

Collective Agreement

between

Addictions Foundation of Manitoba

and

Manitoba Government and General Employees' Union

March 21, 2010 to March 29, 2014

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*All changes appear in **bold**.

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*All changes appear in **bold**.

This Agreement entered into this 20th day of **October, 2011**.

between

Addictions Foundation of Manitoba

(hereinafter referred to as the Foundation)

and

Manitoba Government and General Employees' Union

(hereinafter referred to as the Union)

Preamble

WITNESSETH: That for the purpose of promoting co-operation and understanding between the Foundation and its employees affected hereby, and to recognize the mutual value of joint discussions and negotiations with respect to compensation for employees, including the establishment of pay ranges for new classes of employees and the adjustment from time to time of pay ranges for new classes of employees and the adjustment from time to time of pay ranges for existing classes of employees and working conditions of employees, the parties hereto agree as follows:

Article 1 Definitions

1:01 In this Agreement unless the context otherwise requires, the expression:

- (a) "Accumulated Service" means the equivalent length of service acquired by the employee in accordance with the following:
 - (i) Accumulated service is calculated based on all hours for which an employee has received regular pay. This includes regular hours worked and approved leaves of absence from the AFM where regular pay is maintained.
 - (ii) Accumulated service does not include overtime hours or any leaves of absence without pay or with partial pay including but not limited

to suspensions without pay, workers' compensation and other leave situations.

- (iii) Accumulated service must be continuous service.
- (iv) One (1) year of accumulated service for employees in eight (8) hour per day classifications equals 2,080 hours of accumulated service. For seven and one-quarter (7¹/₄) hour per day employees one (1) year of accumulated service equals 1,885 hours of accumulated service. The figures for seven and one-quarter (7¹/₄) hour per day classifications are shown in brackets after the figures for the 8 hour per day classifications, e.g. 2,020 (1,885) hours.
- (v) When an employee converts from a seven and one-quarter (7¹/₄) hour per day classification to an eight (8) hour per day classification or vice-versa, the employee's accumulated hours of service at the time of conversion will be converted to accumulated years of service.

Example: a seven and one-quarter (7¹/₄) hour per day employee works for six (6) months during the year and acquires 942.5 hours of accumulated service. The employee then moves into an eight (8) hour per day classification. The employee's hours are converted as follows:

$$942.5 \text{ hours} \div 1,885 \text{ hours} = .50 \text{ years of accumulated service}$$

The employee then accumulates service in the eight (8) hour per day classification for the remainder of the year.

- (vi) An employee can only receive a maximum of one (1) year of accumulated service in any twelve (12) month period.
- (b) "Casual Employee" means an employee of the Foundation who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis.

- (c) “Calendar Service” means the length of continuous service from the employee’s most recent date of hire to the present. Periods of layoff, while not affecting the continuity of service, are not included in the calculation of calendar service.
- (d) “Continuous Service” means consecutive and contiguous days, weeks, months and/or years of employment with the AFM and any other service recognized by the AFM where there has been no break in service involving termination of the employee.
- (e) “Director” means the appropriate Director unless the text otherwise indicates.
- (f) “Employee” means a person employed in a position in the bargaining unit.
- (g) “Employing Authority” means the Supervisory management level that is two levels above the employee’s level with the minimum level being the Director.
- (h) “Foundation” means The Addictions Foundation of Manitoba.
- (i) “Merit Increase” means an increase in the rate of pay of an employee within the employee’s pay range, which may be granted in recognition of satisfactory service on the employee’s anniversary date.
- (j) “Overtime” means hours worked as directed by management and which exceed the full regular hours as specified in the “Hours of Work” Article and except where otherwise specified in that Article.
- (k) “Part-time Employee” means an employee in the bargaining unit who normally works less than the full normal daily, weekly or monthly hours, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis.
- (l) “Promotion” means a change in employment from one position to another having a higher maximum salary.
- (m) “Representative” means:

- (i) Staff Member of the Union.
- (ii) Steward(s) of the A.F.M. Component of the Union.
- (iii) Officer(s) of the A.F.M. Component of the Union.
- (n) “Steward” means an employee elected or appointed by the Union who is authorized to represent the Union, an employee or both.
- (o) “Temporary or Term Employee” means an employee hired for a specific period of time or for the completion of a specific job or until the occurrence of a specific event.
- (p) “Transfer” means the removal of an employee from a position in a classification and appointing the employee to another position in the same classification or to another position in a different classification having the same maximum rate of pay.
- (q) “Union” means The Manitoba Government and General Employees’ Union.

Article 2 Duration

- 2:01** This Agreement shall become effective from and including the **21st** day of March, **2010**, and shall continue in effect up to and including the **29th** day of March **2014**, and shall remain in force and effect from year to year thereafter unless written notice to negotiate a renewal, or revision and renewal is given by either party at least forty-five (45) days prior to but not more than one hundred eighty (180) days prior to the expiry date hereof. During the period required to negotiate a renewal, or revision and renewal of this Agreement, this Agreement shall remain in full force and effect without change.
- 2:02** Where notice for revision of this Agreement is given under Section :01, the **parties agree to exchange proposals for the revision of the Agreement, no later than thirty (30) calendar days prior to the expiry date of the Agreement and commence collective bargaining.** These time limits may be changed by mutual agreement between the parties hereto.

2:03 All additions, deletions, amendments, and/or revisions from the previous Collective Agreement to this Collective Agreement shall be effective from the first day of the bi-weekly pay period following the date of signing of this Collective Agreement unless otherwise specified.

Article 3 Amendment to the Pay Plan

3:01 During the term of this Agreement, amendments to the pay plan resulting from the introduction of a new classification, in Appendix “A” or amendments to Appendix “B” of the Agreement in respect of exclusions from the terms of this Agreement shall be determined through negotiation between the parties hereto.

3:02 If it is necessary to effect an upward adjustment to the pay ranges of an established classification, the Foundation shall consult with the Union and may amend the pay plan to give effect to the required change.

Article 4 Application of Agreement

4:01 This Agreement shall apply to all employees of the Foundation in the classifications listed in Appendix “A” to this Agreement.

4:02 The terms of this Agreement shall not apply to:

- (a) incumbents of the positions as set forth in Appendix “B” attached hereto;
- (b) Casual Employees.

Article 5 Term Employees

5:01 The Foundation shall not be required to give any notice or payment in lieu thereof to a term employee whose services are terminated following the completion of a specific term for which the employee was hired.

5:02 Where the employment of a term employee terminates at the end of a specific term of employment or on the completion of a job for which the employee was specifically employed, no notice of resignation is required.

- 5:03** Where a term employee is laid off at the end of a specific term of employment or after the completion of a specific job for which the employee was employed, no notice of layoff is required.
- 5:04** Except as provided in Section :05, a term employee who is being laid off at a time other than at the end of a specific term of employment or completion of a job for which the employee was specifically employed shall be given two (2) weeks written notice prior to the layoff date or be granted payment in lieu thereof.
- 5:05** A term employee who has completed more than one (1) year of full-time continuous employment and who is being laid off at a time other than at the end of a specific term of employment or completion of a job for which the employee was specifically employed shall be given four (4) weeks written notice prior to the layoff or granted payment in lieu thereof.
- 5:06** Where a full-time term employee is employed in the same position performing the same function for a period of more than twenty-four (24) continuous months and where the need for the position is expected to continue, the Foundation will convert the employee to regular status. As such, an employee would not normally remain in term status for more than twenty-four (24) continuous months where the employee is performing a continuing function.
- 5:07** An employee appointed to a term position shall be informed in writing as to the duration of the employee's term. Where the term relates to the reasons set out in :09, the employee shall be so informed. Failure to comply with the foregoing shall not in itself negate the employee's status as a term employee.
- 5:08** Where the employee is not to be converted in accordance with Section :06 the employee shall be notified in writing of the reasons prior to the completion of twenty-four (24) continuous months of service. Inadvertent failure to provide such notice shall not result in a right to conversion if the other conditions in Section :06 are not met. A meeting may be held with the

employee to discuss the matter. The employee has the option to have a Union Representative present.

5:09 Section :07 does not apply:

- (a) where a term employee is replacing an employee who is absent for any reason; or
- (b) to a term employee whose salary is cost shared under a Federal-Provincial cost sharing agreement which requires, as a condition of cost sharing, that employees are not regular (permanent) employees.

5:10 Foundation representatives will meet with the Union between February 1 and March 15 in each year to review the status of all term employees with more than twenty-four (24) continuous months of service.

Article 6 Part-Time Employees

6:01 Benefits as detailed in this Agreement shall be provided on a pro-rated basis depending on the number of hours worked.

6:02 Where a benefit is to be pro-rated for a part-time employee it will be calculated so that if two (2) part-time employees were sharing a full-time position the total cost to the AFM of that benefit is no greater than the cost of having the position filled by a full-time employee.

6:03 In pro-rating a benefit, the factor used shall be determined by totalling the number of regularly scheduled hours the employee has worked in the preceding eight (8) weeks and dividing by 320 (290), i.e. 8 hours x 8 weeks x 5 days:

$$\text{Pro-rating factor} = \frac{\text{number of regularly scheduled hours the employee worked in the preceding eight (8) weeks}}{320 (290)}$$

6:04 Where otherwise specifically provided in this Agreement, :01 above shall not apply.

- 6:05** Eligibility for merit increases will be based on calendar service provided the employee has received pay for at least 416 (377) hours exclusive of overtime.
- 6:06** Both classification and service seniority are based on accumulated service.

Article 7 No Discrimination

- 7:01** The parties hereto agree that there shall be no discrimination, harassment, coercion or interference exercised or practised with respect to any employee by reason of age, sex, marital status, sexual orientation, race, creed, colour, ethnic or national origin, political or religious affiliation or membership in the Union or activities in the Union.
- 7:02** All pay and benefit provisions in the Agreement have been negotiated with the specific understanding that the provisions are not discriminatory.

Article 8 Management Rights

- 8:01** All the functions, rights, personnel pay practices, powers and authority which the Foundation has not specifically abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the Foundation.
- 8:02** In administering this Agreement, the Foundation shall act reasonably, fairly, in good faith, and in a manner consistent with the Agreement as a whole.

Article 9 Recognition

- 9:01** The Foundation recognizes the Union as the sole and exclusive bargaining agent for those employees within the bargaining unit as described in the Manitoba Labour Board Certificate Number MLB-5858 and as set out in Appendix "A" and as well such further classifications of employees as may be agreed upon by the parties during the term of this Agreement.

Article 10 Hours of Work

- 10:01** The hours of work for all employees covered by this Agreement shall be thirty-six and one quarter (36¹/₄) hours per week with the exception of those

employed as Residential Care Workers, Cooks and Youth Care Workers who shall work forty (40) hours per week.

- 10:02** Normal daily hours for those working thirty-six and one-quarter ($36\frac{1}{4}$) hours per week shall be seven and one-quarter ($7\frac{1}{4}$) hours and for those working forty (40) hours per week normal daily hours shall be eight (8) hours. These hours are exclusive of meal breaks.
- 10:03** Any variations to a work day or work week, other than those described in this Article shall only be instituted with the mutual consent of the parties to this Agreement.
- 10:04** Employees shall be entitled to two rest periods of fifteen (15) minutes each per full working day.
- 10:05** It is recognized that twenty-four (24) hour and/or seven (7) day a week operations are needed in certain units. Therefore, both parties agree to negotiate necessary shift arrangements. Failing agreement, the Foundation may institute new or changed shift schedules subject to a possible Step 2 grievance process.
- 10:06** Employees, designated by management, as being on self-assigned hours shall, when it is necessary to exceed the daily or weekly regular hours, take straight time off as compensation. This shall be accomplished within ninety (90) days of performing the additional hours. On normal work days the overtime provisions as outlined in this Agreement shall apply only when such an employee is called back to work by management during the employee's period of compensatory time off.
- 10:07** **Self-Assigned Hours**
The parties agree that the following shall apply in regards to self-assigned hours:
- (a) Only employees in the PEC and CAW classifications as well as School Based Staff and Supervisors may be designated as working**

self-assigned hours as per Article 10:06 of the AFM Collective Agreement;

- (b) AFM Administration Manual Procedure number HRM: 727 (Self-Assigned Hours) shall be distributed to employees;
- (c) AFM management will review the policy with all staff;
- (d) Letters of designation as per point 5.2 of the policy will be copied to the Union;
- (e) Concerns regarding self-assigned hours may be referred to the Joint Consultation Committee;
- (f) Where AFM implements any Special Project, which entails utilization of self-assigned hours, discussion will be held with the Union.

Article 11 Overtime

- 11:01** The Foundation may require employees to work overtime.
- 11:02** An employee who is required to work overtime on a regular work day is entitled to compensation at time and one-half ($1\frac{1}{2}x$) for all overtime worked. Daily overtime will be paid after:
- $7\frac{1}{4}$ hours per day for employees whose hours of work are $36\frac{1}{4}$ hours/week
 - 8 hours per day for employees whose hours of work are 40 hours/week
 - and such hours as are required under the agreed Shift Schedules Article.
- 11:03** An employee who is required to work on the Employee's first day of rest, the employee's third day of rest and the employee's fifth day of rest is entitled to compensation at time and one-half ($1\frac{1}{2}x$) for the first four (4) hours worked and double time ($2x$) for all time worked thereafter.
- 11:04** An employee who is required to work on the employee's second day of rest, the employee's fourth day of rest and the employee's sixth day of rest is entitled to compensation at double time ($2x$) for all time worked. Second in

this context means the second in an unbroken series of consecutive and continuous calendar days of rest.

- 11:05** An employee, if called out or scheduled to work additional hours, shall receive for the work a minimum payment equivalent to three (3) hours at the applicable overtime rate provided that the period of overtime worked by the employee is not contiguous to the employee's scheduled working hours. A meal break shall not be regarded as affecting contiguity.
- 11:06** At the employee's option, overtime shall be compensated by paying the employee for all hours worked at the applicable overtime rate or by granting the employee equivalent time off in lieu of payment.
- 11:07** Where an employee has chosen to receive time off in lieu of payment for overtime, arrangements in respect thereof shall be completed to the mutual satisfaction of the employee and the Foundation within ninety (90) calendar days following the end of the bi-weekly pay period in which the overtime was worked. Where mutual agreement has not been reached within the ninety (90) calendar day period, the employee shall receive payment. When such payment is made, it shall be at the rate of pay in effect for the employee at the time when the overtime was worked.
- 11:08** The following provisions shall apply to all overtime worked by employees including overtime worked at premium rates (i.e. time and one-half [$1\frac{1}{2}x$] and double time [$2x$]) and at straight time rates as provided in the Compensatory Leave Articles for employees not eligible for premium overtime. Where the term "overtime" is used in this Article it refers to both overtime and compensatory time.
- 11:09** Provisions :01 - :07 on overtime will apply to all overtime credits earned up to forty (40) hours per fiscal year. (Note: twenty [20] hours overtime worked at double time [$2x$] equals forty [40] overtime credits).
- 11:10** For any overtime credits earned beyond forty [40] hours in the fiscal year the following provisions of this Article will apply.

- 11:11** All overtime worked by employees shall be banked.
- 11:12** The Foundation shall consult with the employee in an effort to reach agreement on whether the employee will be granted pay or time off in lieu for banked overtime.
- 11:13** Where agreement is not reached, the Foundation shall determine whether the pay or time off will be granted.
- 11:14** Where banked time is to be taken, the Foundation shall consult with the employee in an effort to reach agreement on when the time off is to be taken.
- 11:15** Where agreement is not reached, the Foundation shall determine when the time off is to be taken.
- 11:16** Where the Foundation determines when the time off is to be taken under Section :15, the employee will receive forty-eight (48) hours notice of the time off and the following conditions shall apply:
- (a) The minimum period of time off will be five (5) days provided the employee has sufficient banked time available. In order to meet the five (5) days requirement, time off in lieu of overtime may be combined with holiday and/or vacation time and/or reduced work week days;
 - (b) where the employee has less than five (5) days banked, then those days may be scheduled by the Foundation.
- 11:17** Nothing in Section :16 restricts the Foundation and employee from agreeing to alternative arrangements.

Article 12 Standby

- 12:01** For the purpose of this Article, a twenty-four (24) hour period shall be defined as the period from 8:00 a.m. of one (1) day to 8:00 a.m. of the following day.

- 12:02** An employee, who has been designated by the Director to be available on stand-by during off duty hours on a regular working day, shall be entitled to payment for each eight (8) hour period of:
- Effective March 25, 2007 - Twenty dollars (\$20.00).
- 12:03** For stand-by on a day of rest or on a paid holiday that is not a working day, the payment for each eight (8) hour period shall be:
- Effective March 25, 2007 - Twenty-three dollars (\$23.00).
- 12:04** An employee on stand-by if called back to work shall be compensated in accordance with the call-out provisions in Article 11:05 in addition to stand-by pay.
- 12:05** To be eligible for stand-by payment, an employee designated for stand-by duty must be available during the employee's period of stand-by at a known telephone number or by another method of communication as mutually agreed between the supervisor and the employee, and must be available to return for duty as quickly as possible if called.
- 12:06** The stand-by payment includes the responsibility to respond to phone calls and other forms of electronic communications which do not involve a return to work. If such calls individually or in total exceed one-half ($\frac{1}{2}$) hour, the employee is entitled to claim overtime for the period beyond one-half ($\frac{1}{2}$) hour at the applicable overtime rate. The provisions respecting minimum call out do not apply in these circumstances.

Article 13 Shift Premiums and Allowances

- 13:01** An employee who works a shift where half ($\frac{1}{2}$) or more of the hours are worked between 5:00 p.m. and 5:00 a.m. shall receive a shift premium for the shift in addition to the employee's regular pay. Such payments shall be paid on a quarterly basis. The shift premium shall be:
- (a) Eleven dollars and sixty cents (\$11.60).
- (b) Effective **April 1, 2012 - Twelve dollars and forty cents (\$12.40).**

(c) Effective March 31, 2013 - Twelve dollars and eighty cents (\$12.80).

13:02 An employee who works an overtime shift will be eligible for shift premium provided the employee is replacing another employee who would have received the shift premium if the employee had worked the shift. An overtime shift is defined as a full shift, i.e. seven and one-quarter (7¼) or eight (8) hours which is worked by an employee on an overtime basis.

13:03 A Youth Care Worker at Compass who is designated by the employing authority or designate to perform the in charge responsibilities shall be entitled to an in charge shift allowance of six dollars and forty-four cents (\$6.44) per shift, effective the first day of the bi-weekly pay period following date of signing of this agreement.

13:04 The in charge shift allowance shall only be applicable when no Nurse 2 is scheduled to work and the in charge responsibilities are performed by the employee for a complete shift.

An employee who receives the in charge allowance shall not be eligible to receive acting status pay as described in Article 15.

13:05 Shift Change Information Exchange

(a) Shift change information exchange, for the purposes of this Article, refers to AFM Residential Care Workers and Youth Care Workers who are required to receive information, prior to the commencement of their shift from employees who are on duty.

(b) Employees who receive information through a shift change information exchange prior to the commencement of their shift, where there is no shift overlap, shall receive ten (10) minutes straight time per shift to be taken as compensatory time off.

13:06 The employing authority shall determine, based upon operational requirements, whether or not a shift change is required at each residential treatment facility.

13:07 The shift premium shall not be included in the calculation of overtime, superannuation, group life insurance, sick leave, vacation pay or any other employee benefits unless otherwise provided for in this Agreement.

Article 14 Weekend Premium

14:01 An employee shall receive weekend premium for all regular hours of work or portions thereof on a Saturday or Sunday. The weekend premium shall be:

(a) One dollar and five cents (\$1.05).

