

**SUBSIDIARY AGREEMENT #002**

**BETWEEN**

**THE GOVERNMENT OF  
THE PROVINCE OF ALBERTA**

**AND**

**THE ALBERTA UNION  
OF PROVINCIAL EMPLOYEES**

**REPRESENTING**

**ADMINISTRATIVE AND PROGRAM SERVICES**

**May 17, 2011**

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## **ARTICLE 1 - PREAMBLE**

- 1.01 This Agreement is subsidiary to the Master Agreement and the terms and conditions of the Master Agreement shall have the same force and effect in this Agreement as if they were included herein, except where specifically altered by this Agreement pursuant to Clause 3.01 of the Master Agreement.
- 1.02 In the event there is a conflict other than an exception pursuant to Clause 3.01 of the Master Agreement, between this Agreement and the Master Agreement, the Master Agreement shall prevail.
- 1.03 The purpose of this Agreement is to set forth the specific terms and conditions of employment and rates of compensation for those classes assigned by the Parties to Schedules "A" and "A-1" of the Administrative and Program Services subsidiary agreement.

## **ARTICLE 2 - EFFECTIVE DATE**

- 2.01 This Agreement shall be effective following the date of signing and shall remain in effect thereafter until a replacement Agreement is established under the Public Service Employee Relations Act. However, the regular rates of pay as outlined in Schedules "A", "A-1", "B" and "B-1" shall be effective from the dates set out in the Schedules.

## **ARTICLE 3 - PROBATIONARY PERIOD**

- 3.01 Pursuant to Article 27 of the Master Agreement the probationary period for classifications covered by this Agreement shall be twelve (12) months.
- 3.02 Continuous full time employment in the Public Service, immediately preceding the appointment to a permanent position, shall be counted towards the probationary period provided that the duties that were performed are comparable to the duties of the permanent position and provided that such reduction of probationary period has the approval of the Deputy Head. Comparability shall only be determined by the comparison of duties performed immediately preceding the appointment to a permanent position to the duties of the permanent position.

## **ARTICLE 4 - HOURS OF WORK**

- 4.01 Pursuant to Clauses 16.01 and 16.02 of the Master Agreement the normal hours of work for Employees covered by this Agreement shall be:
- (a) thirty-six and one quarter (36 1/4) hours per week, seven and one quarter (7 1/4) hours per day, for all classes listed in Schedule "A" and Schedule "A-1" of this Agreement; or
  - (b) the equivalent on a bi-weekly, monthly, or annual basis.
- 4.02 Notwithstanding Clause 4.01, the Employer may require certain Employees who are assigned to the Administration 1 or Administration 2 classes to work forty (40) hours per week for which they shall receive 10.34% more than the specified salary for their assigned class. This additional amount shall be considered part of the Employee's annual salary. This provision may be extended to other Employees by mutual agreement of the Parties.

- 4.03 An Employee occupying a class assigned to Schedule "A-1" of this Agreement, who is required to travel to a work location to perform assigned duties, and that location is away from his normal place of work, shall have such time spent in travel, which is in excess of that time normally spent travelling directly to and from his residence and normal place of work, counted as time worked.

## **ARTICLE 5 - OVERTIME**

- 5.01 An Employee may be required to work overtime. All overtime shall be authorized by the Employing Department.
- 5.02 (a) Classes assigned to Schedule "A-1" of this Agreement shall receive overtime compensation in accordance with Article 17 of the Master Agreement and are not subject to the remaining provisions of this Article.
- (b) Pursuant to Article 3 of the Master Agreement, the following clauses specifically govern overtime provisions for positions assigned to classifications covered by Schedule "A" of this Agreement, and have effect instead of Clauses 17.03(a) and 17.04 of the Master Agreement.
- 5.03 Employees will be compensated for all authorized hours worked in excess of seven and one-quarter (7 1/4) or eight (8) hours per day or thirty-six and one-quarter (36 1/4) or forty (40) hours per week (as appropriate for their Class) at the rate of one and one-half (1 1/2) hours for each hour of overtime worked, or at the rate of one and one-half (1 1/2) times regular salary.
- 5.04 At the beginning of each month an Employee shall indicate in writing a preference between compensatory time off or monetary compensation for overtime worked. Such preference shall be subject to approval by the Employing Department and where an Employee does not indicate a preference, the Employing Department shall determine the method of compensation. Where compensatory time off is approved and where it cannot be scheduled before the end of the month following the month in which the overtime was worked, it shall be paid out in accordance with Clause 5.03.
- 5.05 Notwithstanding Clause 5.04 above, compensatory time off may be carried forward from month to month only by mutual agreement. In the absence of mutual agreement, payment for overtime will be made by the end of the following month.
- 5.06 For the purpose of overtime calculations, authorized travel on government business shall be considered as time worked. Clause 5.03 shall apply to all authorized travel time in excess of normal working hours or on a regularly scheduled day of rest except that an employee shall not be compensated for travel to and from the usual place of work and residence.
- 5.07 Overtime pay shall be calculated from the annual salary rate in effect at the time the overtime is worked, regardless of any subsequent retroactive change in that rate.

