



ASPA New Members Cheat Sheet

Key Contact Info

- **ASPA Executive:** www.aspasask.ca
 - **Member Services Officer:** Shayne Meggs – MSO@aspasask.ca
 - **Financial & Administrative Assistant:** Angeline Hainstock – Angeline@aspasask.ca
 - **General Inquiries:** aspa@aspasask.ca |  306.966.2471
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Know Your Employment Status

- **Permanent or Term:** Confirm your job status.
 - **Incumbent Status:** Know whether you're considered permanent or term.
 - **Permanent Date:** Typically, 2 years after your start date.(in the same position)
 - **Probation End Date:** Usually 6 months after your start date.
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Important Dates & Norms

- **Merit Process:** Info released in April/May; submissions due **June 15**; must be employed since **Nov 1** of the current fiscal year.
 - **Flex Time:** Know your unit's norms. Written permission is required to bank **more than 15 hours**.
 - **Wage Increases:** Effective **May 1** annually.
 - **Collective Agreement Expiry:** The current agreement **expires in Spring 2026** — bargaining preparations begin well in advance.
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Union Representation

You are **entitled** to union representation:

- At **any meeting involving discipline**
 - At **fact-finding meetings** (about you, another employee, or an incident)
 - If you're **unsure about a meeting**, reach out to ASPA first.
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Work-Related Advice & Support

You can contact ASPA for advice or support if:

- You believe the **Collective Agreement** isn't being followed
- You are experiencing **harassment, bullying, or unsafe working conditions**
- You are facing **workplace conflict or difficulty with a manager or colleague**
- You feel you are not being **treated fairly or reasonably**
- You need help understanding your **rights, benefits, or options**