

**Proposals for Changes to the
Agreement of the Commerce and Purchasing
Group of
The Professional Institute of the
Public Service of Canada**

Expiry Date: June 21, 2026

Presented: August 26, 2026

Process

Listed below you will find our bargaining proposals submitted for this round of negotiations to amend the collective agreement between the Commerce and Purchasing Group of the Professional Institute of the Public Service of Canada and the Treasury Board of Canada Secretariat (TBS) which expired June 21, 2026. These proposals are submitted without prejudice to any future proposed amendments and/or additions, and subject to our rights to correct any errors and/or omissions. The Institute reserves the right to table new proposals in response to issues and proposals raised by the employer.

The Institute reserves the right to introduce detailed proposals wherever it is indicated that issues will be discussed or that proposals will be presented later.

The Institute reserves the right to propose titles for articles when there is none or to modify titles.

The Institute proposes that all acronyms used in the collective agreement be defined when first mentioned.

Changes are highlighted in **bold type**. Where deletions are proposed they are identified by a ~~striketrough~~ ("—") of the existing text. Editorial and explanatory notes regarding the proposals, placeholders, or housekeeping are indicated in *italics*.

Subject to the above noted, and subject to subsequent editorial changes, including translation corrections to current language, all other clauses, articles or portion thereof, appendices and any other matters will be considered to be renewed.

The Institute asks the employer to disclose the details of changes to policies, conditions and term of employment, as well as benefits that the employer can reasonably anticipate will be decided or proposed by the employer away from this bargaining table before or during the life of the agreement. The Institute asks that the employer volunteer information that will allow the parties to discuss how such changes could affect the value of the proposals brought to the table during the current round of bargaining. PIPSC reserves the right to submit additional proposals after receiving this information.

Commerce and Purchasing Group Bargaining Team

Bargaining Chair: Lyne Larocque

Bargaining Team Members: Nazim Awan, Kathryn Chan, Andrée Doucet, Susan Evans, Jonathan Fedorow-Scott, Olivia Leung, Mike Stirling

Negotiator: Rukiya Mohamed Nur

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ARTICLE 2

INTERPRETATION AND DEFINITIONS

2.01 For the purpose of this agreement:

[...]

“personnel file”

includes pay file, Human Resource / Labour Relations file, Occupational Health and Safety file and any file containing information about the employee.

[...]

ARTICLE 5 MANAGEMENT RIGHTS

5.01 All the functions, rights, powers and authority which the Employer has not specifically abridged, delegated or modified by this agreement are recognized by the Institute as being retained by the Employer.

5.02 The Employer will act reasonably, fairly, and in good faith in administering this Agreement.

5.03 The Employer will provide the employee with written reasons for any decision based on operational requirements.

ARTICLE 8

HOURS OF WORK

[...]

8.08 New – Right to disconnect

The Institute wishes to discuss the integration of the right to disconnect language into the collective agreement as per amendments to the Canada Labour Code via Bill C-69, which received Royal Assent on June 20, 2024.

ARTICLE 12 DESIGNATED PAID HOLIDAYS

12.01 Subject to clause 12.02 below, the following days shall be designated paid holidays for employees:

- a. New Year's Day,
- b. Good Friday,
- c. Easter Monday,
- d. the day fixed by proclamation of the Governor in Council for celebration of the Sovereign's birthday,
- e. Canada Day,
- f. Labour Day,
- g. National Day for Truth and Reconciliation
- h. the day fixed by proclamation of the Governor in Council as a general day of Thanksgiving,
- i. Remembrance Day,
- j. Christmas Day,
- k. Boxing Day,
- l. ~~one additional day~~ **Two (2) additional days** in each year that, in the opinion of the Employer, is recognized to be a provincial or civic holiday in the area in which the employee is employed or in any area where, in the opinion of the Employer, no such day is recognized as a provincial or civic holiday, the first (1st) Monday in August, and **the third (3rd) Monday of February,**
- m. one additional day when proclaimed by an act of Parliament as a national holiday.

For greater certainty, employees who do not work on a designated paid holiday are entitled to seven decimal five (7.5) hours' pay at the straight-time rate.

[...]

Clarity note: any additional stat days that are approved will correspond with additional premiums for part-time employees.

ARTICLE 15 VACATION LEAVE

15.01 The vacation year shall be from April 1 to March 31, inclusive.

15.02 Accumulation of vacation leave credits

~~An employee shall earn vacation leave credits for each calendar month during which he receives pay for at least ten (10) days at the following rate:~~

An employee shall earn vacation leave credits at the rate described in (a) below for each calendar month during which they receive pay for at least seventy-five (75) hours.

