

**Frequently Asked Questions regarding:
AUPE Collective Agreement, July 1, 2013 - June 30, 2017**

MUST CLARIFY WITH EMPLOYEES IF THEY ARE CONTRACT (WAGES, HOURLY, CASUAL) OR SALARIED (TEMPORARY OR PERMANENT). MANY EMPLOYEES REFER TO THEMSELVES AS CONTRACT WHEN THEY ARE TEMPORARY SALARIED.

If you are uncertain as to the correct answer please contact your HR Advisor

General Questions:

- 1. What is the term of the renewed Collective Agreement? When does it expire?**
 - a. Four years, July 1, 2013 – June 30, 2017
- 2. When can I get a copy of the new Collective Agreement?**
 - a. The date has yet to be determined but a copy of the new Collective Agreement will be made available once the agreement has been signed and printed.
- 3. When can I see the new pay tables for my classification?**
 - a. Pay tables will be printed in the new Collective Agreement, and will be available on the MySAIT group icon and on SAIT now.
- 4. Where do I get the SAIT prescribed medical documentation for general illness?**
 - a. This medical documentation can be received from the RTW Coordinator or online at <http://www.saitnow.ca/forms-25.html>
 - b. The title of the form is Medical Fitness Certificate

Questions related to Lump Sum Payment:

- 5. When will I receive the \$1400 Lump sum payment?**
 - a. The lump sum payment will be paid on the August month end pay, less statutory deductions (CPP, EI & Tax). The lump sum payment is not pensionable and union dues will not be deducted.
- 6. I am a part-time or a casual employee. Do I receive the full \$1400 lump sum payment?**
 - a. No. The amount will be pro-rated based on the number of hours you worked from July 1, 2013 to June 30, 2014
- 7. I am a current permanent fulltime employee who started work during the time period of July 1, 2013 to June 30, 2014.**
Do I receive the full lump sum payment amount?
 - a. Current employees who are hired on or before the date of ratification (May 28, 2014) are eligible for the full payment.
- 8. If I commenced employment at SAIT after May 28, 2014, am I eligible for the lump sum payment?**
No. To be eligible for the lump sum payment you have to be an employee on the date of ratification (May 28, 2014).
- 9. If I resign as a full time employee on May 29, 2014, am I eligible for a lump sum payment?**
 - a. Yes, you will be eligible for a lump sum as you were an employee on the date of ratification (May 28, 2014).
- 10. I am currently employed at SAIT but have submitted my resignation and will be leaving SAIT soon, am I eligible for the lump sum payment?**
 - a. You will be eligible for the lump sum payment based on the eligibility criteria, as long as you are employed on the date of ratification (May 28, 2014).

- 11. I am off on an approved leave of absence (LTD, LOA, WCB, and Maternity/Parental) do I receive the lump sum payment?**
- a. Yes, on a pro-rated basis based on the hours worked from July 1, 2013 to June 30, 2014.
- 12. I was previously employed at SAIT but my last day of work was prior to May 28, 2014, am I eligible for the lump sum payment?**
- a. No, you must be employed by SAIT on the date of ratification (May 28, 2014) to be eligible for the lump sum.
- 13. I was previously employed in an AUPE position but moved to a different position (SAFA, APT, MGMT), am I eligible for the lump sum payment?**
- a. No, you must be employed in an AUPE position on the date of ratification to be eligible for the lump sum

Questions related to General Wage Increases for all classifications:

- 14. What general wage increase will I be entitled to and when?**
- a. Effective July 1, 2014 there will be a 2% general wage increase
- b. Effective July 1, 2015 there will be a 2.25% general wage increase
- c. Effective July 1, 2016 there will be a 2.50% general wage increase

As long as you are working on or after July 1 on each of the above years, you will be entitled to a general wage increase which is applied to all steps within the pay grid. Wage increases will be reflected on the July month end pay in each of the years.

- 15. I am currently employed at SAIT but have submitted my resignation and will be leaving SAIT soon, am I eligible for the general wage increase?**
- a. The 2% general wage increase does not come into effect until July 1, 2014. You will receive the 2% wage increase for any days you work on or after July 1, 2014.
- 16. If I'm at the top of the grid now will I get an increase?**
- a. Yes, the increases for the term of the Collective Agreement are general wage increase for all classifications. This means if you are at the top step you will remain there. The applicable % general wage increase on July 1st will be applied to the salary grid.
- 17. If I am not at the top of the grid do I continue to move through the steps in addition to the % general wage increase?**
- a. Yes, employees continue to move through the grid on their anniversary date based on the criteria in the Collective Agreement until they reach the top step.
- 18. I am currently on a leave Maternity, Parental, LTD, or LOA am I eligible for a general wage increase on July 1, 2014?**
- a. You will receive the effective general wage increase when you return to work. There will be no retro payment for the time you were on leave.

Questions related to vacation and health care spending:

- 19. What is the new vacation eligibility?**
- a. Article 17-Annual Vacation Leave.
- b. Less than 12 months - NO CHANGE (1½ work days for each calendar month worked)
- c. 1 year - 4 years - NO CHANGE (15 work days vacation)
- d. Completed 5 years - 20 work days vacation (eligible to use January 1, 2015 - December 31, 2015)
- e. Completed 13 years - 25 work days vacation (eligible to use January 1, 2015 - December 31, 2015)
- f. Completed 21 years - 30 work days vacation (eligible to use January 1, 2015 - December 31, 2015)
- g. Completed 30 years - NO CHANGE (35 work days vacation).

- 20. I am eligible for an increase in vacation effective January 1, 2015. When will I receive this additional time?**
- a. There is no change in the process of how this will be administered. You will receive the additional time each January once you meet the completed years of service requirement.
- 21. What is the increase to the Health Care Spending Account (HCSA) and a Wellness Account when is it effective?**
- a. The annual amount and types of accounts available remain the same for July 2014 to July 2015.
 - b. The annual amount will increase from \$550 to \$650 on July 1, 2015.
 - c. The option of a Wellness Account will be effective July 1, 2015.
- 22. Can I choose to have both a HCSA and a Wellness Account?**
- a. No. You will need to decide between the HCSA or the Wellness Account. An employee can only hold one account. If you decide you would like to change the type of account you hold you will have the ability to change plans annually before July 1st of each benefit year.
- 23. What is a Health Care Spending Account (HCSA)?**
- a. A Health Care Spending Account is an account which SAIT sets aside funds for you to use your health care each year. The terms of Health Care Spending Account will remain the same but the annual amount will increase from \$550 to \$650 on July 1, 2015.
- 24. What is a Wellness Account?**
- a. Wellness Account supports the health of employees by providing reimbursement for the wellness-related activities (fitness equipment and activities, dependent care, etc). Claims paid from this account are considered taxable income to the employee. More information will be communicated once the plan has been set up.

Questions related to Job posting:

- 25. How do I apply to be considered for a posted position?**
- a. Job postings can be found on SAIT's career opportunity webpage on the SAIT website at: <http://www.sait.ca/work-at-sait.php>
- 26. What does the new language about posting timelines mean?**
- a. Effective date of ratification (May 28, 2014) All permanent AUPE vacancies will be posted on SAIT's career opportunity webpage for a minimum of 5 days. The Union will be notified of this posting.
- 27. What does the new language about internal and external applicants mean for me as a current employee?**
- a. When an internal and external applicant are both being considered for the same vacancy and the employer deems the relevant skills, qualifications and experience of an internal and external candidate to be relatively equal, the internal applicant will be given preference. Internal applicants are candidates that currently work at SAIT.

