



**Welcome to HSAS!**

**Health Sciences Association of Saskatchewan**

A UNION OF HEALTH CARE PROFESSIONALS

We're the more than  
3,600 specialized health  
care professionals across  
Saskatchewan who are  
changing lives every day.





## MISSION STATEMENT

The Health Sciences Association of Saskatchewan is a union of professional health care specialists working to improve the economic and general welfare of its members and the health care environment for the public.



## WHO WE ARE

We have represented health care professionals in Saskatchewan since 1972, when a small group of specialized health care professionals saw the need for a separate union to represent their unique needs.

HSAS members work in all Health Regions in Saskatchewan, in more than 30 different professions. We work in acute care, long-term care, community health, home care, and emergency services.

Our membership is diverse, but we are all highly trained, highly specialized, and dedicated to our professions. We're committed to working as part of a team to find positive and practical solutions that benefit all residents of Saskatchewan.



# Working for You

Both staff and elected representatives on Executive Council work for you. We have three branches of work: Labour Relations, Communications, and Operations.

## LABOUR RELATIONS

Our Labour Relations Officers negotiate Collective Agreements, handle grievances, resolve day-to-day workplace issues, and when necessary, defend members' rights in courts, arbitrations, and other legal tribunals.

Labour Relations Officers are your first point of contact when a workplace issue arises – HSAS does not have shop stewards.

Contact information for Labour Relations Officers can be found on our website: [www.hsas.ca](http://www.hsas.ca).

## COMMUNICATIONS

The Communications team works with the Union's President, Executive Council, Labour Relations Officers, and members to advance the labour relations objectives of the Union. Internal and external communications, public relations, policy development, advocacy, research, and administration of the market supplement program are core functions of this team.

Communications staff coordinate public advertising, handle media relations, maintain our website at [www.hsas.ca](http://www.hsas.ca), manage our social media, and execute union campaigns.

Contact information for Communications staff and committee can be found on the website: [www.hsas.ca](http://www.hsas.ca).

## OPERATIONS

The Executive Director manages the Labour Relations services that are provided to the Union's membership and acts as lead negotiator in contract negotiations. The Office Manager manages the day-to-day administration of the union.

The Treasurer (an elected representative) is responsible for ensuring an accurate record of all financial transactions of the Association is kept.

A team of Administrative Assistants supports the Labour Relations staff, committees of Executive Council, Communications staff, elected representatives, and assists in the coordination of union events, such as regional meetings and the Annual Convention.



Visit [www.hsas.ca](http://www.hsas.ca) for contact information of elected HSAS representatives.

# Your Elected Union Representatives

The business of HSAS is directed by a group of elected representatives called the Executive Council.

According to the HSAS Constitution and Bylaws, the Executive Council, when the Annual Convention is not in session, shall manage and supervise the affairs and business of the Association. The HSAS Constitution and Bylaws can be found on our website: [www.hsas.ca](http://www.hsas.ca).

The President is elected by the membership of HSAS. Executive Council representatives are assigned by professional, occupational,

or composite group. Each member of the Executive Council is elected by their member peers. For more details on the responsibilities of the President and Executive Council representatives, please review Articles 5, 6, and 7 of the HSAS Constitution and Bylaws.

The current composition of the Executive Council is as follows:

Occupational Group(s) represented	Number of seats
Addictions Counsellors	1
Assessor Coordinators	2
Dietitians, Nutritionists	1
Emergency Medical Technicians, Dispatchers, Paramedics	2
Occupational Therapists	1
Pharmacists	1
Physical Therapists, Prosthetists, Orthotists, Exercise & Conditioning Therapists	2
Public Health Inspectors, Infection Control Practitioners, Health Educators, Dental Therapists	1
Psychologists, Psychometricians	1
Recreation Therapists, Mental Health Therapists	1
Respiratory Therapists, Perfusionists, Anaesthesia Assistants	1
Social Workers	2
Speech and Language Pathologists, Audiologists, Orthoptists, Music Therapists	1

Occupations not listed in the chart above are assigned an Executive Council representative on a case-by-case basis.

