

Collective Agreement

between

**St. Amant
(Support Group)**

and

**Manitoba Government and General Employees' Union
(Health Care Support Services)**

April 1, 2008 to March 31, 2012

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Preamble

WHEREAS it is the desire of both parties to this Agreement to maintain harmonious relations between the Employer and its employees, to recognize the mutual value of joint discussion and negotiations in matters pertaining to working conditions, hours of work and scales of wages paid, to encourage efficiency of operations and to promote the morale, well-being, security and efficiency of all the employees covered by the terms of this Agreement, and further that the Union recognizes that the Employer is a Christian organization whose first consideration is to the welfare of the residents of the facility.

AND WHEREAS it is the desire of both parties that these matters be drawn up in an Agreement,

NOW THEREFORE, this Agreement witnesseth that the parties hereto in consideration of mutual covenants hereinafter contained, agree each with the other as follows:

Article 1 Scope of Recognition

- 1:01** The Employer recognizes the Union as the sole and exclusive bargaining agent for employees in classifications included in the bargaining unit as certified by the Manitoba Labour Board under Certificate #MLB 5782, or as may be granted voluntary recognition by the Employer and identified in Appendix "A".
- 1:02** Employees whose positions are excluded from this Agreement shall be permitted to perform work similar to those employees within the bargaining unit where this is for experimentation, installation of new equipment, instruction, or for resolving emergencies.

Article 2 Management Rights

- 2:01** The Union recognizes the sole right of the Employer, unless otherwise provided in this Agreement, to exercise its function of management under which it shall have among others, the right to maintain efficiency and quality of resident care; the right to direct the work of its employees; the right to hire,

classify, assign to positions and promote; the right to determine job content; the right to demote, discipline, suspend, layoff and discharge for just cause; the right to make, alter and enforce rules and regulations in a manner that is fair and consistent with the terms of this Agreement.

- 2:02** In administering the Collective Agreement, the Employer agrees to acknowledge employee's rights, act reasonably, fairly, in good faith and in a manner consistent with the terms and conditions of the Collective Agreement as a whole.

Article 3 Definitions

- 3:01** An "employee" is a person employed by the Employer and covered by this Agreement.
- 3:02** A "full-time" employee is one who regularly works the hours specified in Article 12.
- 3:03** A "part-time" employee is one who regularly works less than full-time hours, as per Article 12:01, on a regular and reoccurring basis.
- 3:04** A "term position" shall be for a specific time period or until completion of a particular project within a specific area, of a minimum duration of three (3) months and a maximum duration of fifty four (54) weeks. This period may be extended if the Employer so requests and the Union agrees.

Where the Employer anticipates that there will be a permanent deletion of a vacant position(s) in the near future, a term position of a minimum duration of three (3) months and a maximum duration of twelve (12) months may be created.

When the Employer determines that a term position, as described above exists, the position shall be posted in accordance with Article 9 and filled in accordance with Article 8. All employees within the Department may apply for the term position, however preference shall be given to employees within the area/living unit. The parties agree to two (2) additional term postings resulting from the original term posting as referenced above. Any additional

hours occurring as a result of the filling of the last position posted, shall be offered to part-time employees in accordance with Article 20:10. Upon completion of the original term position, the employees shall be returned to their former positions.

For situations related to Workers Compensation and/or illness and/or accident or where a definitive expiry date cannot be specified, the Employer shall state on the job posting that the said term position will expire subject to twenty-four (24) hours notice of return of the current incumbent to her position. The employee occupying the said term position shall receive notice equivalent to the amount of notice the employee returning from leave provides the Employer, as referenced above.

Where the Employer determines that staff are to be replaced during periods of less than three (3) months, Articles 20:10 and 18:05 shall apply, wherever possible.

An employee in a term position may be required to complete the term before being considered for other term positions within the bargaining unit.

In case an employee on maternity or parental leave wants to exercise her right to return from such leave earlier than anticipated, having given appropriate notice as per Article 11:02 (d), the Employer shall state on the job postings that the said term position is a “maternity or parental leave of absence term” which may expire sooner than indicated, subject to minimum notice of two (2) weeks or one (1) pay period, whichever is longer. Any term position directly resulting from the filling of such a term position will be posted in the same manner.

A term employee who applies for and is awarded a permanent position prior to the end of her period of term employment, shall have her service connected for seniority purposes.

A term employee who applies for and is awarded a term position prior to the end of her period of term employment, shall have her service connected for seniority purposes, provided the subsequent position

commences within four (4) weeks of the expiry of the original term position.

- 3:05** All new full-time employees shall be on probation for three (3) calendar months with provision for an extension of the probationary period for another three (3) months, and all new part-time employees shall be on probation for six (6) months and a minimum of three hundred (300) worked hours from the day of their employment. During this period, the Employer may, in its sole discretion, dismiss, suspend, discipline or demote such employees. A written appraisal of employee progress will be conducted after the first two (2) calendar months for full-time employees and after the first four (4) calendar months for part-time employees and discussed with the affected employee.
- 3:06** A “casual employee” is one called in occasionally by the Employer to replace an absent employee or to supplement regular staff coverage, subject to Article 20:10. The terms of this Agreement do not apply to the casual employee, except as specified hereinafter:
- (a) Casual employees shall receive vacation pay bi-weekly at the rate of six percent (6%) of the regular hours worked in a bi-weekly pay period.
 - (b) Casual employees are paid in accordance with the salaries specified in Appendix “A”. Increments will be earned in accordance with the number of hours worked.
 - (c) Casual employees are entitled to the shift premium(s) outlined in Article 18.
 - (d) Casual employees required to work on a recognized holiday shall be paid at the rate of time and one-half (1½x) their basic rate of pay.
 - (e) Casual employees shall be entitled to compensation for overtime worked in accordance with Article 13:01 and 13:02.
 - (f) The Employer agrees to deduct union dues in an amount specified by the Union in any pay period for which the casual employee receives any payment in accordance with Article 4.

- (g) In the event that no payment is made during the pay period, the Employer shall have no responsibility to deduct and submit dues for that period.
- (h) Articles 6 and 7 herein apply only with respect to the terms of this Article.
- (i) Casual employees shall be paid for their initial orientation shifts which they attended as follows:
 - (i) Subject to (ii) below, casual employees shall receive payment for two (2) orientation shifts following the completion of every two (2) shifts worked.
 - (ii) Should the above-noted casual employee obtain a permanent full-time or part-time position, she shall be paid her outstanding orientation pay at regular rates on her first pay cheque subsequent to commencing the said position.
 - (iii) A casual employee not offered a sufficient number of shifts to satisfy (i) within four (4) weeks following the conclusion of the orientation period shall be paid for all outstanding orientation time.
- (j) A casual employee will be paid four-point six two percent (4.62%) of their basic pay in lieu of time off on General Holidays. Such holiday pay shall be included in each pay cheque.**

3:07 Where the context so requires, masculine and feminine genders and singular and plural numbers shall be considered interchangeable.

3:08 The term “Employer” and/or “Facility” shall mean the St. Amant.

3:09 The word “Union” shall mean the Manitoba Government and General Employees’ Union (Health Care Support Services), as per Manitoba Labour Board Certificate #MLB 5782.

3:10 The word “promotion” shall mean a change from one (1) classification to another classification with a higher maximum rate of pay.

- 3:11** The word “demotion” shall mean a change from one (1) classification to another classification with a lower maximum rate of pay.
- 3:12** The word “transfer” shall mean a change by an employee from one (1) classification to another classification with the same pay rate in Appendix “A”.
- 3:13** The terms “Department”, “Program” or “Service” shall be considered interchangeable.

The Employer will provide to the Union an updated list of Programs and Services as revisions are made.

- 3:14** **A full time or part time employee who resigns and who within thirty (30) calendar days, is rehired as a casual employee shall be paid at the same increment step as she received in her former position.**

Article 4 Union Security and Dues Check-Off

- 4:01** The Employer agrees to deduct the amount of monthly dues as determined by the Union from the salaries of each and every employee covered by this Agreement. The Employer also agrees to deduct from each and every employee covered by this Agreement the amount of any general assessment levied by the Union, with the proviso that such an assessment shall be limited to one (1) per calendar year, and that such assessment formula can be operated through the Employer’s present payroll system.
- 4:02** The Employer will remit to the Union monthly, any monies deducted with a list of employees and casual employees from whom deductions have been made.

The Employer shall also provide to the Union the home address of all employees at the time of the dues remission except where the employee provides written direction to the Employer not to provide their address to a third party.

- 4:03** The Union shall notify the Employer in writing of any changes in the amount of dues at least one (1) month in advance prior to the effective date of such change.
- 4:04** In consideration of the foregoing clauses, the Union shall hold the Employer harmless with respect to all dues so deducted and remitted and with respect to any liability which the Employer may incur as a result of such deductions.
- 4:05** The Employer shall include the amount of Union dues paid by each employee during the relevant year on the Income Tax T4 slips.
- 4:06** All new employees shall, as a condition of employment, become and remain members in good standing in the Union as of the date of hire.

The M.G.E.U. Health Care Support Services shall be granted up to fifteen (15) minutes during the general orientation program to acquaint the employees with the Union and distribute a copy of the Collective Agreement and membership applications to new employees falling within the scope of the Collective Agreement. The Employer has the right to be present during this time period.

- 4:07** The Union representative or designate shall have up to fifteen (15) minutes either at a time mutually agreeable with the Employer, or up to thirty (30) minutes at the facility orientation sessions, to acquaint new employees falling within the scope of this Agreement with the fact that a Collective Agreement is in effect and to indicate the general conditions and obligations as they relate to employees.

Article 5 Technological Change

- 5:01** Technological change shall mean the introduction by an Employer into his work, undertaking or business of equipment or material of a different nature or kind than that previously used by him in the operation of the work, undertaking or business, and a change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material.

In the event of a technological change which will displace or affect the classification of employees in the bargaining unit:

- (a) The Employer shall notify the Union at least one hundred and twenty (120) days before the introduction of any technological change, with a detailed description of the project it intends to carry out, disclosing all foreseeable effects and repercussions on employees.
- (b) Negotiations on the effects of the technological change will take place not later than ninety (90) days prior to the intended date of implementation.
- (c) If the Union and the Employer fail to agree upon measures to protect the employees from any adverse effects, the matter may be referred by either party to arbitration as provided for under the terms of this Agreement.

5:02 An employee who is displaced from her job as a result of the technological change shall be given an opportunity to fill any vacancy for which she has seniority and for which she has the qualifications and ability to perform. If there is no vacancy, she shall have the right to displace employees with less seniority, in accordance with layoff procedures specified in this Agreement.

5:03 (a) Where new or greater skills are required than are already possessed by affected employees under the present methods of operation as a result of the technological change, the Employer agrees that employees shall be trained on the new equipment or new methods of operation, and said training shall be provided and paid for by the Employer during normal working hours if possible. In addition, at the option of the Employer, the employee may be trained in a new area in respect of which there is a demand within the facility for individuals possessing such skills. A reasonable training period (not to exceed twelve [12] months) will be provided by the Employer. During the above training periods the employees shall be paid at their current rate of pay.

- (b) The Employer agrees that where two (2) or more employees require training in (a) above, first consideration shall be given to the employee with the most seniority.

Article 6 Grievance Procedure

- 6:01** A grievance shall be defined as any dispute arising out of interpretation, application, or alleged violation of the Agreement.
- 6:02** An earnest effort shall be made to settle grievances fairly and equitably in the following manner, however nothing in this Agreement shall preclude the Employer and the Union from mutually agreeing to settle a dispute by any means other than those described in the following grievance procedures without prejudice to their respective positions.
- 6:03** Local Union representatives, upon request to their immediate supervisor and subject to operational requirements, shall be granted necessary time off with pay to meet with the Employer for the purpose of processing grievances subject to a maximum cost to the Employer of maintaining salaries of two (2) employees, or more employees so engaged if mutually agreed upon. Such permission shall not be unreasonably withheld.
- 6:04** **Discussion Stage**
Within ten (10) calendar days of the occurrence of the grievance, the employee shall attempt to resolve the dispute with his immediate Supervisor who is outside the bargaining unit.
- 6:05** **Step One**
If the grievance is submitted but not resolved within ten (10) calendar days from the time the grievance was first discussed with the Supervisor, the grievor and/or the Union representative may, within the ensuing ten (10) calendar days, submit the grievance in writing to the Department Head or designate.

6:06 Step Two

Failing settlement of the grievance within ten (10) calendar days after submission under Article 6:05, the Union may within the ensuing ten (10) calendar days, submit the grievance in writing to the designated Administrative Officer.

6:07 The foregoing time limits may be extended by written mutual agreement between the Employer and the Union.

6:08 An employee may choose to be accompanied by a Union Representative at any stage of the grievance procedure.

6:09 Policy grievances and grievances filed as a result of a dismissal, suspension, or demotion shall be initiated at Step Two.

Article 7 Arbitration Procedure

7:01 Failing settlement of the grievance within ten (10) calendar days after submission under Article 6:06, either party may refer the matter to arbitration by serving written notice to the other party within the ensuing thirty (30) days.

7:02 Unless both parties agree to the selection of a Sole Arbitrator within ten (10) calendar days following the matter being referred to Arbitration, each party shall in the next ten (10) calendar days give notice to the other party in writing naming its nominee to the Arbitration Board.

7:03 The two (2) named members of the Board shall, within ten (10) calendar days name a third member of the Board who shall be Chairperson.

7:04 In the event of a failure to agree upon a third person, the Minister of Labour for the Province of Manitoba shall be requested to appoint a third member.

