

# Article 12

## Article 12 - Anniversary Date and Increments

Related Articles: 11.04(F), 18.02 & 03, 18.07, 18.10, 19, 37.03, 38.04, 44, 51, 52, 61, 62

### Interpretation Guidelines:

#### Article 12.01 Definition

An increment step is the increase in salary for an employee due to progression within the salary range for his/her classification (e.g. Level One, Two, Three or Four) over a number of years.

#### Article 12.02 Anniversary Date

This is the date of hire as a regular part-time or full-time employee with their current Employer.

The anniversary date can be moved back where a regular employee is on unpaid leave over 21 days in a calendar year (see Article 37 Leave - General). This does not apply when the regular employee is on approved education leave or Parental Leave (see Article 37.03).

A regular employee's anniversary date does **not** change in the following circumstances:

- Promotion (Article 18.07)
- Leave of Absence for Education Purposes (Article 37.03)
- Parental Leave (Article 37.03 and 38.04)
- Union Leave (Article 44)
- Voluntary Demotion (Article 18.10)

**Note:** It is important to consider the timing of any change in employment, such as transferring to another Employer, in the context of the potential impact on moving up the increment scale.

The employee's anniversary date is used to determine the application of benefits such as extended health and dental coverage. These have a short waiting period following date of hire for new employees who aren't covered by the Portability provisions in Article 51 or casual employees already enrolled in the benefit plans pursuant to Article 11.04 (G) (4).

An anniversary date may be different than a regular employee's seniority date (see Article 13 - Seniority). For example, if the employee had previously worked for the same Employer as a casual, his/her total hours worked as a casual are added to the employee's seniority as a regular employee resulting in an earlier seniority date.

An employee's seniority date is important in situations where seniority is used to determine entitlement such as selection (see Article 18.02/18.03) and layoff/displacement situations (see Article 19).