**Please note:** References to the Constitution and Bylaws are current at the time of printing this document (April 2015).



# HSAS: Your Union

Without a union, you are simply one voice. As a member of HSAS, you're part of a larger group, giving you a stronger collective voice.

## WHAT ARE THE BENEFITS OF BEING IN A UNION?

Negotiated contracts establish mechanisms to deal with day-to-day problems in the workplace.

HSAS shares your goals for:

- **A safe and healthy workplace**
- **Fair wages and benefits**
- **Job security**
- **Opportunities for advancement and professional development**
- **A family-friendly workplace**
- **Dignity and respect**



## WHY DO I NEED A UNION?

The benefits you are entitled to when you join an HSAS workplace are the result of decades of negotiation and hard work on behalf of union members just like you.

One difference between a unionized workplace and a non-unionized workplace is a negotiated collective agreement versus the exclusive use of employer policies.

A negotiated collective agreement is a legally binding document between employees and employers, which sets out the terms of your employment, such as working conditions, wages, and benefits. Over the years, union members like you have had a say in those terms.

Wages and benefits are negotiated on behalf of everyone in the HSAS bargaining unit, and everyone in the bargaining unit has an opportunity to vote on the collective agreement.

Collective agreements are posted in full on the HSAS website: [www.hsas.ca](http://www.hsas.ca).

**Christie Matechuk,**  
Pharmacist, Regina  
Qu'Appelle Health Region  
HSAS MEMBER  
SINCE 2009

# President's Letter

## Welcome to Your Union – the Health Sciences Association of Saskatchewan (HSAS)

HSAS is a union of specialized health care professionals representing over 3600 members in over 30 different health care professional groups, providing exceptional care to the residents of Saskatchewan.

Whether you are embarking on a new career or beginning a new position within your areas of interest or expertise, as fellow HSAS members and health region employees, we have your interests in mind. We strive to help you be able to improve the health and well being of the patients and clients you serve, whether it's advocating for more staff in the workplace, or advocating for improved working conditions. We know HSAS members always put patients first, and we are here to support you in that task.

Feel free to browse the HSAS website where you will find information and activities of your union. You will find the Constitution and Bylaws that govern our organization, current and past contracts negotiated on behalf of the membership, a bit of history of HSAS, and contacts for staff, such as the Labour Relations Officers who are employed to provide you with assistance pertaining to the collective agreement provisions and your workplace.

Each of our professional groups has a representative on the Executive Council, the governing body of HSAS. I encourage you to find out who is currently your Executive Council representative. You may find their email contact information on the website as well.

We welcome your inquiries at any time, as we are here to serve our members. You may reach us via email or phone. Toll free numbers are available for members who reside outside of the cities of Saskatoon and Regina.

Wishing you the best!

**Karen Wasylenko**

President, HSAS

Speech and Language Pathologist,  
Saskatoon Health Region

HSAS MEMBER SINCE 1997



# Checklist for New Members

While we encourage you to read your Collective Agreement thoroughly, here is a list of things you should check soon after starting your employment.

## QUESTIONS

## ANSWERS



**Have you completed an HSAS Application for Membership?**

You should have received this when you signed up for your payroll. If you did not fill out this form, please contact your payroll administrator.



**Have you received a copy of the HSAS/SAHO Collective Agreement from your employer?**

It is the employers' responsibility to provide you with a copy of the Collective Agreement. If you did not receive a copy, please contact one of our offices.



**Have you been enrolled in the benefits program (e.g. extended health, dental, long term disability, pension, etc.)?**

You should have been presented with benefits information (including eligibility information) when you completed the required payroll forms. If you did not, please contact your payroll administrator. If you have difficulty obtaining this information, please contact your Labour Relations Officer.



**Review your pay cheque. Is your hourly wage correct? Do you understand all the various deductions?**

Your hourly wage should have been included in your letter of offer from your employer. If you have any questions about your wage, ask your manager. If you believe your wage is incorrect, please contact your Labour Relations Officer. If you have questions about your payroll deductions, please contact your payroll administrator.