- a. ~~nine decimal three seven five (9.375) hours~~ **twelve decimal five (12.5) hours** at the employee's straight-time hourly rate until the month in which the employee's **seventh (7th)** anniversary of service occurs;
- b. ~~twelve decimal five (12.5) hours~~ **thirteen decimal seven five (13.75) hours** at the employee's straight-time hourly rate commencing the month in which the employee's **seventh (7th)** anniversary of service occurs;
- c. ~~thirteen decimal seven five (13.75) hours~~ **fifteen decimal six two five (15.625) hours** at the employee's straight-time hourly rate commencing with the month in which the employee's sixteenth (16th) anniversary of service occurs;
- d. ~~fourteen decimal three seven five (14.375) hours~~ at the employee's straight time hourly rate commencing with the month in which the anniversary of the employee's seventeenth (17th) year of service occurs;
- e. ~~fifteen decimal six two five (15.625) hours~~ at the employee's straight time hourly rate commencing with the month in which the anniversary of the employee's eighteenth (18th) year of service occurs;
- f. ~~sixteen decimal eight seven five (16.875) hours~~ at the employee's straight time hourly rate commencing with the month in which the employee's ~~twenty-seventh (27th)~~ anniversary of service occurs;
- g. **eighteen decimal seven five (18.75) hours** at the employee's straight-time hourly rate commencing with the month in which the anniversary of the employee's ~~twenty-third eighth (23rd8th)~~ anniversary of service occurs.

Table: Vacation Leave intervals and credits

Anniversary of Service (Years)	Vacation Leave Credits Earned per Month	Days Vacation Leave Credits Earned per year
0 years	12.5 hours	20 days
7 years	13.75 hours	22 days
16 years	15.625 hours	25 days
23 years	18.75 hours	30 days

[...]

15.06 Replacement of vacation leave

Where, in respect of any period of vacation leave, an employee:

- a. is granted bereavement leave
or
- b. is granted ~~leave with pay because of illness in the immediate family~~ **leave with pay for family-related responsibilities**,
or
- c. is granted sick leave ~~on production of a medical certificate~~,
or
- d. is granted court leave in accordance with clause 17.15,

the period of vacation leave so displaced shall either be added to the vacation period, if requested by the employee, and approved by the employer, or reinstated for use at a later date.

[...]

ARTICLE 16

SICK LEAVE

The Institute reserves the right to make additional proposals on Article 16 – Sick Leave at a later date.

16.05 Advance of credits

Where an employee has insufficient or no credits to cover the granting of sick leave with pay under the provision of clause 16.02 above, sick leave with pay ~~shall may, at the discretion of the Employer,~~ be granted to an employee for a period of up to one hundred eighty-seven decimal five (187.5) hours, subject to the deduction of such advanced leave from any sick leave credits subsequently earned and, in the event of termination of employment for other than death or layoff, the recovery of the advance from any monies owed the employee.

ARTICLE 17 OTHER LEAVE WITH OR WITHOUT PAY

[...]

17.02 Bereavement leave with pay

[...]

ii. An employee is entitled to ~~three (3)~~ **seven (7)** consecutive ~~working calendar~~ days of bereavement leave with pay in the event of a stillbirth experienced by them or their spouse or where they would have been a parent of the child born as a result of the pregnancy. **At the request of the employee, such bereavement leave with pay may be taken in a single period of seven (7) consecutive calendar days or may be taken in two (2) periods to a maximum of five (5) working days.** For greater certainty, stillbirth is defined as an unborn child on or after twenty (20) weeks of pregnancy. The leave may be taken during the period that begins on the day on which the stillbirth occurs and ends no later than twelve (12) weeks after the latest of the days on which any funeral, burial or memorial service in respect of the stillbirth occurs.

b. When a member of the employee's family dies, an employee shall be entitled to bereavement leave with pay. Such bereavement leave, as determined by the employee, must include the day of the memorial commemorating the deceased or must begin within two (2) days following the death. During such period, the employee shall be paid for those days which are not regularly scheduled days of rest for the employee. In addition, the employee may be granted up to three (3) days' leave with pay for the purpose of travel related to the death.

c. At the request of the employee, such bereavement leave with pay may be taken in a single period of seven (7) consecutive calendar days or may be taken in two (2) periods to a maximum of five (5) working days

d. When requested to be taken in two (2) periods

i. The first period must include the day of the memorial commemorating the deceased or must begin within two (2) days following the death and

ii. The second period must be taken no later than twelve (12) months from the date of death for the purpose of attending a ceremony.

iii. The employee may be granted no more than three (3) days' leave with pay, in total, for the purposes of travel for these two (2) periods.

e. An employee is entitled to one (1) day's bereavement leave with pay for the purpose related to the death of the employee's aunt or uncle, **nieces and nephews**, sibling-in-law and grandparent of spouse.

[...]

17.03 Pregnancy/maternity leave without pay

The Institute reserves the right to make proposals on Article 17.03 – Pregnancy/maternity leave without pay at a later date.

17.04 Pregnancy/maternity allowance

The Institute reserves the right to make proposals on Article 17.04 – Pregnancy/maternity allowance at a later date.

17.05 Special pregnancy/maternity allowance for totally disabled employees

The Institute reserves the right to make proposals on Article 17.05 – Special pregnancy/maternity allowance for totally disabled employees at a later date.

17.06 Parental leave without pay

The Institute reserves the right to make proposals on Article 17.06 – Parental leave without pay at a later date.

17.07 Parental allowance

The Institute reserves the right to make proposals on Article 17.07 – Parental allowance at a later date.

17.08 Special parental allowance for totally disabled employees

The Institute reserves the right to make proposals on Article 17.08 – Special parental allowance for totally disabled employees at a later date.

[...]