7:05 The Arbitration Board or the Sole Arbitrator shall not be empowered to make any decision inconsistent with the provisions of this Agreement, or to modify or amend any portion of this Agreement.

- 7:06** The Board shall determine its own procedures, but shall provide full opportunity to all parties to present evidence and make representations. The Board shall hear and determine the difference(s) or allegation(s) and render a decision within ten (10) calendar days from the time it holds its final meeting.
- 7:07** The decision of the majority or the Sole Arbitrator shall be the decision of the Board. Where there is no majority decision, the decision of the Chairperson shall be the decision of the Board. The decision of the Board of Arbitration or the Sole Arbitrator shall be final and binding and enforceable on all parties.
- 7:08** **Clarification on Decision**
 Within ten (10) calendar days following receipt of the award, should the parties disagree as to the meaning of the decision of the Board or the Sole Arbitrator either party may apply to the Chairperson of the Board of Arbitration or Sole Arbitrator, to reconvene. Within ten (10) calendar days the Board of Arbitration or the Sole Arbitrator shall reconvene to clarify the decision.
- 7:09** **Expenses of the Board**
 Each party shall pay:
- (a) the fees and expenses of the Nominee it appoints.
 - (b) one-half (1/2) of the fees and expenses of the Chairperson or Sole Arbitrator.
- 7:10** Nothing in this Agreement shall preclude settlement of a grievance by mutual agreement in any manner whatsoever.
- 7:11** The foregoing time limits may be extended by written mutual agreement between the Employer and the Union.

Article 8 Seniority

- 8:01** An employee's seniority shall consist of the following:
- (a) "Seniority" shall mean the total of all hours paid at the employee's regular rate of pay from the time the employee last entered the service of

the Employer in the Health Care Support Services to the last time her name appears on the payroll.

- 8:02** In order to be eligible for a vacant position, an employee must first possess the qualifications prescribed by the Employer for the position concerned, possess a satisfactory employment record and meet the physical requirements of the position in question. Where more than one (1) employee possesses the above selection criteria, the vacancy selection shall be based upon seniority.
- 8:03** Seniority will determine the level of benefit entitlement of such benefits as vacation. Actual entitlement in any calendar year of benefits such as vacation and income protection is based strictly on regular paid hours including any period of:
- (a) paid leave of absence;
 - (b) paid income protection;
 - (c) unpaid leave of absence up to four (4) weeks. In the event that the unpaid leave is in excess of four (4) weeks, accrual of benefits ceases effective at the commencement of such leave;
 - (d) Workers Compensation up to two (2) years in that appropriate time period.
- 8:04** Seniority will terminate if an employee:
- (a) resigns;
 - (b) is discharged for just cause and not reinstated under the grievance or arbitration procedure;
 - (c) is laid off and fails to report for duty as instructed as per Article 10:06;
 - (d) is laid off for more than twenty-four (24) months;
 - (e) fails to report for work as scheduled at the end of an approved leave of absence, suspension, or vacation, without an explanation satisfactory to the Employer;

- (f) is promoted or transferred out of the bargaining unit and has completed the trial period in the new position;
- (g) is absent for two (2) consecutive work days and does not provide the Employer with an acceptable explanation.

8:05 Seniority will continue to accrue if an employee:

- (a) is on any period of paid leave of absence;
- (b) is on any period of paid income protection;
- (c) is on any period of paid vacation;
- (d) is on any period of unpaid leave of absence up to four (4) consecutive weeks;
- (e) is on an unpaid leave of absence due to injury or illness which may be compensable by WCB, MPI or LTD for a period of up to two (2) years from the date of the first absence from work related to the injury or illness;
- (f) is on parenting leave;
- (g) is assigned to temporarily relieve or replace an absent employee in an out of scope position.

8:06 Seniority will be retained but will not accrue if an employee:

- (a) is on unpaid leave of absence in excess of four (4) consecutive weeks;
- (b) is on an unpaid leave of absence due to injury or illness which may be compensable by WCB, MPI or LTD for a period of more than two (2) years from the date of the first absence from work related to the injury or illness;
- (c) is laid off for less than twenty-four (24) months;
- (d) is on the trial period of an out-of-scope position;
- (e) is in a term in an out-of-scope position.

8:07 A seniority roster of all employees indicating the total seniority hours since the date of entry into the service of the Employer, in the Health Care Support

Services shall be prepared by the Employer at an effective date of **the end date of the last pay period of the calendar year**. This roster will be posted on the employees' bulletin board no later than February 1st of each year. The roster shall be open for correction for a period of twenty (20) calendar days from the date of the initial posting, on presentation of proof of error by an employee or the Union Representative. At the expiration of the twenty (20) days, the above seniority list, as corrected within such twenty (20) days, shall be considered to be the accurate seniority list and shall not be subject to further changes until the next posting.

A seniority list shall be distributed, upon written request, to the local/site Union Representative on a semi-annual basis.

Article 9 Vacancies, Promotions and Transfers

- 9:01** (a) Vacant positions which fall within the scope of this Agreement shall be posted for at least seventy-two (72) hours. Such postings shall **include position number where applicable**, state required qualifications, current location and shift, hours of work and wage rate. A copy of each posting shall be given to the Union local President at the time of posting. The Union shall, upon request, be informed in writing of the names and seniority of the applicants. **When a position becomes vacant, and the Employer chooses not to fill the vacancy, the Employer shall notify the Union. The Union shall be informed in writing of the name of the successful applicant.**
- (b) In the event that an employee's days off extend beyond the seventy-two (72) hours as specified in (a) above, she shall have the right to submit her application for a posted position on the first day of her return to work but applications shall be considered at the discretion of the Employer if submitted later than ninety-six (96) hours following the posting.
- (c) An employee on vacation when a vacancy occurs shall be considered for the promotion or transfer, provided she has submitted the prescribed application form prior to her departure.

- (d) When more than one (1) vacancy is posted at the same time, an employee shall have the right to bid on any or all, stating preference. Should she be awarded any of the positions for which she applied, she shall not have the right to file a grievance with respect to other positions for which she applied and expressed lower preference.
- (e) An employee on leave of absence or income protection shall be considered for a promotion or transfer along with other applicants, provided that, during such absence, the employee advises the Human Resources Department of her request for promotion or transfer, by telephone during normal business hours, and the employee shall provide written confirmation of her request within 24 hours.

9:02 As per the posting provisions contained in Article 9:01, within five (5) working days the Employer will select the person for the position and will post her name in the same location where the position was previously posted, providing there are qualified applicants as per Article 8:02.

9:03 All promotions and voluntary transfers **to a new department / program / site, as determined by the Employer**, are subject to a three (3) month trial period (six [6] months for part-time employees), and if an employee is found by the Employer to be unsatisfactory in her new position or if she wishes to revert voluntarily to her former position, during this trial period, she shall be returned to her former position at her previous increment step, with increment adjustments as may have been applicable as per Article 17:03 or 20:07 during the trial period, and without loss of seniority as per Article 8:01. All other employees so affected may be returned to their former positions as required without any notice requirement. In addition, the parties agree that the Employer may extend the above referenced trial period by up to three (3) months for full-time and up to six (6) months for part-time employees if it deems it appropriate.

Voluntary transfers within the same department / program / site, as determined by the Employer, and within the same classification, shall not be subject to a trial period. In these circumstances, an employee

who wishes to revert to her former position shall do so at the discretion of the Employer.

9:04 When an employee is promoted, her new and future salary will be determined as follows:

- (a) The new salary will be the rate of her new job title which is at least the next higher to her rate on her former job title. Additional credit will be given for hours previously worked in the new position as a full-time, part-time or term employee.
- (b) Subject to Article 17:03, the subsequent increments, if any, shall be due upon the completion of full-time yearly hours worked, as per Article 12.

When an employee is promoted to a new position while maintaining their original position in a lower classification, increment hours for the original position shall be maintained separately until the next increment is due; thereafter 17:03 shall apply.

9:05 Where an employee is voluntarily demoted from a position in a higher grade to a position in a lower grade, she shall be placed on the same increment step of the lower graded position.

Where an employee is involuntarily demoted from a position in a higher grade to a position in a lower grade, she shall be placed on the increment step of the lower graded position which is closest to, but not higher than, her present rate of pay.

Should an employee who has been demoted return to her former position in the higher grade, she shall be placed in accordance with the above or on the increment step she had achieved prior to her demotion, whichever provides for the higher rate.

9:06 Employees with less than six (6) months service in a given position will be eligible for promotion or transfer solely at the discretion of the Employer. This will not prevent non-probationary employees from being eligible for vacancies with a higher rate of pay or with a greater number of hours.

Article 10 Layoff and Recall

- 10:01** In the event of a layoff, employees shall receive four (4) weeks notice or pay in lieu of such notice. Written notice shall be given by personal service or registered mail to the employee(s) concerned and a copy of the notice shall be forwarded to the Union.
- 10:02** In the event of a reduction in the work force, employees will be laid off in reverse order of seniority within their occupational classifications. When reducing staff, senior employees may exercise their seniority to displace a less senior employee in an equivalent or lower classification provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.
- 10:03** No new employee shall be hired until those laid off have been given an opportunity to bid on vacated positions as per Article 8:02 of the Collective Agreement.
- 10:04** Employees laid off in accordance with Article 10:01 shall be recalled by order of seniority to available positions in equal or lower EFT status and equal or lower paid occupational classifications provided they are qualified to perform the required work.
- 10:05** To be eligible for recall, prior to the employee's last shift before being placed on layoff status, the employee must provide the Employer with their current address, and further, during the layoff period, must inform the Employer immediately of any address changes.
- 10:06** As per Article 10:05 above, the employee must communicate with the Employer within seven (7) calendar days of his notice of recall being delivered to his recorded address. Further, the employee must be prepared to begin work at the time designated by the Employer. When recalling a laid off employee, the Employer will take into consideration the two (2) week notice period required by the Employment Standards Code.

10:07 The right of a person who has been laid off to be rehired under this Agreement will be forfeited and shall be considered terminated in the following circumstances:

- (a) if the person did not communicate with the Employer as specified in Article 10:06.
- (b) if the person did not report to work when instructed to do so and fails to provide a written explanation satisfactory to the Employer.
- (c) a twenty-four (24) month period has elapsed since the date of layoff, as per Article 8:04 (d).

10:08 **Reduction of Hours/Deletion of an Occupied Position**

- (a) In the event that an employee has her hours of work reduced or her position is deleted, the employee shall be given four (4) weeks notice or four (4) weeks pay in lieu thereof and a copy of such notice shall be forwarded to the Union.
- (b) An employee whose hours of work have been reduced or whose position has been deleted shall be entitled to exercise their seniority to displace a less senior employee:
 - (i) within the same classification/grade, or
 - (ii) in an equivalent or lower classification/grade within the scope of this agreement provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.
- (c) No new employees shall be hired until those employees who have had their hours of work reduced are given the opportunity to regain the hours lost in order of their seniority.

10:09 Notwithstanding Article 20:10, providing the employee has indicated to the Employer a desire to work additional available shifts in writing, such shifts shall be offered to an employee on layoff, before part-time and casual employees, provided she possesses the qualifications, basic training and orientation prescribed by the Employer for the position concerned and meets

the physical requirements of the position in question. The available shifts accepted by the employee on layoff cannot exceed the employee's EFT prior to layoff. Such available shifts shall be distributed on a seniority basis.

In the event the employee accepts additional available shifts, the provisions of the Collective Agreement shall be applicable except as modified hereinafter:

- (a) vacation pay shall be calculated in accordance with Article 20:04 and shall be paid at the prevailing rate for the employee on each pay cheque, and shall be prorated on the basis of hours paid at regular rate of pay.
- (b) income protection accumulation shall be calculated as follows:

$$\frac{\text{Additional available hours worked by the laid off employee}}{\text{Full-time hours}} \times \frac{\text{Entitlement of a Full-time employee}}{\text{Full-time employee}}$$

- (c) the employee shall be paid **four point six two percent (4.62%)** of the basic rate of pay in lieu of time off on Recognized General Holidays. Such holiday pay shall be calculated on all paid hours and shall be included in each pay cheque.
- (d) participation in benefit plans is subject to the provisions of each plan.
- (e) seniority shall be calculated in accordance with regular hours worked for these additional available shifts.

10:10 Workplace Reorganization

If workplace restructuring will result in the deletion(s) of occupied MGEU positions, the Employer will notify the Union. A Joint Workforce Adjustment Committee will be established, with a minimum of two (2) representatives from management and a minimum of two (2) from the Union, to review the proposed changes and develop recommendations to minimize impact on the affected employees. Such recommendations shall not be in violation of the Collective Agreement.

Article 11 Leave of Absence

11:01 Leaves of absence with or without pay may be granted for a period for a good and sufficient reason at the discretion of the Employer. Except in emergency circumstances, all requests for leave of absence must be made in writing to the department head at least thirty (30) calendar days in advance, specifying the reason for requested leave and the proposed dates of departure and return.

11:02 **Parenting Leave**

Parenting Leave consists of Maternity Leave and Parental Leave. Parental Leave includes Paternity and Adoption Leave.

An employee who qualifies for Maternity Leave may apply for such leave in accordance with Maternity Leave “Plan A” or Maternity Leave “Plan B” but not both.

