

THIS AGREEMENT made this 20th day of July, A.D. 2017

BETWEEN: THE SHERWOOD CO-OPERATIVE ASSOCIATION
LIMITED

OF THE FIRST PART

AND: RETAIL, WHOLESALE AND DEPARTMENT STORE
UNION, LOCAL 539

OF THE SECOND PART

AGREEMENT



Sherwood



Expires: September 19, 2020

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THIS AGREEMENT made and entered into this 20th day of July, 2017.

BETWEEN: SHERWOOD CO-OPERATIVE ASSOCIATION LIMITED, an Association incorporated under the Co-operative Associations Act, with Head Office in the City of Regina, in the Province of Saskatchewan, hereinafter referred to as the "Co-operative"

OF THE FIRST PART

AND: RETAIL, WHOLESALE AND DEPARTMENT STORE UNION, LOCAL 539, hereinafter referred to as the "Union"

OF THE SECOND PART

ARTICLE 1 - PURPOSE

In consideration of the mutual value of joint discussions on all matters pertaining to Employer-Employee relations, the parties hereto agree that the purpose of this Agreement shall be to set forth the terms and conditions of employment, relating to hours of work, rates of pay and other working conditions affecting the employees covered by this Agreement and to provide for a means of settling disputes and grievances of employees and to maintain harmonious relations and to promote Co-operative education and to assist in the Co-operative Movement wherever possible.

ARTICLE 2 - RECOGNITION

1. The Co-operative recognizes the Union as the sole collective bargaining agency for the employees covered by this Agreement, and hereby consents and agrees to negotiate with the Union or its designated bargaining representative on all matters relating to rates of pay, hours of work, and other terms and working conditions of employees.
2. The Union recognizes the responsibility of its members to perform faithfully and diligently their respective duties for the Co-operative and will at all times carry out their individual responsibilities according to the regulations, methods and procedures established by management, subject to the provisions of this Agreement.

ARTICLE 3 - SCOPE

This Agreement shall cover all employees employed by Sherwood Co-operative Association Limited in or in connection with its places of business located in the City of Regina, and in the Town of Indian Head, in the Province of Saskatchewan, except the: General Manager,

Controller, **Petroleum Division Manager**, Office Manager, Accountants (2), Credit Manager, Confidential Secretary, **Community Engagement Manager**, Human Resources Manager, **Human Resources Advisor**, **Safety/Asset Protection Manager**, Home Centre Division Manager, Home Centre Building Materials Manager, Home Centre Hardware Manager, Home Centre Commercial Manager, Petroleum Manager, Home Building Consultant, C-Store Managers (one per location), C-Store Support Manager (Floater), Indian Head Manager, *Rochdale Crossing Food Manager, *Quance Food Manager, ***South Albert Food Manager**, Rochdale Crossing Meat Manager, Quance Meat Manager, **South Albert Meat Manager**, Pharmacists, Rochdale Crossing Pharmacy Manager, Quance Pharmacy Manager, **South Albert Pharmacy Manager**, Rochdale Crossing Grocery Manager, Quance Grocery Manager, **South Albert Grocery Manager**, Rochdale Crossing Bakery Manager, Quance Bakery Manager, Rochdale Crossing Assistant Grocery Manager, Quance Assistant Grocery Manager, **South Albert Assistant Grocery Manager**, **C-Store Operations Manager**, Maintenance Manager and Management Trainees (3).

***One of these Food Managers may be designated "Food Division Manager".**

ARTICLE 4 - CLARIFICATION OF TERMS

1. The words "employee" or "employees" shall mean any person or persons covered by this Agreement.
2. A regular part-time employee shall be defined as one who works an average of twenty-four (24) hours or more a week over any period of six (6) consecutive weeks. Any employee who works full-time weekly hours [as defined in Article 8, Sections 1 (a), (b), and (c)] for thirteen (13) consecutive weeks, shall be designated as a full-time employee. This provision shall not apply to students or other employees hired for a specific project. It is understood that this is not a guarantee of hours for any employee.
3. "Students" shall be defined as a full-time student which means a person who is registered for at least 60% of a full course load as:
 - (a) A pupil within the meaning of The Education Act; or
 - (b) A student at a university, a regional college, private vocational school or the Saskatchewan Institute of Applied Science and Technology.

ARTICLE 5 - MANAGEMENT'S RIGHTS

1. The management of the Co-operative and the direction of the working force, including the right to plan, direct and control operations; to maintain the discipline and efficiency of the employees and to require employees to observe Co-operative rules and regulations; to hire, lay off or relieve employees from duties; to suspend, demote, transfer, promote and discharge employees, are to be the right and function of the Co-operative.
2. In exercising the above rights, the Co-operative shall act in good faith and shall not evade or alter any of the specific provisions of this Agreement and any of its decisions which

affect hours of work, wages and all other working conditions of employees may be subject to the grievance procedure. The Co-operative will not exercise its rights under this Article or any other provisions of this Agreement to discriminate against any employee because of his/her activity in or for the Union.

3. All employees shall, as a condition of employment, acquire and maintain a membership in Sherwood Co-operative Association Limited.

ARTICLE 6 - UNION SECURITY

1. Every employee who is now or hereafter becomes a member of the Union shall maintain his/her membership in the Union as a condition of employment. Every new employee whose employment commences hereafter shall make application on the official membership application form within ten (10) calendar days of the date of his/her employment and shall become a member of the Union within thirty (30) calendar days of this date.
2. If an employee is receiving a written reprimand or being suspended or discharged for cause, wherever practical the employee shall be accompanied by a Shop Steward, another officer of the Union or his/her representative in the case of his/her absence. If no one from the Union is available for the meetings described above and if the Co-operative believes it cannot wait the employee may choose a co-worker to act as a witness to the proceedings.
3. If a document of any kind is entered into an employee's file that may in the future be used against the employee, the employee will be given a copy of such document at the time the document is placed in the file. Written reprimands and suspensions, with the exception of harassment, bullying or violence issues, will be removed from an employee's file after two (2) years providing the employee has not been disciplined for the same or similar offense.

ARTICLE 7 - DUES CHECKOFF

Upon request in writing of any employee and upon request of the Union, the Co-operative shall deduct the Union dues and initiation fees out of the wages due to each employee and shall remit same to the person designated by the Union, on or before the 20th day of each month. New employees shall be requested by the Co-operative to complete the dues check-off authorization on the first day of employment. The Co-operative shall furnish the Union each month with a written list of:

1. Names of employees from whom the deductions have been made;
2. Names of employees whose employment has been terminated or laid off;
3. Names of all employees who have been hired;
4. Home addresses of all new employees hired; and any changes in home addresses of all other employees who are members of the Union. It shall be the responsibility of the employee to keep the Co-operative informed of any change of address.

ARTICLE 8 - BASIC WORK WEEK AND OVERTIME RATES OF PAY

1. (a) **Administration Department** (Excluding Security Officer)

The basic work week for regular full-time employees shall be 37 1/2 hours consisting of five (5) 7 1/2-hour days as scheduled by management.

(b) **Food Stores**

The basic work week for regular full-time employees shall be 38 hours consisting of either three (3) days at eight hours and two (2) days at seven hours or four (4) days at eight hours and one (1) day at six hours as scheduled by management.

(c) **All Other Departments**

The basic work week for regular full-time employees shall be forty (40) hours, five (5) days per week, not exceeding eight (8) consecutive hours per day except for lunch periods which will be without compensation.

(d) For Payroll purposes the work week shall commence on Sunday.

2. (a) The Co-operative shall post a weekly work schedule showing daily starting and quitting times and days off for all regular full-time and regular part-time employees not later than Saturday noon of each week for the second following week. The schedule for regular part-time employees may be changed upon 24 hours' notice. If a new schedule is not posted by Saturday noon then the schedule already posted shall apply for the following week.
- (b) The schedule of employees working full time may be changed without notice in the event of business interruption. In all other emergency cases, at least 24 hours of notice of change must be given.
- (c) Employees shall not be required to work on regular or special union meeting nights of which the Co-operative is advised at least seven days in advance except where employees are scheduled to work that night or where it is necessary to schedule employees at operations open to the public at night.
3. The Co-operative shall supply each location with a time sheet or time clock and each employee shall daily mark down his/her time in full or punch his/her hours of work in full.
4. Except for dinner meetings or banquets where attendance is voluntary, all other staff meetings called by the Co-operative shall be considered as time worked and shall be paid for at the appropriate rate of pay.
5. Lunch periods shall not exceed one (1) hour per day in all departments.

6. Part-time employees called to work shall be given not less than four (4) hours' work or pay in lieu thereof except students on weekdays while school is in session.
7. For the purposes of applying the terms of this Agreement, each 700 hours of part-time work shall be considered as four (4) months of service in all departments that work a forty (40) hour week.

In the Food Stores each 658 hours of part-time work shall be considered as four (4) months of service.

In the Administration Department, each 649 hours of part-time work shall be considered as four (4) months of service.

8. Overtime Rates of Pay

- (a) All hours worked over those as outlined in Article 8, Section 1 (a), (b) and (c) shall be considered as overtime hours and shall be paid for at the rate of time and one-half for the first three (3) hours overtime worked in any one day.
- (b) Double the regular rate shall be paid for all hours worked on employees' days or part days of rest.
- (c) All overtime shall be voluntary and shall be performed only after authorization by the Co-operative.
- (d) Employees shall not be required to take off regular working hours in lieu of overtime worked.
- (e) In the event overtime work is authorized, that overtime work shall be offered to employees in that department on the basis of seniority provided they have present ability sufficient to perform the work.
- (f) Overtime rates of pay based on employees' regular rate shall apply to employees when they are temporarily occupying classifications outside the scope of this Agreement.
- (g) An employee who is not advised prior to leaving work and is called back to work not continuous with his/her regular working hours, either before or after, shall receive not less than three (3) hours' work or three (3) hours' pay at overtime rates.
- (h) An employee who reports for work but who for reason of some breakdown in the plant or for weather conditions is dismissed for the day, shall receive not less than four (4) hours' pay at his/her normal rate.
- (i) Every employee shall be guaranteed one day's rest in seven (7).
- (j) When overtime of more than two (2) hours is scheduled to be worked consecutive with

the regular hours of work, the employee shall be entitled to a ten (10) minute paid rest period before commencing overtime. If, however, the majority of the employees who have agreed to work overtime so request, they shall be allowed a lunch period not to exceed one (1) hour without pay before commencing overtime.

