

SAHO/CUPE
Provincial Employment Strategy Committee (PESC)
Table of Contents

1.0 Collective Agreement Language Article 23 – Employment Strategy.....2

2.0 PESC Administration5

a) Income.....5

b) Expense.....5

c) Reporting.....5

d) Budget.....5

e) Administrative Support.....5

f) Minutes.....5

g) Maintenance of Files.....5

3.0 Education Funding.....6

a) Continuing Education.....6

b) Career/Retirement Counseling.....7

c) Recruitment and Retention – Employer & Employee Requests.....8

4.0 Relocation Assistance9

5.0 Employee Appeal Process.....10

6.0 Reimbursement Amount Changes and Implementation.....11

7.0 Pre-requisite Courses and Classes.....12

8.0 Transfer Between Programs13

9.0 Sunset Clause for Funding15

10.0 Scholarships/Bursaries/Grants.....16

Appendix.....17

Appendix AAT Train the Trainer Reimbursement.....18

Appendix Job Description for the PESC Office Administrative Assistant.....19

SAHO/CUPE

Provincial Employment Strategy Committee (PESC)

POLICY NO.: 1.0

SUBJECT: SAHO/CUPE Collective Agreement

ARTICLE 23 – PROVINCIAL EMPLOYMENT STRATEGY COMMITTEE

23.01 Purpose

The purpose of the Provincial Employment Strategy Committee (hereinafter referred to as “the Committee”), is to develop and implement educational strategies for training, retraining and re-employment of Employees to meet current and future human resource needs and to provide employment security. The Employer agrees to deduct the Employees’ share of the Employment Insurance rebate and match that deduction and forward to the Committee those monies monthly.

23.02 Employment Strategy Committee Membership

The Committee shall be comprised of ten (10) members, five (5) Union appointees and five (5) Employer(s) appointees or their alternates.

23.03 Committee Mandate

a) Administration

The Committee will:

- Establish program direction, action strategies and policies and procedures.
- Review and approve the payment of requests as appropriate
- Determine signing authorities for financial and operational needs.
- Prepare and publish a monthly financial statement.
- Contract an independent auditor to produce a yearly audited financial statement for the program.
- Develop and maintain an adequate information system to support the committee’s needs
- Establish an appeals process related to funding requests.

The committee shall provide an annual operations report including an annual operations statement, educational expenditures (program specific), and educational strategies implemented to meet current and future human resource needs, etc. to each Employer, each Local of the Union and the CUPE Healthcare Council.

SAHO/CUPE

Provincial Employment Strategy Committee (PESC)

b) Programs

The Committee shall establish and/or provide access to program(s) that considers the following, and may include but not be limited to:

- Training and retraining – training courses, on the job training, salary continuance, double staff (dual incumbency training), etc.
- Tuition Reimbursement – course tuition, registration, books, etc.
- Career Counseling – assistance with job search, resume writing and development of interview skills, etc.
- Relocation Assistance – costs associated with moving personal effects to complete training or as a result of a layoff.

23.04 Representative Workforce

a) Principle

The principle of a representative workforce for Aboriginal workers is where Aboriginal people are employed in all classifications and at all levels in proportion to their representation in the working age population within the community or the provincial population.

The parties will address proactive processes that support a representative workforce which shall include but not be limited to identifying employment opportunities, education, and training, and preparing workplaces.

b) Workforce Representation

The parties agree to the principle of a representative workforce for Aboriginal workers. The parties agree to charge the Employment Strategy Committee with the responsibility to develop, implement monitor and evaluate pro-active initiatives designed to ensure Aboriginal People are present in all occupations in their proportion to the provincial working population.

Therefore, when hiring new employees, the Aboriginal representative principle shall be applied, providing there are qualified Aboriginal applicants for the vacancy.

c) Workplace Preparation

The parties agree to implement educational opportunities for all Employees to deal with misconceptions and dispel myths about Aboriginal People. This will include enhanced orientation sessions for new employees to ensure a better understanding of respectful work practices to achieve a harassment-free environment.

SAHO/CUPE

Provincial Employment Strategy Committee (PESC)

d) In-service Training

The parties agree to facilitate educational opportunities which may include literacy training and career path counseling/planning.

e) Elders

At the request of the employee, an Elder will be present when dealing with issues affecting Aboriginal employees.

f) Accommodation of Spiritual or Cultural Observances

The parties agree to make every reasonable effort to accommodate an Employee in order for them to attend or participate in spiritual or cultural observances required by faith or culture.