17.13 Leave with pay for family-related responsibilities

- a. For the purpose of this clause, family is defined as:
 - i. spouse (or common-law partner resident with the employee);
 - ii. children (including foster children, children of legal or common-law partner and wards of the employee), grandchildren;
 - iii. parents (including stepparents or foster parents), parents-in-law;
 - iv. siblings, stepsiblings;
 - v. grandparents of the employee;
 - vi. any relative permanently residing in the employee's household or with whom the employee permanently resides;
 - vii. any relative for whom the employee has a duty of care, irrespective of whether they reside with the employee; or
 - viii. a person who stands in the place of a relative for the employee whether or not there is any degree of consanguinity between such person and the employee.
- b. The total leave with pay which may be granted under this clause shall not exceed **seventy-five (75)** ~~thirty-seven decimal five (37.5)~~ hours in a fiscal year.

- c. The Employer shall grant leave with pay under the following circumstances:
- i. an employee is expected to make every reasonable effort to schedule medical or dental appointments for family members to minimize or preclude his absence from work; however, when alternate arrangements are not possible an employee shall be granted leave for a medical or dental appointment when the family member is incapable of attending the appointment by themselves, or for appointments with appropriate authorities in schools or adoption agencies. ~~An employee requesting leave under this provision must notify their supervisor of the appointment as far in advance as possible;~~
 - ii. to provide for the immediate and temporary care of a sick or elderly member of the employee's family and to provide an employee with time to make alternate care arrangements where the illness is of a longer duration;
 - iii. for needs directly related to the birth or to the adoption of the employee's child;
 - iv. to attend ~~school functions~~ **related to a family member**, ~~if the supervisor was notified of the functions as far in advance as possible;~~
 - v. to provide for the employee's child in the case of an unforeseeable closure of the school or daycare facility;
 - vi. to visit a family member who, ~~due to an incurable terminal illness~~, is nearing the end of their life;
 - vii. ~~fifteen (15) hours out of the thirty seven decimal five (37.5) hours stipulated in paragraph 17.13(b) above may be used to attend an appointment with a legal or paralegal representative for non-employment-related matters, or with a financial or other~~ **with a professional representative**, ~~if the supervisor was notified of the appointment as far in advance as possible.;~~
 - viii. **to attend to other matters that are reasonably considered a pressing necessity within the employee's household;**
 - ix. **to relocate the employee's primary residence, including activities directly related to moving households.**

17.14 Personal leave

Subject to operational requirements as determined by the Employer ~~and with an advance notice of at least five (5) working days~~, the employee shall be granted, in each fiscal year, ~~fifteen (15)~~ **twenty-two decimal five (22.5)** hours of leave with pay for reasons of a personal nature. This leave can be taken in periods of seven decimal five (7.5) hours or three decimal seven five (3.75) hours each.

The leave will be scheduled at a time convenient to both the employee and the Employer. Nevertheless, the Employer shall make every reasonable effort to grant the leave at such time as the employee may request.

[...]

17.19 Religious observance and cultural practices

- a. The Employer shall make every reasonable effort to accommodate an employee who requests time off to fulfill their religious obligations **or cultural practices**.
- b. Employees may, in accordance with the provisions of this agreement, request annual leave, compensatory leave, **personal leave**, or leave without pay for other reasons in order to fulfill their religious obligations **or cultural practices**.
- c. Notwithstanding paragraph 17.19(b), ~~at the request of the employee and at the discretion of the Employer,~~ time off with pay may be granted to the employee in order to fulfill their religious obligations **or cultural practices**. The number of hours with pay so granted must be made up hour for hour within a period of six (6) months, at times agreed to by the Employer, **and may include allowing the employee to work on a paid holiday or day of rest**. Hours worked as a result of time off granted under this clause shall not be compensated nor should they result in any additional payments by the Employer.
- d. An employee who intends to request leave or time off under this article must give notice to the Employer as far in advance as possible but no later than four (4) weeks before the requested period of absence.

[...]

17.23 Domestic violence leave

For the purposes of this article domestic violence is considered to be any form of abuse or neglect that an employee or an employee's child experiences from a family member or someone with whom the employee has or had an intimate relationship.

- a. The parties recognize that employees may be subject to domestic violence in their personal life that could affect their attendance **and performance** at work. **Therefore, the Employer is committed to providing support to employees who experience domestic violence.**
- b. Upon request, an employee who is subject to domestic violence or who is the parent of a ~~dependent~~ child who is subject to domestic violence shall be granted domestic violence leave in order to enable the employee, in respect of such violence:
 - i. to seek care and/or support for themselves or their child in respect of a physical or psychological injury or disability;
 - ii. to obtain services from an organization which provides services for individuals who are subject to domestic violence;
 - iii. to obtain professional counselling;
 - iv. to relocate temporarily or permanently; ~~or~~
 - v. to seek legal or law enforcement assistance or to prepare for or participate in any civil or criminal legal proceeding; **or-**
 - vi. **to attend to any other activities that people experiencing domestic violence need to manage.**