9. (a) Where the **demands** of the business in any one department require extra hours to be worked, those hours will be offered to part-time employees within that department in order of seniority providing those employees are available to work and that such extension of hours does not constitute overtime.
- (b) Where employees are called in to work, those additional hours will not be structured so as to constitute a split shift, nor will employees be scheduled a split shift.

ARTICLE 9 - PREMIUM PAY

1. All employees who work at least twenty- four (24) hours per week will receive a premium of seventy- five cents (\$0.75) per hour for all hours worked between 6:00 p.m. and 7 a.m. the following morning.
2. All employees who work on Sunday will receive a premium of one dollar (\$1.00) per hour for all hours worked.
3. The above provisions shall not apply to janitorial or maintenance employees.
4. Premium pay will not be added to employees' hourly rates for purposes of computing overtime pay.
5. Employees will only be able to receive one premium under this Article at any one time.

ARTICLE 10 - REST PERIODS

Full-time employees shall be entitled to two (2) fifteen (15) minute rest periods per day, one in the forenoon and one in the afternoon. Part-time employees working a regular daily shift shall be entitled to rest periods on the same basis as full-time employees, but if employed for less than a full shift shall receive a rest period of fifteen (15) minutes within each three (3) hour work period. Rest periods for all employees shall not begin until one (1) hour after the commencement of work or less than one (1) hour before either the meal period or the end of the shift and shall not be combined with the meal period.

ARTICLE 11 - WAGE RATES AND JOB CLASSIFICATIONS

1. Job classifications and the hourly wage rates for all employees covered by this Agreement shall be set out in the wage appendix of this Agreement.
2. Employees shall be paid by direct deposit every second Friday. Employees shall receive an itemized statement of wages covering the two (2) weeks ending the previous Saturday.

3. Rates of pay for any new classifications or positions that may be established by the Co-operative within the scope of this Agreement shall be subject to negotiations, provided that the Co-operative shall have the right to establish a rate to be paid until the rate of pay for the new classification or position is agreed upon. If the parties cannot reach agreement, then at the request of either party, the matter shall be submitted to the arbitration procedure contained in this Agreement.
4. The Co-operative agrees to the principle of equal pay for equal work regardless of age or gender.
5. (a) An employee required to temporarily fill a position in the scope of this Agreement paying a higher rate of pay for two (2) days or more shall receive a premium of **ten dollars (\$10.00)** per day (**effective June 19, 2017**) providing the premium is not less than the minimum or more than the maximum of the range of the temporary position. If required temporarily to fill a position paying a lower rate of pay, he/she shall not have his/her rate reduced.
- (b) An employee who is required to temporarily fill the classification of a Department Manager or Supervisor for more than three (3) days shall receive a premium of **eighteen dollars (\$18.00)** per day (**effective June 19, 2017**) providing the premium is not less than the minimum or more than the maximum of the range of the position being temporarily filled.
- (c) Payments for (a) and (b) above shall be retroactive to the first day.
6. Notwithstanding anything in this Agreement to the contrary, any employee now receiving a higher rate of pay than is called for in the terms of this Agreement shall not have such rate reduced during the terms of this Agreement.
7. Any employee employed by the Co-operative shall be given credit for his/her previous experience for purposes of determining his/her wage rate, providing the employee has comparable experience and has been employed in a comparable operation covered by a Union contract in the two (2) years immediately prior to commencement of his/her employment.

ARTICLE 12 - STATUTORY HOLIDAYS

1. The following days shall be considered holidays for which there shall be no deduction in pay:

New Year's Day	Family Day	Good Friday
Victoria Day	Canada Day	Saskatchewan Day
Labour Day	Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day	

And any other days proclaimed as holidays by Federal, Provincial or Civic authorities.

2. Should any employee be required to perform work on any of the above mentioned holidays, he/she shall receive in addition to his/her holiday pay, two (2) times the regular rate of all hours worked.
3. Should any holiday fall on a Sunday, the following Monday shall be observed as a paid holiday if so proclaimed by Federal, Provincial or Civic Government.
4. When a holiday or holidays as set out in Clause 1 of this Article falls in any week, the work week shall be reduced by eight (8)* hours, or the number of hours proclaimed to be observed in respect of such a week and no employee shall suffer a reduction in take-home pay. It is agreed, however, that in case of two (2) holidays falling within the same week, time off for the second holiday may be granted by mutual agreement between the Co-operative and the employee within thirty (30) days of such holiday in lieu of payment of overtime. Hours worked in excess of the reduced hours of work in any such week shall be paid for in accordance with the overtime provisions set out in Article 8.
 - * 7-3/4 for those on 39 or 38-3/4 week
 - * 7-1/2 for those on 38 or 37-1/2 week
5. Work shifts on a statutory holiday or in overtime situations including working on a 5th, 6th or 7th day that week will be offered on the basis of seniority. When there are not sufficient employees available to staff a shift it will be assigned in reverse order of seniority.
6. Statutory Holidays are considered to be part of the regular work week. For C-Stores and the Home Centre a full-time employee is entitled to four (4) days = thirty-two (32) hours in total those weeks. For Administration and Food departments a full-time employee is entitled to four (4) days = thirty (30) hours in total those weeks.

ARTICLE 13 - ANNUAL VACATIONS

1. Vacation with pay at regular rates or a percentage of employee's total earnings, whichever is the greater, shall be granted on the following schedule:
 - (a) Three (3) weeks (3/52) after one (1) year of service and after each subsequent year of service up to eight (8) years' service.
 - (b) Four (4) weeks (1/13) after eight (8) years' service and after each subsequent year of service up to thirteen (13) years' service.
 - (c) Five (5) weeks (5/52) after thirteen (13) years' service and after each subsequent year of service up to eighteen (18) years' service.
 - (d) Six (6) weeks (3/26) after eighteen (18) years' service and after each subsequent year of service up to twenty-three (23) years of service.
 - (e) Seven (7) weeks (7/52) after twenty-three (23) years of service, and after each

subsequent year of service.

However, it is agreed that if an employee is absent without pay for two (2) weeks or in excess thereof between May 1 and April 30, the percentage formula shall be used.

2. Vacations shall be granted between May 1 and September 30 unless otherwise mutually agreed upon between the Co-operative and the employee.
3. Vacation lists shall be posted in places accessible to employees upon which they shall indicate their preference as to vacation dates. Employees with the longest service with the Co-operative will have priority, however, both parties agree that the vacation schedule must be practical insofar as the operation of the business is concerned. Vacation schedules shall be prepared and posted not later than April 15th each year. Where an employee is entitled to a 4th week, 5th week, 6th week or 7th week, the Co-operative reserves the right to determine when the 4th, 5th, 6th or 7th vacation week shall be taken.
4. When a holiday occurs during an employee's vacation, an extra day's vacation, consecutive with the regular vacation, shall be granted if the holiday is one for which the employee would have received pay had he/she been working.
5. If the employment of an employee is terminated at any time from the commencement of his/her employment, the Co-operative shall pay to him/her in addition to all other amounts due to him/her, $\frac{3}{52}$ nds of his/her total earnings earned by him/her for the period employed, but if the employee has received annual vacation with pay at any time during this employment, the Co-operative shall pay to him/her $\frac{3}{52}$ nds of his/her total earnings from the date he/she became entitled to his/her last annual vacation to the date of his/her termination. An employee with one (1) year or more of service shall receive $\frac{3}{52}$ nds of his/her total earnings earned by him/her from the date he/she became entitled to his/her last annual vacation to the date of his/her termination. An employee with eight (8) years service or more shall receive $\frac{1}{13}$ th of his/her total earnings earned by him/her from the date he/she became entitled to his/her last annual vacation to the date of his/her termination. An employee with thirteen (13) years service or more shall receive $\frac{5}{52}$ nds of his/her total earnings earned by him/her from the date he/she became entitled to his/her last annual vacation to the date of his/her termination. An employee with eighteen (18) years service or more shall receive $\frac{3}{26}$ ths of his/her total earnings earned by him/her from the date he/she became entitled to his/her last annual vacation to the date of his/her termination. An employee with twenty-three (23) years service or more shall receive $\frac{7}{52}$ nds of his/her total earnings earned by him/her from the date he/she became entitled to his/her last annual vacation to the date of his/her termination.
6. The annual cutoff date for vacation pay shall be April 30 of each year.
7. Employees who have less than one (1) year of service with the Co-operative shall be granted an annual vacation based on the number of days earned as of the April 30th cut-off date. Employees becoming eligible for four (4), five (5), six (6), or seven (7) weeks' vacation will have a three (3), four (4), five (5), or six (6) week vacation plus one-half day

per month for service prior to April 30, up to a maximum of five (5) working days.

8. Employees who are ill or disabled because of injury during their scheduled vacation and as a result are admitted to hospital may elect to go on sick leave and in such cases will have the balance of the vacation rescheduled without disruption to current vacation schedules.
9. Part-time employees may apply for their vacation pay three times (3X) a year with the balance being paid out at the end of the vacation year.

ARTICLE 14 - SENIORITY, LAYOFFS, PROMOTIONS AND VACANCIES

1. (a) Seniority is defined as the length of employees' service with the Co-operative. New employees shall be on probation for a period of ninety (90) calendar days during which time they may be laid off or dismissed without reference to seniority. In all cases where a probationary employee is absent from work, the duration of the absence shall be added to the employee's probationary period.
- (b) Seniority in the case of part-time employees shall be defined as the length of an employee's service with the Co-operative as defined in Article 8, Section 7. The scheduling of part-time employees shall be done on the basis of seniority subject to availability, merit, ability and fitness. This provision shall apply on a departmental basis.