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Provincial Employment Strategy Committee (PESC)

POLICY NO.: 2.0

SUBJECT: PESC Committee Administration

a) Income

The Provincial Employment Strategy Committee is funded by the Employers' and Employees' share of the Employment Insurance Rebate, and these monies are to be submitted to the Provincial Employment Strategy Committee monthly by the Saskatchewan Health Authority.

b) Committee Expenses

Committee members are reimbursed for expenses such as wages, travel, meals, and accommodations and miscellaneous out of pocket expenses. Such payments are processed through SAHO.

c) Reporting

The Committee shall complete an Annual Report based on the fiscal year of April 1st to March 31st by September 1st of each year. This report will include, at a minimum, educational expenditures (program specific), educational strategies implemented to meet current and future human resource needs, and a financial statement. The Annual Report shall be circulated to Saskatchewan Health Authority Committee members covered by this agreement, the CUPE Local 5430 and SAHO servicing Representatives.

d) Budget

An annual budget will be prepared by the PESC Office Administrative Assistant and presented to the Committee for approval by January 31st of each year. A copy of the approved budget will be provided to the Saskatchewan Health Authority, CUPE Local 5430 and SAHO.

e) Administrative Support & Communication

The Provincial Employment Strategy Committee shall employ an Administrative Office Assistant to provide support to the Committee. This support shall include duties as outlined in Appendix #2.

f) Minutes

The Provincial Employment Strategy Committee meeting minutes (in person or via conference call) shall be circulated by the Office Administrative Assistant to Committee members, CUPE Local 5430 and SAHO servicing Representatives within four weeks of the meeting.

g) Maintenance of Files

The Provincial Employment Strategy Committee shall maintain hard copy and/or e-files for seven (7) years. At that time, hard copies will be disposed of through a paper shredding company approved by the PESC and e-files will be deleted. Hard Copy is defined as any paper document, file or series of files in the possession of the Provincial Employment Strategy Committee.

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Provincial Employment Strategy Committee (PESC)

POLICY NO.: 3.0

SUBJECT: Education Funding

POLICY:

The mandate of the SAHO/CUPE Provincial Employment Strategy Committee is to develop and implement long term strategies for training, retraining and re-employment of Employees to meet current and future human resource needs to provide employment security. Continuing education and retraining opportunities are among the action strategies the Committee will implement and oversee for CUPE members who wish to upgrade their current skills or obtain new skills. While the Committee will allocate funds for this purpose from the Committee budget, it is expected that Employees shall pursue and access other funding sources available to them.

a) Continuing Education

PROCESS

CUPE Local 5430 members may qualify for funding for tuition and books related to continuing education.

The criteria for this funding will be reviewed and determined by the provincial employment strategy committee annually. This will be communicated to members who provide service in health care and work under the jurisdiction of the SAHO/CUPE Collective Agreement.

Applicants are to apply to the Provincial SAHO/CUPE Employment Strategy Committee. Criteria for awarding funding must include the following:

- The employee must have passed probation period with the Saskatchewan Health Authority.
- Application must be completed in its entirety.
- Proof of successful enrollment at a recognized institution must be provided.
- The Promissory Note Agreement (PNA) and Return for Service Agreement (RFS) for each program must be completed.
- Receipts for tuition and books must meet the criteria listed in guidelines.
- Receipts must be dated after the Employee's date of hire into the Saskatchewan Health Authority.
- Must declare any prior funding that was provided through the provincial employment strategy committee, for what program it was issued for the date and amount of funding received.

Selection will be made by pre-established criteria that will include:

- Benefit of the education to the Saskatchewan Health Authority and the employee. The education must be linked to qualifications of an existing C.U.P.E. classification(s).
- Ability to provide employment, currently and in the future. Recruitment and retention of classification issues will also be considered.
- Funds available in that fiscal year (April-March).