(b) **Effective April 1, 2012 - one dollar and fifteen cents (\$1.15).**

(c) **Effective March 31, 2013 - one dollar and twenty-five cents (\$1.25).**

14:02 An employee who works overtime will only be eligible for weekend premium if the employee is replacing another employee who would have received the weekend premium if the employee had worked.

14:03 The weekend premium shall not be included in the calculation of overtime payments, superannuation, group life insurance, sick leave payments, vacation pay, or any other employee benefits unless otherwise provided for in this Agreement.

Article 15 Acting Status

15:01 Where an employing authority or designate directs an employee employed in one position to temporarily take over the duties and responsibilities of some other position having a higher grade of pay, and provided the employee takes over and continues to perform for ten (10) or more consecutive working days the duties and responsibilities of that other position, the employee shall be appointed temporarily to that other position with acting status and shall be paid at the rate of pay for that other position from the date of taking over the duties and responsibilities of that other position until the temporary appointment is revoked; and upon the temporary appointment being revoked the employee shall, unless the employee is appointed or promoted to some other position, revert to the employee's original position and be paid at the

rate of pay for the original position that the employee would be paid if the employee had never held the temporary appointment.

- 15:02** Where an acting status appointment to a position within the bargaining unit will exceed twelve (12) continuous months, AFM will notify the Union of the reasons. A meeting may be held to discuss the matter at the request of the Union. The employee who is in acting status may attend at the request of either party.
- 15:03** Section :02 does not apply where an employee is replacing an employee who is absent for any reason.

Article 16 Recruitment and Appointment

- 16:01** The Foundation shall bulletin vacant or new positions internally for ten (10) days before commencing selection procedures.
- 16:02** The Foundation may advertise externally 10 days after the vacant or new position is posted internally.
- 16:03** The Foundation shall give prior consideration to qualified employee applicants.
- 16:04** The preference for selection of employee applicants shall be as follows:
- (a) An appointment of a qualified person on the re-employment list kept by the Foundation.
 - (b) Promotion or transfer.
 - (c) Competition.
- 16:05** The selection of employees for vacant or new positions shall be on the basis of qualifications as contained in the classification specifications, ability, prior work performance and seniority. Where qualifications as contained in the classification specifications, ability and prior work performance are equal, seniority shall be the determining factor.

- 16:06** An employee who is notified that the employee is an unsuccessful applicant for a vacant position shall be supplied with the reasons for non-acceptance within ten (10) days of making a written request to the Director, Human Resources. Such a request shall be made within ten (10) days of receipt of the notification that the employee was an unsuccessful applicant.
- 16:07** Notwithstanding Section :04, first consideration for filling vacancies or new positions shall be given to persons on the re-employment list.
- 16:08** Where an employee is promoted to another position, the employee shall be paid at a rate of pay set out for that position in the pay plan that is, if possible, one full increment more than the rate of pay the employee was being paid in the former position.
- 16:09** Where an employee is moved from one area to another, or within the area, the Director will endeavour to move the employee to the new position within thirty (30) days of the employee's appointment, or within one (1) week of obtaining a replacement for the employee, whichever is earlier.
- 16:10** Bulletins for the position vacancies within the Foundation shall be posted in all AFM offices in an area readily accessible to all staff at any time of the day or night. The Foundation will endeavour to provide the Union with a copy of all bulletins issued.
- 16:11** All candidates selected for an interview shall, upon request, as part of the selection process, be given a copy of the job description.
- 16:12** **The AFM recognizes that employees classified as Rehabilitation Counsellors (RCs) and Community Addictions Workers (CAWs) may qualify for promotion from RC1/CAW1 to PEC/RC2/CAW2. Eligibility for promotion is based on education and related work experience.**

Upon meeting the requirements for promotion as determined by the Chief Executive Officer or designate, the employee will be promoted to

the next full step in the PEC/RC2/CAW2 classification effective the first bi-weekly pay period following notification to Human Resources.

Article 17 Medical Fitness

- 17:01** A physical examination by a duly qualified medical practitioner acceptable to the Foundation is required:
- (a) for any employee in respect of whom the Foundation, in writing, requires a physical examination; and
 - (b) for any employee who, in the opinion of the Foundation, should be given a physical examination.
- 17:02** The Foundation may require an employee to have a psychiatric examination and/or a physical examination.
- 17:03** A duly qualified medical practitioner giving a psychiatric or physical examination shall complete such forms as required by the Foundation.
- 17:04** The cost of any examination referred to in :01 and :02 will be paid by the Foundation.

Article 18 Probation

- 18:01** **All newly hired employees** shall be on probation for a period of six (6) months or for such longer period as may be established by the Foundation. Such period shall not exceed twelve (12) months in total. Where a period of probation in excess of six (6) months has been established, the employee shall be notified of the length of the probation period. **Each employee shall serve only one (1) probationary period.**
- 18:02** Where an employee's probation period has been established for a period of less than twelve (12) months the Employing Authority, upon the request of the program concerned, may approve an extension of the employee's probation period. Such extension when combined with the employee's probation period shall not exceed twelve (12) months duration and the total shall be deemed to be the probation period.

- 18:03** An employee shall be notified in writing of any extension of the employee's probation period under Section :02 prior to the expiry of the employee's probation period. A meeting may be held with the employee to discuss the extension. The employee has the option to have a representative present.
- 18:04** Where an employee's probation period has been established for a period of twelve (12) months no extension may be approved by the Foundation.
- 18:05** An employee who is rejected during an initial probation period may grieve the rejection at Step 2 of the Grievance Procedure within fifteen (15) working days from the date the employee received notice of the rejection. A hearing shall be held to discuss the grievance with the employee and the employee's representative. The decision at Step 2 shall be final for such grievances.
- 18:06** An employee who is being rejected during the probation period shall be provided with two (2) weeks' notice or payment in lieu thereof.
- 18:07** The rejection of an employee on probation is not arbitrable.
- 18:08** Where an employee is promoted without competition as a result of a reclassification of the employee's position, the employee shall not be required to serve a further probation period in the position.
- 18:09** **Trial Period**
An employee who transfers from one (1) program to another in the same classification is placed on a trial period of three (3) months. Where an employee has not successfully made the transition to the new position during the trial period, the Foundation will relocate the employee to their former position if the position is vacant. If the former position is not vacant, the employee will be placed in a position comparable to their former position within the same community or surrounding area. The Foundation will relocate the employee to their former position at the earliest opportunity and/or vacancy in the program.

Conversely, the employee may choose to return to their former position within the trial period if the position is vacant. If their former position is not vacant, the employee will be placed in a position comparable to their former position within the same community or surrounding area. The Foundation will relocate the employee to their former position at the earliest opportunity and/or vacancy in the program.

18:10 Promotion to Greater Classification

An employee who is promoted to another classification is placed on a trial period of three (3) months. Where an employee has not successfully made the transition to the new position during the trial period, the Foundation will relocate the employee to their former position if the position is vacant. If the former position is not vacant, the employee will be placed in a position comparable to their former position within the same community or surrounding area. The Foundation will relocate the employee to their former position at the earliest opportunity and/or vacancy in the program. Conversely, the employee may choose to return to their former position within the trial period if the position is vacant. If their former position is not vacant, the employee will be placed in a position comparable to their former position within the same community or surrounding area. The Foundation will relocate the employee to their former position at the earliest opportunity and/or vacancy in the program.

Article 19 Conduct of Employees

- 19:01** Each employee shall observe standards of behaviour consistent with the employee's function and role as a Foundation employee and in compliance with the terms of this Agreement.
- 19:02** Where an employee is absent without leave for a period of two (2) weeks, the employee shall be considered to have abandoned that employee's position and shall be deemed to have been terminated on the last day on which that employee was present at work and performed regular duties.

19:03 Where an employee is habitually late or is absent during working hours without leave and fails to give satisfactory explanation for such lateness or absence, the head of the unit area or directorate concerned shall make a report to the Employing Authority who may take such disciplinary action, including suspension or dismissal, as is warranted.

Article 20 Performance Appraisal

20:01 Where a formal assessment of an employee's performance is made, the employee concerned shall be given an opportunity to sign the assessment form upon its completion to indicate that its contents have been read. The employee shall have the right to place comments on the form where such space is provided or to append comments to the form where no space is provided. An employee shall, upon request, receive a copy of the assessment at the time of signing.

Article 21 Merit Increases

21:01 (a) The anniversary date of an employee is the first of the month which follows the date on which the employee is employed in a position with the Foundation.

(b) or, the date on which an employee on a promotion or transfer receives an increase in pay equivalent to two or more merit increases.

21:02 Where the pay range for an employee's classification permits, an employee shall be eligible for a merit increase twelve (12) months from the employee's anniversary date established in accordance with this Article provided the employee has accumulated 1,008 regular hours of work during the twelve (12) month period. If an employee has not accumulated 1,008 regular hours during the twelve (12) month period and as a result has not received a merit increase, the employee is eligible for a merit increase at the employee's next subsequent anniversary date twelve (12) months hence provided the employee has accumulated 1,008 regular hours during the preceding twenty-four (24) month period. In a similar manner an employee who has not

accumulated 1,008 regular hours over the preceding twenty-four (24) month period is eligible for a merit increase at the employee's next anniversary date following the accumulation of 1,008 regular hours.

- 21:03** Where an employee has been on maternity leave and/or parental leave and as a result of such leave(s) fails to be eligible for a merit increase under :02, the employee will be eligible for a merit increase on the first of the month following the date on which the employee accumulates the necessary regular hours of work. The effective date of the increase shall be the first of the bi-weekly pay period which includes the first of the month.
- 21:04** Notwithstanding that an employee is appointed to a position at a salary rate higher than the minimum salary applicable to the position, the employee is eligible for a merit increase on the employee's anniversary date.
- 21:05** The effective date for an employee's merit increase shall be the first day of the bi-weekly pay period which includes the employee's anniversary date. An employee must be in the classification on the employee's anniversary date in order that the merit increase shall take effect at the beginning of the bi-weekly period that includes the said anniversary date.
- 21:06** Where a merit increase is not granted to an employee on the employee's anniversary date:
- (a) the employee shall be notified of the merit increase denial on or before the applicable anniversary date. The employee shall be provided in writing with the reasons the merit increase was denied;
 - (b) the merit increase may be granted to the employee on any subsequent monthly anniversary date which is not less than three (3) months from the employee's anniversary date. The effective date for such a merit increase shall be the first day of the bi-weekly pay period which includes the subsequent monthly anniversary date referred to;

- (c) the employee may file a grievance at Step 2 of the grievance procedure. No grievance may be initiated where a merit increase is not granted to an employee under Sub-Section (b);
- (d) the employee is eligible for a merit increase at the employee's next anniversary date notwithstanding that the employee was granted a merit increase under Sub-Section (b).

Article 22 Disciplinary Action

- 22:01** An employee shall only be disciplined for just cause.
- 22:02** A hearing may be held with an employee prior to making a determination to suspend or dismiss an employee. The employee has the option to have a representative present.
- 22:03** Where a written report recommending disciplinary action is to be placed on an employee's file, the employee shall be given an opportunity to sign the report indicating the employee has read it. Upon signing, the employee shall receive a copy of such a report.
- 22:04** Where disciplinary action has been taken the employee shall be advised in writing of the disciplinary action and the circumstances and actions which made the disciplinary action necessary. The employee shall sign a copy only to acknowledge its receipt and shall retain a copy.
- 22:05** An employee may grieve any disciplinary action according to the Grievance Procedure. Grievances concerning demotion, suspension or dismissal shall be initiated at Step 2 of the Grievance Procedure.
- 22:06** The person or board to whom a grievance is made may:
- (a) uphold the disciplinary action, or
 - (b) vary the disciplinary action, or
 - (c) determine that no disciplinary action is warranted and remove any document pertaining to the disciplinary action from the employee's file.

22:07 No notice or payment in lieu thereof is required where an employee is dismissed.

Article 23 Resignations

23:01 Employees wishing to resign shall provide the Foundation with a written notice of resignation which shall specify the last day upon which an employee will perform regular duties.

23:02 The effective date of a resignation shall be the last day upon which an employee is present at work and performs the regular duties.

23:03 Subject to Sections :04, :05 and :06, where the last day on which an employee has submitted notice of resignation performs regular duties precedes a Friday which, but for the fact that a holiday falls thereon would be a regular working day, the employee shall be deemed to have voluntarily terminated service on that Friday and shall be eligible for holiday pay for that Friday.

23:04 Subject to Subsection :06 employees shall give written notice of resignation at least two (2) weeks prior to that date on which the resignation is to be effective. Notice of resignation shorter than the required two (2) weeks may only be given with the approval of the Foundation.

23:05 An employee may, by application to the Director, Human Resources, with the approval of the appropriate Director, withdraw the notice of resignation at any time before the resignation becomes effective.

23:06 Where the employment of an employee terminates at the end of a specific term of employment, or on the completion of a job for which the employee was specifically employed, no notice of resignation is required.

23:07 The employee agrees to return all equipment, keys, identification, appointment calendars and materials belonging to the Employer prior to or at the termination date.

Article 24 Contracting Out

24:01 The Foundation shall give all reasonable consideration to provide continued employment to employees who would otherwise become redundant because work is contracted out.

24:02 Where work is to be contracted out which would result in the redundancy of employees in the bargaining unit, then the following procedure shall apply:

- (a) the Foundation will provide the Union with, one hundred twenty (120) days notice.
- (b) during the notice period the parties shall meet to facilitate potential retraining and/or re-deployment opportunities.

at the request of either party, the matter shall be discussed at the Joint Consultation Committee.

Article 25 Technological Change

25:01 The Foundation and the Union recognize that technological change can offer significant improvements in the quality and quantity of services provided to the public.

25:02 For purposes of this Article, technological change means the introduction of equipment or material by the Foundation into its operations, which is likely to effect the security of employment of regular employees.

25:03 The Foundation agrees that it will endeavour to introduce technological change in a manner which, as much as is practicable, will minimize the disruptive effects on services to the public and employees.

25:04 Where the Foundation intends to introduce technological change, the following procedure applies:

- (a) The Foundation will provide the Union with one hundred eighty (180) days notice prior to the date the change is to be effective.

- (b) during this period, the parties will meet to discuss the steps to be taken to assist the employees who could be affected.
- (c) where retraining is to be provided, it shall be provided during the employee's normal working hours where possible.

at the request of either party the matter may be referred to the Joint Consultation Committee whose role would be to facilitate the implementation of the technological change in a manner consistent with this Article.

25:05 The provisions of this Article are intended to assist employees affected by technological change and Sections 83, 84 and 85 of The Labour Relations Act do not apply during the term of this Agreement.

Article 26 Change of Work Headquarters

- 26:01** Where, as a result of a reorganization of the Foundation, or part of the Foundation an employee's work headquarters is moved from one city or town to another city or town requiring a change of residence by the employee, the employee shall be given notice of the move ninety (90) days in advance of the date upon which the move of the employee is to be effected. Such notice shall be provided in writing to the employee by the C.E.O.
- 26:02** Where an employee has accepted relocation involving a change in residence by the employee, the employee shall be reimbursed for expenses incurred due to the relocation in accordance with existing policy respecting "Expenses of Removal on Transfer".
- 26:03** Where such notice has been given to an employee and the employee is unable to relocate, every reasonable effort will be made to place the employee in another suitable position within the Foundation.
- 26:04** Where an employee with three (3) or more years of continuous service is unable to relocate, the employee shall be subject to layoff. If the employee has not been offered another suitable position within one (1) year from the date of layoff the employee shall be permanently laid off and shall be eligible for severance pay in accordance with Article 28.

26:05 For purposes of interpretation of this Article, where the term “suitable position” is used it means a position which the employee is reasonably qualified for and able to perform and which is in a location that would not require a change of residence by the employee.

Article 27 Layoff

27:01 Where by reason of a shortage of work or funds, or the abolition of a position or material changes in duties or organization, the employing authority determines that a layoff(s) is necessary, within the Foundation, the employing authority shall determine the classification(s) from which the layoff(s) are to take place.

27:02 Subject to this Article, the employing authority shall determine the group of employees concerned within each classification from which employees are to be laid off.

27:03 In the event of a reduction in the workforce of a classification within the Foundation, the following procedure shall apply:

- (a) First to be laid off - Casual employee(s)
- (b) Second to be laid off - Term part-time employee(s)
- (c) Third to be laid off - Term Employee(s)
- (d) Fourth to be laid off - Regular part-time employee(s)
- (e) Last to be laid off - Regular full-time employee(s)

In determining the order of layoff in accordance with this Section, seniority shall be the determining factor provided the qualifications of the employees are relatively equal. This Section is subject to the requirement that the employees who are retained must have the qualifications and ability to perform the duties which the remaining employees will be required to perform.

27:04 (a) Where the layoff(s) of employee(s) in Section :03 (d) and (e) is necessary, the employing authority shall provide the Union with written notice not

less than forty (40) days prior to the date of layoff(s). The parties shall then meet to discuss the steps to be taken to assist the employee(s) affected.

- (b) Where the layoff(s) of employee(s) in Section :03 (b) and (c) is necessary, and the layoff(s) occurs at the end of a specific term of employment or after completion of a job for which the employee was specifically employed, no notice of layoff is required.
- (c) Where the layoff(s) of employee(s) in Section :03 (b) and (c) is necessary other than as outlined in this Section (b) the following will apply:
 - (i) Two (2) weeks' notice will be provided to employees with less than one (1) year of seniority or pay in lieu of notice will be applicable.
 - (ii) Four (4) weeks' notice will be provided to employees with one (1) or more years of seniority or pay in lieu of notice will be applicable.

27:05 Where employees have been laid off, the Foundation shall not use casual employees to do the work of the laid off employees except:

- (a) Where the laid off employees are not able and/or available to work,
- (b) In emergency situations.

27:06 Where a bargaining unit employee alleges that the applicable layoff has not been in accordance with this Agreement, the Grievance Procedure set forth in this Agreement shall apply except that the grievances shall be initiated at the Step 2 of the Procedure.

27:07 For purposes of this Article, "qualifications" refers to: education, knowledge, training, skills, experience, aptitude and competence. "Ability" refers to mental and physical capability.

The Employing Authority, in making a decision with respect to determining which employees are to be retained and which employees are to be laid off, shall determine qualifications, and the ability of employees to perform the duties which the remaining employees will be required to perform, in a fair, reasonable, and non-discriminatory manner. The onus of proof rests with the

employing authority in any dispute over the application of qualifications, and ability to perform the duties which the remaining employees will be required to perform.

- 27:08** The Foundation shall maintain a re-employment list for all employees in the bargaining unit covered by this Article and who are laid off on other than a temporary basis.
- 27:09** Employees who are laid off shall be placed on a re-employment list for a period of twelve (12) months from the effective date of the layoff. During this period, the employee shall be considered for re-employment to the position if it is to be refilled. A copy will be provided to the Union on request.
- 27:10** Employees who are placed on a re-employment list shall be called back to their positions in reverse order of the layoff in the classification from which the employee was laid off.
- 27:11** An employee who is on the re-employment list must:
- (a) report any change of address to the Human Resource Department immediately.
 - (b) if recalled, respond to the call back within seven (7) days of receipt of notification of call back. Notice of recall shall be made by registered mail to the last known address filed by the employee.
 - (c) return to work within fourteen (14) days of the date the recall was received, or such date as may be agreed upon between the employee and the employing authority.
 - (d) except for good and sufficient reasons, accept a call back in accordance with this Section or be deemed to have resigned.
- 27:12** Employees on a re-employment list may be offered re-employment to other positions within the Foundation.
- 27:13** If an employee is not called back to work within twelve (12) months from the effective date of the layoff, the layoff will be considered permanent and the

employee will be removed from the re-employment list and be no longer considered for recall.

