

SOURCE	Comp		
Wages EFF.	98	01	01
TERM.	99	12	31
No. OF EMPLOYEES	270		
NOMBRE D'EMPLOYÉS	df		

COLLECTIVE AGREEMENT

BETWEEN

**The Office of the Superintendent
of Financial Institutions**

AND

**The Professional Institute
of the Public Service of Canada**

FOR THE

Professional Employees Group

October 14, 1999

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ARTICLE 1

PURPOSE OF AGREEMENT

- 1.01 The purpose of this Agreement is to maintain harmonious and mutually beneficial relationships between the Employer, the employees and the Institute, to set forth certain terms and conditions of employment relating to remuneration, hours of work, employee benefits and general working conditions affecting employees covered by this Agreement.
- 1.02 The parties to this Agreement share a desire to maintain professional standards and to promote the well-being and increased efficiency of OSFI's employees to the end that the people of Canada will be well and effectively served. Accordingly, they are determined to establish within the framework provided by law, an effective working relationship at all levels of OSFI in which members of the bargaining unit are employed.

ARTICLE 2

INTERPRETATION AND DEFINITIONS

- 2.01 For the purpose of this Agreement:
- (a) "bargaining unit" means all the Professional employees as described in the certificate issued by the Public Service Staff Relations Board on June 7, 1999;
 - (b) a "common-law spouse" relationship exists when, for a continuous period of at least one year, an employee has lived with a person, publicly represented that person to be his/her spouse, and lives and continues to live with that person as if that person were his/her spouse;
 - (c) "continuous employment" has the same meaning as specified in the "Public Service Terms and Conditions of Employment Regulations" as these regulations exist on the date of the signing of this Agreement;
 - (d) "daily rate of pay" means an employee's weekly rate of pay divided by five (5);
 - (e) "day of rest" in relation to an employee means a day, other than a designated paid holiday, on which that employee is not ordinarily required to perform the duties of his position other than by reason of his being on leave;
 - (f) "designated paid holiday" means the twenty-four (24) hour period commencing at 00:01 hour of a day designated as a holiday in this Agreement;

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- (g) "double time" means twice the hourly rate of pay;
- (h) "employee" means a person so defined by the Public Service Staff Relations Act and who is a member of the bargaining unit;
- (i) "Employer" means Her Majesty in right of Canada as represented by the Office of the Superintendent of Financial Institutions (OSFI), and includes any person authorized to exercise the authority of the Office of the Superintendent of Financial Institutions;
- (j) "headquarters area" has the same meaning as given to the expression in the Travel Policy;
- (k) "hourly rate of pay" means a full-time employee's weekly rate of pay divided by thirty-seven and one-half (37 1/2);
- (l) "Institute" means the Professional Institute of the Public Service of Canada;
- (m) "lay-off" means the termination of an employee's employment because of lack of work or because of the discontinuance of a function;
- (n) "leave" means authorized absence from duty;
- (o) "membership dues" means the dues established pursuant to the by-laws and regulations of the Institute as the dues payable by its members as a consequence of their membership in the Institute, and shall not include any initiation fee, insurance premium, or special levy;
- (p) "overtime" means :
 - i) authorized work performed by the employee in excess of his scheduled daily hours of work and
 - ii) authorized work performed by an employee on a normal day of rest or a holiday;
- (q) "time and one-half" means one and one-half (1 1/2) times the hourly rate of pay;
- (r) "weekly rate of pay" means an employee's annual rate of pay divided by 52.176.

2.02 Except as otherwise provided in this Agreement, expressions used in this Agreement,

- (a) if defined in the Public Service Staff Relations Act, have the same meaning as given to them in the Public Service Staff Relations Act,

and

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- (b) if defined in the Interpretation Act, but not defined in the Public Service Staff Relations Act, have the same meaning as given to them in the Interpretation Act.

ARTICLE 3

OFFICIAL TEXTS

- 3.01 Both the English and French texts of this Agreement shall be official.

ARTICLE 4

APPLICATION

- 4.01 The provisions of this Agreement apply to the Institute, employees and the Employer.
- 4.02 In this Agreement, words importing the masculine gender shall include the feminine gender.

ARTICLE 5

MANAGEMENT RIGHTS

- 5.01 All the functions, rights, powers and authority which the Employer has not specifically abridged, delegated or modified by this Agreement are recognized by the Institute as being retained by the Employer.

ARTICLE 6

RIGHTS OF EMPLOYEES

- 6.01 Nothing in this Agreement shall be construed as limiting or eliminating any rights or obligations whatever, recognized or conferred upon any employee, under any federal or provincial statutes, present or future.

ARTICLE 7

HOURS OF WORK

- 7.01 For the purpose of this Article, a week shall consist of seven (7) consecutive days beginning at 00:01 hours Monday and ending at 24:00 hours Sunday. The day is a twenty-four (24) hour period commencing at 00:01 hours.
- 7.02 **Normal Work Week**
The normal work week shall be thirty-seven and one-half (37 1/2) hours, and the normal daily hours of work shall be seven and one-half (7 1/2) hours, exclusive of a meal period.

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The normal work week shall be Monday through Friday and the normal workday shall be scheduled between 7:00 a.m. and 6:00 p.m.

- 7.03 **Flexible Hours**
Upon the request of an employee and the concurrence of the Employer, an employee may work flexible hours on a daily basis so long as the daily hours amount to seven and one-half (7 1/2).
- 7.04 **Days of Rest**
An employee shall be granted two (2) consecutive days of rest during each seven (7) day period unless operational requirements do not so permit.
- 7.05 **Attendance Register**
Monthly attendance registers shall be submitted by employees only when it is necessary to record overtime earned and leave taken.
- 7.06 **Compressed Work Week**
Notwithstanding the provisions of this Article, upon request of an employee and the concurrence of the Employer, an employee may complete his weekly hours of employment in a period other than five (5) full days provided that over a period of fourteen (14), twenty-one (21) or twenty-eight (28) calendar days the employee works an average of thirty-seven and one-half (37 1/2) hours per week. As part of the provisions of this clause, attendance reporting shall be mutually agreed upon between the employee and the Employer. In every fourteen (14) or twenty-one (21) or twenty-eight (28)-day period or any other period as agreed to between employee and the Employer, such an employee shall be granted days of rest on such days as are not scheduled as a normal workday for him/her.

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

ARTICLE 8

OVERTIME

- 8.01 When an employee is required by the Employer to work overtime, compensation shall be paid as follows:
- (a) on a normal workday, at a rate of time and one-half (1 1/2);
 - (b) on a first day of rest, at the rate of time and one-half (1 1/2) for the first 7 1/2 hours and at the rate of double (2) time thereafter;

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- c) on a second or subsequent day of rest, at the rate of double (2) time. Second or subsequent day of rest means the second or subsequent day in an unbroken series of consecutive and contiguous calendar days of rest;
- (d) notwithstanding clause (c) above, if, in an unbroken series of consecutive and contiguous calendar days of rest, the Employer permits the employee to work the required overtime on a day of rest requested by the employee, then the compensation shall be at time and one-half (1 1/2) for the first day worked.

8.02 When an employee is required by the Employer to work overtime on a holiday, the employee shall be paid, in addition to his or her regular pay for the day

- (a) time and one-half (1 1/2) for all hours worked up to the daily scheduled hours of work and double (2) time thereafter;
- (b) double (2) time for such overtime when the holiday is not the employee's scheduled day of work and is contiguous to a day of rest on which the employee also worked and received double (2) time compensation.

8.03 All calculations for overtime shall be based on each completed fifteen (15) minute period.

8.04 Employees shall record starting and finishing times of overtime work in a format determined by the Employer.

8.05 Except in cases of emergency, call back, or mutual Agreement the Employer shall whenever possible give at least twelve (12) hours' notice of any requirement for overtime.

8.06 The Employer will endeavour to make cash payments for overtime in the month following the month in which the credits were earned.

8.07 Upon application by the employee and at the discretion of the Employer, compensation earned under this Article may be taken in the form of compensatory leave at the applicable premium rate. Leave credits earned in a fiscal year and outstanding on September 30 of the next following fiscal year shall be compensated for at a rate determined by multiplying the daily rate of pay of the employee as determined from the classification prescribed in the employee's certificate of appointment of his substantive position on September 30th by the number of days of unused compensatory leave credits.

- 8.08 (a) An employee who works three (3) or more hours of overtime immediately before or immediately following his scheduled hours of work shall be reimbursed expenses for one meal in the amount of nine dollars (\$9.00) except where free meals are provided. Reasonable time with pay, to be determined by management, shall be allowed the employee in order that a meal break may be taken either at or adjacent to the employee's place of work.
- (b) When an employee works overtime continuously extending four (4) hours or more beyond the period provided in (a) above, the employee shall be reimbursed for one additional meal in the amount of seven dollars (\$7.00) except where free meals are provided. Reasonable time with pay to be determined by management shall be allowed the employee in order that a meal break may be taken either at or adjacent to the employee's place of work.
- 8.09 Clause 8.08 shall not apply to an employee who is in travel status which entitles the employee to claim expenses for lodging and/or meals.

ARTICLE 9

CALL-BACK PAY

- 9.01 Employees, who have completed their normal hours of work and who have left their place of work and who are called back to work for a period of non-contiguous overtime prior to reporting for their next regular scheduled work period, shall be granted compensation at the applicable overtime rate. Minimum compensation shall be for a period of three (3) hours.
- 9.02 Upon application by the employee and at the discretion of the Employer, compensation under this Article may be taken in the form of compensatory leave, which will be calculated at the applicable premium rate laid down in this Article. Compensatory leave earned in a fiscal year and outstanding on September 30 of the next following fiscal year shall be paid at the employee's daily rate of pay on September 30.
- 9.03 When a payment is being made as a result of the application of this Article, the Employer will endeavour to make such payment within six (6) weeks following the end of the pay period for which the employee requests payment, or, if payment is required to liquidate compensatory leave outstanding at the expiry of the fiscal year, the Employer will endeavour to make such payment within six (6) weeks of the commencement of the first pay period after September 30 of the next following fiscal year.

ARTICLE 10

STANDBY

- 10.01 When the Employer requires an employee to be available on standby during off-duty hours an employee shall be compensated at the rate of one-half (1/2) hour for each four (4)-hour period or portion thereof for which the employee had been designated as being on standby duty.
- 10.02 **An** employee on standby who is called in to work by the Employer and who reports for work shall be compensated in accordance with Article 9 Call-Back.
- 10.03 An employee required to be on standby duty shall be available during the period of standby at a known telephone or pager number and be able to return to duty as quickly as possible if called.
- 10.04 No standby duty payment should be granted if any employee is unable to report for duty when required.

ARTICLE 11

DESIGNATED PAID HOLIDAYS

- 11.01 Subject to clause 11.02, the following days shall be designated paid holidays for employees:
- (a) New Year's Day,
 - (b) Good Friday
 - (c) Easter Monday
 - (d) the day fixed by proclamation of the Governor in Council for celebration of the Sovereign's Birthday,
 - (e) Canada Day,
 - (f) Labour Day,
 - (g) the day fixed by proclamation of the Governor in Council as a general day of Thanksgiving,
 - (h) Remembrance Day
 - (i) Christmas Day,

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- (j) Boxing Day,
- (k) one additional day in each year that, in the opinion of the Employer, is recognized to be a provincial or civic holiday in the area in which the employee is employed or, in any area where, in the opinion of the Employer, no such day is recognized as a provincial or civic holiday, the first Monday in August,

and

- (l) one additional day when proclaimed by an Act of Parliament as a National Holiday.

11.02 Except in circumstances set out in Article 27, Clause 11.01 does not apply to an employee who is absent without pay on the employee's scheduled working days both immediately preceding and immediately following the holiday.

11.03 **Holiday Falling on a Day of Rest**
When a day designated as a holiday under clause 11.01 coincides with an employee's scheduled day of rest, the holiday shall be moved to the employee's first scheduled day of work following the employee's scheduled day of rest.

11.04 When a day designated as a holiday for an employee is moved to another day under the provisions of clause 11.03:

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

and

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

11.05 **Holiday Coinciding with a day of Paid Leave**
Where a day that is a designated paid holiday coincides with a day of leave with pay, or is moved as a result of the application of clause 11.03, that day shall count as a holiday and not as a day of leave.

ARTICLE 12

TRAVELLING TIME

12.01 For the purposes of this Agreement travelling time is compensated for only in the circumstances and to the extent provided for in this Article.

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- 12.02 When an employee is required to travel outside his or her headquarters area on government business, as these expressions are defined by the Employer, the time of departure and the means of such travel shall be determined by the Employer and the employee will be compensated for travel time in accordance with clauses 12.03 and 12.04. Travelling time shall include time necessarily spent at each stop-over enroute up to a maximum of three (3) hours.
- 12.03 For the purposes of clauses 12.02 and 12.04, the travelling time for which an employee shall be compensated is as follows:
- (a) For travel by public transportation, the time between the scheduled time of departure and the time of arrival at the destination, including the normal travel time to the point of departure as determined by the Employer.
 - (b) For travel by private means of transportation, the normal time as determined by the Employer, to proceed from the employee's place of residence or work place, as applicable, directly to the employee's destination and, upon return, directly back to the employee's residence or work place.
 - (c) In the event that an alternative time of departure and/or means of travel is requested by the employee, the Employer may authorize such alternative arrangements but compensation for travelling time shall not exceed that which would have been payable under the Employer's original determination.
- 12.04 If an employee is required to travel as set forth in clauses 12.02 and 12.03:
- (a) On a normal working day on which the employee travels but does not work, the employee shall receive his or her regular pay for the day.
 - (b) On a normal working day on which the employee travels and works, the employee shall be paid:
 - (i) his or her regular pay for the day for a combined period of travel and work not exceeding seven and one-half (7 1/2) hours,
 - and
 - (ii) at the applicable overtime rate for additional travel time in excess of a seven and one-half hours (7 1/2) period of work and travel, with a maximum payment for such additional travel time not to exceed seven and one-half (7 1/2) hours of pay at the straight-time hourly rate in any day.
 - (c) On a day of rest or on a holiday, the employee shall be paid at the applicable overtime rate for hours travelled to a maximum of seven and one-half (7 1/2) hours of pay at the straight-time hourly rate.
- 12.05 No travel compensation will be paid for travel in connection with courses, training sessions, conferences and seminars, unless the employee is required to attend by the Employer.

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- 12.06 This Article above does not apply to employees who are required to perform work in any type of transport in which they are travelling. In such circumstances, they shall receive the greater of
- (a) on a normal working day, their regular pay for the day,
 - or
 - (b) pay for actual hours worked in accordance with Articles 7 and 8 of this Agreement.
- 12.07 All calculations for travelling time shall be based on each completed period of fifteen (15) minutes.
- 12.08 Upon application by the employee and at the discretion of the Employer, compensation earned under this Article may be taken in the form of compensatory leave at the applicable premium rate. Leave credits earned in a fiscal year and outstanding on September 30 of the next following fiscal year shall be paid in cash at the employee's daily rate of pay on September 30.

ARTICLE 13

LEAVE - GENERAL

- 13.01 When the employment of an employee who has been granted more vacation or sick leave with pay than the employee has earned is terminated by death, the deceased employee is considered to have earned the amount of leave with pay granted.
- 13.02 When the employment of an employee who has been granted more vacation or sick leave with pay than the employee has earned is terminated by lay-off, the employee is considered to have earned the amount of leave with pay granted.
- 13.03 Once in each fiscal year, and upon request, employees are entitled to be informed of the balance of their vacation, sick and family related leave credits.
- 13.04 The amount of leave with pay credited to an employee by the Employer at the time this Agreement is signed, or at the time when the employee becomes subject to this Agreement, shall be retained by the employee.
- 13.05 Notwithstanding anything contained in Article 14 (Vacation Leave), Article 15 (Sick Leave), Article 16 (Bereavement Leave), Article 17 (Other Leave), and Article 18 (Career Development) an employee shall not be granted vacation leave, sick leave, other leave or career development leave with pay while on leave without pay or under suspension.
- 13.06 **An** employee shall not be granted two (2) different types of leave with pay in respect of the same period of time.