## **ARTICLE 6 - PROTECTIVE CLOTHING**

- 6.01 The Employing Department shall provide, maintain, replace and clean protective clothing where the Employing Department determines the foregoing is required. Items so provided will remain the property of the Employing Department.

## **ARTICLE 7 - EMPLOYEE RELATIONS COMMITTEE**

- 7.01 The Parties agree to establish a Joint Employee Relations Committee to discuss matters of mutual interest related to Employees covered by Subsidiary Agreement #002 - Administrative and Program Services.
- (a) The Committee shall be composed of:
    - (i) Four (4) Government representatives to be appointed by the Public Service Commissioner.
    - (ii) Four (4) Union representatives to be appointed by Local 002.
    - (iii) The Parties may each appoint alternates to serve in the absence of a regular member.
    - (iv) The Parties shall each appoint a Co-Chairperson.
  - (b) Salary and expenses pertaining to the operation of the Committee shall be borne by the respective Parties.
  - (c) The Committee shall meet as it deems necessary to discuss matters of mutual interest to Local 002.  
  
The Committee shall develop Terms of Reference. The Terms of Reference shall incorporate a method to achieve recommendations.
  - (d) If the Parties, by mutual agreement, give the Committee authority to formulate recommendations within its Terms of Reference, the Committee will make recommendations for the consideration of the Public Service Commissioner and the Union.

## **ARTICLE 8 - SUPPLIES AND EQUIPMENT**

- 8.01 The Employing Department shall make available to all staff assigned to classes contained in Schedule "A-1" of this Agreement the books, texts, and instructional materials deemed by the Employing Department to be necessary to the performance of their duties.

**SCHEDULE "A"**  
**ASSIGNMENT OF CLASSES TO PAY GRADES IN SCHEDULE "B"**  
**EFFECTIVE SEPTEMBER 1, 2010**

<u>Class No.</u>	<u>Class Title</u>	<u>Pay Grade</u>
023SC	Scientific 1	67
024SC	Scientific 2	70
025SC	Scientific 3	73
026SC	Scientific 4	80
027SC	Scientific 5	83
021PS	Program Services 1	57
022PS	Program Services 2	61
023PS	Program Services 3	67
024PS	Program Services 4	70
025PS	Program Services 5	73
21FN	Finance 1	57
22FN	Finance 2	61
23FN	Finance 3	67
24FN	Finance 4	71
21AN	Administration 1	56
22AN	Administration 2	62

**SCHEDULE "A-1"**  
**ASSIGNMENT OF CLASSES TO PAY GRADES IN SCHEDULE "B-1"**  
**EFFECTIVE SEPTEMBER 1, 2010**

<u>Class No.</u>	<u>Class Title</u>	<u>Pay Grade</u>
021ED	Education 1	78*

\* Psychometricians allocated to Education 1 shall be paid at Pay Grade 83.