Departments shall be defined as:

Rochdale Crossing Foods	Quance Foods
Rochdale Crossing Drugs	Quance Drugs
Rochdale Crossing Bakery	Quance Bakery
Administration	Every C-Store
Home Centre	Maintenance
Petroleum	Indian Head Branch
South Albert Drugs	
South Albert Foods	

Plus other areas not specifically defined.

- (c) Regular part-time employees who are desirous of becoming full-time employees or increasing their hours of work shall inform the Co-operative in writing. The Co-operative agrees to give full consideration to the employee's request. All applications must be made on the understanding the employee will accept a work assignment in any of the Co-operative's locations within the area covered by the collective agreement.
2. (a) Seniority of an employee shall be considered broken and all rights forfeited when an employee voluntarily leaves the service of the Co-operative, or is dismissed for cause and not reinstated, or fails to report back to work when recalled after layoff, or is promoted to an out-of-scope position with the Co-operative for a period in excess of

three months.

- (b) When the Co-operative recalls an employee who has been laid off, it shall notify such employee by registered letter addressed to the employee's last known address. The employee concerned must notify the Co-operative within five (5) days of the mailing of such letter, stating acceptance or refusal of the employment offered. If an employee fails to report to work within five (5) days of mailing of such notice but does report within thirty (30) days showing good cause for having failed to report within the five (5) days, he/she shall be notified of the next vacancy and his/her seniority shall be retained. Good cause shall be sickness, verified by the certificate of a medical practitioner, or insufficient traveling time.
3. The Co-operative shall prepare and publish a seniority list semi-annually to include name, address, classification and seniority date. For part-time employees, total hours worked will be shown. After being approved by the Union, the list shall be posted in a conspicuous place accessible to all employees.
4. Notice of vacancies and new positions within the scope of this Agreement shall be posted on the bulletin boards and employees shall be allowed seven (7) calendar days from date of posting in which to make written application for such vacancies.
5.
 - (a) In the event of reduction in staff and in the rehiring of laid off employees, seniority shall prevail provided the senior employee has the merit and ability to handle the work to be performed.
 - (b) Promotions and vacancies shall be filled on the basis of seniority, provided the senior employee has the ability, merit and fitness to perform the work.
6. If a full-time or regular part-time employee is absent from work due to accident or illness, he/she shall continue to accumulate seniority provided such absence does not exceed twelve (12) months. If an employee is absent from work because of layoff or leave of absence, he/she shall retain his/her seniority accumulated prior to his/her layoff or leave of absence.
7. An employee being promoted to a position paying a higher rate of pay shall receive the wage rate applicable to the position, retroactive to the date he/she assumed the duties of the new position.
8. Whenever an employee's rate prior to promotion is within the range of the new classification, his/her rate shall not be reduced and after promotion the employee shall be paid his/her regular increases until the top of the range is reached.
9. The Co-operative shall give permanent employees one week's written notice, or pay in lieu of notice in the event of a layoff for more than three (3) days. Should the Co-operative discharge an employee, except for just cause, notice shall be given as follows:
 - (a) After sixty (60) days continuous service and up to one (1) year of continuous service,

one (1) week's written notice or pay in lieu of notice.

- (b) After one (1) year of continuous service and up to three (3) years' consecutive service, two (2) weeks' notice in writing or pay in lieu of notice.
- (c) After three (3) years' consecutive service and up to five (5) years' consecutive service, four (4) weeks' notice in writing or pay in lieu of notice.
- (d) After five (5) years' consecutive service and up to ten (10) years' consecutive service, six (6) weeks' notice in writing or pay in lieu of notice.
- (e) After ten (10) years' consecutive service, eight (8) weeks' notice in writing or pay in lieu of notice.

For the purposes of this section, pay in lieu of notice shall be at regular rates exclusive of overtime.

- 10. (a) An employee promoted to a higher job classification in the Co-operative shall be allowed a **trial** period of ninety (90) calendar days. If, during this period, the Co-operative decides the employee is not performing satisfactorily in his/her new classification, he/she shall be returned to his/her former job classification. Similarly, if, during the **trial** period, the employee decides he/she is unsuited in the new classification, he/she may revert to his/her former job classification.
- (b) An employee moving laterally or to a lower rated job classification shall be permitted a **trial** period of thirty (30) calendar days. This privilege can only be exercised once (1X) in every twelve (12) month period.
- 11. Employees transferred or promoted to a different department will retain their seniority for the purpose of scheduling in that department. Unless agreed in writing between the Union, the Co-operative and the employee, no employee shall be scheduled in more than one department.
- 12. If a full-time employee is laid off for a period of twelve (12) consecutive months, his/her seniority shall be considered broken and all rights forfeited. The seniority of any part-time employee not scheduled for twelve (12) consecutive months shall be considered broken and all rights forfeited.

ARTICLE 15 - UNION REPRESENTATIVE'S VISITS

An authorized Representative or Executive Officer of the Union shall be permitted, after notifying the Department Manager, to talk with an employee regarding Union matters during regular working hours. The interview of such employee by the Union Representative or Executive Officer shall be carried on in a place provided for and designated by the Co-operative. Time taken for such an interview in excess of five (5) minutes shall not be on Co-operative time.

ARTICLE 16 - LEAVE OF ABSENCE

1. The Co-operative agrees to grant necessary time off without pay and without discrimination to not more than one employee designated by the Union, for a maximum of six (6) months or longer period as may be mutually agreeable, to attend a Labour Convention, or to serve in any capacity or any other official Union business, provided that notification is given the Co-operative in sufficient time to secure a relief person for the job involved. Thirty (30) days' notice will be considered as sufficient time.
2. If an employee is elected or appointed as an official delegate to attend conventions or business meetings in connection with the affairs of the Union, he/she shall upon giving the Co-operative at least seven (7) calendar days of notice, be granted such leave of absence without pay but with maintenance of seniority and benefits as may be necessary to enable him/her to attend such meeting or convention. The Co-operative reserves the right to limit the number of delegates to **eight (8)** with no more than one from any one department.
3. Maternity Leave: A female employee who is currently employed and has been in the employment of the Co-operative for **more than thirteen (13) consecutive weeks** shall be granted a maternity leave of absence without pay. The employee must make application for such leave at least four (4) weeks prior to the start of such leave, together with a certificate from a qualified medical practitioner certifying that she is pregnant and indicating the estimated date of birth. Duration of such leave shall be at the discretion of the employee and not to exceed an eighteen (18) week period. The employee shall give the Co-operative a minimum of four (4) weeks' notice in advance of the date she wishes to return to work. If the employee returns to work within six (6) weeks of the birth of the child, she shall provide the Co-operative with a doctor's certificate certifying her to be medically fit to come back to work. Seniority will accumulate during maternity leave. Benefits will not accumulate or be paid during maternity leave, but the employee's benefits held before such leave shall be reinstated upon her return to work. The Co-operative's obligation to guarantee employment shall cease if the employee is unable to return to work at the expiration of the eighteen (18) week period.
4. Parental Leave: An employee who is currently employed and has been in the employment of the Co-operative for **more than thirteen (13) consecutive weeks** shall be granted a parental leave of absence without pay. The employee must make application for such leave at least four (4) weeks prior to the start of such leave. Such leave shall not exceed thirty-seven (37) consecutive weeks and must be taken within one (1) year of the date the newborn child is released from the hospital or from the date an adoptive child is placed in the employee's home. Female employees who have taken a maternity leave of absence described in Section 3 above are eligible provided the parental leave of absence is continuous with the maternity leave and the total combined duration of both leaves does not exceed fifty-two (52) consecutive weeks. Seniority will accumulate during parental leave. Benefits will not accumulate or be paid during parental leave, but the employee's benefits held before such leave shall be reinstated upon the employee's return to work. The employee shall give the Co-operative a minimum of four (4) weeks' notice in advance of the date he/she wishes to return to work.

5. Upon completion of two (2) years' service, an employee shall be entitled to one year's leave of absence without pay, but with the maintenance of seniority rights, for the purpose of educational upgrading or training. An employee granted leave under this section may be required to remain in the service of the Co-operative for one year after the completion of the leave of absence. The number of employees entitled to leave of absence may be limited to one per department at any one time.
6. Special leave of absence with pay shall be granted for three (3) days and may be granted up to a maximum of seven (7) working days in cases of pressing emergency for regular full-time and regular part-time employees. Pressing emergency shall be confined to death, serious accident or serious illness in the immediate family of the employee. Immediate family of the employee shall mean spouse, mother, father, sister, brother, children, grandparents, mother-in-law, father-in-law, foster parents, brother-in-law, sister-in-law, son-in-law, daughter-in-law and grandchildren. Employees will receive pay only for the hours they were scheduled to work on those days. Proof of emergency and time involved may be requested by the Co-operative. From one (1) up to two (2) days leave of absence with pay shall be granted to attend the funeral of an aunt, uncle, niece, nephew or spouse's grandparents.
7. Employees shall be granted leave of absence to attend the annual meetings of Sherwood Co-operative Association Limited without pay, provided that seven (7) days' notice of intention is registered with the Co-operative. The number of employees who shall be granted leave of absence is limited to six (6) with no more than one (1) from any one department.
8. Leave of absence with pay will be granted at the discretion of management to enable employees to take courses or attend classes that would be beneficial in connection with their employment.
9. Employees who serve in the Canadian Armed Forces shall be allowed leave to fulfill their obligations. Upon completion of the tour of duty they shall be returned to the position held before such leave without loss of seniority and benefits.
10. Except as otherwise provided, maintenance of employee benefits during leave of absence without pay shall be conditional upon the employee paying the full cost of such plans.