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13.07 If at the end of a fiscal year, an employee's entitlement to vacation leave with pay includes a fractional entitlement of less or more than one-half (1/2) day, the entitlement shall be increased to the nearest (1/2) day.

ARTICLE 14

VACATION LEAVE

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

14.02 Accumulation of Vacation Leave

An employee who has earned at least ten (10) days' pay during any calendar month of ~~it~~ vacation year shall earn vacation leave credits at the following rates in respect of that month:

- (i) one and one-quarter (1 1/4) days per month until the month in which the anniversary of the employee's eighth (8th) year of service occurs;
- (ii) one and two-thirds (1 2/3) days per month commencing with the month in which the employee's eighth (8th) year of service occurs;
- (iii) two and one-twelfth (2 1/12) days per month commencing with the month in which the employee's eighteenth (18th) anniversary of service ;
- (iv) two and one-half (2 1/2) days commencing with the month in which the employee's twenty-ninth (29th) anniversary of service.

14.03 For the purposes of clauses 14.01 and 14.02 only, all service within the Public Service, whether continuous or discontinuous, shall count toward vacation leave, except where a person who, on leaving the Public Service, takes or has taken severance pay. However, discontinuous service shall count for the purpose of determining vacation leave entitlement when an employee who receives severance pay on lay-off is re-appointed to the Public Service within one year following the date of lay-off,

14.04 Entitlement to Vacation Leave

Employees are entitled to vacation leave to the extent of their earned credits but employees who have completed six (6) months of continuous service may receive an advance of credits equivalent to the anticipated credits for the vacation year.

14.05 Scheduling of Vacation Leave

In scheduling vacation leave with pay for an employee the Employer shall, subject to the operational requirements of the service, make every reasonable effort to comply with the employee's wishes.

14.06 The Employer shall give the employee as much notice as is practicable that a request for vacation has or has not been approved. If the leave is not approved the employee shall be so advised in writing immediately.

14.07 **Carry-Over of Vacation Leave**

- (a) The employer shall comply with a request made by an employee before January 1 that he be permitted to carry-over into the following fiscal year, any vacation leave accredited to him. The total carry over so requested shall not exceed thirty-five (35) days.
- (b) Where in any vacation year, all vacation leave has not been scheduled the unused vacation leave shall be carried over into the following vacation year.
- (c) During any vacation year, upon application by the employee and at the discretion of the Employer, vacation leave credits in excess of fifteen (15) days may be paid in cash at the employee's daily rate of pay as calculated from the classification prescribed in his substantive position on the last day of the vacation year.

14.08 **Recall from Vacation Leave**

- (a) Subject to operational requirements, the Employer will make every reasonable effort not to recall an employee to duty after he or she has proceeded on vacation leave;
- (b) Where, during any period of vacation leave, an employee is recalled to duty, the employee shall be reimbursed for reasonable expenses, as normally defined by the Employer, that the employee incurs:
 - (i) in proceeding to the employee's place of duty,
 - and
 - (ii) in returning to the place from which the employee was recalled if the employee immediately resumes vacation upon completing the assignment for which he or she was recalled after submitting such accounts as are normally required by the Employer;
- (c) Employees shall not be considered as being on vacation leave during any period in respect of which they are entitled under sub-clause 14.08(b) to be reimbursed for reasonable expenses incurred by them;
- (d) The expenses referred to in (b) shall include the non-returnable portion of vacation contracts and reservations made by the employee in respect of that period, subject to presentation of such documentation as the Employer may require,

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- (e) Expenses referred to in (b) and (d) above shall also include expenses related to all immediate family members who accompanied the Employee on such a vacation, where applicable.

14.09 Leave When Employment Terminates

When an employee dies or otherwise ceases to be employed, the employee's estate or the employee shall be paid an amount equal to the product obtained by multiplying the number of days of earned but unused vacation leave with pay to his or her credit by the daily rate of pay applicable to the authorized classification of the employee immediately prior to the termination of the employee's employment.

14.10 Notwithstanding clause 14.09, an employee whose employment is terminated by reason of a declaration that the employee has abandoned his or her position, is entitled to receive the payment referred to in clause 14.09, if it is requested within six (6) months following the date upon which employment was terminated.

14.11 Except in the case of termination for cause, where the employee requests, the Employer shall grant the employee's unused vacation leave credits prior to termination of employment.

14.12 Advance Payments

The Employer agrees to issue advance payments of estimated net salary for vacation periods of two (2) or more complete weeks, provided a written request for such advance payment is received from the employee at least six (6) weeks prior to the last day before the employee's vacation period commences.

Providing the employee has been authorized to proceed on vacation leave for the period concerned, pay in advance of going on vacation shall be made prior to departure. Any overpayment in respect of such pay advances shall be an immediate first charge against any subsequent pay entitlements and shall be recovered in full prior to any further payment of salary.

14.13 Cancellation of Vacation Leave

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

14.14 Where in respect of any period of vacation leave with pay, an employee:

- (a) is granted bereavement leave,

or

- (b) is granted leave with pay because of illness in the immediate family,

or

(c) is granted sick leave,

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

14.15 Appointment to a federal government department or agency

Notwithstanding clause 14.09, an employee who resigns to accept an appointment with an organization listed in either Part I or Part II of Schedule I of the Public Service Staff Relations Act, may choose not to be paid for earned but unused vacation and sick leave, provided that the appointing organization will accept such credits.

ARTICLE 15

SICK LEAVE

15.01 Credits

An employee shall earn sick leave credits at the rate of one and one-quarter (1 1/4) days for each calendar month for which he receives pay for at least ten (10) days.

15.02 Granting of Sick Leave

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

(a) the employee satisfies the Employer of this condition in such a manner and at such a time as may be determined by the Employer,

and

(b) the employee has the necessary sick leave credits.

15.03 Unless the employee is otherwise informed by the Employer, a statement signed by the employee stating that because of the illness or injury the employee was unable to perform his or her duties shall, when delivered to the Employer, be considered as meeting the requirements of sub-clause 15.02(a).

15.04 An employee shall not be granted sick leave with pay during any period in which the employee is on leave of absence without pay, or under suspension.

15.05 When an employee is granted sick leave with pay and injury-on-duty leave is subsequently approved for the same period, it shall be considered for the purpose of the record of sick leave credits that the employee was not granted sick leave with pay.

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- 15.06 **Advance of Credits**
Where an employee has insufficient or no credits to cover the granting of sick leave with pay under the provisions of clause 15.02, sick leave with pay may, at the discretion of the Employer, be granted:
- (a) for a period of up to twenty-five (25) days if the employee is awaiting a decision on an application for injury-on-duty leave,
- or
- (b) for a period of up to fifteen (15) days if the employee has not submitted an application for injury-on-duty leave,
- subject to the deduction of such advanced leave from any sick leave credits subsequently earned or at the request of the employee from unused vacation leave or compensatory leave credits.
- 15.07 The Employer may for good and sufficient reason, advance sick leave credits to an employee when a previous advance has not been fully reimbursed.
- 15.08 If an employee becomes ill during a period of compensatory leave and such illness is supported by a medical certificate, the employee shall be granted sick leave with pay and compensatory leave credits shall be restored to the extent of any concurrent sick leave granted.
- 15.09 Sick leave credits earned but unused during a previous period of employment in the Public Service shall be restored to an employee whose employment was terminated by reason of lay-off and who is reappointed in the Public Service within one year from the date of lay-off.

ARTICLE 16

BEREAVEMENT LEAVE

- 16.01 In respect to applications for leave made pursuant to this Article, the employee may be required to provide satisfactory validation of the circumstances necessitating such requests.
- 16.02 For the purpose of this article, immediate family is defined as father, mother, child (or alternatively stepparent, foster parent, stepchild or ward) of the employee or the employee's spouse (including common-law spouse), brother, sister, spouse (including common-law spouse) of the employee, *or* any other relative permanently residing in the employee's household or with whom the employee permanently resides.

- (a) Where a member of an employee's immediate family dies, an employee shall be granted bereavement leave with pay for a period of up to four (4) consecutive calendar days which must include the day of the funeral or service. In addition, the employee may be granted up to three (3) days' special leave with pay for the purpose of travel to and from the place of the funeral.
- (b) An employee shall be granted leave with pay up to a maximum of one day, in the event of the death of the employee's or spouse's grandparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law or grandchild.
- (c) It is recognized by the parties that the circumstances which call for leave in respect of bereavement are based on individual circumstances. On request, the Employer may, after considering the particular circumstances involved, grant leave with pay for a period greater than that provided above.
- (d) If, during a period of paid leave, an employee is bereaved in circumstances under which the employee would have been eligible for bereavement leave under this clause, he or she shall be granted bereavement leave and the paid leave credits shall be restored to the extent of any concurrent bereavement leave granted.

ARTICLE 17

OTHER LEAVE WITH OR WITHOUT PAY

17.01

Maternity Leave without Pay

- a) (i) **An** employee who becomes pregnant shall, upon request, be granted maternity leave without pay for a period beginning before, on or after the termination date of pregnancy and ending not later than seventeen (17) weeks after the termination date of pregnancy.

(A) Notwithstanding sub-clause 17.01(a)(i) above:

- (i) where the employee's new-born child is hospitalized within the period defined in sub-clause 17.01(a)(i) above;

and

- (ii) where the employee has proceeded on maternity leave without pay and then, upon request and with the concurrence of the Employer, returns to work for all or part of the period during which her new-born child is hospitalized;

the period of maternity leave without pay defined in sub-clause 17.01(a)(i) above may be extended beyond the date falling seventeen (17) weeks after the date of termination of pregnancy by a period equal to that portion of the period of the child's hospitalization during which the employee returned to work, to a maximum of 17 weeks.

(B) The extension described in sub-clause 17.01(a)(i)(A) above shall end not later than fifty-two (52) weeks after the termination date of the pregnancy.

(ii) **At** its discretion, the Employer may require an employee to submit a medical certificate certifying pregnancy.

(iii) **An** employee who has not commenced maternity leave without pay may elect to:

(A) use earned vacation and compensatory leave credits up to and beyond the date that her pregnancy terminates;

(B) use her sick leave credits up to and beyond the date that her pregnancy terminates, subject to the provisions set out in the Sick Leave With Pay, Article 15. For purposes of this clause, illness or injury as defined in the Sick Leave Article shall include medical disability related to pregnancy.

(b) **An** employee shall inform the Employer in writing of her plans for taking leave with and without pay to cover her absence from work due to the pregnancy at least four (4) weeks in advance of the initial date of continuous leave of absence during which termination of pregnancy is expected to occur.

(c) Leave granted under this clause shall be counted for the calculation of "continuous employment" for the purpose of calculating severance pay and "service" for the purpose of calculating vacation leave. Time spent on such leave shall be counted for pay increment purposes.

17.02 Maternity Allowance

(a) An employee who has been granted maternity leave without pay shall be paid a maternity allowance in accordance with the terms of the Supplemental Unemployment Benefit (SUB) Plan described in sub-clause 17.02(b), provided that she:

(i) has completed six (6) months of continuous employment before the commencement of her maternity leave without pay;

(ii) provides the Employer with proof that she has applied for and is in receipt of Employment Insurance (EI) pregnancy benefits pursuant to section 22 of the *Employment Insurance Act* in respect of insurable employment with the Employer;

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and

- (iii) has signed an Agreement with the Employer stating that:
 - (A) she will return to work on the expiry date of her maternity leave without pay unless the return to work date is modified with the Employer's consent;
 - (B) within eighteen (18) months following her return from maternity leave without pay, she will work an amount of hours paid at straight-time calculated by multiplying the number of hours in the work week on which her maternity allowance was calculated by twenty-six (26);
 - (C) should she fail to return to work in accordance with the provisions of clauses 17.02(a)(iii)(A) and 17.02(a)(iii)(B) for reasons other than death or lay-off, or having become disabled as defined in the *Public Service Superannuation Act*, she will be indebted to the Employer for the amount received as a maternity allowance, proportionate to the amount of hours not worked in relation to the hours to be worked as specified in (B) above.
- (iv) for the purpose of 17.02(a)(iii)(B), periods of leave with pay shall count as time worked.

(b) Maternity allowance payments made in accordance with the SUB Plan will consist of the following:

- (i) (A) where an employee is subject to a waiting period of two (2) weeks before receiving EI maternity benefits, ninety-three per cent (93%) of her weekly rate of pay for each week of the waiting period, less any other moneys earned during this period;

and

- (B) for each week that the employee receives a pregnancy benefit pursuant to section 22 of the *Employment Insurance Act*, the difference between the gross weekly amount of the EI benefit she is eligible to receive and ninety-three per cent (93%) of her weekly rate of pay less any other moneys earned during this period.
- (ii) the maternity allowance to which an employee is entitled is limited to that provided in (i) and an employee will not be reimbursed for any amount that she may be required to repay pursuant to the *EI Act*.
- (iii) The weekly rate of pay referred to in sub-clause 17.02(b)(i) shall be:

- (A) for a full-time employee, the employee's weekly rate of pay on the day immediately preceding the commencement of maternity leave without pay;
 - (B) for an employee who has been employed on a part-time or on a combined full-time and part-time basis during the six (6) month period preceding the commencement of maternity leave, the rate obtained by multiplying the weekly rate of pay in sub-clause 17.02(b)(iii)(A) by the fraction obtained by dividing the employee's straight time earnings by the straighttime earnings the employee would have earned working full time during such period.
- (iv) (A) The weekly rate of pay referred to in sub-clause 17.02(b)(iii) shall be the rate to which the employee is entitled for her substantive level to which she is appointed.
 - (B) Notwithstanding sub-clause 17.02(b)(iv)(A), and subject to 17.02(b)(iii)(B), if on the day immediately preceding the commencement of maternity leave without pay an employee has been on an acting assignment for at least four (**4**) months, the weekly rate shall be the rate she was being paid on that day.
- (v) Where an employee becomes eligible for a pay revision while in receipt of the maternity allowance, the allowance shall be adjusted accordingly.
 - (vi) Maternity allowance payments made under the SUB Plan will neither reduce nor increase an employee's deferred remuneration or severance pay.

17.03
(a)

Special Maternity Allowance **for** Totally-Disabled Employees
An employee who:

- (i) fails to satisfy the eligibility requirement specified in clause 17.02(a)(ii) solely because a concurrent entitlement to benefits under the Disability Insurance (DI) Plan, the Long-term Disability (LTD) Insurance portion of the Public Service Management Insurance Plan (PSMIP) or the *Government Employees Compensation Act* prevents her from receiving EI maternity benefits;

and

- (ii) has satisfied all of the other eligibility criteria specified in clause 17.02(a), other than those specified in subsections 17.02(a)(iii)(A) and 17.02(a)(iii)(B); shall be paid, in respect of each week of maternity allowance not received for the reason described in 17.03(a)(i), the difference between ninety-three per cent (**93%**) of her weekly rate of pay and the gross amount of her weekly disability benefit under the DI Plan, the LTD Plan or via the *Government Employees Compensation Act*.
- (b) **An** employee shall be paid an allowance under this clause and under clause 17.02 for a combined period of no more than the number of weeks during which she would have been eligible for pregnancy benefits pursuant to section 22 of the *EI Act* had she not been disqualified from EI maternity benefits for the reasons described in sub-clause 17.03(a)(i) above.