**Has your previous work experience been recognized and is it reflected in your hourly wage?**

Article 18.05 requires that the employer recognize the experience you bring to the job. If you believe your experience was not fully recognized, speak with your manager. If you are unsure, please contact your Labour Relations Officer.



**Are you being paid for your time spent on standby, call back, overtime, and premium rates?**

The Collective Agreement covers each of these topics. Please review Article 15 and Article 19. In most cases, you need permission from your manager prior to working overtime. Please claim and track ALL overtime that you work. If you have been told not to claim for overtime, please contact your Labour Relations Officer immediately. It is illegal for your manager to be aware that you are working overtime and to not compensate you for it.





**If you are required to use your vehicle for work, are you in receipt of the appropriate car allowance?**

Please review Article 19 of the Collective Agreement to ensure you are receiving the proper allowance (if applicable). If not, please speak with your manager. If you are still unsure, please contact your Labour Relations Officer.



**Do you know what to do if you encounter a problem at work, or if you think areas of your workplace are unsafe?**

Each Health Region is required to have an Occupational Health and Safety committee. Your manager should be able to provide you with information about the committee. If you are having concerns with Occupational Health and Safety, please contact your Labour Relations Officer.



**Are you aware of the various leave provisions in your contract (e.g. vacation, maternity, sick, family, bereavement)?**

Please take a moment to read Articles 11, 12, and 13 of the Collective Agreement. If you have questions about your entitlements to leave of absence, please contact your Labour Relations Officer.



**If you had sick leave credits or a higher vacation accrual rate at your previous employer, has that information been provided to Human Resources?**

Letter of Understanding #14 provides for you to bring your sick leave credits or vacation accrual rate with you from a previous employer. Please obtain this information from your previous employer and provide it to Human Resources.



**If you came to this employer from the same or another Health Region where you were employed within the past year, have your sick leave credits, vacation accrual rate, seniority, family leave credits, and salary step been transferred to this region?**

Article 28 provides for the portability of these benefits if you regain employment with a Saskatchewan Health Region within 1 year of terminating from the same or a different Saskatchewan Health Region. Please obtain the details of your balances from your previous health region and submit that information to Human Resources in the new region.



**How is your workload? Are you taking your breaks?**

If you are struggling to keep up with workload, or to fit in breaks, please speak with your manager. If difficulties continue, please call your Labour Relations Officer.



**Are you aware of your probationary period?**

Full-time employees are on probation for the first 975 hours worked. Other-than-full-time employees are on probation for the first 975 hours worked, or 12 months; whichever occurs first. You should also have a mid-point evaluation with your manager to update you as to your performance. If you have not received one, please check with your manager.

# Collective Agreement between HSAS and SAHO

## SUMMARY OF YOUR BENEFITS

### Health, Dental and Insurance Benefits

Benefits you may receive upon eligibility include:

- Extended Health
- Dental
- Group Life Insurance
- Accidental Death and Dismemberment Insurance
- Optional Insurance Coverage

For detailed information regarding your benefits, or to obtain a hard-copy booklet outlining your benefits, please contact your payroll administrator or Human Resources.

## MONETARY BENEFITS

The following monetary benefits have been negotiated on your behalf. Details for each (including current rates) can be found in the HSAS/SAHO Collective Agreement. Relevant article numbers are highlighted below:

### Overtime Rates (Article 15.04)

### Standby Rates (Article 15.11)

### Call Back (Article 15.12)

### Standby Rates for Other-than-full-time EMS Employees (Article 15.15)

### Shift Premiums (Article 19.07)

### Transportation Allowance (Article 19.01)

- If you are in receipt of a monthly car allowance (not just mileage), a portion of your expenses are tax deductible, as the car allowance itself is a taxable benefit. Please consult a tax professional for information on what you should keep track of to maximize the deductions available to you.
- The mileage rate is determined by the Saskatchewan Private Transportation Index, and is reviewed every six months.
- Allowance varies depending on how often you are required to use your vehicle.
- Please check the HSAS website under Member Info for the most current mileage rate.

