16, 2024

ARTICLE 6 - TIME-OFF FOR UNION BUSINESS

6.01 Time-off for union business, without pay, shall be provided to Union Members on the following basis:

- (a) Members of the Negotiating Committee, not to exceed two (2) Employees from the Edmonton office, and one (1) from the Calgary Office for time spent meeting with representatives of the Employer during the formal negotiation of a Collective Agreement.
- (b) For preparation for negotiations, members of the Negotiating Committee plus alternates, not to exceed a total of five (5) employees absent at the same time.
- (c) For Official Union Business other than direct negotiations, preparation for negotiations, meetings with the Director, Human Resources or designate, Employees elected to a full-time position with the Union or any body with which the Union is affiliated, or Employees selected for a staff position with the Union or any body with which the Union is affiliated, not more than two (2) Employees from the Calgary office and not more than four (4) from the Edmonton office may be absent for Union Business at the same time.

6.02 For time-off under Clause 6.01, time-off shall be subject to operational requirements and shall not be unreasonably denied. The Union shall provide the Employer with a copy of the request for time-off. Employees shall provide a minimum of five (5) working days' notice when requesting time-off under this Article, however, consideration shall still be given in cases where the five (5) working days' notice is not provided.

6.03 For time-off under Clause 6.01, and for leaves of 30 consecutive calendar days or less, the Employer will grant the leave of absence with pay and invoice the Union for Employee's salary plus a twenty (20%) percent benefit reimbursement fee. For leaves of more than thirty (30) consecutive calendar days, Article 37 shall apply and the Employee will cease to be entitled to any benefits under the Collective Agreement for the duration of their leave.

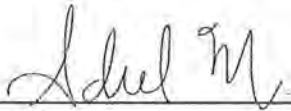
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6.04

Employees who are elected to a full-time position with the Union, or any body with which the Union is affiliated, shall be granted a leave of absence without pay for a period of up to two (2) years. Notice for such leave shall be as soon as possible, but not less than one (1) month in advance. Extension of such leave may be granted, if submitted in writing and approved by the Employer. Approval of an extension will be dependent on operational requirements and will not be unreasonably withheld. The Employee will be permitted to work for gain during such leave.

6.05

Employees who are selected for any staff position with the Union, or any body with which the Union is affiliated, may be granted a leave of absence without pay for a period of up to two (2) years. Extension of such leave may be granted, if submitted in writing and approved by the Employer. Approval of an extension will be dependent on operational requirements and will not be unreasonably withheld. The Employee will be permitted to work for gain during such leave.



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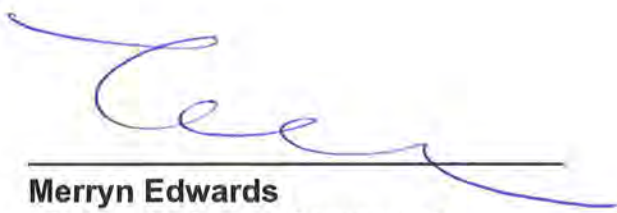
Employer Proposal April 8, 2025

ARTICLE 7 – ACTING INCUMBENT

- 7.01 When an Employee is required to temporarily substitute on a job with a higher pay range covered by this Agreement and perform the main duties of the higher level position for a minimum period of three (3) consecutive work days, the Employee shall be paid a premium of five (5%) percent of their current salary in addition to their regular salary for the full period worked. An Employee required to temporarily substitute on a job with a lower pay range shall continue to receive their regular rate of pay.
- 7.02 When an Employee is designated by Management and agrees to temporarily substitute on a job outside of the bargaining unit, with a higher pay range and perform the main duties at the higher level position, the Employee shall be paid, in addition to their basic rate of pay, a premium in the amount of six (6%) percent of their current rate of pay for the full period worked.



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Chapters 018 & 019

Legal Aid Alberta

and

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Proposal - October 16, 2025

ARTICLE 9 - OVERTIME

9.01 ~~When overtime is required, the Employer shall seek volunteers to work overtime prior to requiring an Employee to work beyond regular scheduled hours. Such overtime shall be authorized by the Employer.~~

When overtime is required, the Employer shall first seek volunteers from among Employees who have been taken off full file review. Volunteer opportunities shall be offered in order of seniority.

If there are insufficient volunteers, the Employer may assign overtime in reverse order of seniority, from among Employees who have been taken off full file review.

The Employer may, at its discretion, elect to assign overtime (in reverse order of seniority) to an Employee who has not been taken off full file review where operational requirements so require.

All overtime must be authorized by the Employer in advance.

9.02 An Employee who has been authorized to work overtime shall be compensated as follows:

- (a) for overtime hours worked on a regularly scheduled day at time and one-half their regular hourly salary for the first two (2) hours and double their regular hourly salary for any additional hours.
- (b) for overtime worked on day(s) of rest at double their regular hourly salary.
- (c) in lieu of their regular pay for a paid holiday as listed in Article 19.01, one (1) day's leave with pay in lieu of the designated day and one and one-half times their regular hourly salary for all hours worked on a paid holiday.

- 9.03 Compensatory time-off with pay in lieu of a cash settlement may be claimed by the Employee. Time-off will be at the rate the overtime was earned, i.e. if an Employee works one hour of overtime at the rate of time and one half, the Employee will receive one point five (1.5) hours of time off. However, time-off accumulated as a result of overtime worked shall be taken at a mutually agreeable time within the next twelve (12) months. ~~or~~ paid out in cash at the applicable overtime rate as in 9.02.
- 9.04 Overtime payment or compensatory time-off shall be calculated to the nearest quarter hour and shall not be allowed twice for the same hours.



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ARTICLE 10
WORKER'S COMPENSATION SUPPLEMENT

- 10.01 If an Employee is prevented from performing their regular duties by reason of an occupational injury recognized by the Workers' Compensation Board as compensable within the meaning of the *Workers' Compensation Act*, the Employer will pay the Employee directly in accordance to the rates prescribed by WCB when the Employee is eligible to receive Worker's Compensation benefits, provided the Employee signs over to the Employer the WCB benefits.
- 10.02 If, following certification by the Workers' Compensation Board that an Employee is able to return to their duties, they shall be reinstated in their previous position. If the Employee does not return to their duties and is not eligible to make an application to the Employer's insurer for Long Term Disability Benefits, that Employee shall be deemed within five (5) work days to have abandoned their employment, unless the Employee subsequently demonstrates that special circumstances prevented the Employee from reporting.
- 10.03 If, following certification by the Workers' Compensation Board that an Employee is able to return to their duties, the Employee satisfies the Employer that by reason of the effects of the occupational injury the Employee is incapable of carrying out their duties but is capable of carrying out other duties, or modified employment. The Employer shall give consideration to the placement of the Employee in an alternate position suitable to the circumstances and in all such cases, the Employer shall make its best efforts to place such an Employee. In the event that such placement is not feasible, the Employee may apply for Long Term Disability Benefit if eligible.
- 10.04 When a day designated as a Paid Holiday or an alternate day off in lieu, under Article 19 falls within a period of time an Employee is eligible to receive Workers' Compensation Supplement, it shall be counted as a day of Workers' Compensation Supplement, and under no circumstances shall an Employee receive any additional entitlement in respect of those days.

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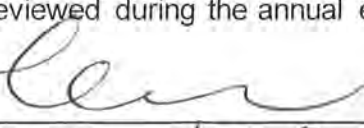
Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Employer Proposal August 7, 2025

ARTICLE 12
DISCIPLINARY ACTION

- 12.01 No Employee shall be disciplined or discharged without just cause. The Employer will investigate allegations of misconduct in a timely fashion. With the exception of informal verbal counseling, notice of discipline shall be in writing and shall indicate the incident or incidents giving rise to the discipline. Such notices shall be issued with fourteen (14) calendar days of the Employer becoming aware of the incident giving rise to the discipline, except where documented circumstances warrant an extension. The Union will not unreasonably deny such extension.
- 12.02 When disciplinary action is taken against an Employee, that Employee shall be informed in writing as to the reason(s) for such action. Where a written record of discipline is placed in their personnel file, the Employee shall be given a copy of that record.
- 12.03 For the presentation of disciplinary action or for an investigation meeting which may lead to disciplinary action under Article 12.02 the Employee shall be notified of the time and place of the interview, with reasonable advance notice, which shall not be less than twenty-four (24) hours unless otherwise mutually agreed upon. If desired by the Employee, they may have a Union Representative or Union Steward of their choice accompany them, in accordance with Article 4. **The Employer will advise the Employee, in advance, of the nature of the concern being investigated.**
- 12.04 An Employee's annual **and ongoing** performance evaluations **are** is developmental in ~~its~~ **their** purpose and shall not be considered part of the disciplinary process. Informal verbal counseling and letters of expectation are not disciplinary in nature and should be reviewed during the annual evaluation.


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Employer Proposal August 28, 2024

ARTICLE 13 - GRIEVANCE PROCEDURE

- 13.01 A grievance is defined as a difference arising out of the interpretation, application, operation or contravention or alleged contravention of this Collective Agreement or as to whether that difference can be the subject of Arbitration.
- (a) an individual grievance is a dispute affecting one (1) Employee. Such grievance shall be initiated at Step 1 of the grievance procedure as outlined in Article 13.01 except in cases of suspension or dismissal which may commence at Step 2; or
 - (b) a group grievance is a dispute affecting two (2) or more Employees. Such grievance shall be initiated, in writing, within ten (10) working days of the date the aggrieved Party first became aware of or reasonably should have become aware of the event leading to the grievance. A group grievance shall list all Employees affected by the grievance and the results of such grievance shall apply, proportionately if applicable, to all Employees listed on the original grievance; or
 - (c) a policy grievance is a dispute between the Parties which, due to its nature, is not properly the subject of an individual or group grievance. Such grievance shall be initiated, in writing, within ten (10) working days of the date the aggrieved Party first became aware of or reasonably should have become aware of the event leading to the grievance. If the policy grievance is a Union grievance, it shall commence at Step 2. If the policy grievance is an Employer grievance, it shall be directed to the Union President and the President shall render a written reply within ten (10) working days of receipt. Upon receipt of response or failure to reply, the Employer may advance the grievance to arbitration.

Differences shall be settled without stoppage of work or refusal to perform work as follows:

The Employee(s) concerned regarding a difference shall first seek to settle the dispute in an informal discussion with the Employee's Immediate Supervisor within ten (10) working days of first becoming aware of the occurrence giving rise to the difference.

Step 1

If the dispute is not resolved satisfactorily, through the informal discussion, it then becomes a grievance. The grievance shall be reduced to writing and signed by the grievor. If the grievance is a group grievance, the written statement shall include the names of the affected Employees. This written grievance shall be submitted to the appropriate Director within ten (10) working days of the date of the informal discussion. The appropriate Director shall make their decision known in writing to the grievor and the Union within ten (10) working days of the receipt of the grievance.

Step 2

In the event that the reply at Step 1 is unsatisfactory to the grievor, the grievor may then submit the grievance to the President and CEO or designate within ten (10) working days of the receipt of the written reply of the appropriate Director at Step 1. The President and CEO or designate shall render their decision to the grievor and the Union in writing within ten (10) working days of the receipt of the grievance by the president and CEO or designate.