17.04 Parental **Leave** without Pay

- (a) **An** employee who becomes a parent through the birth of a child or the adoption of a child below the age of majority shall, upon request, be granted parental leave without pay for a single period of up to twenty-four (24) consecutive weeks beginning on or after the date of the child's birth or the date of acceptance of custody of the child for adoption.
- (b) The period of parental leave without pay shall end:
 - (i) no later than forty-one (41) weeks after the child is born, or, in the case of adoption, no later than twenty-four (24) weeks after the date of acceptance of custody of the child for adoption;
 - (ii) where a period of maternity leave without pay as described in subsection 17.01(a)(i) above is extended in accordance with subsection 17.01(a)(i)(A), or is followed by a period of parental leave without pay taken by the employee, or by the employee's spouse, no later than fifty-two (52) weeks after the day the child is born;
- (c) **An** employee who intends to request parental leave without pay shall notify the Employer at least four (4) weeks in advance of the expected date of the birth of the child or as soon as the application for adoption has been approved by the adoption agency.
- (d)
 - (i) The Employer may require an employee to submit a birth certificate or proof of adoption for the child,
 - (ii) Parental leave without pay taken by an OSFI couple shall not exceed a total of twenty-four (**24**) weeks for both employees combined.
- (e) Leave granted under this clause shall count for the calculation of "continuous employment" for the purpose of calculating severance pay and "service" for the purpose of calculating vacation leave. Time spent on such leave shall count for pay increment purposes.

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17.05

Parental Allowance

(a) An employee who has been granted parental leave without pay, shall be paid a parental allowance in accordance with the terms of the Supplemental Unemployment Benefit (SUB) Plan described in 17.05(b) below, providing he or she:

- (i) has completed six (6) months of continuous employment before the commencement of parental leave without pay;
- (ii) provides the Employer with proof that he or she has applied for and is in receipt of Employment Insurance (EI) parental benefits pursuant to section 23 of the *Employment Insurance Act* in respect of insurable employment with the Employer;

and

- (iii) has signed an Agreement with the Employer stating that he or she:
 - (A) will return to work on the expiry date of his/her parental leave without pay, unless the return to work date is modified with the Employer's consent;
 - (B) within ten (10) months of his or her return from parental leave without pay, the employee will work an amount of hours paid at straight-time calculated by multiplying the number of hours in the work week on which the parental allowance was calculated by fifteen (15);
 - (C) should the employee fail to return to work in accordance with the provisions of clauses 17.05(a)(iii)(A) and 17.05(a)(iii)(B) for reasons other than death, lay-off, or having become disabled as defined in the *Public Service Superannuation Act*, the employee will be indebted to the Employer for the amount received as a parental allowance, proportionate to the amount of hours not worked in relation to the hours to be worked as specified in 17.05(a)(iii)(B) above.

(iv) for the purpose of 17.05(a)(iii)(B), periods of leave with pay shall count as time worked.

(b) Parental Allowance payments made in accordance with the SUB Plan will consist of the following:

- (i) (A) Where an employee is subject to a waiting period of two (2) weeks before receiving EI parental benefits, ninety-three (93%) of his/her weekly rate of pay for each week of the waiting period, less any other moneys earned during this period;

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- (B) Other than as provided in 17.05(b)(i)(C) below, for each week in respect of which the employee receives EI parental benefits pursuant to section 23 of the *Employment Insurance Act*, the difference between the gross amount of the EI parental benefits he or she is initially eligible to receive and ninety-three per cent (93%) of his or her weekly rate of pay, less any other monies earned during this period;
 - (C) Where the employee becomes entitled to an extension of parental benefits pursuant to Subsection 12(7) of the *EI Act*, the parental allowance payable under the SUB Plan described in 17.05(b)(i)(B) will be extended by the number of weeks of extended benefits which the employee receives under that Subsection.
- (ii) The parental allowance to which an employee is entitled is limited to that provided in 17.05(b)(i) and an employee will not be reimbursed for any amount that he or she is required to repay pursuant to the *EI Act*.
 - (iii) The weekly rate of pay referred to in 17.05(b)(i) shall be:
 - (A) for a full-time employee, the employee's weekly rate of pay on the day immediately preceding the commencement of maternity or parental leave without pay;
 - (B) for an employee who has been employed on a part-time or on a combined full-time and part-time basis during the six (6) month period preceding the commencement of maternity or parental leave without pay, the rate obtained by multiplying the weekly rate of pay in 17.05(b)(iii)(A) by the fraction obtained by dividing the employee's straight time earnings by the straight time earnings the employee would have earned working full-time during such period.
 - (iv) (A) The weekly rate of pay referred to in sub-clause 17.05(b)(iii) shall be the rate to which the employee is entitled for the substantive level to which she or he is appointed.
 - (B) Notwithstanding 17.05(b)(iv)(A), and subject to 17.05(b)(iii)(B), if on the day immediately preceding the commencement of parental leave without pay, an employee is performing an acting assignment for at least four (4) months, the weekly rate shall be the rate the employee was being paid on that day.
 - (v) Where an employee becomes eligible for a pay increment or pay revision while in receipt of parental allowance, the allowance shall be adjusted accordingly.
 - (vi) Parental allowance payments made under the SUB Plan will neither reduce nor increase an employee's deferred remuneration or severance pay.

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17.06
(a)

Special Parental Allowance for Totally Disabled Employees

An employee who:

(i) fails to satisfy the eligibility requirement specified in clause 17.05(a)(ii) solely because a concurrent entitlement to benefits under the Disability Insurance (DI) Plan, the Long-term Disability (LTD) Insurance portion of the Public Service Management Insurance Plan (PSMIP) or via the *Government Employees Compensation Act* prevents the employee from receiving EI parental benefits;

and

(ii) has satisfied all of the other eligibility criteria specified in clause 17.05(a), other than those specified in subsections 17.05(a)(iii)(A) and 17.05(a)(iii)(B);

shall be paid, in respect of each week of benefits under the parental allowance **not** received for the reason described in 17.06(a)(i), the difference between ninety-three per cent (93%) of the employee's rate of pay and the gross amount of his or her weekly disability benefit under the DI Plan, the LTD Plan or via the *Government Employees Compensation Act*.

(b)

An employee shall be paid an allowance under this clause and under clause 17.05 for a combined period of no more than the number of weeks during which the employee would have been eligible for parental benefits pursuant to section 23 of the *EI Act*, had the employee not been disqualified from EI parental benefits for the reasons described in clause 17.06(a)(i) above.

17.07

Leave Without Pay for the Care and Nurturing of Pre-School Age Children

Subject to operational requirements, an employee shall be granted leave without pay for the care and nurturing of the employee's pre-school age children in accordance with the following conditions:

(a) an employee shall **notify** the Employer in writing four (4) weeks in advance of the commencement date of such leave;

(b) leave granted under this clause shall be for a minimum period of six (6) weeks;

(c) the total leave granted under this clause shall not exceed five (5) years during an employee's total period of employment in the Public Service;

(d) such leave in excess of three months shall be deducted from the calculation of continuous employment for the purposes of calculating severance pay and service for the purpose of calculating vacation leave.

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17.08 Leave Without Pay for the Long Term Care of a Parent

At the discretion of the Employer, an employee may be granted leave without pay for the long-term care of the employee's parents, including step-parents or foster parents, in accordance with the following conditions:

- (a) the employee shall **notify** the Employer in writing as far in advance as possible, but not less than four (4) weeks in advance of the commencement date of such leave, unless, because of an urgent or unforeseeable circumstances, such notice cannot be given;
- (b) leave granted under this clause shall be for a minimum period of six (6) weeks;
- (c) the total leave granted under this clause shall not exceed two (2) years during an employee's total period of employment;
- (d) leave granted under this clause for a period of more than three (3) months shall be deducted from the calculation of "continuous employment" for the purposes of calculating severance pay and from the calculation of "service" for the purposes of calculating vacation leave.

17.09 Leave Without Pay for Personal Needs

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

- (a) Subject to operational requirements, leave without pay for a period of up to three (3) months will be granted to an employee for personal needs.

Leave granted under this clause shall be counted for the calculation of continuous employment for the purpose of calculating severance pay and service for the purpose of calculating vacation leave. Time spent on such leave shall be counted for performance pay purposes.

- (b) Subject to operational requirements, leave without pay for more than three (3) months but not exceeding one (1) year will be granted to an employee for personal needs.
- (c) An employee is entitled to leave only once under each of (a) and (b) of this clause during the employee's total period of employment in the Public Service. Leave without pay granted under this clause may not be used in combination with maternity or parental leave without the consent of the Employer.
- (d) Leave without pay granted under (b) of this clause shall be deducted from the calculation of continuous employment for the purpose of calculating severance pay and service for the purpose of calculating vacation leave for the employee involved,

- 17.10 Leave Without Pay **for** Relocation of Spouse
- (a) At the request of an employee, leave without pay for a period up to one (1) year shall be granted to an employee whose spouse is permanently relocated and up to three (3) years to an employee whose spouse is temporarily relocated. Employees on leave without pay for relocation of spouse or whose request for such leave was approved prior to the signing of this collective agreement, will have access to the five (5) year provision.
 - (b) Leave without pay granted under this clause shall be deducted from the calculation of continuous employment for the purpose of calculating severance pay and service for the purpose of calculating vacation leave for the employee involved except where the period of such leave is less than three (3) months.
- 17.11 Leave With Pay **for** Family-Related Responsibilities
- (a) For the purpose of this clause, family is defined as spouse (or common-law spouse resident with the employee), dependent children (including children of legal or common-law spouse), parents (including stepparents or foster parents), or any relative residing in the employee's household or with whom the employee Permanently resides.
 - (b) The Employer shall grant leave with pay under the following circumstances:
 - (i) up to one-half(1/2) day of leave with pay for an appointment to take a family member as defined in (a) above, for a medical or dental appointment when the family member is incapable of attending the appointment by himself or herself, or for appointments with appropriate authorities in schools or adoption agencies. **An** employee requesting leave under this provision must make every reasonable effort to schedule the appointment to minimize or preclude time away from work, and will notify his supervisor of the appointment as far in advance as possible.
 - (ii) leave with pay to provide for the immediate and temporary care of a sick member of the employee's family and to provide an employee with time to make alternate care arrangements where the illness is of a longer duration.
 - (iii) leave with pay for needs directly related to the birth or to the adoption of the employee's child. This leave may be divided into two (2) periods and granted on separate days.
 - (iv) five (5) days' marriage leave with pay for the purpose of getting married provided that the employee gives the Employer at least five (5) days' notice.
 - (c) the total leave with pay which may be granted under sub-clauses (b)(i), (ii), (iii) and (iv) shall not exceed five (5) days in a fiscal year.

17.12

Court Leave

Leave with pay shall be given to an employee who is required:

- (a) to be available for jury selection and/or to serve on a jury;
- or
- (b) by subpoena or summons to attend as a witness in any proceeding held:
 - (i) in or under the authority of a court of justice or before a grand jury,
 - (ii) before a court, judge, justice, magistrate or coroner,
 - (iii) before the Senate or House of Commons of Canada or a committee of the Senate or House of Commons otherwise than in the performance of the duties of the employee's position,
 - (iv) before a legislative council, legislative assembly or house of assembly, or any committee thereof that is authorized by law to compel the attendance of witnesses before it,
- or
- (v) before an arbitrator or umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it.

17.13

Injury-on-duty Leave With Pay

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

- (a) personal injury received in the performance of the employee's duties and not caused by the employee's wilful misconduct,
- (b) an industrial illness or a disease arising out of and in the course of his or her employment,
- (c) exposure to hazardous conditions in the course of his employment;

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

- 17.14 **Personnel Selection Leave with Pay**
Where an employee participates in a personnel selection process, including the appeal process where applicable, for a position in the Public Service or in the Office of the Superintendent of Financial Services, as defined in the Public Service Staff Relations Act, the employee is entitled to leave with pay for the period during which the employee's presence is required for purposes of the selection process, and for such further period as the Employer considers reasonable for the employee to travel to and from the place where his presence is so required.
- 17.15 **Examination Leave**
One (1) day of leave with pay for the purpose of preparing for or taking an examination or defending a dissertation, may be granted by the Employer to an employee who is not on education leave. Such leave will be granted only where, in the opinion of the Employer, the course of study is directly related to the employee's duties or will improve his qualifications.
- 17.16 **Leave With or Without Pay for Other Reasons**
At its discretion, the Employer may grant:
- (a) leave with pay when circumstances not directly attributable to the employee prevent his reporting for duty. Such leave shall not be unreasonable withheld;
 - (b) leave with or without pay for purposes other than those specified in this Agreement.

ARTICLE 18

CAREER DEVELOPMENT

- 18.01 **General**
The parties recognize that in order to maintain and enhance professional expertise, employees, from time to time, need to have an opportunity to attend or participate in career development activities described in this Article.
- 18.02 **Education Leave**
- (a) **An** employee may be granted education leave without pay for varying periods up to one (1) year, which can be renewed by mutual Agreement, to attend a recognized institution for additional or special studies in some field of education in which special preparation is needed to enable the employee to fill present work requirements or role more adequately, or to undertake studies in some field in order to provide a service which the Employer requires or is planning to provide.

- (b) **An** employee on Education Leave without pay under this clause shall receive an allowance in lieu of salary equivalent from fifty per cent (50%) to one hundred per cent (100%) of basic salary. The percentage of the allowance is at the discretion of the Employer. Where the employee receives a grant, bursary or scholarship, the education leave allowance may be reduced. In such cases, the amount of the reduction shall not exceed the amount of the grant, bursary or scholarship.
- (c) Allowances already being received by the employee may, at the discretion of the Employer, be continued during the period of the education leave. The employee shall be notified when the leave is approved whether such allowances are to be continued in whole or in part.
- (d) As a condition to the granting of education leave, an employee shall, if required, give a written undertaking prior to the commencement of the leave to return to the service of the Employer for a period of not less than the period of the leave granted. If the employee, except with the permission of the Employer:
 - (i) fails to complete the course, other than for reasonable cause,
 - (ii) does not resume employment with the Employer on completion of the course,or
 - (iii) ceases to be employed, except by reason of death or lay-off, before termination of the period he has undertaken to serve after completion of the course,

the employee shall repay the Employer all allowances paid under this clause during the education leave or such lesser sum as shall be determined by the Employer.

18.03 Attendance at Conferences and Conventions

- (a) The parties to this Agreement recognize that attendance or participation at conferences, conventions, symposia, workshops and other gatherings of a similar nature contributes to the maintenance of high professional standards.
- (b) In order to benefit from an exchange of knowledge and experience, an employee shall have the opportunity on occasion to attend conferences and conventions which are related to the employee's field of specialization, subject to operational requirements.
- (c) The Employer may grant leave with pay and reasonable expenses including registration fees to attend such gatherings, subject to budgetary and operational constraints.

- (d) An employee who attends a conference or convention at the request of the Employer to represent the interests of the Employer shall be deemed to be on duty and, as required, in travel status. The Employer shall pay the registration fees of the convention or conference the employee is required to attend.
- (e) An employee invited to participate in a conference or convention in an official capacity, such as to present a formal address or to give a course related to his field of employment, may be granted leave with pay for this purpose and may, in addition, be reimbursed for the employee's payment of convention or conference registration fees and reasonable travel expenses.
- (f) An employee shall not be entitled to any compensation under Article 8 (Overtime) and 12 (Travelling Time) in respect of hours he is in attendance at or travelling to or from a conference or convention under the provisions of this clause, except as provided by paragraph(d).

18.04

Professional Development

- (a) The parties to this Agreement share a desire to improve professional standards by giving the employees the opportunity on occasion:
 - (i) to participate in workshops, short courses or similar out-service programs to keep up to date with knowledge and skills in their respective fields,
 - (ii) to conduct research or perform work related to their normal research programs in institutions or locations other than those of the Employer,
 - (iii) to carry out research in the employee's field of specialization not specifically related to their assigned work projects when in the opinion of the Employer such research is needed to enable the employees to fill their present role more adequately.
- (b) Subject to the Employer's approval an employee shall receive leave with pay in order to participate in the activities described in 18.04(a).
- (c) **An** employee may apply at any time for professional development under this clause, and the Employer may select an employee at any time for such professional development.
- (d) When an employee is selected by the Employer for professional development under this clause, the Employer will consult with the employee before determining the location and duration of the program of work or studies to be undertaken.