(a) Maternity/Parental Leave

A. Plan A

An employee shall receive Maternity Leave of seventeen (17) weeks and Parental Leave of thirty-seven (37) weeks without pay, subject to the following conditions:

- (i) An employee must have completed six (6) months employment as of the intended date of leave unless otherwise agreed to by the Employer.
- (ii) A written request must be submitted not later than the end of the twenty-second (22nd) week of pregnancy, indicating length of time required. In cases where an earlier leave is required, a written request must be submitted not less than four (4) weeks before the intended date of leave, indicating length of time requested.
- (iii) In the interest of job performance or employee health, as verified by a qualified medical practitioner, the Employer will have the right to place the employee on Maternity Leave.

- (iv) Where an employee takes Parental Leave in addition to Maternity Leave, the employee must commence the Parental Leave immediately on the expiry of the Maternity Leave without a return to work unless otherwise approved by the Employer.
- (v) A full-time employee may choose to receive up to five (5) days payment of normal salary from accumulated income protection credits before or after the period covered by Employment Insurance. Such days that may be utilized for this purpose will be as set out in Article 15:04.

A part-time employee may choose to receive income protection credits similar to full-time employees but prorated to reflect her paid hours of work within the previous fifty-two (52) weeks. Such days that may be utilized for this purpose will be as set out in Article 15:04.

B. Plan B

Effective April 1, 2010 the following (Plan B) provision, upon application, is applicable to employees commencing a maternity leave on or after April 1, 2010.

- (i) In order to qualify for Plan B, a pregnant employee must:**
 - (a) have completed six (6) continuous months of employment with the Employer;**
 - (b) submit to the Employer 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 Employer 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 Employer with proof that she has applied for Employment Insurance benefits and that the HRDC has**

agreed that the employee has qualified for and is entitled to such Employment Insurance benefits pursuant to the Employment Insurance Act.

- (ii) An applicant for Maternity Leave under Plan B must sign an agreement with the Employer providing that:
 - (a) she will return to work and remain in the employ of the Employer for at least six (6) months following her return to work, except that where an employee is the successful applicant for a part-time position which commences on the date of her return from Maternity Leave or at any time during the six (6) months following her return from Maternity Leave, she must remain in the employ of the Employer, and work the working hours remaining in the balance of the six (6) months of the full-time employment; and
 - (b) she will return to work on the date of the expiry of her maternity leave and where applicable, her parental leave, unless this date is modified by the Employer; and
 - (c) should she fail to return to work as provided under (a) and/or (b) above, she is indebted to the Employer for the full amount of pay received from the Employer as a maternity allowance during her entire period of maternity leave.
- (iii) 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, as in Article 11.02 B 1. (c).
 - (b) a period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified

in the certificate and the actual date of delivery, if delivery occurs after the date mentioned in that certificate, as in Article 11.02 B (i) (c).

- (c) the Employer shall vary the length of maternity leave upon proper certification by the attending physician or recommendation by the Department Head.
 - (iv) During the period of maternity leave, an employee who qualifies is entitled to a maternity leave allowance with the SUB Plan 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 EI benefits the employee is eligible to receive and ninety-three percent (93%) of the employee's normal weekly earnings;
 - (c) all other time as may be provided under Article 11.02 (iii), shall be on a leave without pay basis.
 - (v) An employee may end her Maternity Leave earlier than the date specified by giving her Employer written notice at least two weeks or one pay period, whichever is longer, before the date she wishes to end the leave.
 - (vi) Plan B does not apply to temporary employees.
 - (vii) A leave of absence under Plan B shall be considered to be an unpaid leave of absence. Income protection credits and vacation entitlement shall not accrue.
- C. Sections 52 through 57.1 (2) inclusive and Section 60 of the Employment Standards Code respecting maternity leave shall apply.

(b) Parental Leave - Paternity

An employee shall receive Parental Leave of thirty-seven (37) weeks without pay, subject to the following conditions:

- (i) He becomes the natural father of a child and assumes actual care and custody of his child.
- (ii) He has completed six (6) months employment as of the date of the intended leave.
- (iii) He submits to the Employer 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.
- (iv) Parental Leave must be completed no later than the anniversary date of the birth of the child or the date on which the child came into the actual care and custody of the employee.

(c) Parental Leave - Adoption

An employee shall receive Parental Leave of up to thirty-seven (37) weeks without pay, subject to the following conditions:

- (i) An employee must adopt a child under the laws of the province.
- (ii) An employee may commence Adoption Leave upon one (1) days notice provided that application for such leave is made when the adoption has been approved and the Employer is kept informed of the progress of the adoption proceedings.
- (iii) An employee has completed six (6) months employment as of the date of the intended leave.
- (iv) Parental Leave must be completed no later than the first anniversary date of adoption of the child or the date on which the child comes into actual care and custody of the employee.
- (v) Upon request, up to three (3) days income protection shall be paid to the parent on the occasion of a birth or adoption of a child. Such leave shall be paid from the family illness income protection

bank as stipulated in Article 15:02 (b), provided the full provisions of 11:02 (a) (v) is not utilized.

- (d) An employee may end her parenting leave earlier by giving the Employer written notice at least two (2) weeks, or one (1) pay period, whichever is longer before the day the employee wishes to end the leave. On return from maternity and/or parental leave, the employee shall be placed in her former classification and shift at the same increment step on the same salary scale.

11:03 Compassionate Leave

- (a) An employee shall be granted four (4) regularly scheduled **working** days leave without loss of pay and benefits, in the case of the death of a parent, spouse, same-sex partner, child, brother, sister, mother-in-law, father-in-law, common-law spouse, daughter-in-law, son-in-law, sister or brother of spouse, the wife or husband of the spouse's sister or brother, grandparent, grandparent-in-law, grandchild, step children, step parents, latest foster parents, former legal guardian, fiancé, sister's husband, brother's wife, and any other relative or foster child who was residing in the same household at the time of his/her death.

Such days may be taken only in the period which extends from the date of death up to an including three (3) days following interment or four (4) calendar days following the death, whichever is greater. One (1) day may be retained for use where the actual interment or cremation is at a later date.

- (b) Compassionate leave as referenced in (a) above, shall be extended by up to two (2) additional consecutive days provided the employee is required to attend a funeral more than two hundred and fifty (250) kilometres from the respective facility, or may be granted at the Employer's discretion if the travel required is less than two hundred and fifty (250) kilometres from the centre.
- (c) The time off referenced to in (a) above shall not be considered as needed during periods when an employee was not scheduled to be on

duty, i.e. days off, vacation periods, holidays and days during which income protection is being utilized.

(d) Compassionate Care Leave

An employee shall receive compassionate care leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:

- (i) An employee must have completed at least thirty (30) days of employment as of the intended date of leave.
- (ii) An employee who wishes to take a leave under this section must give the employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
- (iii) An employee may take no more than two (2) periods of leave, totalling no more than eight (8) weeks, which must end not later than twenty-six (26) weeks after the day the first period of leave began. No period of leave may be less than one (1) week's duration.
- (iv) For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
 - (1) a family member of the employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
 - (A) the day the certificate is issued, or
 - (B) if the leave was begun before the certificate was issued, the day the leave began; and
 - (2) the family member requires the care or support of one (1) or more family members.

The employee must give the Employer a copy of the physician's certificate as soon as possible.

- (v) A family member for the purpose of this Article shall be defined as:
- (1) a spouse or common-law partner of the employee;
 - (2) a child of the employee or a child of the employee's spouse or common-law partner;
 - (3) a parent of the employee or a parent of the employee's spouse or common-law partner;
 - (4) **a brother, sister, step-brother, step-sister, uncle, aunt, nephew, niece, grandchild or grandparent of the employee or of the employee's spouse or common-law partner;**
 - (5) **a current or former foster parent of the employee or of the employee's spouse or common-law partner;**
 - (6) **a current or former foster child, ward or guardian of the employee, or of the employee's spouse or common-law partner;**
 - (7) **the spouse or common-law partner of a person mentioned in any of the clauses (3), (4) (5) and (6);**
 - (8) **any other person whom the employee considers to be like a close relative, whether or not they are related by blood, adoption, marriage or common-law relationship.**
- (vi) An employee may end their compassionate leave earlier than eight (8) weeks by giving the Employer at least forty-eight (48) hours notice. Where an employee has been provided necessary time off under this section, and where the Employer has made arrangements for alternate staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.
- (vii) Seniority shall accrue as per Article 8:03 (c) and 8:05 (d).

(viii) Subject to the provisions of Article 15:11, an employee may apply to utilize income protection to cover part or all of the two (2) week Employment Insurance waiting period.

(ix) In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for Compassionate Leave as outlined in Article 11:03 and 20:08.

11:04 Necessary time off up to one (1) day at basic pay shall be granted to an employee to attend a funeral as a pallbearer or mourner. Additional travel time shall not be compensated as per Article 11:03 (b) above.

Other Leave

11:05 An employee required to serve as a juror or one subpoenaed as a witness in any court of law, other than a proceeding resulting from an employee's conduct or affairs shall be granted a leave of absence without loss of basic pay.

11:06 Employees shall be allowed the necessary time off without loss of basic pay to attend citizenship court to become a Canadian citizen up to a maximum of one (1) calendar day.

11:07 An employee requesting to be absent from work on approved Union business shall be granted a reasonable leave of absence for such purpose, subject to operational requirements. The Employer shall continue to pay the employee in a regular manner and the Union will reimburse the Employer for the salary and benefits accruing to the employee during her leave of absence and for any other extra cost incurred by the Employer.

Except in cases of emergency, at least seven (7) days advance notice of request for such leave will be given by the employee or the Union.

Article 12 Hours of Work

12:01 Regular hours of work for all full-time employees will be:

- (a) seven and three quarters ($7\frac{3}{4}$) hours per day excluding meal periods and including rest periods; and
- (b) thirty-eight and three-quarters ($38\frac{3}{4}$) hours per week; and
- (c) seventy-seven and one-half ($77\frac{1}{2}$) hours bi-weekly.

12:02 The unpaid meal period away from the work station will be scheduled by the Employer and will not be less than one-half ($\frac{1}{2}$) hour as per Article 12:01.

An employee whose meal period is cancelled and not rescheduled will be entitled to receive pay at overtime rates for the missed time.

An employee who is required to remain in the work site during the meal period shall receive pay at overtime rates for the entire meal period.

12:03 A rest period of fifteen (15) minutes, away from the work station, will be allowed by the Employer during each consecutive three (3) hour period of work, or unless otherwise mutually agreed to between the Employer and the employee.

12:04 Shift schedules for a minimum of a two (2) week period shall be posted at least two (2) weeks in advance of the beginning of a scheduled period. Except in cases of emergency, shifts within the minimum two (2) week period shall not be altered after posting except by mutual agreement between the employee and the Employer.

12:05 Full-time employees shall be assigned every second (2nd) weekend off, weekend being defined as Saturday and Sunday. By mutual agreement employees may alternate the weekends on which they are not required to work. Mutual agreement is deemed to include the Manager/Coordinator or designate, and the affected employees.

12:06 For identification purposes, shifts will be named as follows:

- (a) the shift commencing at or about 23:30 hours shall be considered the first shift;

- (b) the shift commencing at or about 07:30 hours shall be considered the second shift;
- (c) the shift commencing at or about 15:30 hours shall be considered the third shift.

12:07 Requests for interchanges in posted shifts shall be submitted in writing co-signed by the employee willing to exchange shifts with the applicant. These requests are subject to the approval of the Manager/Coordinator or designate and shall not result in overtime costs to the facility.

12:08 Except for training purposes or evaluation where there is just cause, the employee's existing shift may be changed only by mutual agreement between the employee and the Employer.

For the purpose of this Article "shift" shall mean day, evening or night shift.

Nothing in this Article shall prevent the Employer from designating certain positions as "floats" which can be required to work more than one (1) shift, providing that these positions are posted as such and provided that such positions are not used to circumvent the intent of this Article which is to provide for fixed shifts whenever possible.

12:09 **Cancelled Shifts**

An employee who reports for work as scheduled and finding no work available shall be paid a minimum of three (3) hours at her basic rate of pay. However, when such employee works any portion of her scheduled shift, she shall receive pay for that entire shift.

Article 13 Overtime

13:01 Overtime shall be all time authorized by the Employer and worked in excess of regular daily or bi-weekly hours of work as specified in Article 12:01. Overtime shall be compensated at one and one-half (1½x) times the basic rate of pay for the first three (3) overtime hours worked and double time (2x) for all overtime hours worked thereafter.

- 13:02** All overtime worked on a general holiday shall be paid at two and one-half times (2½x) the employee's basic rate of pay.
- 13:03** **Overtime may be accumulated to a maximum of 77.5 hrs (i.e. 10 work days),** and may be compensated for by the granting of equivalent time off at applicable overtime rates. Such time shall be taken by the employee prior to March 31 of any year, **or will be paid out at the end of the current fiscal year. Except in unique circumstances, two (2) weeks notice of requests will be provided.**
- 13:04** When overtime is required, it shall be offered to the most senior qualified volunteer employees, and when there are no volunteer employees, such duty shall be assigned starting with the most junior employee in the area, on duty, that is qualified.

For the life of the agreement, it is the understanding of the parties that the following guidelines shall apply:

Where overtime hours are required for the shift immediately following the current shift, the employer shall approach employees within the classification who are currently in the facility. On the basis of seniority, overtime shall be offered to the most senior volunteer employee from the unit first, and second to the most senior trained employees in the facility.

When overtime hours are required, and there is no volunteer employee in the facility, the hours are assigned, as per Article 13:04 of the Collective Agreement, to the most junior employee in the classification, on duty, that is qualified.