**SCHEDULE "B"**  
**ADMINISTRATIVE AND PROGRAM SERVICES - SALARY GRID (36 ¼ HOUR)\***  
**EFFECTIVE SEPTEMBER 1, 2010**

**Bi-weekly Salary Periods**

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
48	1,572.88 21.69	1,636.79 22.57	1,699.32 23.43	1,768.74 24.39	1,836.79 25.33	1,917.25 26.44	1,992.65 27.48
49	1,602.76 22.10	1,668.05 23.00	1,729.20 23.85	1,799.09 24.81	1,876.33 25.88	1,948.97 26.88	2,032.19 28.03
50	1,636.79 22.57	1,699.32 23.43	1,768.74 24.39	1,836.79 25.33	1,917.25 26.44	1,992.65 27.48	2,080.46 28.69
51	1,668.05 23.00	1,729.20 23.85	1,799.09 24.81	1,876.33 25.88	1,948.97 26.88	2,032.19 28.03	2,129.20 29.36
52	1,699.32 23.43	1,768.74 24.39	1,836.79 25.33	1,917.25 26.44	1,992.65 27.48	2,080.46 28.69	2,176.10 30.01
53	1,729.20 23.85	1,799.09 24.81	1,876.33 25.88	1,948.97 26.88	2,032.19 28.03	2,129.20 29.36	2,226.67 30.71
54	1,768.74 24.39	1,836.79 25.33	1,917.25 26.44	1,992.65 27.48	2,080.46 28.69	2,176.10 30.01	2,276.33 31.39
55	1,799.09 24.81	1,876.33 25.88	1,948.97 26.88	2,032.19 28.03	2,129.20 29.36	2,226.67 30.71	2,327.82 32.10
56	1,836.79 25.33	1,917.25 26.44	1,992.65 27.48	2,080.46 28.69	2,176.10 30.01	2,276.33 31.39	2,389.43 32.95
57	1,876.33 25.88	1,948.97 26.88	2,032.19 28.03	2,129.20 29.36	2,226.67 30.71	2,327.82 32.10	2,439.09 33.64
58	1,917.25 26.44	1,992.65 27.48	2,080.46 28.69	2,176.10 30.01	2,276.33 31.39	2,389.43 32.95	2,496.56 34.43
59	1,948.97 26.88	2,032.19 28.03	2,129.20 29.36	2,226.67 30.71	2,327.82 32.10	2,439.09 33.64	2,549.89 35.17
60	1,992.65 27.48	2,080.46 28.69	2,176.10 30.01	2,276.33 31.39	2,389.43 32.95	2,496.56 34.43	2,609.66 35.99
61	2,032.19 28.03	2,129.20 29.36	2,226.67 30.71	2,327.82 32.10	2,439.09 33.64	2,549.89 35.17	2,665.75 36.76
62	2,080.46 28.69	2,176.10 30.01	2,276.33 31.39	2,389.43 32.95	2,496.56 34.43	2,609.66 35.99	2,730.58 37.66
63	2,129.20 29.36	2,226.67 30.71	2,327.82 32.10	2,439.09 33.64	2,549.89 35.17	2,665.75 36.76	2,786.67 38.43
64	2,176.10 30.01	2,276.33 31.39	2,389.43 32.95	2,496.56 34.43	2,609.66 35.99	2,730.58 37.66	2,852.88 39.35
65	2,226.67 30.71	2,327.82 32.10	2,439.09 33.64	2,549.89 35.17	2,665.75 36.76	2,786.67 38.43	2,915.41 40.21
66	2,276.33 31.39	2,389.43 32.95	2,496.56 34.43	2,609.66 35.99	2,730.58 37.66	2,852.88 39.35	2,988.51 41.22
67	2,327.82 32.10	2,439.09 33.64	2,549.89 35.17	2,665.75 36.76	2,786.67 38.43	2,915.41 40.21	3,053.34 42.11
68	2,389.43 32.95	2,496.56 34.43	2,609.66 35.99	2,730.58 37.66	2,852.88 39.35	2,988.51 41.22	3,123.22 43.07
69	2,439.09 33.64	2,549.89 35.17	2,665.75 36.76	2,786.67 38.43	2,915.41 40.21	3,053.34 42.11	3,192.19 44.03