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- (e) Employees selected for professional development under this clause shall continue to receive their normal compensation, including any increase for which they may become eligible. Employees shall not be entitled to any compensation under Articles 8 (Overtime) and 12 (Travelling Time) while on professional development under this clause.
- (f) An employee on professional development under this clause may be reimbursed for reasonable travel expenses and such other additional expenses as the Employer deems appropriate.

18.05 **Selection Criteria**

- (a) The Employer shall establish Selection Criteria for granting leave under clauses 18.02, 18.03 and 18.04. Upon request, a copy of these criteria will be provided to an employee and/or the Institute Representative.
- (b) The parties to this Agreement acknowledge the mutual benefits to be derived from consultation on Career Development. To this effect, the Employer, upon request, will consult with the Institute as prescribed in Article 30, Joint Consultation.

ARTICLE 19

SEVERANCE PAY

19.01 Under the following circumstances and subject to clause 19.02, an employee shall receive severance benefits calculated on the basis of his weekly rate of pay:

- (a) **Lay-Off**
 - (i) On the first lay-off after September 18, 1980, two (2) weeks' pay for the first complete year of continuous employment and one (1) week's pay for each additional complete year of continuous employment.
 - (ii) On second or subsequent lay-off, one (1) week's pay for each complete year of continuous employment less any period in respect of which he was granted Severance Pay under 19.01(a)(i) above.
- b) **Resignation**

On resignation, subject to clause 19.01(c) and with ten (10) or more years of continuous employment, one-half (1/2) week's pay for each complete year of continuous employment **up** to a maximum of twenty-six (26) years with a maximum benefit of thirteen (13) weeks' pay.

- (c) **Retirement**
On retirement, when an employee is entitled to an immediate annuity under the Public Service Superannuation Act or is entitled to an immediate annual allowance under the Public Service Superannuation Act, one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) weeks pay multiplied by the number of days of continuous employment divided by 365, to a maximum benefit of thirty (30) weeks' pay.

- d) **Death**
If an employee dies, there shall be paid to his estate an amount determined in accordance with clause 19.01(c) regardless of any other benefit payable.

- (e) **Termination for cause for Reasons of Incapacity or Incompetence**
 - (i) When an employee has completed more than one (1) year of continuous employment and ceases to be employed by reason of termination for cause for reasons of incapacity, pursuant to section 11(2)(h) of the *Financial Administration Act*, one (1) week's pay for each complete year of continuous employment with a maximum benefit of twenty-eight (28) weeks.

 - (ii) When an employee has completed more than ten (10) years of continuous employment and ceases to be employed by reason of termination for cause for reasons of incompetence, pursuant to the provisions of section 11(2)(h) of the *Financial Administration Act*, one (1) week's pay for each complete year of continuous employment with a maximum benefit of twenty-eight (28) weeks.

19.02 Severance benefits payable to an employee under this Article shall be reduced by any period of continuous employment in respect of which the employee was already granted severance pay, retiring leave or a cash gratuity in lieu of retiring leave. Under no circumstances shall the maximum severance pay provided under clause 19.01 be pyramided.

19.03 The weekly rate of pay referred to in this Article shall be the weekly rate of pay to which the employee is entitled for the classification prescribed in the employee's certificate of appointment on the date of the termination of the employee's employment.

19.04 Notwithstanding clause 19.01(b), an employee who resigns to accept an appointment with an organization listed in Part I or Part II of Schedule I of the Public Service Staff Relations Act, may choose not to be paid severance pay provided that the appointing organization will accept the employee's service with the Office of the Superintendent of Financial Institution for any severance pay entitlement liability.

ARTICLE 20

STATEMENT OF DUTIES

- 20.01 Upon written request, an employee shall be entitled to a complete and current Position Analysis Questionnaire of his position, including the position's classification level and the position rating form.

ARTICLE 21

SAFETY AND HEALTH

- 21.01 The Employer shall continue to enforce all reasonable provisions for the occupational safety and health of employees. The Employer will welcome suggestions on the subject from the Institute and the parties undertake to consult with a view to adopting and expeditiously carrying out reasonable procedures and techniques designed or intended to prevent or reduce the risk of employment injury or occupational illness.
- 21.02 If an employee who is required to perform duties off-site is prevented from performing his duties because of a risk to his health and safety at the off-site location, the employee shall report the matter to the Employer and the employee affected shall not be denied regular pay and benefits to which he would normally be entitled.

ARTICLE 22

RECOGNITION

- 22.01 The Employer recognizes the Institute as the exclusive bargaining agent for all employees described in the certificate issued by the Public Service Staff Relations Board on the 7th of June, 1999 covering employees of the Professional Employees Group.
- 22.02 The Employer recognizes that it is a proper function and a right of the Institute to bargain with a view to arriving at a Agreement and the Employer and the Institute agree to bargain in good faith, in accordance with the provisions of the Public Service Staff Relations Act.

ARTICLE 23

CHECK OFF

- 23.01 Subject to the provisions of this Article, the Employer will, as condition of employment, deduct an amount equal to the monthly membership dues from the pay of all employees in the bargaining unit.
- 23.02 The Institute shall inform the Employer in writing of the authorized monthly deduction to be checked off for each employee defined in clause 23.01.
- 23.03 For the purpose of applying clause 23.01, deductions from pay for each employee in respect of each month will start with the first full month of employment to the extent that earnings are available.
- 23.04 **An** employee who satisfies the Employer to the extent that he declares in an affidavit that he is a member of a religious organization registered pursuant to the Income Tax Act, whose doctrine prevents him as a matter of conscience from making financial contributions to an employee organization and that he will make contributions to a charitable organization, other than the religious organization named in the affidavit, equal to dues, shall not be subject to this Article, provided that the affidavit submitted by the employee shows the registered number of the religious organization and is countersigned by an official representative of the religious organization involved. A copy of the affidavit will be provided to the Institute.
- 23.05 From the date of signing and for the duration of this Agreement, no employee organization as defined in Section 2 of the Public Service Staff Relations Act, other than the Institute shall be permitted to have membership dues and/or other monies deducted by the Employer from the pay of employees in the bargaining unit.
- 23.06 The amounts deducted in accordance with clause 23.01 shall be remitted to the Institute by cheque within a reasonable period of time after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on his behalf.
- 23.07 The Employer agrees to continue the past practice of making deductions for other purposes on the basis of the production of appropriate documentation.
- 23.08 The Institute agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article, except for any claim or liability arising out of an error committed by the Employer, in which case the liability shall be limited to the amount of the error.
- 23.09 When it is mutually acknowledged that an error has been committed in the application of this article, the Employer shall endeavour to correct such error within the two (2) weeks following the acknowledgement of the error.

ARTICLE 24

USE OF EMPLOYER FACILITIES

24.01 A duly accredited representative of the Institute may be permitted access to the Employer's premises on stated Institute business and to attend meetings called by management. Permission to enter the premises shall, in each case be obtained from the Employer. Such permission shall not be unreasonably withheld.

24.02 Reasonable space on bulletin boards located in convenient locations, and electronic media (intranet and electronic mail) where available, will be made available to the Institute for the posting of official Institute notices:

- (a) notices of meetings of the Institute,
- (b) notices of elections,
- (c) the names of Institute representatives,
- (d) minutes of Institute and Group Annual and Executive Meetings,
- (e) notices of social and recreational events,

and

any other union information which is not contrary the Employer's interests.
Posting of such other information shall require the prior approval of the employer.

24.03 The Employer shall continue its present practice of making available to the Institute, specific locations on its premises for the placement of reasonable quantities of literature of the Institute.

ARTICLE 25

INFORMATION

25.01 The Employer agrees to provide the Institute, on a quarterly basis, with a list of all employees in the bargaining unit. The list referred to herein shall include the name, employing department, geographical location and classification of the employee and shall be provided within one month following the termination of each quarter. As soon as practicable, the Employer agrees to add to the above list the date of appointment for new employees.

25.02 The Employer agrees to supply each employee with a copy of the Agreement and to supply each new employee a membership application form and the name of local stewards.

25.03 The employer agrees to provide the local steward or executive member with the names of new employees on a quarterly basis.

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- 25.04 Upon written request of an employee, the Employer shall, where possible, make available by electronic media, all internal policies and National Joint Council Agreements listed in Clause 30.03 which have a direct bearing on the requesting employee's terms and conditions of employment.

ARTICLE 26

STEWARDS

- 26.01 The Employer acknowledges the right of the Institute to appoint employees as stewards.
- 26.02 The Employer and the Institute shall determine the area of jurisdiction of each steward having regard to the plan of organization, the distribution of employees at the work place and the administrative structure.
- 26.03 The Institute shall notify the Employer promptly and in writing of the names of its stewards appointed pursuant to 26.02 and of any subsequent changes.
- 26.04 Leave for Stewards
Operational requirements permitting, the Employer shall grant leave with pay to an employee to enable him to carry out his functions as a Steward on the Employer's premises. When the discharge of these functions requires an employee who is a Steward to leave his normal place of work, the employee shall endeavour to so notify his supervisor.

ARTICLE 27

LEAVE FOR STAFF RELATIONS MATTERS

- 27.01 Public Service Staff Relations Board Hearings
- (1) Complaints made to the Public Service Staff Relations Board pursuant to Section 23 of the *Public Service Staff Relations Act*
- Where operational requirements permit, the Employer will grant leave with pay:
- (a) to an employee who makes a complaint on his or her own behalf before the Public Service Staff Relations Board,
- and
- (b) to an employee who acts on behalf of an employee making a complaint, or who acts on behalf of the Institute making a complaint.
- (2) Applications for Certification
Representations and Interventions with respect to Applications for Certification.

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Where operational requirements permit, the Employer will grant leave without pay:

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

and

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

(3) **Employee called as a Witness**

The Employer will grant leave with pay:

- (a) to an employee called as a witness by the Public Service Staff Relations Board,

and

- (b) where operational requirements permit, to an employee called as a witness by an employee or the Institute.

27.02

Arbitration Board, Dispute Resolution Processes, Conciliation Board Hearings

- (1) Where operational requirements permit, the Employer will grant leave with pay to an employee representing the Institute in an Alternate Dispute Resolution Process, or before an Arbitration Board or Conciliation Board.

(2) **Employee called as a Witness**

The Employer will grant leave with pay to an employee called as a witness by an Arbitration Board or Conciliation Board or to participate in an Alternate Dispute Resolution Process, and where operational requirements permit, leave with pay to an employee called as a witness by the Institute.

27.03

Adjudication

(1) **Employee who is a Party**

Where operational requirements permit, the Employer will grant leave with pay to an employee who is a party.

(2) **Employee who Acts as Representative**

Where operational requirements permit, the Employer will grant leave with pay to the representative of an employee who is a party.

(3) **Employee called as a Witness**

Where operational requirements permit, the Employer will grant leave with pay to a witness called by an employee who is a party.

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- 27.04 **Meetings during the grievance process**
- (1) **Employee Presenting Grievance**
Where operational requirements permit, the Employer will grant to an employee,
- (a) where the Employer originates a meeting with the employee who has presented the grievance, leave with pay when the meeting is held in the headquarters area of such employee and on duty status when the meeting is held outside the headquarters area of such employee;
- and
- (b) where an employee who has presented a grievance seeks to meet with the Employer, leave with pay to the employee when the meeting is held in the headquarters area of such employee and leave without pay when the meeting is held outside the headquarters area of such employee.
- (2) **Employee who Acts as A Representative**
An employee who acts as the representative of an employee who has presented a grievance, where operational requirements permit, will be granted leave with pay when the meeting is held in the representative's headquarters area and leave without pay when the meeting is held outside his headquarters area.
- (3) **Grievance Investigations**
Where an employee has asked or is obliged to be represented by the Institute in relation to the presentation of a grievance and an employee acting on behalf of the Institute wishes to discuss the grievance with that employee, the employee and the representative of the employee will, where operational requirements permit, be given reasonable leave with pay for this purpose when the discussion takes place in the headquarters area of such employee and leave without pay when it takes place outside the headquarters area of such employee.
- 27.05 **Contract negotiations meetings**
Where operational requirements permit, the Employer will grant leave without pay to an employee for the purpose of attending contract negotiations meetings on behalf of the Institute.
- 27.06 **Preparatory contract negotiations meetings**
Where operational requirements permit, the Employer will grant leave without pay to an employee to attend preparatory contract negotiations meetings.
- 27.07 **Meetings between the institute and management**
Where operational requirements permit, the Employer will grant leave with pay to an employee who is meeting with management on behalf of the Institute.

27.08 Institute meetings and conventions
Where operational requirements permit, the Employer will grant leave without pay to an employee to attend meetings and conventions provided in the Constitution and By-laws of the Institute.

27.09 Steward training courses
Where operational requirements permit, the Employer will grant leave without pay to employees who exercise the authority of a steward on behalf of the Institute to undertake training related to the duties of a steward.

Where operational requirements permit, the Employer will grant leave with pay to employees appointed as stewards by the Institute, to attend training sessions concerning Employer/employee relations sponsored by the Employer.

ARTICLE 28

CONTRACTING OUT

28.01 The Employer will continue past practice in giving all reasonable consideration to continued employment in the Public Service of employees who would otherwise become redundant because work is contracted out.

ARTICLE 29

GRIEVANCE PROCEDURE

29.01 (a) In cases of alleged misinterpretation or misapplication arising out of Agreements concluded by the National Joint Council of the Public Service on items which may be included in an Agreement and which the parties to this Agreement have endorsed, the grievance procedure will be in accordance with Section 7.0 of the NJC By-Laws.

(b) The parties recognize the value of informal discussion between employees and their supervisors to the end that problems might be resolved without recourse to a formal grievance. When, within the time limits prescribed in clause 29.08, employees give notice that they wish to take advantage of this clause, it is agreed that the period between the initial discussion and the final response shall not count as elapsed time for the purpose of grievance time limits.

29.02 **An** employee who wishes to present a grievance at any prescribed level in the grievance procedure, shall transmit this grievance to the employee's immediate supervisor or local officer-in-charge who shall forthwith:

(a) forward the grievance to the representative of the Employer authorized to deal with grievances at the appropriate level,

and

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- (b) provide the employee with a receipt stating the date on which the grievance was received by him or her.
- 29.03 A grievance of an employee shall not be deemed to be invalid by reason only of the fact that it is not in accordance with the form supplied by the Employer.
- 29.04 Subject to and as provided in Section 91 of the Public Service Staff Relations Act, employees who feel that they have been treated unjustly or consider themselves aggrieved by an action or lack of action by the Employer in matters other than those arising from the classification process are entitled to present a grievance in the manner prescribed in clause 28.02, except that:
 - (a) where there is another administrative procedure provided by or under any Act of Parliament to deal with the specific complaint such procedure must be followed,

and
 - (b) where the grievance relates to the interpretation or application of this Agreement or an Arbitral Award, the employee is not entitled to present the grievance unless the employee has the approval of and is represented by the Institute.
- 29.05 There shall be no more than a maximum of three (3) levels in the grievance procedure. These levels shall be as follows:
 - (a) Level 1 - first level of management;
 - (b) Level 2 - as established by the Employer;
 - (c) Final Level - Superintendent or the Superintendent's representative.
- 29.06
 - (a) The Employer shall designate a representative at each level in the grievance procedure and shall inform each employee to whom the procedure applies of the name or title of the person so designated together with the name or title and address of the immediate supervisor or local officer-in-charge to whom a grievance is to be presented.
 - (b) This information shall be communicated via intranet by the Employer to employees to whom this grievance procedure applies, or otherwise, as determined by Agreement between the Employer and the Institute.
- 29.07 If employees so desire they may be assisted and/or represented by the Institute when presenting a grievance at any level. The Institute shall have the right to consult with the Employer with respect to a grievance at each or any level of the grievance procedure.