ARTICLE 17 - JURY AND WITNESS PAY

Regular full-time and regular part-time employees summoned to jury duty (or subpoenaed) shall be paid wages amounting to the difference between the amount paid them for jury or witness duty and the amount they would have earned had they worked on such days. This does not apply if the employee is excused from jury duty or as a witness for the rest of that day and fails to report back to work, or if jury or witness duty occurs on the employee's scheduled day off.

ARTICLE 18 - SAFETY AND HEALTH

1. In order to prevent and investigate accidents and improve conditions of work, it is agreed that Occupational Health Committees composed of equal representation from the Co-operative and the Union shall be established in accordance with the Occupational Health and Safety Regulations. Findings and recommendations of the Occupational Health Committees shall be referred to the Co-operative. Should the Co-operative fail to respond positively to the recommendations of a committee, such recommendations shall be subject to negotiations between the Co-operative and the Union. Any change in the size of a committee shall be equal between the Co-operative and the Union and shall be mutually agreed upon.
2. An employee may refuse to do any particular act or series of acts, where the employee has reasonable grounds for believing such act or series of acts could be unusually dangerous to the employees or others, until steps have been taken to satisfy the employee otherwise, or until the Occupational Health Committee, or an Occupational Health Officer has established that it is safe to perform such act or acts.
3. Employees who are required by Occupational Health and Safety or deemed necessary by the employer to wear safety boots or shoes will be reimbursed fifty percent (50%) of the cost of the purchase, to a maximum of **one hundred and twenty five (\$125.00) dollars**, upon providing a receipt. Employees who are on probation will be reimbursed upon passing probation.

ARTICLE 19 - NOTICE BOARDS

The Co-operative agrees to furnish and install notice boards in suitable locations accessible to the employees for the purpose of posting notices of interest to the Union.

ARTICLE 20 - EMPLOYEE BENEFITS

The following benefits shall be available to regular full-time and regular part-time employees:

1. St. John's Ambulance Course:

All employees shall have the privilege of taking the St. John's Ambulance Course, the cost of which shall be borne by the Co-operative if the course is completed by the employee.

2. Sick Leave:

- (a) Employees shall accumulate sick leave at the rate of one and one quarter (1 1/4) days for each calendar month of his/her employment.

Note: Sick leave will apply to regular part-time employees and shall be accumulated at the rate of one and one-quarter (1 1/4) days for each one hundred and

seventy-three (173) hours worked. Payment for sick leave shall be granted only on absence from scheduled hours of work.

- (b) If at any time an employee exhausts or partially uses his/her sick leave credits due to illness, he/she shall start accumulating his/her sick leave again on the regular basis.
- (c) It shall be the duty of every employee who is absent due to sickness to have his/her departmental head notified immediately. The Co-operative may request a medical certificate as proof of sickness. The cost of providing the medical certificate shall be paid by the Co-operative on provision of an invoice.
- (d) Employees will be allowed two appointments for medical, dental or optical in any calendar year with no loss of pay. Any additional medical, dental or optical appointments will be charged against accumulated sick leave with a minimum of one-quarter (1/4) day or multiples thereof being charged.
- (e) Sick leave credits, up to a maximum of **three (3) days** per calendar year, may be used by an employee in respect of a sickness of a spouse or dependent children and parents. Employees will be eligible for such leave provided that:
 - (i) The sickness is bona fide. A medical certificate may be requested. The cost of providing the medical certificate shall be paid by the Co-operative on provision of an invoice.
 - (ii) The sickness requires the employee to be present personally. It will be the employee's responsibility to indicate the reasons.

3. Accident Compensation:

When an employee is injured or contracts any industrial disease in the performance of his/her duties, the Co-operative agrees to pay such employee the difference between the Workers' Compensation Board payments and the employee's regular rate of pay up to and including a period of one year from the time such accident took place or industrial disease was contracted. If it is proven that any accident occurring to any employee was through such employee's negligence, then this Article shall not apply.

4. Dental Plan:

- (a) After three (3) continuous months' service, regular full-time and regular part-time employees shall be covered by a Group Dental Plan in accordance with the rules and regulations of the Plan. The Co-operative will incur the full cost of the premiums for this coverage.
- (b) If a regular part-time employee's weekly hours should drop below an average of twenty-four (24) hours per week over a thirteen (13) consecutive week period, then the employee may be dropped from the Dental Plan at the discretion of the Co-operative.

5. Group Life Insurance Plan:

(a) After three (3) continuous months' service, **regular full-time and regular part-time** employees shall be covered by a Group Life Insurance Plan in accordance with the rules and regulations of the Plan. The Co-operative will incur the full cost of the premium for the first ten thousand (\$10,000) of coverage. The cost of the remaining coverage will be shared on a fifty / fifty (50/50) basis with the employee.

(b) If a regular part-time employee's weekly hours should drop below an average of twenty-four (24) hours of work per week in any thirteen (13) consecutive week period, then the employee may be dropped from the Group Life Insurance Plan at the discretion of the Co-operative.

6. Long Term Disability Plan:

(a) After three (3) continuous months' service regular full-time and regular part-time employees shall be covered by a Long Term Disability plan in accordance with the rules and regulations of the Plan. The cost of premiums will be shared fifty (50%) by the employees and fifty (50%) by the Co-operative.

(b) If a regular part-time employee's weekly hours should drop below an average of twenty-four (24) hours of work per week in any thirteen (13) consecutive week period, then the employee may be dropped from the Long Term Disability Plan at the discretion of the Co-operative.

7. Extended Health Care Plan:

(a) After three (3) continuous months' service regular full-time and regular part-time employees shall be covered by this benefit in accordance with the rules and regulations of the Plan. The parties will share the cost of the premiums on a fifty/fifty (50/50) basis. The Extended Health Care Plan will include Vision Care and a Prescription Drug Plan.

(b) If a regular part-time employee's weekly hours should drop below an average of twenty-four (24) hours per week over a thirteen (13) consecutive week period, then the employee may be dropped from the Extended Health Care Plan at the discretion of the Co-operative.

8. Co-operative Superannuation Society:

In accordance with the Rules and Regulations of the Co-operative Superannuation Society (CSS) Plan, employees will participate as follows:

(a) Full-time employees may elect to participate in the CSS Plan after one (1) year of continuous service.

- (b) Full-time employees must participate in the CSS Plan after two (2) years of continuous service.
 - (c) Participation by part-time employees is governed by Saskatchewan Pension Benefits legislation.
 - (d) The present level of contributions is 6% of earnings. It is understood that the employee's minimum contribution will be equal to the Co-operative's contribution on their behalf.
9. Seniority will continue to accumulate for employees on Employment Insurance sick leave or absent from work under the Employment Insurance bereavement leave provisions.

ARTICLE 21 - ADJUSTMENT OF GRIEVANCES

1. It is hereby agreed that during the life of this Agreement, there shall be no strike, slowdown or work stoppage on the part of the Union, nor shall there be a lockout on the part of the Co-operative except where either party fails or refuses to carry out the provision of Article 21 and/or Article 22.
2. The Union agrees not to call a meeting of its members, who are employees of the Co-operative, during any store hours which will interfere with the normal operations of the Co-operative.
3.
 - (a) An employee who feels that he/she has been unfairly treated must take up his/her complaint with the Shop Steward or member of the Grievance Committee within ten (10) working days of the event giving rise to such complaint and together they shall discuss the complaint with the immediate management supervisor who must render a decision within three (3) working days.
 - (b) If a satisfactory settlement cannot be reached under Section 3 (a) then the complaint becomes a grievance and must be dealt with through the Grievance Committee and submitted in writing within three (3) working days to the Department Manager concerned, who must render a decision in writing within three (3) working days or any longer period which may be mutually agreed upon.
 - (c) If a satisfactory settlement cannot be reached under Section 3 (b) the grievance shall be dealt with by the Grievance Committee of the Union and the General Manager (or his/her duly appointed representative in the event of his/her absence) within five (5) working days. The General Manager shall render a written decision on the matter within five (5) working days or such longer period of time as may be mutually agreed upon.
 - (d) If a satisfactory settlement cannot be reached under Section 3 (c) then upon request of either party within seven (7) working days of receiving the General Manager's reply, the matter may be referred to a Board of Arbitration established by Article 22.

- (e) After the completion of any step outlined in the procedure above, if the aggrieved party does not proceed to the next step within the specified time limits, or within any longer period which may be mutually agreed upon, the grievance shall lapse. It is understood that if the Co-operative does not respond within the specified time limits or within any longer period of time which may be mutually agreed upon, the Union shall have the right to proceed to the next step of the grievance procedure.
- (f) In the event of a dismissal or suspension exceeding three (3) working days, the grievance procedure will commence at Section 3(c).**
4. Should an employee inadvertently, or otherwise, be penalized, laid off, dismissed, recalled, promoted, demoted or transferred out of his/her job classification and it is later established that such penalty, layoff, dismissal, recall or failure to recall, promotion, demotion or transfer was unfair and/or not in accordance with the provisions of the Agreement, he/she shall immediately be returned to his/her former status in all respects and shall be compensated for all monetary loss suffered by reasons of such penalty, layoff, recall or failure to recall, promotion, demotion, dismissal, or transfer.
 5. All negotiations, either of grievances or Agreements, shall be dealt with during working hours and no employee or employee representative of the Union will suffer loss of pay by reason of time spent investigating grievances or on discussion of grievances with the Co-operative. The Co-operative's payment for collective bargaining in respect to Agreements shall be limited to three (3) employees. Leave of absence without pay shall be granted for three (3) additional employees upon request.
 6. The Union agrees to advise the Co-operative of the names of the members of the Grievance Committee in writing and also of any changes from time to time.
 7. The Parties may agree to the appointment of a mediator to assist in resolving the grievance.