- 13:05** A full-time employee required to report back to work outside her regular working hours shall be paid at overtime rates for all hours worked with a minimum of three (3) hours at overtime rates. Where an employee is called back within two (2) hours prior to the commencement of her next scheduled shift she will be paid at overtime rates for all time worked prior to the starting time of the next scheduled shift.

- 13:06** Overtime worked as a result of the changeover from Daylight Savings Time to Central Standard Time shall be deemed to be authorized overtime.
- 13:07** An employee required by the Employer to attend classes of instruction or interdepartmental meetings outside his regular hours shall be paid straight time rates for time spent in attendance at such courses or meetings or be given equivalent time off, **subject to 13:03.**
- 13:08** A meal shall be provided or **seven dollars (\$7.00)** in lieu of shall be paid to an employee when said employee works in excess of two (2) hours following her normal shift.
- 13:09** Employees working two (2) consecutive shifts will be paid at double time for the second shift.
- 13:10** A full-time employee who works on a scheduled day off shall be paid two times (2x) the employee's basic rate of pay.
- 13:11** In every period of overtime, a paid rest period of twenty (20) minutes shall occur during each continuous three (3) hours, unless the overtime worked is a full shift, in which case regular meal/rest periods shall occur.

Article 14 General Holidays

- 14:01** The following are recognized as general holidays for purposes of this Agreement and either they or an alternate day off in lieu will be given at the basic rate. Failing this, an additional day's pay at the basic rate shall be granted in lieu.

New Year's Day (Jan. 1)	August Civic Holiday
Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day (Dec. 25)
Canada Day (July 1)	Boxing Day

Any other day proclaimed as a holiday by Federal or Provincial authorities.

Both full-time and part-time employees may be scheduled to work general holidays.

- 14:02** An employee required to work on a General Holiday will be paid at the rate of one and one-half ($1\frac{1}{2}x$) times her basic rate of pay for all hours worked up to seven and three-quarters ($7\frac{3}{4}$) hours.
- 14:03** Subject to Article 14:06 below, an employee required to work on a General Holiday will also be granted an alternate day off with basic pay at the mutual convenience of the Employer and the employee. If an agreement cannot be reached that would allow the employee to take an alternate day off within thirty (30) working days before or after the holiday, an additional days pay at the basic rate shall be granted in lieu.
- 14:04** Subject to Article 14:06 below, if a General Holiday falls on the regular day off of an employee or during her annual vacation, she shall be granted an alternate day off with basic pay at the mutual convenience of the Employer and the employee. If an agreement cannot be reached that would allow the employee to take an alternate day off within thirty (30) working days before or after the holiday, a days pay at the basic rate shall be granted in lieu.
- 14:05** If a General Holiday falls on a day on which an employee is receiving income protection benefits, it shall be paid as a holiday and not deducted from income protection credits.
- 14:06** Full-time employees shall be allowed to maintain up to five (5) alternative days off in lieu of General Holidays, for the employee's future use, at a time mutually agreed to between the employee and the Employer. The employee shall submit her request for time off at least two (2) weeks ahead of the day(s) wanted. Approval will be based on operational requirements and will be granted whenever possible. If compensating time off is impractical to schedule by March 31, of any year, the employee shall receive her regular rate of pay for all days banked.
- 14:07** If an employee's regular shift falls on a general holiday, and if the Employer determines that her function is needed on that day, she will be scheduled to

work. Where more than one (1) employee is involved, the decision as to who will work on the holiday will be based on seniority.

- 14:08** The Employer agrees to distribute time off over Christmas and New Year's as equitably as possible within each Living Unit or Service. As many consecutive days off, as is reasonably possible will be granted over either Christmas or New Year's. Which of the two (2) holiday periods an employee receives will be determined by seniority.

In order to accommodate this schedule, the posted rotation/schedule which includes the Christmas and New Year's time period may vary from the usual posted rotation/schedule. Article 12:05 will be suspended during this period and full-time employees may not receive every second weekend off.

It is further understood that some employees may have their time off reduced or eliminated in order to accommodate extenuating circumstances of another employee.

Article 15 Income Protection

- 15:01** The provision of income protection is for the sole purpose of insuring an employee a continuing income during periods of bona fide sickness.
- 15:02** An employee who is absent from scheduled work due to illness, disability, quarantine or because of an accident for which compensation is not payable under the Workers Compensation Act or Manitoba Public Insurance as a result of a motor vehicle accident, shall receive her regular basic pay to the extent that she has accumulated income protection credits.
- (a) Time off for medical, dental and chiropractic examinations or treatments, including reasonable travel time within the City of Winnipeg, shall be granted and such time off shall be chargeable against the employees accumulated income protection credits, providing the following conditions are met:
- (i) whenever possible, appointments are to be made on the employee's day off or at a time when she is not on duty. If the above is not

possible, the employee will endeavour to make the appointment at a time which is least disruptive to the area.

- (b) An employee may use up to five (5) days income protection in any one (1) calendar year for illness of a spouse, child, parent or relative residing with the employee.

Income protection that may be utilized for this purpose is limited to time accrued in the Family Leave Bank (twenty percent [20%]) defined in Article 15:04.

- 15:03** An employee who will be absent under conditions outlined in Article 15:02 shall inform her supervisor prior to the commencement of her next scheduled shift(s). An employee who fails, without valid reason, to give notice as specified below will not be entitled to receive income protection benefits for the shift(s) in question:

Prior to the Day Shift - One (1) Hour

Prior to Evening Shift - Three (3) Hours

Prior to Night Shift - Three (3) Hours

Reasonable notice for pre-scheduled medical, dental or chiropractic examination or treatment will be seventy-two (72) hours. An employee anticipating elective surgery which may conflict with her work schedule, will advise the Employer as soon as possible, and provide confirmation of the scheduled date(s) as soon as it is known.

An employee returning to work after a period of illness of one (1) week or more, shall contact the Employer no later than 14:00 hours of the day immediately prior to her anticipated return date. The employee will be required to furnish medical documentation of her fitness to return to work. Failure to do so may result in the employee being sent home with no pay.

- 15:04** Income protection shall accumulate at the rate of one and one-quarter ($1\frac{1}{4}$) days for each full month of service. For each one and one-quarter ($1\frac{1}{4}$) days of income protection accumulated, one (1) day (eighty percent [80%]) shall be reserved exclusively for the employee's personal use as outlined in Article

15:02. The remaining one-quarter ($\frac{1}{4}$) of a day (twenty percent [20%]) shall be reserved for either the employee's personal use as outlined in 15:02 or for use in the event of family illness as specified in Article 15:02 (b). The Employer shall maintain an up to date record of the balance of income protection credits reserved for each of these purposes. In the employee's first year of employment, amend one (1) day to read three-quarters of a day, and amend one-quarter ($\frac{1}{4}$) of a day to read one-half ($\frac{1}{2}$) of a day.

- 15:05** A committee comprised of Management and Union personnel will review payments of income protection to employees in order to minimize the abuse of income protection. Disciplinary action will be at the sole discretion of the Employer.
- 15:06** Income protection credits will accumulate on the same basis as seniority is accrued under Article 8.
- 15:07** During the probationary period, as per Article 3:05, an employee may claim accumulated income protection credits. However, should an employee be terminated prior to the expiry of the above referenced probationary period, income protection credits paid to the employee will be recovered by the Employer.
- 15:08** The Employer reserves the right to require a certificate from a qualified medical practitioner as proof of the employee's fitness to return to work, or to determine the approximate length of illness, or in the case of suspected abuses, as proof of illness in regard to any claim for income protection. Failure to provide such a certificate when requested may disqualify an employee from receiving income protection benefits.
- 15:09** If an employee is unable to work due to illness for a period exceeding her income protection, including E.I. credits, she must request, or cause someone on her behalf to request, a leave of absence in writing for the expected duration of convalescence within ten (10) days of her last paid day of income protection. In such cases, an employee shall be granted an unpaid leave of absence for a period of one (1) month per year of service up to a maximum

of eighteen (18) months. The employee will be responsible to notify the Employer every month or as defined by medical certificate to update the Employer regarding her medical status as well as her expected date of return. If it becomes evident at any time (i.e. approved for Canada Pension Disability and LTD benefits beyond the two [2] year point) during this leave of absence that the employee would no longer be able to perform the required functions of her position, she must notify the Employer accordingly.

15:10 Income Protection and Workers Compensation

- (a) (i) An employee who becomes injured or ill in the course of performing his/her duties must report such injury or illness as soon as possible to his/her immediate supervisor.
- (ii) An employee unable to work because of a work-related injury or illness will inform the Employer immediately in accordance with established procedures, so that a claim for compensation benefits can be forwarded to the Workers Compensation Board (WCB). Workers Compensation payment will be paid directly to the employee by WCB.
- (iii) Where an employee has applied for WCB benefits and where a loss of normal salary would result while awaiting a WCB decision, the employee may elect to submit a written application to the Employer requesting an advance subject to the following conditions:
 - (A) Advance payment(s) shall not exceed the employee's basic salary as defined in Article 17:02 (exclusive of overtime), less the employee's usual income tax deductions, Canada Pension Plan contributions, and E.I. contributions.
 - (B) The advance(s) will cover the period of time from the date of injury until the date the final WCB decision is received, however in no case shall the total amount of the advance exceed seventy percent (70%) of the value of the employee's accumulated income protection credits.

- (C) The employee shall reimburse the Employer by assigning sufficient WCB payments to be paid directly to the Employer to offset the total amount of the advance.
 - (D) In the event the WCB disallows the claim, including any appeal, the employee shall be paid for the absence in accordance with the income protection provisions of this Collective Agreement and the Employer shall recover the total amount of the advance by payroll deduction.
 - (E) Upon written request, the Employer will provide a statement to the employee indicating the amount of advance payment(s) made and repayment(s) received by the Employer.
- (b) (i) An employee who has accumulated sufficient income protection credits may elect to submit a written application to the Employer requesting that the Employer supplement the WCB payments. The amount of such supplement will equal ten percent (10%) of the employee's regular net salary not earned due to the time loss. Regular net salary will be based on the employee's basic salary as defined in Article 17:02 of the Collective Agreement (exclusive of overtime), less the employee's usual income tax deduction, Canada Pension Plan contributions and Employment Insurance contributions.
- (ii) The Employer's supplement shall be charged to the employee's accumulated income protection credits and such supplement shall be paid until the employee's accumulated income protection credits are exhausted, or until one hundred and nineteen (119) calendar days have elapsed since the first day of supplement, whichever occurs first.
- (iii) Subject to the provisions of each plan, the employee may request, in writing, that the Employer deduct from the supplement, if sufficient, the contributions which would have been paid by the employee to the Employer's pension plan, dental care plan, long

term disability plan and group life insurance plan as if the employee was not disabled. If the supplement is not sufficient, or where the employee elects to receive an advance, the employee may, subject to the provisions of each plan, forward self-payments to the Employer to ensure the continuation of these benefit plans. The Employer will contribute its usual contributions to these benefits plans while the employee contributes.

- (iv) Further to this, the Employer shall notify the Workers Compensation Board of salary adjustments at the time they occur.
- (v) If at any time, it is decided by the Workers Compensation Board that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by the Workers Compensation Board, then such payment shall not be payable.

15:11 Manitoba Public Insurance and Income Protection

- (a) (i) Where an employee is unable to work because of injuries sustained in a motor vehicle accident she must advise her Manager/Coordinator or designate as soon as possible and she must submit a claim for benefits to Manitoba Public Insurance. The employee shall be entitled to receive full income protection benefits for any period of time deemed to be a “waiting period” by MPI.
- (ii) Subject to a (i), where an employee has applied for MPI benefits and where a loss of normal salary would result while awaiting the MPI decision, the employee may submit an application to the Employer requesting an advance subject to the following conditions:
- (iii) Advance payment(s) shall not exceed the employee’s basic salary as defined in Article 17:02 (exclusive of overtime), less the employee’s usual income tax deductions, Canada Pension Plan contributions and EI contributions.

- (iv) The advance(s) will cover the period of time from the date of injury of the motor vehicle accident until the date the final MPI decision is rendered. In no case shall the total amount of the advance exceed seventy percent (70%) of the value of the employees accumulated income protection credits.
 - (v) The employee shall reimburse the Employer by assigning sufficient MPI payments to be paid directly to the Employer to offset the total amount of the advance or by repayment to the Employer immediately upon receipt of payment made by MPI directly to the employee.
 - (vi) In the event that MPI disallows the claim, including any appeal, the employee shall be paid for the absence in accordance with the income protection provisions of this Collective Agreement and the Employer shall recover the total amount of advance by payroll deduction.
 - (vii) Upon request, the Employer will provide a statement to the employee indicating the amount of advance payment(s) made and repayment(s) received by the Employer.
- (b)
- (i) Subject to Article 15:10 (b) an employee who has accumulated sufficient income protection credits may elect to submit an application to the Employer requesting that the Employer supplement the MPI payments.
 - (ii) The amount of each supplement will equal ten percent (10%) of the employee's regular net salary not earned due to the time loss. Regular net salary will be based on the employee's basic salary as defined in Article 17:02 of the Collective Agreement (exclusive of overtime), less the employee's usual income tax deduction, Canada Pension Plan contributions and Employment Insurance contributions.
 - (iii) The Employer's supplement shall be charged to the employee's accumulated income protection credits and such supplement shall

be paid until the employee's accumulated income protection credits are exhausted.

- (iv) If at any time it is decided by Manitoba Public Insurance that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by Manitoba Public Insurance, then such payment shall not be payable.