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- 29.08 An employee may present a grievance to the first level of the procedure in the manner prescribed in clause 29.02, not later than the twenty-fifth (25th) day after the date on which the employee is notified orally or in writing or on which he or she first becomes aware of the action or circumstances giving rise to grievance.
- 29.09 **An** employee may present a grievance at each succeeding level in the grievance procedure beyond the first level either:
- (a) where the decision or settlement is not satisfactory to the employee within ten (10) days after that decision or settlement has been conveyed in writing to the employee by the Employer,
- or
- (b) where the Employer has not conveyed a decision to the employee within the time prescribed in clause 29.10, within fifteen (15) days after the employee presented the grievance at the previous level.
- 29.10 The Employer shall normally reply to an employee's grievance at any level, except the Final Level, of the grievance procedure within ten (10) days after the grievance is presented. The Final level shall normally provide a reply within twenty (20) days after the grievance has been presented to that level.
- 29.11 Where an employee has been represented by the Institute in the presentation of the employee's grievance, the Employer will provide the appropriate representative of the Institute with a copy of the Employer's decision at each level of the grievance procedure at the same time that the Employer's decision is conveyed to the employee.
- 29.12 Where a grievance has been presented up to and including the final level in the grievance process, and the grievance is not one that may be referred to adjudication, the decision on the grievance taken at the final level in the grievance process is final and binding and no further action may be taken under the Public Service Staff Relations Act.
- 29.13 In determining the time within which any action is to be taken as prescribed in this procedure, Saturdays, Sundays and designated holidays shall be excluded.
- 29.14 Where the provisions of clause 29.02 cannot be complied with and it is necessary to present a grievance by mail, the grievance shall be deemed to have been presented on the day on which it is postmarked and it shall be deemed to have been received by the Employer on the day it is delivered to the appropriate office of the department or agency concerned. Similarly, the Employer shall be deemed to have delivered a reply at any level on the date on which the letter containing the reply is postmarked, but the time limit within which the grievor may present his or her grievance at the next higher level shall be calculated from the date on which the Employer's reply was delivered to the address shown on the grievance form.

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- 29.15 The time limits stipulated in this procedure may be extended by mutual Agreement between the Employer and the employee and, where appropriate, the Institute representative, except as provided in clause 29.17.
- 29.16 Where it appears that the nature of the grievance is such that a decision cannot be given below a particular level of grievance procedure, any or all the levels except the Final Level may be eliminated by Agreement of the Employer and the employee, and, where applicable, the Institute.
- 29.17 Where the Employer discharges an employee, the grievance procedure set forth in this Agreement shall apply except that:
- (a) the grievance may be presented at the Final Level only,
- and
- (b) the twenty (20)-day time limit within which the Employer is to reply at the Final Level may be extended to a maximum of forty (40) days by mutual Agreement of the Employer and the appropriate Steward of the Institute.
- 29.18 An employee may by written notice to the employee's immediate supervisor or officer-in-charge abandon a grievance.
- 29.19 Any employee who fails to present a grievance to the next higher level within the prescribed time limits shall be deemed to have abandoned the grievance unless, due to circumstances beyond the employee's control, the employee was unable to comply with the prescribed time limits.
- 29.20 No person shall seek by intimidation, by threat of dismissal or by any other kind of threat to cause an employee to abandon a grievance or refrain from exercising the right to present a grievance, as provided in this Agreement.
- 29.21 Where an employee has presented a grievance up to and including the Final Level in the grievance procedure with respect to:
- (a) the interpretation or application in respect of him or her of a provision of this Agreement or a related Arbitral Award,
- or
- (b) disciplinary action resulting in discharge, suspension or a financial penalty,
- and the employee's grievance has not been dealt with to his or her satisfaction, the employee may refer the grievance to adjudication in accordance with the provisions of the Public Service Staff Relations Act and Regulations.

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29.22 Where a grievance that may be presented by an employee to adjudication is a grievance relating to the interpretation or application in respect of the employee of a provision of this Agreement or an Arbitral Award, the employee is not entitled to refer the grievance to adjudication unless the Institute signifies in prescribed manner:

- (a) its approval of the reference of the grievance to adjudication,
- and
- (b) its willingness to represent the employee in the adjudication proceedings.

ARTICLE 30

NATIONAL JOINT COUNCIL AGREEMENTS

30.01 Agreements concluded by the National Joint Council (NJC) of the Public Service on items which may be included in a Agreement, and which the parties to this Agreement have endorsed after December 6, 1978, will form part of this Agreement, subject to the Public Service Staff Relations Act (PSSRA) and any legislation by Parliament that has been or may be, as the case may be, established pursuant to any Act specified in Schedule II of the PSSRA.

30.02 The NJC items which may be included in a Agreement are those items which parties to the NJC Agreements have designated as such or upon which the Chairman of the Public Service Staff Relations Board has made a ruling pursuant to (c) of the NJC Memorandum of Understanding which became effective December 6, 1978.

30.03 The following directives, policies or regulations, as amended from time to time by National Joint Council recommendation and which have been approved by the Treasury Board of Canada, form part of this Agreement:

- (1) Travel Policy;
- (2) First Aid to the General Public - Allowance for Employees;
- (3) Withdrawal from Work in Imminent Danger-Policy and Procedure;
- (4) Relocation Policy;
- (5) Commuting Assistance Policy;
- (6) Bilingualism Bonus Policy;
- (7) Workforce Adjustment Policy;

During the term of this Agreement, other directives, policies or regulations may be added to the above noted list.

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Grievances in regard to the above directives, policies or regulations shall be filed in accordance with clause 29.01 of the Article on grievance procedure in this Agreement.

- 30.04 The parties agree that by mutual Agreement, any of the above-listed NJC directives, policies or regulations may be replaced by OSFI directives, regulations or policies if such replacements have been subject to negotiations and the terms of which are agreeable to both parties.

ARTICLE 31

JOINT CONSULTATION

- 31.01 The parties acknowledge the mutual benefits to be derived from meaningful and effective joint consultation and will consult on matters of common interest.
- 31.02 The subjects that may be determined as appropriate for joint consultation will be by mutual Agreement of the parties and shall include consultation regarding career development and the provision of information to employees and the Institute. Consultation may be at the local, regional or headquarters level as determined by the parties.
- 31.03 Wherever possible, the Employer shall consult with representatives of the Institute at the appropriate level about contemplated changes in conditions of employment or working conditions not governed by this Agreement.
- 31.04 **Joint Consultation Committee Meetings**
The Consultation Committees shall be composed of mutually agreeable numbers of employees and Employer representatives who shall meet at mutually satisfactory times. Committee meetings shall normally be held on the Employer's premises during working hours.
- 31.05 Employees forming the continuing membership of the Consultation Committees shall be protected against any loss of normal pay by reason of attendance at such meetings with management, including reasonable travel time where applicable.
- 31.06 Joint Consultation Committees are prohibited from agreeing to items which would alter any provision of this Agreement.

ARTICLE 32

STANDARDS OF DISCIPLINE

- 32.01 Where written departmental standards of discipline are developed or amended, the Employer agrees to supply sufficient information on the standards of discipline to each employee and to the Institute.

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- 32.02 The Employer agrees to consult with the Institute when existing written Standards of Discipline are to be amended.
- 32.03 Where an employee is required to attend a meeting on disciplinary matters the employee is entitled to have a representative of the Institute attend the meeting. Where practicable, the employee shall receive a minimum of one day's notice of such meeting.
- 32.04 The Employer agrees not to introduce as evidence in a hearing related to disciplinary action any document or written statement concerning the conduct of an employee unless that employee has been provided with a copy of that document or statement within a reasonable period before that hearing.
- 32.05 When a report pertaining to an employee's performance or conduct is placed on that employee's personnel file, the employee concerned shall be given an opportunity to sign the report in question to indicate that its contents have been read and to acknowledge that a copy has been received by the employee.
- 32.06 Notice of disciplinary action which may have been placed on the personnel file of an employee shall be destroyed after two (2) years have elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded during this period.

ARTICLE 33

EMPLOYEES ON INDUSTRIAL PREMISES

- 33.01 If an employee whose normal duties are performed on the premises of industrial Employers is prevented from performing his duties because of a strike or lock-out on the industrial Employer's premises, the employee shall report the matter to the Employer and the Employer will consider measures designed to ensure that, so long as work is available, the employee affected is not denied regular pay and benefits to which he would normally be entitled.

ARTICLE 34

PART-TIME EMPLOYEES

- 34.01 **Definition**
Part-time employee means a person whose normal scheduled hours of work on average are less than thirty-seven and one-half (37 1/2) hours per week.
- 34.02 **General**
Part-time employees shall be entitled to the benefits provided under this Agreement in the same proportion as their normal scheduled weekly hours of work compare with the normal weekly hours of work of full-time employees unless otherwise specified.

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- 34.03 Part-time employees shall be paid at the hourly rate of pay for all work performed up to seven and one-half (7 1/2) hours in a day or thirty-seven and one-half (37 1/2) hours in a week.
- 34.04 The days of rest provisions of this Agreement apply only in a week when a part-time employee has worked five (5) days and a minimum of thirty-seven and one-half (37 1/2) hours in a week at the hourly rate of pay.
- 34.05 Part-time employees shall be paid at the hourly rate of pay for all work performed up to seven and one-half (7 1/2) hours in a day or thirty-seven and one-half (37 1/2) hours in a week unless the employee is working other daily or weekly hours of work as prescribed pursuant to Article 7 (Hours of Work).
- 34.06 Leave will only be provided:
- (i) during those periods in which employees are scheduled to perform their duties;
- or
- (ii) where it may displace other leave as prescribed by this Agreement.
- 34.07 **Designated Holidays**
A part-time employee shall not be paid for the designated holidays but shall, instead be paid a premium of four and one-quarter (4.25%) per cent for all straight-time hours during the period of part-time employment.
- 34.08 When a part-time employee is required to work on a day which is prescribed as a designated paid holiday for a full-time employee in clause 11.01 of this Agreement, the employee shall be paid time and one-half (1 1/2) the hourly rate of pay for the first seven and one-half (7 1/2) hours worked on the holiday and double time thereafter.
- 34.09 **Overtime**
Overtime means authorized work performed in excess of seven and one-half (7 1/2) hours a day or thirty-seven and one-half (37 1/2) hours a week but does not include time worked on a holiday.
- 34.10 A part-time employee who is required to work overtime shall be paid at time and one-half (1 1/2) for all overtime hours worked.
- 34.11 **Vacation Leave**
A part-time employee shall earn leave credits for each month in which the employee receives pay for at least twice the number of hours in the employee's normal workweek, at the rate for years of employment established in clause 14.02, prorated and calculated as follows:
- (a) when the entitlement is one and one quarter (1 1/4) days a month, one quarter (1/4) of the hours in the employee's workweek per month.

- (b) when the entitlement is one and two-thirds ($1 \frac{2}{3}$) days a month, one-third ($\frac{1}{3}$) of the hours in the employee's workweek per month.
- (c) when the entitlement is two and one-twelfth ($2 \frac{1}{12}$) days a month, five-twelfths ($\frac{5}{12}$) of the hours in the employee's workweek per month.
- (d) when the entitlement is two and one half ($2 \frac{1}{2}$) days a month, one half of ($\frac{1}{2}$) the hours in the employee's workweek per month.

34.12 Sick Leave

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

34.13 Vacation and Sick Leave Administration

- (a) for the purposes of administration of clauses 34.11 and 34.12, where an employee does not work the same number of hours each week, the normal workweek shall be the weekly average calculated on a monthly basis.
- (b) **An** employee whose employment in any month is a combination of both full-time and part-time employment shall not earn vacation or sick leave credits in excess of the entitlement of a full-time employee.

34.14 Severance Pay

Notwithstanding the provisions of Article 19 (Severance Pay), where the period of continuous employment in respect of which severance benefit is to be paid consists of both full and part-time employment or varying levels of part-time employment, the benefit shall be calculated as follows: The period of continuous employment eligible for severance pay shall be established and the part-time portions shall be consolidated to equivalent full-time. The equivalent full-time period in completed years, shall be multiplied by the full-time weekly pay rate for the classification prescribed in the employee's certificate of appointment of the employee's substantive position on the date of the termination of the employee's employment.

ARTICLE 35

EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES

35.01 For the purpose of this Article,

- (a) a formal assessment and/or appraisal of an employee's performance means any written assessment and/or appraisal by any supervisor of how well the employee has performed his assigned tasks during a specified period in the past;

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- (b) formal assessments and/or appraisals of employee performance shall be recorded on a form prescribed by the Employer for this purpose.
- 35.02
- (a) When a formal assessment of an employee's performance is made, the employee concerned must be given an opportunity to sign the assessment form in question upon its completion to indicate that its contents have been read. **An** employee's signature on the assessment form shall be considered to be an indication only that its contents have been read and shall not indicate the employee's concurrence with the statements contained on the form. The employee shall be provided with a copy of the assessment form at the time the assessment is signed by the employee.
 - (b) The Employer's representative(s) who assess an employee's performance must have observed or been aware of the employee's performance for at least one-half (1/2) of the period for which the employee's performance is evaluated.
- 35.03
- When an employee disagrees with the assessment and/or appraisal of his or her work, the employee shall have the right to present written counter arguments to the manager(s) or committee(s) responsible for the assessment and/or appraisal decision.
- 35.04
- Upon written request of an employee, the personnel file pertaining to that employee shall be made available once per year for the employee's examination in the presence of an authorized representative of the Employer.

ARTICLE 36

EMPLOYMENT REFERENCES

- 36.01
- Upon the request of an employee, the Employer shall provide references to the prospective Employer of that employee, indicating the length of service, the principal duties and responsibilities, and the manner of performance of these duties.

ARTICLE 37

PUBLICATIONS AND AUTHORSHIP

- 37.01
- The Employer agrees to continue the present practice of ensuring that employees have ready access to all publications considered necessary to their work by the Employer.
- 37.02
- The Employer agrees that original articles, professional and technical papers prepared by employees, within the scope of their employment, will be retained on appropriate departmental files for the normal life of such files. The Employer will not unreasonably withhold permission for the publication of original articles professional and technical papers in professional media. At the Employer's discretion, recognition of authorship will be given where practicable in departmental publications.
- 37.03
- When employees act as a sole or joint author or editor of an original publication their authorship or editorship shall normally be shown on the title page of such publication.

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

ARTICLE 38

TECHNOLOGICAL CHANGE

- 38.01 The parties have agreed that in cases where, as a result of technological change, the services of an employee are no longer required beyond a specified date because of lack of work or the discontinuance of a function, the National Joint Council Work Force Adjustment Agreement between the Institute and the Treasury Board will apply mutatis mutandis upon admission to the NJC of the Institute and the Employer. In all other cases, the following clauses will apply.
- 38.02 In this Article "Technological Change" means:
- a) the introduction by the Employer of equipment or material of a substantially different nature than that previously utilized which will result in significant changes in the employment status or working conditions of employees;
 - or
 - b) a major change in the Employer's operation directly related to the introduction of that equipment or material which will result in significant changes in the employment status or working conditions of the employees.
- 38.03 Both parties recognize the overall advantages of technological change and will, therefore, encourage and promote technological change in the Employer's operations. Where technological change is to be implemented, the Employer will seek ways and means of minimizing adverse effects on employees which might result from such changes.
- 38.04 The Employer agrees to provide as much advance notice as is practicable but, except in cases of emergency, not less than one hundred and twenty (120) days written notice to the Institute of the introduction or implementation of technological change.
- 38.05 The written notice provided for in clause **38.04** will provide the following information:
- a) the nature and degree of change.
 - b) the anticipated date or dates on which the Employer plans to effect change.

c) the location or locations involved.

38.06 As soon as reasonably practicable after notice is given under clause 38.04, the Employer shall consult with the Institute concerning the effects of the technological change referred to in clause 38.04 on each group of employees. Such consultation will include but not necessarily be limited to the following:

a) the approximate number, class and location of employees likely to be affected by the change;

b) the effect the change may be expected to have on working conditions or terms and conditions of employment on employees.

