<table>
<thead>
<tr>
<th>Article</th>
<th>Summary of change</th>
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</thead>
<tbody>
<tr>
<td><strong>Common Provisions</strong></td>
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</tbody>
</table>
| Art. 2 Definitions | 2.07 - Clarified the definition of an increment to indicate that it is the difference between one step and the next full step on the salary scale, e.g. Step 2 to Step 3 or Step 2.5 to Step 3.5.  
2.# - Added a new definition of “Union Representative” – a NASA Labour Relations Officer or designee |
| Art. 6 - Safety, Wearing Apparel and Tools | Amended the language in clause 6.10 to enable a Supplemental Tradesperson Apprentice to receive the footwear allowance after 12 continuous months of work, interrupted only by the requirement to attend school. |
| Art. 8 - Performance Reviews and Increments | As a result of removing the two long service increments during the last round of negotiations (2009), clause 8.04 (c) was deleted. |
| Art. 15 - Job Evaluation | Amended clause 15.11 (a) to specify that where an incumbent’s re-evaluation results in a lower grade level and where the incumbent’s current salary is below the maximum of the new grade level, s/he will be placed on the step level nearest to but not lower than his/her current rate of pay. |
| App. A - Base Pay Plan | Effective January 1, 2013, two new steps / half increments (7.5 and 8.5) will be added to all grade levels. In the meantime, employees who are on Step 6.5 and are eligible for an annual increment prior to January 1, 2013, will have the current practice applied – specifically, they will be placed on Step 7 unless performance warrants additional increments, e.g. 1.5 increments.  
The trade job titles listing in has been deleted and replaced with the following language: “Provided the trade certification is required in the job fact sheet, tradespersons recognized on the Government of Alberta’s List of Compulsory and Optional Certification Trades will be paid in accordance with the appropriate grade of base pay, beginning at Step 7.” |
| App. E - Physical Education and Recreation | Updated to indicate that the provisions of this Appendix only apply within the Van Vliet Centre on North Campus. It further details the services that are free of charge to NASA members and available to their immediate family members for a cost. |
| App. G - Learning and Development Committee (HRDF) | Amended to remove reference to developing an approved list of outside wellness providers. In addition, the objectives of the committee have been expanded to include adjudication/resolution of complaints and to include the ability to make recommendations regarding funding, allocations, size of fund, etc. |
| Deleted Appendices | • Appendix B - Non-Academic Job Evaluation System Review (work completed)  
• Appendix C - Pay Periods (change implemented)  
• Appendix N - Administration of the Employee Illness Process (work completed) |
## Part A - Operating

<table>
<thead>
<tr>
<th>Art.</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Art. 1</strong></td>
<td>1.16 was updated to clarify the definition of an increment. Specifically “the next full step on a salary grade (e.g. Step 1 to Step 2 or Step 1.5 to Step 2.5). 1.30 was added as a definition of Union Representative. Specifically “… a NASA Labour Relations Officer or designate”.</td>
</tr>
<tr>
<td><strong>Art. 4 - 4.03 (a) - Hours of Work</strong></td>
<td>Remove the specific time reference in relation to notification of absence and to replace it with wording that indicates the employee is to advise “prior to” the start of his/her shift. Amended clause 4.04 (a) to remove the words “of not less than 3 ½ hours duration” which were used to specify what constituted ½ working day.</td>
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<td><strong>Art. 5 - Shift Differential</strong></td>
<td>Amended to increase the amount of shift differential from $1.60/hour to $1.75/hour. In addition, the language was amended to eliminate the definitions of afternoon and evening shift and to instead provide that shift differential will be paid for all hours when an employee is required to work a shift where at least 60% of the shift falls between 1500 hours and 0700 hours.</td>
</tr>
<tr>
<td><strong>Art. 6 - Overtime</strong></td>
<td>Changed the language in clause 6.06 (c) to indicate that overtime pay will be paid no later than “the pay period following the pay period in which it was reported.” Updated clause 6.08 (a) (i) and clause 6.09 (a) by increasing the meal allowance from $6.00 to $7.00.</td>
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<tr>
<td><strong>Art. 7 - Call Back</strong></td>
<td>Updated clause 7.01 (c) (i) and clause 7.02 (e) (i) by increasing the meal allowance from $6.00 to $7.00. Amended clause 7.02 to specifically include call back on a vacation day.</td>
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<tr>
<td><strong>Art. 9 - Salaries</strong></td>
<td>Amended to reflect the changes in pay periods as a result of the SE2 Project – specifically, that employees will be paid in arrears on a semi-monthly basis.</td>
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<tr>
<td><strong>Art. 11 - Retirement Bonus</strong></td>
<td>Amended to change the eligibility requirement from “20 years of pensionable service” to “20 years of service”. In addition, the language was amended to indicate that the retirement bonus is 25 days and will be provided to a part-time employee as a pro-rated amount based on the employee’s FTE. Also, the ability to use the retirement bonus as pre-retirement vacation has been removed.</td>
</tr>
<tr>
<td><strong>Art. 12 - Service</strong></td>
<td>12.03 was amended to add “retirement” as an event that breaks an employee’s service.</td>
</tr>
<tr>
<td><strong>Art. 16 - Vacation</strong></td>
<td>The service requirement to attain 25 days of vacation was reduced from 16 years to 15 years.</td>
</tr>
<tr>
<td><strong>Art. 20 - Position Disruption</strong></td>
<td>Amended clause 20.05 (d) to include reference to the fact that severance is calculated to the official notification date and that severance is pro-rated for partial years of service. In addition, further amended the language to specify that where a ‘bridge benefits’ eligible employee chooses Layoff, Recall and Severance, s/he will be eligible to receive bridge benefits if pension is received immediately following payment of severance, which occurs after</td>
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</table>
the six-month recall period.