15:12 Disability and Rehabilitation

An employee who becomes ill or is injured while a member of the Employer D&R Plan, will inform the Employer immediately in accordance with established procedures so that a claim for D&R Benefits may be initiated.

The employee is required to pursue the D&R application process, including any appeal, on a timely basis, as outlined by the Plan.

- 15:13** The Employer and the Union agree to actively participate and facilitate the rehabilitation and return to work of ill, injured or disabled employees. The Union shall be notified and involved if there is a request for a Rehabilitation and Return to Work Program for employees. The Employer and the Union shall review the provisions of the program and ensure that the work designated is within her/his restrictions and limitations.

Article 16 Annual Vacation

- 16:01** The vacation year shall be from the 1st day of May in the one (1) year to the 30th day of April in the next year.

- 16:02** An employee who has completed less than one (1) years continuous employment as of April 30 will be granted vacation based on a percentage of regular hours worked, in the new vacation year.

- 16:03** Effective May 1, 2003 annual vacation shall be earned at the rate of:
- 15 working days per year commencing in the 1st year of employment.
 - 20 working days per year commencing in the 4th year of employment.
 - 25 working days per year commencing in the 11th year of employment.

30 working days per year commencing in the 21st year of employment.

Vacation entitlement for the vacation year following completion of the 1st, 3rd, 10th and 20th years of continuous employment shall be determined by pro-rate calculation based upon the two (2) rates of earned vacation.

An additional five (5) days vacation shall be granted to an employee only in the calendar year of her twentieth (20th) anniversary of employment and in each subsequent fifth (5th) anniversary year. This provision shall apply to all employees employed prior to April 1, 2003 and shall cease to apply to all employees hired after March 31, 2003.

16:04 Employees may receive their vacation pay not later than the date preceding the day their vacation commences if application has been made to the Employer, in writing, two (2) weeks in advance.

16:05 The Employer will post a projected vacation entitlement list not later than two (2) months prior to the vacation cut-off dates as per Article 16:01. Employees shall indicate in writing their preferences as to vacation dates within thirty (30) calendar days of posting of the projected entitlement list. Priority in the selection of dates shall be given to the employees having the most institutional seniority within each area. An employee who fails to indicate her choice of vacation within the above thirty (30) calendar day period shall not have preference in the choice of vacation time, where other employees have indicated their preference.

Employees in term positions, as per Article 3:04, will be considered to be assigned to the area they will be working in on the dates they select for their respective vacation.

All requests for vacation leave will be subject to approval of the employee's supervisor or the designated Administrative Officer based on operational requirements.

16:06 The Employer will post an approved vacation schedule of the projected vacation entitlement list no later than the first day of the new vacation year.

Vacation shall not be changed unless mutually agreed upon by the employee and the Employer.

- 16:07** Vacation credits earned must be utilized before the end of the next vacation earning period as per Article 16:01. Upon receipt of a written request, the Employer, at its sole discretion, will consider a carryover of vacation from one year to the following year.
- 16:08** In the event that an employee is hospitalized during her vacation, it shall be incumbent upon the employee to inform the Employer as soon as possible. In such circumstances the employee may utilize income protection credits to cover the hospitalization period and the displaced vacation shall be rescheduled at a time mutually agreed upon between the Employer and the employee within the available time periods remaining during the vacation year. Proof of such hospitalization shall be provided if requested.
- 16:09** When an employee is subpoenaed for jury duty during her period of vacation, there shall be no deduction from vacation credits and the period of vacation so displaced shall be added to the vacation period or reinstated for use at a later date.
- 16:10** Vacation entitlement will be payable at the employee's regular rate of pay.
- 16:11** **An employee who transfers to a different unit or department after vacation requests have been approved will have her/his vacation scheduled by the manager of the new unit in consultation with the employee within the time periods remaining during the vacation year.**

Article 17 Salaries and Increments

- 17:01** Employees shall be paid in accordance with Appendix "A" attached to and forming part of this Agreement. The granting of increases shall be contingent upon the employee having performed her duties in a satisfactory fashion.

17:02 a) Salaries shall be paid bi-weekly to each employee in accordance with his classification listed in Appendix “A”.

(b) Employees are responsible to report any errors in pay to the Employer as soon as possible.

(c) Errors in pay of one (1) day of regular pay or less made by the Employer shall be corrected on the next payday.

(d) Errors in excess of one (1) day of regular pay made by the Employer shall be corrected. Where there is money owing to the employee, the employee shall be paid by supplemental cheque three (3) business days following the day the error was reported, and where there is money owing to the Employer, it shall be recovered on the next payday.

17:03 Individual salary increases resulting from the wage schedule shall be implemented on the employee’s increment date, **regardless of position or classification**. When an unpaid leave of absence in excess of four (4) weeks is granted, the annual increment for the employee shall move forward in direct relation to the length of the leave. Part-time employees will be entitled to receive salary increases resulting from the wage schedule subject to Article 17:01 after they have completed the equivalent number of full-time hours, as per Article 12:01 of the Collective Agreement.

17:04 **Call-back Transportation**

Effective date of ratification, an employee required to return to the Facility on a call-back as referenced in Article 13:05 will have:

(a) return transportation provided by the Employer or

(b) will receive **mileage in accordance with the Province of Manitoba Mileage rates** if she uses her own car.

17:05 The Employer shall supply, launder and maintain uniforms for all employees who are required by the Employer to wear a uniform.

- 17:06** Uniforms shall not be worn off the premises of the Facility, except when specifically permitted to do so by the Employer.
- 17:07** All uniforms remain the property of the Employer and must be returned by the employee when they are no longer required or on termination of employment. Employees will be liable for seventy-five percent (75%) of the cost price of a uniform or part of a uniform which they have abused or lost.
- 17:08** Employees who are required to use their own personal vehicle for Employer business which has been pre-authorized by the Employer, shall be reimbursed by the Employer **in accordance with Province of Manitoba mileage rates** subject to a minimum payment of four dollars (\$4.00) per round trip.
- 17:09** **Effective January 1, 2009, where employees are required by the Employer to wear CSA approved safety boots at all times when on duty, the Employer agrees to reimburse said full-time and part-time employees up to two hundred dollars (\$200) every twenty-four (24) months for the purchase of CSA approved safety boots. Satisfactory proof of purchase must be provided to the Employer by the employee for reimbursement.**

Probationary employees will be eligible for reimbursement upon the successful completion of their probation.

Article 18 Premiums

- 18:01** **Shift Premiums**
- (a) Employees who work the majority of their hours on any shift between the hours of 18:00 hours and 23:45 hours shall be paid a shift premium of one dollar (\$1.00) per hour for that shift.
- (b) Employees who work the majority of their hours on any shift between the hours of 23:45 hours and 08:00 hours shall be paid a shift premium of one dollar and seventy five cents (\$1.75) per hour for that shift.
- 18:02** Shift premium and weekend premium will not be payable while an employee is off duty for any reason.

- 18:03** A weekend premium of one dollar and thirty five cents (\$1.35) per hour shall be paid to an employee for all hours worked on any shift where the majority of hours on that shift fall between 00:01 hours on the Saturday and 24:00 hours on the following Sunday.
- 18:04** Dietary personnel shall be paid eighty cents (\$0.80) per hour premium for all hours scheduled beyond their normal quitting time (i.e. banquets, etc.).
- 18:05** Employees temporarily assigned to relieve or replace employees in positions covered by this Collective Agreement that are higher than their normal class, shall be paid in the higher scale at the same increment level as they are presently receiving in their regular position.
- 18:06** Employees assigned, in writing by the Employer, to temporarily relieve or replace employees in positions which are at a higher wage level and out of scope of this Collective Agreement shall be paid a minimum of eighty cents (\$0.80) per hour above their existing rate of pay.
- 18:07** **Effective date of ratification, the evening shift premium shall also be applicable to each hour worked after 16:00 hours on a modified Day or evening shift during which at least two (2) hours are worked after 16:00 hours.**

Article 19 Terminations

- 19:01** An employee may terminate her employment with the Facility by giving **the following written notice:**
- (a) one (1) week before the date of termination, if the employee's service is less than one (1) year; or**
 - (b) two (2) weeks before the date of termination, if the employee's service is one (1) year or more.**
- 19:02** **Employment may be terminated by the Employer with written notice provided as follows:**

<u>Period of Employment</u>	<u>Notice Period</u>
Less than one (1) year	one (1) week
At least one (1) year and less than three (3) years	two (2) weeks
At least three (3) years and less than five (5) years	four (4) weeks
At least five (5) years and less than ten (10) years	six (6) weeks
At least ten (10) years	eight (8) weeks

Employment may be terminated with lesser notice:

- (a) by mutual agreement between the Employer and the employee, or
- (b) during the probationary period of a new employee; or
- (c) in the event an employee is dismissed for sufficient cause to justify lesser or no notice.

19:03 The Employer may deduct from an employee's terminal pay an amount equal to her basic pay for the period which she gives inadequate notice of termination.

19:04 The Employer will make available, within ten (10) calendar days after termination, all amounts due to the employee, including unpaid wages and pay in lieu of unused vacation entitlement.

Article 20 Special Provisions Re: Part-time Employees

20:01 Part-time employees are entitled to the benefits provided for under this Collective Agreement on a pro-rata basis based on their regular hours worked. Without limiting the generality of the foregoing, the following provisions shall apply.

20:02 Income Protection in Case of Illness

Part-time employees shall accumulate income protection credits on a pro-rata basis, in accordance with this formula:

$\frac{\text{Hours Paid at Regular Rate of Pay}}{\text{Full-time hours}} \times \text{Entitlement of a Full-time Employee}$

20:03 Part-time employees may claim payment from accumulated income protection credits only for those hours they were regularly scheduled to work but were unable to work due to illness, consistent with Article 20:10 (c) (i).

20:04 Annual Vacations

(a) Entitlement to Vacation Pay

Part-time employees shall earn and accrue entitlement to vacation pay on a pro-rata basis in accordance with the following formula:

$$\frac{\text{Hours Paid at Regular Rate}}{\text{Full-time Hours}} = \text{Pro-rating factor}$$

Example of Entitlement to Vacation Pay:

Employee A is a part-time employee, listed as .5EFT. In the previous year, A worked more than .5 of the full-time hours, and in fact worked 1,410 hours. A's entitlement to vacation pay would be based on a pro-rating factor of:

$$\frac{1,410}{2,015} = .7 \text{ pro-rating factor}$$

(b) Entitlement to Vacation Time

Actual entitlement to vacation time for part-time employees shall be based on years of service as provided for in Article 16:03.

Example of Entitlement to Vacation Time:

Employee A is in his/her 5th year of employment. Employee A is entitled to 20 working days per year of vacation time. For greater certainty, the term "working days" means days on which Employee A is regularly scheduled to work.

(c) Entitlement to Receive Vacation Pay and Vacation Time

(i) Initial Selection of Vacation Time

Part-time employees shall have an initial right to indicate their preference to dates on the basis of the procedure set out at Article 16:05. During this initial procedure for vacation selection, part-time employees shall be allowed to indicate

their preference up to a maximum on the basis of the prorating of their vacation time entitlement in accordance with the following formula:

$$\text{Pro-rating factor} \times \text{entitlement to vacation time} = \frac{\text{number of vacation days}}{\text{(working days)}}$$

Example of Initial Selection:

During the initial selection procedure set out at Article 16:05, Employee A shall have the right to indicate in writing his/her preference as to the following maximum number of vacation dates:

$$.7 \times 20 = 14 \text{ working days}$$

(ii) Selecting the Balance of the Vacation Time

After the initial selection set out in sub-section (i) above has been completed, the selection of the balance of vacation time shall be at the option of the part-time employee but shall be governed by the last sentence of paragraph 1 of Article 16:05.

Example of Selecting the Balance of Vacation Time:

Employee A would have the option to select the following number of working days in order to exhaust his/her vacation time entitlement:

$$.3 \times 20 = 6 \text{ working days}$$

Alternate Example: In the event that Employee A chose to select 12 working days of vacation time in the initial selection, Employee A would have the option to later select up to 8 working days in order to exhaust his/her vacation time entitlement.

(iii) Operational Requirements

The provisions of Article 16:05 dealing with operational requirements apply equally to the selection procedures set out in sub-sections (i) and (ii) above.

(iv) Receipt of Vacation Pay

Unless a part-time employee requests to be paid in accordance with one of the four (4) options set out below, and to the extent that he or she still has unused vacation pay, a part-time employee shall be paid his or her regular rate of pay for the number of hours he or she was scheduled to work on the working day taken as vacation time. An employee may choose to request to receive vacation pay in accordance with the one of the four options:

- (a) partial pay divided equally over his/her entire vacation time entitlement; or
- (b) full pay for vacation days up to such point as his or her vacation pay is exhausted; or
- (c) a combination of (a) or (b) above; or
- (d) partial or full vacation pay as set out above for a portion of the vacation time and the balance of vacation pay in a lump sum regardless of whether the part-time employee intends to take any unused vacation time at a future date in the vacation year.

20:05 General Holidays

Part-time employees shall be paid **four-point-six-two percent (4.62%)** of their basic rate of pay in lieu of time off on General Holidays. Such holiday pay shall be included in each regular pay cheque.

General Holiday pay earned in accordance with the above shall be considered as paid hours for the purpose of accruing seniority.

20:06 Overtime

Part-time employees shall be entitled to overtime rates when authorized to work in excess of the daily or bi-weekly hours of work as specified in Article 12.

20:07 Increments

Salary increments for part-time employees will be granted after the completion of the hours dictated in Appendix "A" until the maximum of the appropriate salary schedule (scale) is attained.