**Bi-weekly Salary Periods**

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
70	2,496.56 34.43	2,609.66 35.99	2,730.58 37.66	2,852.88 39.35	2,988.51 41.22	3,123.22 43.07	3,272.65 45.14
71	2,549.89 35.17	2,665.75 36.76	2,786.67 38.43	2,915.41 40.21	3,053.34 42.11	3,192.19 44.03	3,348.97 46.19
72	2,609.66 35.99	2,730.58 37.66	2,852.88 39.35	2,988.51 41.22	3,123.22 43.07	3,272.65 45.14	3,432.19 47.34
73	2,665.75 36.76	2,786.67 38.43	2,915.41 40.21	3,053.34 42.11	3,192.19 44.03	3,348.97 46.19	3,512.19 48.44
74	2,730.58 37.66	2,852.88 39.35	2,988.51 41.22	3,123.22 43.07	3,272.65 45.14	3,432.19 47.34	3,609.20 49.78
75	2,786.67 38.43	2,915.41 40.21	3,053.34 42.11	3,192.19 44.03	3,348.97 46.19	3,512.19 48.44	3,691.04 50.91
76	2,852.88 39.35	2,988.51 41.22	3,123.22 43.07	3,272.65 45.14	3,432.19 47.34	3,609.20 49.78	3,780.69 52.14
77	2,915.41 40.21	3,053.34 42.11	3,192.19 44.03	3,348.97 46.19	3,512.19 48.44	3,691.04 50.91	3,865.29 53.31
78	2,988.51 41.22	3,123.22 43.07	3,272.65 45.14	3,432.19 47.34	3,609.20 49.78	3,780.69 52.14	3,965.98 54.70
79	3,053.34 42.11	3,192.19 44.03	3,348.97 46.19	3,512.19 48.44	3,691.04 50.91	3,865.29 53.31	4,052.88 55.90
80	3,123.22 43.07	3,272.65 45.14	3,432.19 47.34	3,609.20 49.78	3,780.69 52.14	3,965.98 54.70	4,145.75 57.18
81	3,192.19 44.03	3,348.97 46.19	3,512.19 48.44	3,691.04 50.91	3,865.29 53.31	4,052.88 55.90	4,248.74 58.60
82	3,272.65 45.14	3,432.19 47.34	3,609.20 49.78	3,780.69 52.14	3,965.98 54.70	4,145.75 57.18	4,347.13 59.96
83	3,348.97 46.19	3,512.19 48.44	3,691.04 50.91	3,865.29 53.31	4,052.88 55.90	4,248.74 58.60	4,448.28 61.35
84	3,432.19 47.34	3,609.20 49.78	3,780.69 52.14	3,965.98 54.70	4,145.75 57.18	4,347.13 59.96	4,558.29 62.87
85	3,512.19 48.44	3,691.04 50.91	3,865.29 53.31	4,052.88 55.90	4,248.74 58.60	4,448.28 61.35	4,657.19 64.23

\* Hourly rates (to 2 decimal places) shown for information purposes only

**SCHEDULE "B-1"**  
**ADMINISTRATIVE AND PROGRAM SERVICES - SALARY GRID (36 ¼ HOUR)\***  
**EFFECTIVE SEPTEMBER 1, 2010**

**Bi-weekly Salary Periods**

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
74	2,532.42 34.92	2,649.20 36.54	2,772.88 38.24	2,902.99 40.04	3,043.22 41.97	3,189.89 43.99	3,352.19 46.23
75	2,589.43 35.71	2,709.43 37.37	2,835.41 39.10	2,967.82 40.93	3,114.03 42.95	3,264.83 45.03	3,435.87 47.39
76	2,649.20 36.54	2,772.88 38.24	2,902.99 40.04	3,043.22 41.97	3,189.89 43.99	3,352.19 46.23	3,527.36 48.65
77	2,709.43 37.37	2,835.41 39.10	2,967.82 40.93	3,114.03 42.95	3,264.83 45.03	3,435.87 47.39	3,614.72 49.85
78	2,772.88 38.24	2,902.99 40.04	3,043.22 41.97	3,189.89 43.99	3,352.19 46.23	3,527.36 48.65	3,711.27 51.18
79	2,835.41 39.10	2,967.82 40.93	3,114.03 42.95	3,264.83 45.03	3,435.87 47.39	3,614.72 49.85	3,801.38 52.43
80	2,902.99 40.04	3,043.22 41.97	3,189.89 43.99	3,352.19 46.23	3,527.36 48.65	3,711.27 51.18	3,904.83 53.85
81	2,967.82 40.93	3,114.03 42.95	3,264.83 45.03	3,435.87 47.39	3,614.72 49.85	3,801.38 52.43	3,997.71 55.14
82	3,043.22 41.97	3,189.89 43.99	3,352.19 46.23	3,527.36 48.65	3,711.27 51.18	3,904.83 53.85	4,108.05 56.66
83	3,114.03 42.95	3,264.83 45.03	3,435.87 47.39	3,614.72 49.85	3,801.38 52.43	3,997.71 55.14	4,204.14 57.98
84	3,189.89 43.99	3,352.19 46.23	3,527.36 48.65	3,711.27 51.18	3,904.83 53.85	4,108.05 56.66	4,322.76 59.62
85	3,264.83 45.03	3,435.87 47.39	3,614.72 49.85	3,801.38 52.43	3,997.71 55.14	4,204.14 57.98	4,420.69 60.97