- c. The total domestic violence leave with pay which may be granted under this article shall not exceed ~~seventy-five (75)~~ **one-hundred and fifty (150)** hours in a fiscal year.
- d. **All personal information concerning domestic violence will be kept confidential in line with relevant legislation. No information will be kept on an employee's personnel file without their express written permission.**
- e. **In order to provide support to an employee experiencing domestic violence and to ensure a safe work environment for all employees, the Employer will approve any reasonable request from an employee experiencing domestic violence for:**
 - i. **Changes to their work pattern, location or hours;**
 - ii. **Job assignment;**
 - iii. **Working remotely;**
 - iv. **Job transfer or relocation;**
 - v. **A change to their telephone number or email address to avoid harassing contact; and/or**
 - vi. **Any other appropriate measure, including those available under existing flexible work.**
- f. ~~Unless otherwise informed by the Employer, a~~ **A statement signed by the employee stating that they meet the conditions of this article shall, when delivered to the Employer, be considered as meeting the requirements of this article.**
- g. Notwithstanding paragraphs 17.23(b) to 17.23(c), an employee is not entitled to domestic violence leave if the employee is charged with an offence related to that act or if it is probable, considering the circumstances, that the employee committed that act.

17.24 Leave for traditional Indigenous practices

- a. Subject to operational requirements as determined by the Employer, ~~fifteen (15)~~ **thirty seven and one half (37.5)** hours of leave with pay ~~and twenty-two decimal five (22.5) hours of leave without pay~~ per fiscal year shall be granted to an employee who self-declares as an Indigenous person and who requests leave to engage in traditional Indigenous practices, including land-based activities such as hunting, fishing, and harvesting.

For the purposes of this article, an Indigenous person means First Nations, Inuit or Métis.

- b. Unless otherwise informed by the Employer, a statement signed by the employee stating that they meet the conditions of this article shall, when delivered to the Employer, be considered as meeting the requirements of this article.
- c. An employee who intends to request leave under this article must give notice to the Employer as far in advance as possible before the requested period of leave.
- d. ~~As an alternative to leave without pay as per paragraph 17.24(a), at the request of the employee and at the discretion of the Employer, time off with pay, up to a total amount of twenty-two decimal five (22.5) hours, may be granted to the employee in order to fulfill their traditional Indigenous practices. The number of hours with pay so granted must be made up hour for hour within a period of six (6) months, at times agreed to by the Employer. Hours worked as a result of time~~

~~off granted under this clause shall not be compensated nor should they result in any additional payments by the Employer.~~

- e. Leave or time off with pay under this article may be taken in one or more periods. **Each period of leave shall not be less than three decimal seven five (3.75) hours each.** ~~Each period of leave shall not be less than seven decimal five (7.5) hours.~~

17.XX Pre-Retirement Leave

The Employer will provide thirty-seven decimal five (37.5) hours of paid leave per year, up to a maximum of one hundred and eighty-seven decimal five (187.5) hours, to employees who have the combination of age and years of service to qualify for an immediate annuity without penalty under the Public Service Superannuation Act.

ARTICLE 18 CAREER DEVELOPMENT

[...]

18.04 Professional development

- a. The parties to this agreement share a desire to improve professional standards by giving the employees the opportunity:
 - i. to participate in workshops, short courses or similar out-service programs to keep up to date with knowledge and skills in their respective fields,
 - ii. to conduct research or perform work related to their normal research programs in institutions or locations other than those of the Employer,
 - iii. to carry out research in the employee's field of specialization not specifically related to their assigned work projects when in the opinion of the Employer such research is needed to enable the employee to fill their present role more adequately,
or
 - iv. to participate in the Joint Learning Program. The Joint Learning Program (JLP) is a partnership between the Public Service Alliance of Canada (PSAC) and the Treasury Board Secretariat-,
or
 - v. **to participate in Official Language training.**
- b. Subject to the Employer's approval an employee shall receive leave with pay in order to participate in the activities described in paragraph 18.04(a) above.
- c. An employee may apply at any time for professional development under this clause, and the Employer may select an employee at any time for such professional development.
- d. When an employee is selected by the Employer for professional development under this clause the Employer will consult with the employee before determining the location and duration of the program of work or studies to be undertaken.
- e. An employee selected for professional development under this clause shall continue to receive their normal compensation including any increase for which they may become eligible. ~~The employee shall not be entitled to any compensation under Article 9 (overtime) and Article 13 (travelling time) while on professional development under this clause.~~
- f. An employee on professional development under this clause may be reimbursed for reasonable travel expenses and such other additional expenses as the Employer deems appropriate.
- g. **In addition to covering the fees, the employer will grant leave with pay to an employee to participate in language workshops, or courses or immersion programs to improve, maintain, and/or attain their language competencies, subject to budgetary and operational constraints.**

ARTICLE 21 REGISTRATION FEES

21.01 The Employer shall reimburse an ~~employee for the employee's payment of membership or registration fees to an organization or governing body when the payment of such fees is a requirement for the continuation of the performance of the duties of the employee's position.~~ **the employee for dues or registration fees paid by the employee to an organization or board of directors when such payment is related to the performance of the duties of the employee's position.**

Annual dues fees are defined as the payment of annual dues that are a requirement of a professional organization to maintain a professional designation and membership in good standing.

