

Memorandum of Agreement
between
Yukon Women's Transition Home Society
and
The Public Service Alliance of Canada

Pursuant to Article 55.05 of the Collective Agreement, the purpose of this Memorandum of Agreement (MOA) is to amend Article 19 for transition and implementation of pay administration for all employees to an automated database payroll system.

The parties agree to amend Article 19 – Pay Administration in the Collective Agreement of April 1, 2009 to March 31, 2012, as follows:

ARTICLE 19 – Pay Administration

- 19.01 The wage schedule covering all employees occupying positions shall be set out in Schedule "A", forming part of this agreement.
- 19.02 Employees shall receive equal pay for work of equal value.
- 19.03 The employer shall pay wages bi-weekly in accordance with Schedule "A" on every other Friday. In the event of a payday falling on a designated holiday, the payday will be the last banking day before the holiday.
- 19.04 Pay shall be processed by direct deposit no later than 2:00 p.m. on payday, to an account specified by each employee. The employee may change her specified account for direct deposit by providing at least ten (10) calendar days' notice for the information to take effect.
- 19.05 Every employee shall receive a biweekly statement showing the gross amount earned, itemized deductions, net amount payable and hours worked in the preceding pay period, no later than 2:00 p.m. on payday.
- 19.06 Upon written request to the Executive Director and subject to seven (7) calendar day's notice prior to commencement of a vacation leave period, pay shall be processed to the extent that earned vacation credits are available.
- 19.07 At the employer's discretion and upon reasonable notice, a pay advance based on hours worked and related pre-approved leave with pay may be granted in extenuating circumstances such as family emergencies. Such requests are to be made in writing to the Executive Director.

- 19.08 Each employee is responsible for completing and submitting her own timesheet clearly identifying time worked, leave taken, and compensatory leave or overtime earned, no later than 8:00 a.m. on the Monday preceding payday.
- 19.09 All absences for personal reasons during a scheduled shift (for all or part of a work day) must be reported to the employer and recorded on the employee's timesheet.
- 19.10 Transition schedule:
- (a) The first payday that will be processed using the automated database payroll system shall be September 24, 2010, covering the pay period from September 5, 2010 to September 18, 2010 inclusive.
 - (b) Each employee is responsible for completing and submitting her own timesheet clearly identifying time worked, leave taken, and compensatory leave or overtime earned, no later than 8:00 a.m. on Monday, September 20, 2010, and biweekly thereafter in accordance with Clause 19.08 above.
 - (c) Each employee is responsible for submitting her account information for direct deposit of pay no later than August 31, 2010.

SIGNED at the City of Whitehorse, in Yukon, this 24th day of MARCH, 2010, A.D.

**on behalf of the
Yukon Women's Transition Home**

**on behalf of the
Public Service Alliance of Canada**