Step 3

In the event that the reply at Step 2 is unsatisfactory to the grievor, the grievor may then submit the grievance to Arbitration and, if doing so must submit the grievance within ten (10) working days of receipt of the decision of the President and CEO or designate. A Notice of Submission to Arbitration must be given in writing **to the other party**. ~~Arbitrator, and must contain the name of the nominee of the grievor to the Arbitration Board.~~

13.02 At any Step of the Grievance Procedure, either party may request a

Meeting to discuss the grievance.

At any such Meeting, the grievor may be accompanied by a Union Steward or the designated Union Representative.

- 13.03 (a) In the event that the grievor fails to follow the procedure in the time limits established in this Article, the grievance shall be deemed to have been abandoned.
- (b) Where the recipient fails to respond within the time limits in this Article, the grievor may advance their grievance to the next Step.
- (c) The parties may extend any time limits by written mutual agreement.

- 13.04 Within ten (10) working days of the receipt of notification by one party, the other party to an Arbitration shall nominate its choice of nominee **Arbitrator** by notice in writing. ~~The two nominees so nominated shall meet within ten (10) working days of the receipt of the Notice of Nomination of the second nominee and shall select, by agreement, the Chairperson of the Arbitration Board. If they are unable to agree upon the choice of the Chairperson, either party may then request the Minister of Labour for the Province of Alberta to appoint a Chairperson.~~


- 13.05 The parties may, by mutual agreement, agree to an single Arbitrator in lieu of Arbitration Board, consisting of the Chairperson, a Union nominee and an Employer nominee. ~~of three (3) Arbitrators.~~ If the parties agree to an Arbitration Board, the parties shall appoint their nominee within ten (10) working days of the agreement to appoint an Arbitration Board. The two nominees shall within ten (10) working days of their appointment select, by agreement, the Chairperson of the Arbitration Board. If they are unable to agree upon a Chairperson, either party may then request the Minister of Labour for the Province of Alberta to appoint a Chairperson.

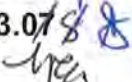
- 13.06 ~~Each party shall bear the expense of its respective appointee to the Arbitration Board and the parties shall equally bear the expenses of the Chairperson.~~


- 13.07 Any document required to be delivered to a representative of the Employer will be deemed to be received on the date it is delivered to the President and CEO or appropriate Director. ~~or upon the date it is received by registered mail.~~

- 13.05 In the event that the Employer and the Union are unable to agree upon


the selection of the Arbitrator (within fifteen (15) days of notification by either Party), application shall be made to the Director of Alberta Mediation Services to appoint an Arbitrator pursuant to the provision of the *Alberta Labour Relations Code*.

13.06 ⁸  The Arbitrator shall not have the authority to alter or amend any of the provisions of this Agreement, or to substitute any new provisions in lieu thereof, or to render any decision contrary to the terms and provisions of this Agreement.

13.07 ⁹  The decision of the Arbitrator shall be final and binding upon the parties hereto and upon any employee or employees concerned.

13.08 ¹⁰  Each party shall be responsible for one-half the expenses and/or fees payable to the Arbitrator and their respective appointee, if applicable.


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Chapters 018 & 019

ARTICLE 16
PROOF OF ILLNESS

- 16.01 An Employee claiming Casual Illness shall not normally be required to provide proof of illness. In those instances where proof of illness is required, the Employee shall be notified by a Manager of this requirement and will be provided with written reasons why proof of illness is required. When directed by a Manager to obtain such proof, the Employee shall be advised of the requirement prior to their return to work.
- 16.02 The Employer may require proof of attendance for any medical, dental or other appointment where time off work is granted to attend such appointment provided such proof is requested before the Employee leaves work.
- 16.03 If required by the Employer, claims for General illness shall be supported by a report from the attending Physician as satisfactory proof of illness.
- 16.04 In any circumstances where the Employer requires a report from the attending Physician as satisfactory proof of illness and there is a fee for such report, that fee will be paid by the Employer.
- 16.05 Any documentation required to provide satisfactory proof of illness shall be handled in strict confidence.

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Proposal - October 16, 2025

ARTICLE 17 - GROUP INSURANCE BENEFITS

- 17.01 The Employer will provide the following group insurance and other benefits with premiums therefore being paid eighty percent (80%) by the Employer and twenty percent (20%) by the Employee pursuant to the terms of the existing contracts of insurance entered into by the Employer or such other contracts as the Employer may from time to time enter into:
- (a) Group Life Insurance to include:
 - (i) Basic Life Insurance: 2.5X your annual basic salary to a maximum of two hundred thousand dollars (\$200,000)-.
 - (ii) Optional Life Insurance: available in multiples of ten thousand dollars (\$10,000.00) to a maximum of two hundred thousand dollars (\$200,000.00).
 - (b) Dental Plan to include:
 - (i) One hundred percent (100%) of preventative and basic dental procedures, fifty percent (50%) of major dental procedures. Maximum benefit is three thousand (\$3,000.00) per benefit year per eligible insured person. Deductible is \$25.00 each benefit year for each person, up to a maximum of \$25.00 per family.
 - (ii) Fifty percent (50%) coverage for orthodontics. Lifetime maximum benefit is three thousand (\$3,000.00) per eligible insured person.
 - (c) Supplementary health benefit plan;
 - (i) Up to ninety percent (90%) of the cost of approved prescription drugs and supplies, 100% of the cost of hospital accommodation, medical services and equipment within the plan limits.

(d) Vision Care Benefit Plan:

- (i) Contact lenses or glasses, or laser eye surgery: Maximum payable two hundred and fifty dollars (\$250.00) in any twelve (12) month period for persons under the age of eighteen (18), or in any twenty-four (24) month period for persons eighteen (18) and over.
- (ii) Eye examinations: Maximum payable one hundred (\$100.00) in any twelve (12) month period for persons under the age of eighteen (18), or in any twenty-four (24) month period for persons eighteen (18) and over.

17.02 Employees shall pay the total cost of participation in the Long Term Disability Plan pursuant to the terms of the existing contract of insurance entered by the Employer or such other contracts as the Employer may, from time to time, enter into.

17.03 The terms and conditions of the foregoing benefits are detailed in the Employees' Handbook entitled "Your Group Benefits".

17.04 Benefits in this Article shall not be substantially reduced without agreement from the Union.

17.05 A copy of the Plan documents shall be supplied to the Union.

17.06 Long Term Disability Insurance (LTD):

Insurance coverage to provide sixty percent (60%) of monthly pre-disability salary to a maximum of four thousand and fifty dollars (\$4,050.00) per month for eligible Employees.

An Employee who is receiving LTD or WCB benefits and who, at the commencement of absence due to disability or illness, is participating in the Alberta Health Care Insurance Plan, the Supplementary Health Benefit Plan, the Dental Plan, the Life Insurance Plan, and the Vision Care Benefit Plan shall continue to be covered under these Plans throughout the total period the Employee is receiving LTD or WCB benefits and the Employer and Employee premium contributions, if applicable, shall continue for a period of two (2) years.

- 17.07 A sum of **twelve hundred** ~~eight hundred~~ dollars (\$81200.00) shall be annually allocated by the Employer to the **Flexible Health** Benefits Spending Account for each Employee eligible for benefits. **Employees shall be able to choose the amount allocated to health (non-taxable) and wellness (taxable) benefits on an annual basis. Unused portions will be carried over for one subsequent year.**



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Proposal - October 16, 2025

ARTICLE 18 - REGISTERED SAVINGS PLAN

- 18.01 Upon completing the Probationary Period, all Employees shall participate in the Registered Savings Plan.
- 18.02 The Employer shall deposit for each participating Employee an amount equal to seven (7%) percent of the Employee's base salary in a registered savings account in the Employee's name and the Employee will have deducted from their pay five (5%) percent of base salary, which amount will also be deposited in the same registered savings account. The Employee may elect to contribute amounts in excess of the amount specified, **or allocate the Employee and Employer contributions to other options in accordance with the Employer's policy (as amended).**
- 18.03 The right of the Employee to the amount so deposited shall vest immediately.



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Proposal - October 16, 2025

ARTICLE 19 - PAID HOLIDAYS

19.01 Employees are entitled to one (1) day's paid leave for each of the following holidays:

- | | | |
|-----|------------------|--|
| (a) | New Year's Day | Civic Holiday (1 st Monday in August) |
| | Good Friday | Labour Day |
| | Easter Monday | Thanksgiving Day |
| | Thanksgiving Day | Victoria Day |
| | Remembrance Day | Canada Day |
| | Christmas Day | Family Day |
| | Boxing Day | |

and any day proclaimed to be a holiday by:

- (i) The Government of the Province of Alberta; or**
- (ii) The Government of Canada**

(b) One (1) additional Christmas float holiday shall be provided. It shall be taken on the day that the Provincial Court of Alberta Offices are closed. Where the foregoing is not possible, it shall be scheduled on the last regular business day before Christmas closure.

19.02 When a day designated as a holiday in Clause 19.01 falls during either an Employee's regularly scheduled days of rest or during an Employee's annual vacation leave, and the Employee is not required to work, the Employee shall be granted paid holiday leave on the day observed as the holiday.

19.03 Where an Employee is required to work on a day designated as a holiday in Clause 19.01, the Employee shall receive pay at the overtime rate for the hours worked, pursuant to Article 9.

- 19.04 Requests for leave without pay on religious holidays will be considered, provided adequate notice of the request is given. Where a request for leave on a religious holiday is approved, an Employee may utilize banked time or vacation time to cover the loss of pay.



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ARTICLE 21
BEREAVEMENT LEAVE

- 21.01 (a) A leave of absence of up to five (5) working days with pay shall be granted in the event of the death of a member of the Employee's immediate family. Immediate family means any of the following relations of an Employee or Employee's spouse or benefit partner: parents, (including step-parents and foster parents), guardian, ward, parent-in-law, grandparent, grandchild, son, daughter, step-child, foster child, brother, sister or the husband or wife of any of the above.
- (b) A leave of absence of one (1) working day with pay shall be granted in the event of the death of a relative or person known to the Employee and not already covered above for the purposes of attending the funeral or memorial service.
- (c) Where the Employee must travel five hundred (500) km (one way), the Employee will receive an additional two (2) working days for travel time. This does not apply to leave under Article 21.01(b).

SIGNED ON BEHALF OF THE EMPLOYER

SIGNED ON BEHALF OF THE UNION





DATE: October 22, 2025

DATE: __October 22, 2025__

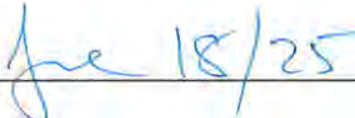
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ARTICLE 22
TRAINING AND EDUCATION LEAVE


- 22.01 Where the Employer requires an Employee to take job related courses, the Employer will pay the tuition and provide any necessary materials without cost or loss of salary to the Employee. An Employee may request a job related course and the Employer will consider any such request and respond within two (2) weeks. If such request is approved, the foregoing benefits shall apply.
- 22.02 To provide an opportunity for an Employee to take advanced or supplementary education that will ensure the organization has qualified Employees to meet its' current and future goals, the Employer may grant an Educational Leave to qualified applicants in accordance with eligibility requirements established in the Education Leave Policy.