20:08 Compassionate Leave

- (a) An employee shall be granted up to four (4) regularly scheduled consecutive days leave without loss of pay and benefits, in the case of the death of a parent, spouse, same sex partner, child, brother, sister, mother-in-law, father-in-law, common-law spouse, daughter-in-law, son-in-law, sister or brother of spouse, the wife or husband of the spouse's sister or brother, grandparent, grandparent-in-law, grandchild, step children, step parents, latest foster parents, former legal guardian, fiancé, sister's husband, brother's wife, and any other relative or foster child who was residing in the same household at the time of his/her death.

Such days may be taken only in the period which extends from the date of death up to and including three (3) days following interment or four (4) calendar days following the death, whichever is greater. One (1) day may be retained for use where the actual interment or cremation is at a later date.

- (b) Compassionate leave as referenced in (a) above, shall be extended by up to two (2) additional consecutive days provided the part-time employee is required to attend a funeral more than two hundred and fifty (250) kilometres from the respective facility, or shall be granted at the Employer's discretion if the travel required is less than two hundred and fifty (250) kilometres from the respective facility. The part-time employee shall receive pay at the basic rate for each scheduled hour of work within these two (2) days.

(c) The time off referenced to in (a) above shall not be considered as needed during periods when a part-time employee was not scheduled to be on duty, i.e. days off, vacation periods, holidays and days during which income protection is being utilized.

(d) Compassionate Care Leave

An employee shall receive compassionate care leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:

- (A) An employee must have completed at least thirty (30) days of employment as of the intended date of leave.
- (B) An employee who wishes to take a leave under this section must give the employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
- (C) An employee may take no more than two (2) periods of leave, totalling no more than eight (8) weeks, which must end not later than twenty-six (26) weeks after the day the first period of leave began. No period of leave may be less than one (1) week's duration.
- (D) For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
 - (1) a family member of the employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
 - (i) the day the certificate is issued, or
 - (ii) if the leave was begun before the certificate was issued, the day the leave began; and
 - (2) the family member requires the care or support of one (1) or more family members.

The employee must give the Employer a copy of the physician's certificate as soon as possible.

- (E) A family member for the purpose of this article shall be defined as:
- (1) a spouse or common-law partner of the employee;
 - (2) a child of the employee or a child of the employee's spouse or common-law partner;
 - (3) a parent of the employee or a parent of the employee's spouse or common-law partner;
 - (4) a brother, sister, step-brother, step-sister, uncle, aunt, nephew, niece, grandchild or grandparent of the employee or of the employee's spouse or common-law partner;
 - (5) a current or former foster parent of the employee or of the employee's spouse or common-law partner;
 - (6) a current or former foster child, ward or guardian of the employee, or of the employee's spouse or common-law partner;
 - (7) the spouse or common-law partner of a person mentioned in any of the clauses (3), (4) (5) and (6);
 - (8) any other person whom the employee considers to be like a close relative, whether or not they are related by blood, adoption, marriage or common-law relationship.
- (F) An employee may end their compassionate leave earlier than eight (8) weeks by giving the Employer at least forty-eight (48) hours notice. Where an employee has been provided necessary time off under this section, and where the Employer has made arrangements for alternate staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.
- (G) Seniority shall accrue as per Article 8:03 (c) and 8:05 (d).

- (H) Subject to the provisions of Article 15:11, an employee may apply to utilize income protection to cover part or all of the two (2) week Employment Insurance waiting period.
- (I) In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for Compassionate Leave as outlined in Article 11:03 and 20:08.

- 20:09** Necessary time off up to one (1) day at basic pay shall be granted to an employee to attend a funeral as a pallbearer or mourner. Additional travel time shall not be compensated as per Article 20:08 (b).
- 20:10**
- (a) Part-time employees who indicate in writing to the Employer that they wish to work additional hours shall be offered such work when available providing they are able to perform the required duties. Such additional hours shall be allocated as per seniority within the area amongst those employees who have requested additional hours. It is further understood that such additional hours shall be offered only to the extent that they will not incur any overtime costs to the Employer.
 - (b) Should a part-time employee as described in (a) above refuse to report for work on three (3) occasions in a calendar year when requested and without an explanation satisfactory to the Employer, she will henceforth be offered additional hours at the sole discretion of the Employer until the next seniority list is posted.
 - (c)
 - (i) Where a part-time employee is unable to work all or part of an additional casual shift for any reason, payment shall be made only in respect of hours actually worked.
 - (ii) Additional casual hours worked by a part-time employee shall be included in the determination of seniority.
 - (iii) Additional casual hours worked by a part-time employee shall be included when determining an employee's earned vacation and accumulated income protection credits and general holiday pay, in accordance with Article 20:05.

- (iv) When a part-time employee is scheduled to work additional shifts for a period of time as described under Article 3:04 “Term Position”, she shall be entitled to income protection benefits and bereavement leave.

Article 21 Committees

- 21:01** The parties hereto agree to a Joint Committee being established to deal with such matters of mutual concern as may arise from time to time in the operation of the Facility.
- 21:02** The Committee shall be composed of equal representation from the Employer and the local Union with the total committee representation not to exceed four (4) members, unless mutually agreed otherwise. The local Union committee **shall be appointed by the local Union Executive** and may at any time have a Representative from the Manitoba Government and General Employees’ Union.
- 21:03** The Committee shall meet as and when required at a mutually agreeable time upon written notice being given by either party. An agenda will be prepared by the calling party and shall be submitted five (5) working days prior to the meeting taking place.
- 21:04** The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Collective Agreement. The Committee shall not supersede the activities of any committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decision or conclusions reached in their discussions. The Committee may make recommendations to the Union and the Employer with respect to its discussions and conclusions.
- 21:05** It is agreed that both parties will cooperate to the fullest extent in the matter of safety and accident prevention and the Employer agrees to provide safety equipment where required and to install safety devices where necessary.

21:06 A Safety Committee, as per the Workplace Safety and Health Act, shall be established to examine all aspects of safety and health measures within the Facility.

Article 22 Retirement Bonus

22:01 Employees retiring in accordance with the following:

- (a) retire at age sixty-five (65) years; or
- (b) retire after age sixty-five (65) years; or
- (c) have completed at least ten (10) years continuous employment and retire after age fifty-five (55) years but before age sixty-five (65) years;
- (d) employees who have completed at least ten (10) years continuous service with the Employer, whose age plus years of that service equal eighty (80); shall be granted a retirement bonus on the basis of four (4) days per year of employment.

22:02 Calculation of pre-retirement bonus entitlement shall begin from the date of the employee's last commencing employment at the Facility and shall be based on the employee's total seniority on the date of retirement.

22:03 Employees retiring in accordance with the conditions of Article 22:01 shall be granted a retirement bonus as specified on the following basis. Calculations will be based on the following formula:

$$\frac{\text{Total Paid Hours Actually Worked from Date of Hire}}{\text{Full-time Hours}} \times \text{Entitlement of a Full-time Employee}$$

22:04 Payment shall, at the option of the employee, be made in a lump sum or as a continuation of salary until the scheduled retirement date. The retirement date shall be the last day worked in cases where an employee chooses lump sum payment.

22:05 Permanent employees who terminate employment at any time due to permanent disability shall be granted pre-retirement leave, payable in a lump

sum, on the basis of four (4) days per year of employment and in accordance with the calculation methods prescribed in the Collective Agreement.

- 22:06** The retirement bonus may be utilized to directly fund buy back of pension service in accordance with Revenue Canada limits and restrictions. Contributions for this purpose must also conform to the Health Employees Pension Plan (HEPP) Trust Agreement, HEPP Plan Text, and other applicable written HEPP policies and guidelines.
- 22:07** **Effective April 1, 2008, where an employee is entitled to pre-retirement bonus in accordance with the conditions listed above, and the employee dies prior to receiving this benefit, it is understood that the pre-retirement bonus benefit shall be paid to her/his estate.**

Article 23 Employee Benefits

23:01 **Dental Plan**

The parties agree that the HEBP sponsored Dental Plan shall be premium cost-shared on a 50/50 basis. Full-time employees and part-time employees who work fifteen and one-half (15½) hours or more per week shall be eligible for enrolment.

23:02 **Disability and Rehabilitation Plan**

The Disability and Rehabilitation Plan with benefit levels, as determined by the HEBP Board of Trustees, shall continue to be implemented for all eligible employees.

The Employer will contribute to a maximum of two point three percent (2.3%) of base salary to fund the Provincial Disability and Rehabilitation Plan.

The parties agree that income protection will be used to offset the elimination period. Once the elimination period has been exhausted, the eligible employee will commence drawing disability benefits. An employee may claim income protection for a period of time not to exceed the elimination period.

It is understood that the elimination period for the Disability Rehabilitation Plan is one hundred nineteen (119) calendar days.

23:03 Pension Plan

The Employer and the Union shall participate in the HEPP Pension Plan in accordance with the trust agreement and the plan text as established by the Board of trustees.

Article 24 Changes in Classifications

24:01 In the event that the Employer establishes or proposes to establish a new classification, or if there is a substantial change in the job content or qualifications of an existing classification and providing that the new or revised classification falls within the bargaining unit, the Union shall receive a copy of the job description and accompanying salary range.

24:02 Unless the Union objects, in writing, within thirty (30) calendar days following such notification, the classification and salary range shall become established and form part of Appendix "A" of this Agreement.

24:03 If the Union files written objection, as per Article 24:02, then the parties hereto shall commence negotiations forthwith and attempt to reach agreement as to an appropriate salary range.

24:04 Failing agreement, the matter may be referred to arbitration in accordance with Article 7.

24:05 Grand parenting

Bargaining unit employees who have been on staff since at least April 1, 1995 will be recognized as having the high school requirements for the position they hold on January 1, 2000.

Example: An employee employed in a position requiring Grade 12 education would be qualified to apply for any bargaining unit position requiring Grade 12 or less provided they meet the other qualifications of the position.

Article 25 Sub-Contracting

25:01 It shall not be considered as sub-contracting should the Employer:

- (a) merge or amalgamate with another health care facility or health care related facility; or
- (b) transfer or combine any of its operations or functions with another health care facility or health care related facility; or
- (c) take over any of the operations or functions of another health care facility.

25:02 In accordance with Article 25:01, an employee will be given ninety (90) days notice and severance pay on the basis of two (2) weeks pay at the regular basic rate, for the position last occupied, for each year of employment with the Employer if the Employer is unable to provide alternate employment for which the employee possesses qualifications and ability sufficient to perform the required duties within a fifty (50) kilometre radius of the employee's originating facility.

25:03 If the Employer intends to sub-contract work which results in the displacement of a number of employees, the Employer will notify the Union at least ninety (90) days in advance of such change and will make every reasonable effort to find suitable alternative employment with the Facility for those employees so displaced and will guarantee to offer alternative employment with the facility to those employees who have thirty-six (36) months or more continuous service with the Employer. Any employee with more than thirty-six (36) months service accepting a position in a lower paid classification will continue at the salary of his/her present classification and will receive an increase only when the rate in his/her new scale, corresponding to his/her years of service, provides for an increase over his/her current rate.

Article 26 Duration

26:01 (a) This Agreement shall be in full force and effect from the 1st day of **April, 2008** until the 31st day of **March, 2012**.

- (b) The provisions of the Agreement shall continue in effect following the expiry date until replaced by a new Agreement or until the declaration of a strike or lockout, whichever occurs first.
- (c) The Union agrees to give the Employer at least two (2) weeks (fourteen [14] days) written notice as to the intended time and date of strike action.
- (d) The Employer agrees to give the Union at least two (2) weeks (fourteen [14] days) written notice as to the intended time and date of lockout.

26:02 Should either party desire to propose changes to this Agreement, they shall give notice, in writing, to the other party not more than ninety (90) calendar days and not less than thirty (30) calendar days prior to the date of termination. Within thirty (30) calendar days of the receipt of proposals, the other party shall be required to enter into negotiations for the purpose of discussing the changes and the formation of a new Agreement.

26:03 This Agreement may be amended during its term by mutual agreement.

26:04 It is agreed that neither the Union nor the Employer shall sanction or consent to any strike or lockout during the term of this Agreement and further no employee in the unit shall strike during the term of this Agreement.

Article 27 Union Representation

27:01 The Union agrees to exchange with the Employer a current list of officers and authorized representatives and to notify the Employer in writing within fourteen (14) days of any change or changes in Union representation.

27:02 The Employer agrees that the bargaining unit shall have the right to assistance from representatives of the Manitoba Government and General Employees' Union when negotiating or dealing with matters concerning the Agreement.

27:03 When meeting with the Employer to conduct negotiations, the maximum number of employees who will be entitled to leave of absence without loss of basic pay or benefits shall be three (3) representatives.

By mutual agreement between the Employer and the Union, employees required to make special presentations shall be allowed leave of absence with pay.

27:04 Union local officers and stewards, with their respective Supervisor(s) permission, may visit employees for the purpose of investigating complaints and the administration of the Collective Agreement but only with the prior authorization of the Supervisor(s) of the employees involved. Such authorization shall not be unreasonably withheld. To the extent possible and practical, all such union activities shall be conducted during off duty hours.

Article 28 Respectful Workplace

28:01 It is agreed that there shall be no discrimination against any employee by the Employer or the Union based on:

- ancestry, including colour and perceived race
- ethnic background or origin
- age
- nationality or national origin
- political belief, association or activity
- religion or creed
- sex, including pregnancy
- marital status or family status
- sexual orientation
- physical or mental disability
- place of residence
- membership or non-membership or activity in the union, except as may be allowed under the Manitoba Human Rights Code.