38.07 When, as a result of technological change, the Employer determines that an employee requires new skills or knowledge in order to perform the duties of his substantive position, the Employer will make every reasonable effort to provide the necessary training during the employee's working hours and at no cost to the employee.

ARTICLE 39

REGISTRATION FEES

39.01 The Employer shall reimburse an employee for his payment of membership or registration fees to an organization or governing body when the payment of such fees is a requirement for the continuation of the performance of the duties of their position, or for professional development or certification purposes.

ARTICLE 40

JOB SECURITY

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

ARTICLE 41

SEXUAL AND PERSONAL HARASSMENT

41.01 The Institute and the Employer recognize the right of employees to work in an environment free from sexual and personal harassment and agree that harassment will not be tolerated in the work place. For the purposes of this clause, harassment includes abuse of authority,

41.02 (a) Any level in the grievance procedure shall be waived if a person hearing the grievance is the subject of the complaint.

- (b) If by reason of 41.02(a) a level in the grievance procedure is waived, no other level shall be waived except by mutual Agreement.

ARTICLE 42

NO DISCRIMINATION

- 42.01 There shall be no discrimination, interference, restriction, coercion, harassment (including abuse of authority), intimidation, or any disciplinary action exercised or practiced with respect to an employee by reason of age, race, creed, colour, national origin, religious affiliation, sex, sexual orientation, family status, mental or physical disability or membership or activity in the union.
- 42.02 (a) Any level in the grievance procedure shall be waived if a person hearing the grievance is the subject of the complaint.
 - (b) If by reason of 42.02(a) a level in the grievance procedure is waived, no other level shall be waived except by mutual Agreement.

ARTICLE 43


PAY ADMINISTRATION


- 43.01 Except as provided in this Article, the Public Service Terms and Conditions of Employment Regulations, and the Regulations Respecting Pay on Reclassification and Conversion as these Regulations exist on the date of the signing of this Agreement governing the application of pay to employees are not affected by this Agreement.
- 43.02 **An** employee is entitled to be paid for services rendered at:
 - (a) the pay specified in Appendix A for the classification of the position to which the employee is appointed, if the classification coincides with that prescribed in the employee's certificate of appointment,
 - or
 - (b) the pay specified in Appendix A for the classification prescribed in the employee's certificate of appointment, if that classification and the classification of the position to which the employee is appointed do not coincide.
- 43.03 (a) The rates of pay set forth in Appendix A shall become effective on the dates specified therein.
 - (b) Where the rates of pay set forth in Appendix A have an effective date prior to the date of signing of the Agreement the following shall apply:

Collective Agreement - Professional Employees Group - PIPSC

- (i) "retroactive period" for the purpose of clauses(ii) to (v) means the period commencing on the effective date of the retroactive upward revision in rates of pay and ending on the day the Collective Agreement is signed or when an arbitral award is rendered therefore;
 - (ii) a retroactive upward revision in rates of pay shall apply to employees, former employees, or in the case of death the estates of former employees, who were employees in the bargaining unit during the retroactive period;
 - (iii) rates of pay shall be paid in an amount equal to what would have been paid had the Collective Agreement been signed or an arbitral award rendered thereto on the effective date of the revision in rates of pay;
 - (iv) in order for former employees, or in the case of death of the former employee, for the former employees' representatives, to receive payment in accordance with clause (b)(iii), the Employer shall notify, by registered mail, such individuals at their last known address that they have 30 days from the date of receipt of the registered letter to request in writing such payment after which time any obligation upon the Employer to provide payment ceases;
- (v) no payment nor notification shall be made pursuant to sub-clause 43.03(b) for one dollar or less.

43.04 When an employee is required by the Employer to perform the duties of a higher classification level on an acting basis for a period of at least ten (10) consecutive working days, the employee shall be paid acting pay calculated from the date on which the employee commenced to act as if he or she had been appointed to that higher classification level for the period in which he or she acts. When a day designated as a paid holiday occurs during the qualifying period, the holiday shall be considered as a day worked for purposes of the qualifying period.

43.05 Effective January 1, 1998, all rates of pay are converted to the new rates of pay in Appendix A at the A line, as prescribed in the Memoranda of Understanding between the parties dated April 15, 1998 contained in Appendix B. 

43.06 Effective January 1, 1999, the job rates shall be increased by 2 % as shown in line B of Appendix A. This will result in a 2.0% increase to the salary of each employee. The minimum of each pay range shall continue to be 80% of the job rate. 

43.07 A part-time employee shall be eligible to receive a pro-rata performance pay adjustment. Any adjustment will be prorated to the percentage of time worked.

43.08 Where two or more pay adjustments are to be effected on the same date, the economic or scale adjustments shall be applied first.

~~X~~ Collective Agreement - Professional Employees Group - PIPSC

- 43.09 Only rates of pay and compensation for overtime and vacation leave credits which have been paid to an employee during the retrocative period will be recomputed, and the difference between the amount paid on the old rates of pay and the amount payable on the new rates of pay will be paid to the employee.

ARTICLE 44

AGREEMENT RE-OPENER

- 44.01 This Agreement may be amended by mutual consent. If either party wishes to amend or vary this Agreement, it shall give to the other party notice in writing of any amendment proposed and the parties shall meet and discuss such proposal not later than one calendar month after receipt of such notice.

ARTICLE 45

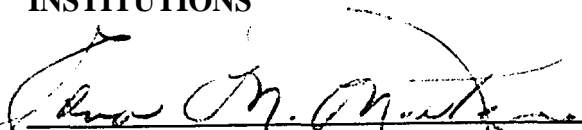
DURATION OF AGREEMENT


- 45.01 This Agreement shall be in effect until December 31, 1999.
- 45.02 Unless otherwise expressly stipulated, the provisions of the Agreement shall become effective on the date it is signed.

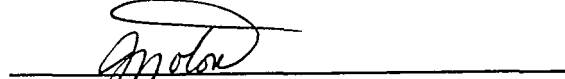
Collective Agreement - Professional Group- PIPSC

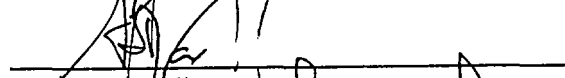
SIGNED at Ottawa, this 14th day of the month of October, 1999


**THE OFFICE OF THE
SUPERINTENDENT OF FINANCIAL
INSTITUTIONS**



Edna M. Mackenzie


Rose Bussière

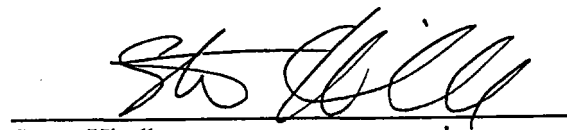

Micheline Appolon

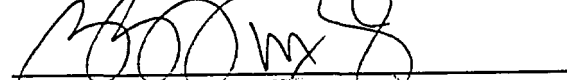

Tony Maxwell

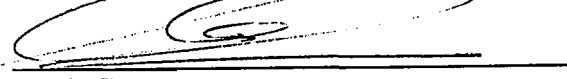

Marc Soulière

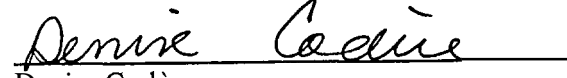

Robert Derikozis


**THE PROFESSIONAL INSTITUTE OF
THE PUBLIC SERVICE OF CANADA**

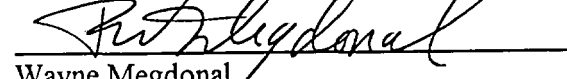

Steve Hindle



Blair Stannard

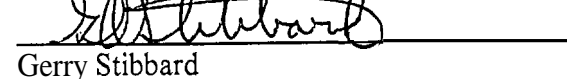

Lewis Cassar



Denise Codère



Andrew Christie


Wayne Megdonal


Allan Shusterman


Gerry Stibbard


Richard Bellair


Danielle Auclair

APPENDICES

- Appendix A Rates of Pay
- Appendix B Memorandum of Understanding - Pay Upon Conversion
 - B1** Commerce Officer Group ~
 - B2** Actuary Group
 - B3** Administrative Officer Group
- Appendix C Memorandum of Understanding - Respecting Hours of Work
- Appendix D Memorandum of Understanding - Consultation
- Appendix E Memorandum of Understanding - Interpretation - Registration Fees
- Appendix F Memorandum of Understanding - Pagers - Pilot Test
- Appendix G Memorandum of Understanding - Policy Continuance
- Appendix H Memorandum of Understanding - Rememberence Day

Collective Agreement - Professional Employees Group - PIPSC

APPENDIX "A"

A: - Effective January 1, 1998

B: - Effective January 1, 1999

Previous base rate = 19.206

Hours = 1950

Research

<u>Level</u>		<u>Minimum (80% of Job Rate)</u>	<u>Maximum (100% of Job Rate)</u>
RE-3	A:	38,200	47,800
	B:	39,100	48,800
RE-4	A:	45,300	56,700
	B:	46,300	57,900
RE-5	A:	56,000	70,000
	B:	57,200	71,400
RE-6	A:	66,700	83,300
	B:	68,100	85,000

19.590 - BR.

20.051

SALARY ADMINISTRATION

General Design Features:

a. Salary structure

Recommended salary range minimum (80% compa-ratio) and job rate (100% compa-ratio) are based on public/private sector averages. All jobs are assigned to a grade level within the salary structure on the basis of the UCS assessment - grades 1 to 6 for non-executives.

b. Salary adjustments

Employees below the 100% job rate and whose performance is rated at least "meets expectations", would be awarded every year a percentage of base salary for movement within the range. **This** percentage would be at least 4 % of the job rate.

In recognition for the 1997-98 performance year, employees will be entitled to a minimum increase of 4% of the current salary through the conversion retrocative to **January 1, 1998**. **This** will also serve to recognize the introduction of a common anniversary (performance pay) date. **This** increase will be added to the current salary if within the range and any amount exceeding the job rate will be given **as a** one time lump sum payment.

PART U ADMINISTRATION DES SALAIRES

Principales caractéristiques :

a. Structure salariale

Le taux minimum (coefficient de comparaison de 80 p. 100) et le taux normal (coefficient de comparaison de 100 p. 100) recommandés sont fondés sur les taux moyens des secteurs public et privé. Tous les emplois sont affectés a un niveau de la structure salariale d'après l'évaluation effectuée en fonction du SCU. Les niveaux 1 a 6 correspondent à du personnel non cadre.

b. Ajustements salariaux

Les employés dont le taux de rémunération est inférieur a 100 p. 100 du taux normal et dont le rendement satisfait à tout le moins aux attentes auraient droit chaque année a un pourcentage de leur traitement de base pour leur permettre de gravir des échelons. Ce pourcentage serait au moins 4 p. 100 du taux normal.

Compte tenu du rendement de 1997-1998, les employés auront droit, a partir du 1 ier janvier 1998, a une augmentation minimale de 4 p. 100 du salaire actuel a la suite de la conversion; on pourra ainsi appliquer une date anniversaire commune (prime de rendement). Cette augmentation sera attribuée au salaire de l'employé sans dépasser le taux normal du poste. Tout montant excédants au taux normal sera payée sous form de boni.

Re-earnable lump-sum **bonus**

Employees rated **as** "exceeds expectations" would be eligible for a re-earnable lump sum bonus of up to 3% for grades 1 & 2 and up to 5% for grades 3 to 6 inclusive.

d. Conversion Rule:

The following table will be used to determine how employees will be converted from their current salaries to new salaries within the proposed ranges effective **January 1, 1998**.

Compa-ratio is defined as relationship between the actual salary and the job rate. To determine the proposed actual salary, the new job rate would be multiplied by the compa-ratio.

The number of months is calculated based on the employee's current classification level as of January 1, 1998, the conversion date,

Those employees whose current salary exceeds the job rate of their new range will have their current salary protected.

c. Prime forfaitaire renouvelable

Les employés dont le rendement est supérieur aux attentes seraient admissibles à une **prime forfaitaire renouvelable** pouvant atteindre **3 p. 100 pour les niveaux 1 et 2 et 5 p. 100 pour les niveaux 3 à 6**.

d. Règle de conversion :

Le tableau qui suit sert à déterminer de quelle façon le salaire actuel des employés sera converti selon les échelles proposées à partir du 1^{er} janvier, 1998.

Le coefficient de comparaison désigne le rapport entre le salaire réel et le taux normal. Pour déterminer le salaire réel proposé, le nouveau taux **normal** serait multiplié par le coefficient de comparaison.

Le nombre de mois dépend du niveau de classification actuel de l'employé à la date de conversion. (**Le 1^{er} janvier, 1998**)

Les employées qui reçoivent un salaire supérieur au **taux normal** de leur poste verront leur salaire protégé.

Months at Previous Classification Level/ Nombre de mois au niveau de classification antérieur	Compa-ratio/ Coefficient de comparaison
0 - 5	80%
6 - 11	82%
12 - 17	85%
18 - 23	87%
24 - 29	90%
30 - 35	92%
36 - 41	95%
42 - 47	97%
48	100%

Memorandum of Agreement
between
The Office of the Superintendent of Financial Institutions
and
The Professional Institute of the Public Service of Canada
(Actuarial Group)

Purpose

The purpose of the MOA is to determine pay scales and **salary** administration rules for the conversion of all positions represented by the Actuarial bargaining unit into the OSFI universal classification system. The pay scales will stay in effect without modification for the first year of the collective agreement.

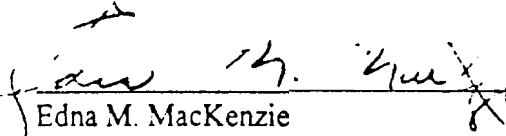
Agreement

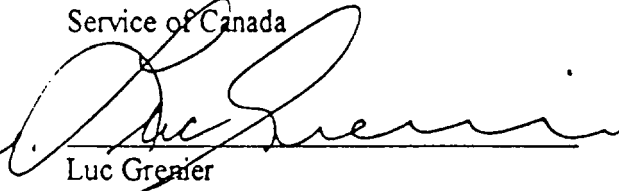
Both parties agree to the pay scales contained in Part I of this agreement and to the **salary** administration rules described in Parts II & III of this agreement. Both parties also agree that the Parts I, II & III will be in effect from January 1, 1998 to December 31, 1998 and will form part of the yet to be negotiated collective agreement.

SIGNED AT OTTAWA, this 15th day of the month of April, 1998.


The Office of the Superintendent of
Financial Institutions

The Professional Institute of the Public
Service of Canada


Edna M. MacKenzie


Luc Grenier

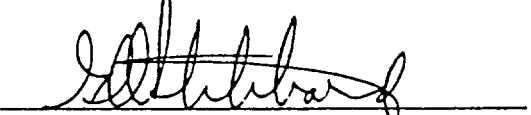

Rose Bussière


Elliott Trottier


Ronald Bergeron


Denise Codère


Marc R. Soulière


Gerry Stibbard

**Protocole d'entente
entre le
Bureau du surintendant des institutions financières
et
l'Institut professionnel de la fonction publique Canada
(Groupe des actuaires)**

But

Le présent protocole a pour but de déterminer les échelles salariales et les règles d'administration des salaires afférentes à la conversion de tous les postes représentés par l'unité de négociation des Agents d'administration dans le Système de classification universelle du BSIF. Les échelles salariales ne seront pas modifiées pendant la première année d'application de la convention collective.

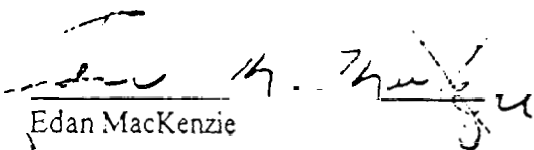
Convention

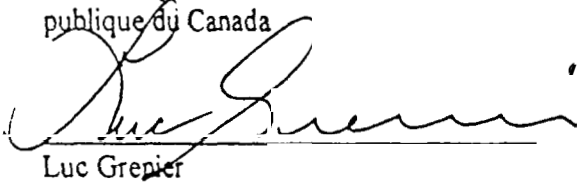
Les parties conviennent des échelles salariales reproduites à la partie I et des règles d'administration des salaires décrites à la partie II et la partie II du présent protocole. Elles conviennent en outre que lesdites parties seront en vigueur du 1^{er} janvier au 31 décembre 1998 et qu'elles feront partie intégrante de la convention collective à négocier.