On behalf of the Employer



Date



On behalf of the Union

June 18, 2025
Date

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Employer Proposal August 7, 2025

ARTICLE 23 - MATERNITY/ PARENTAL/ ADOPTION LEAVES

23.01 Maternity Leave

(a) Entitlement

A pregnant Employee who has been employed for at least ninety (90) consecutive calendar days is entitled to maternity leave without pay. Maternity leave is a maximum of sixteen (16) weeks. The Employee will continue employment during the pregnancy unless the pregnancy interferes with the performance of their duties. The Employer may, at its expense, require medical documentation verifying that there are no health issues preventing continued employment. If the Employer concludes that the pregnancy is interfering with the performance of their duties, the Employer may require the Employee to commence maternity leave at any time during the four (4) weeks prior to the estimated delivery date.

A pregnant Employee whose pregnancy ends other than as a result of a live birth within sixteen (16) weeks of the estimated due date is entitled to maternity leave. If maternity leave has not already commenced, such maternity leave shall commence on the date that the pregnancy ends.

(b) Commencement of Maternity Leave

Maternity leave may commence up to thirteen (13) weeks prior to the estimated delivery date, but no later than the date of birth. The Employee will give six (6) weeks' written notice of the commencement of the leave, unless circumstances do not permit, in which case the Employee will give the maximum possible notice.

(c) Seniority

While on maternity leave, the Employee will continue to

with the adoptive parent was not foreseen. In such circumstances, the Employee will give notice at the earliest possible time.

23.03 Return from Maternity / Parental / Adoption Leave

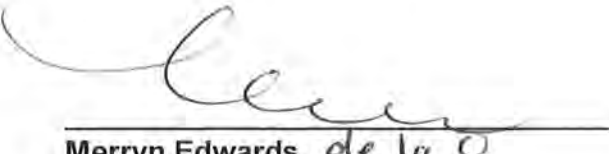
- (a) An Employee on maternity, parental or adoption leave must give the Employer a minimum of four (4) weeks' notice of their intention to return from leave. If the Employee does not wish to return at the end of their leave, the Employee must give four (4) weeks' written notice of their intentions.
- (b) If an Employee wished to return from maternity leave less than six (6) weeks after the birth of their child, the Employee must provide a medical certificate indicating that the resumption of employment will not endanger their health.

23.04 Benefits during Maternity / Parental / Adoption Leave

If the Employee elects to maintain their insurance benefits during any unpaid leave, the cost sharing in Article 17 will continue to apply. The Employee will complete a pre-authorized debit form for the expected period of leave.



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ARTICLE 24
COURT AND JURY LEAVE

- 24.01 When an Employee is subpoenaed as a Juror, as a Witness on behalf of the Crown or in a matter related to the execution of their duties, the Employee shall be allowed leave with pay and any witness or jury fee paid to him shall be paid to the Employer.
- 24.02 When an Employee is subpoenaed as a Witness in circumstances other than those in Clause 24.01, the Employee shall be allowed leave without pay and any witness fee paid to the Employee shall be retained by the Employee.

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Proposal - October 16, 2025

ARTICLE 25 - RATES OF PAY AND SALARY INCREMENTS

- 25.01 The pay ranges for Employee Classifications are set forth in Schedule "1".
- 25.02 The amount of the annual increment shall be one step on the Salary Grid to the maximum of the range.
- 25.03 (a) Employees shall be granted an annual increment on their anniversary date. On completion of the Probationary Period, an Employee hired at step 1 or step 2 of their respective Salary Grid is entitled to one-half (1/2) increment. The second one-half (1/2) increment shall be granted on their anniversary date following completion of the Probationary Period.
- (b) Provided the Employee is notified in writing prior to the due date, the Employer may withhold an increment:
- (i) for unsatisfactory performance subject to the Grievance Procedure;
 - (ii) the Employee's attendance at work has been reduced by frequent and/or prolonged periods of absence (not including paid vacation leave or leave granted under Article 6, Time-Off for Union Business).
- 25.04 Amounts in excess of one (1) increment per year may be awarded at the discretion of the Employer.
- 25.05 **Employees who achieve twenty (20) years of continuous service with the Employer shall receive a two percent (2%) increase to their regular base rate of pay, effective the first day of the pay period following the date on which they attain twenty (20) years of service.** ~~One additional increment for Long Service shall be granted on the Employee's Anniversary Date, which follows the completion of ten (10) years of service provided the Employee has also been at the top of the pay scale for at least one (1) year. If an Employee has completed ten (10) years service and has not been at~~

~~the top of the pay scale for one (1) year, the Long Service Increment shall be paid on the next anniversary date after one (1) year at the top of the scale. The Long Service Increment shall be six (6%) greater than step 8 of the Schedule 1 wage rates.~~

- 25.06 Should the Employer issue an overpayment of wages and/ or entitlements, the Employer may make the necessary monetary or entitlement adjustments and take such internal administrative action as is necessary to correct such errors. The Employer shall notify the Employee in writing that an overpayment has been made and discuss repayment options. By mutual agreement between the Employer and the Employee, repayment arrangements will be made. In the event mutual agreement cannot be reached, the Employer shall recover the overpayment by deducting up to ten percent (10%) of the Employee's gross earnings per pay period.



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Employer Proposal August 28, 2024

ARTICLE 26 LEAVE WITHOUT PAY

- 26.01 Leave without pay may be granted to an Employee. Requests for such leave must normally be submitted at least two (2) weeks in advance of the anticipated date of the commencement of such leave, before such request can be considered, except in the case of emergency wherein the notice period may be reduced or waived. The Employer will reply to any request for a leave of absence without pay in writing within two (2) weeks of the request. Where a final reply is not possible within two (2) weeks, a written interim reply with reasons will be provided.
- 26.02 If the Employee elects to maintain insurance benefits during any unpaid leave as described in 26.03 below, except 26.03(a), Compassionate/ Terminal Care Leave, the Employee will be responsible for paying one hundred percent (100%) of the respective benefit premiums for any leave of absence in excess of thirty (30) consecutive calendar days. In the case of Compassionate/ Terminal Care Leave, if the Employee elects to maintain their insurance benefits during any unpaid leave, the cost sharing in Article 17 will continue to apply. The Employee will complete a pre-authorized debit form for the expected period of leave.
- 26.03 The Parties agree to provide the following unpaid job-protected leaves of absence in accordance with the *Alberta Employment Standards Code*:
- (a) Compassionate / Terminal Care Leave
- (i) an Employee who completed at least ninety (90) of employment shall be entitled to leave of absence without pay but with benefits at the normal cost sharing, for a period of twenty-seven (27) weeks to care for a qualified relative with a serious medical condition with a significant risk of death within twenty six (26) weeks from the commencement of the leave. Such leave shall end upon the death of the qualified relative, when the Employee ceases to provide care for the qualified relative, or after twenty-seven (27) weeks of leave,

whichever is earlier.

- (ii) Employees may be required to submit to the Employer satisfactory proof demonstrating the need for compassionate / terminal care leave or critical illness leave.
- (iii) At the request of the Employee, critical illness leave may be taken in one (1) week increments.

(b) Critical Illness Leave

- (i) An Employee who has completed at least ninety (90) days of employment, and is a family member of a critically ill child or a critically ill qualified adult relative, is entitled to leave of absence without pay or benefits:
 - for a period of up to thirty-six (36) weeks to care for their critically ill child; or
 - for a period up to sixteen (16) weeks to care for a critically ill qualified adult relative.
- (ii) Employees may be required to submit to the Employer satisfactory proof demonstrating the need for compassionate / terminal care leave or critical illness leave.
- (iii) At the request of the Employee, critical illness leave may be taken in one (1) week increments.

(c) Death or Disappearance of a Child Leave

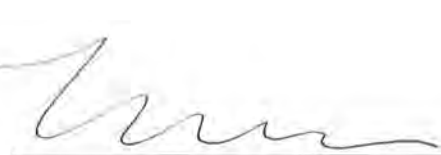
- (i) An Employee who has completed at least ninety (90) days of employment and is the parent of a child who has disappeared and it is probable, considering the circumstances, that the child disappeared as a result of a crime, shall be entitled to a leave of absence without pay for a period of up to fifty two (52) weeks.
- (ii) An Employee who is the parent of a child who has died and it is probable, considering the circumstances, that the child died as a result of a crime, shall be entitled to a leave of absence without pay for a period of up to one hundred and four (104) weeks.

(d) Domestic Violence Leave

- (i) An Employee who has completed ninety (90) days of employment and who has been subjected to domestic violence may require time off from work to address the situation and shall be entitled to leave of absence without pay for a period of up to ten (10) days in a calendar year.
- (ii) Alternatively, an Employee may access applicable leaves of absence or banks such as sick leave, personal leave, or witness duty leave.
- (iii) Personal information concerning domestic violence will be kept confidential by the Employer.
- (iv) When an Employee reports that they are experiencing domestic violence, the Employer will complete a hazard assessment and, where appropriate, may facilitate alternate work arrangements.
- (v) Employees may be required to submit satisfactory proof to the Employer demonstrating the need for domestic violence leave. Proof may be provided in the form of a copy of a court order, or documentation from a doctor, a family violence support service, a police officer, or lawyer.

(e) Military Leave

- (i) An Employee who has completed at least twenty-six (26) weeks of employment and is a military Reservist shall be entitled to leave of absence without pay.


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Proposal - October 16, 2025

ARTICLE 27 - LEAVE WITH PAY

- 27.01 The Director Human Resources or Designate may at their discretion grant Special Leave with pay in exceptional circumstances.
- 27.02 ~~The Parties recognize that an Employee may be unable to report to work for unpredictable reasons which require the Employee's urgent personal attention and which may include illness within the Employee's immediate family. The Employer shall approve Personal Leave in such circumstances. Personal Leave shall not exceed four (4) working days per year, increasing to six (6) working days, effective January 1, 2023, in total and shall not exceed two (2) consecutive working days and, when granted, shall be charged against the Employee's Casual Illness Entitlement. This Leave shall be with pay only where there is a Casual Illness Entitlement.~~
- 27.03 Commencing January 1, 2023, Full-time Employees will be provided **three (3)** ~~two (2)~~ bonus days off with pay each calendar year. These days must be taken in the calendar year with no carry over being provided from one calendar year to the next. An employee may utilize the bonus days subject to operational requirements with fourteen (14) days' notice to the Employer except in such exceptional circumstances where it is not possible to give such notice. Bonus days shall be prorated in the first year of employment for **full-time and part-time employees**. ~~part-time employees based on full-time hour equivalence~~ **Bonus days** are not applicable to casual Employees.