~~Clauses 21.02, 21.03 and 21.04 apply to employees classified as CO in the Audit, Commerce and Purchasing Group.~~

21.02 The Employer shall reimburse an employee ~~their~~ *his* annual membership fees paid to the Chartered Professional Accountants (CPA) when the payment of such fees is a requirement for the continuation of the performance of the duties of ~~their~~ *his* position.

21.03 Except as provided under clause 21.05 below, the reimbursement of annual membership fees relates to the payment of an annual fee which is a mandatory requirement ~~of the CPA~~ to maintain a professional designation and membership in good standing.

21.04 When the payment of such fees is ~~not a requirement for the continuation of the performance of the duties of an employee's position, but eligibility for a professional accounting designation by the CPA is a qualification specified in the Qualification Standards for the Commerce group, the Employer shall reimburse the employee for their annual membership fees paid to one of the associations referred to in clause 21.02 to a maximum of one thousand dollars (\$1,000).~~ **related to the duties of the employee's position, the employer shall reimburse the employee for the annual registration fees paid by the employee.**

[...]

Article 23

Technological Change

The Institute reserves the right to make proposals on Article 23 – Technological Change at a later date.

ARTICLE 27

USE OF EMPLOYER FACILITIES

27.01 Reasonable space on bulletin boards, including electronic bulletin boards where available, in convenient locations will be made available to the Institute for the posting of official Institute notices. The Institute shall endeavour to avoid requests for posting of notices which the Employer, acting reasonably, could consider adverse to its interests or to the interests of any of its representatives. Posting of notices or other materials shall require the prior approval of the Employer, except notices of meetings of their members and elections, the names of Institute representatives, and social and recreational events. Such approval shall not be unreasonably withheld.

27.02 The Employer will also continue its present practice of making available to the Institute specific locations on its premises for the placement of reasonable quantities of literature of the Institute. **The Employer will also provide a readily available confidential environment or meeting space for employees to meet with a steward or staff representative of the Institute in each work location.**

27.03 A duly accredited representative of the Institute may be permitted access to the Employer's premises to assist in the resolution of a complaint or grievance and to attend meetings called by management. Permission to enter the premises shall, in each case, be obtained from the Employer.

27.04 The Institute shall provide the Employer a list of such Institute representatives and shall advise promptly of any change made to the list.

ARTICLE 28 INFORMATION

28.01 The Employer agrees to supply the Institute on a quarterly basis with a list of all employees in the bargaining unit. The list referred to herein shall include the name, employing department, geographical location, classification of the employee and shall be provided within one (1) month following the termination of each quarter. As soon as practicable, the Employer agrees to add to the above list the date of appointment for new employees.

28.02 The Employer agrees to supply each employee with a copy of the collective agreement and any amendments thereto. For the purpose of satisfying the Employer's obligation under this clause, employees may be given electronic access to this agreement, provided that the Employer endeavours to advise each employee that the agreement is available electronically and how it can be accessed. ~~Where electronic access to the collective agreement is unavailable or impractical, an Institute CP steward shall be supplied with a printed copy of this agreement upon request.~~ **On request, the employee shall be supplied with a printed copy of this collective agreement.**

28.03 The Institute shall have the opportunity to have an employee representative introduced to and provided the time to address new employees as part of the Employer's formal orientation programs, where those programs exist. Where those programs do not exist, an Institute representative will be provided the opportunity to meet with all new employees using the Employer's facilities as soon as possible. The Employer agrees to distribute to each new employee an information package prepared and supplied by the Institute. Such information package shall require the prior approval of the Employer. The Employer shall have the right to refuse to distribute any information that it considers adverse to its interests or to the interests of any of its representatives.

ARTICLE 29 EMPLOYEE REPRESENTATIVES

29.01 The Employer acknowledges the exclusive right of the Institute to appoint or otherwise select employees as representatives.

29.02 The Institute and the Employer shall endeavour in consultation to determine the jurisdiction of each representative, having regard to the plan of organization, the number and distribution of employees at the workplace and the administrative structure implied by the grievance procedure. Where the parties are unable to agree in consultation, then any dispute shall be resolved by the grievance/adjudication procedure.

29.03 The Institute shall notify the Employer in writing of the name and jurisdiction of its representatives identified pursuant to clause 29.02.

29.04 A representative shall obtain the permission of their immediate supervisor before leaving their work to investigate employee complaints of an urgent nature, to meet with local management for the purpose of dealing with grievances and to attend meetings called by management. Such permission shall not be unreasonably withheld. Where practicable, the representative shall report back to their supervisor before resuming their normal duties.

~~29.05 The Institute shall have the opportunity to have an employee representative introduced to new employees as part of the Employer's formal orientation programs, where they exist.~~

ARTICLE 30

LEAVE FOR LABOUR RELATIONS MATTERS

The Institute reserves the right to make proposals on Article 30 – Leave for Labour Relations Matters at a later date.

[...]

30.15 Where operational requirements permit, the Employer will grant leave without pay to employees who qualify for programs or policies of the Institute that compensate Institute members for the loss of days of rest due to attendance at Institute meetings or training.

30.16 The Employer will grant leave without pay to an employee who is elected as a full-time official of the Institute within one (1) month after notice is given to the Employer of such election. The duration of such leave shall be for the period the employee holds such office.