ARTICLE 22 - BOARD OF ARBITRATION

1. Any dispute or grievance presented under Article 21 of this Agreement that cannot be settled by representatives of the Co-operative and the Union shall be submitted to a Board of Arbitration at the request of either party.
2. The Board of Arbitration shall be composed of one Co-operative representative, one Union representative and a chairperson selected by the Minister of Labour, Province of Saskatchewan. The parties may also agree to the use of a single Arbitrator. The single Arbitrator would be agreed upon or appointed in the same manner as a Chairperson.
3. No person shall serve on the Board of Arbitration if he/she is involved directly in the labour controversy under local consideration.
4. Grievances taken before the Board of Arbitration shall be submitted in writing and shall specify clearly the nature of the grievance.

5. When the Board of Arbitration has been formed in accordance with this Article, it shall meet and hear the evidence of both sides and render a decision within fourteen (14) days after it has completed its hearing and investigations.
6. The Board of Arbitration in reaching its' decision, shall be governed by the provisions of this Agreement. A decision of the majority of the Board shall be taken to be the decision of the Board and shall be final and binding on all parties concerned.
7. It is distinctly understood that the Board of Arbitration is not vested with the power to change, modify or alter this Agreement in any of its parts. The Board may, however, interpret the provisions of this Agreement.
8. It is agreed that the expenses of the chairperson of the Board of Arbitration or the single Arbitrator shall be borne equally by the Co-operative and the Union.

ARTICLE 23 - CASH SHORTAGES

No employee shall be held responsible for cash shortages unless he/she has sole access to the cash register and is given an opportunity to be present and participate in the cashing up of his/her register.

ARTICLE 24 - UNION SHOP DECALS

The Co-operative agrees that during the term of this Agreement, it shall permit the Union to supply and install a Union shop decal in each of its stores. The decal shall be posted in a place approved by the Co-operative, but it is understood that the decal shall be placed in a position from which it can readily be observed by the public.

ARTICLE 25 - APPLICATION OF AGREEMENT

When matters are submitted by either party to this Agreement with respect to the application or interpretation of this Agreement, such matters shall be subject to negotiation between the parties and the decisions arrived at shall be reduced in writing and signed jointly by accredited representatives of the Co-operative and the Union.

ARTICLE 26 - DURATION OF AGREEMENT

This Agreement shall be effective from the **25th** day of September, **2016** and shall remain in force until September **19th, 2020** and thereafter from year to year, but either party may, not less than **sixty (60)** days or more than **one hundred and twenty (120)** days before the expiry date of the said Agreement, give notice in writing to the other party to terminate the said Agreement or to negotiate a revision thereof.

Signed on behalf of the Sherwood
Co-operative Association Limited:

“Troy Verboom”

“Sherri Folk”

“John Stilborn”

“Bruce Schreiner”

Signed on behalf of Retail, Wholesale
and Department Store Union, Local 539:

“Joel Zerr”

“Wendy Lindemann”

“Wendy Goldbeck”

“Amy Macala”

“Kevin Stark”

“Paul Guillet”

Wage Appendix – Page 1
Effective September 25, 2016

Administration	0-4 Mo	4-8 Mo	8-12 Mo	12-16 Mo	16-20 Mo	20-24 Mo	24-28 Mo	28-32 Mo	32-36 Mo	Over 36 Mo
Office Clerk	\$11.85	\$12.31	\$12.77	\$13.23	\$13.69	\$14.16	\$14.62	\$15.08	\$15.54	\$18.20
Bookkeeper	\$12.35	\$12.90	\$13.45	\$13.99	\$14.54	\$15.09	\$15.64	\$16.18	\$16.73	\$19.50
Advertising Clerk	\$12.35	\$12.92	\$13.50	\$14.07	\$14.64	\$15.22	\$15.79	\$16.36	\$16.94	\$19.36
Security Officer	\$11.85	\$12.83	\$13.81	\$14.80	\$15.78	\$16.76	\$17.74	\$18.73	\$19.71	\$23.54
**Data Processing Supervisor	\$1.25	premium over bookkeeper								
Petroleum Department										
Petroleum Clerk	\$12.35	\$12.83	\$13.32	\$13.80	\$14.28	\$14.77	\$15.25	\$15.73	\$16.22	\$18.55
**Data Processing Supervisor	\$1.25	premium over bookkeeper								
Indian Head Branch										
Utility Clerk	\$11.85	\$12.37	\$12.88	\$13.40	\$13.92	\$14.43	\$14.95	\$15.47	\$15.98	\$18.35
C-Stores										
*Pump Attendant	\$11.85	\$12.27	\$12.69	\$13.11	\$13.53	\$13.95	\$14.37	\$14.79	\$15.21	\$17.48
**Supervisor	\$14.65	\$15.65	\$16.65	\$17.65	\$18.65	\$21.00				
*Where designated by the Co-operative, premium pay 85 cents per hour for Pump Attendant in charge of shift invoicing supervision of other employees										
Maintenance										
Maintenance Caretaker	\$11.85	\$12.36	\$12.87	\$13.39	\$13.90	\$14.41	\$14.92	\$15.44	\$15.95	\$18.31
Senior Maintenance Caretaker	\$11.85	\$12.83	\$13.81	\$14.80	\$15.78	\$16.76	\$17.74	\$18.73	\$19.71	\$23.54
Home Center										
Agro Sales Clerk	\$11.85	\$12.41	\$12.97	\$13.52	\$14.08	\$14.64	\$15.20	\$15.75	\$16.31	\$18.72
Yard Attendant Driver	\$12.35	\$12.91	\$13.46	\$14.02	\$14.57	\$15.13	\$15.68	\$16.24	\$16.79	\$19.20
Senior Yard Attend. Driver	\$12.35	\$13.01	\$13.67	\$14.33	\$14.99	\$15.66	\$16.32	\$16.98	\$17.64	\$20.15
Senior Lumber Clerk	\$12.35	\$13.01	\$13.67	\$14.33	\$14.99	\$15.66	\$16.32	\$16.98	\$17.64	\$20.15
Lumber Clerk	\$12.35	\$12.95	\$13.55	\$14.14	\$14.74	\$15.34	\$15.94	\$16.53	\$17.13	\$19.58
Yard Foreperson	\$12.85	\$13.53	\$14.21	\$14.89	\$15.57	\$16.26	\$16.94	\$17.62	\$18.30	\$21.83
Allocator	\$12.85	\$13.53	\$14.21	\$14.89	\$15.57	\$16.26	\$16.94	\$17.62	\$18.30	\$21.83
Clerk Cashier	\$12.35	\$12.83	\$13.32	\$13.80	\$14.28	\$14.77	\$15.25	\$15.73	\$16.22	\$18.55
Store Clerk #1	\$12.35	\$12.83	\$13.32	\$13.80	\$14.28	\$14.77	\$15.25	\$15.73	\$16.22	\$18.55
Store Clerk #2	\$12.35	\$12.62	\$13.50	\$14.07	\$14.64	\$15.22	\$15.79	\$16.36	\$16.94	\$19.36
Courtesy Clerk	\$11.85	\$12.10	\$12.55	\$12.80	\$13.15	\$14.25				
**Home Décor Supervisor	\$1.25	premium over Senior Lumber Clerk								
**Hardware Supervisor	\$1.25	premium over Senior Lumber Clerk								
**Head Cashier	\$1.25	premium over Clerk Cashier								
**File Maintenance Clerk	\$1.25	premium over Clerk Cashier								
**Inventory Clerk	\$1.00	premium over Clerk Cashier								
**Commercial Sales Clerk	\$1.00	premium over Store Clerk 2								
3A Premium \$1.00 per hour for each hour assigned to operate a truck requiring a 3A license										
Food Department										
Pharmacy Assistant	\$17.05	\$18.05	\$19.05	\$20.05	\$21.05	\$23.10				
Clerk Cashier-Meat Clerk	\$11.85	\$12.61	\$13.37	\$14.12	\$14.88	\$15.64	\$16.40	\$17.15	\$17.91	\$20.91
Food Clerk	\$11.85	\$12.61	\$13.37	\$14.12	\$14.88	\$15.64	\$16.40	\$17.15	\$17.91	\$20.91
Meat Cutter	\$11.85	\$12.83	\$13.81	\$14.80	\$15.78	\$16.76	\$17.74	\$18.73	\$19.71	\$23.54
Baker's Helper	\$11.85	\$12.61	\$13.37	\$14.12	\$14.88	\$15.64	\$16.40	\$17.15	\$17.91	\$20.91
Bakery Clerk-Deli Clerk	\$11.85	\$12.61	\$13.37	\$14.12	\$14.88	\$15.64	\$16.40	\$17.15	\$17.91	\$20.91
Dough Oven Operator	\$13.92	\$14.64	\$15.36	\$16.08	\$16.80	\$17.52	\$18.24	\$18.96	\$19.68	\$23.00
Journey Baker	\$23.50									
**Produce Operator	\$23.70	*Minimum Rate- Subject to additional remuneration at the discretion of the Co-op								
**Decorator	\$0.50	premium over Food Clerk								
**Deli Operator	\$22.70	*Minimum Rate- Subject to additional remuneration at the discretion of the Co-op								
**Pharmacy Technician	\$1.50	premium over Pharmacy Assistant								
**Head Cashier	\$1.25	premium over Food Clerk								
**Receiver	\$0.50	premium over Food Clerk								
**Supervising Cashier/Food Clerk	\$0.85	premium over Clerk Cashier								
**File Maintenance Clerk	\$1.25	premium over Clerk Cashier								
Courtesy Clerk	\$11.85	\$12.10	\$12.55	\$12.80	\$13.15	\$14.25				
**Where designated by the Co-Operative.										