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CURRENT

ARTICLE 28
LAYOFF AND RECALL

- 28.01 When it becomes necessary to eliminate positions or reduce the working force, Employees may be laid off:
- (a) Except where layoff is caused by circumstances beyond the control of the Employer, Employees will be given the following notice:
 - (i) for Employees with less than one (1) year's service, thirty (30) calendar days, or
 - (ii) for Employees with one (1) or more years' service, sixty (60) calendar days.
 - (b) A laid off Employee may request pay in lieu of notice and the granting of such request is at the Employer's discretion.
- 28.02 Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a layoff, Employees shall be laid off in the reverse order of seniority in their classification within the bargaining unit where the lay-off is occurring. An Employee about to be laid off may bump any Employee with less seniority in their own classification or any lower classification in Schedule "I" within the bargaining unit, providing the Employee exercising the right is qualified to perform the work of the Employee with less seniority.
- 28.03 An Employee recalled to employment will be placed in the position from which the Employee is laid off or, if such position no longer exists, shall be recalled to another position within the bargaining unit from which they were laid off and which the Employee is capable of filling. The Employee will receive that rate of pay enjoyed at the time prior to layoff, unless recalled to a position for which the maximum rate is lower than the rate enjoyed prior to layoff, in which case, the Employee will receive the maximum rate for the position to which the Employee is recalled.
- 28.04 Following the expiration of the notice period, Employees are placed on a recall list and shall have first rights, in order of their seniority, to any vacancy in their former job classification or to a classification for which the Employee is qualified. The Employer will not hire new Employees to such classifications while an eligible Employee is on the recall list. Employees recalled to their previous classification shall receive the current rate for the step in the salary range, which they held at the time of layoff.
- Employees recalled to another classification shall be placed in a step where they would receive at least the current rate for the step in the salary range which they held at the time of layoff; however, in any event, Employees recalled shall not be paid more than the maximum for the classification to which they are recalled. Such rights will expire twelve (12) months after the date the Employee was placed on the recall list.
- 28.05 Time spent by a Probationary Employee on layoff will be added to the probationary period.
- 28.06 Notice of recall shall be by Registered Mail at the last known address. Failure to accept a recall within seven (7) days of the notice shall result in a termination of recall rights.

28.07 An Employee receiving layoff notice may elect to receive the following severance in lieu of recall rights. An Employee who elects to receive severance shall cease to have any rights under the Collective Agreement.

Full Years of Continuous Employment	Weeks of Pay at Regular Rate of Pay
1	14
2	15
3	16
4	17
5	19
6	22
7	25
8	28
9	31
10	34
11	37
12	40
13 plus	43

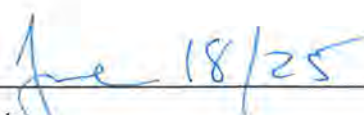
28.08 In order to avoid the necessity for layoffs, an Employee may volunteer to take the severance in Article 28.07. The Employer reserves the right to approve or deny any such request. A written response shall be provided to the Employee within two (2) weeks of the request.

28.09 If an Employee in receipt of the severance package is recalled or reemployed prior to the period paid as severance being exhausted, the Employee shall remit the remaining severance amount, less any lawful deductions at source, to the Employer.

28.10 Should the Negotiations between the Government of Alberta and the Alberta Union of Provincial Employees on behalf of the General Service result in an increase to the amount of severance paid in the event of layoff, such increased rate shall be reflected in this article.



On behalf of the Employer



Date



On behalf of the Union

June 18, 2025

Date

Legal Aid Society

and

Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Employer Proposal October 16, 2024

ARTICLE 29 - PERSONNEL FILE

29.01 The Personnel File referred to in this Article is the Personnel File of an Employee, which is maintained in the Human Resources Department of the Employer. There shall only be one (1) personnel file for each Employee.

29.02 The Employee will be given a copy of their annual evaluation and any other document respecting their performance or conduct, which is placed in their personnel file.

29.03 Upon request, access to an Employee's personnel file shall be provided to the Employee or to the designated Union Representative:

- (a) once in every year,
- (b) in the event of a grievance, or
- (c) at the time of a reasonable request.

At the time of access, the Employee may request the designated Union Representative or Union Steward to be present.

29.04 When an Employee has grieved a disciplinary action and the Employer has either allowed the grievance or reduced the penalty, the personnel file of the Employee shall reflect this action provided that this action results in the abandonment of the grievance. Where the grievor appeals the disciplinary action to Arbitration, the Award of that tribunal shall be placed on the personnel file of the Employee. Subject to the *Labour Relations Act*, the file shall reflect that Award.

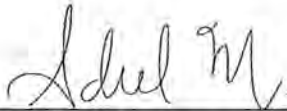
29.05 An Employee who has been subjected to disciplinary action shall, after eighteen (18) months of continuous service from the date the disciplinary action was invoked, have the record of such action deemed removed from the Employee's personnel file, providing:

- (a) the Employee's personnel file does not contain any further record of similar or greater disciplinary action during that eighteen (18) month period, and
- (b) the disciplinary action is not the subject of an unresolved grievance.

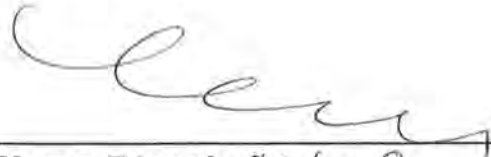
(00339844)

29.06

Where an Employee is disciplined and a written record of the discipline is placed in their personnel file, the Employee shall be given a copy of that record.



Adeel Mulla
Legal Aid Society



Merryn Edwards
Alberta Union of Provincial
Employees Local 118
Chapters 018 & 019

{00339844}

Current

ARTICLE 30
NOTICE OF RESIGNATION

30.01 An Employee shall provide the Employer with ten (10) working days' prior written notice of resignation or such lesser notice as is acceptable to the Director, Human Resources.

ARTICLE 31
JOB POSTINGS, PROMOTIONS AND TRANSFERS

- 31.01 The Employer will post for seven (7) work days any position opening within the Bargaining Unit prior to the actual commencement of outside posting. Such posting shall contain the following: Job Title, qualifications required, salary, competition closing date, to whom to submit the Application, and shall be accompanied by a Position Description. The Employer may also simultaneously post any position openings within the Bargaining Unit externally. Appointments shall be made in accordance with Article 31.04.
- 31.02 All applications delivered during such period of posting will be considered. Applicants shall be informed in writing of their acceptance or rejection as soon as possible after the appointment is made.
- 31.03 When the Employer decides to fill a vacancy before expiration of the posting period, the appointment shall be made on a temporary basis only, until a regular appointment is made.
- 31.04 Both Parties recognize the principle of promotion within the service of the Employer and that job opportunity should increase in proportion to length of service. Therefore, in making promotions or transfers, appointment shall be made of the applicant with the greatest seniority and having the required qualifications. Appointments from within the bargaining unit shall be made as soon as reasonably possible.
- 31.05 The successful applicant shall be notified within one week following the end of the posting period. They shall be given a trial period of forty (40) work days, during which time they will receive the necessary training for the position. The Employer shall not curtail the trial period without just cause, before it has run its full course. Conditional on satisfactory service, the Employee shall be declared permanent after the trial period. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the Employee is unable or unwilling to continue to perform the duties of the new job classification, the Employee shall be returned to their former position, wage, or salary rate, without loss of seniority. Any other Employee promoted or transferred because of the re-arrangement of positions shall also be returned to their former position, wage or salary rate without loss of seniority.
- 31.06 Where an Applicant who is already within the bargaining unit does not possess the required educational qualifications for a posted position, but is in the process of obtaining the necessary educational qualifications, that Employee may apply for the posted position. If the position is awarded to such an Applicant, the Employer may impose a condition upon the appointment that the Employee complete the required educational qualifications within a certain time frame.
- ~~31.07 Where an Employee is transferred or promoted to a higher paid classification, the salary of the Employee shall be placed within the range for the new classification~~

at the next highest increment level above the Employee's existing salary.

- 31.08 ~~Where an Employee is transferred or demoted (non-disciplinary) to a lower paid classification, the salary of the Employee shall be frozen until such time as the maximum step of the appropriate classification exceeds the Employee's rate of pay. At that time the Employee will be placed at the maximum of the range for the new classification and be eligible to receive future increases applied to the salary grid. Employees frozen over range shall receive the equivalent of the negotiated increase for each year of the agreement in a lump sum payment, payable on the first pay period in April.~~
- 31.09 ~~Where an Employee applies for and accepts an appointment to a lower paid classification, the salary of the Employee shall be placed within the range of the new classification at the closest level at or below the Employee's existing salary.~~
- 31.10 ~~A promoted or transferred Employee shall serve a trial period of forty (40) work days in the new classification. During the trial period, the Employee may be returned to their former position by the Employer. For the first fifteen (15) work days, the Employee may at their request also return to their former position.~~
- 31.1106 An Employee occupying a permanent position may apply for a promotion or transfer to a temporary position exceeding ninety (90) days in duration. If appointed to such a position, the Employee shall be returned to their former position when the temporary position ends.
- 31.1207 Where the Employer is aware of employment opportunities/job postings outside the Bargaining Unit but within the Legal Aid Society, same will be made available to the members of the Bargaining Unit.

SIGNED ON BEHALF OF THE EMPLOYER



DATE: October 26, 2025

SIGNED ON BEHALF OF THE UNION



DATE: __October 22, 2025__

Legal Aid Society

and


Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Employer Proposal April 9, 2025

ARTICLE 32 – REIMBURSEMENT FOR BUSINESS RELATED EXPENSES

- 32.01 An Employee who is required to travel on business or who is relocated or who otherwise incurs expenses on behalf of the Employer shall be entitled to claim expenses and allowances according to the Rate Schedule provided by Finance. The Rate Schedule shall not form part of the Collective Agreement, however in the event that an Employee's claim for expenses is denied, this denial is subject to the grievance procedure.
- 32.02 The (Rate Schedule) Regulations shall be reviewed every twelve (12) months in consultation with the Union.
- 32.03 An Employee required to use their own vehicle on Employer business shall be reimbursed mileage at the rate of not less than **\$0.60** per kilometer.
- 32.04 In addition, an Employee required to use their own vehicle on Employer business shall be reimbursed the cost of business insurance at the rate of up to \$500.00 per year.