\* Hourly rates (to 2 decimal places) shown for information purposes only

**SCHEDULE "B"**  
**ADMINISTRATIVE AND PROGRAM SERVICES - SALARY GRID (36 ¼ HOUR)\***  
**EFFECTIVE APRIL 1, 2012**

**Bi-weekly Salary Periods**

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
48	1,635.80 22.56	1,702.26 23.47	1,767.29 24.37	1,839.49 25.37	1,910.26 26.34	1,993.94 27.50	2,072.36 28.58
49	1,666.87 22.99	1,734.77 23.92	1,798.37 24.80	1,871.05 25.80	1,951.38 26.91	2,026.93 27.95	2,113.48 29.15
50	1,702.26 23.47	1,767.29 24.37	1,839.49 25.37	1,910.26 26.34	1,993.94 27.50	2,072.36 28.58	2,163.68 29.84
51	1,734.77 23.92	1,798.37 24.80	1,871.05 25.80	1,951.38 26.91	2,026.93 27.95	2,113.48 29.15	2,214.37 30.54
52	1,767.29 24.37	1,839.49 25.37	1,910.26 26.34	1,993.94 27.50	2,072.36 28.58	2,163.68 29.84	2,263.14 31.21
53	1,798.37 24.80	1,871.05 25.80	1,951.38 26.91	2,026.93 27.95	2,113.48 29.15	2,214.37 30.54	2,315.74 31.94
54	1,839.49 25.37	1,910.26 26.34	1,993.94 27.50	2,072.36 28.58	2,163.68 29.84	2,263.14 31.21	2,367.38 32.65
55	1,871.05 25.80	1,951.38 26.91	2,026.93 27.95	2,113.48 29.15	2,214.37 30.54	2,315.74 31.94	2,420.93 33.39
56	1,910.26 26.34	1,993.94 27.50	2,072.36 28.58	2,163.68 29.84	2,263.14 31.21	2,367.38 32.65	2,485.01 34.27
57	1,951.38 26.91	2,026.93 27.95	2,113.48 29.15	2,214.37 30.54	2,315.74 31.94	2,420.93 33.39	2,536.65 34.98
58	1,993.94 27.50	2,072.36 28.58	2,163.68 29.84	2,263.14 31.21	2,367.38 32.65	2,485.01 34.27	2,596.42 35.81
59	2,026.93 27.95	2,113.48 29.15	2,214.37 30.54	2,315.74 31.94	2,420.93 33.39	2,536.65 34.98	2,651.89 36.57
60	2,072.36 28.58	2,163.68 29.84	2,263.14 31.21	2,367.38 32.65	2,485.01 34.27	2,596.42 35.81	2,714.05 37.43
61	2,113.48 29.15	2,214.37 30.54	2,315.74 31.94	2,420.93 33.39	2,536.65 34.98	2,651.89 36.57	2,772.38 38.23
62	2,163.68 29.84	2,263.14 31.21	2,367.38 32.65	2,485.01 34.27	2,596.42 35.81	2,714.05 37.43	2,839.80 39.16
63	2,214.37 30.54	2,315.74 31.94	2,420.93 33.39	2,536.65 34.98	2,651.89 36.57	2,772.38 38.23	2,898.14 39.97
64	2,263.14 31.21	2,367.38 32.65	2,485.01 34.27	2,596.42 35.81	2,714.05 37.43	2,839.80 39.16	2,967.00 40.92
65	2,315.74 31.94	2,420.93 33.39	2,536.65 34.98	2,651.89 36.57	2,772.38 38.23	2,898.14 39.97	3,032.03 41.82
66	2,367.38 32.65	2,485.01 34.27	2,596.42 35.81	2,714.05 37.43	2,839.80 39.16	2,967.00 40.92	3,108.05 42.86
67	2,420.93 33.39	2,536.65 34.98	2,651.89 36.57	2,772.38 38.23	2,898.14 39.97	3,032.03 41.82	3,175.47 43.79
68	2,485.01 34.27	2,596.42 35.81	2,714.05 37.43	2,839.80 39.16	2,967.00 40.92	3,108.05 42.86	3,248.15 44.80
69	2,536.65 34.98	2,651.89 36.57	2,772.38 38.23	2,898.14 39.97	3,032.03 41.82	3,175.47 43.79	3,319.88 45.79