28:02 **Harassment**

The Employer and the Union agree that no form of harassment shall be condoned in the workplace and it is further agreed that both parties will work together in recognizing and dealing with such problems, should they arise.

Situations involving harassment shall be treated in strict confidence by both the Employer and the Union.

The definition of harassment shall consist of the definition contained in the Human Rights Code and shall further include the definition of harassment set out in the Respectful Workplace Policy as may be amended by the Employer from time to time.

Employees are encouraged to review the Respectful Workplace Policy.

- 28:03** The parties agree that all employees are entitled to a respectful and safe workplace, which is free from discrimination, harassment and violence.
- 28:04** The Employer, in consultation with its employees, will develop a respectful workplace policy or review an existing policy to be included in the Employer's policy manual.

Article 29 Bulletin Boards

- 29:01** A bulletin board for the use of the Union will be provided by the Employer. All material posted must be submitted to the designated Administrative Officer and is subject to his/her approval.

Article 30 Discharge, Suspension, Discipline and Access to Personnel Files

- 30:01** An employee may be discharged or suspended for just cause. Such employee shall be advised promptly in writing of the reason for her dismissal or suspension, with a copy being sent to the Union Staff Representative.
- 30:02** In all instances where the Employer considers that an employee warrants disciplinary action, the Employer shall make every effort to take such action at a meeting with the employee. The employee may be accompanied at the meeting by a Union Representative if she so desires.

Where possible, the Employer shall give the employee prior notice of the nature of the complaint.

No disciplinary document shall be placed on an employee's personnel file without the employee being given the opportunity to read the document.

- 30:03** If the action referred to in the above clause results in a written warning, suspension, demotion or dismissal of an employee, the Employer shall notify the employee in writing of the action taken and the reasons either by registered mail or personal service.
- 30:04** Upon written request and at a mutually agreeable time, an employee shall be given the opportunity to examine any document which is placed in her personnel file, provided no part thereof is removed from the file, and her reply to any such document shall also be placed in her personnel file. Upon written request the employee shall also receive an exact copy of any document forming part of her file.
- 30:05** An employee accompanied by a Union Representative if she so elects, may examine her personnel file on request as per Article 30:04 of the Collective Agreement.
- 30:06** There shall be one (1) personnel file maintained by the Employer for each employee.
- 30:07** Where the facility makes a written assessment of an employee's work performance, the employee shall be entitled to receive a copy. The employee shall sign the assessment indicating only that she has read and understands the contents. The employee may respond in writing to the assessment which shall become part of her record.

Any dispute relative to the substance of the written evaluation must be in writing and submitted within seven (7) days of the date of the employee's acknowledgment of the evaluation.

Article 31 Storm/Disaster Pay

- 31:01** If an employee is unable to attend work due to bad weather conditions and there are actual blizzard conditions, as declared by Environment Canada, or the Employer, or due to road closures as declared by the police agencies or

the Department of Highways, staff shall not be paid for such work missed, however, on written request, he/she will be allowed to use banked time in lieu of overtime, banked statutory holiday or vacation time.

Article 32 Education Leave

- 32:01** The Employer, where possible, will attempt to accommodate scheduling requests for employees who have been accepted into an educational program and wish to maintain an employment relationship with the Employer.
- 32:02** Upon written request, the Employer shall give due consideration to an employee's request for educational leave of absence without pay.

Article 33 Loss Of or Damage To Personal Effects

- 33:01** In recognition of the fact that during the performance of their duties, employees may have their clothing or other personal property damaged, the Employer agrees to make appropriate compensation for replacement of same.
- 33:02** No claims 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 the employee's tools, equipment or personal effects, or for luxury items.
- 33:03** Employees are responsible for any personal effects that 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 such personal effects.

Article 34 Safety and Health

- 34:01** **The Employer shall in accordance with the objects and purposes of the Workplace Safety and Health Act:**
- (a) Ensure so far as is reasonably practicable, the safety, health, and welfare at work of all workers; and**

(b) Comply with the Workplace Safety and Health Act and Regulations.

34:02 It is agreed that both parties will cooperate to the fullest extent in the matter of safety and accident prevention and the Employer agrees to provide safety equipment where required and to install safety devices where necessary.

34:03 A joint Safety and Health Committee, as per the Workplace Safety and Health Act, shall be established within each facility to examine all aspects of safety and health measures within the facility. The joint Safety and Health Committee shall hold meetings at least quarterly for jointly considering, monitoring, inspecting, investigating, and reviewing safety and health conditions and practices within the site. The duties of the committee include:

- (a) The receipt, consideration and disposition of concerns and complaints respecting the safety and health of workers;**
- (b) Participation in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace;**
- (c) The development and promotion of measures to protect the safety and health and welfare of persons in the workplace, and checking the effectiveness of such measures;**
- (d) Co-operation with the occupational health service, if such a service has been established;**
- (e) Co-operation with a safety and health officer exercising duties under this Act or the regulations;**
- (f) The making of recommendations to the employer or prime contractor respecting the safety and health of workers;**
- (g) The inspection of the workplace at regular intervals;**

- (h) The participation in investigations of accidents and dangerous occurrences at the workplace;
- (i) The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and
- (j) Such other duties as may be specified in this Act or prescribed by regulation.

Minutes of the Workplace Safety and Health Committee meetings shall be recorded, provided to committee members, posted on the Safety and Health bulletin boards, and supplied to the Workplace Safety and Health Division. Recommendations for corrective actions shall be referred, in writing, to the CEO or designate and a response shall be provided to the Workplace Safety and Health Committee within thirty (30) days.

34:04 The Employer and the Union agree that harassing and violent behaviour shall not be condoned in the workplace and is further agreed that both parties will work together in recognizing and resolving such problems should they arise.

- (a) When the Employer is aware that a resident/patient has a history of aggressive behaviour the Employer will make such information available to employees who provide service to those residents.
- (b) Where such a program does not exist, the Employer shall develop an Aggressive Resident/Patient Conduct Program. Prior to implementing such a program, the Employer shall receive a recommendation from the Safety and Health committee. Such a program will include instruction and dissemination of information.

34:05 The Employer shall provide information and preventative measures for those employees in contact with known infectious diseases where medically necessary to protect the employee or other residents.

34:06 An employee may refuse to perform particular work where the employee has reasonable grounds to believe and does believe that the work is dangerous to his/her safety or health or the safety or health of another worker or another person. Where the employee refuses particular work, he/she shall immediately report the refusal and reasons therefore to his/her immediate supervisor. The Employer shall ensure that employees subsequently asked to perform this work are made aware of the original refusal. The immediate supervisor in conjunction with the appropriate authorities will ensure that the employee is not required to continue working under dangerous conditions.

Should any provisions of this Article be or become inconsistent with the applicable legislation, the legislation will supersede.


Article 35 Overpayments

35:01 The Employer may not make deductions from wages unless authorized by statute, by Court Order, by Arbitration Award, by this Agreement, by the Union or to correct an overpayment error made in good faith. Where an error has been made in good faith, the Employer shall be entitled to recover any overpayment made, for a period of time that does not extend further back than twelve (12) months from date of discovery, provided:

- a) Once the error is discovered, notice and a detailed breakdown of the error is given by the Employer to the affected employee and the Union as soon as practicable;
- b) The proposed recovery is made in as fair and reasonable a manner as possible; and
- c) The proposed recovery is made over a period of time which is no less than the period during which the overpayment was made unless otherwise agreed between the Employer and employee.

35:02 In the event the employee retires from, or leaves the employ of, the Employer before the Employer is able to fully recover an overpayment as contemplated in this Article, the Employer shall be entitled to make a full recovery at the time of retirement or termination of employment of that employee and reduce accordingly any payments that might be owing to that employee to recover the overpayment.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Letter of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: Job Descriptions

The Employer agrees to provide to the Union a complete set of the respective M.G.E.U. (Health Care Support Services) Bargaining Unit job descriptions within ninety (90) days of the signing of this Collective Agreement.

Signed this 12th day of May, 2011.




On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Memorandum of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: Escort Duty

An employee reporting for work as called in for escort duty shall be paid at the appropriate rate of pay for time worked with a minimum guarantee of three (3) hours pay.

Where such escort duty results in the employee being away from the work site for 4 hours or more, upon presentation of an appropriate receipt, the employee shall be reimbursed up to a maximum of \$7.00 for the purchase of a meal.

Reasonable transportation costs will be provided by the employer as required.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Letter of Understanding

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St. Amant

and

Manitoba Government and General Employees' Union

Re: Emergencies

In any emergency declared by the Facility or disaster declared by EMO, employees are required to perform duties as assigned notwithstanding any contrary provision in the Collective Agreement.

Compensation for unusual working conditions related to such emergency or disaster will be provided in accordance with the Collective Agreement.

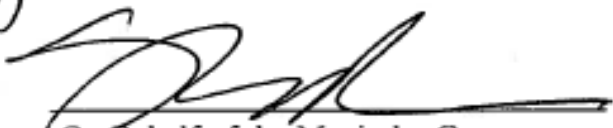
Where overtime is worked by reason of a disaster plan exercise or fire drill, overtime will be paid in accordance with Article 13.

The importance of disaster plan exercises and fire drills is mutually acknowledged by the Employer and the Union and, to this end, participation of all employees is encouraged.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Memorandum of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: Provincial Facility Support Sector Advisory Committee

The parties acknowledge that in order to support the delivery of effective patient/resident care, it is necessary to have an adequate supply of trained employees. The parties acknowledge that availability of qualified employees may differ throughout the province and there may need to be consideration of unique regional challenges.

Therefore the parties agree to establish a Provincial Facility Support Sector Advisory Committee with representation from the Employers and the Unions. Union representation shall be a maximum of 6 Business Representatives or elected union officials. The Committee shall meet quarterly, the purpose of which will be:

- To identify classifications that are experiencing current or anticipated shortages of trained staff including, but not limited to, Health Care Aide, Sterile Processing Technician and Coding Technologist.
- To identify training requirements in order to address current or anticipated shortages.
- To recommend strategies to facilitate the availability and accessibility of training programs.
- To consider other systemic staffing issues that may be raised by Committee members.

- To present its findings and recommendations to the Regional Health Authorities of Manitoba (RHAM) prior to the expiration date of the collective agreement.

The Provincial Facility Support Sector Advisory Committee will commence meeting within ninety (90) days of all Unions' ratification of the 2008 negotiated agreement.

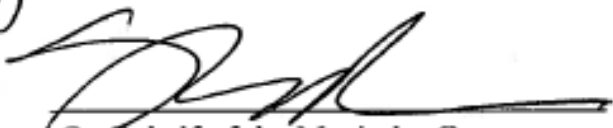
The committee will determine process issues including the circumstances in which individuals including employees may be invited to present or share information with the Committee for its consideration.

The Provincial Facility Support Sector Advisory Committee will be in existence for the duration of the collective agreement and will be extended if agreed to between the parties.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Memorandum of Intent*between***St. Amant***and***Manitoba Government and General Employees' Union****Re: Maintenance of Wage Standardization**

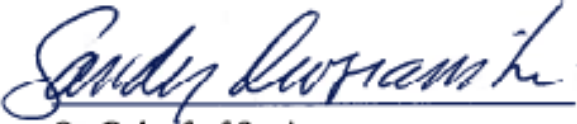
Whereas Healthcare Employers represented by the Labour Relations Secretariat and Health Care Unions (hereinafter "the parties") have negotiated provisions to work toward the attainment of wage standardization in the facility support sector for classifications performing the same duties;

And whereas Phase II of the Wage Standardization initiative will be concluded on March 31, 2009;

And whereas the parties agree that Wage Standardization must be maintained while at the same time recognizing that bona fide and significant changes to an employee's or group of employees job content may result in a request for review of the wage scale;

Therefore the parties agree to establish a joint committee within sixty (60) days of ratification of the final facility support collective agreement in 2008. The mandate of the joint committee is to develop a process, including a dispute resolution mechanism, to deal with changes in job content or qualification requirements consistent with the stated purpose of ensuring the maintenance of wage standardization. The time frame for the joint committee to conclude its deliberations is ninety (90) days from its first meeting.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Letter of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

**Re: St. Amant School - Unique Term Positions Due to Contracts With
School Divisions or Other Funding Bodies**

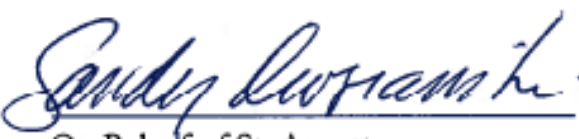
From time to time, the St. Amant School may enter into a special agreement with an educational funding body to provide school services to a non-resident student. The funder may renew such contracts on an annual basis for an indefinite number of years. The Employer would strive to maintain consistency where at all possible when providing services to the students.

To facilitate this aim, when such special arrangements occur, the posting will identify the potential on-going indefinite nature of such terms, with the proviso that the original incumbent will be offered the term on an annual basis, if the contract is renewed. If the original incumbent accepts the annual renewal of the term, a posting will not be required.

When the contract is not renewed, the term will end as identified by the prior renewal contract period.

This Letter of Understanding shall be in effect for the duration of this Agreement.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Letter of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: Guidelines/Protocol for Restructuring/Downsizing

The Employer and the Union agree to develop a detailed procedure to be followed when restructuring/downsizing occurs.

A working group will be established to work out the steps of the process. The group will aim to conclude its task within twelve (12) months of signing.