Adeel Mulla
Legal Aid Society


Merryn Edwards
Alberta Union of Provincial
Employees Local 118
Chapters 018 & 019

Legal Aid Society

and

Alberta Union of Provincial Employees Local 118 Chapters 018 & 019


Employer Proposal August 28, 2024

**ARTICLE 33 - TERMS AND CONDITIONS OF EMPLOYMENT APPLICABLE FOR
PART-TIME EMPLOYEES**

- 33.01 All terms and conditions of this Collective Agreement apply to Part-Time Employees, except as modified in this Article.
- 33.02 The normal hours of work for Part-Time Employees will be their regularly scheduled hours. ~~Part-Time Employees are not eligible for Earned Days Off (EDOs).~~
- 33.03 During a week where a Paid Holiday falls, an Employee's scheduled hours of work for that week may be adjusted based on operational requirements and provided that the Employee is granted a minimum of thirty (30) days written notice.
- 33.04 Part-Time Employees covered by this Agreement shall receive one (1) fifteen (15) minute paid rest period if they are regularly scheduled to work up to four (4) hours on any day. If they are regularly scheduled to work six (6) hours or more on any day, they are entitled to two (2) fifteen (15) minute rest periods, one (1) rest period to be granted before the meal period and one (1) rest period to be granted after. Rest periods shall not be scheduled within one (1) hour of commencement or termination of a meal period or a work day.
- 33.05 Part-Time Employees covered by this Agreement shall receive a meal period of between thirty (30) minutes and one (1) hour, as mutually agreed to by each Employee and Employer, at approximately the mid-point of each work period that exceeds four (4) hours. Such meal period shall be without pay.
- 33.06 A Part-Time Employee will be paid for all hours worked but to qualify for overtime compensation, the Employee must work time in excess of **seven and one-quarter (7.25) hours in a day or thirty-six and one-quarter (36.25) hours in a week** ~~seven and one-half (7 1/2) hours in a day or thirty-five (35) hours, and effective January 1, 2023, to seven and one-quarter (7.25) hours in a day or thirty-six and one-quarter (36.25) hours,~~

~~in a week.~~ Such overtime shall be authorized by the Employer.

- 33.07 Part-Time Employees who meet the conditions prescribed by the applicable contract of insurance covered in Article 17 - Group Benefits, are to participate in the above Plans.
- 33.08 In lieu of Article 20, Annual Vacation Leave, a Part-Time Employee shall receive annual vacation based on a pro-rata basis.
- 33.09 Salary increments as outlined in Article 25 shall be awarded to Part-Time Employees on the same basis as permanent Employees. Pay ranges and salary increments shall be prorated for Part-Time Employees.
- 33.10 In lieu of Article 19.01, 19.02 and 42.01, Part-Time Employees shall be administered as follows, if the day on which the Holiday is observed falls on a regularly scheduled working day for the Part-time Employees, holiday pay shall be based on the Part-time Employee's normally scheduled working hours.


Adeel Mulla
Legal Aid Society
Merryn Edwards *Aug. 28/24*
Alberta Union of Provincial
Employees Local 118
Chapters 018 & 019

Legal Aid Society

and

Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Employer Proposal October 16, 2024

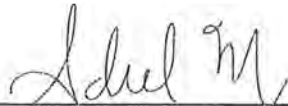
**ARTICLE 34 - TERMS AND CONDITIONS OF EMPLOYMENT APPLICABLE FOR
CASUAL EMPLOYEES**

34.01 Only the following terms and conditions of the Collective Agreement apply to Casual Employees:

- (a) Pay at an hourly rate based on the rates paid for the various Employee groups as set forth in Schedule "A".
- (b) Article 2 – Union Recognition and Rights, Article 3 – Union Membership and Payment of Dues, and Article 5 – Management Rights.
- (c) The following shall apply in lieu of Article 8 - Hours of Work & Earned Days Off:
 - (i) The hours of work shall not exceed ~~seven and one-half (7 1/2) hours, and, effective January 1, 2023, shall not exceed~~ seven and one-quarter (7.25) hours, on any day and shall be as directed by the Employer,
 - (ii) Article 33.04 as for Part-Time Employees,
 - (iii) Article 8.03
- (d) Clauses 9.01, 9.02(a), 11.01, Article 12 – Disciplinary Action, and Article 13 – Grievance Procedure.
- (e) In lieu of Article 19 – Paid Holidays, a Casual Employee shall receive in addition to their regular wage earnings, pay at five point two (5.2%) percent of their regular wage earnings, and for working on a paid holiday, pay at time and one-half their regular hourly rate for all hours worked up to the equivalent of full normal daily hours and double time thereafter.
- (f) In lieu of Article 20 – Annual Vacation Leave, a Casual Employee shall receive six (6%) percent vacation pay on each pay cheque and may notify the Employer that they are unavailable for work up to three (3) weeks in each fiscal year.

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- (g) Articles 26 - Leave Without Pay, Article 29 - Personnel File, Article 32 – Reimbursement for Business Related Expenses, and Article 40 - Term of Agreement.
- (h) Casuals may apply for positions posted under Article 31 and will be considered in accordance with Article 31.04.



Adeel Mulla
Legal Aid Society



Merryn Edwards
Alberta Union of Provincial
Employees Local 118
Chapters 018 & 019

ARTICLE 35
TERMS AND CONDITIONS OF EMPLOYMENT APPLICABLE FOR
TEMPORARY EMPLOYEES

- 35.01 All terms and conditions applicable to Full-Time or Part-Time Employees will apply to Temporary Employees except the following:
- Article 13 Grievance Procedure - grievances over the termination of employment at the end of the temporary period.
 - Article 15 General Illness - shall not apply for the first six (6) months, but will apply thereafter but not beyond the end of the term for which the Employee was hired.
 - Article 17 Group Insurance Benefits - these benefits will not apply in the first six (6) months, but will apply thereafter. The benefits shall consist of medical insurance, dental insurance, vision care and Life insurance. Long Term Disability shall not apply.
 - Article 18 Registered Savings Plan - shall not apply for the first six (6) months, but will apply thereafter but not beyond the end of the term for which the Employee was hired.
 - Article 22 Training and Education Leave
 - Article 23 Maternity/Parental/Adoption Leave
 - Article 28 Layoff & Recall
 - Article 34 Terms and Conditions of Employment Applicable for Casual Employees
 - (b) Article 20 - Annual Vacation Leave
 - (c) Article 25 – Rates of Pay and Salary Increments (including LSI)

Legal Aid Society

and


Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Employer Proposal August 28, 2024

ARTICLE 36 - PRINTING OF AGREEMENTS

- 36.01 After the Parties have proofed the draft Agreement each ~~Party~~ **the Union** agrees to pay ~~one-half (1/2)~~ the cost of printing sufficient copies ~~for the Employer and to provide each present and new Employees with a copy of the Collective Agreement~~ **should they request a copy. The Employer will provide the employees access to the Collective agreement online and will provide a printed copy upon request.**
- 36.02 ~~Each party further agrees to pay the full cost of printing additional copies that they order.~~
- 36.03 ~~The printing of the Collective Agreements will be processed at AUPE Headquarters~~
- 36.04 ~~A copy of the Collective Agreement shall be provided to each Employee by the Union.~~


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Merryn Edwards
Alberta Union of Provincial
Employees Local 118
Chapters 018 & 019

Aug 29/28

ARTICLE 37
GENERAL CONDITIONS FOR EXTENDED ABSENCES


- 37.01 This Article applies to any Employee absent for more than thirty (30) consecutive calendar days on Training and Education leave, Maternity/Adoption/Compassionate Care Leave, General Illness, Long Term Disability Benefits, Workers' Compensation Benefits or Leave Without Pay.
- 37.02 Employees on extended absences will not accrue service for the purposes of:
- (a) Article 11 - Probationary Period
 - (b) Article 20 - Annual Vacation Leave
 - (c) Article 25 – Rates of Pay and Salary Increments (including LSI)

SIGNED ON BEHALF OF THE EMPLOYER



DATE: October 24, 2025

SIGNED ON BEHALF OF THE UNION



DATE: __October 22, 2025__

Legal Aid Society

and

Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Employer Proposal September 19, 2024


ARTICLE 38 – JOB CLASSIFICATIONS

- 38.01 The Employer will provide each Employee with a copy of their job description upon request. Newly hired Employees will be provided a copy of their job description upon commencement of employment.
- 38.02 An Employee's job description will be reviewed with the Employee once per year upon their request.
- ~~38.03~~ New Classifications
- 38.03 When new classifications are created, appropriate rates of pay shall be negotiated with the Alberta Union of Provincial Employees. If it is established that a higher salary level is appropriate, the new salary shall be retroactive to the date the classification was created. Should the parties fail to agree on the appropriate rate of pay for the new classification the Union may submit the difference as a grievance at Step 3.
- ~~38.04~~ Classification Reviews
- 38.04 An Employee or their Manager may request in writing to Human Resources that the allocation of their position be reviewed if the Employee or Manager considers the duties have materially changed since the allocation of the position. The Employee or Manager shall provide rationale for the request for review and Human Resources shall conduct an audit of the position and provide the results of the review and a decision on the allocation to the Employee and Manager not later than thirty (30) days from the receipt of the request.
- 38.05 If the Employee is not satisfied with the classification decision rendered by Human Resources, the Employee may appeal the decision in accordance with Article 13.01 Step 3. Such appeal shall be made in writing within twenty-one (21) days after receipt of the decision.

Promotions, Demotions and Transfers

- 38.06 Where an Employee is transferred or promoted to a higher paid classification, the salary of the Employee shall be placed within the range for the new classification at the next highest increment level above the Employee's existing salary.
- 38.07 Where an Employee is transferred or demoted (non-disciplinary) to a lower paid classification, the salary of the Employee shall be frozen until such time as the maximum step of the appropriate classification exceeds the Employee's rate of pay. At that time the Employee will be placed at the maximum of the range for the new classification and be eligible to receive future increases applied to the salary grid. Employees frozen over range shall receive the equivalent of the negotiated increase for each year of the agreement in a lump sum payment, payable on the first pay period in April.
- 38.08 Where an Employee applies for and accepts an appointment to a lower paid classification, the salary of the Employee shall be placed within the range of the new classification at the closest level at or below the Employee's existing salary.
- 38.09 A promoted or transferred Employee shall serve a trial period of forty (40) work days in the new classification. During the trial period, the Employee may be returned to their former position by the Employer. For the first fifteen (15) work days, the Employee may at their request also return to their former position.


Adeel Mulla
Legal Aid Society


Merryn Edwards
Alberta Union of Provincial
Employees Local 118
Chapters 018 & 019

ARTICLE 39

NO DISCRIMINATION OR HARASSMENT/ RESPECTFUL WORKPLACE POLICY

- 39.01 The Employer, Union and Employees are committed to providing a safe and positive work environment where everyone is treated with dignity and respect, and therefore committed to creating and maintaining a workplace free of discrimination, harassment, bullying or violence.
- The Employer and the Union agree that there shall be no discrimination by reason of race, age, colour, ancestry, place of origin, religious beliefs, political affiliation or activity, source of income, sexual orientation, gender, gender identity, gender expression, marital status, family status, physical or mental disability, nor by reason of membership, non-membership or activity in the Union.
- 39.02 The Parties recognize that the Employer has issued a Respectful Workplace Policy, an Occupational Health & Safety Policy, and a Violence Prevention Policy, and agree to cooperate in ensuring that Employees are able to conduct their responsibilities in a dignified and professional working environment free from discrimination, workplace harassment, personal harassment and workplace conflict.
- 39.03 Harassment means any single incident or pattern of objectionable or unwelcome conduct, comment, bullying, or action by a person that the person knows, or ought reasonably to know, would cause offence or humiliation to an Employee, adversely affect the Employee's health and safety, or cause or is likely to cause physical or psychological harm.
- 39.04 A complaint of Discrimination, Workplace Harassment, Workplace Bullying or Workplace Violence shall be submitted to the Employer. The Employer shall conduct an investigation and Employees are required to cooperate with the investigation. All complaints will be dealt with promptly and in a confidential manner. Investigations will be concluded within ninety (90) days from the date of the complaint unless documented circumstances warrant an extension and agreement from the Union is received.
- 39.05 Nothing in this Article prevents an Employee from filing a complaint under the appropriate legislation or a grievance under Article 13.
- 39.06 The Employer will not tolerate any form of retaliation against an Employee who, in good faith, makes a complaint of harassment or discrimination.