- 27:14** An employee who accepts another position may be placed on a trial period of not more than six (6) months duration. An employee who is found to be unsuitable during this trial period will be returned to the appropriate re-employment list for the greater of six (6) months or the remainder of the employee's twelve (12) month period of the re-employment list. An employee found to be unsuitable may grieve the decision commencing at Step 2 of the Grievance Procedure. The decision of the C.E.O. is final for such grievances.
- 27:15** If a regular employee accepts a term position as a result of re-employment, the employee's status as a regular employee shall be maintained. On the expiry of the term, the employee will be permanently laid off, or remain on the re-employment list for the remainder of the twelve (12) month period if applicable.

Article 28 Severance Pay

- 28:01** Employees with nine (9) or more years of accumulated service whose services are terminated as a result of retirement in accordance with the provisions of The Civil Service Superannuation Act shall be paid severance pay in the amount of one (1) week's pay for each complete year of accumulated service or portion thereof, but the total amount of severance pay under this section shall not exceed fifteen (15) weeks pay (e.g. ten [10] years, eight [8] complete months of accumulated service equals ten and eight-twelfths [$10\frac{8}{12}$] years of accumulated service for purposes of calculation).
- 28:02** Where an employee in the employee's ninth year of accumulated service fails to complete nine (9) year's accumulated service as a result of retirement in accordance with the provisions of The Civil Service Superannuation Act, the employee shall be paid, or to the employee's estate in the event of death, severance pay on the basis of nine (9) weeks pay multiplied by the factor of the number of complete months service completed in the ninth year of service divided by twelve (12) months.

- 28:03** In addition to the severance pay set out in Section :01, employees who retire in accordance with the provisions of The Civil Service Superannuation Act will also be eligible for the following severance pay;
- (a) for employees with twenty (20) or more years of accumulated service, an additional two (2) weeks' pay;
 - (b) for employees with twenty-five (25) or more years of accumulated service, two (2) weeks' pay in addition to the amount in Subsection (a);
 - (c) for employees with thirty (30) or more years of accumulated service, two (2) weeks' pay in addition to the amount in Subsections (a) and (b);
 - (d) for employees with thirty-five (35) or more years of accumulated service, two (2) weeks' pay in addition to the amounts in Subsections (a), (b), and (c).
- 28:04** In the case of employees with nine (9) or more years of accumulated service whose services are terminated as a result of death, the employee's estate shall be paid severance pay in the amount of one (1) week's pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed fifteen (15) weeks' pay. Example: ten (10) years, eight (8) complete months of accumulated service equals ten and eight-twelfths ($10\frac{8}{12}$) years of continuous service for purposes of calculation.
- 28:05** Where an employee in the employee's ninth year of accumulated service fails to complete nine (9) years' accumulated service as a result of death, the employee's estate shall be paid severance pay on the basis of nine (9) weeks' pay multiplied by the factor of the number of complete months service completed in the employee's ninth year divided by twelve (12) months.
- 28:06** Employees with one (1) or more years of accumulated service whose services are terminated as a result of permanent layoff shall be paid severance pay in the amount of one (1) week's pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed twenty-six (26) weeks pay.

- 28:07** Where an employee in the employee's third year of continuous service fails to complete three (3) years' continuous service as a result of permanent layoff, the employee shall be paid severance pay on the basis of three (3) weeks pay multiplied by the factor of the number of complete months service completed in the third year divided by twelve (12) months.
- 28:08** Where an employee in the employee's first year of accumulated service fails to complete one (1) year's accumulated service as a result of permanent layoff, the employee shall be paid severance pay on the basis of one (1) week's pay multiplied by the factor of the number of complete months service completed in the employee's first year divided by twelve (12) months.
- 28:09** An employee who is eligible to receive severance pay in accordance with this Article may elect to receive the severance pay in two (2) equal payments provided both payments occur within the same fiscal year as the effective date of the retirement or permanent layoff. In the case of severance payable on permanent layoff, this provision only applies if the employee immediately elects permanent layoff upon receiving notice of layoff and waives the right to be placed on the re-employment list.
- 28:10** The rate of pay referred to in this Article shall be determined on the basis of the last regular bi-weekly rate of pay, excluding allowances, which was in effect for the employee at the time of retirement, permanent layoff, or death. Subject to Section :13, the rate of pay for hourly rated employees shall be determined on the basis of the applicable work week, either thirty-six and one-quarter (36 $\frac{1}{4}$) or forty (40) hours per week.
- 28:11** For the purposes of this Article, continuous employment means consecutive and continuous days, weeks, months and/or years of employment with the Addictions Foundation of Manitoba and any other service recognized by the Employer where there has been no break in service involving termination of the employee. In the calculation of continuous service, any approved leave of absence with pay shall not affect continuous service, and any authorized leave of absence without pay on a temporary or seasonal layoff, while not considered a break in service, shall not be counted in the total continuous

service. (Example: ten [10] years consecutive and continuous service with six [6] months leave of absence without pay or six [6] months seasonal layoff = nine and one-half [9½] years continuous service).

28:12 In the case of employees eligible for severance pay who are on stand-by or temporary layoff at the time of retirement, permanent layoff or death, the weekly hours shall be, subject to Section :13, the normal weekly hours of work in effect for the classification of the employees at the time of retirement, permanent layoff or death.

28:13 In the case of hourly paid employees whose total weekly hours of work vary between summer and winter, the severance pay to be paid shall be based on an average of the normal hours of work over the fiscal year.

Article 29 Holidays

29:01 (a) The following holidays shall be observed at the Foundation;

New Year's Day	Civic Holiday
Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

Any other holiday proclaimed by Federal or Provincial Statute provided that where any of the said days fall on a Saturday or Sunday, the next working day shall be observed as a holiday in lieu thereof. Nothing in this Section shall prohibit the parties to this Agreement from altering the date of the observance of any of the above holidays.

(b) For calculation purposes holidays shall be observed as indicated below:

(i) for all shift employees, where any of the holidays fall on a scheduled working day they shall be observed on that day. For purposes of this Article, a shift employee is one whose regular work week is not Monday to Friday inclusive.

- (ii) For all non-shift employees, where any of the holidays fall on a Saturday or Sunday, the holiday shall be observed on the following Monday. Where holidays fall on both Saturday and Sunday, the holidays shall be observed on the following Monday and Tuesday.

29:02 When December 24 falls on a Monday through Friday, the following shall apply:

- (a) all AFM offices shall be closed at 1:00 p.m. in the afternoon;
- (b) where the Administrator requires an employee to work a full shift, the employee shall be entitled to one-half ($\frac{1}{2}$) days of compensatory leave to a maximum of four (4) hours;
- (c) the day shall be considered a full working day for calculation purposes. Example: an employee on vacation will be deducted one (1) day's vacation credit for the day.

29:03 An employee is entitled to the employee's regular pay for a holiday on which the employee does not work provided the employee:

- (a) did not fail to report to work and worked the normal hours of work after having been scheduled to work on the day of the holiday;
- (b) has not been absent from work without the consent of the employee's supervisor on the regular working day immediately preceding or following the holiday unless the absence is by reason of established illness.

29:04 Notwithstanding :03 (b), an employee who is on an approved leave of absence without pay at the time of the holiday shall be entitled to receive regular pay for the holiday provided that the employee received pay for part or all of each day or at least fifteen (15) days during the thirty (30) calendar days immediately preceding the holiday.

29:05 If an employee who is not entitled to pay for a holiday that falls on a regular working day for reasons as outlined in Section :03 does work on the holiday,

the employee shall be paid the applicable wages equivalent to one and one-half times (1½x) the employee's regular rate for the time worked on that day.

29:06 Subject to Section :09 and subject to the call-out provisions, an employee who is required to work on the holiday when it is observed on the employee's day of rest shall receive, in addition to the regular holiday pay to which the employee may be entitled:

overtime compensation based on double time (2x) at the employee's regular rate of pay for all hours worked on the holiday.

29:07 (a) Subject to operational requirements, shift employees in residential settings may have the option of working on holidays that fall within their regular shift schedule.

(b) Shift employees who are working at a facility that does not schedule staff to work a holiday that falls within their regular shift schedule, shall give written notice to his/her supervisor at least four (4) weeks in advance of their desire to work the holiday.

(c) Shift employees who are working at a facility which schedules staff to work on a holiday shall give written notice to his/her supervisor at least four (4) weeks in advance of their desire to be taken off the schedule for the holiday.

(d) Two (2) weeks prior to the holiday, the supervisor shall inform the employee whether the request has been approved or denied.

29:08 (a) A shift employee is entitled to pay for a holiday and who works on a holiday when it is the employee's regularly scheduled working day shall, in addition to the regular pay, be compensated at the rate of time and one-half (1½x) for all hours worked on the holiday, or be granted compensatory leave for such hours worked at the rate of one and one-half (1½) hours for each hour worked. Shift employees shall be entitled to add to their regular annual vacation a maximum of five (5) days accumulated compensatory leave, and any additional compensatory leave shall be granted at the discretion of the employing authority. Any

overtime hours worked on the holiday shall be compensated on the same basis as set out in Section :06.

- (b) Subject to Subsection :08 (c) the accumulated compensatory leave referred to in subsection :08 (a) above, shall be taken in the vacation year in which it is earned.
- (c) The Director may allow accumulated compensatory leave in lieu of holidays to be carried forward to the next vacation year.
- (d) In the event that an employee is terminated, the accumulated compensatory leave in lieu of holidays shall be paid out at the final rate in effect for the employee during the year in which the holidays were worked.

29:09 Subject to Section :03, where the wages of an employee vary from day to day, the pay for holiday on which the employee has not worked shall be equivalent to the employee's average daily earnings exclusive of overtime for the days on which the employee worked during the twenty (20) working days immediately preceding the holiday.

29:10 An employee who leaves the Foundation, shall receive pay in lieu of the compensatory leave that has not been granted.

Article 30 Vacation

30:01 For purposes of this Agreement, a vacation year is the period beginning on the first day of April and ending on the thirty-first day of March next following.

30:02 Vacation leave credits are calculated based on accumulated service. In addition, for purposes of calculation of vacation credits only, an employee shall be considered to have earned accumulated service in accordance with the following:

- (a) where an employee is absent due to injuries or disabilities for which compensation is paid under The Workers Compensation Act, vacation

leave shall accumulate as if the employee were not absent, but the extent of such accumulation shall not continue beyond twelve (12) consecutive calendar months from the date of injury/disability occurred.

- (b) full-time employees will receive vacation credits during approved leaves of absence without pay up to a maximum of forty (40) hours in a vacation year.

30:03 Under no circumstances can an employee earn more than the maximum vacation credits that can be accumulated in any vacation year i.e. fifteen (15), twenty (20), twenty-five (25), or thirty (30) vacation credits per vacation year.

30:04 Employees shall earn vacation leave credits during each vacation year on the following basis:

- (a) employees who have completed less than two (2) calendar years of service, shall earn vacation credits at the rate of a maximum of fifteen (15) credits for 2,080 (1,885) hours of accumulated service to be taken in the vacation year following the vacation year in which the vacation is earned.
- (b) Commencing from the beginning of the vacation year in which two (2) calendar years of service will be completed, employees shall earn vacation credits at the rate of a maximum of twenty (20) credits for 2,080 (1,885) hours of accumulated service to be taken in the vacation year in which three (3) calendar years of service are completed and yearly thereafter.
- (c) Commencing from the beginning of the vacation year in which nine (9) calendar years of service will be completed, employees shall earn vacation credits at the rate of a maximum of twenty-five (25) credits for 2,080 (1,885) hours of accumulated service to be taken in the vacation year in which ten (10) calendar years of service are completed and yearly thereafter.
- (d) Commencing from the beginning of the vacation year in which nineteen (19) calendar years of service will be completed employees shall earn

vacation credits at the rate of a maximum of thirty (30) credits for 2,080 (1,885) hours of accumulated service to be taken in the vacation year in which twenty (20) calendar years of service are completed and yearly thereafter.

- (e) Notwithstanding subsections (a), (b), (c) and (d), employees terminating in their second calendar year of service shall have their vacation leave credits cashed-out at the rate of a maximum of fifteen (15) credits for 2,080 (1,885) hours of accumulated service. Employees terminating in their ninth calendar year of service shall have their vacation leave credits cashed-out at the rate of a maximum of twenty (20) credits for 2,080 (1,885) hours of accumulated service. Employees terminating in their nineteenth calendar year of service shall have their vacation leave credits cashed-out at the rate of a maximum of twenty-five (25) credits for 2,080 (1,885) hours of accumulated service.

30:05 To calculate the number of vacation hours an employee has earned in a vacation year:

- (a) determine the number of hours of accumulated service as determined in Section :02 that the employee has earned in a vacation year to a maximum of 2,080 (1,885) hours;
- (b) divide by 2,080 (1,885);
- (c) multiply by the employee's vacation leave credit accrual rate, i.e. fifteen (15), twenty (20), twenty-five (25), or thirty (30);
- (d) multiply by the daily hours for the employee's classification, i.e. eight (8) or seven and one-quarter ($7\frac{1}{4}$) and round down to the nearest quarter ($\frac{1}{4}$) hour.

Example: An employee has 1,920 hours of accumulated service in the vacation year, the employee's credit rate is fifteen (15) and the employee's classification is an eight (8) hour classification.

$1920 \div 2080 \times 15 = 13.846 \times 8 = 110.768$ rounded down to 110.75 vacation hours eligible to be taken in the following vacation year.

- 30:06** Vacation credits do not accrue when an employee receives a vacation pay cash out in lieu of vacation time taken.
- 30:07** An employee shall accumulate vacation credits from the date of commencement of employment.
- 30:08**
- (a) Subject to Section :08 (e) vacation leave shall be taken in the vacation year following the vacation year in which it is earned. However, with the approval of the Director, vacation that has been earned in a vacation year may be taken in that vacation year.
 - (b) Under no circumstances shall vacation leave be taken in advance of when it was earned.
 - (c) Where operational requirements permit, vacation leave may be taken subject to the approval of the Director.
 - (d) The Director may authorize that vacation leave to commence on any day.
 - (e) The Director may authorize that vacation leave be carried forward to the next following year to supplement the vacation period in that year, but in no case will a vacation carry-over be allowed which comprises more than one (1) year's vacation entitlement.
 - (f) The Director may authorize an employee to take vacation leave in two (2) or more periods.
 - (g) A Director, if it finds it necessary, may require an employee to take vacation leave in two (2) or more periods. Normally any such periods shall not be less than one (1) week in length.
- 30:09** Where the Director has been unable to schedule part or all of an employee's vacation within the vacation year and as a result finds it necessary to restrict the whole or part of the vacation leave of an employee, the C.E.O. may authorize payment in lieu of vacation. Such pay shall not be subject to deduction of pension fund contributions or life insurance contributions. An

employee whose vacation leave has been restricted may, in lieu of receiving such pay, elect to carry over such vacation leave to the following year.

- 30:10** Subject to the requirements of personnel in a work unit, vacation leave shall be rotated regardless of seniority of employment.
- 30:11** Where for any reason other than death, an employee leaves the service after having been granted more vacation leave than the employee has earned in accordance with this Agreement, the employee shall repay to the Foundation all salary paid for such excess period of leave.
- 30:12** Where an employee dies, the employee's estate shall receive the employee's accumulated vacation credits.

Article 31 Sick Leave

- 31:01** It is agreed by both parties that earned sick leave entitlement shall be granted by the Foundation where an employee is unable to be at work and perform the employee's regular duties as a result of illness or injury.
- 31:02** The sick leave to which an employee is entitled shall accumulate:
- (a) during the first four (4) years of calendar service at the rate of 4.0 (3.625) hours for each 80 (72.5) hours of accumulated service.
 - (b) after the first four (4) years of calendar service, at the rate of 8.0 (7.25) hours for each 80 (72.5) hours of accumulated service.
- 31:03** Sick leave with pay up to but not exceeding the net amount of entitlement will be paid to hourly paid employees based on the number of hours they normally would have been scheduled to work on the day they were absent on sick leave.
- 31:04** Subject to Sections :05 and :06, sick leave shall not accumulate beyond two hundred eight (208) working days (1,664 [1,508] hours).
- 31:05** The C.E.O. may grant, in addition to the sick leave accumulated under this Agreement:

- (a) to an employee who has been employed for not less than ten (10) calendar years but less than fifteen (15) calendar years, and who has been granted not more than two hundred eight (208) working days (1,664 [1,508] hours) of sick leave with pay during the employee's years of service, an additional period of sick leave with pay which additional sick leave will increase the employee's total sick leave for all the employee's years of service to not more than two hundred twenty-eight (228) working days (1,824 [1,653] hours).
- (b) to an employee who has been employed for not less than fifteen (15) calendar years but less than twenty (20) calendar years, and who has been granted not more than two hundred twenty-eight (228) working days (1,824 [1653] hours) of sick leave during the employee's years of service, an additional period of sick leave with pay which additional sick leave will increase the employee's total sick leave for all the employee's years of service to not more than two hundred fifty-six (256) working days (2,048 [1,856] hours); and
- (c) to an employee who has been employed for not less than twenty (20) calendar years and who has been granted not more than two hundred fifty-six (256) working days (2,048 [1,856] hours) of sick leave during the employee's years of service, an additional period of sick leave with pay which additional leave will increase the employee's total sick leave for all the years of service to not more than two hundred ninety-six (296) working days (2,368 [2,146] hours).

31:06 If approved by the C.E.O. additional sick leave with pay may be granted over and above an employee's accumulated sick leave and additional sick leave granted under Section :05.

31:07 An employee who has been absent on sick leave with pay, upon returning to work, shall continue to accumulate sick leave up to a maximum of two hundred eight (208) working days (1,664 [1,508] hours) in accordance with Sections :02.

- 31:08** An employee shall accumulate sick leave credits from the date of commencement of employment.
- 31:09** Sick leave shall not be taken in advance of when it is earned.
- 31:10** Sick leave shall not accumulate during periods when an employee is absent on sick leave and/or absent on Workers Compensation for a period of more than ten (10) consecutive working days
- 31:11** Where an employee is to be absent because of illness, the employee shall endeavour to notify the immediate supervisor of the absence due to illness at least one (1) hour prior to, if a shift employee, and not more than thirty (30) minutes after, if an office employee, the normal hour of beginning work, or as soon thereafter as the means of communication permit.
- 31:12** An employee who has been absent because of sickness for a period of more than three (3) consecutive working days shall furnish, when requested by the Foundation, at any time during or after this period of sickness, a medical certificate or sworn statutory declaration certifying that the employee is or was unable to be present at work because of the illness. Where an employee fails to produce a medical certificate or statutory declaration acceptable to the Foundation, the employee shall not be entitled to be paid for the period of absence.
- 31:13** An employee who has been absent because of sickness for a period of three (3) working days or less may be required to furnish, when requested by the Foundation, either medical certificate or sworn statutory declaration as required under Section :12. Failure to produce a certificate or statutory declaration acceptable to the Foundation will result in a loss of pay for the period of absence.
- 31:14** Where an employee has been absent for a period of three (3) working days or less because of sickness, the employee shall complete and submit a return on a form as required by the Foundation.