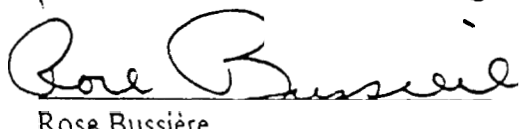
SIGNÉ À OTTAWA, ce 15^e jour d'avril 1998.

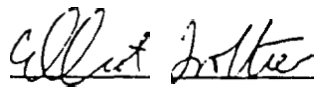
Le Bureau du surintendant des
institutions financières

L'Institut professionnel de la fonction
publique du Canada

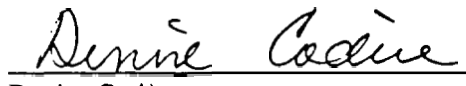

Edan MacKenzie

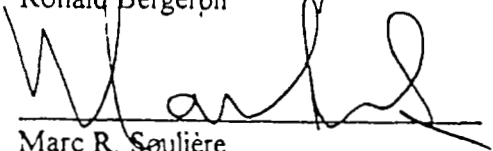

Luc Grenier

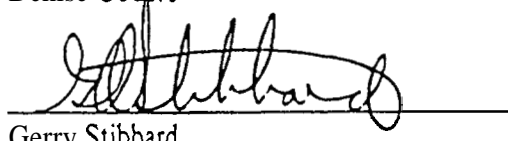

Rose Bussière


Elliott Trotter


Ronald Bergeron


Denise Codère


Marc R. Soulière


Gerry Stibbard

PART I

SALARY STRUCTURE / STRUCTURE SALARIALE

<u>Level/ Niveau</u>	<u>Minimum (80% of Job Rate)/ Traitement minimum (80 % du taux normal)</u>	<u>Maximum (100% of Job rate) / Traitement maximum (100 % du taux normal)</u>
B 1	<u>\$24,000</u>	\$30,000
2	\$31,100	\$38,900
3	\$38,200	\$47,800
4	\$45,300	\$56,700
5	\$56,000	\$70,000
6	\$66,700	\$83,300

SALARY ADMINISTRATION FOR POSITIONS REQUIRING FELLOWSHIP

General Design Features:

a. Salary structure

Recommended *salary* range minimum (80% compa-ratio) and job rate (100% compa-ratio) are based on public/private sector averages. All jobs are assigned to a grade level within the *salary* structure on the basis of the UCS assessment - grades 1 to 6 for non-executives.

b. Salary adjustments

Employees below the 100% job rate and whose performance is rated at least "meets expectations", would be awarded every year a percentage of base salary for movement within the range. This percentage would be at least 4 % of the job rate.

In recognition for the 1997-98 performance year, employees will be entitled to a minimum increase of 4% of current salary through the conversion retroactive to January 1, 1998. This will also serve to recognize the introduction of a common anniversary (performance pay) date. **This** increase will be added to the current *salary* if within the range and any amount exceeding the job rate will be given as a one time lump sum payment.

PART II ADMINISTRATION DES SALAIRES POUR LES POSTES NÉCESSITANT LA DESIGNATION FELLOW

Principales caractéristiques :

a. Structure salariale

Le taux **minimum** (coefficient de comparaison de 80 p. 100) et le taux normal (coefficient de comparaison de 100 p. 100) recommandés sont fondés sur les taux moyens des secteurs public et privé. Tous les emplois sont affectés à un niveau de la structure salariale d'après l'évaluation effectuée en fonction du SCU. Les niveaux 1 à 6 correspondent à du personnel non cadre.

b. Ajustements salariaux

Les employés dont le tau. de remuneration est inférieur à 100 p. 100 du taux normal et dont le rendement satisfait à tout le moins aux attentes auraient droit chaque année à un pourcentage de leur traitement de base pour leur permettre de gravir des échelons. Ce pourcentage serait au moins 4 p. 100 du taux normal.

Compte tenu du rendement de 1997-1998, les employés auront droit, à partir du 1^{er} janvier 1998, à une augmentation minimale de 4 p. 100 du salaire existant à la suite de la conversion; on pourra ainsi appliquer une date anniversaire commune (prime de rendement). Cette augmentation sera attribuée au salaire de l'employé sans dépasser le taux normal du poste. Tout montant excédants au taux normal sera payée sous forme de boni.

Re-earnable lump-sum bonus:

Employees rated as "exceeds expectations" would be eligible for a re-earnable lump sum bonus of up to 3% for grades 1 & 2 and up to 5% for grades 3 to 6 inclusive.

d. Conversion **Rule:**

The following table will be used to determine how employees will be converted from their current salaries to new salaries within the proposed ranges effective January 1, 1998.

Compa-ratio is defined as relationship between the actual salary and the job rate. To determine the proposed actual salary, the new job rate would be multiplied by the compa-ratio.

The number of months is calculated based on the employee's current classification level as of January 1, 1998, the conversion date.

Those employees whose current salary exceeds the job rate of their new range will have their current salary protected.

c. Prime forfaitaire renouvelable:

Les employés dont le rendement est supérieur aux attentes seraient admissibles à une prime forfaitaire renouvelable pouvant atteindre 3 p. 100 pour les niveaux 1 et 2 et 5 p. 100 pour les niveaux 3 à 6.

d. Règle de conversion:

Le tableau qui suit sert à déterminer de quelle façon le salaire actuel des employés sera converti selon les échelles proposées à partir du 1^{er} janvier, 1998.

Le coefficient de comparaison désigne le rapport entre le salaire réel et le taux normal. Pour déterminer le salaire réel proposé, le nouveau taux normal serait multiplié par le coefficient de comparaison.

Le nombre de mois dépend du niveau de classification actuel de l'employé à la date de conversion. (Le 1^{er} janvier, 1998)

Les employés qui reçoivent un salaire supérieur au taux normal de leur poste verront leur salaire protégé.

Months at Previous Classification Level/ Sombre de mois au niveau de classification antérieur	Compa-ratio/ Coefficient de comparaison
0 - 5	80%
6 - 11	82%
12 - 17	85%
18 - 23	87%
24 - 29	90%
30 - 35	92%
36 - 41	95%
42 - 47	97%
48	

PARTIE III

SALARY ADMINISTRATION FOR POSITIONS NOT REQUIRING FELLOWS

General Design Features:

a. Salary structure

Salary range minimum (80% comparison) and job rate (100% comparison) are based on public/private sector averages. Student actuaries performing duties of a significant actuarial nature will be paid according to a formula which recognizes the experience and education that they have acquired.

b. Salary adjustments

The proposed minimum pay for the RE-3 level is \$ 38, 200 and the proposed maximum pay for an RE-5 is \$ 70,000. Based on these pay scales a new hire actuarial student could start at the minimum of an RE-3 and progress to the maximum of an RE-5.

Progression through the three salary ranges includes a minimum yearly increase based on performance of at least 4% for those who at least "meet expectations". In addition, a further increase of 2% for credits obtained based on the credit levels in the current collective agreement can be awarded effective January 1st or July 1st for exams taken prior to these dates.

ADMINISTRATION DES SALAIRES POUR LES POSTES NE NÉCESSITANT PAS LA DESIGNATION FELLOW

Caractéristiques principales :

a. Structure salariale

Le taux minimum (coefficient de comparaison de 80 p. 100) et le taux normal (coefficient de comparaison de 100 p. 100) sont fondés sur les taux moyens des secteurs public et privé. Les actuaires stagiaires exerçant des tâches à contenu actuariel élevé seront rémunérés d'après une formule qui tiendra compte de leur expérience et de leur niveau de scolarité.

b. Redressements salariaux

Le seuil de rémunération proposé pour le niveau RE-3 est de 38 200 \$ et le plafond pour le niveau RE-5 est de 70 000 \$. Selon ces échelles salariales, un actuaire stagiaire pourrait être recruté au premier échelon du niveau RE-3 et progresser jusqu'au maximum de l'échelle RE-5.

L'avancement dans les trois échelles salariales prévoit une prime annuelle de rendement minimale de 4 p. 100 pour les employés dont le rendement est au moins satisfaisant. En outre, une augmentation supplémentaire de 2 p. 100 à l'égard de crédits obtenus en vertu de la convention collective en vigueur peut être accordée à compter du 1^{er} janvier ou du 1^{er} juillet pour les examens passés avant ces dates.

Progression through the pay scale will continue unhindered until the incumbent has reached the maximum of the level 3 pay scale then advancement into level four is dependent on the incumbent obtaining credits totalling over the current threshold of 180 credits. The same limitation would exist for an incumbent attaining the maximum of level 4, the incumbent could not progress to level 5 without first obtaining over 275 credits.

If the incumbent should obtain credits that in total surpass the current threshold without having reached the job rate, the incumbent will then progress to the next level.

In order to recognize the acquired expertise of long standing employees who have not completed the credits required for fellowship, individuals who meet the following criteria can be deemed on conversion to have achieved the knowledge equivalent to a threshold of credits:

1. The employee's position is classified at a higher level than the incumbent could be placed through the proposed progression scheme.
2. The employee must have at least 15 years of consecutive service in the actuarial field with OSFI and DOI.
3. The employee's manager must justify that the employee is performing all of the duties of the position and meets expectations.

In recognition for the 1997-98 performance year, employees will be entitled to a minimum increase of 4 % of current salary through the conversion retroactive to January 1, 1998, this will also serve to recognize the introduction of a common anniversary (performance pay) date.

L'avancement dans l'échelle salariale ne sera pas modifié jusqu'à ce que le titulaire ait atteint le maximum de l'échelle salariale du niveau 3; par la suite, pour passer au niveau 4, le titulaire devra avoir accumulé au moins 180 crédits. Ce critère s'appliquera également au titulaire qui aura atteint le maximum de l'échelle salariale du niveau 4; dans ce cas, le titulaire devra avoir accumulé au moins 275 crédits pour passer au niveau 5.

Le titulaire possédant le nombre de crédits requis sans avoir atteint le taux normal passera au niveau supérieur.

Pour tenir compte des compétences acquises par un employé occupant son poste depuis longtemps, mais qui n'a pas accumulé le nombre de crédits nécessaire pour devenir fellow, les titulaires qui satisfont aux critères suivants pourront, à la date de conversion, être réputés avoir acquis les connaissances équivalant au nombre minimal de crédits :

1. Le poste de l'employé est classé à un niveau supérieur à celui qu'il pourrait occuper en vertu du programme d'avancement proposé.
2. L'employé doit posséder au moins 15 années de service continu dans le domaine de l'actuariat, auprès du BSIF et du Département des assurances.
3. Le superviseur de l'employé doit prouver que ce dernier exerce toutes les fonctions du poste et que son rendement est satisfaisant.

Compte tenu du rendement de 1997-1998, l'employé aura droit, à partir du 1^{er} janvier 1998, à une augmentation d'au moins 4 p. 100 à la suite de la conversion; on pourra ainsi appliquer une date anniversaire commune (prime de rendement).

This increase will be added to the current salary if within the range and any amount exceeding the job rate will be given as a lump sum.

c. Re-earnable lump-sum bonus

Employees rated as "exceeds expectations" would be eligible for a re-earnable lump sum bonus of up to 5% for grades 3 to 6 inclusive.

d. Conversion Rule:

In converting incumbents of positions requiring significant actuarial content but not requiring fellowship, the following rules will apply:

1. The new salary will first be calculated **using** the formula described in section b of this document.
2. The amount calculated in step 1 will be compared to 104 % of the incumbents current salary.
3. The greater of the two amounts will become the salary on conversion.

Cette augmentation sera ajoutée au salaire actuel de l'employé sans dépasser le taux normal du poste. L'excédent du taux norm, sera verse en un montant forfaitaire.

c. Prime forfaitaire renouvelable

Les employes dont le rendement est supérieur aux attentes seraient admissibles a une prime forfaitaire renouvelable pouvant atteindre 5 p. 100 aux niveaux 3 a 6.

d. Règles de conversion

Les règles suivantes s'appliqueront a la conversion des postes exigeant un contenu actuariel important, mais non la désignation de fellow :

1. Le nouveau salaire sera d'abord calculé a l'aide de la formule décrite a la section b du présent document.
2. Les montants obtenus a l'étape 1 seront comparés a 104 p. 100 du salaire actuel du titulaire.
3. Le plus élevé des deux montants deviendra le salaire a la conversion.

Memorandum of Agreement
between
The Office of the Superintendent of Financial Institutions
and
The Professional Institute of the Public Service of Canada
(Administrative Officer Group)

Purpose

The purpose of the **MOA** is to determine pay scales and *salary* administration rules for the conversion of all positions represented by the Administrative **Officer** bargaining unit into the OSFI universal classification system. The pay **scales** will stay in effect without modification for the **first** year of the collective agreement.

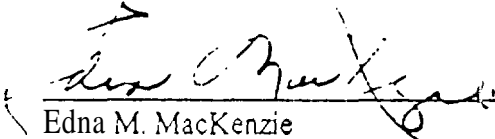
Agreement

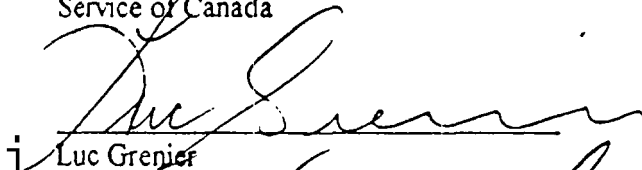
Both parties agree to the pay **scales** contained in **Part I** of this agreement and to the *salary* administration rules described in **Parts II** of this agreement. Both parties **also agree** that the **Parts I, & II** will be in effect from **January 1, 1998 to December 31, 1998** and **will** form part of the yet to be negotiated collective agreement.

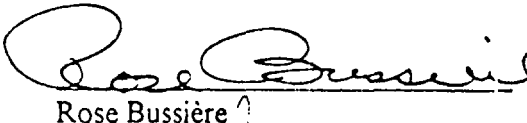
SIGNED AT OTTAWA, this **15th** day of the month of **April**, 1998.

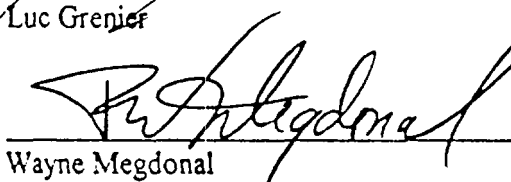
The **Office** of the Superintendent of
Financial Institutions

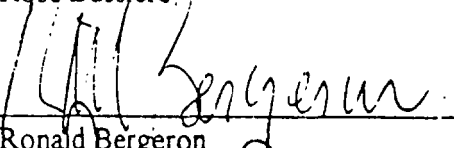
The Professional Institute of the Public
Service of Canada

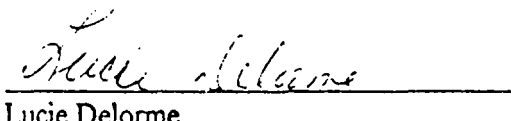

Edna M. MacKenzie

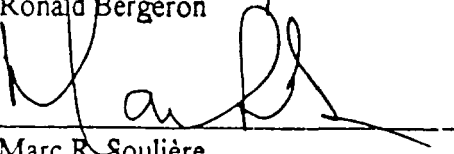

Luc Grenier


Rose Bussière


Wayne Megdonal


Ronald Bergeron


Lucie Delorme


Marc R. Soulière

Protocole d'entente
entre le
Bureau du surintendant des institutions financières
et
l'Institut professionnel de la fonction publique du Canada
(Groupe des agents d'administration)

But

Le présent protocole a pour but de déterminer les échelles salariales et les règles d'administration des salaires afférentes à la conversion de tous les postes représentés par l'unité de négociation des Agents d'administration dans le Système de classification universelle du BSIF. Les échelles salariales ne seront pas modifiées pendant la première année d'application de la convention collective.