ARTICLE 40

EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES

40.01 For the purpose of this article,

- a. a formal assessment and/or appraisal of an employee's performance means any written assessment and/or appraisal by any supervisor of how well the employee has performed the employee's assigned tasks during a specified period in the past;
- b. formal assessment and/or appraisals of employee performance shall be recorded on a form prescribed by the Employer for this purpose.
- c. **The performance assessment is a constructive, objective tool and shall not be used for punitive or disciplinary purposes.**

[...]

ARTICLE 42

~~SEXUAL~~ HARASSMENT

42.01 The Institute and the Employer recognize the right of employees to work in an environment free from ~~sexual~~ harassment and agree that ~~sexual~~ harassment will not be tolerated in the workplace.

ARTICLE 44

CORRECTIONAL SERVICE SPECIFIC DUTY ALLOWANCE (CSSDA)

44.01 The Correctional Service Specific Duty Allowance (CSSDA) shall be payable to incumbents of specific positions in the bargaining unit ~~within Correctional Service Canada (CSC).~~ The ~~allowance~~ **CSSDA** provides additional compensation to an incumbent of a position who performs certain duties or responsibilities specific to (CSC) (that is, custody of inmates, the regular supervision of offenders, or the support of programs related to the conditional release of those offenders) within penitentiaries **or community parole offices** as defined in the *Corrections and Conditional Release Act*, and/or CSC Commissioner Directives. The CSSDA is not payable to incumbents of positions located within Correctional Learning and Development Centres, Regional Headquarters, National Headquarters, and CORCAN establishments that do not meet the definition of penitentiary as defined in the *Corrections and Conditional Release Act* and/or CSC Commissioner Directives.

44.02 The value of the CSSDA shall be ~~two thousand dollars (\$2,000)~~ **four thousand dollars (\$4,000)** annually. Except as prescribed in clause 44.03 below, this allowance shall be paid on a biweekly basis for any month in which an employee performs the duties ~~for a minimum period of ten (10) days in a position~~ to which the CSSDA applies.

[...]

ARTICLE 45

PAY ADMINISTRATION

The Institute reserves the right to make proposals on Article 45 – Pay Administration at a later date.

ARTICLE 48

DURATION

The Institute reserves the right to make proposals on Article 48 – Duration at a later date.

NEW ARTICLE TELEWORK

For the purpose of this article, telework is defined as a flexible work arrangement where employees have approval to perform some or all of their work duties from a location other than their designated workplace.

XX.01 It is understood that participation in telework is voluntary and that employees are not required to telework.

XX.02 The Employer will not impose caps on groups of employees on telework days that may be approved.

XX.03 Each request shall be considered on a case-by-case basis by the Employer. Subject to operational requirements, the Employer shall genuinely try to reach a telework agreement. As such the Employer shall at a minimum:

- a. discuss the request with the employee;
- b. consider the nature of the employee's duties and compatibility with telework; and
- c. have regard for potential impact of a refusal on the employee;

XX.04 The Employer decision on a request for a telework agreement, or the modification of an existing telework agreement, shall be provided within twenty-eight (28) calendar days of the initial request. If such a request is denied, then the Employer shall provide the employee with detailed reasons in writing.

XX.05 Employees with a telework agreement may elect to terminate the agreement by providing the Employer with at least twenty-eight (28) calendar days' notice.

XX.06 The Employer may modify or terminate an approved telework agreement subject to clause XX.03. The Employer must provide reasonable notice to the employee prior to modifying or terminating a telework agreement. Upon request, all terminations shall include the written reasons and be immediately communicated to the employee.

XX.07 Ad-hoc arrangements

Notwithstanding the above, nothing restricts an employee's right to request to work remotely on a temporary or as-needed basis without establishing a formal telework agreement. Such requests shall not be unreasonably denied.

XX.08 Notice to the Union

On a quarterly basis, the Employer shall provide to the Institute, a list of all employees with telework agreements and employees who have requested and been denied a telework agreement. The lists shall include the employees name, position, classification, department, work unit location, remote work location, and the number of days per week

for which telework has been requested and, of those requests, how many have been approved.

NEW ARTICLE

REPRODUCTIVE HEALTH SUPPORTS

XX.01 For the purposes of this article, "reproductive health" includes:

- Menstruation, perimenopause, menopause and hypogonadism;
- Polycystic ovarian syndrome (PCOS), endometriosis;
- In Vitro Fertilization (IVF) and other forms of assisted reproductive technologies;
- Vasectomy, tubal ligation, hysterectomy, oophorectomy;
- Pregnancy that ends other than as a result of a live birth;
- Gender-affirming reproductive care; and medical conditions, procedures, and treatments related to the above.

XX.02 The Employer recognises the importance of providing a supportive environment when employees experience pain, discomfort, or other symptoms related to reproductive health. This includes ensuring a workplace that is both physically and psychologically healthy, promoting well-being, and addressing mental health needs associated with these experiences.

Individual Reproductive Health Support

XX.03 To support employees managing reproductive health symptoms and ensure a safe work environment, the Employer will approve reasonable requests for:

- a. Work from home;
- b. Flexible hours;
- c. Workplace supports which prioritise comfort and well being of the employee, such as resting in a quiet area, or additional breaks; or
- d. Paid leave as outlined in Articles XX.04 to XX.08.