- 31:15** Where an employee becomes ill during the period of scheduled annual vacation, the appropriate Director may grant sick leave and credit the employee with alternate days vacation equivalent to the number of days approved sick leave providing the illness is over three (3) days and may require hospitalization. The employee will be responsible to provide proof of illness and/or hospitalization satisfactory to the Foundation.
- 31:16** When an employee is unable to work and is in receipt of an income replacement indemnity (IRI) from the Manitoba Public Insurance Corporation (MPIC) as a result of an injury incurred in a vehicle accident, the employee may elect to be paid an additional amount, which when combined with the IRI benefit, shall ensure the maintenance of net salary consistent as if they were in receipt of regular sick leave. Such additional amount shall be chargeable to the employee's sick leave credits accrued at the time the employee commenced receipt of the IRI and such additional payment shall be payable until the employee's accrued sick leave credits have been exhausted.

Article 32 Workers Compensation

- 32:01** When an employee is unable to work and is in receipt of Workers Compensation allowance as a result of an injury incurred in the course of the employee's duties, the employee, may elect, to be paid an additional amount which, when combined with the compensation allowance, shall ensure the maintenance of net salary. Such additional amount shall be chargeable to the employee's sick leave credits accrued at the time the employee commenced receipt of Workers Compensation allowances, and such additional payments shall be payable until the employee's accrued sick leave credits have been exhausted. Net salary shall be as determined by the Workers Compensation Board.
- 32:02** Notwithstanding Section :01, an employee's pay may only be "topped-up" by ten percent (10%) of net salary.
- 32:03** If at any time it is decided by the Workers Compensation Board that the additional amount in Section :01 or :02 must be offset against benefits

otherwise payable by the Workers Compensation Board, then such additional amount shall not be payable.

- 32:04** Where an employee is absent due to injuries or disabilities for which compensation is paid under The Workers Compensation Act, vacation leave shall accumulate as if the employee were not absent, but the extent of such accumulation shall not continue beyond twelve (12) consecutive calendar months from the date the injury or disability occurred.
- 32:05** Where an employee is injured on the job and is required to leave for medical treatment and/or is sent home by management due to the injury, the employee shall incur no loss in regular pay and benefits for the day on which the accident occurs.
- 32:06** Transportation to the nearest physician or hospital for employees requiring immediate medical care as a result of an on-the-job accident shall be provided by or at the expense of the Foundation if it is not covered by a medical plan.

Article 33 Compassionate Leave

- 33:01** An employee shall be entitled to compassionate leave of four (4) working days without loss of salary in the event of the death of a parent, spouse, child, step-child, or step-parent.
- 33:02** An employee shall be entitled to compassionate leave of three (3) working days without loss of salary in the event of the death of a brother, sister, step-brother, step-sister, or ward of the employee, or a relative permanently residing in the employee's household or with whom the employee permanently resides.
- 33:03** An employee who is entitled to compassionate leave under :01 and :02 during vacation leave shall receive vacation credits equal to the number of days of compassionate leave granted.
- 33:04** An employee shall be entitled to compassionate leave of one (1) working day without loss of salary in the event of the death of an employee's grandparent,

son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle or grandchild.

- 33:05** Provided an employee has not received compassionate leave for the death in question, an employee shall be entitled to compassionate leave up to a maximum of one (1) day without loss of salary for attending a funeral as a pallbearer.
- 33:06** An employee shall be entitled to additional compassionate or special leave up to a maximum of two (2) days without loss of salary, requested for the purpose of attending a funeral at a distance in excess of two hundred twenty-five (225) kilometres from the employees home.

Article 34 Family Related Leave

- 34:01** An employee shall be entitled to up to five (5) days of leave with pay in each fiscal year to be granted on the recommendation of the employing authority as follows and charged against the employee's sick leave credits:
- (a) the leave shall be for the purpose of attending to family responsibilities which are real, immediate and unavoidable and which necessitate the employee's absence from work;
 - (b) the family responsibilities of the employee could not reasonably be accommodated by some other person or in some other way or at some other time;
 - (c) the amount of leave is intended to cover the period until appropriate alternative arrangements can be made.
- 34:02** An employee's sick leave accumulation under Article 31 will not be reduced to less than twelve (12) days (96 hours/87 hours) per year as a result of the application of this provision.

Article 35 Child Birth Leave

- 35:01** An employee shall be granted one (1) day's leave with pay to attend to needs directly related to the birth of his child. At the employee's option, such leave

shall be granted on the day of, or the day following the birth of his child, or the day of his spouse's admission to, or discharge from the hospital or such other day as may be mutually agreed.

Article 36 Maternity Leave

36:01 An employee who qualifies for Maternity Leave may apply for such leave in accordance with either Plan A or Plan B, but not both.

Plan A

36:02 In order to qualify for Plan A, a pregnant employee must:

- (a) have completed seven (7) continuous months of employment for or with the Foundation; and
- (b) submit to the Director, Human Resources an application for leave under Plan A at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave; and
- (c) provide the Director, Human Resources with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery.

36:03 An employee who qualifies is entitled to and shall be granted maternity leave without pay consisting of:

- (a) A period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Section :02 (c), or
- (b) a period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Section :02 (c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate;
- (c) The C.E.O. may vary the length of maternity leave upon proper certification by the attending physician, and recommendation of the appropriate Director.

- 36:04** Sections 52 through 57.1 inclusive of The Employment Standards Code respecting maternity leave shall apply “mutatis mutandis.”
- 36:05** (a) An employee who has been granted maternity leave shall be permitted to apply up to a maximum of ten (10) days of her accumulated sick leave against the Employment Insurance waiting period.
- (b) Should the employee not return to work following her maternity leave for a period of employment sufficient to allow for re-accumulation of the number of sick days granted under subsection (a), the employee shall compensate the employer for the balance of the outstanding days at the time of termination. Approved sick leave with pay granted during the period of return shall be counted as days worked.

Plan B

- 36:06** In order to qualify for Plan B, a pregnant employee must:
- (a) have completed seven (7) continuous months of employment for or with the Foundation;
- (b) submit to the Director, Human Resources an application in writing, for leave under Plan B at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave;
- (c) provide the Director, Human Resources with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery,
- (d) provide the Director, Human Resources with proof she has applied for Employment Insurance Benefits and that Human Resources and Skills Development (HRSD) has agreed that the employee has qualified for and is entitled to such Employment Insurance benefits pursuant to Section 22, Employment Insurance Act.
- 36:07** At the employee’s request and based on operational requirements, the Director may authorize an employee who has received maternity leave under Plan B to return to work on a part-time basis for a period of twelve (12)

months. For the purposes of return to work it is the expectation of the Employer that part-time would normally be not less than half time.

36:08 An applicant for Maternity Leave under Plan B must sign an agreement with the employing authority providing that:

- (a) Subject to :07 she will return to work and remain in the employ of the Foundation either:
 - (i) on a full-time basis for at least six (6) months following her return to work, or
 - (ii) on a part-time basis for at least twelve (12) months following her return to work, and
- (b) if she does not take Parental Leave as provided in Article 38 she will return to work on the date of the expiry of her Maternity Leave; and
- (c) if she does take Parental Leave as provided in Article 38, she will return to work on the date of the expiry of her Parental Leave; and
- (d) should she fail to return to work as provided above, she is indebted to the Foundation for the full amount of pay received from the Foundation as a maternity allowance during her entire period of Maternity Leave.

36:09 An employee who qualifies is entitled to a maternity leave consisting of:

- (a) a period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Section :06 (c), or
- (b) a period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Section :06 (c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate;
- (c) the C.E.O. may vary the length of maternity leave upon proper certification by the attending physician.

- 36:10** During the period of maternity leave, an employee who qualifies is entitled to a supplement to Employment Insurance (E.I.) Maternity benefits as follows:
- (a) for the first two (2) weeks an employee shall receive ninety-three percent (93%) of her weekly rate of pay;
 - (b) for up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the Employment Insurance (E.I.) benefits the employee is eligible to receive and ninety-three percent (93%) of her weekly rate of pay,
 - (c) all other time as may be provided under Section :09 shall be on a leave without pay basis.
- 36:11** Plan B does not apply to term employees or employees subject to seasonal layoff.
- 36:12** During the period of maternity leave, benefits will not accrue. However, the period of maternity leave will count as service towards eligibility for long service vacation and long service sick leave entitlement.
- 36:13** Where an employee's anniversary date falls during the period of maternity leave under Plan A or B, the employee shall be eligible to receive a merit increase effective the date upon which she returns to her position of employment.
- 36:14** Sections 52 through 57.1 inclusive of The Employment Standards Code respecting maternity leave shall apply "mutatis mutandis."
- 36:15** For regular part-time employees, Foundation payments will be based on the difference between the percentage of weekly earnings covered by Employment Insurance and ninety-three percent (93%) of the weekly earnings. Weekly earnings will be as determined by Human Resources and Skills Development (HRSD) and will be subject to the Employment Insurance maximum.

Article 37 Adoptive Parent Leave

37:01 An employee shall be granted one (1) day's leave with pay to attend to needs directly related to the adoption of the employee's child. At the employee's option such leave shall be granted on the day of, or the day following the adoption or such other day as may be mutually agreed.

Article 38 Parental Leave

38:01 In order to qualify for Parental Leave, an employee must:

- (a) be the natural mother of a child; or
- (b) be the natural father of a child; or
- (c) adopt a child under the law of a province. The employee may be required to furnish proof of adoption.

38:02 An employee who qualifies under Section :01 must:

- (a) have completed seven (7) continuous months of employment for or with the Foundation, and
- (b) submit to the employing authority an application in writing for Parental Leave at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence the leave.

38:03 An employee who qualifies in accordance with Sections :01 and :02 is entitled to Parental Leave without pay for a continuous period of up to thirty-seven (37) weeks.

38:04 Subject to Section :05, Parental Leave must commence no later than the first anniversary date of the birth or adoption of the child or the date on which the child comes into the actual care and custody of the employee.

38:05 Where an employee takes Parental Leave in addition to Maternity Leave, the employee must commence the Parental Leave immediately on expiry of the Maternity Leave without a return to work unless otherwise approved by the C.E.O.

Article 39 Court Leave

- 39:01** An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, other than a court proceeding occasioned by the employee's private affairs, shall be granted a leave of absence with pay for the required period of absence and all jury or witness fees received by the employee shall be remitted to the Foundation.
- 39:02** Should an employee be summoned or subpoenaed for matters occasioned by the employee's work during the employee's off duty hours or vacation time, the employee shall receive applicable overtime rates in accordance with Article 11 of this Agreement.

Article 40 Bridging of Service

- 40:01** A regular employee who resigns as a result of the employee's decision to raise a dependent child or children, and is re-employed upon written notification to the Director shall be credited with the length of service accumulated up to the time of resignation for the purposes of sick leave and long service vacation entitlement benefits as defined in this Agreement and based on service seniority.

The following conditions shall apply:

- (a) the employee must have accumulated at least four (4) years of calendar service at the time of resigning.
- (b) the resignation itself must indicate the reason for resigning.
- (c) The break in service shall be for no longer than six (6) years, and during that time the employee must not have been engaged in remunerative employment for more than three (3) months.
- (d) The previous length of service shall not be reinstated until successful completion of the probationary period.
- (e) Upon successful completion of the probationary period, the employee will be credited with the accumulated sick leave credits at the time of the

employee's resignation up to a maximum of twenty-six (26) days of credits.

Article 41 Loss of or Damage to Personal Effects

- 41:01** (a) Where an employee who because of the action of a client suffers damage to, or loss of, eye-glasses, false teeth, a watch or other personal effects usually carried with or worn by the employee in the performance of the employee's duties including clothing but not including underwear, the employee shall be reimbursed at full replacement cost provided that the item that is lost or damaged beyond repair has been purchased within three (3) months of the incident, and proof of purchase is submitted. In other cases reimbursement shall be at seventy-five percent (75%) of the replacement cost.
- (b) All incidents of loss of, or damage to personal effects as mentioned in subsection (a), shall be reported in writing by the employee whose personal effects are lost or damaged to the employee's supervisor within twenty-four (24) hours of the incident.
- (c) Each incident respecting loss of, or damage to, personal effects as mentioned in subsection (a) shall be assessed separately, and the employing authority shall recommend the amount of compensation that should, in the employing authority's opinion, be paid in respect of each incident.
- 41:02** (a) Employees are responsible for any personal effects which are brought to their place of work and are not specifically required in the course of their employment; and no claim for compensation will be considered for loss or theft of or damage to personal effects or clothing other than damage to clothing that occurs as a result of an accident, normal wear and tear expected.
- (b) Employees suffering loss of, theft of, or damage to tools, equipment, personal effects or clothing incurred when they are away from their normal place of work while on a business or field trip may claim

compensation only for such items as are necessary in day-to-day living in the course of their employment away from their normal place of work.

- (c) Employees whose occupation requires them to provide and use their own tools, equipment or personal effects in the course of their employment, should safeguard such tools, equipment or personal effects against loss, theft or damage; and no claim for compensation for loss, theft or damage to such tools, equipment or personal effects may be made under this subsection except where such tools, equipment or personal effects are handed over or delivered to a supervisor or responsible officer where this is practical and the receipt thereof is acknowledged by the officer.
- (d) Where employees are required to provide, commandeer or “rent without fee” from any person or firm, tools, equipment or personal effects which are to be used in the course of their employment and which are not readily available from Foundation sources, claims for compensation may be made for the loss or theft or damage to such tools, equipment or personal effects.
- (e) No claim for compensation will be considered where an employee has or will receive adequate compensation from insurance or otherwise for the loss or theft or damage to tools, equipment or personal effects, or for luxury items.
- (f) Every claim for compensation made pursuant to subsection (a), (b), (c) and (d) will be considered by the Supervisor who will submit a recommendation to the Director, Finance for approval, and the claim shall indicate:
 - (i) the name of the claimant, position classification, normal place of work and type of work the position entails;
 - (ii) identification as to category - loss, theft, damage - and full particulars as to when and how the loss, theft or damage took place, with any other relevant particulars;

- (iii) justification for the claim in accordance with subsection (a), (b), (c) or (d) of this section;
 - (iv) a certification by the claimant that all items lost, stolen or damaged are not covered by any form of insurance.
- (g) Payment of claims approved by the Director, Finance shall be paid at full replacement cost provided that the item that is lost or damaged beyond repair has been purchased within three (3) months of the incident, and proof of purchase is submitted. In other cases reimbursement shall be limited to the cost of repair, or, on the basis of seventy-five percent (75%) of the replacement cost, including Provincial Sales Tax where necessary.

Article 42 Disposable Income Policies

42:01 It is agreed that the conditions contained within the Agreement listed below between the Government and The Manitoba Government and General Employees' Union will apply to employees of the Foundation except where otherwise specified in this Agreement.

- (a) Remoteness Allowance, as in the Government Employees' Master Agreement, Part-time employees shall receive a pro-rated allowance in accordance with Article 6 - "Part-time Employees".
- (b) Travel and Related Expenses, Privately Owned Vehicles.
- (c) Travel and Related Expenses, Meals and Miscellaneous Expenses.

42:02 It is further agreed that any revision to the above shall apply simultaneously to employees of the Foundation.

Article 43 Uniforms and Protective Clothing

43:01 Where the Foundation determines that uniforms and/or protective clothing are required in the performance of the employee's duties, such uniforms and/or protective clothing shall be provided to the employee.

- 43:02** Where uniforms and protective clothing are supplied, the Foundation agrees to furnish, replace or repair such clothing when damaged in the performance of the employee's duties.
- 43:03** Notwithstanding any other provision of this Agreement, where an employee disputes the provision of protective clothing in accordance with this Article the employee may file a grievance in accordance with the Grievance Procedure. The decision at Step 2 shall be final for such grievances.

Article 44 Video Display Terminals

- 44:01** A pregnant VDT Operator may request a job reassignment for the period of pregnancy by forwarding a written request to the Foundation along with a certificate from a duly qualified medical practitioner certifying she is pregnant. Upon receipt of the request, the Foundation, where possible, will assign the VDT Operator to an alternate position and/or classification or to alternate duties within five (5) working days of the request. Where the Foundation is unable to accomplish this, the Foundation will notify the Union and the parties will meet without delay in an effort to resolve the matter.
- 44:02** Where an Operator is of the opinion that the work results in undue eye fatigue, the Operator may request a review of the job duties. The Foundation will endeavour to design the job of the Operator in a manner that will, wherever practicable, permit an Operator to be assigned at least ten (10) minutes of alternate duties during any two (2) hour period of continuous operation.

Article 45 Union Business

- 45:01** Leave of Absence to attend to Union business may be granted to employees under the following conditions:
- (a) Requests for leave shall be made in writing by the Union by providing the employee and the Director, Human Resources with a letter of request. The Director, Human Resources shall forward the request to the appropriate Director for approval.

- (b) Requests for leave shall be made with reasonable advance notice but not less than three (3) working days and shall be granted only where operational requirements permit. Where special or unusual circumstances prevent compliance with the three (3) working days notice, the request shall be considered and shall not be unreasonably denied.
 - (c) Where such leave of absence has been granted the Union shall reimburse the Foundation one hundred percent (100%) of the wages paid to such employees during the approved absence.
- 45:02** (a) For time spent with Foundation representatives during negotiations of the Agreement, the Union will be allowed to have no more than four (4) employees present at each bargaining session on a time-off with pay basis; but a least one from each region.
- (b) Prior to the commencement of negotiations, the Union shall supply the Foundation with a list of employee representatives for the negotiations. Dependent upon operational requirements, requested leave for such employees shall not be unreasonably denied.
 - (c) Subject to the mutual agreement of the parties, the total number of employees referred to in (a) above may be changed provided any additional employees are on leave without pay or on wage recovery as per Section :01 (c).
- 45:03** Union staff members shall not visit employees at their place of work unless prior approval has been obtained from the Director, Human Resources/or Director.
- 45:04** The Foundation agrees to allow the Union use of space on existing bulletin boards for the purpose of posting official Union information relating to business affairs, meetings, and social events provided the information does not contain anything that is adverse to the interests of the employer. The Foundation shall have the right to refuse to post or remove the posting of any information.

45:05 Upon request a Union representative shall be provided with the opportunity to meet with newly hired employees for up to twenty (20) minutes during regular working hours. The time shall be established by agreement subject to operational requirements.

Article 46 Rights of Stewards

- 46:01** “Steward” means an employee elected or appointed by the Union who is authorized to represent the Union, an employee or both.
- 46:02** The Foundation recognizes the Union’s right to select Stewards to represent employees.
- 46:03** The Union shall determine the number of Stewards and the jurisdiction of each Steward having regard to the plan of organization, the distribution of employees at the work place, and the administrative structure implied by the Grievance Procedure.
- 46:04** The Union agrees to provide the Foundation with a list of Stewards and any subsequent changes for each work location. The Union shall provide appropriate identification for Stewards.
- 46:05** Stewards and employees shall not conduct Union business during their working time.
- 46:06** The duties of the Stewards shall be to investigate complaints of an urgent nature and to investigate and present grievances in accordance with the Grievance Procedure.
- 46:07** For complaints of an urgent nature, a Steward shall first obtain the permission of their immediate supervisor before leaving their work to investigate such complaint with the employee and supervisor or Foundation official concerned. Such permission shall not be unreasonably sought or withheld. On resuming their normal duties the Steward shall notify their supervisor.

46:08 When it is necessary for a Steward to investigate a complaint or grievance during working hours, no deduction in salary shall be made from the Steward or employee concerned, providing that each has obtained approval from their supervisor(s) for the time required to deal with the complaint or grievance. On resuming their duties, the Steward and employee shall notify their supervisor(s).

Article 47 Union Security

47:01 During the term of this Agreement, employees covered by this Agreement, whether members of the Union or not, shall pay to the Union, by payroll deduction, an amount equal to the regular bi-weekly membership dues determined by the Union as representing the per capita cost of negotiating and administering the Agreement. For new employees, the payroll deduction of the amount as set out above shall become effective on the first day of the full bi-weekly pay period following the date of appointment.