Wage Appendix – Page 2
Effective September 24, 2017

	0-4 Mo	4-8 Mo	8-12 Mo	12-16 Mo	16-20 Mo	20-24 Mo	24-28 Mo	28-32 Mo	32-36 Mo	Over 36 Mo
Administration										
Office Clerk	\$12.10	\$12.56	\$13.02	\$13.48	\$13.94	\$14.41	\$14.87	\$15.33	\$15.79	\$18.60
Bookkeeper	\$12.60	\$13.15	\$13.70	\$14.24	\$14.79	\$15.34	\$15.89	\$16.43	\$16.98	\$19.90
Advertising Clerk	\$12.60	\$13.17	\$13.75	\$14.32	\$14.89	\$15.47	\$16.04	\$16.61	\$17.19	\$19.76
Security Officer	\$12.10	\$13.08	\$14.06	\$15.05	\$16.03	\$17.01	\$17.99	\$18.98	\$19.96	\$23.94
Data Processing Supervisor	\$1.25	premium over bookkeeper								
Petroleum Department										
Petroleum Clerk	\$12.60	\$13.08	\$13.57	\$14.05	\$14.53	\$15.02	\$15.50	\$15.98	\$16.47	\$18.95
Data Processing Supervisor	\$1.25	premium over bookkeeper								
Indian Head Branch										
Utility Clerk	\$12.10	\$12.62	\$13.13	\$13.65	\$14.17	\$14.68	\$15.20	\$15.72	\$16.23	\$18.75
Stores										
Pump Attendant	\$12.10	\$12.52	\$12.94	\$13.36	\$13.78	\$14.20	\$14.62	\$15.04	\$15.46	\$17.88
Supervisor	\$14.90	\$15.90	\$16.90	\$17.90	\$18.90	\$21.40				
Where designated by the Co-operative, premium pay 85 cents per hour for Pump Attendant in charge of shift invoicing supervision of other employees										
Maintenance										
Maintenance Caretaker	\$12.10	\$12.61	\$13.12	\$13.64	\$14.15	\$14.66	\$15.17	\$15.69	\$16.20	\$18.71
Senior Maintenance Caretaker	\$12.10	\$13.08	\$14.06	\$15.05	\$16.03	\$17.01	\$17.99	\$18.98	\$19.96	\$23.94
Home Center										
Agro Sales Clerk	\$12.10	\$12.66	\$13.22	\$13.77	\$14.33	\$14.89	\$15.45	\$16.00	\$16.56	\$19.12
Card Attendant Driver	\$12.60	\$13.16	\$13.71	\$14.27	\$14.82	\$15.38	\$15.93	\$16.49	\$17.04	\$19.60
Senior Yard Attend. Driver	\$12.60	\$13.26	\$13.92	\$14.58	\$15.24	\$15.91	\$16.57	\$17.23	\$17.89	\$20.55
Senior Lumber Clerk	\$12.60	\$13.26	\$13.92	\$14.58	\$15.24	\$15.91	\$16.57	\$17.23	\$17.89	\$20.55
Lumber Clerk	\$12.60	\$13.20	\$13.80	\$14.39	\$14.99	\$15.59	\$16.19	\$16.78	\$17.38	\$19.98
Yard Foreperson	\$13.10	\$13.78	\$14.46	\$15.14	\$15.82	\$16.51	\$17.19	\$17.87	\$18.55	\$22.23
Allocator	\$13.10	\$13.78	\$14.46	\$15.14	\$15.82	\$16.51	\$17.19	\$17.87	\$18.55	\$22.23
Clerk Cashier	\$12.60	\$13.08	\$13.57	\$14.05	\$14.53	\$15.02	\$15.50	\$15.98	\$16.47	\$18.95
Store Clerk #1	\$12.60	\$13.08	\$13.57	\$14.05	\$14.53	\$15.02	\$15.50	\$15.98	\$16.47	\$18.95
Store Clerk #2	\$12.60	\$12.87	\$13.75	\$14.32	\$14.89	\$15.47	\$16.04	\$16.61	\$17.19	\$19.76
Courtesy Clerk	\$12.10	\$12.35	\$12.80	\$13.05	\$13.40	\$14.65				
Home Décor Supervisor	\$1.25	premium over Senior Lumber Clerk								
Hardware Supervisor	\$1.25	premium over Senior Lumber Clerk								
Head Cashier	\$1.25	premium over Clerk Cashier								
File Maintenance Clerk	\$1.25	premium over Clerk Cashier								
Inventory Clerk	\$1.00	premium over Clerk Cashier								
Commercial Sales Clerk	\$1.00	premium over Store Clerk 2								
A Premium \$1.00 per hour for each hour assigned to operate a truck requiring a 3A license										
Food Department										
Pharmacy Assistant	\$17.30	\$18.30	\$19.30	\$20.30	\$21.30	\$23.50				
Clerk Cashier-Meat Clerk	\$12.10	\$12.86	\$13.62	\$14.37	\$15.13	\$15.89	\$16.65	\$17.40	\$18.16	\$21.31
Food Clerk	\$12.10	\$12.86	\$13.62	\$14.37	\$15.13	\$15.89	\$16.65	\$17.40	\$18.16	\$21.31
Meat Cutter	\$12.10	\$13.08	\$14.06	\$15.05	\$16.03	\$17.01	\$17.99	\$18.98	\$19.96	\$23.94
Baker's Helper	\$12.10	\$12.86	\$13.62	\$14.37	\$15.13	\$15.89	\$16.65	\$17.40	\$18.16	\$21.31
Bakery Clerk-Deli Clerk	\$12.10	\$12.86	\$13.62	\$14.37	\$15.13	\$15.89	\$16.65	\$17.40	\$18.16	\$21.31
Dough Oven Operator	\$14.17	\$14.89	\$15.61	\$16.33	\$17.05	\$17.77	\$18.49	\$19.21	\$19.93	\$23.40
Journey Baker	\$23.90									
Produce Operator	\$24.10	*Minimum Rate- Subject to additional remuneration at the discretion of the Co-op								
Decorator	\$0.50	premium over Food Clerk								
Deli Operator	\$23.10	*Minimum Rate- Subject to additional remuneration at the discretion of the Co-op								
Pharmacy Technician	\$1.50	premium over Pharmacy Assistant								
Head Cashier	\$1.25	premium over Food Clerk								
Receiver	\$0.50	premium over Food Clerk								
Supervising Cashier/Food Clerk	\$0.85	premium over Clerk Cashier								
File Maintenance Clerk	\$1.25	premium over Clerk Cashier								
Courtesy Clerk	\$12.10	\$12.35	\$12.80	\$13.05	\$13.40	\$14.65				
*Where designated by the Co-Operative.										

Wage Appendix – Page 3
Effective September 23, 2018

<u>Administration</u>	0-4 Mo	4-8 Mo	8-12 Mo	12-16 Mo	16-20 Mo	20-24 Mo	24-28 Mo	28-32 Mo	32-36 Mo	Over 36 Mo
Office Clerk	\$12.35	\$12.81	\$13.27	\$13.73	\$14.19	\$14.66	\$15.12	\$15.58	\$16.04	\$19.00
Bookkeeper	\$12.85	\$13.40	\$13.95	\$14.49	\$15.04	\$15.59	\$16.14	\$16.68	\$17.23	\$20.30
Advertising Clerk	\$12.85	\$13.42	\$14.00	\$14.57	\$15.14	\$15.72	\$16.29	\$16.86	\$17.44	\$20.16
Security Officer	\$12.35	\$13.33	\$14.31	\$15.30	\$16.28	\$17.26	\$18.24	\$19.23	\$20.21	\$24.34
**Data Processing Supervisor	\$1.25	premium over bookkeeper								
<u>Petroleum Department</u>										
Petroleum Clerk	\$12.85	\$13.33	\$13.82	\$14.30	\$14.78	\$15.27	\$15.75	\$16.23	\$16.72	\$19.35
**Data Processing Supervisor	\$1.25	premium over bookkeeper								
<u>Indian Head Branch</u>										
Utility Clerk	\$12.35	\$12.87	\$13.38	\$13.90	\$14.42	\$14.93	\$15.45	\$15.97	\$16.48	\$19.15
<u>C-Stores</u>										
*Pump Attendant	\$12.35	\$12.77	\$13.19	\$13.61	\$14.03	\$14.45	\$14.87	\$15.29	\$15.71	\$18.28
**Supervisor	\$15.15	\$16.15	\$17.15	\$18.15	\$19.15	\$21.80				
*Where designated by the Co-operative, premium pay 85 cents per hour for Pump Attendant in charge of shift invoicing supervision of other employees										
<u>Maintenance</u>										
Maintenance Caretaker	\$12.35	\$12.86	\$13.37	\$13.89	\$14.40	\$14.91	\$15.42	\$15.94	\$16.45	\$19.11
Senior Maintenance Caretaker	\$12.35	\$13.33	\$14.31	\$15.30	\$16.28	\$17.26	\$18.24	\$19.23	\$20.21	\$24.34
<u>Home Center</u>										
Agro Sales Clerk	\$12.35	\$12.91	\$13.47	\$14.02	\$14.58	\$15.14	\$15.70	\$16.25	\$16.81	\$19.52
Yard Attendant Driver	\$12.85	\$13.41	\$13.96	\$14.52	\$15.07	\$15.63	\$16.18	\$16.74	\$17.29	\$20.00
Senior Yard Attend. Driver	\$12.85	\$13.51	\$14.17	\$14.83	\$15.49	\$16.16	\$16.82	\$17.48	\$18.14	\$20.95
Senior Lumber Clerk	\$12.85	\$13.51	\$14.17	\$14.83	\$15.49	\$16.16	\$16.82	\$17.48	\$18.14	\$20.95
Lumber Clerk	\$12.85	\$13.45	\$14.05	\$14.64	\$15.24	\$15.84	\$16.44	\$17.03	\$17.63	\$20.38
Yard Foreperson	\$13.35	\$14.03	\$14.71	\$15.39	\$16.07	\$16.76	\$17.44	\$18.12	\$18.80	\$22.63
Allocator	\$13.35	\$14.03	\$14.71	\$15.39	\$16.07	\$16.76	\$17.44	\$18.12	\$18.80	\$22.63
Clerk Cashier	\$12.85	\$13.33	\$13.82	\$14.30	\$14.78	\$15.27	\$15.75	\$16.23	\$16.72	\$19.35
Store Clerk #1	\$12.85	\$13.33	\$13.82	\$14.30	\$14.78	\$15.27	\$15.75	\$16.23	\$16.72	\$19.35
Store Clerk #2	\$12.85	\$13.12	\$14.00	\$14.57	\$15.14	\$15.72	\$16.29	\$16.86	\$17.44	\$20.16
Courtesy Clerk	\$12.35	\$12.60	\$13.05	\$13.30	\$13.65	\$15.05				
**Home Décor Supervisor	\$1.25	premium over Senior Lumber Clerk								
**Hardware Supervisor	\$1.25	premium over Senior Lumber Clerk								
**Head Cashier	\$1.25	premium over Clerk Cashier								
**File Maintenance Clerk	\$1.25	premium over Clerk Cashier								
**Inventory Clerk	\$1.00	premium over Clerk Cashier								
**Commercial Sales Clerk	\$1.00	premium over Store Clerk 2								
3A Premium \$1.00 per hour for each hour assigned to operate a truck requiring a 3A license										
<u>Food Department</u>										
Pharmacy Assistant	\$17.55	\$18.55	\$19.55	\$20.55	\$21.55	\$23.90				
Clerk Cashier-Meat Clerk	\$12.35	\$13.11	\$13.87	\$14.62	\$15.38	\$16.14	\$16.90	\$17.65	\$18.41	\$21.71
Food Clerk	\$12.35	\$13.11	\$13.87	\$14.62	\$15.38	\$16.14	\$16.90	\$17.65	\$18.41	\$21.71
Meat Cutter	\$12.35	\$13.33	\$14.31	\$15.30	\$16.28	\$17.26	\$18.24	\$19.23	\$20.21	\$24.34
Baker's Helper	\$12.35	\$13.11	\$13.87	\$14.62	\$15.38	\$16.14	\$16.90	\$17.65	\$18.41	\$21.71
Bakery Clerk-Deli Clerk	\$12.35	\$13.11	\$13.87	\$14.62	\$15.38	\$16.14	\$16.90	\$17.65	\$18.41	\$21.71
Dough Oven Operator	\$14.42	\$15.14	\$15.86	\$16.58	\$17.30	\$18.02	\$18.74	\$19.46	\$20.18	\$23.80
Journey Baker	\$24.30									
**Produce Operator	\$24.50	*Minimum Rate- Subject to additional remuneration at the discretion of the Co-op								
**Decorator	\$0.50	premium over Food Clerk								
**Deli Operator	\$23.50	*Minimum Rate- Subject to additional remuneration at the discretion of the Co-op								
**Pharmacy Technician	\$1.50	premium over Pharmacy Assistant								
**Head Cashier	\$1.25	premium over Food Clerk								
**Receiver	\$0.50	premium over Food Clerk								
**Supervising Cashier/Food Clerk	\$0.85	premium over Clerk Cashier								
**File Maintenance Clerk	\$1.25	premium over Clerk Cashier								
Courtesy Clerk	\$12.35	\$12.60	\$13.05	\$13.30	\$13.65	\$15.05				
**Where designated by the Co-Operative.										