Requests for these provisions will not be unreasonably denied.

Reproductive Health Leave

XX.04 Employees are entitled up to ninety (90) hours paid leave per calendar year to manage symptoms associated with reproductive health, and/or attend appointments.

XX.05 An Employee requesting to take leave under this clause shall advise the Employer of the duration, or expected duration, of the leave as soon as practicable.

XX.06 If reproductive health leave is exhausted, employees may access paid sick leave under the collective agreement's sick leave provisions.

Leave for End of Pregnancy

XX.07 For the purposes of this section, "end of pregnancy" means a pregnancy that ends other than as a result of a live birth.

XX.08 An employee is entitled to paid leave under this article, if

- a. they experience an end of pregnancy;
- b. their spouse or common-law partner experiences an end of pregnancy; or

- c. another person experiences an end of pregnancy, and the employee would have become the legal parent of the child born as a result of the pregnancy.

XX.09 If an employee's pregnancy ends before completing week twenty (20) of pregnancy, they are entitled to three (3) days paid leave.

XX.10 If the pregnancy ends after completing week twenty (20), the employee is entitled to

- a. to seven (7) consecutive calendar days of bereavement leave with pay. At the request of the employee, such bereavement leave with pay may be taken in a single period of seven (7) consecutive calendar days or may be taken in two (2) periods to a maximum of five (5) working days; and
- b. up to eight (8) weeks of leave without pay, unless the employee is entitled to a longer period of leave under Article 17.

XX.11 For clarity, if the pregnancy ends after completing week twenty (20), and the employee has commenced unpaid leave under Article 17, the total entitlement to paid and unpaid leave, including any leave described in XX. 10 (a) and (b), shall not exceed eighteen (18) weeks.

NEW ARTICLE

PROFESSIONAL INTEGRITY AND RIGHT TO INFORM

XX.01 The parties recognize that providing decision makers with frank, objective, evidence-based, non-partisan analysis and advice rooted in the best available science and data is fundamental to the values and ethics of the public service, as reflected in the Values and Ethics Code for the Public Sector dated December 15, 2011. No employee shall be expected to act in a manner that is inconsistent with the principle of providing decision makers with frank, objective, evidence-based, non-partisan analysis and advice.

XX.02 The parties recognize the importance of ensuring such advice is communicated in a manner consistent with the employee's role, responsibilities, and the organizational framework for decision-making. No employee will be subject to disciplinary measures or other forms of retaliation as a consequence of providing decision makers with frank, objective, evidence-based, non-partisan analysis and advice.

NEW ARTICLE PRIVACY AND SURVEILLANCE

XX.01. Both the Employer and Institute agree that members are entitled to a reasonable level of personal privacy in the workplace.

XX.02 For the purposes of this article, personal data includes, but is not limited to, video or audio recordings or live-monitoring, location information, IP address, biometric, genetic, communications, device usage history, or other data.

XX.03 The employer shall collect and process only such personal data of employees as is necessary for legitimate business purposes, and only with the informed consent of the represented member and Union. The purposes and the scope for which personal data are collected shall be explicitly stated at the time of collection, and any subsequent use of the data shall be limited to those purposes.

Personal data shall be retained only for as long as is necessary for the purposes for which it was collected, or as required by law. Employees have the right to access their personal data held by the employer and to request the correction of any inaccuracies. Employees have the right to request the deletion of their personal data. Such requests shall not be unreasonably denied.

In the event of a data breach, the employer shall notify the affected members without undue delay.

XX.04 The Employer shall consult with the Union and inform employees in advance of any new monitoring or data collection systems.

XX.05 Data, network, video, and audio surveillance and GPS systems shall not be used for the purpose of live-monitoring of Employee performance and disciplinary measures.

NEW ARTICLES

The Institute wishes to discuss issues related to PG03 and CO DEV/PER.

NEW ARTICLE
ARTIFICIAL INTELLIGENCE AND AUTOMATED SYSTEMS

The Institute reserves the right to make proposals on Artificial Intelligence and Automated Systems at a later date.

APPENDIX “A”

The Institute wishes to discuss pay administration and rates with the employer and reserves the right to table proposals such as, but not limited to, market adjustments, pay scale restructuring, and economic increases at a later date.

APPENDIX “B” WORKFORCE ADJUSTMENT

The Institute reserves the right to make proposals on APPENDIX “B”: WORKFORCE ADJUSTMENT at a later date, including but not limited to:

- 1) The establishment of a national joint workforce adjustment committee.*
- 2) Integration of the Selection of Employees for Retention or Layoff (SERLO) process within the collective agreement.*
- 3) Improved notice periods and increased opportunities for consultation with the Institute.*
- 4) Reference to the waiver of reduction in an employee’s pension benefit (i.e., pension waiver forms) due to early retirement for “opting employees” who terminate their employment due to Workforce Adjustment.*
- 5) Maximization of employment opportunities through telework as an alternative to involuntary relocation.*

APPENDIX “E”
MEMORANDUM OF UNDERSTANDING BETWEEN THE
TREASURY BOARD OF CANADA AND THE PROFESSIONAL
INSTITUTE OF THE PUBLIC SERVICE OF CANADA WITH
RESPECT TO IMPLEMENTATION OF THE COLLECTIVE
AGREEMENT

The Institute reserves the right to make proposals on APPENDIX “E”: MEMORANDUM OF UNDERSTANDING BETWEEN THE TREASURY BOARD OF CANADA AND THE PROFESSIONAL INSTITUTE OF THE PUBLIC SERVICE OF CANADA WITH RESPECT TO IMPLEMENTATION OF THE COLLECTIVE AGREEMENT at a later date.