47:02 The Union agrees to indemnify and save the Foundation harmless against any claim or liability arising out of the application of Section :01 except for any claim or liability arising out of an error committed by the Foundation.

47:03 All the dues shall be forwarded monthly together with a list of employees, current classifications for those employees, amount of such deduction, and the list shall indicate the names and effective dates of newly hired or terminated employees.

47:04 The Union shall notify the Foundation in writing of any changes in the amount of dues at least one (1) month in advance of the end of the pay period in which the deductions are to be made.

Article 48 Grievance Procedure

48:01 The parties to this Agreement recognize the desirability for prompt resolution of grievances through an orderly process without stoppage of work or refusal to perform work.

- 48:02** A grievance is defined as a complaint in writing concerning:
- (a) the application, interpretation, or alleged violation of an Article of this Agreement or The Labour Relations Act or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties.
 - (b) The dismissal, suspension, demotion or written reprimand of an employee.

The above categories of grievances can be processed up to and including Step 2 of the Grievance Procedure.

- 48:03** Notwithstanding Section :02, an employee may complain or grieve on any unsatisfactory working condition up to and including Step 2 of the Grievance Procedure. The decision at Step 2 shall be final for such grievances.

- 48:04** Where a grievance has been initiated and the nature of the grievance is such that it has or potentially could have widespread application affecting a number of employees; and where as a result the Union deems it impractical that each affected employee grieve separately, the Union shall have the right to present a group grievance on those matters as defined in Section :02 (a). Such group grievances shall be presented directly to the C.E.O. or his designate of the Foundation within twenty (20) working days following the date upon which the employee(s) were notified orally or in writing or on which the employee(s) first became aware of the action giving rise to the grievance.

- 48:05** (a) Where either party to this Agreement disputes the general application, interpretation or alleged violation of an Article of this Agreement, or The Labour Relations Act, or a signed Memorandum of Agreement or a signed Memorandum of Understanding between the parties, either party may initiate a general grievance. Such grievances initiated by the Union shall be made to the C.E.O. or designate. Such grievances initiated by the Foundation shall be made to an Executive Officer of the Union, and

in either case shall be within twenty (20) working days from the date either party became aware of the action giving rise to the grievance.

- (b) Where the parties fail to resolve a grievance under :04 or :05 (a), either party may refer the grievance to Arbitration. It is agreed and understood that grievances which have been submitted and dealt with as individual grievances may not subsequently be submitted as a General Grievance.
- (c) Notwithstanding Section :07 a grievance filed under :05 (a) shall not require the signature of an employee.

48:06 If an employee or the Union fails to initiate or process a grievance within the prescribed time limits, the grievance will be deemed to be abandoned and all rights of recourse to the Grievance Procedure for that particular grievance shall be at an end. If management fails to reply to a grievance within the prescribed time limits, the employee or the Union may process the grievance to the next step. Either party may request an extension of the time limits providing such extension is requested prior to the expiry of the time allowed. An extension, if requested, shall not be unreasonably withheld.

48:07 Wherever possible, the grievance shall be presented on the Official Grievance Form. A written description of the nature of the grievance and the redress requested shall be sufficiently clear and if the grievance relates to an Article of the Agreement, such Article shall be so stated in the grievance. The grievance shall be signed by the employee and may be clarified at any step providing its substance is not changed. Except for failure to meet the time limits, a grievance shall not be deemed to be invalid if it is not written on the Official Grievance Form or for failure to quote the correct Article in dispute.

48:08 It is mutually agreed that an effort shall be made to resolve complaints through discussion before a written grievance is initiated. The aggrieved employee shall have the right to have a Union Representative present at such a discussion. When a grievance cannot be presented in person at any step, it may be transmitted by registered mail.

48:09 An employee has the right to representation by a Union Representative at any step of the Grievance Procedure.

Step 1

- (a) Within twenty (20) working days after the date upon which the employee was notified orally or in writing, or on which the employee first became aware of the action or circumstances giving rise to the grievance, the employee will present the grievance with the redress requested to the Director, Human Resources or designate.
- (b) The Director, Human Resources or designate will sign for receipt of the grievance and if the nature of the grievance is such that the Director, Human Resources or designate is authorized to deal with it, the Director, Human Resources or designate will issue a decision in writing to the employee and to the Union within fifteen (15) working days.
- (c) The Director, Human Resources or designate may hold a hearing to discuss the grievance with the employee and the employee's representative before giving a decision on the grievance.
- (d) If the nature of the grievance is such that a decision cannot be given below a particular level of authority, the Director, Human Resources or designate will forward the grievance to the appropriate authority at the appropriate step of the grievance procedure and so inform the employee and the Union. The time limits and the procedures of the appropriate step will then apply.
- (e) Where the Director, Human Resources or designate at Step 1 is a steward or officer of the Union, the grievance shall automatically be referred by the Director, Human Resources or designate to Step 2.

Step 2

- (a) If the grievance is not resolved satisfactorily at Step 1, the employee will have the right to submit the same grievance and the redress requested to the C.E.O. or designate within fifteen (15) working days of the receipt of the decision at Step 1.

- (b) The C.E.O. or designate will sign for receipt of the grievance and issue a decision in writing to the employee and to the Union within fifteen (15) working days of receipt of the grievance.
- (c) For those grievances defined in accordance with Section :02, the C.E.O. or designate may hold a hearing to discuss the grievance with the employee and the employee's representative before giving a decision on the grievance. For those grievances concerning unsatisfactory working conditions as defined in Section :03. The C.E.O. or designate shall hold a hearing to discuss the grievance with the employee and the employee's representative before giving a decision on the grievance.

Step 3

Where the decision of the C.E.O. or designate at Step 2 does not satisfactorily resolve the grievance, the same grievance and redress requested may be submitted to arbitration in accordance with Article 49:01, Grievance Arbitration Procedure, providing the category of the grievance is such as is defined in Section :02. The decision of the Arbitration Board shall be final and binding for all such grievances. An employee may submit to arbitration a grievance regarding dismissal with or without Union approval, but for all other arbitrable grievances, Union approval must first be obtained before the matter is submitted to arbitration.

- 48:10** A grievance arising from the demotion, suspension or dismissal of an employee will be initially presented at Step 2 of the Grievance Procedure within twenty (20) working days from the date the employee became aware of such action.
- 48:11** Classification disputes shall not be channelled through this Grievance Procedure but shall be subject to the Provisions of Article 51.
- 48:12** The rejection of an employee on probation is not arbitrable.
- 48:13** Subject to Section :09 Step 2, an employee or the Union may withdraw a grievance at any step of the grievance/arbitration procedure by giving written

notice to the department concerned. An employee may abandon a grievance by not processing it within the prescribed time limits.

Article 49 Grievance Arbitration Procedure

- 49:01** (a) No matter may be submitted to Arbitration until all the applicable provisions in this Agreement for the settlement of disputes have been exhausted.
- (b) Where a difference arises between the parties hereto relating to a subject matter which is identified in Article 48:02 of the Grievance Procedure, as being arbitrable, either of the parties may, within twenty (20) working days from the receipt of the decision at Step 2 notify the other party in writing of its desire to submit the difference or allegation to arbitration.
- (c) Where the party initiating the arbitration proceedings wishes to request arbitration by a single arbitrator, the notice referred to in sub-section 49:01 (b) shall so state:
- (i) Where the party who receives the notice accepts the request for a single arbitrator the parties will attempt to reach agreement on the selection of a single arbitrator within ten (10) working days.
 - (ii) Where the party who receives the notice rejects the request for a single arbitrator or where the parties have failed to reach agreement on the selection of a single arbitrator within ten (10) working days, the party initiating the arbitration proceedings may submit the name of its appointee to the board within ten (10) working days.
 - (iii) Where the parties have agreed to a single arbitrator, the single arbitrator shall be considered to be an Arbitration Board for purposes of this Article.
- (d) By mutual agreement between the parties, the grievance matter may be referred to a mediator chosen by the parties or the parties may appoint the single arbitrator, chosen in accordance with :01 (c) as a mediator/arbitrator.

If referred to a mediator, the arbitration hearing date shall be established independent of the mediation process. The mediation must be completed prior to the commencement of the arbitration.

If the single arbitrator is appointed as a mediator/arbitrator, the matter shall be heard as a mediation/arbitration.

- (e) Where the party initiating the arbitration proceedings wishes to request arbitration by a three person board, the notice referred to in Sub-Section :01 (b) shall contain the first party's appointee to the Arbitration Board. The following procedure will then apply:
- (i) The party who receives the notice shall within ten (10) working days of receiving the notice, name an appointee to the Arbitration Board and notify the other party in writing of such appointee.
 - (ii) The two members of the Arbitration Board named by the parties shall, within ten (10) working days of the appointment of the second of them, appoint a third member of the Arbitration Board who shall be the Chairperson thereof.
 - (iii) If either party fails to appoint its member to the Board as provided above or where the two appointees of the parties fail to agree on the appointment of a third member within the time specified, the Minister of Labour shall appoint a member to the Board on behalf of the party failing to make the appointment or the third member and Chairperson of the Board as the case requires.
- (f) Where the matter is submitted to the Arbitration Board, the Arbitration Board shall commence hearings within ten (10) working days of the matter being submitted to the Board and shall hear evidence and argument submitted by or on behalf of the parties relevant to the matter submitted and shall make a decision thereon in the form of an award of the Arbitration Board.

- (g) The Chairperson and one (1) other member are a quorum; but, in the absence of a member, the other members shall not proceed unless the absent member has been given reasonable notice of sitting.
- (h) The Arbitration Board shall hear and determine the difference or allegations and shall issue a decision, which decision shall be final and binding and enforceable upon the parties and upon any employee or employees affected by it.
- (i) The Arbitration Board may summon before it any witnesses and require them to give evidence on oath, orally or in writing, and to produce such documents and evidence as the Arbitration Board deems requisite to the full investigation and consideration of the matters referred to it.
- (j) The Chairperson shall submit a report on the findings and the decision of the Board within fourteen (14) days following the completion of the hearing to:
 - (i) Agent of the Foundation.
 - (ii) Agent of the Manitoba Government and General Employees' Union.
- (k) Any of the time limits referred to above may be extended by mutual agreement of the parties hereto.
- (l) The decision of the majority shall be the decision of the Arbitration Board, but if there is no majority, the decision of the Chairperson shall be the decision of the Board.
- (m) The Arbitration Board shall not have the power to add to, subtract from or modify or alter in any way the provisions of this Agreement or any approved written policy respecting conditions of employment.
- (n) The Board shall expressly confine themselves to the precise issue submitted to the Arbitration Board, and shall have no authority to make a decision and/or recommendation on any other issue not so submitted to the Board.

- (o) Where the Arbitration Board determines that an employee has been dismissed or otherwise disciplined by the Foundation for cause and provided the Collective Agreement does not provide a specific remedy or penalty for the cause of the dismissal or disciplinary action, the Arbitration Board may substitute such other penalty or remedy in lieu of dismissal or the disciplinary action as the Board deems just and reasonable under the circumstances.
- (p) The expenses incurred by and in respect of an Arbitration Board shall be paid as follows:
 - (i) The parties to the arbitration shall each pay an equal portion of the remuneration and expenses of the Chairperson of the Arbitration Board.
 - (ii) Each party to the arbitration shall pay the remuneration and expenses of the member of the Arbitration Board named or appointed by or on behalf of that party.
 - (iii) Each party to the arbitration shall pay the fees and expenses of witnesses called by that party to give evidence before the Arbitration Board.
 - (iv) Each party to the arbitration shall pay the fees and expenses of any counsel appearing before the Arbitration Board on behalf of that party.
 - (v) The parties to the arbitration shall pay an equal portion of other costs and expenses incurred by the Arbitration Board in conducting the arbitration.

Article 50 Sexual Harassment

50:01 The parties recognize that the problem of sexual harassment may exist. However, the parties agree that sexual harassment will not be tolerated in the workplace or in connection with the workplace.

- 50:02** Where an employee is of the opinion that the same employee has been or is being sexually harassed by another employee, the employee may forward a written complaint directly to the C.E.O. of the Foundation. The complaint shall be marked “Personal and Confidential”.
- 50:03** The C.E.O. or designate, mutually agreeable to the parties to this Agreement, shall endeavour to resolve the matter in an expeditious and confidential manner.
- 50:04** The alleged offender shall be entitled to notice of the complaint and shall be given the opportunity to respond to the complaint.
- 50:05** The C.E.O. or designate, mutually agreeable to the parties to this Agreement, after investigating the complaint shall have the authority to:
- (a) dismiss the complaint; or
 - (b) determine the appropriate discipline; and/or
 - (c) take any action in which the C.E.O.’s opinion may be necessary.
- 50:06** Where the C.E.O. or designate, mutually agreeable to the parties to this Agreement, determines that a complaint has been made for a frivolous or vindictive reason, the C.E.O. shall have the authority to:
- (a) take disciplinary action against the complainant; and/or
 - (b) take any action against the complainant which in the C.E.O.’s opinion may be necessary.

Article 51 Employee Originated Requests for Reclassification

- 51:01** Where an employee believes that the employee’s position is improperly classified, the employee will prepare a written statement of duties along with the reasons for the reclassification request and submit it to the Director, Human Resources of the Foundation.
- 51:02** Within thirty (30) working days of the receipt of the reclassification request, the Director, Human Resources shall issue a decision to the employee.

- 51:03** The Union, after discussion with the Director, Human Resources, shall have the right to refer the decision of the Director, Human Resources to the C.E.O. or designate within ten (10) working days of the receipt of the decision in accordance with the procedure specified in this Agreement.
- 51:04** Within thirty (30) working days of the receipt of the reclassification request the C.E.O. or designate shall issue a decision to the employee.
- 51:05** The Union, after discussion with the C.E.O. or designate, shall have the right to refer the decision of the C.E.O. or designate to a person mutually acceptable to the Union and the C.E.O. within ten (10) working days of the receipt of the decision in accordance with the procedures specified in this Agreement.
- 51:06** The person selected shall hold a hearing within ten (10) working days of the matter being submitted to hear presentations from the parties or their representatives concerning the dispute. The person selected shall issue a decision on the reclassification within seven (7) days of the hearing and the decision shall be final.
- 51:07** The time frames in this Article may be waived by mutual agreement of the parties hereto.
- 51:08** The effective date of a reclassification will be determined by the date the request is formally brought to the attention of the Director, Human Resources of the Foundation. The effective date will be the first day of that pay period which contains the first day of the month following the receipt of the request by the Director, Human Resources.

Article 52 Civil Liability

- 52:01** The Employer will provide to the employees, liability insurance coverage which will reasonably protect them from claims brought against them by third parties which arise while the employees are acting within the scope of their duties as employees. The insurance policy shall be delivered by the employer to the Union on its renewal, and where the Union takes the position that such

coverage is inadequate it shall, within five (5) days of such delivery, advise the employer accordingly, in writing. The employer shall be obliged to provide such coverage only for so long as it is available from conventional insurers at reasonable rates. The Union acknowledges the adequacy of the coverage existing at the time of the signing of this Agreement.

52:02 The following shall be applicable to former AFM employees who have resigned or retired:

If any action or proceeding is brought against the employer for an alleged tort committed by that employee in the performance of his or her duties during the term of his or her employment with the Addicitons Foundation of Manitoba, the Civil Liability provisions of the AFM Collective Agreement apply.

Article 53 Professional Development and Education

53:01 An employee requested by the Foundation to take any course(s) shall not suffer any loss of pay or benefits according to existing Foundation policy.

53:02 This will apply to all regular, part-time and term employees.

53:03 Audio/Visual monitoring of employee performance will not be used for yearly evaluations but will be used for staff development purposes.

Article 54 Employee Assistance Program

54:01 The A.F.M. recognizes that emotional, behavioural, psychological, psychiatric, chemical dependency, financial, family, legal problems etc., are conditions affecting work performance and are treatable conditions. It is also recognized that employees with these problems will have access to the E.A.P.

54:02 Employees are assured that their job future in relation to promotion and continued employment will not be jeopardized by utilizing this employee service.

54:03 AFM will participate in the Government/MGEU Employee Assistance Program.

Article 55 Employee Files

55:01 Upon the written request of an employee, the personnel file of that employee shall be made available for the employee's full examination within a reasonable period of time. Such examination shall be in the presence of the Director, Human Resources/or designate. The employee, at the employee's option, may have a representative present.

55:02 An employee may request a copy of specific documents on the employee's personnel file. This provision shall not be unreasonably requested or denied.

Article 56 Joint Consultation Committee

56:01 A Joint Consultation Committee will be established and maintained within the Foundation. This Committee shall consist of no more than five (5) representatives of the Foundation and five (5) representatives of the Union. Except by mutual agreement, this Committee shall meet bi-monthly for the purpose of discussing issues relating to the workplace which affect the parties.

56:02 The Committee may make recommendations to the Union and the Foundation with respect to its discussions and conclusions, but it shall not have jurisdiction over wages, or any matter of the Collective Agreement. The Committee shall not supersede the activities of any Committee of the Union or of the Foundation and it does not have the power to bind either the Union or its members or the Foundation to its discussions or conclusions.

Article 57 Seniority

57:01 "Seniority" means the length of service with the Foundation as defined in this Article provided such service has not been broken by termination of the employee.

57:02 Seniority for service shall include only the following:

- (a) accumulated service
- (b) periods of Workers Compensation
- (c) periods of maternity leave and/or parental leave, and compassionate care leave
- (d) periods of adoptive parent leave
- (e) any sick leave without pay necessary to satisfy the elimination period of The Long Term Disability Plan
- (f) any other approved leaves without pay to a maximum accumulation of 160 (145) hours in a calendar year
- (g) regular paid time with employers/organizations that amalgamate(d) with the Foundation.

57:03 An employee will lose all seniority when the employee:

- (a) resigns.
- (b) retires.
- (c) is dismissed and not reinstated.
- (d) dies.
- (e) is permanently laid off.
- (f) is terminated at the expiry of the employee's term of employment. However, this subsection does not apply to a term employee who has been employed on a full-time basis for twenty-four (24) continuous months and who is re-employed within twelve (12) months of the expiration of the employee's term of employment.

57:04 A seniority list will be prepared by April 1 of each year by the Foundation based on service up to and including December 31 of the previous year. The list will be posted at work locations as determined by the Foundation.

- 57:05** A seniority list will be prepared for the following types of employees by classification groupings in order of seniority:
- (a) Regular
 - (b) Term
- 57:06** Grievances concerning the calculation of seniority must be filed at Step 2 of the Grievance Procedure within twenty (20) working days of the date the employee became aware of the seniority calculation. Such grievances shall be restricted to the calculation of seniority in the calendar year immediately prior to the year in which the seniority list is posted.

Article 58 Health Benefits

- 58:01 It is agreed that the conditions contained within the Agreement listed below between the Government and the Manitoba Government and General Employees' Union will apply to employees of the Foundation except where otherwise specified in this Agreement:**
- (a) Dental Plan**
 - (b) Long-Term Disability**
 - (c) Vision Care Plan**
 - (d) Drug Plan**
- 58:02 It is further agreed that any revision to the above shall apply simultaneously to employees of the Foundation.**
- 58:03** The AFM will subsidize an Ambulance and Hospital Semi-Private Plan (AHSP) in accordance with the following:
- (a) premiums up to the amount paid under the Government Employees Master Agreement will be paid by the AFM;
 - (b) the remainder of the premium will be paid by the employee;
 - (c) the Plan will provide similar benefits to the Plan currently provided to employees and their dependents;

- (d) participation in the Plan will be voluntary;
- (e) eligibility requirements will be the same as those in effect for the Dental Plan.