SAHO/CUPE

Provincial Employment Strategy Committee (PESC)

- A return-for-service commitment to the Saskatchewan Health Authority in a CUPE position will be required based on the following (effective April 1, 2026):

Assistance Provided	Length of Service Agreement
Up to \$3,000.00	6 months
\$3,001.00 to \$6,000.00	12 months

It is expected that applicants will successfully complete their education. However, in the event of unsuccessful completion or they leave their CUPE position, the applicant will be required to repay the funding in the time frames outlined in the following chart:

Assistance Provided	Repayment Time Frame
Up to \$1,000.00	12 months
\$1,001.00 to \$3,000.00	24 months
\$3,001.00 to \$5,000.00	36 months
\$5,001.00 or greater	60 months

There will be no interest payments attached to the repayment of the education funding.

CUPE employees who have accessed funding for an educational program (i.e. Continuing Care Assistant) must complete their Return for Service period prior to being able to access further funding (i.e. Licensed Practical Nurse).

b) Career/Retirement Counseling

POLICY

Career counseling, including but not limited to, assessment, interview coaching, retirement planning, resume writing, shall be made available to employees who meet the requirements as outlined by the Provincial Employment Strategy Committee.

PROCESS

1. The committee may provide funding to a maximum of \$400.00 to those employees who have access to qualified service providers. Service providers must be approved by the committee.
2. Employees must contact the Committee Office Administrator Assistant with their request to access career and/or retirement counseling, and they must indicate the type of service desired.
3. Employees may access career/retirement counseling either as a group or as individuals.

SAHO/CUPE

Provincial Employment Strategy Committee (PESC)

c) Recruitment and Retention – Employee/Employer Requests

POLICY:

The SAHO/Provincial Employment Strategy Committee members are striving to ensure the needs of the Province's CUPE Local 5430 will be met through the support of Recruitment and Retention initiatives. To that end the Committee has funding for both Employees and Employers to access money to support initiatives that will meet current and future demands in hard to recruit areas, as well as supporting efforts in the retention of employees.

Employee Requests

PROCESS

Please refer to Policy 3.0 a).

Employer Requests

PROCESS

1. If the Employer wishes to access funding through the Recruitment and Retention policy, they may do so by contacting the Committee Office Administrative Assistant with their request.
2. The Committee will review the application and consider the request based on Policy 3.0 a).
3. Upon approval by the Committee, and provision of receipts, the Saskatchewan Health Authority will be reimbursed for the approved costs.

SAHO/CUPE

Provincial Employment Strategy

POLICY NO.: 4.0

SUBJECT: Relocation Assistance

POLICY:

Subject to the approval of the Committee, employees may be reimbursed for costs associated with moving personal effects to complete training because of a layoff.

PROCESS:

1. Relocation Assistance may be provided to the maximum amount of \$3,000.00 with substantiated receipts. Assistance must be authorized by the committee prior to relocation. Relocation must occur within Saskatchewan and the jurisdiction of Local 5430.
2. Reimbursement may be considered for the following:
 - a. all reasonable costs for packing, loading, storing; transporting, unloading and unpacking employee's primary household effects.
 - b. movement of a vehicle.
 - c. full replacement value protection.
 - d. temporary accommodation upon arrival at the new location.
3. A return-for-service commitment to the location the employee has relocated will be required based on the following:

Assistance Provided	Length of Service Agreement
Up to \$1,000.00	6 months
\$1,001.00 to \$3,000.00	12 months

SAHO/CUPE Provincial Employment Strategy

POLICY NO.: 5.0

SUBJECT: Provincial Employee Appeal Process

POLICY:

The CUPE/SAHO Provincial Dispute Resolution Committee has been appointed by the Provincial Employment Strategy Committee to act as an appeal board for any concerns should the parties feel that their issue has not been adequately addressed through the Employment Strategy Committee.

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Provincial Employment Strategy

POLICY NO.: 6.0

SUBJECT: Reimbursement Amount Changes and Implementation

POLICY:

Subject to the agreement and approval of the Committee, any changes to the reimbursement amounts, application process and/or application criteria must be implemented on April first of the new fiscal year.

PROCESS:

1. Discussion will be held, a motion made and a majority vote will be cast regarding any changes to be made regarding, but not limited to, funding amounts to be reimbursed, changing of monthly maximums for submissions, application changes regarding criteria to be able to apply, probation, length of return for service, etc.
2. Once this motion has been made then upon April 1 of the starting fiscal year is when they can be implemented.