Legal Aid Society

and

Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

ARTICLE 40 TERM OF AGREEMENT

40.01 [OUTSTANDING]

40.02 Where notice is served by either party under the Labour Relations Code, provisions of this Collective Agreement shall continue until either:

- (a) a settlement is agreed upon and a new Collective Agreement signed; or
- (b) a settlement is not agreed upon and then this Collective Agreement shall remain in effect until a strike or lockout commences as provided in the Labour Relations Code.

40.03 Any amendments deemed necessary in the Agreement may be made by mutual agreement at any time during the existence of this Agreement. Any such agreed changes shall be in writing.

40.04 An Employee whose employment has terminated prior to the signing of this Collective Agreement is eligible to receive retroactively any increase in wages, which the Employee would have received but for the termination of employment, upon submission of a written application to the Employer during the period between the expiry date of the preceding Collective Agreement and sixty (60) calendar days after the signing of this Collective Agreement.

40.05 Either party desiring to propose changes or amendments to this Agreement shall, between the period of sixty (60) and one hundred and twenty (120) calendar days prior to the termination date, give notice in writing to the other of the changes or amendments proposed.

Any notice required to be given shall be deemed to have been sufficiently served if personally delivered or sent by registered mail to:

In the Case of the Employer

President and Chief Executive Officer
Legal Aid Alberta
10123 99th street,
Edmonton Alberta, T5J 3H1
400, 10320 102 Avenue
Edmonton AB T5J 4A1

In the Case of the Union

SIGNED ON BEHALF OF THE EMPLOYER

SIGNED ON BEHALF OF THE UNION



DATE: September 18, 2024



DATE: September 18, 2024_____

ARTICLE 41
EMPLOYEE MANAGEMENT ADVISORY COMMITTEE

- 41.01 The parties agree to establish an Employee Management Advisory Committee (EMAC) consisting of ~~not more than six (6) persons, including two (2)~~ **not more than four (4)** ~~that Employees who shall represent the Employer, three (3) Employees (two (2) from Chapter 019 Edmonton and one (1) from Chapter 018 Calgary)~~ who shall represent the union, and one (1) Union Representative, **and not more than four (4) employees who represent the Employer.**
- 41.02 Unless otherwise mutually agreed, EMAC shall meet on a quarterly basis (once every three months), at a mutually acceptable date and time. Members of the Committee shall normally receive a notice and agenda for the meeting at least fourteen (14) days in advance of the meeting.
- 41.03 The purpose of EMAC is to consider matters of mutual concern affecting the relationship of the Employer to its Employees with a view to resolving difficulties and promoting harmonious relations between the Employer and its Employees.
- 41.04 An Employer Representative and a Union Representative shall each be designated by their own side as a joint chairperson, and they shall alternate in presiding over meetings. The Employer Representative attending should be authorized by the Employer to discuss any mutually agreed upon agenda items and if not resolved at the meeting the Employer will provide a formal and final response within twenty (20) business days.
- 41.05 The Committee shall meet at the call of either chairperson.
- 41.06 Minutes of each meeting of the Committee shall be prepared and signed by the joint chairpersons as soon as possible after the close of the meeting. The Union and the Employer shall each receive a signed copy of the minutes.
- 41.07 The Committee shall not have any jurisdiction to amend this Collective Agreement. However, agenda items may involve discussion of current terms and conditions in the Collective Agreement, excluding any ongoing grievances. The Committee shall not supersede the activities of any other Committee of the Union or of the Employer. The Committee does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in its discussions. The Committee shall have the power to make recommendations to the Union and to the Employer with respect to its discussions and conclusions.

SIGNED ON BEHALF OF THE EMPLOYER

SIGNED ON BEHALF OF THE UNION



DATE: September 18, 2024




DATE: September 18, 2024_____


CURRENT

ARTICLE 42
CHRISTMAS LEAVE

- 42.01 The Parties agree that each Employee will have three (3) days leave each calendar year. The Employer will set the days to cause the office to be closed between Christmas and New Year's.
- 42.02 Should the Employer decide to open completely or partially during these three (3) days, the Parties shall meet and discuss the consequences of opening. The Parties acknowledge that they have assigned a value of 1.2% of salary to these three (3) days.


On behalf of the Employer


Date


On behalf of the Union

June 18, 2025
Date

ARTICLE 43


JOINT WORK SITE HEALTH AND SAFETY COMMITTEE

43.01 (a) The Employer shall establish a Joint Work Site Health and Safety Committee for each worksite with greater than twenty (20) workers. The Joint Work Site Health and Safety Committee(s) shall be composed of worksite representatives:

- (i) For the Edmonton committee, representation to include **up to three (3) representatives from the Union in addition to other employee groups** and ~~no more than three (3) and an equal number of~~ representatives from Management.
- (ii) For the Calgary committee, representation to include **up to two one (1-2) representatives from the Union in addition to other employee groups and an equal number of** ~~no more than two one (1-2) representatives~~ from Management.
- (b) A Joint Worksite Health and Safety Committee shall have two (2) co-chairs, one (1) chosen by the Management representatives on the committee and the other chosen by the worker members on the committee.
- (c) This Committee shall meet at least quarterly, and in addition shall meet where deemed necessary by the committee co-chairs within ten (10) days of receiving a written complaint or concern regarding an occupational health or safety incident or matter. An Employee shall be paid at the applicable Rate of Pay for attendance at Committee meetings.
- (d) The purpose of the Joint Worksite Health and Safety Committee(s) is to consider matters arising with respect to Occupational Health and Safety in the workplace, and recommend corrective action, program changes or promote Health and Safety measures. The committee(s) will make recommendations to the Employer in that regard.
- (e) The Joint Worksite Health and Safety Committee will establish terms of reference consistent with the *Occupational Health and Safety Act* to include the following duties:
 - (i) Assessing complaints regarding health and safety;
 - (ii) Identifying work site hazards, including regular inspections;
 - (iii) Developing and promoting measures to protect health and safety;

- (iv) Cooperating with health and safety officers;
 - (v) Working with Legal Aid Alberta management to develop a health and safety program, including:
 - a health and safety policy;
 - identification of hazards;
 - emergency response plan;
 - statement of responsibilities for Legal Aid Alberta, supervisors and workers;
 - schedule and procedures for regular inspections;
 - health and safety procedures for involvement of third party employers;
 - health and safety orientation training;
 - procedures for participating and investigating incidents, injuries and refusals to work;
 - procedures for reviewing health and safety program
 - (vi) Developing and promoting health and safety education programs;
 - (vii) Making health and safety recommendations
 - (viii) Participating in workplace investigations involving serious injuries and incidents;
 - (ix) Establishing committee rules and procedures for fulfilling the above duties.
- (f) Minutes of each meeting shall be taken and shall be approved by the Committee prior to circulation.
 - (g) The Joint Worksite Health and Safety Committee(s) shall consider measures necessary to ensure the security and safety of each Employee while at work, be that on the Employer's premises, courthouse, institution, or other location.
 - (h) The Employer has thirty (30) days to remedy issues identified by the Committee and must respond in writing to the Committee detailing the remedy. If the issue is not resolved satisfactory or the resolution exceeds the thirty (30) day period an Occupational Health and Safety Officer can be called.

43.02 The Employer shall have in place a comprehensive set of Occupational Health and Safety policies, including but not limited to harassment and working alone, which shall be reviewed annually by the Joint Worksite Health and Safety Committee(s).



Adeel Mulla
Legal Aid Society



Merryn Edwards *Aug 28/24.*
Alberta Union of Provincial
Employees Local 118
Chapters 018 & 019

Legal Aid Alberta

and

Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Proposal – October 16, 2025

Letters of Understanding

Letter of Understanding Re: Access to Justice – DELETE

Letter of Understanding Re: Scope of Bargaining Unit Settlement - DELETE

A blue ink signature of Adeel Mulla, consisting of a stylized 'A' and 'M'.

Adeel Mulla
Legal Aid Alberta

A black ink signature of Merryn Edwards de la O, written in a cursive style.

Merryn Edwards de la O
Alberta Union of Provincial
Employees Local 118
Chapters 019

LETTER OF UNDERSTANDING #1
BETWEEN
LEGAL AID SOCIETY
AND
ALBERTA UNION OF PROVINCIAL EMPLOYEES

Classification Arbitration

1. ~~Whereas the Employer has made the following classification changes:~~
 - (a) ~~NEW CLASSIFICATIONS:~~
 - (i) ~~Contact Centre Intake Officer (CCIO)~~
 - (ii) ~~Courthouse Intake & Assessment Officer~~
 - (iii) ~~Assessment Officer~~
 - (b) ~~DELETED CLASSIFICATION:~~
 - (i) ~~Appointing and Payment Officer~~
 - (ii) ~~Legal Services Officer (LSO) and Discretionary Coverage Officer~~
 - (iii) ~~Legal Assistant (Grandfathered)~~
 - (c) ~~ALTERED CLASSIFICATION:~~
 - (i) ~~Certificate and Tariff Officer (CTO);~~
2. ~~And whereas the parties are not in agreement on the appropriate rates of pay for the new and altered classifications;~~
3. ~~Therefore, the parties agree that the rates of pay for the new and altered classifications shall be decided by Deborah Howes, acting as a single arbitrator.~~
4. ~~The Employer shall disclose to the Union the position descriptions and qualifications for the following out of scope positions:~~
 - (a) ~~Legal Assistant~~
 - (b) ~~Justice Navigator~~
 - (c) ~~Indigenous Courthouse Worker~~
5. ~~The arbitrator shall determine the rates of pay for the new and altered classifications.~~
 - (a) ~~The decision of the arbitrator shall be in accordance with the following condition:~~
 - (i) ~~The maximum wage at the top of the salary range for the new classifications shall not exceed the current Step 8 for LSO.~~
 - (ii) ~~The maximum wage at the top of the salary range for the altered classification shall not exceed the current Step 8 for CTO.~~
 - (b) ~~The decision of the arbitrator shall be final and binding on both parties.~~
6. ~~Employees in the CTO and CCIO classifications whose rate of pay is at Step 6 or above on~~

the salary grid as of the date of ratification of this agreement, shall have their wage frozen until the time of the award of the arbitrator. Upon the award of the arbitrator:

- (a) ~~An Employee whose current rate does not exceed the maximum rate (excluding Long Service Increment) as determined by the arbitrator shall be placed on the new grid at the step whose rate is closest to, but not less than, the current rate of pay.~~
- (b) ~~An Employee whose current rate of pay is lower than the appropriate rate as determined by the arbitrator shall be paid the new rate of pay retroactive to the date of ratification.~~
- (c) ~~An Employee whose current rate of pay is greater than the maximum rate (excluding Long Service Increment) as determined by the arbitrator shall be frozen until the maximum step of the appropriate classification (excluding Long Service Increment) exceeds the Employee's current rate of pay. At that time, the Employee will be placed on the maximum step of the new or altered classification. Each year, employees frozen over range will receive a lump sum equivalent to the negotiated increase, payable on the first pay period in January.~~