Article 59 Workplace Health and Safety

- 59:01** The Foundation and the Union recognize that safety, accident prevention and the preservation of health care of primary importance in all operations and that these activities require the combined efforts of the Foundation, employees, and the Union.
- 59:02** The Foundation will continue to provide its employees with safe working conditions, equipment and materials and will continue to ensure that all reasonable precautions are taken.
- 59:03** The Union will continue to make every effort to obtain the cooperation of each employee within the bargaining unit in the observation of all reasonable safety rules, practices and procedures.
- 59:04** Every employee shall take all reasonable precautions and follow all reasonable safety rules, practices and procedures in order to protect the employee's safety and health and the safety and health of any other persons who may be affected by the employee's acts or omissions at work.
- 59:05** The parties recognize the importance of Workplace Health and Safety Committees to enhance the ability of employees and managers to resolve health and safety concerns. It is recognized that the initiative in requesting the establishment of a Workplace Health and Safety Committee may come from management of the Foundation and/or the employees in the workplace and/or the Union.
- 59:06** The parties agree to Workplace Health and Safety Committees in workplaces where it is deemed necessary having regard for:
- (a) the number of employees in the workplace;

- (b) the type of work performed in the workplace and the degree of hazard involved;
- (c) the complexity of the workplace operations, and the size, location, and nature of the workplace.

59:07 Where it is not deemed appropriate to establish a Workplace Health and Safety committee in a workplace the parties may agree to the designation of a Workplace Health and Safety representative who may, in conjunction with a management representative, perform the duties of a committee.

59:08 Where it is deemed appropriate to establish a Workplace Health and Safety committee in a workplace, the following shall apply:

- (a) The size of the committee shall be determined taking into account the factors listed in Section :06. The number of employee representatives should not be less than two (2) or more than six (6). The number of management representatives should not be less than two (2) and may be less than or equal to the number of employee representatives on a committee;
- (b) Each party shall elect or appoint its representative to a committee freely and without interference;
- (c) Committee members shall have a term of office of one (1) year and members are eligible for re-election or re-appointment;
- (d) Committees shall have two (2) co-chairpersons, one (1) chosen by and from the management representatives and one (1) chosen by and from the employee representatives. The co-chairpersons shall alternate the function of chairing the meetings of the committee and may participate fully in the deliberations and discussions of the committee;
- (e) Committees shall meet regularly at intervals to be determined by the committee but normally not less than once in a calendar quarter.
- (f) Except for the calling of special meetings, there shall be at least seventy-two (72) hours prior notice of the calling of committee meetings;

- (g) Efforts should be made to schedule committee meetings, functions or duties during the employees' work time but if this is not possible meetings may be held during the employees' off duty hours. Employee representatives who are members of a Workplace Health and Safety Committee and who are scheduled to meet during off duty hours shall be compensated at straight time rates or at the employee's option be granted time off in lieu for time spent in such meetings, functions or duties;
- (h) The quorum for meetings shall consist of a minimum of four (4) people; two (2) management members and two (2) employee members;
- (i) Each work location shall provide a prominent place where information relating to health and safety subjects may be posted. Information posted shall include:
 - (i) The names of all committee members and their terms of office;
 - (ii) The scheduled meeting dates of the committee;
 - (iii) The agenda for each meeting;
 - (iv) The minutes of the previous meeting;
 - (v) Informational and educational materials which have specific relevance to the safety and health of employees in that workplace.
- (j) Minutes of all committee meetings are required. Minutes shall consist of matters relating to the receipt and disposition of safety and health concerns. The minutes shall be signed by both chairpersons. Where there is disagreement as to the accuracy or content, either party may so note the disagreement and place their comments on the minutes prior to signing. When the minutes are signed by both co-chairpersons, the management co-chairperson shall retain the original for the records of the committee, forward a copy to the Workplace Health and Safety Branch, post a copy as provided in Subsection (i) above and forward a copy to members of the committee;

- (k) Any material addressed to the committee shall be distributed as soon as practicable by the person receiving same to the other committee members.

59:09 The objectives of Workplace Health and Safety Committee include:

- (a) Assisting employees to identify, record, examine, evaluate, and resolve health and safety concerns in the workplace;
- (b) Developing practical procedures and conditions to help achieve health and safety in the workplace;
- (c) Promoting education and training programs to develop detailed knowledge of health and safety concerns and responsibilities in each individual workplace.

59:10 Where a supervisor knows that any condition exists at a workplace that is unusually dangerous to the safety or health of an employee, the supervisor shall not require or permit any employee to engage in, carry on or continue to work in that workplace under that condition.

- 59:11**
- (a) Where an employee has reason to believe, and does believe, that a condition exists that is dangerous to the employee's safety or health in the performance of the employee's work, the employee shall report that condition to the employee's supervisor;
 - (b) The supervisor upon being notified under (a) above shall inspect the condition with the employee and discuss the employee's reasons for believing the condition to be dangerous. Where there is a health and safety committee at the workplace the co-chairpersons may be asked to participate;
 - (c) If the employee is unsatisfied with the supervisor's decision or if the supervisor refuses to inspect the condition, the employee shall contact, in writing or by telephone, the Workplace Health and Safety Branch without delay;

(d) If the employee refuses to work because of the employee's belief that the condition is dangerous, the employee must be available to perform other work assigned.

59:12 Where an employee has refused to perform work in accordance with Section :11, no other employee shall be assigned the particular work unless such employee is notified of the refusal and the reasons for the refusal, if known.

59:13 Nothing in this Article prevents the doing of any work or thing that may be necessary in order to remedy the dangerous condition described in Sections :10 and :11.

59:14 Disciplinary action shall not be taken against an employee solely for the reason that the employee:

- (a) made a report under Section :11; and
- (b) refused to work or continue to work under the conditions described under Section :11 provided a safety and health officer has reported in writing that the employee had reasonable and probable grounds for believing that those conditions were dangerous to the employee's safety or health.

59:15 Where an employee wilfully takes unfair advantage of the provisions described in Section :11, the employee may be subject to disciplinary action up to and including suspension or dismissal.

Article 60 Retroactive Pay

60:01 Retroactive pay adjustments for the period between the expiration of the previous Agreement and the date of the signing of this Agreement shall apply to:

- (a) Employees who are in the employ of the Foundation on the date of the signing of this Agreement;

- (b) Employees who have left the service during the above-mentioned period but who have retired in accordance with the provisions of the Civil Service Superannuation Act or who have died in service;
- (c) Employees who have left the service during the above-mentioned period by reason of being laid off by the Foundation;
- (d) Term employees terminated at the end of a specific term of employment or after the completion of the specific job for which they were employed.


60:02 Retroactive pay adjustments for the period between the expiration of the previous Agreement and the date of signing this Agreement shall be made to employees who have voluntarily terminated their services.

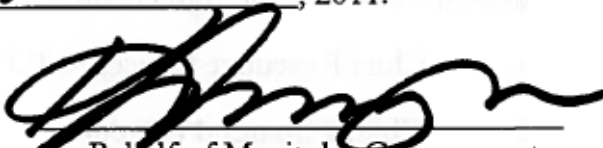
Article 61 Job Sharing

- 61:01**
- (a) Job Sharing is an alternative work arrangement whereby the duties and responsibilities of a full-time position may be restructured in a manner that would accommodate the employment of two (2) or more employees on a part-time basis.
 - (b) The Foundation will endeavour to inform the Union of existing job sharing situations within the bargaining unit within sixty (60) days of the signing of this Agreement.
 - (c) The Foundation will inform the Union of new job share arrangements within the bargaining unit as they are brought to its attention.
 - (d) It is also agreed that the Foundation will consult with the Union during the life of this Collective Agreement on the subject of job sharing and its impact on the bargaining unit.

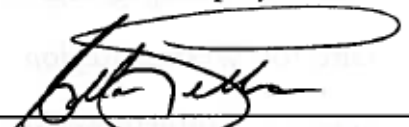
IN WITNESS WHEREOF the undersigned have set their hands for and on behalf of the Manitoba Government and General Employees' Union and for and on behalf of the Addictions Foundation of Manitoba.

Signed this 20th day of October, 2011.

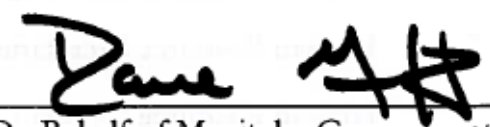

On Behalf of Addictions Foundation of Manitoba


On Behalf of Manitoba Government and General Employees' Union

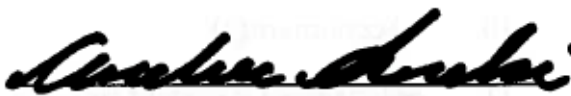
On Behalf of Addictions Foundation of Manitoba


On Behalf of Manitoba Government and General Employees' Union

On Behalf of Addictions Foundation of Manitoba


On Behalf of Manitoba Government and General Employees' Union

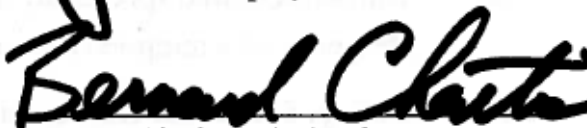
On Behalf of Addictions Foundation of Manitoba


On Behalf of Manitoba Government and General Employees' Union

On Behalf of Addictions Foundation of Manitoba


On Behalf of Manitoba Government and General Employees' Union

On Behalf of Addictions Foundation of Manitoba


On Behalf of Manitoba Government and General Employees' Union

Appendix “A” - Exclusions

The incumbents of the following positions within the Foundation shall be excluded from the terms of the Agreement:

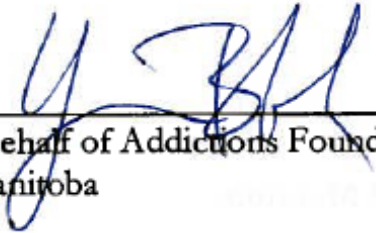
1. Chief Executive Officer (C.E.O.)
2. **Chief Financial Officer**
3. Director, Winnipeg Region
4. Director, Western Region
5. Director, Northern Region
6. Director, Human and Corporate Resources
7. Human Resource Secretaries
8. Human Resource Officer (1 position)
9. Human Resource Consultant
10. Accountant(s)
11. Managerial Assistant to C.E.O.
12. Medical Doctors
13. Clinical Psychologists
14. Casual Employees
15. Employees hired specifically under Government Employment Training Programs of a temporary nature.
16. **Policy, Standards Information Officer**
17. Program and Systems **Coordinator**
18. **Pay and Benefits Clerk(s)**

Letter of Intent*between***Addictions Foundation of Manitoba***and***Manitoba Government and General Employees' Union****Re: Employee Paid Parking**

This will confirm discussions at the bargaining table whereby the parties to the Collective Agreement have agreed as follows”

1. The MGEU acknowledges that an Employee Paid Parking Program will be maintained and administered by the AFM.
2. Employees who participate in the program within the City of Winnipeg will be charged a monthly parking fee (excluding applicable taxes) of twenty-five dollars (\$25.00).
3. The parties also agree that the AFM reserves the right, during the term of this letter, to follow the Government of Manitoba procedure to extend the Employee Paid Parking Program into areas outside the City of Winnipeg. Employees who participate in this program shall be charged a monthly fee (excluding applicable taxes) which shall not exceed ten dollars (\$10.00).
4. During the term of the letter the monthly parking rates shall not be adjusted by more than one dollar and twenty-five cents (\$1.25) per month effective March 27, 2007; one dollar and twenty-five cents (\$1.25) per month effective March 23, 2008 and one dollar and twenty-five cents (\$1.25) per month effective March 22, 2009. All other parking rates shall be adjusted on a pro-rated basis and rounded to the nearest twenty-five cents (25¢).
5. The Employer further commits that there will be no further rate adjustments to the parking rates during the life of the Collective Agreement.

Signed this 20th day of October, 2011.


On Behalf of Addictions Foundation
of Manitoba


On Behalf of Manitoba Government
and General Employees' Union

Letter of Intent

between

Addictions Foundation of Manitoba

and

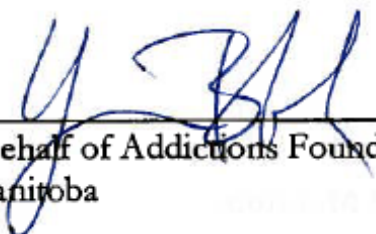
Manitoba Government and General Employees' Union

Re: Vacations

As a result of discussions during the Collective Bargaining regarding residential shut-down, the Employer agrees to undertake the following:

- (a) The Administration Manual procedure for all AFM employees regarding banking of vacation days at retirement will be changed to indicate that upon receipt of a written retirement date from an employee, that employee will be allowed to bank vacation credits five (5) years in advance of retirement.
- (b) Where residential employees have vacation time remaining after shut-down, they may approach management and request that vacation be carried over to the next vacation year.
- (c) Staff who do not have sufficient vacation accumulated would be on "leave of absence" (LOA) without pay. These employees can apply for up to fifteen (15) Voluntary Reduced Work Week Days (VRWW) to cover this period of LOA without pay. These staff may request that they be considered for additional work assignments during the shut-down. The Employer will endeavour to accommodate such requests based on operational needs and qualifications.

Signed this 30th day of October, 2011.


On Behalf of Addictions Foundation
of Manitoba


On Behalf of Manitoba Government
and General Employees' Union

Letter of Intent

between

Addictions Foundation of Manitoba

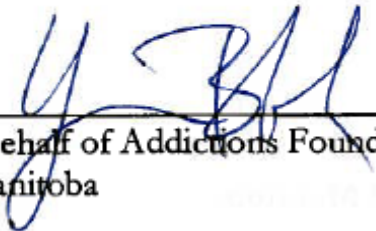
and

Manitoba Government and General Employees' Union

Re: Devolution and Transfer of Services

Should the issue of devolution or transfer of services arise, the Foundation will consult with the Union.

Signed this 30th day of October, 2011.



On Behalf of Addictions Foundation
of Manitoba



On Behalf of Manitoba Government
and General Employees' Union

Memorandum of Agreement

between

Addictions Foundation of Manitoba

and

Manitoba Government and General Employees' Union

Re: Civil Service Superannuation Plan

The interests of the employees participating in the Civil Service Superannuation Plan, are currently represented through the Superannuation and Insurance Liaison Committee. (The "Liaison Committee")

The interests of the Employers participating in the Civil Service Superannuation Plan, are currently represented through the Employer Pension and Insurance Advisor Committee. (The "Advisory Committee")

The Government Employees' Master Agreement States:


The parties recognize the unique nature of the Civil Service Superannuation Fund, the Civil Service Superannuation Act and the nature of the funding arrangement under the Superannuation Plan. In addition, the parties recognize that the Superannuation Plan is a multi-employer and multi-union Superannuation Plan and that it also covers many non-unionized employees. The Superannuation Plan provides for input and consultation through the Liaison Committee (worker representatives) and the Advisory Committee (Employer representatives).

Within this context, the parties agree to develop a plan which would create a jointly trustee superannuation plan in implement joint trusteeship arrangements at the earliest possible date.

The Plan must recognize the requirement for:

- (a) The involvement of other Unions and Employers in the Superannuation Plan.
- (b) Legislative approval.
- (c) Government to retain the right to approve any changes to the Superannuation Plan involving additional Government expenditures.

Signed this 30th day of October, 2011.



On Behalf of Addictions Foundation
of Manitoba



On Behalf of Manitoba Government
and General Employees' Union

Memorandum of Agreement

between

Addictions Foundation of Manitoba

and

Manitoba Government and General Employees' Union

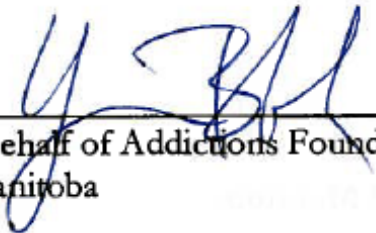
Re: Workload Manageability

It is acknowledged that, in some areas of the Foundation, the manageability of excessive workload may be of concern to a group of employees, the Union and the Employer.

In situations where both the Union and the Employer are in agreement that discussions may be beneficial to resolving workload concerns, the two (2) parties agree to discuss possible areas of concern and options for consideration to try and resolve these concerns.

By mutual agreement, the Union and the Employer may include employee representatives in these discussions.

Signed this 30th day of October, 2011.


On Behalf of Addictions Foundation
of Manitoba


On Behalf of Manitoba Government
and General Employees' Union

Memorandum of Agreement

between

Addictions Foundation of Manitoba

and

Manitoba Government and General Employees' Union


Re: Health Spending Account (HSA)

The parties agree to the establishment of a Health Spending Account for regular full-time and part-time employees within the following parameters:

- The Health Spending Account shall apply to regular full-time and part-time employees on staff as of January 1, 2005.
- Effective January 1, 2008, and applicable to regular full-time and part-time employees on staff as of January 1, 2008, maximum claims shall be increased to three hundred fifty dollars (\$350.00) per year per full-time employee and one hundred seventy-five dollars (\$175.00) per year per part-time employee.
- **Effective January 1, 2013, maximum claims shall be increased to four hundred dollars (\$400.00) per year per full-time employee and two hundred dollars (\$200.00) per year per part-time employee.**
- **Effective January 1, 2014, maximum claims shall be increased to five hundred dollars (\$500.00) per year per full-time employee and two hundred fifty dollars (\$250.00) per year per part-time employee.**
- **Effective March 21, 2014, maximum claims shall be increased to six hundred dollars (\$600.00) per year per full-time employee and three hundred dollars (\$300.00) per year per part-time employee.**
- There is no carryover of HSA dollars from one year to the next, but an employee can carry forward claims for up to one year, i.e. a full-time employee had one hundred fifty dollars (\$150.00) in claims in the first year, the employee can claim the one hundred twenty dollars (\$120.00) and carry forward the additional thirty dollars (\$30.00) in claims for up to one (1) year.

- Employees can apply for reimbursement once claims total one hundred dollars (\$100.00) (i.e. the trigger point).
- Reimbursement for claims is once every two (2) months.
- An employee must file a claim.
- Employees to receive annual statements.
- The plan shall use Canada Revenue Agency definition of dependent (i.e. an employee can pay HSA eligible expenses for anyone for whom they can claim a tax deduction).
- Plan coverage and administration is to be determined by the Employer.

Signed this 30th day of October, 2011.



On Behalf of Addictions Foundation
of Manitoba



On Behalf of Manitoba Government
and General Employees' Union

Memorandum of Agreement

between

Addictions Foundation of Manitoba

and

Manitoba Government and General Employees' Union

Re: Employment Security

The parties hereto agree as follows:

1. This Memorandum is effective from the first day of the bi-weekly pay period following the date of signing of the Collective Agreement to March 29, 2014 inclusive and shall expire on that date.
2. During the term of this Memorandum there will be no lay-offs of regular employees who were hired on or before March 21, 2010.
3. This lay-off protection does not apply to:
 - (a) any regular employee laid-off prior to this Memorandum coming into effect;
 - (b) term employees.
4. In the event that issues arise with respect to the spirit and intent of this Memorandum of Agreement, the parties agree to meet to discuss such issues.

Signed this 30th day of October, 2011.