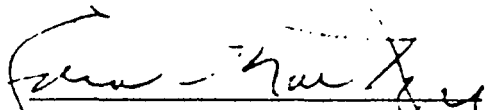
Convention


Les parties conviennent des échelles salariales reproduites à la partie I et des règles d'administration des salaires décrites à la partie II du présent protocole. Elles conviennent en outre que lesdites parties seront en vigueur du 1^{er} janvier au 31 décembre 1998 et qu'elles feront partie intégrante de la convention collective à négocier.


SIGNÉ A OTTAWA ce 15^e jour d'avril 1998.

Le Bureau du surintendant des
institutions financières

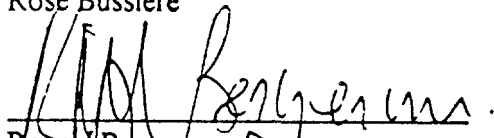
L'Institut professionnel de la fonction
publique du Canada

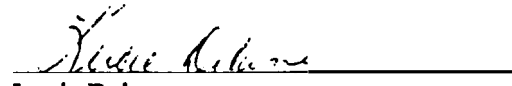

Edan MacKenzie

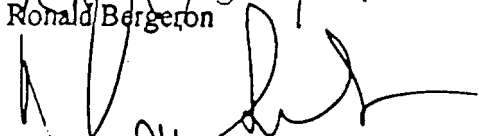

Luc Grenier


Rose Bussière


Wayne Megdonal


Ronald Bergeron


Lucie Delorme


Marc R. Soulière

PART I

SALARY STRUCTURE / STRUCTURE SALARIALE

<u>Level/ Niveau</u>	<u>Minimum (80% of Job Rate)/ Traitement minimum (80 % du taux normal)</u>	<u>Maximum (100% of Job rate)/ Traitement maximum (100 % du taux normal)</u>
1	\$24,000	\$30,000
2	31,100 \$31,100	\$38,900
3	\$38,200	\$47,800
4	\$45,300	\$56,700
5	\$56,000	\$70,000
6	\$66,700	\$83,300

SALARY ADMINISTRATION

General Design Features:

a. Salary structure

Recommended salary range minimum (80% compa-ratio) and job rate (100% compa-ratio) are based on public/private sector averages. All jobs are assigned to a grade level within the salary structure on the basis of the UCS assessment - grades 1 to 6 for non-executives.

b. Salary adjustments

Employees below the 100% job rate and whose performance is rated at least "meets expectations", would be awarded every year a percentage of base salary for movement ~~within~~ the range. This percentage would be at least 4 % of the job rate.

In recognition for the 1997-98 performance year, employees will be entitled to a minimum increase of 4% of the current salary through the conversion retroactive to January 1, 1998. This will also serve to recognize the introduction of a common anniversary (performance pay) date. This increase will be added to the current salary if within the range and any amount exceeding the job rate will be given as a one time lump sum payment.

PART II ADMINISTRATION DES SALAIRES

Principales caractéristiques :

a. Structure salariale

Le taux minimum (coefficient de comparaison de 80 p. 100) et le taux normal (coefficient de comparaison de 100 p. 100) recommandés sont fondés sur les taux moyens des secteurs public et privé. Tous les emplois sont affectés à un niveau de la structure salariale d'après l'évaluation effectuée en fonction du SCU. Les niveaux 1 à 6 correspondent à du personnel non cadre.

b. Ajustements salariaux

Les employés dont le taux de rémunération est inférieur à 100 p. 100 du taux normal et dont le rendement satisfait à tout le moins aux attentes auraient droit chaque année à un pourcentage de leur traitement de base pour leur permettre de gravir des échelons. Ce pourcentage serait au moins 4 p. 100 du taux normal.

Compte tenu du rendement de 1997-1998, les employés auront droit, à partir du 1^{er} janvier 1998, à une augmentation minimale de 4 p. 100 du salaire actuel à la suite de la conversion; on pourra ainsi appliquer une date anniversaire commune (prime de rendement). Cette augmentation sera attribuée au salaire de l'employé sans dépasser le taux normal du poste. Tout montant excédant le taux normal sera payé sous forme de boni.

Re-earnable lump-sum bonus

Employees rated **as** "exceeds expectations" would be eligible for a re-earnable lump sum bonus of up to 3% for grades 1 & 2 and up to 5% for grades 3 to 6 inclusive.

d. Conversion Rule:

The following table will be used to determine how employees **will** be converted **from** their current salaries to new salaries within the proposed ranges effective January 1, 1998.

Compa-ratio is defined **as** relationship between the actual *salary* and the job rate. To determine the proposed actual salary, the new job rate would be multiplied by the compa-ratio.

The number of months is calculated based on the employee's current classification level as of January 1, 1998, the conversion date.

Those employees whose current *salary* exceeds the job rate of their new range will have their current *salary* protected.

c. Prime forfaitaire renouvelable

Les employés dont le rendement est supérieur aux attentes seraient admissibles à une **prime forfaitaire renouvelable** pouvant atteindre 3 p. 100 pour les niveaux 1 et 2 et 5 p. 100 pour les niveaux 3 à 6.

d. Règle de conversion :

Le **tableau** qui **suit** sert à déterminer de quelle façon le salaire actuel des employés Sera converti selon les échelles proposées à partir du 1^{er} janvier, 1998.

Le coefficient de comparaison désigne le rapport entre le salaire réel et le taux **normal**. Pour déterminer le salaire réel proposé, le nouveau taux **normal** serait multiplié par le coefficient de comparaison.

Le nombre de mois dépend du niveau de classification actuel de l'employé a la date de conversion.(Le 1^{er} janvier, 1998)

Les employés qui reçoivent un salaire supérieur au taux normal de leur poste verront leur salaire protégé.

Months at Previous Classification Level/ Nombre de mois au niveau de classification antérieur	Compa-ratio/ Coefficient de comparaison
0 - 5	80%
6 - 11	82%
12 - 17	85%
18 - 23	87%
24 - 29	90%
30 - 35	92%
36 - 41	95%
42 - 47	97%

Collective Agreement - Professional Employees Group - PIPSC

APPENDIX "C"

**MEMORANDUM OF AGREEMENT
BETWEEN
THE OFFICE OF THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS
AND
THE PROFESSIONAL INSTITUTE OF THE PUBLIC SERVICE OF CANADA
FOR THE
PROFESSIONAL EMPLOYEES GROUP**

The Employer and the Professional Institute of the Public Service of Canada agree that for these employees to whom the provisions of clause .06 of Article 7 (Hours of Work) apply, the provisions of the collective agreement which specifies days shall be converted to hours. Where the collective agreement refers to a "day", it shall be converted to seven and one-half hours.

For greater certainty, the following provisions shall be administered as provided herein:

ARTICLE 2 INTERPRETATION AND DEFINITIONS

Clause (c) "daily rate of pay" shall not apply

ARTICLE 8 & 12 OVERTIME AND TRAVELLING TIME

Compensation shall only be applicable on a normal workday for hours in excess of the employee's scheduled daily hours of work.

On a day of rest, compensation shall be granted on the basis of time and one-half (1 1/2) except that compensation shall be double (2) time on Sunday.

ARTICLE 11 DESIGNATED PAID HOLIDAYS

A designated paid holiday shall account for seven and one-half (7 1/2) hours only.

ARTICLE 14 & 15 VACATION LEAVE AND SICK LEAVE

The converted amounts are as follows:

- a) one and one-quarter (1 1/4) days - nine decimal three seven five (9.375) hours.
- b) one and two-thirds (1 2/3) days - twelve decimal five zero (12.50) hours.
- c) two and one twelfth (2 1/12) days - fifteen decimal six two five (15.625) hours
- d) five-twelfths (5/12) day - three decimal one two five (3.125) hours
- e) two and one half (2 1/2) days - eighteen decimal seven five (18.75) hours

Collective Agreement - Professional Employees Group - PIPSC

ARTICLE 13 LEAVE GENERAL

Effective the date on which clause 06. Article 7 applies or ceases to apply to an employee, the accrued vacation and sick leave credits shall be converted to days or hours, as applicable,

The Memorandum of Agreement shall be effective on the date of signing of the Collective Agreement.

Letter of Agreement

Between

The Office of the Superintendent of Financial Institutions (OSFI)

and

The Professional Institute of the Public Service of Canada (PIPSC)

It is hereby **agreed** that **the Office of the Superintendent of Financial Institutions and the bargaining agent will continue the ongoing practice of consulting in a meaningful way on all major human resources initiatives. More specifically, OSFI, PIPSC staff and its bargaining unit members will consult on the following:**

- **Performance Pay (through the ongoing Performance Pa): Working Group)**
- **Hay Group pay study**
- **The updating of Position Analysis Questionnaires(PAQs)**

It is also agreed that in all correspondence with OSFI staff concerning this Collective Agreement, emphasis will be placed on informing employees of their right to **request** and be **paid** for overtime worked.

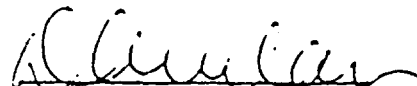
It is further agreed that OSFI and PIPSC will set up a joint Union Management Consultative Committee to study the **pay** scheme used for Actuarial Students.


For the Employer


Rose Bussière


Marc Soulière

For The Bargaining Agent


Danielle Auclair


Allan Shusterman

Memorandum of Understanding

between

The Office of the Superintendent of Financial Institutions

and

The Professional Institute of the Public Service of Canada

Purpose

The purpose of this MOU is to provide a clarification of the meaning of article 39 of the Collective Agreement between OSFI and the Professional Institute of the Public Service of Canada.

Interpretation

In the application of Article 39 REGISTRATION FEES of the Collective Agreement both parties agree that the following will define, in practical terms, the meaning of this article:

"employees of OSFI will be reimbursed the cost of fees paid for up to two professional associations where such fees are required in order to maintain a professional designation that is recognized by OSFI (see attached list) and that is required by the employee to carry out the duties of his position."


"Such reimbursement will not exceed \$1,500 annually and will be reimbursed to the employee upon proof of payment. Only annual fees will be reimbursed"

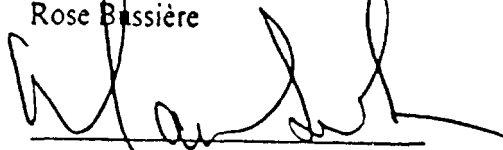
This interpretation will take effect for fees payable on or after January 1, 1999 and will extend to the life of the Collective Agreement.

Procedure

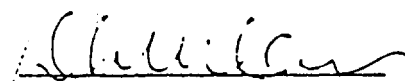
Employees wishing to be reimbursed for professional fees will provide the finance division with proof of payment of the fees.

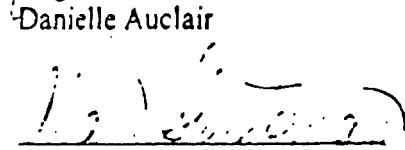
For the Employer


Rose Bussière


Marc Souhière

For The Bargaining Agent


Danielle Auclair


Allan Shusterman

Ottawa, June 24, 1999

Professional Associations Approved by OSFI

Association for Investment Management Research
Bureau du Québec
CA - Manitoba, Quebec, Ontario and British Columbia
CGA - Québec, Ontario, British Columbia and Manitoba
CMA - Québec & Ontario
Canadian Institute of Actuaries
Insurance Institute of Manitoba
Law Society of Upper Canada and New Brunswick
Society of Actuaries (Chicago)
Canadian Public Personnel Management Association
Casualty Actuarial Society
Institute of Actuaries (**UK**)
Faculty of Actuaries (Scotland)
American Academy of Actuaries
Institute of Chartered Accountants, **England & Wales**, and Scotland
Chartered Institute of Bankers
Other organizations that may be added from time to time.

Memorandum of Understanding

between

The Office of the Superintendent of Financial Institutions

and

The Professional Institute of the Public Service of Canada

Purpose


The purpose of this MOU is to describe in clear terms the intention of the Employer to carry out a pilot study on the use of pagers and cellular telephones for staff who are on standby status.

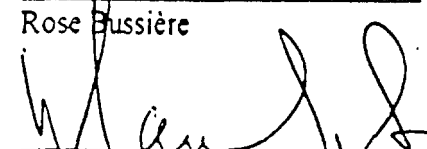
Interpretation

For the period of the collective agreement, in an effort to facilitate the recall of employees on standby, OSFI proposes to test the feasibility of providing staff with pagers or cellular telephones where practical.

The feasibility of continuing the practice will be assessed prior to negotiating the next collective agreement.

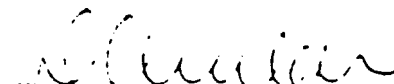
For the Employer

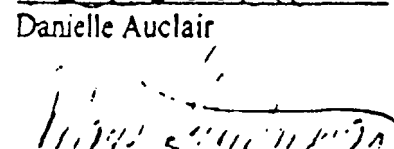


Rose Bussière


Marc Soulière

For The Bargaining Agent



Danielle Auclair


Allan Shusterman

Ottawa, June 24, 1999

Memorandum of Understanding

between

The Office of the Superintendent of Financial Institutions

and

The Professional Institute of the Public Service of Canada

Purpose


The purpose of this MOU is to provide for the continuance of specific policies currently in effect as they apply to OSFI staff represented by the Professional Institute of the Public Service of Canada.

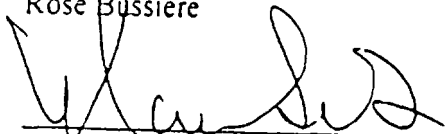
Interpretation

For the life of the collective agreement, the employer agrees to maintain its current policies with respect to the following:

- Study time for Actuarial Students
- Leave with Income Averaging
- Telework
- Deferred Salary Leave Plan

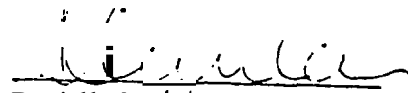
For the Employer

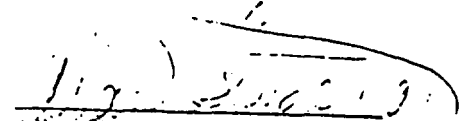


Rose Bussière

Marc Soulière

For The Bargaining Agent



Danielle Auclair

Allan Shusterman

Ottawa, June 24, 1999

Memorandum of Understanding

between

The Office of the Superintendent of Financial Institutions

and

The Professional Institute of the Public Service of Canada

The purpose of this MOU is to provide OSFI employees with the option of electing to replace the Remembrance Day designated paid holiday, with a paid holiday on January 2 of the next calendar year, or such other day as requested by the employee and approved by the Employer.

Definitions

Remembrance Day designated paid holiday- November 11 or the next regularly scheduled working day.

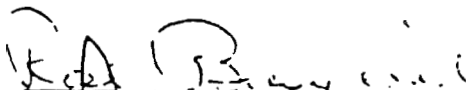
January 2 - January 2 or the next regularly scheduled working day.

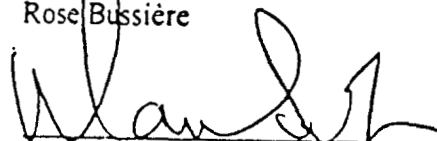
Procedure

Employees wishing to work on the Remembrance Day designated paid holiday are required to advise their supervisor in writing at least 10 working days prior to the Remembrance Day designated paid holiday.

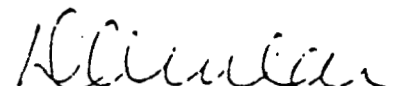
Subject to operational requirements, the Employer shall make every reasonable effort to grant the employee's request.

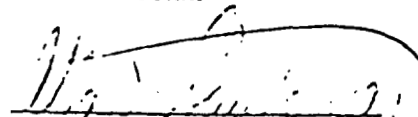
For the Employer


Rose Bussière


Marc Soulière

For the Bargaining Agent


Danielle Auclair


Allan Shusterman

Ottawa, June 24, 1999