**Bi-weekly Salary Periods**

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
70	2,596.42 35.81	2,714.05 37.43	2,839.80 39.16	2,967.00 40.92	3,108.05 42.86	3,248.15 44.80	3,403.56 46.94
71	2,651.89 36.57	2,772.38 38.23	2,898.14 39.97	3,032.03 41.82	3,175.47 43.79	3,319.88 45.79	3,482.93 48.04
72	2,714.05 37.43	2,839.80 39.16	2,967.00 40.92	3,108.05 42.86	3,248.15 44.80	3,403.56 46.94	3,569.48 49.23
73	2,772.38 38.23	2,898.14 39.97	3,032.03 41.82	3,175.47 43.79	3,319.88 45.79	3,482.93 48.04	3,652.68 50.38
74	2,839.80 39.16	2,967.00 40.92	3,108.05 42.86	3,248.15 44.80	3,403.56 46.94	3,569.48 49.23	3,753.57 51.77
75	2,898.14 39.97	3,032.03 41.82	3,175.47 43.79	3,319.88 45.79	3,482.93 48.04	3,652.68 50.38	3,838.68 52.94
76	2,967.00 40.92	3,108.05 42.86	3,248.15 44.80	3,403.56 46.94	3,569.48 49.23	3,753.57 51.77	3,931.92 54.23
77	3,032.03 41.82	3,175.47 43.79	3,319.88 45.79	3,482.93 48.04	3,652.68 50.38	3,838.68 52.94	4,019.90 55.44
78	3,108.05 42.86	3,248.15 44.80	3,403.56 46.94	3,569.48 49.23	3,753.57 51.77	3,931.92 54.23	4,124.62 56.89
79	3,175.47 43.79	3,319.88 45.79	3,482.93 48.04	3,652.68 50.38	3,838.68 52.94	4,019.90 55.44	4,215.00 58.13
80	3,248.15 44.80	3,403.56 46.94	3,569.48 49.23	3,753.57 51.77	3,931.92 54.23	4,124.62 56.89	4,311.58 59.47
81	3,319.88 45.79	3,482.93 48.04	3,652.68 50.38	3,838.68 52.94	4,019.90 55.44	4,215.00 58.13	4,418.69 60.94
82	3,403.56 46.94	3,569.48 49.23	3,753.57 51.77	3,931.92 54.23	4,124.62 56.89	4,311.58 59.47	4,521.02 62.35
83	3,482.93 48.04	3,652.68 50.38	3,838.68 52.94	4,019.90 55.44	4,215.00 58.13	4,418.69 60.94	4,626.21 63.80
84	3,569.48 49.23	3,753.57 51.77	3,931.92 54.23	4,124.62 56.89	4,311.58 59.47	4,521.02 62.35	4,740.62 65.38
85	3,652.68 50.38	3,838.68 52.94	4,019.90 55.44	4,215.00 58.13	4,418.69 60.94	4,626.21 63.80	4,843.48 66.80

\* Hourly rates (to 2 decimal places) shown for information purposes only

**SCHEDULE "B-1"**  
**ADMINISTRATIVE AND PROGRAM SERVICES - SALARY GRID (36 ¼ HOUR)\***  
**EFFECTIVE APRIL 1, 2012**

**Bi-weekly Salary Periods**

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
74	2,633.72 36.32	2,755.17 38.00	2,883.80 39.77	3,019.11 41.64	3,164.95 43.65	3,317.49 45.75	3,486.28 48.08
75	2,693.01 37.14	2,817.81 38.86	2,948.83 40.67	3,086.53 42.57	3,238.59 44.67	3,395.42 46.83	3,573.30 49.28
76	2,755.17 38.00	2,883.80 39.77	3,019.11 41.64	3,164.95 43.65	3,317.49 45.75	3,486.28 48.08	3,668.45 50.59
77	2,817.81 38.86	2,948.83 40.67	3,086.53 42.57	3,238.59 44.67	3,395.42 46.83	3,573.30 49.28	3,759.31 51.85
78	2,883.80 39.77	3,019.11 41.64	3,164.95 43.65	3,317.49 45.75	3,486.28 48.08	3,668.45 50.59	3,859.72 53.23
79	2,948.83 40.67	3,086.53 42.57	3,238.59 44.67	3,395.42 46.83	3,573.30 49.28	3,759.31 51.85	3,953.44 54.53
80	3,019.11 41.64	3,164.95 43.65	3,317.49 45.75	3,486.28 48.08	3,668.45 50.59	3,859.72 53.23	4,061.02 56.01
81	3,086.53 42.57	3,238.59 44.67	3,395.42 46.83	3,573.30 49.28	3,759.31 51.85	3,953.44 54.53	4,157.62 57.34
82	3,164.95 43.65	3,317.49 45.75	3,486.28 48.08	3,668.45 50.59	3,859.72 53.23	4,061.02 56.01	4,272.37 58.92
83	3,238.59 44.67	3,395.42 46.83	3,573.30 49.28	3,759.31 51.85	3,953.44 54.53	4,157.62 57.34	4,372.31 60.30
84	3,317.49 45.75	3,486.28 48.08	3,668.45 50.59	3,859.72 53.23	4,061.02 56.01	4,272.37 58.92	4,495.67 62.00
85	3,395.42 46.83	3,573.30 49.28	3,759.31 51.85	3,953.44 54.53	4,157.62 57.34	4,372.31 60.30	4,597.52 63.41