On Behalf of Addictions Foundation
of Manitoba



On Behalf of Manitoba Government
and General Employees' Union

Salary Schedule - Year 1

Effective March 21, 2010 to March 19, 2011

CODE	1	2	3	4	5	6	7	8	9	10
ACL1	35,916	36,900	37,940	39,018	40,171	41,363				
	1,376.78	1,414.48	1,454.35	1,495.68	1,539.90	1,585.58				
	18.99	19.51	20.06	20.63	21.24	21.87				
AD1	40,134	41,344	42,498	43,708	45,013	46,394				
	1,538.45	1,584.85	1,629.08	1,675.48	1,725.50	1,778.43				
	21.22	21.86	22.47	23.11	23.80	24.53				
AO1	37,429	38,621	39,963	41,363	42,744	44,238				
	1,434.78	1,480.45	1,531.93	1,585.58	1,638.50	1,695.78				
	19.79	20.42	21.13	21.87	22.60	23.39				
AO2	41,987	43,519	45,013	46,696	48,417	50,139				
	1,609.50	1,668.23	1,725.50	1,790.03	1,856.00	1,921.98				
	22.20	23.01	23.80	24.69	25.60	26.51				
AO3	47,547	49,269	51,027	52,938	54,924	56,966				
	1,822.65	1,888.63	1,956.05	2,029.28	2,105.40	2,183.70				
	25.14	26.05	26.98	27.99	29.04	30.12				
BSW	29,637	30,639	31,547	32,530	33,590	34,630				
	1,136.08	1,174.50	1,209.30	1,247.00	1,287.60	1,327.48				
	15.67	16.20	16.68	17.20	17.76	18.31				
CL1	25,079	25,779	26,460	27,216						
	961.35	988.18	1,014.28	1,043.28						
	13.26	13.63	13.99	14.39						
CL2	26,460	27,216	27,991	28,824	29,637	30,639				
	1,014.28	1,043.28	1,073.00	1,104.90	1,136.08	1,174.50				
	13.99	14.39	14.80	15.24	15.67	16.20				

CODE	1	2	3	4	5	6	7	8	9	10
CL3	33,193	34,081	35,065	36,105	37,221	38,413				
	1,272.38	1,306.45	1,344.15	1,384.03	1,426.80	1,472.48				
	17.55	18.02	18.54	19.09	19.68	20.31				
CAW1	45,354	46,961	48,663	50,422	52,257	54,205	56,229	58,423		
	1,738.55	1,800.18	1,865.43	1,932.85	2,003.18	2,077.85	2,155.43	2,239.53		
	23.98	24.83	25.73	26.66	27.63	28.66	29.73	30.89		
CAW2	45,354	46,961	48,663	50,422	52,257	54,205	56,229	58,423	60,200	61,997
	1,738.55	1,800.18	1,865.43	1,932.85	2,003.18	2,077.85	2,155.43	2,239.53	2,307.68	2,376.55
	23.98	24.83	25.73	26.66	27.63	28.66	29.73	30.89	31.83	32.78
CK1	30,136	31,054	32,035	33,099	34,143	35,270				
	1,155.20	1,190.40	1,228.00	1,268.80	1,308.80	1,352.00				
	14.44	14.88	15.35	15.86	16.36	16.90				
CK2	38,692	39,652	40,654	41,718	42,887	44,077				
	1,483.20	1,520.00	1,558.40	1,599.20	1,644.00	1,689.60				
	18.54	19.00	19.48	19.99	20.55	21.12				
LN	51,841	53,411	55,056	56,815	58,687	60,560				
	1,987.23	2,047.40	2,110.48	2,177.90	2,249.68	2,321.45				
	27.41	28.24	29.11	30.04	31.03	32.02				
LT1	36,408	37,334	38,318	39,377	40,493	41,741				
	1,395.63	1,431.15	1,468.85	1,509.45	1,552.23	1,600.08				
	19.25	19.74	20.26	20.82	21.41	22.07				
LT2	41,250	42,309	43,462	44,673	45,845	47,169				
	1,581.23	1,621.83	1,666.05	1,712.45	1,757.40	1,808.15				
	21.81	22.37	22.98	23.62	24.24	24.94				
MM1	39,301	40,625	42,025	43,519						
	1,506.55	1,557.30	1,610.95	1,668.23						
	20.78	21.48	22.22	23.01						
MM2	39,301	40,625	42,025	43,519	44,805	46,148				
	1,506.55	1,557.30	1,610.95	1,668.23	1,717.53	1,769.00				
	20.78	21.48	22.22	23.01	23.69	24.40				

CODE	1	2	3	4	5	6	7	8	9	10
NP	79,132	84,939	88,457	91,918	95,700					
	3,033.40	3,255.98	3,390.83	3,523.50	3,668.50					
	41.84	44.91	46.77	48.60	50.60					
NU1	58,498	60,522	62,583	64,702	66,801	68,957				
	2,242.43	2,320.00	2,399.03	2,480.23	2,560.70	2,643.35				
	30.93	32.00	33.09	34.21	35.32	36.46				
NU2	60,711	62,754	64,910	66,990	68,919	71,038	73,194			
	2,327.25	2,405.55	2,488.20	2,567.95	2,641.90	2,723.10	2,805.75			
	32.10	33.18	34.32	35.42	36.44	37.56	38.70			
NU3	62,791	65,118	67,444	69,978	72,891	75,728	78,660			
	2,407.00	2,496.18	2,585.35	2,682.50	2,794.15	2,902.90	3,015.28			
	33.20	34.43	35.66	37.00	38.54	40.04	41.59			
PO1	41,287	42,744	44,238	45,883	47,567	49,287				
	1,582.68	1,638.50	1,695.78	1,758.85	1,823.38	1,889.35				
	21.83	22.60	23.39	24.26	25.15	26.06				
PO2	45,883	47,567	49,287	51,198	53,127	55,170				
	1,758.85	1,823.38	1,889.35	1,962.58	2,036.53	2,114.83				
	24.26	25.15	26.06	27.07	28.09	29.17				
PO3	52,106	54,054	56,134	58,214	60,522	62,905				
	1,997.38	2,072.05	2,151.80	2,231.55	2,320.00	2,411.35				
	27.55	28.58	29.68	30.78	32.00	33.26				
PO4	54,300	56,399	58,517	60,824	63,208	65,742				
	2,081.48	2,161.95	2,243.15	2,331.60	2,422.95	2,520.10				
	28.71	29.82	30.94	32.16	33.42	34.76				
PO5	56,399	58,517	60,824	63,208	65,742	68,409				
	2,161.95	2,243.15	2,331.60	2,422.95	2,520.10	2,622.33				
	29.82	30.94	32.16	33.42	34.76	36.17				
PO6	59,463	61,713	64,078	66,574	69,279	72,172				
	2,279.40	2,365.68	2,456.30	2,552.00	2,655.68	2,766.60				
	31.44	32.63	33.88	35.20	36.63	38.16				

CODE	1	2	3	4	5	6	7	8	9	10
PO7	61,713	64,078	66,574	69,279	72,172	75,236				
	2,365.68	2,456.30	2,552.00	2,655.68	2,766.60	2,884.05				
	32.63	33.88	35.20	36.63	38.16	39.78				
RC1	45,354	46,961	48,663	50,422	52,257	54,205	56,229	58,423		
	1,738.55	1,800.18	1,865.43	1,932.85	2,003.18	2,077.85	2,155.43	2,239.53		
	23.98	24.83	25.73	26.66	27.63	28.66	29.73	30.89		
RC2	45,354	46,961	48,663	50,422	52,257	54,205	56,229	58,423	60,200	61,997
	1,738.55	1,800.18	1,865.43	1,932.85	2,003.18	2,077.85	2,155.43	2,239.53	2,307.68	2,376.55
	23.98	24.83	25.73	26.66	27.63	28.66	29.73	30.89	31.83	32.78
RA	37,429	38,621	39,963	41,363	42,744	44,238				
	1,434.78	1,480.45	1,531.93	1,585.58	1,638.50	1,695.78				
	19.79	20.42	21.13	21.87	22.60	23.39				
RCW1	31,054	32,035	33,099	34,143	35,270	36,417	37,670	38,859		
	1,190.40	1,228.00	1,268.80	1,308.80	1,352.00	1,396.00	1,444.00	1,489.60		
	14.88	15.35	15.86	16.36	16.90	17.45	18.05	18.62		
SEC1	32,625	33,400	34,214	35,046	36,010	36,881				
	1,250.63	1,280.35	1,311.53	1,343.43	1,380.40	1,413.75				
	17.25	17.66	18.09	18.53	19.04	19.50				
SEC2	34,933	35,840	36,862	37,845	38,942	40,134				
	1,339.08	1,373.88	1,413.03	1,450.73	1,492.78	1,538.45				
	18.47	18.95	19.49	20.01	20.59	21.22				
SEC3	37,977	39,018	40,058	41,117	42,365	43,519				
	1,455.80	1,495.68	1,535.55	1,576.15	1,624.00	1,668.23				
	20.08	20.63	21.18	21.74	22.40	23.01				
SUP	52,068	54,300	56,399	58,517	60,824	63,170	65,704	68,409	72,172	
	1,995.93	2,081.48	2,161.95	2,243.15	2,331.60	2,421.50	2,518.65	2,622.33	2,766.60	
	27.53	28.71	29.82	30.94	32.16	33.40	34.74	36.17	38.16	
YCW	34,998	36,188	37,357	38,671	39,882	41,217				
	1,341.60	1,387.20	1,432.00	1,482.40	1,528.80	1,580.00				
	16.77	17.34	17.90	18.53	19.11	19.75				

Salary Schedule - Year 2

Effective March 21, 2011 to March 31, 2012

CODE	1	2	3	4	5	6	7	8	9	10
ACL1	35,916	36,900	37,940	39,018	40,171	41,363				
	1,376.78	1,414.48	1,454.35	1,495.68	1,539.90	1,585.58				
	18.99	19.51	20.06	20.63	21.24	21.87				
AD1	40,134	41,344	42,498	43,708	45,013	46,394				
	1,538.45	1,584.85	1,629.08	1,675.48	1,725.50	1,778.43				
	21.22	21.86	22.47	23.11	23.80	24.53				
AO1	37,429	38,621	39,963	41,363	42,744	44,238				
	1,434.78	1,480.45	1,531.93	1,585.58	1,638.50	1,695.78				
	19.79	20.42	21.13	21.87	22.60	23.39				
AO2	41,987	43,519	45,013	46,696	48,417	50,139				
	1,609.50	1,668.23	1,725.50	1,790.03	1,856.00	1,921.98				
	22.20	23.01	23.80	24.69	25.60	26.51				
AO3	47,547	49,269	51,027	52,938	54,924	56,966				
	1,822.65	1,888.63	1,956.05	2,029.28	2,105.40	2,183.70				
	25.14	26.05	26.98	27.99	29.04	30.12				
BSW	29,637	30,639	31,547	32,530	33,590	34,630				
	1,136.08	1,174.50	1,209.30	1,247.00	1,287.60	1,327.48				
	15.67	16.20	16.68	17.20	17.76	18.31				
CL1	25,079	25,779	26,460	27,216						
	961.35	988.18	1,014.28	1,043.28						
	13.26	13.63	13.99	14.39						
CL2	26,460	27,216	27,991	28,824	29,637	30,639				
	1,014.28	1,043.28	1,073.00	1,104.90	1,136.08	1,174.50				
	13.99	14.39	14.80	15.24	15.67	16.20				

CODE	1	2	3	4	5	6	7	8	9	10
CL3	33,193	34,081	35,065	36,105	37,221	38,413				
	1,272.38	1,306.45	1,344.15	1,384.03	1,426.80	1,472.48				
	17.55	18.02	18.54	19.09	19.68	20.31				
CAW1	45,354	46,961	48,663	50,422	52,257	54,205	56,229	58,423		
	1,738.55	1,800.18	1,865.43	1,932.85	2,003.18	2,077.85	2,155.43	2,239.53		
	23.98	24.83	25.73	26.66	27.63	28.66	29.73	30.89		
CAW2	45,354	46,961	48,663	50,422	52,257	54,205	56,229	58,423	60,200	61,997
	1,738.55	1,800.18	1,865.43	1,932.85	2,003.18	2,077.85	2,155.43	2,239.53	2,307.68	2,376.55
	23.98	24.83	25.73	26.66	27.63	28.66	29.73	30.89	31.83	32.78
CK1	30,136	31,054	32,035	33,099	34,143	35,270				
	1,155.20	1,190.40	1,228.00	1,268.80	1,308.80	1,352.00				
	14.44	14.88	15.35	15.86	16.36	16.90				
CK2	38,692	39,652	40,654	41,718	42,887	44,077				
	1,483.20	1,520.00	1,558.40	1,599.20	1,644.00	1,689.60				
	18.54	19.00	19.48	19.99	20.55	21.12				
LN	51,841	53,411	55,056	56,815	58,687	60,560				
	1,987.23	2,047.40	2,110.48	2,177.90	2,249.68	2,321.45				
	27.41	28.24	29.11	30.04	31.03	32.02				
LT1	36,408	37,334	38,318	39,377	40,493	41,741				
	1,395.63	1,431.15	1,468.85	1,509.45	1,552.23	1,600.08				
	19.25	19.74	20.26	20.82	21.41	22.07				
LT2	41,250	42,309	43,462	44,673	45,845	47,169				
	1,581.23	1,621.83	1,666.05	1,712.45	1,757.40	1,808.15				
	21.81	22.37	22.98	23.62	24.24	24.94				
MM1	39,301	40,625	42,025	43,519						
	1,506.55	1,557.30	1,610.95	1,668.23						
	20.78	21.48	22.22	23.01						
MM2	39,301	40,625	42,025	43,519	44,805	46,148				
	1,506.55	1,557.30	1,610.95	1,668.23	1,717.53	1,769.00				
	20.78	21.48	22.22	23.01	23.69	24.40				

CODE	1	2	3	4	5	6	7	8	9	10
NP	79,132	84,939	88,457	91,918	95,700					
	3,033.40	3,255.98	3,390.83	3,523.50	3,668.50					
	41.84	44.91	46.77	48.60	50.60					
NU1	58,498	60,522	62,583	64,702	66,801	68,957				
	2,242.43	2,320.00	2,399.03	2,480.23	2,560.70	2,643.35				
	30.93	32.00	33.09	34.21	35.32	36.46				
NU2	60,711	62,754	64,910	66,990	68,919	71,038	73,194			
	2,327.25	2,405.55	2,488.20	2,567.95	2,641.90	2,723.10	2,805.75			
	32.10	33.18	34.32	35.42	36.44	37.56	38.70			
NU3	62,791	65,118	67,444	69,978	72,891	75,728	78,660			
	2,407.00	2,496.18	2,585.35	2,682.50	2,794.15	2,902.90	3,015.28			
	33.20	34.43	35.66	37.00	38.54	40.04	41.59			
PO1	41,287	42,744	44,238	45,883	47,567	49,287				
	1,582.68	1,638.50	1,695.78	1,758.85	1,823.38	1,889.35				
	21.83	22.60	23.39	24.26	25.15	26.06				
PO2	45,883	47,567	49,287	51,198	53,127	55,170				
	1,758.85	1,823.38	1,889.35	1,962.58	2,036.53	2,114.83				
	24.26	25.15	26.06	27.07	28.09	29.17				
PO3	52,106	54,054	56,134	58,214	60,522	62,905				
	1,997.38	2,072.05	2,151.80	2,231.55	2,320.00	2,411.35				
	27.55	28.58	29.68	30.78	32.00	33.26				
PO4	54,300	56,399	58,517	60,824	63,208	65,742				
	2,081.48	2,161.95	2,243.15	2,331.60	2,422.95	2,520.10				
	28.71	29.82	30.94	32.16	33.42	34.76				
PO5	56,399	58,517	60,824	63,208	65,742	68,409				
	2,161.95	2,243.15	2,331.60	2,422.95	2,520.10	2,622.33				
	29.82	30.94	32.16	33.42	34.76	36.17				
PO6	59,463	61,713	64,078	66,574	69,279	72,172				
	2,279.40	2,365.68	2,456.30	2,552.00	2,655.68	2,766.60				
	31.44	32.63	33.88	35.20	36.63	38.16				

CODE	1	2	3	4	5	6	7	8	9	10
PO7	61,713	64,078	66,574	69,279	72,172	75,236				
	2,365.68	2,456.30	2,552.00	2,655.68	2,766.60	2,884.05				
	32.63	33.88	35.20	36.63	38.16	39.78				
RC1	45,354	46,961	48,663	50,422	52,257	54,205	56,229	58,423		
	1,738.55	1,800.18	1,865.43	1,932.85	2,003.18	2,077.85	2,155.43	2,239.53		
	23.98	24.83	25.73	26.66	27.63	28.66	29.73	30.89		
RC2	45,354	46,961	48,663	50,422	52,257	54,205	56,229	58,423	60,200	61,997
	1,738.55	1,800.18	1,865.43	1,932.85	2,003.18	2,077.85	2,155.43	2,239.53	2,307.68	2,376.55
	23.98	24.83	25.73	26.66	27.63	28.66	29.73	30.89	31.83	32.78
RA	37,429	38,621	39,963	41,363	42,744	44,238				
	1,434.78	1,480.45	1,531.93	1,585.58	1,638.50	1,695.78				
	19.79	20.42	21.13	21.87	22.60	23.39				
RCW1	31,054	32,035	33,099	34,143	35,270	36,417	37,670	38,859		
	1,190.40	1,228.00	1,268.80	1,308.80	1,352.00	1,396.00	1,444.00	1,489.60		
	14.88	15.35	15.86	16.36	16.90	17.45	18.05	18.62		
SEC1	32,625	33,400	34,214	35,046	36,010	36,881				
	1,250.63	1,280.35	1,311.53	1,343.43	1,380.40	1,413.75				
	17.25	17.66	18.09	18.53	19.04	19.50				
SEC2	34,933	35,840	36,862	37,845	38,942	40,134				
	1,339.08	1,373.88	1,413.03	1,450.73	1,492.78	1,538.45				
	18.47	18.95	19.49	20.01	20.59	21.22				
SEC3	37,977	39,018	40,058	41,117	42,365	43,519				
	1,455.80	1,495.68	1,535.55	1,576.15	1,624.00	1,668.23				
	20.08	20.63	21.18	21.74	22.40	23.01				
SUP	52,068	54,300	56,399	58,517	60,824	63,170	65,704	68,409	72,172	
	1,995.93	2,081.48	2,161.95	2,243.15	2,331.60	2,421.50	2,518.65	2,622.33	2,766.60	
	27.53	28.71	29.82	30.94	32.16	33.40	34.74	36.17	38.16	
YCW	34,998	36,188	37,357	38,671	39,882	41,217				
	1,341.60	1,387.20	1,432.00	1,482.40	1,528.80	1,580.00				
	16.77	17.34	17.90	18.53	19.11	19.75				

Salary Schedule - Year 3

Effective April 1, 2012 to March 31, 2013

CODE	1	2	3	4	5	6	7	8	9	10
ACL1	36,956	37,977	39,037	40,153	41,344	42,554				
	1,416.65	1,455.80	1,496.40	1,539.18	1,584.85	1,631.25				
	19.54	20.08	20.64	21.23	21.86	22.50				
AD1	41,306	42,536	43,727	44,975	46,318	47,737				
	1,583.40	1,630.53	1,676.20	1,724.05	1,775.53	1,829.90				
	21.84	22.49	23.12	23.78	24.49	25.24				
AO1	38,507	39,737	41,117	42,554	43,992	45,524				
	1,476.10	1,523.23	1,576.15	1,631.25	1,686.35	1,745.08				
	20.36	21.01	21.74	22.50	23.26	24.07				
AO2	43,197	44,786	46,318	48,058	49,817	51,595				
	1,655.90	1,716.80	1,775.53	1,842.23	1,909.65	1,977.80				
	22.84	23.68	24.49	25.41	26.34	27.28				
AO3	48,928	50,706	52,503	54,470	56,512	58,612				
	1,875.58	1,943.73	2,012.60	2,088.00	2,166.30	2,246.78				
	25.87	26.81	27.76	28.80	29.88	30.99				
BSW	30,488	31,528	32,455	33,476	34,573	35,632				
	1,168.70	1,208.58	1,244.10	1,283.25	1,325.30	1,365.90				
	16.12	16.67	17.16	17.70	18.28	18.84				
CL1	25,797	26,535	27,235	28,010						
	988.90	1,017.18	1,044.00	1,073.73						
	13.64	14.03	14.40	14.81						
CL2	27,235	28,010	28,805	29,656	30,488	31,528				
	1,044.00	1,073.73	1,104.18	1,136.80	1,168.70	1,208.58				
	14.40	14.81	15.23	15.68	16.12	16.67				