20.08 was amended with respect to notice provisions for auxiliary employees whose appointments will be interrupted / ended before the date specified on the current letter of appointment.

| Art. 21 - Postings, Transfers, Promotions and Responsibility Pay | 21.02 (d) was amended to state that a regular employee who voluntarily accepts employment in an auxiliary employee type will be covered by the Collective Agreement provisions for an auxiliary employee not a regular employee. A new clause, 21.02 (e), was added to address salary treatment for employees who require accommodation based on legally protected grounds. The language specifies that if the accommodation is at the same grade level there will be no change in pay; if at a lower grade level, the placement will depend on the employee’s current pay – the employee will either be placed at the step closest to but not lower than his/her current salary or be placed at Step 9. |

| Art. 24 - University Credit Courses | Amend the definition of ‘calendar year’ to be the “academic” calendar year. |

| Art. 25 - Human Resources Development Fund (HRDF) | This Article was amended to remove references to the fund being used for employee wellness. The implementation of the Lifestyle & Wellness Account for benefited employees on January 1, 2013, will provide access to wellness funds for those employees. Employees can still apply to the Fund up to September 30, 2012, for wellness courses. The borrowing provision of the HRDF was reduced from $2,250 to $1,500. As a result of this change, the amount of time an employee is ineligible to apply for further HRDF funds has been reduced from two fiscal years to one fiscal year. |

| Art. 26 - Discipline | 26.01 (b) – Letter of Counselling – was amended to add the following statement. “Supervisors and employees are encouraged to share feedback on progress towards meeting the expectations identified in the counselling letter.” Also, wherever reference to a “Union Steward” occurred it has been replaced with “Union Representative”. |

| Art. 27 - Interim Staffing Solutions | Amend the language of clause 27.01 (b) to remove the language that places no obligation on an employee to accept an assignment and replace it with language that indicates there is an expectation for an ISS employee to be flexible and available for work. The employee is also expected to notify ISS of any leave requirements at the earliest opportunity. |

| Part B - Trust |

<p>| The following Articles have comparable changes to their counterparts in Part A – Operating | • Art. 1 Definitions  • Art. 4 Hours of Work  • Art. 8 Vacation and Anniversary Day Off  • Art. 14 University Credit Courses |</p>
<table>
<thead>
<tr>
<th>Art. 20 – Position Disruption</th>
<th>Amended with respect to notice provisions for auxiliary employees whose appointments will be interrupted / ended before the date specified on the current letter of appointment.</th>
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</thead>
</table>

### Part C - ESL

| The following Articles have comparable changes to their counterparts in Part A – Operating | • Art. 1 Definitions  
• Art. 5 Salaries  
• Art. 8 Service  
• Art. 12 Vacation Leave & Anniversary Day Off  
• Art. 16 Postings, Transfers, Promotions and Responsibility Pay  
• Art. 18 - University Credit Courses  
• Art. 19 - HRDF  
• Art. 21 Discipline |
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<tbody>
<tr>
<td>Art. 4 - Hours of Work, Professional Responsibilities and Overtime</td>
<td>4.04 (a) - deleted words “as soon as possible” and replaced with “prior to the start of his/her assigned class time or work shift”.</td>
</tr>
<tr>
<td>Art. 14 - Special Leave</td>
<td>14.08 - amended to increase the maximum entitlement of days from five to ten.</td>
</tr>
<tr>
<td>App. C - Current Employee Placement</td>
<td>Language was added to the end of this Appendix to confirm that there is no intent to have a negative impact on members who take work in EAP due to lack or work in ELP or to prevent disruptions.</td>
</tr>
<tr>
<td>App. D - Implementation of Agreement, Hours of Work/Assignment of Work</td>
<td>Updated to reflect current Hours Credit.</td>
</tr>
<tr>
<td>App. E - Employee Types and Hours of Work</td>
<td>This is a new appendix which refers the matters of employment types, hours of work and all articles impacted by these matters to the ELP Labour Management Committee with a view to developing language to be proposed at the next round of bargaining.</td>
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### Other Changes

| Leave Accruals (Vacation Leave and Illness Leave) | The University has initiated a project called Service Efficiency & Excellence (SE2 - [http://www.se2.ualberta.ca/](http://www.se2.ualberta.ca/)). The intent of the SE2 is to utilize the PeopleSoft system more efficiently and effectively by reducing manual intervention and automating where possible. Appendices were created in Parts A, B & C of the collective agreement to assist in aligning leave accrual language with the accrual modules in PeopleSoft. The intent is for there to be no impact on employee entitlements based on any changes to how PeopleSoft is used to track accruals. |