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Provincial Employment Strategy

POLICY NO.: 7.0

SUBJECT: Pre-requisite courses and classes

POLICY:

No classes that a member requires to gain acceptance into a program or to upgrade to gain entrance into a program shall be considered for reimbursement. For example, we will not cover English 30, Biology 30.

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Provincial Employment Strategy

POLICY NO.: 8

SUBJECT: Transfer Between Programs

POLICY:

Members may request a transfer of program through the Committee regarding funding.

PROCESS

The members must complete the Transfer of Programs documentation for the Committee to review.

The Committee will consider the transfer request and may, in its discretion, decide whether to approve the requested transfer.

- Selection will be made by pre-established criteria that will include:
- Benefit of the course or program to the Saskatchewan Health Authority and the employee.
- Ability to provide employment, currently and in the future. Recruitment and retention of classification issues will also be considered.
- Funds available in that fiscal year (April-March)
- A return-for-service commitment to the Saskatchewan Health Authority in a CUPE position will be required based on the following (effective April 1, 2020):

Assistance Provided	Length of Service Agreement
Up to \$3,000.00	6 months
\$3,001.00 to \$6,000.00	12 months

If the Committee approves the transfer, funding shall be subject to the following provisions:

- Where the initial program and the transferred program are the same length, funding amounts approved on the initial application shall be the amount approved for the transferred program (I.e. Office Administrative Assistant (OAA) to Continuing Care Assistant (CCA) program – both are approved for the same amount).
- Where the transferred program is longer than the initial program (i.e. CCA- \$3,000.00 to Licensed Practical Nurse (LPN)- \$6,000.00 the applicant may be eligible for the maximum allotted to the transferred program at the time of the transfer request, if approved by the Committee.

SAHO/CUPE

Provincial Employment Strategy

- Any funds allocated for the initial program would be deducted from the amount approved for the transfer into program to support the promissory note requirement. (i.e. For a transfer from a CCA to LPN program, if \$3,000.00 has been paid out for the CCA program, up to a maximum of an additional \$3,000.00, could be approved since LPN programs are approved for up to \$6,000.00).
- Where the program transferred into is shorter than the initial program, the approved funding will be reduced to the maximum funding for the transferred program at the time of the transfer request, and the overpayment will be paid back by the applicant. (i.e. LPN to OAA. Licensed Practical Nursing programs may be approved up to \$6,000.00, however, the maximum for OAAs is \$3,000.00. So, if the applicant has been already approved and compensated, no further funding is available, and the applicant will pay back anything over \$3,000.00).

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Provincial Employment Strategy

POLICY NO.:9.0

SUBJECT: Sunset Clause For Funding

POLICY:

Any member who falls into the following categories will become ineligible for further funding from the Provincial employment strategy committee for such program or any further programs until the funding is repaid or proof of completion is provided.

1. Any employee who has not completed a 1 year or less full-time program within 3 years of their initial PESC application.
2. Any employee who has not completed a 2 year or longer program within 6 years of their initial PESC application
3. If the education is not completed in the allotted time frame repayment of funds will be required as per the time frames outlined in Policy 3.0.

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Provincial Employment Strategy

POLICY NO.: 10

SUBJECT: Scholarships/ Bursaries/ Grants

POLICY:

Any PESC applicant is obligated to report any scholarships/ bursaries/ grants funding received for their education program. The intent of PESC is to provide financial support for education programs. Any other scholarships/bursaries/ grants will be deducted from the total program cost in determining what amount of funding is eligible.

If a PESC applicant is enrolled in a two-year program which equates to \$10,000.00 in expenses, and they receive a \$8,000.00 scholarship, and applies for PESC, they could be approved for up to \$2,000.00.

If an applicant is enrolled in a two-year program which equates to \$10,000.00 in expenses, and they receive a \$4,000.00 scholarship, and applies to PESC, they would remain eligible for the full \$6,000.00 reimbursement, as the expense of their program, less the amount of any scholarships, exceeds that amount.

If an applicant is approved for funding and subsequently receives a scholarship/bursary/grant in relation to the same program/course at any time prior to the completion of the program/course, the applicant must disclose this promptly to the Committee office administrative assistant. In such circumstances, the applicant will be required to pay back a portion of the funding from the provincial employment strategy committee if the other scholarship/bursaries/grants reduce the applicant's program expenses below the amount of funding received from the provincial employment strategy committee.