~~7. The parties are further agreed that the Employer shall provide reasonable supports to employees to successfully transition into their new classifications.~~

SIGNED ON BEHALF OF THE EMPLOYER

SIGNED ON BEHALF OF THE UNION





DATE: October 22, 2025

DATE: __October 22, 2025__

~~LETTER OF UNDERSTANDING #4~~
~~BETWEEN~~
~~LEGAL AID SOCIETY~~
~~AND~~
~~ALBERTA UNION OF PROVINCIAL EMPLOYEES~~
~~2023 Winter (Christmas) Closure and Paid Holidays~~

~~WHEREAS Article 19.01 (b) of the collective agreement between the parties provides for a paid Christmas float holiday to be taken when Provincial Court of Alberta Offices are closed or on the last day before Christmas closure; and~~

~~WHEREAS, in the 2023 calendar year, the last day before Christmas closure is Friday, December 22, 2023, on which day the Provincial Court of Alberta Offices are open; and~~

~~WHEREAS Article 42 provides for three paid days between Christmas and New Year's, which in the 2023 calendar year, fall on Wednesday, December 27; Thursday, December 28; and Friday, December 29; and~~

~~NOW THEREFORE, the parties agree as follows:~~

~~1. Friday, December 22 will be a regular day of work for bargaining unit employees, but they will be provided with an additional Bonus Day (total of 3) in accordance with Article 27.03, to be used by December 31, 2023.~~

~~2. If the extra bonus day is unused by December 31, 2023, it will be paid out.~~

~~3. The Christmas closure schedule shall be as follows:~~

~~Friday, December 22 — Regular day of work~~

~~Monday, December 25 — Christmas Day paid holiday~~

~~Tuesday, December 26 — Boxing Day paid holiday~~

~~Wednesday, December 27 — Christmas closure day~~

~~Thursday, December 28 — Christmas closure day~~

~~Friday, December 29 — Christmas closure day~~

~~1) This Letter of Understanding expires March 31, 2024.~~

On behalf of the Employer

On behalf of the Union

Date

Date

SIGNED ON BEHALF OF THE EMPLOYER

SIGNED ON BEHALF OF THE UNION



DATE: October 22, 2025

DATE: __October 22, 2025__

Legal Aid Alberta

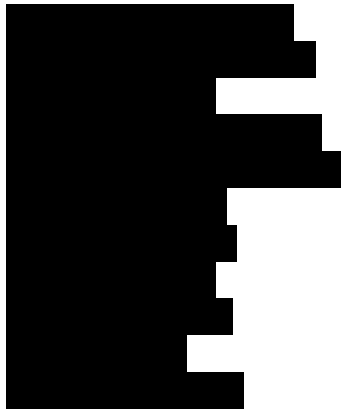
and

Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Memorandum of Agreement
RE: Greencircled Employees

The Parties agree as follows:

1. The following employees shall be designated as green-circled effective date of ratification.



2. The above-named Employees shall continue to receive annual general wage increases applied to their base rate of pay as long as they remain employed.

This Memorandum of Agreement shall not form part of the Collective Agreement.

A blue ink signature of Adeel Mulla.

Adeel Mulla
Legal Aid Alberta

A blue ink signature of Merryn Edwards de la O.

Merryn Edwards de la O
Alberta Union of Provincial
Employees Local 118
Chapter 019

Legal Aid Alberta

and

Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Memorandum of Agreement

RE: Long Service Lump Sum Payments to Administrative Assistants

The following employees shall receive a lump sum payment equal to six percent (6%) of their base salary as of January 1, 2024:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

The payment shall be subject to all applicable statutory deductions but shall not be pensionable or form part of the employee's base salary for any purpose under the Collective Agreement.

Such payment will be paid out within ninety (90) days of ratification. The Employer shall make reasonable efforts to effect payment on the last pay period of the year.

This Memorandum of Agreement shall not form part of the Collective Agreement.



Adeel Mulla
Legal Aid Alberta



Merryn Edwards de la O
Alberta Union of Provincial
Employees Local 118 Chapter 019

Legal Aid Alberta

and

Alberta Union of Provincial Employees Local 118 Chapters 018 & 019

Wages and Term

The parties are agreed that the term of the agreement shall be April 1, 2024 to March 31, 2028.

Effective April 1, 2024, Salary Schedule shall be increased by three percent (3%).

Effective April 1, 2025, Salary Schedule shall be increased by three percent (3%).

Effective April 1, 2026, Salary Schedule shall be increased by three percent (3%).

Effective April 1, 2027, Salary Schedule shall be increased by three percent (3%).

Retroactive payments will be paid to all current employees as of the date of ratification and will be paid out within ninety (90) days of ratification. The Employer shall make reasonable efforts to effect retroactive payments on the last pay period of the year.

Implementation of other changes will occur immediately upon ratification, unless otherwise stated.

The Parties agree to the attached new Salary Grid, which shall replace the current Schedule 1 of the Collective Agreement in its entirety.

The new Salary Grid shall take effect on the date of ratification.



Adeel Mulla
Legal Aid Alberta



Merryn Edwards de la O
Alberta Union of Provincial
Employees Local 118
Chapter 019

Schedule One- Wage Rates

GROUP	Classification Title	Working Titles	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Administrative Support	Admin Support I	Administrative Support	General Wage Increase April 1, 2024								
			General Wage Increase April 1, 2025								
			New Range Effective Ratification	Monthly	\$ 3,422.96	\$ 3,633.47	\$ 3,856.93	\$ 4,094.13	\$ 4,345.92	\$ 4,613.20	\$ 4,916.82
				Hourly	\$ 21.79	\$ 23.13	\$ 24.55	\$ 26.06	\$ 27.67	\$ 29.37	\$ 31.30
				Annually	\$41,075.52	\$43,601.66	\$46,283.17	\$49,129.58	\$52,151.05	\$55,358.34	\$59,001.78
			General Wage Increase April 1, 2026 (3.0%)	Monthly	\$ 3,525.65	\$ 3,742.48	\$ 3,972.64	\$ 4,216.96	\$ 4,476.30	\$ 4,751.59	\$ 5,064.32
				Hourly	\$ 22.44	\$ 23.82	\$ 25.29	\$ 26.85	\$ 28.50	\$ 30.25	\$ 32.24
				Annually	\$ 42,307.79	\$ 44,909.71	\$ 47,671.66	\$ 50,603.47	\$ 53,715.58	\$ 57,019.09	\$ 60,771.83
			General Wage Increase April 1, 2027 (3.0%)	Monthly	\$ 3,631.42	\$ 3,854.75	\$ 4,091.82	\$ 4,343.46	\$ 4,610.59	\$ 4,894.14	\$ 5,216.25
				Hourly	\$ 23.12	\$ 24.54	\$ 26.05	\$ 27.65	\$ 29.35	\$ 31.16	\$ 33.21
				Annually	\$ 43,577.02	\$ 46,257.01	\$ 49,101.81	\$ 52,121.57	\$ 55,327.05	\$ 58,729.66	\$ 62,594.99
Administrative Support	Admin Support II	Office Administrative Assistant Certificate Standards & Compliance Administrative Assistant	General Wage Increase April 1, 2024 (3.0%)								
			General Wage Increase April 1, 2025 (3.0%)								
			New Range Effective Ratification	Monthly	\$ 3,738.11	\$ 3,948.19	\$ 4,170.08	\$ 4,404.44	\$ 4,651.97	\$ 4,913.41	\$ 5,208.33
				Hourly	\$ 23.80	\$ 25.13	\$ 26.55	\$ 28.04	\$ 29.61	\$ 31.28	\$ 33.16
				Annually	\$44,857.32	\$47,378.30	\$50,040.96	\$52,853.26	\$55,823.62	\$58,960.90	\$62,500.00
			General Wage Increase April 1, 2026 (3.0%)	Monthly	\$ 3,850.25	\$ 4,066.64	\$ 4,295.18	\$ 4,536.57	\$ 4,791.53	\$ 5,060.81	\$ 5,364.58
				Hourly	\$ 24.51	\$ 25.89	\$ 27.34	\$ 28.88	\$ 30.50	\$ 32.22	\$ 34.15
				Annually	\$ 46,203.04	\$ 48,799.65	\$ 51,542.19	\$ 54,438.86	\$ 57,498.33	\$ 60,729.73	\$ 64,375.00
			General Wage Increase April 1, 2027 (3.0%)	Monthly	\$ 3,965.76	\$ 4,188.64	\$ 4,424.04	\$ 4,672.67	\$ 4,935.27	\$ 5,212.64	\$ 5,525.52
				Hourly	\$ 25.25	\$ 26.67	\$ 28.16	\$ 29.75	\$ 31.42	\$ 33.18	\$ 35.18
				Annually	\$ 47,589.13	\$ 50,263.64	\$ 53,088.46	\$ 56,072.03	\$ 59,223.28	\$ 62,551.62	\$ 66,306.25

GROUP	Classification Title	Working Titles	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Client Services	Client Services I	Legal Intake Specialist	General Wage Increase April 1, 2024 (3.0%)								
			General Wage Increase April 1, 2025 (3.0%)								
		Roster Services Liaison	New Range Effective Ratification	Monthly	\$ 4,166.67	\$ 4,429.58	\$ 4,709.09	\$ 5,006.23	\$ 5,322.13	\$ 5,657.95	\$ 6,040.69
				Hourly	\$ 26.53	\$ 28.20	\$ 29.98	\$ 31.87	\$ 33.88	\$ 36.02	\$ 38.46
				Annually	\$50,000.00	\$53,155.00	\$56,509.08	\$60,074.80	\$63,865.52	\$67,895.44	\$72,488.28
		Process Documentation & Support Coordinator	General Wage Increase April 1, 2026 (3.0%)	Monthly	\$ 4,291.67	\$ 4,562.47	\$ 4,850.36	\$ 5,156.42	\$ 5,481.79	\$ 5,827.69	\$ 6,221.91
				Hourly	\$ 27.32	\$ 29.04	\$ 30.88	\$ 32.83	\$ 34.90	\$ 37.10	\$ 39.61
				Annually	\$ 51,500.00	\$ 54,749.65	\$ 58,204.35	\$ 61,877.05	\$ 65,781.49	\$ 69,932.30	\$ 74,662.93
			General Wage Increase April 1, 2027 (3.0%)	Monthly	\$ 4,420.42	\$ 4,699.34	\$ 4,995.87	\$ 5,311.11	\$ 5,646.24	\$ 6,002.52	\$ 6,408.57
				Hourly	\$ 28.14	\$ 29.92	\$ 31.80	\$ 33.81	\$ 35.94	\$ 38.21	\$ 40.80
				Annually	\$ 53,045.00	\$ 56,392.14	\$ 59,950.48	\$ 63,733.36	\$ 67,754.93	\$ 72,030.27	\$ 76,902.82
Client Services	Client Services II	Assessment Officer	General Wage Increase April 1, 2024 (3.0%)								
			General Wage Increase April 1, 2025 (3.0%)								
			New Range Effective Ratification	Monthly	\$ 4,778.30	\$ 5,093.67	\$ 5,429.85	\$ 5,788.22	\$ 6,170.24	\$ 6,577.48	\$ 7,040.32
				Hourly	\$ 30.42	\$ 32.43	\$ 34.57	\$ 36.85	\$ 39.28	\$ 41.87	\$ 44.82
				Annually	\$57,339.60	\$61,124.01	\$65,158.20	\$69,458.64	\$74,042.91	\$78,929.74	\$84,483.88
			General Wage Increase April 1, 2026 (3.0%)	Monthly	\$ 4,921.65	\$ 5,246.48	\$ 5,592.75	\$ 5,961.87	\$ 6,355.35	\$ 6,774.80	\$ 7,251.53
				Hourly	\$ 31.33	\$ 33.40	\$ 35.60	\$ 37.95	\$ 40.46	\$ 43.13	\$ 46.16
				Annually	\$ 59,059.79	\$ 62,957.73	\$ 67,112.94	\$ 71,542.40	\$ 76,264.20	\$ 81,297.63	\$ 87,018.40
			General Wage Increase April 1, 2027 (3.0%)	Monthly	\$ 5,069.30	\$ 5,403.87	\$ 5,760.53	\$ 6,140.72	\$ 6,546.01	\$ 6,978.05	\$ 7,469.08
				Hourly	\$ 32.27	\$ 34.40	\$ 36.67	\$ 39.09	\$ 41.67	\$ 44.42	\$ 47.55
				Annually	\$ 60,831.58	\$ 64,846.47	\$ 69,126.33	\$ 73,688.67	\$ 78,552.12	\$ 83,736.56	\$ 89,628.95