### Meal Expenses (Article 19.03)

- When you are required to travel outside the community where your headquarters is based to perform work duties, you will be reimbursed for substantiated meal expenses.
- A receipt is required to substantiate the meal expense.

# Leaves of Absence

## **Bereavement Leave (Article 11)**

- Leave with pay is available upon the death of a family member.
- Up to 4 working days are available in the event of the death of a spouse (whether same or opposite sex, married or unmarried), fiancé, mother, father, brother, sister, son or daughter, grandparent, grandchild or someone with whom you have an equivalent relationship.
- Up to 2 working days are available in the event of the death of a father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent in-law, aunt, uncle, niece, nephew, or someone with whom you have an equivalent relationship.

## **Family Responsibility Leave (Article 11)**

- Leave with pay to attend to a family member for whom you have a reasonable expectation for duty of care. Leave will be granted where the employee has made reasonable efforts to use other available solutions and the situation requiring your attention is unforeseen, or unpredictable, or beyond

your control, or health related emergent or potentially life threatening to the family member.

- Full-time employees accrue credits at the rate of 1/3 day per month (2.66) hours to a maximum of 5 days.
- Probationary employees do not have access to family responsibility leave credits.

## **Maternity and Parental Leave (Article 11)**

- Leave for maternity, parental, and adoption shall be up to 18 months.
- Employees are entitled to maternity leave top-up of up to 75% of weekly gross pay for 15 weeks, plus 75% of your weekly gross pay for the 2-week waiting period required by Employment Insurance (EI). This is available to birth-mothers only and you must be in receipt of EI benefits to receive this top-up.
- Employees are also entitled to parental leave top-up of up to 75% of weekly gross pay for an additional 10 weeks of parental/adoption leave. You must be in receipt of EI benefits to receive this top-up.

## **Sick Leave (Article 12)**

- Full-time employees accrue sick leave credits at the rate of 1.5 days/month, to a maximum of 190 days. Part-time employees see this amount pro-rated based on the number of hours you work.
- All new employees receive an advance of 5 days (40 hours) of sick leave credits.

## **Vacation Leave (Article 13)**

- The vacation year runs from April 1st of one year, up to and including March 31st of the following year. On the first day of a new vacation year – April 1st, the maximum amount of vacation that you can have in your bank is all of the vacation you earned in the previous vacation year, plus 5 days from vacation years previous to that.
- During the first year of employment, including the 3rd year of continuous employment – 3 weeks (15 days)
- During the 4th year of continuous employment, including the 14th year – 4 weeks (20 days)
- During the 15th year of continuous employment, including the 24th year – 5 weeks (25 days)
- During the 25th year of continuous employment, and subsequent years of continuous employment – 6 weeks (30 days)

To see more types of Leaves of Absence available to you, including Pressing Necessity Leave, Medical Care Leave, Service Leave, Educational Leave, Leave for Union Business, and Compassionate Care Leave, please see Article 11 of the Collective Agreement.

Please note: Article numbers cited are correct as per the 2009 – 2013 HSAS/SAHO Collective Agreement and are subject to change in future versions of the Collective Agreement

**Karen Schmid**

Registered Respiratory  
Therapist, Saskatoon  
Health Region

HSAS MEMBER  
SINCE 2003





# Union Dues at Work

HSAS union dues are set by your Executive Council, and they are tax deductible.

Dues provide all members with a range of services and benefits:

- Assistance dealing with workplace related questions, concerns, and grievances
- Researching and negotiating contracts for the best possible benefits and salary
- Lobbying health regions for improvements to health care and your workplace
- Public advertising to raise the profile of HSAS members and the work that you do
- Access to various Funds, Scholarships, and Awards

## FUNDS, SCHOLARSHIPS, AND AWARDS

HSAS provides a number of Funds, Scholarships, and Awards that members can apply for. For a current list and application guidelines, please visit our website: [www.hsas.ca](http://www.hsas.ca).