The Committee may request any applicant or recipient of funding to provide documentation regarding scholarships/bursaries/grants received in relation to a program/course for which funding by the provincial strategy committee has been requested or provided.

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Provincial Employment Strategy

Appendix

Appendix: Aboriginal Awareness Train the Trainer Reimbursement: as per Article 23.04

Appendix: PESC Administrative Assistant Job Description: as per Policy 2.0 e)

Forms found on Webpage: pesc.ca:

1. Funding Application
2. Return for Service Agreement
3. Promissory Note Agreement
4. Guidelines for funding
5. Receipt Checklist

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Provincial Employment Strategy

Appendix:

Train the Trainer Reimbursement (Aboriginal Awareness Training)

- 1. What costs are reimbursed while I'm training?**
 - a. Wages and benefits for CUPE members and Managers for Train the Trainer. A **day off** will be billed by the employer as a day worked and the employee may choose either a day in lieu or a paid day.
 - b. For the three (3) day Train the Trainer course only, if an Employee is on a day off, funding for the day off will come from outside the SHA's 15% funding pool.
 - c. The Employee provides the Employer with the completed form for meals, mileage and accommodation including receipts in accordance with the PES Committee's policy. The wages and benefits section is completed by the Employer.
 - d. The Employer reimburses the Employee for all approved expenses.
 - e. The Employer will submit the form to the PES Committee for reimbursement.
- 2. What costs are reimbursed when facilitating Aboriginal Awareness Training?**
 - a. Wages and benefits for CUPE members and Managers who are facilitating.
 - b. Mileage, meals and accommodations for the facilitators
 - c. Hall rental where no facility space is available
 - d. To have an elder present
- 3. Where does the money come from?**
 - a. Each year the PES Committee allocates 15% of what the SHA/Union submits through the EI Funding (the previous fiscal year) to the Committee back into a funding pool to be used only by the SHA for AAT and subsequent training session costs.
- 4. What happens if the SHA doesn't use all their money for that year?**
 - a. It rolls over to the next year to be used only for AAT and subsequent training costs. The new 15% is still added each year.
- 5. How do I become a Trainer?**
 - a. When additional trainers are required, an Expression of Interest is posted for all employees. The Employer/Union would review submitted names and put forward to the Committee.

SAHO/CUPE

Provincial Employment Strategy

Appendix:

Description: Provincial Employment Strategy Office Administrative Assistant (JJE #339)

Pay Band: 10

Summary of Duties:

Provides administrative support/clerical duties for PESC programs and committee. Provides CUPE Local 5430 Employees/Employers with access to education funding assistance in accordance with the PESC Policy and Procedures. Travel is required.

Qualifications:

- Twelve (12) months previous related office
- Office Education Certificate

Knowledge, Skills & Abilities

- Intermediate computer skills
- Intermediate keyboarding skills
- Basic medical terminology
- Basic accounting skills
- Interpersonal, organizational and communication skills
- Ability to work independently
- Valid driver's license

Key Activities:

A. Administrative Support/Clerical Duties

- Coordinates workflow
- Coordinates meetings and distributes meeting information
- Books meeting rooms
- Preparation of agenda and taking minutes
- Reviews and recommends payment of funding Applications for PESC to approve
- Executes research on applications requiring additional information
- Provides information to Committee

SAHO/CUPE

Provincial Employment Strategy

- Liaises with and provides correspondence to Employers, CUPE Employees and Committee
- Maintains and tracks application funding files
- Maintains, tracks and invoices Aboriginal Awareness Training and Train the Trainer expenses
- Performs clerical duties (word processing, data entry, files)
- Monitors expenditures within budget (vendor contracts, processes invoices, tracks)
- Implement updates to Policy and Procedure
- Maintains and provides current resource information
- Maintains current Templates (Forms, letters, invoices etc.)

B. Financial

- Prepares invoicing
- Provides annual Budget for approval
- Reviews Finance Reports for meetings
- Provides assistance during Audit
- Tracks CUPE Employer/Employees funding
- Submits detailed payment vouchers to SAHO
- Maintains ongoing communication with SAHO Finance Department

- **Related Key Work Activities**
- Liaises with vendors, suppliers
- Orders, receives and stores office supplies
- Maintains office in home

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE: _____

SAHO: _____

Date: _____