GROUP	Classification Title	Working Titles	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Finance	Finance I	Payables Clerk	General Wage Increase April 1, 2024 (3.0%) General Wage Increase April 1, 2025 (3.0%)								
			New Range Effective Ratification	Monthly	\$ 3,422.96	\$ 3,633.47	\$ 3,856.93	\$ 4,094.13	\$ 4,345.92	\$ 4,613.20	\$ 4,916.82
				Hourly	\$ 21.79	\$ 23.13	\$ 24.55	\$ 26.06	\$ 27.67	\$ 29.37	\$ 31.30
				Annually	\$41,075.52	\$43,601.66	\$46,283.17	\$49,129.58	\$52,151.05	\$55,358.34	\$59,001.78
			General Wage Increase April 1, 2026 (3.0%)	Monthly	\$ 3,525.65	\$ 3,742.48	\$ 3,972.64	\$ 4,216.96	\$ 4,476.30	\$ 4,751.59	\$ 5,064.32
				Hourly	\$ 22.44	\$ 23.82	\$ 25.29	\$ 26.85	\$ 28.50	\$ 30.25	\$ 32.24
				Annually	\$ 42,307.79	\$ 44,909.71	\$ 47,671.66	\$ 50,603.47	\$ 53,715.58	\$ 57,019.09	\$ 60,771.83
			General Wage Increase April 1, 2027 (3.0%)	Monthly	\$ 3,631.42	\$ 3,854.75	\$ 4,091.82	\$ 4,343.46	\$ 4,610.59	\$ 4,894.14	\$ 5,216.25
				Hourly	\$ 23.12	\$ 24.54	\$ 26.05	\$ 27.65	\$ 29.35	\$ 31.16	\$ 33.21
				Annually	\$ 43,577.02	\$ 46,257.01	\$ 49,101.81	\$ 52,121.57	\$ 55,327.05	\$ 58,729.66	\$ 62,594.99
Finance	Finance II	Facilities & Finance Administrator	General Wage Increase April 1, 2024 (3.0%) General Wage Increase April 1, 2025 (3.0%)								
			New Range Effective Ratification	Monthly	\$ 4,166.67	\$ 4,429.58	\$ 4,709.09	\$ 5,006.23	\$ 5,322.13	\$ 5,657.95	\$ 6,040.69
				Hourly	\$ 26.53	\$ 28.20	\$ 29.98	\$ 31.87	\$ 33.88	\$ 36.02	\$ 38.46
				Annually	\$50,000.00	\$53,155.00	\$56,509.08	\$60,074.80	\$63,865.52	\$67,895.44	\$72,488.28
			General Wage Increase April 1, 2026 (3.0%)	Monthly	\$ 4,291.67	\$ 4,562.47	\$ 4,850.36	\$ 5,156.42	\$ 5,481.79	\$ 5,827.69	\$ 6,221.91
				Hourly	\$ 27.32	\$ 29.04	\$ 30.88	\$ 32.83	\$ 34.90	\$ 37.10	\$ 39.61
				Annually	\$ 51,500.00	\$ 54,749.65	\$ 58,204.35	\$ 61,877.05	\$ 65,781.49	\$ 69,932.30	\$ 74,662.93
			General Wage Increase April 1, 2027 (3.0%)	Monthly	\$ 4,420.42	\$ 4,699.34	\$ 4,995.87	\$ 5,311.11	\$ 5,646.24	\$ 6,002.52	\$ 6,408.57
				Hourly	\$ 28.14	\$ 29.92	\$ 31.80	\$ 33.81	\$ 35.94	\$ 38.21	\$ 40.80
				Annually	\$ 53,045.00	\$ 56,392.14	\$ 59,950.48	\$ 63,733.36	\$ 67,754.93	\$ 72,030.27	\$ 76,902.82

GROUP	Classification Title	Working Titles	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Finance	Finance III	Financial Analyst	General Wage Increase April 1, 2024 (2.0%)								
			General Wage Increase April 1, 2025 (3.0%)								
			New Range Effective Ratification	Monthly	\$ 4,598.37	\$ 4,901.86	\$ 5,225.39	\$ 5,570.26	\$ 5,937.90	\$ 6,329.80	\$ 6,772.63
				Hourly	\$ 29.27	\$ 31.21	\$ 33.27	\$ 35.46	\$ 37.80	\$ 40.30	\$ 43.11
				Annually	\$55,180.44	\$58,822.35	\$62,704.62	\$66,843.13	\$71,254.78	\$75,957.59	\$81,271.52
			General Wage Increase April 1, 2026 (3.0%)	Monthly	\$ 4,736.32	\$ 5,048.92	\$ 5,382.15	\$ 5,737.37	\$ 6,116.03	\$ 6,519.69	\$ 6,975.81
				Hourly	\$ 30.15	\$ 32.14	\$ 34.26	\$ 36.52	\$ 38.93	\$ 41.50	\$ 44.41
				Annually	\$ 56,835.85	\$ 60,587.02	\$ 64,585.76	\$ 68,848.42	\$ 73,392.42	\$ 78,236.32	\$ 83,709.67
			General Wage Increase April 1, 2027 (3.0%)	Monthly	\$ 4,878.41	\$ 5,200.39	\$ 5,543.61	\$ 5,909.49	\$ 6,299.52	\$ 6,715.28	\$ 7,185.08
				Hourly	\$ 31.06	\$ 33.11	\$ 35.29	\$ 37.62	\$ 40.10	\$ 42.75	\$ 45.74
				Annually	\$ 58,540.93	\$ 62,404.63	\$ 66,523.34	\$ 70,913.88	\$ 75,594.19	\$ 80,583.41	\$ 86,220.96

GROUP	Classification Title	Working Titles	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Information Technology	Information Tech. I	Help Desk Analyst Tier 1	General Wage Increase April 1, 2024 (3.0%)								
			General Wage Increase April 1, 2025 (3.0%)								
			New Range Effective Ratification	Monthly	\$ 4,766.66	\$ 4,947.80	\$ 5,135.81	\$ 5,330.97	\$ 5,533.55	\$ 5,743.82	\$ 5,962.41
				Hourly	\$ 30.34	\$ 31.50	\$ 32.69	\$ 33.94	\$ 35.23	\$ 36.57	\$ 37.96
				Annually	\$57,199.94	\$59,373.54	\$61,629.73	\$63,971.66	\$66,402.59	\$68,925.88	\$71,548.88
			General Wage Increase April 1, 2026 (3.0%)	Monthly	\$ 4,909.66	\$ 5,096.23	\$ 5,289.89	\$ 5,490.90	\$ 5,699.56	\$ 5,916.14	\$ 6,141.28
				Hourly	\$ 31.26	\$ 32.44	\$ 33.68	\$ 34.96	\$ 36.28	\$ 37.66	\$ 39.10
				Annually	\$ 58,915.94	\$ 61,154.75	\$ 63,478.62	\$ 65,890.81	\$ 68,394.67	\$ 70,993.66	\$ 73,695.35
			General Wage Increase April 1, 2027 (3.0%)	Monthly	\$ 5,056.95	\$ 5,249.12	\$ 5,448.58	\$ 5,655.63	\$ 5,870.54	\$ 6,093.62	\$ 6,325.52
				Hourly	\$ 32.19	\$ 33.42	\$ 34.69	\$ 36.00	\$ 37.37	\$ 38.79	\$ 40.27
				Annually	\$ 60,683.42	\$ 62,989.39	\$ 65,382.98	\$ 67,867.53	\$ 70,446.51	\$ 73,123.47	\$ 75,906.21
Information Technology	Information Tech. II	Help Desk Analyst Tier 2	New Range Effective Ratification	Monthly	\$ 5,726.25	\$ 5,979.92	\$ 6,244.83	\$ 6,521.48	\$ 6,810.38	\$ 7,112.08	\$ 7,444.08
				Hourly	\$ 36.45	\$ 38.07	\$ 39.75	\$ 41.52	\$ 43.36	\$ 45.28	\$ 47.39
				Annually	\$68,715.00	\$71,759.07	\$74,938.00	\$78,257.75	\$81,724.57	\$85,344.97	\$89,329.00
			General Wage Increase April 1, 2026 (3.0%)	Monthly	\$ 5,898.04	\$ 6,159.32	\$ 6,432.18	\$ 6,717.12	\$ 7,014.69	\$ 7,325.44	\$ 7,667.41
				Hourly	\$ 37.55	\$ 39.21	\$ 40.95	\$ 42.76	\$ 44.66	\$ 46.63	\$ 48.81
				Annually	\$ 70,776.45	\$ 73,911.85	\$ 77,186.14	\$ 80,605.49	\$ 84,176.31	\$ 87,905.32	\$ 92,008.87
			General Wage Increase April 1, 2027 (3.0%)	Monthly	\$ 6,074.98	\$ 6,344.10	\$ 6,625.14	\$ 6,918.64	\$ 7,225.13	\$ 7,545.21	\$ 7,897.43
				Hourly	\$ 38.67	\$ 40.39	\$ 42.18	\$ 44.04	\$ 46.00	\$ 48.03	\$ 50.28
				Annually	\$ 72,899.74	\$ 76,129.20	\$ 79,501.73	\$ 83,023.65	\$ 86,701.60	\$ 90,542.48	\$ 94,769.14