**Jordan Edgerton**

Advanced Care

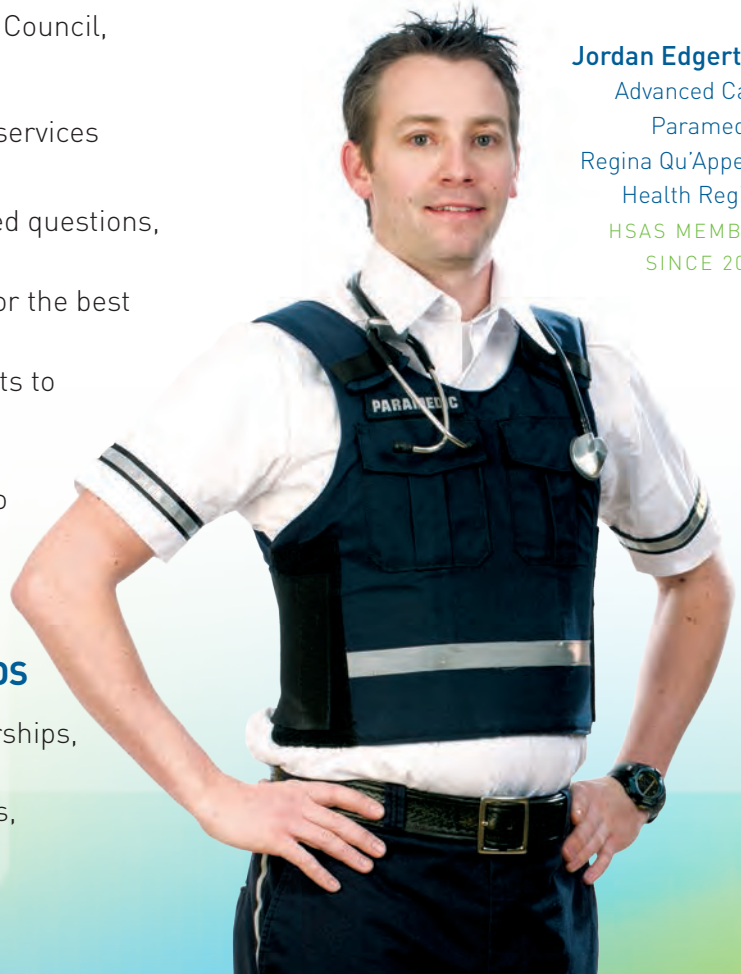
Paramedic,

Regina Qu'Appelle

Health Region

HSAS MEMBER

SINCE 2006



ADDICTIONS COUNSELLORS • ANAESTHESIA ASSISTANTS •  
ASSESSOR COORDINATORS • AUDIOLOGISTS • DENTAL  
THERAPISTS • DIETITIANS • EMERGENCY MEDICAL SERVICES •  
EPIDEMIOLOGISTS • EXERCISE/CONDITIONING THERAPISTS  
• GENETIC COUNSELLORS • HEALTH EDUCATORS • INFECTION  
CONTROL PRACTITIONERS • MENTAL HEALTH THERAPISTS •  
MIDWIVES • MUSIC THERAPISTS • NUTRITIONISTS •  
OCCUPATIONAL THERAPISTS • ORTHOPTISTS • ORTHOTISTS  
• PERFUSIONISTS • PHARMACISTS • PHYSICAL THERAPISTS  
• PROSTHETISTS • PSYCHOLOGISTS • PSYCHOMETRICIANS •  
PUBLIC HEALTH INSPECTORS • RECREATION THERAPISTS •  
RESPIRATORY THERAPISTS • SOCIAL WORKERS •  
SPEECH AND LANGUAGE PATHOLOGISTS



Health Sciences  
Association of  
Saskatchewan

**Saskatoon Office**

#42 – 1736 Quebec Avenue  
Saskatoon, SK S7K 1V9  
Phone: 306 955 3399  
Toll Free: 1 888 565 3399  
Fax: 306 955 3396  
Email: [hsasatoon@hsas.ca](mailto:hsasatoon@hsas.ca)

**Regina Office**

#12 – 395 Park Street  
Regina, SK S4N 5B2  
Phone: 306 585 7751  
Toll Free: 1 877 889 4727  
Fax: 306 585 7750  
Email: [hsasregina@hsas.ca](mailto:hsasregina@hsas.ca)