NEW APPENDIX
MEMORANDUM OF UNDERSTANDING BETWEEN THE
TREASURY BOARD AND THE PROFESSIONAL INSTITUTE OF
THE PUBLIC SERVICE OF CANADA WITH RESPECT TO A CP
GROUP TRAINING AND DEVELOPMENT FUND

The Institute reserves the right to table specific proposals related to the CP Group Training and Development Fund at a later date.

NEW APPENDIX

GROUP SPECIFIC PROVISIONS FOR RCMP CIVILIAN MEMBERS

The Institute wishes to discuss implementation of the CP Group specific provisions for RCMP civilian members with the employer and reserves the right to table specific proposals at a later date.

NEW APPENDIX PILOT PROJECT – FOUR-DAY WORKWEEK

X.01 Pilot Project – Four-Day Workweek (Reduced Hours)

1. Purpose

The Employer and the Institute agree to establish a pilot project to assess the feasibility and impacts of a four (4) day workweek consisting of reduced weekly hours, while maintaining service delivery, productivity, and employee well-being.

2. Work Schedule

- Employees participating in the pilot shall work four (4) days per week at eight (8) hours per day, for a total of thirty-two (32) hours per week.
 - b. The scheduling of days shall be determined by mutual agreement between the employee and the Employer, subject to operational requirements.

3. No Reduction in Compensation or Benefits.

- Notwithstanding Article 8.04, employees participating in the pilot shall experience no reduction in salary, pensionable service, leave accruals, or benefits as a result of participation.
- For greater certainty, employees participating in the pilot shall work thirty-two (32) hours per week while continuing to receive the salary and other compensation applicable to their regular thirty-seven point five (37.5) hour work week.

4. Overtime and Premiums

- Overtime shall apply only to hours worked in excess of eight (8) hours in a day or thirty-two (32) hours in a week.
- The Employer will make reasonable efforts to ensure that participation in the pilot does not result in increased overtime expenditures.

5. Operational Requirements and Service Delivery

- The Employer retains the right to determine staffing levels and scheduling requirements.
- Participation may be modified, suspended, or terminated where operational requirements or service standards cannot be maintained.

6. Duration of Pilot

The pilot shall run for a period of twelve (12) months, unless extended by mutual agreement.

7. Joint Oversight and Evaluation

- A joint Employer–Union committee shall oversee the pilot.
- The pilot shall be evaluated using agreed-upon metrics, including:
 - i. productivity and output
 - ii. service delivery standards
 - iii. employee engagement and retention
 - iv. sick leave usage
 - v. recruitment and retention outcomes

vi. overall cost impact

- **A report shall be completed within three (3) months following the conclusion of the pilot.**

8. Reversion to Standard Hours

At the conclusion of the pilot, employees shall revert to their standard work schedules unless otherwise agreed by the parties.

9. Without Prejudice

Participation in the pilot shall be without prejudice to either party's position in future negotiations.

The parties agree that the pilot will be implemented on a cost neutral basis, taking into account measurable changes in productivity, absenteeism and employee retention.

Appendices to be expired

- *Appendix “F”: Memorandum of Understanding Between the Treasury Board and the Professional Institute of the Public Service of Canada with Respect to Pregnancy/Maternity and Parental Leave*

Appendices with expiry dates being carried forward into new agreement

- *Appendix “D”: Memorandum of Understanding Between the Treasury Board and the Professional Institute of the Public Service of Canada with Respect to Consultation on Informal Conflict Management*
- *Appendix “G”: Memorandum of Understanding Between the Treasury Board and the Professional Institute of the Public Service of Canada in Respect to Leave for Union Business: Cost Recovery*
- *Appendix “I”: Memorandum of Understanding Between the Treasury Board (the Employer) and the Professional Institute of the Public Service of Canada (Hereafter the Institute) for the Review of Sick Leave and Disability Management for Royal Canadian Mounted Police Civilian Members Classified as SPS-PUR*
- *Appendix “J”: Memorandum of Understanding Between the Treasury Board and the Professional Institute of the Public Service of Canada (PIPSC) with Respect to Certain Terms and Conditions of Employment for Employees Classified as SPS-PUR*

Appendices with no expiry dates being carried forward into new agreement

- *Appendix “C”: Archived Provisions for the Elimination of Severance Pay for Voluntary Separations (Resignation and Retirement)*
- *Appendix “H”: Memorandum of Agreement Between the Professional Institute of the Public Service of Canada and the Treasury Board in Respect of the Transition Measures for the Royal Canadian Mounted Police Civilian Members*