CODE	1	2	3	4	5	6	7	8	9	10
CL3	34,157	35,065	36,086	37,145	38,299	39,528				
	1,309.35	1,344.15	1,383.30	1,423.90	1,468.13	1,515.25				
	18.06	18.54	19.08	19.64	20.25	20.90				
CAW1	46,677	48,323	50,082	51,879	53,770	55,775	57,855	60,125		
	1,789.30	1,852.38	1,919.80	1,988.68	2,061.18	2,138.03	2,217.78	2,304.78		
	24.68	25.55	26.48	27.43	28.43	29.49	30.59	31.79		
CAW2	46,677	48,323	50,082	51,879	53,770	55,775	57,855	60,125	61,940	63,794
	1,789.30	1,852.38	1,919.80	1,988.68	2,061.18	2,138.03	2,217.78	2,304.78	2,374.38	2,445.43
	24.68	25.55	26.48	27.43	28.43	29.49	30.59	31.79	32.75	33.73
CK1	31,012	31,951	32,974	34,059	35,124	36,292				
	1,188.80	1,224.80	1,264.00	1,305.60	1,346.40	1,391.20				
	14.86	15.31	15.80	16.32	16.83	17.39				
CK2	39,819	40,800	41,823	42,929	44,139	45,350				
	1,526.40	1,564.00	1,603.20	1,645.60	1,692.00	1,738.40				
	19.08	19.55	20.04	20.57	21.15	21.73				
CK3	40,988	42,011	43,117	44,244	45,371	46,644				
	1,571.20	1,610.40	1,652.80	1,696.00	1,739.20	1,788.00				
	19.64	20.13	20.66	21.20	21.74	22.35				
LN	53,335	54,961	56,645	58,460	60,390	62,319				
	2,044.50	2,106.85	2,171.38	2,240.98	2,314.93	2,388.88				
	28.20	29.06	29.95	30.91	31.93	32.95				
LT1	37,467	38,413	39,434	40,512	41,666	42,952				
	1,436.23	1,472.48	1,511.63	1,552.95	1,597.18	1,646.48				
	19.81	20.31	20.85	21.42	22.03	22.71				
LT2	42,441	43,538	44,730	45,959	47,169	48,531				
	1,626.90	1,668.95	1,714.63	1,761.75	1,808.15	1,860.35				
	22.44	23.02	23.65	24.30	24.94	25.66				
MM1	40,436	41,798	43,235	44,786						
	1,550.05	1,602.25	1,657.35	1,716.80						
	21.38	22.10	22.86	23.68						

CODE	1	2	3	4	5	6	7	8	9	10
MM2	40,436	41,798	43,235	44,786	46,110	47,491				
	1,550.05	1,602.25	1,657.35	1,716.80	1,767.55	1,820.48				
	21.38	22.10	22.86	23.68	24.38	25.11				

Effective April 1, 2012 - December 30, 2012

NP	81,497	87,492	91,085	94,679	98,556					
	3,124.03	3,353.85	3,491.60	3,629.35	3,777.98					
	43.09	46.26	48.16	50.06	52.11					

Effective December 31, 2012 - March 22, 2013

NP	82,329	88,362	91,993	95,625	99,540					
	3,155.93	3,387.20	3,526.40	3,665.60	3,815.68					
	43.53	46.72	48.64	50.56	52.63					

Effective April 1, 2012 - December 30, 2012

NU1	60,276	62,357	64,475	66,650	68,825	71,038				
	2,310.58	2,390.33	2,471.53	2,554.90	2,638.28	2,723.10				
	31.87	32.97	34.09	35.24	36.39	37.56				

Effective December 31, 2012 - March 22, 2013

NU1	60,881	62,981	65,118	67,312	69,506	71,756				
	2,333.78	2,414.25	2,496.18	2,580.28	2,664.38	2,750.65				
	32.19	33.30	34.43	35.59	36.75	37.94				

Effective April 1, 2012 - December 30, 2012

NU2	62,546	64,645	66,877	69,014	71,000	73,175	75,388			
	2,397.58	2,478.05	2,563.60	2,645.53	2,721.65	2,805.03	2,889.85			
	33.07	34.18	35.36	36.49	37.54	38.69	39.86			

Effective December 31, 2012 - March 22, 2013

NU2	63,170	65,288	67,539	69,695	71,718	73,912	76,144			
	2,421.50	2,502.70	2,588.98	2,671.63	2,749.20	2,833.30	2,918.85			
	33.40	34.52	35.71	36.85	37.92	39.08	40.26			

Effective April 1, 2012 - December 30, 2012

NU3	64,683	67,085	69,468	72,097	75,085	78,017	81,024			
	2,479.50	2,571.58	2,662.93	2,763.70	2,878.25	2,990.63	3,105.90			
	34.20	35.47	36.73	38.12	39.70	41.25	42.84			

CODE	1	2	3	4	5	6	7	8	9	10
Effective December 31, 2012 - March 22, 2013										
NU3	65,326	67,747	70,168	72,815	75,841	78,792	81,837			
	2,504.15	2,596.95	2,689.75	2,791.25	2,907.25	3,020.35	3,137.08			
	34.54	35.82	37.10	38.50	40.10	41.66	43.27			
PO1	42,479	43,992	45,524	47,207	48,947	50,725				
	1,628.35	1,686.35	1,745.08	1,809.60	1,876.30	1,944.45				
	22.46	23.26	24.07	24.96	25.88	26.82				
PO2	47,207	48,947	50,725	52,692	54,659	56,777				
	1,809.60	1,876.30	1,944.45	2,019.85	2,095.25	2,176.45				
	24.96	25.88	26.82	27.86	28.90	30.02				
PO3	53,619	55,623	57,761	59,898	62,281	64,721				
	2,055.38	2,132.23	2,214.15	2,296.08	2,387.43	2,480.95				
	28.35	29.41	30.54	31.67	32.93	34.22				
PO4	55,869	58,025	60,219	62,583	65,042	67,652				
	2,141.65	2,224.30	2,308.40	2,399.03	2,493.28	2,593.33				
	29.54	30.68	31.84	33.09	34.39	35.77				
PO5	58,025	60,219	62,583	65,042	67,652	70,394				
	2,224.30	2,308.40	2,399.03	2,493.28	2,593.33	2,698.45				
	30.68	31.84	33.09	34.39	35.77	37.22				
PO6	61,184	63,510	65,931	68,503	71,284	74,272				
	2,345.38	2,434.55	2,527.35	2,625.95	2,732.53	2,847.08				
	32.35	33.58	34.86	36.22	37.69	39.27				
PO7	63,510	65,931	68,503	71,284	74,272	77,411				
	2,434.55	2,527.35	2,625.95	2,732.53	2,847.08	2,967.43				
	33.58	34.86	36.22	37.69	39.27	40.93				
RC1	46,677	48,323	50,082	51,879	53,770	55,775	57,855	60,125		
	1,789.30	1,852.38	1,919.80	1,988.68	2,061.18	2,138.03	2,217.78	2,304.78		
	24.68	25.55	26.48	27.43	28.43	29.49	30.59	31.79		

CODE	1	2	3	4	5	6	7	8	9	10
RC2	46,677	48,323	50,082	51,879	53,770	55,775	57,855	60,125	61,940	63,794
	1,789.30	1,852.38	1,919.80	1,988.68	2,061.18	2,138.03	2,217.78	2,304.78	2,374.38	2,445.43
	24.68	25.55	26.48	27.43	28.43	29.49	30.59	31.79	32.75	33.73
RA	38,507	39,737	41,117	42,554	43,992	45,524				
	1,476.10	1,523.23	1,576.15	1,631.25	1,686.35	1,745.08				
	20.36	21.01	21.74	22.50	23.26	24.07				
RCW1	32,264	33,308	34,393	35,478	36,647	37,857	39,151	40,383		
	1,236.80	1,276.80	1,318.40	1,360.00	1,404.80	1,451.20	1,500.80	1,548.00		
	15.46	15.96	16.48	17.00	17.56	18.14	18.76	19.35		
SEC1	33,571	34,365	35,197	36,067	37,051	37,959				
	1,286.88	1,317.33	1,349.23	1,382.58	1,420.28	1,455.08				
	17.75	18.17	18.61	19.07	19.59	20.07				
SEC2	35,954	36,880	37,940	38,942	40,077	41,306				
	1,378.23	1,413.75	1,454.35	1,492.78	1,536.28	1,583.40				
	19.01	19.50	20.06	20.59	21.19	21.84				
SEC3	39,074	40,153	41,212	42,309	43,595	44,786				
	1,497.85	1,539.18	1,579.78	1,621.83	1,671.13	1,716.80				
	20.66	21.23	21.79	22.37	23.05	23.68				
SUP	54,659	56,985	59,179	61,430	63,832	66,309	68,976	71,794	75,766	
	2,095.25	2,184.43	2,268.53	2,354.80	2,446.88	2,541.85	2,644.08	2,752.10	2,904.35	
	28.90	30.13	31.29	32.48	33.75	35.06	36.47	37.96	40.06	
YCW	36,021	37,231	38,442	39,798	41,030	42,407				
	1,380.80	1,427.20	1,473.60	1,525.60	1,572.80	1,625.60				
	17.26	17.84	18.42	19.07	19.66	20.32				

Salary Schedule - Year 4

Effective April 1, 2013 to March 29, 2014

CODE	1	2	3	4	5	6	7	8	9	10
ACL1	38,034	39,074	40,171	41,325	42,536	43,784				
	1,457.98	1,497.85	1,539.90	1,584.13	1,630.53	1,678.38				
	20.11	20.66	21.24	21.85	22.49	23.15				
AD1	42,498	43,765	44,994	46,280	47,661	49,117				
	1,629.08	1,677.65	1,724.78	1,774.08	1,827.00	1,882.83				
	22.47	23.14	23.79	24.47	25.20	25.97				
AO1	39,623	40,890	42,309	43,784	45,259	46,848				
	1,518.88	1,567.45	1,621.83	1,678.38	1,734.93	1,795.83				
	20.95	21.62	22.37	23.15	23.93	24.77				
AO2	44,446	46,091	47,661	49,458	51,254	53,089				
	1,703.75	1,766.83	1,827.00	1,895.88	1,964.75	2,035.08				
	23.50	24.37	25.20	26.15	27.10	28.07				
AO3	50,347	52,181	54,035	56,058	58,158	60,314				
	1,929.95	2,000.28	2,071.33	2,148.90	2,229.38	2,312.03				
	26.62	27.59	28.57	29.64	30.75	31.89				
BSW	31,377	32,436	33,400	34,441	35,576	36,673				
	1,202.78	1,243.38	1,280.35	1,320.23	1,363.73	1,405.78				
	16.59	17.15	17.66	18.21	18.81	19.39				
CL1	26,554	27,310	28,029	28,824						
	1,017.90	1,046.90	1,074.45	1,104.90						
	14.04	14.44	14.82	15.24						
CL2	28,029	28,824	29,637	30,507	31,377	32,436				
	1,074.45	1,104.90	1,136.08	1,169.43	1,202.78	1,243.38				
	14.82	15.24	15.67	16.13	16.59	17.15				

CODE	1	2	3	4	5	6	7	8	9	10
CL3	35,140	36,086	37,126	38,223	39,415	40,682				
	1,347.05	1,383.30	1,423.18	1,465.23	1,510.90	1,559.48				
	18.58	19.08	19.63	20.21	20.84	21.51				
CAW1	51,538	53,392	55,321	57,401	59,538	61,865				
	1,975.63	2,046.68	2,120.63	2,200.38	2,282.30	2,371.48				
	27.25	28.23	29.25	30.35	31.48	32.71				
CAW2	55,321	57,401	59,538	61,865	64,077	66,593				
	2,120.63	2,200.38	2,282.30	2,371.48	2,456.30	2,552.73				
	29.25	30.35	31.48	32.71	33.88	35.21				
CK1	31,910	32,870	33,934	35,040	36,146	37,336				
	1,223.20	1,260.00	1,300.80	1,343.20	1,385.60	1,431.20				
	15.29	15.75	16.26	16.79	17.32	17.89				
CK2	40,967	41,990	43,033	44,181	45,412	46,664				
	1,570.40	1,609.60	1,649.60	1,693.60	1,740.80	1,788.80				
	19.63	20.12	20.62	21.17	21.76	22.36				
CK3	42,177	43,221	44,369	45,517	46,685	48,000				
	1,616.80	1,656.80	1,700.80	1,744.80	1,789.60	1,840.00				
	20.21	20.71	21.26	21.81	22.37	23.00				
LN	54,886	56,550	58,290	60,163	62,148	64,134				
	2,103.95	2,167.75	2,234.45	2,306.23	2,382.35	2,458.48				
	29.02	29.90	30.82	31.81	32.86	33.91				
LT1	38,545	39,528	40,569	41,684	42,876	44,200				
	1,477.55	1,515.25	1,555.13	1,597.90	1,643.58	1,694.33				
	20.38	20.90	21.45	22.04	22.67	23.37				
LT2	43,670	44,805	46,034	47,283	48,531	49,931				
	1,674.03	1,717.53	1,764.65	1,812.50	1,860.35	1,914.00				
	23.09	23.69	24.34	25.00	25.66	26.40				
MM1	41,609	43,008	44,484	46,091						
	1,595.00	1,648.65	1,705.20	1,766.83						
	22.00	22.74	23.52	24.37						

CODE	1	2	3	4	5	6	7	8	9	10
MM2	41,609	43,008	44,484	46,091	47,453	48,871				
	1,595.00	1,648.65	1,705.20	1,766.83	1,819.03	1,873.40				
	22.00	22.74	23.52	24.37	25.09	25.84				
Effective March 23, 2013 - March 29, 2014										
NP	82,329	88,362	91,993	95,625	99,540					
	3,155.93	3,387.20	3,526.40	3,665.60	3,815.68					
	43.53	46.72	48.64	50.56	52.63					
Effective March 23, 2013 - March 29, 2014										
NU1	60,881	62,981	65,118	67,312	69,506	71,756				
	2,333.78	2,414.25	2,496.18	2,580.28	2,664.38	2,750.65				
	32.19	33.30	34.43	35.59	36.75	37.94				
Effective March 23, 2013 - March 29, 2014										
NU2	63,170	65,288	67,539	69,695	71,718	73,912	76,144			
	2,421.50	2,502.70	2,588.98	2,671.63	2,749.20	2,833.30	2,918.85			
	33.40	34.52	35.71	36.85	37.92	39.08	40.26			
Effective March 23, 2013 - March 29, 2014										
NU3	65,326	67,747	70,168	72,815	75,841	78,792	81,837			
	2,504.15	2,596.95	2,689.75	2,791.25	2,907.25	3,020.35	3,137.08			
	34.54	35.82	37.10	38.50	40.10	41.66	43.27			
PEC	55,321	57,401	59,538	61,865	64,077	66,593				
	2,120.63	2,200.38	2,282.30	2,371.48	2,456.30	2,552.73				
	29.25	30.35	31.48	32.71	33.88	35.21				
PO1	43,708	45,259	46,848	48,569	50,366	52,200				
	1,675.48	1,734.93	1,795.83	1,861.80	1,930.68	2,001.00				
	23.11	23.93	24.77	25.68	26.63	27.60				
PO2	48,569	50,366	52,200	54,224	56,247	58,423				
	1,861.80	1,930.68	2,001.00	2,078.58	2,156.15	2,239.53				
	25.68	26.63	27.60	28.67	29.74	30.89				
PO3	55,170	57,231	59,444	61,638	64,077	66,593				
	2,114.83	2,193.85	2,278.68	2,362.78	2,456.30	2,552.73				
	29.17	30.26	31.43	32.59	33.88	35.21				

CODE	1	2	3	4	5	6	7	8	9	10
PO4	57,496	59,709	61,959	64,399	66,934	69,619				
	2,204.00	2,288.83	2,375.10	2,468.63	2,565.78	2,668.73				
	30.40	31.57	32.76	34.05	35.39	36.81				
PO5	59,709	61,959	64,399	66,934	69,619	72,437				
	2,288.83	2,375.10	2,468.63	2,565.78	2,668.73	2,776.75				
	31.57	32.76	34.05	35.39	36.81	38.30				
PO6	62,962	65,345	67,841	70,489	73,345	76,428				
	2,413.53	2,504.88	2,600.58	2,702.08	2,811.55	2,929.73				
	33.29	34.55	35.87	37.27	38.78	40.41				
PO7	65,345	67,841	70,489	73,345	76,428	79,662				
	2,504.88	2,600.58	2,702.08	2,811.55	2,929.73	3,053.70				
	34.55	35.87	37.27	38.78	40.41	42.12				
RC1	51,538	53,392	55,321	57,401	59,538	61,865				
	1,975.63	2,046.68	2,120.63	2,200.38	2,282.30	2,371.48				
	27.25	28.23	29.25	30.35	31.48	32.71				
RC2	55,321	57,401	59,538	61,865	64,077	66,593				
	2,120.63	2,200.38	2,282.30	2,371.48	2,456.30	2,552.73				
	29.25	30.35	31.48	32.71	33.88	35.21				
RA	39,623	40,890	42,309	43,784	45,259	46,848				
	1,518.88	1,567.45	1,621.83	1,678.38	1,734.93	1,795.83				
	20.95	21.62	22.37	23.15	23.93	24.77				
RCW1	33,204	34,268	35,395	36,501	37,711	38,964	40,278	41,551		
	1,272.80	1,313.60	1,356.80	1,399.20	1,445.60	1,493.60	1,544.00	1,592.80		
	15.91	16.42	16.96	17.49	18.07	18.67	19.30	19.91		
SEC1	34,535	35,367	36,219	37,107	38,129	39,056				
	1,323.85	1,355.75	1,388.38	1,422.45	1,461.60	1,497.13				
	18.26	18.70	19.15	19.62	20.16	20.65				
SEC2	36,994	37,959	39,037	40,077	41,231	42,498				
	1,418.10	1,455.08	1,496.40	1,536.28	1,580.50	1,629.08				
	19.56	20.07	20.64	21.19	21.80	22.47				

CODE	1	2	3	4	5	6	7	8	9	10
SEC3	40,209	41,325	42,403	43,538	44,862	46,091				
	1,541.35	1,584.13	1,625.45	1,668.95	1,719.70	1,766.83				
	21.26	21.85	22.42	23.02	23.72	24.37				
SUP	56,247	58,631	60,900	63,207	65,685	68,238	70,981	73,874	77,960	
	2,156.15	2,247.50	2,334.50	2,422.95	2,517.93	2,615.80	2,720.93	2,831.85	2,988.45	
	29.74	31.00	32.20	33.42	34.73	36.08	37.53	39.06	41.22	
YCW	37,064	38,317	39,548	40,946	42,219	43,638				
	1,420.80	1,468.80	1,516.00	1,569.60	1,618.40	1,672.80				
	17.76	18.36	18.95	19.62	20.23	20.91				