Wage Appendix – Page 4
Effective September 22, 2019

<u>Administration</u>	0-4 Mo	4-8 Mo	8-12 Mo	12-16 Mo	16-20 Mo	20-24 Mo	24-28 Mo	28-32 Mo	32-36 Mo	Over 36 Mo
Office Clerk	\$12.60	\$13.06	\$13.52	\$13.98	\$14.44	\$14.91	\$15.37	\$15.83	\$16.29	\$19.45
Bookkeeper	\$13.10	\$13.65	\$14.20	\$14.74	\$15.29	\$15.84	\$16.39	\$16.93	\$17.48	\$20.75
Advertising Clerk	\$13.10	\$13.67	\$14.25	\$14.82	\$15.39	\$15.97	\$16.54	\$17.11	\$17.69	\$20.61
Security Officer	\$12.60	\$13.58	\$14.56	\$15.55	\$16.53	\$17.51	\$18.49	\$19.48	\$20.46	\$24.79
Data Processing Supervisor	\$1.25	premium over bookkeeper								
<u>Petroleum Department</u>										
Petroleum Clerk	\$13.10	\$13.58	\$14.07	\$14.55	\$15.03	\$15.52	\$16.00	\$16.48	\$16.97	\$19.80
Data Processing Supervisor	\$1.25	premium over bookkeeper								
<u>Indian Head Branch</u>										
Utility Clerk	\$12.60	\$13.12	\$13.63	\$14.15	\$14.67	\$15.18	\$15.70	\$16.22	\$16.73	\$19.60
<u>Stores</u>										
Pump Attendant	\$12.60	\$13.02	\$13.44	\$13.86	\$14.28	\$14.70	\$15.12	\$15.54	\$15.96	\$18.73
Supervisor	\$15.40	\$16.40	\$17.40	\$18.40	\$19.40	\$22.25				
Where designated by the Co-operative, premium pay 85 cents per hour for Pump Attendant in charge of shift invoicing supervision of other employees										
<u>Maintenance</u>										
Maintenance Caretaker	\$12.60	\$13.11	\$13.62	\$14.14	\$14.65	\$15.16	\$15.67	\$16.19	\$16.70	\$19.56
Senior Maintenance Caretaker	\$12.60	\$13.58	\$14.56	\$15.55	\$16.53	\$17.51	\$18.49	\$19.48	\$20.46	\$24.79
<u>Home Center</u>										
Gro Sales Clerk	\$12.60	\$13.16	\$13.72	\$14.27	\$14.83	\$15.39	\$15.95	\$16.50	\$17.06	\$19.97
Card Attendant Driver	\$13.10	\$13.66	\$14.21	\$14.77	\$15.32	\$15.88	\$16.43	\$16.99	\$17.54	\$20.45
Senior Yard Attend. Driver	\$13.10	\$13.76	\$14.42	\$15.08	\$15.74	\$16.41	\$17.07	\$17.73	\$18.39	\$21.40
Senior Lumber Clerk	\$13.10	\$13.76	\$14.42	\$15.08	\$15.74	\$16.41	\$17.07	\$17.73	\$18.39	\$21.40
Lumber Clerk	\$13.10	\$13.70	\$14.30	\$14.89	\$15.49	\$16.09	\$16.69	\$17.28	\$17.88	\$20.83
Yard Foreperson	\$13.60	\$14.28	\$14.96	\$15.64	\$16.32	\$17.01	\$17.69	\$18.37	\$19.05	\$23.08
Locator	\$13.60	\$14.28	\$14.96	\$15.64	\$16.32	\$17.01	\$17.69	\$18.37	\$19.05	\$23.08
Clerk Cashier	\$13.10	\$13.58	\$14.07	\$14.55	\$15.03	\$15.52	\$16.00	\$16.48	\$16.97	\$19.80
Store Clerk #1	\$13.10	\$13.58	\$14.07	\$14.55	\$15.03	\$15.52	\$16.00	\$16.48	\$16.97	\$19.80
Store Clerk #2	\$13.10	\$13.37	\$14.25	\$14.82	\$15.39	\$15.97	\$16.54	\$17.11	\$17.69	\$20.61
Courtesy Clerk	\$12.60	\$12.85	\$13.30	\$13.55	\$13.90	\$15.50				
Home Décor Supervisor	\$1.25	premium over Senior Lumber Clerk								
Hardware Supervisor	\$1.25	premium over Senior Lumber Clerk								
Head Cashier	\$1.25	premium over Clerk Cashier								
File Maintenance Clerk	\$1.25	premium over Clerk Cashier								
Inventory Clerk	\$1.00	premium over Clerk Cashier								
Commercial Sales Clerk	\$1.00	premium over Store Clerk 2								
A Premium \$1.00 per hour for each hour assigned to operate a truck requiring a 3A license										
<u>Food Department</u>										
Pharmacy Assistant	\$17.80	\$18.80	\$19.80	\$20.80	\$21.80	\$24.35				
Clerk Cashier-Meat Clerk	\$12.60	\$13.36	\$14.12	\$14.87	\$15.63	\$16.39	\$17.15	\$17.90	\$18.66	\$22.16
Food Clerk	\$12.60	\$13.36	\$14.12	\$14.87	\$15.63	\$16.39	\$17.15	\$17.90	\$18.66	\$22.16
Meat Cutter	\$12.60	\$13.58	\$14.56	\$15.55	\$16.53	\$17.51	\$18.49	\$19.48	\$20.46	\$24.79
Baker's Helper	\$12.60	\$13.36	\$14.12	\$14.87	\$15.63	\$16.39	\$17.15	\$17.90	\$18.66	\$22.16
Bakery Clerk-Deli Clerk	\$12.60	\$13.36	\$14.12	\$14.87	\$15.63	\$16.39	\$17.15	\$17.90	\$18.66	\$22.16
ough Oven Operator	\$14.67	\$15.39	\$16.11	\$16.83	\$17.55	\$18.27	\$18.99	\$19.71	\$20.43	\$24.25
urney Baker	\$24.75									
Produce Operator	\$24.95	*Minimum Rate- Subject to additional remuneration at the discretion of the Co-op								
Decorator	\$0.50	premium over Food Clerk								
Deli Operator	\$23.95	*Minimum Rate- Subject to additional remuneration at the discretion of the Co-op								
Pharmacy Technician	\$1.50	premium over Pharmacy Assistant								
Head Cashier	\$1.25	premium over Food Clerk								
Receiver	\$0.50	premium over Food Clerk								
Supervising Cashier/Food Clerk	\$0.85	premium over Clerk Cashier								
File Maintenance Clerk	\$1.25	premium over Clerk Cashier								
Courtesy Clerk	\$12.80	\$12.85	\$13.30	\$13.55	\$13.90	\$15.50				
Where designated by the Co-Operative.										