\* Hourly rates (to 2 decimal places) shown for information purposes only

**LETTER OF UNDERSTANDING**

**SALARY MODIFIERS**

**BETWEEN**

**THE CROWN IN RIGHT OF ALBERTA  
(the Employer)**

**AND**

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES  
(the Union)**

1. The Parties agree that a salary modifier may be applied to the salaries of Employees who perform work that meets the "Senior Tax Officer" criteria. This modifier will be equivalent to three pay grades and will be administered by assigning eligible Employees to pay grade 74 on Schedule "B" of the Subsidiary 002 agreement.
2. The modifiers identified in Item 1 above will form part of an eligible employee's annual salary and will be pensionable.
3. An Employee who ceases to qualify for a modifier identified in Item 1 above shall have the modifier discontinued upon ninety (90) days written notice to the Employee.
4. Pursuant to Article 29.01(b) of the Master Agreement between the Parties, complaints relating to whether an Employee's assigned duties meet the criteria for a modifier according to this Letter shall not be subject to the grievance procedure.
5. This Letter of Understanding shall remain in effect for the term of the current Collective Agreement.

Dated this 17<sup>th</sup> day of May, 2011

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
DALE SILVER  
Public Service Commissioner

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
GUY SMITH  
President, Alberta Union of  
Provincial Employees

**LETTER OF UNDERSTANDING  
ALBERTA EMPLOYMENT AND IMMIGRATION  
PROGRAM ADVISORY COMMITTEE**

The Parties agree to continue a joint Employee – Management Program Advisory Committee.

The Committee shall be co-chaired by the ADM, Delivery Services, Alberta Employment, Immigration and Industry, or designate, and an employee representative appointed to the co-chair role by the AUPE. Management membership shall be comprised of the ADM, Delivery Services and representatives of the service delivery regions, appointed by the ADM, Delivery Services. Employee membership shall be the co-chair and members, not to exceed seven in number, who are appointed by AUPE to represent the delivery regions of Alberta Employment, Immigration and Industry.

The purpose of the Committee is to discuss items of mutual interest to the Parties related to the delivery of the Alberta Works Program of Alberta Employment, Immigration and Industry. Discussion topics may include, but are not limited to:

- Program delivery improvement strategies;
- Program delivery changes;
- Occupational Health and Safety issues that have a provincial focus;
- Workload management strategies.

Recommendations of the Committee are intended for the consideration of the ADM, Delivery Services, whose decision on any action to be taken is final.

The Committee will meet quarterly or as necessary. Employees sitting on the Committee will receive regular pay (no premium payments, including overtime). Travel time will be compensated at straight time rates. Travel and subsistence costs will be paid by the Employer.

Where matters of mutual interest affect Employees from other subsidiary agreements, this Committee will operate as the forum for discussions, with ad-hoc representation from Employees covered by those subsidiary agreements.

The Chair of Local 002 shall be an ex-officio member of the Committee and Local 002 shall be responsible for salary and expenses related to his/her attendance at committee meetings.

Dated this 17<sup>th</sup> day of May, 2011

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
DALE SILVER  
Public Service Commissioner

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
GUY SMITH  
President, Alberta Union of  
Provincial Employees

Dated this 17<sup>th</sup> day of May, 2011

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
Witness

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
DALE SILVER  
Public Service Commissioner

**ORIGINAL SIGNED BY**

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Witness

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
GUY SMITH  
President, Alberta Union of  
Provincial Employees