LETTER OF UNDERSTANDING NO. 1

BETWEEN: Sherwood Co-operative Association Limited, hereinafter referred to as the Co-operative;

AND: Retail, Wholesale and Department Store Union, Local 539, hereinafter referred to as the Union.

RE: Sunday Opening – Rochdale Crossing, Quance, and South Albert Food Stores

The following conditions will apply for employees hired before September 23rd, 2012:

1. Sunday work shall be voluntary.
2. Employees will be given the opportunity to declare their availability in writing for Sunday work twice a year – January 2nd and July 2nd.
3. If there are not sufficient employees available to work on Sundays, the Co-operative will have the option of either scheduling regular employees to do the work in reverse order of seniority providing each full-time employee works no more than one Sunday in four or hiring new employees to work on Sundays.

Signed this 20th day of July, 2017.

Signed on behalf of the Sherwood Co-operative Association Limited:

“Troy Verboom”

“Sherri Folk”

“John Stilborn”

“Bruce Schreiner”

Signed on behalf of Retail, Wholesale and Department Store Union, Local 539:

“Joel Zerr”

“Wendy Lindemann”

“Wendy Goldbeck”

“Amy Macala”

“Kevin Stark”

“Paul Guillet”

LETTER OF UNDERSTANDING NO. 2

BETWEEN: Sherwood Co-operative Association Limited, hereinafter referred to as the Co-operative;

AND: Retail, Wholesale and Department Store Union, Local 539, hereinafter referred to as the Union.

RE: Scheduling Procedure for Food Departments

1. For the purpose of scheduling in the food departments, the posted four-week periods shall be identical to the Co-operative's four weekly accounting period.
2. The Co-operative shall post the four weekly schedules showing daily starting and quitting times and days off for all employees no later than noon of the Wednesday prior to the commencement of the four week scheduled period.
3. Part-time employees shall declare their availability in writing, eighteen (18) days prior to the start of the posted work period. Employees changing their availability may do so only once every other posted schedule.
4. A 'restriction' is a pattern of days or times within a day or total hours within a week that an employee is unavailable. A request for specific days off within a scheduling period will be considered 'requested time off' and not considered a restriction. All such requests shall be granted or denied subject to the approval of the Co-operative in accordance with the Agreement.
5. The posted schedule shall show employees' posted hours in the following categories and will be prioritized as follows:
 - A) Full-Time Employees - The scheduling of full-time employees shall be in accordance with Article 8.
 - B) Allocation of weekly part-time hours for non-restricted part-time employees shall be on an equal to or more basis. Junior employees shall not be scheduled more hours than senior employees. The allocation shall be as follows:
 - i) A maximum of 25% of part-time hours shall be scheduled at no less than thirty (30) hours per week. No less than one (1) employee shall be so scheduled in each department.
 - ii) The Co-operative shall have the option to require the Scheduling Committee of the Union to allocate a minimum of 10% of part-time hours to the least senior one-third (1/3) of the unrestricted part-time employees. All such employees shall

be scheduled for a minimum of one (1) shift per week. Students shall not be considered restricted.

- iii) a) Non-Restricted Part-Time Employees – The first call on the part-time hours shall be allocated to non-restricted part-time employees.
- b) Restricted Part-Time Employees – The second call on part-time hours shall be allocated to restricted part-time employees, regardless of seniority. Restricted part-time employees shall be allocated hours subject to their availability but only within that category. Restricted part-time employees must be available to work a minimum of **two (2) days** each week.
- c) Student Option – While school is in session students may restrict their availability to sixteen (16) hours per week without being considered as restricted part-time employees. It is understood that junior employees may be scheduled more hours than a more senior student who elects this option. The Student Option does not apply during any week-long breaks and throughout the summer break. Students will be required to provide availability forms showing when such breaks occur during any four-week accounting period. **Students must be available for a minimum of two (2) days per week, one of which must be Saturday, Sunday or a Statutory Holiday.**

The scheduling of hours shall be subject to merit, ability, fitness and availability.

- 6. Unrestricted part-time employees may, wherever possible, be permitted to book time off, up to six (6) days per year, without pay, at a rate of one (1) or two (2) consecutive days at a time.

Where employees take advantage of this unpaid leave, the conditions for such leave shall be as follows:

Providing the part-time employee gives notice of the intended days off eighteen (18) days prior to the scheduled four week period, the employee will not lose any hours and will be scheduled an alternative equivalent period of time equal to the time off within the scheduled week the time is take off wherever possible.

Where a part-time employee does not provide notice requesting time off within eighteen (18) days of the scheduled four week period and such permission is granted, the employee will lose those hours but will be available for call-in should the need for call-ins be warranted.

All call-ins, whatever the category, shall be on the basis of seniority. The Scheduling Committee shall amend the posted schedule beginning with the 8th day following receipt of notice of termination, resignation or any other leave expected to exceed seven (7) days.

7. In the event of the need for a reduction in scheduled hours due to an unanticipated decline in sales volume during any given week within the four week scheduled period, the Co-operative shall have the right to approach employees and request that they go home, unless a more senior employee wishes to leave.
8. The scheduling process shall apply on a departmental basis.
9. Employees may exchange shifts of equal hours within a scheduled work week for pressing emergencies and unforeseen circumstances subject to the approval of the Co-operative.
10. The scheduling methods may be changed from time to time as mutually agreed to by the parties.
11. Final approval of all schedules remains with the Co-operative.

Signed this 20th day of July, 2017.

**Signed on behalf of the Sherwood
Co-operative Association Limited:**

“Troy Verboom”

“Sherri Folk”

“John Stilborn”

“Bruce Schreiner”

**Signed on behalf of Retail, Wholesale
and Department Store Union, Local 539:**

“Joel Zerr”

“Wendy Lindemann”

“Wendy Goldbeck”

“Amy Macala”

“Kevin Stark”

“Paul Guillet”

LETTER OF UNDERSTANDING NO. 3

BETWEEN: Sherwood Co-operative Association Limited, hereinafter referred to as the Co-operative;

AND: Retail, Wholesale and Department Store Union, Local 539, hereinafter referred to as the Union.

RE: C-Store Operations Manager

As part of the agreement to add the “C-Store Operations Manager” to the list of exclusions in ARTICLE 3 – SCOPE, the following conditions will apply:

1. The Co-operative will maintain a minimum complement of two (2) in-scope Supervisors per C-Store.
2. The Co-operative will maintain a minimum complement of two (2) full-time Pump Attendants per C-Store.

Signed this 20th day of July, 2017.

**Signed on behalf of the Sherwood
Co-operative Association Limited:**

“Troy Verboom”

“Sherri Folk”

“John Stilborn”

“Bruce Schreiner”

**Signed on behalf of Retail, Wholesale
and Department Store Union, Local 539:**

“Joel Zerr”

“Wendy Lindemann”

“Wendy Goldbeck”

“Amy Macala”

“Kevin Stark”

“Paul Guillet”

LETTER OF UNDERSTANDING NO. 4

BETWEEN: Sherwood Co-operative Association Limited, hereinafter referred to as the Co-operative;

AND: Retail, Wholesale and Department Store Union, Local 539, hereinafter referred to as the Union.

RE: Management Trainees

The parties hereby agree as follows:

1. The hours worked by the trainees shall not be used to reduce or change hours of other employees, although this will not include seasonal fluctuation of hours or changes for legitimate business reasons.
2. Management trainees shall not exercise line authority over in-scope employees.

Signed this 20th day of July, 2017.

**Signed on behalf of the Sherwood
Co-operative Association Limited:**

“Troy Verboom”

“Sherri Folk”

“John Stilborn”

“Bruce Schreiner”

**Signed on behalf of Retail, Wholesale
and Department Store Union, Local 539:**

“Joel Zerr”

“Wendy Lindemann”

“Wendy Goldbeck”

“Amy Macala”

“Kevin Stark”

“Paul Guillet”

LETTER OF UNDERSTANDING NO. 5

BETWEEN: Sherwood Co-operative Association Limited, hereinafter referred to as the Co-operative;

AND: Retail, Wholesale and Department Store Union, Local 539, hereinafter referred to as the Union.

RE: The Provincial Minimum Wage

It is agreed that wage rates throughout the term of this Agreement will always be fifty cents (\$0.50) per hour higher than the Provincial minimum wage in the event the minimum is increased.

Signed this 20th day of July, 2017.

**Signed on behalf of the Sherwood
Co-operative Association Limited:**

“Troy Verboom”

“Sherri Folk”

“John Stilborn”

“Bruce Schreiner”

**Signed on behalf of Retail, Wholesale
and Department Store Union, Local 539:**

“Joel Zerr”

“Wendy Lindemann”

“Wendy Goldbeck”

“Amy Macala”

“Kevin Stark”

“Paul Guillet”

LETTER OF UNDERSTANDING NO. 6

BETWEEN: Sherwood Co-operative Association Limited, hereinafter referred to as the Co-operative;

AND: Retail, Wholesale and Department Store Union, Local 539, hereinafter referred to as the Union.

RE: Courtesy Clerk

The Co-operative will post and hire two (2) in scope Courtesy Clerks for each of the three (3) Food locations **and the Home Centre**. This position will be staffed with Persons from a recognized Saskatchewan Abilities Program as agreed between Sherwood Co-op and RWDSU Union, Local 539.

Signed this 20th day of July, 2017.

Signed on behalf of the Sherwood Co-operative Association Limited:

Signed on behalf of Retail, Wholesale and Department Store Union, Local 539:

“Troy Verboom”

“Joel Zerr”

“Sherri Folk”

“Wendy Lindemann”

“John Stilborn”

“Wendy Goldbeck”

“Bruce Schreiner”

“Amy Macala”

“Kevin Stark”

“Paul Guillet”

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