The failure to achieve mutually satisfactory process will not prevent necessary restructuring from occurring.

This Letter of Understanding shall be in effect for the duration of this Agreement.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Letter of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: Ad Hoc Committee

The Employer agrees to establish an Ad Hoc Committee to conduct a formal review of the process of orientating new employees to the Living Unit. Terms of Reference, defining the scope of the review and the roles of committee members will be established. The scope of the review will include roles and responsibilities, information to be covered and workload implications for team member involved in orientating a new employee. Committee membership will include at least three M.G.E.U. representatives and the committee will report directly to the Director of the Resident Care Program. The parties agree to begin meeting not later than six (6) months from the date of signing. The target date for the completion of this review, including the development of formal recommendations will be twenty four (24) months from the date of signing.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Letter of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: Union Business

The parties herein agree to the following:

1. The Employer shall continue to provide a voice mail box and number for Union Business, the number shall be circulated to employees on the Employer's general phone list
2. The request for office space for Union business shall be referred to the Employer's Space Management Committee for review.
3. To continue discussions on the scheduling of regular hours for the Union Executive to conduct Union Business.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
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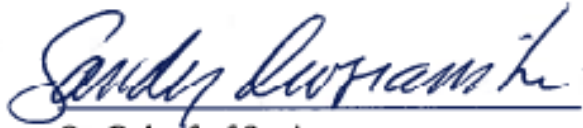
Manitoba Government and General Employees' Union

Re: Administration of the Resident Assistant (RA) Series

The parties herein agree to the following with respect to the administration of RA series:

1. RA I's who successfully complete the Red River College basic skills course (Foundations in Developmental Services), shall be moved to the start rate of the RA II classification effective the pay period immediately following the pay period in which the official transcript was presented to Human Resource Services.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Letter of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: General Wage Standardization Fund

The parties recognize the importance of wage standardization for classifications performing the same duties.

In order to rectify identified inequities, a “General Wage Standardization Fund” will be provided and allocated as follows:

Phase I

- April 1, 2003 \$ 607,799 (includes 0.60% standardization increase for all - compounded)
- April 1, 2004 \$ 325,990
- April 1, 2005 \$ 325,990

Phase II

- April 1, 2006 \$ 5,840,000 (total amount for utilization on a sectoral basis)*
- April 1, 2007 \$ 5,840,000 (total amount for utilization on a sectoral basis)*
- March 31, 2008 \$ 3,000,000 (total amount for utilization on a sectoral basis)
- March 31, 2009 \$ 3,000,000 (total amount for utilization on a sectoral basis)

*Note: Standardization Funds identified in the previous collective agreement are included in sectoral value.

Principles:

- (i) Distribution of General Wage Standardization Fund:
Phase I

Salaries are to be increased in accordance with the following:

% of total differential between existing salary rate and target salary rate to apply:

April 1, 2003 - 6.00%

April 1, 2004 - 5.93%

April 1, 2005 - 5.93%

Phase II

Salaries are to be increased in accordance with the following:

% of remaining differential between existing salary rate and target salary rate to apply:

April 1, 2006 - 36.87%

April 1, 2007 - 36.87%

March 31, 2008 - 18.94%

March 31, 2009 - 7.32%. The intent of the Wage Standardization process and monies, provided for in the Manitoba Health Care Support Collective Agreements, is to complete wage standardization across the Support Sector by March 31, 2009.

Note: Wage standardization adjustments to be applied prior to economic wage increases.

(ii) Phase I - Method for calculation of retroactive payment

Payments for employees working in classifications receiving wage standardization adjustments should be calculated as follows:

- (1) Apply percentage referenced above to total differential.
- (2) Multiply result of (1) above times number of paid hours in the twelve (12) month period.
- (3) Number of paid regular hours (Excludes overtime only), in calculating a lump sum payment in lieu of calculating specific

individual retroactive payments, may be used by utilizing the employee's classification on implementation date.

Example: Percentage = 6.00%

Total Differential = \$2.60

Paid Regular Hours = 1000

Calculation = 6.00% x \$2.60 x 1000 = \$156.00

Retroactivity will apply only to employees on staff at date of ratification of the Collective Agreement and those who have retired prior to date of ratification in accordance with the terms and conditions of applicable employer pension plan. Retired employees must apply in writing for retroactivity.

(iii) a six (6) step salary scale will be established effective April 1, 2006:

Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
-------	--------	--------	--------	--------	--------	--------

Exclusions: Health Care Aide - Non-certified
 Handi-van driver
 Trades classifications
 Professional/Technical classifications

'One of a kind' classifications (not eligible for a standardization increase);

(iv) a three (3) % differential will be established between each step on the salary scale (scale built from agreed to target top rate working downwards) for all salary scales created through Wage Standardization (except for exclusions listed above);

(v) for the purpose of implementation of newly established salary ranges, methodology for step placement will be as follows:

(a) Placement onto newly established scale at nearest step affording an increase.

(b) Cannot result in placement on standard scale at a lower step than current step on scale.

- (c) Where current scale has a lesser number of steps than newly established scale, previous years of service shall be recognized through placement. Illustration of step placement provided in Example 1.
- (d) Where the current scale has greater than 6 steps, those employees at Step 6 and above shall be placed at step 6 of the newly established scale. Illustration of step placement provided Example 4.

Example 1

Current Range:	Start	Step 1	Step 2	Step 3	Step 4	
	↓	↓	↓	↓	↓ ↘	
New Range:	Start	1 Year	2 Year	3 Year	4 Year	5 Year

An employee currently on Step 4 will be placed on the 5 Year step if the employee has been paid at least the normal full-time hours while on Step 4. Normal full-time hours as defined within this Memorandum of Agreement are the hours normally worked by a full-time employee in their given classification (e.g. 1,950 hours, 2,015 hours or 2,080 hours).

Assume the normal full-time hours are 2,015 hours.

If the employee currently on Step 4 has been paid 2,015 hours or more while on Step 4, the employee will be placed on the 5 Year step.

Employees placed on the 4 Year step on the new salary range will move to the 5 Year step once the employee has been paid the normal full-time hours since receiving the last increment.

Example 2

Current Range:	Start	Step 1	Step 2	Step 3		
	↓	↓	↓	↓ ↘		
New Range:	Start	1 Year	2 Year	3 Year	4 Year	5 Year

Assume the normal full-time hours are 2,015 hours.

If the employee currently on Step 3 has been paid 2,015 hours but less than 4,030 hours while on Step 3, the employee will be placed on the 4 Year step.

If the employee currently on Step 3 has been paid 4,030 hours or more while on Step 3, the employee will be placed on the 5 Year step.

Example 3

Current Range:	Start	Step 1	Step 2	Step 3	Step 4	Step 5
	↓	↓	↓	↓	↓	↓
New Range:	Start	1 Year	2 Year	3 Year	4 Year	5 Year

Example 4

Current Range:	Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	↓	↓	↓	↓	↓	↓	↙
New Range:	Start	1 Year	2 Year	3 Year	4 Year	5 Year	

Applicable to the following Regions/Facilities:

- North Eastman Health
- South Eastman Health
- Ste. Rose Hospital
- Dr. Gendreau Personal Care Home
- Swan River Personal Care Home
- Villa Youville

Incumbents will be placed on the new six (6) step wage scale on the basis of their respective seniority as defined in Article 8:01 of their collective agreement.

Note: If placement on a new salary range results in an employee being placed at a lower hourly rate, the employee will be placed at the first step on the salary range that provides an increase in the hourly rate.

Example

Incumbent Seniority	0	2,015	4,030	6,045	8,060	10,075
Step Placement	Start	Step 1	Step 2	Step 3	Step 4	Step 5

(vi) Present Incumbent Only (PIO)

- (a) Where it has been determined that the salary of an employee is higher than that of the standard salary range, that employee will be treated as follows:

All employees employed on the date that the new salary range is implemented will continue to be paid on the current salary range and will continue to receive increment increases and negotiated economic wage increases while they remain in their current classification. This also applies to employees who apply for and receive another position within their classification or who bump into another position within their classification.

- (b) Where an employer's maximum salary rate has been established as the target top of scale rate, the standard scale will be introduced for new hires. Existing salary scale will continue on a Present Incumbent Only (PIO) basis.
- (vii) Existing Red-Circled and Present Incumbent Only (PIO) Salaries
Any positions or employees currently red-circled or PIO'd will be addressed in the following manner:
 - (a) Red-circled and PIO rates/positions or employees where current maximum salary rate no longer equals or exceeds maximum rate of established standard salary scale (when implemented), will no longer be red-circled or PIO'd.
 - (b) Red-circled and PIO rates/positions or employees where current maximum salary rate continues to be greater than or equal to the established standard salary scale (when implemented), will continue to be red-circled or PIO'd.
 - (c) Where an employee resigns from a classification identified as red-circled or PIO'd and subsequently returns to the same classification, the employee will be placed on the standard salary scale in accordance with the collective agreement.
- (viii) Each bargaining unit will meet with their respective employer for the purpose of establishing or reviewing changes to the salary ranges or grouping of one-of-a-kind classifications. The cost of placing employees on new salary ranges will be charged to the wage standardization fund.

- (ix) wording to be inserted within collective agreement providing for granting of increments upon completion of equivalent full-time hours.
- (x) should standardization be achieved before the fund is fully expended, the parties agree that the terms of the letter of agreement have been met.

Matters contained in this Letter of Understanding shall not be subject to the grievance and arbitration procedure.

Signed this 12th day of May, 2011.


On Behalf of St. Amant


On Behalf of the Manitoba Government
and General Employees' Union


On Behalf of St. Amant


On Behalf of the Manitoba Government
and General Employees' Union

Letter of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: Civil Liability

Upon written request from the Union, the Employer will meet with the bargaining unit representatives to outline current civil liability coverage for M.G.E.U. employees.

Signed this 12th day of May, 2011.


On Behalf of St. Amant


On Behalf of the Manitoba Government
and General Employees' Union


On Behalf of St. Amant


On Behalf of the Manitoba Government
and General Employees' Union

Memorandum of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: Expanded Staff Mobility

The parties agree to participate in a multi-union, multi-employer committee to discuss expanding the scope of the current staff mobility agreement in order to facilitate the movement of staff within and across the acute, long term, and community health care sectors as required to address systemic needs.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Memorandum of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: Working Short

The parties agree that staffing levels affect care for patients/residents, and employees working conditions. The parties therefore agree:

- (a) The Employer is responsible to review and determine staffing requirements.
- (b) **The Employer shall strive to maintain base staffing levels in the units wherever reasonable and practicable.**
- (c) In the event that the Employer determines that a vacant shift will not or **cannot** be filled, the Department Head/Supervisor/Charge Nurses shall, in consultation with the staff:
 - (i) Evaluate and reorganize the workload;
 - (ii) Provide direction to staff as to which activities take priority, and where appropriate, functions that they will not be able to complete.

The issue of workload concerns/working short will be a standing agenda item under the Joint Committee established under Article 21:01. Topics of discussion may include:

- (a) Review and discuss staffing levels/workload issues such as:
 - **sick replacement processes**
 - **recruiting**
 - **current vacancies**
 - **workload distribution**

- shift duration
 - other
- (b) Establish a mechanism for monitoring staffing levels/workload issues, **including the development of jointly approved working short and overtime forms (examples to be tabled).**
- (c) Review and make recommendations to **facility management** regarding the above.

The Committee will meet within thirty (30) days following ratification of the Collective Agreement and shall jointly determine the frequency of meetings.

Signed this 12th day of May, 2011.


On Behalf of St. Amant


On Behalf of the Manitoba Government
and General Employees' Union


On Behalf of St. Amant


On Behalf of the Manitoba Government
and General Employees' Union

Memorandum of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: Retroactive Pay

Retroactive pay will be paid on all paid hours to all employees working during the retroactivity period. Staff who do not currently work for the Employer are required to request such retroactivity pay in writing.

Retroactive pay will be processed as soon as possible following ratification of the settlement by both parties and the provision of the approved wage scales to the Employer. The anticipated timelines for processing of retroactive pay will be communicated to all current employees in an appropriate format.

Where ever possible retroactive pay will be made by separate cheque.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Memorandum of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: Pension or Benefit Plan Improvements

During the term of the 2008 to 2012 collective agreement, should another healthcare union receive enhanced pension or benefit plan improvements, the facility support unions will also receive the same enhancements at the same time.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Memorandum of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: Long Service Recognition-Vacation

Effective April 1, 2010

In recognition of length of service, each full-time employee shall receive one (1) additional week of vacation (5 days) on completion of twenty (20) years of continuous service, and on each subsequent fifth (5th) (i.e. 25th, 30th, 35th, 40th, etc.) anniversary of employment. The additional five (5) days shall be granted in the vacation year in which the anniversary date falls and are not cumulative.

Part time employees shall be entitled to a pro-rata portion of this benefit.

Employees whose anniversary date falls in the period April 1, 2009 to March 31, 2010 will be entitled to receive this benefit in the 2010 calendar year.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government and General Employees' Union

Memorandum of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: Interest Arbitration

Whereas the parties have agreed through collective bargaining to a collective agreement for the period April 1, 2008 to March 31, 2012 on all matters except for Article 16 and portions of Article 20;

And whereas the parties are not in agreement concerning the interpretation and application of Article 16 (Annual Vacation) as Article 16 pertains to part-time employees and certain provisions in Article 20 (Special Provisions Re: Part-time Employees) dealing with vacation entitlement for part-time employees;

And whereas, relatedly, the provision regarding of the “long service bonus week of vacation” remains unresolved;

And whereas it is necessary to conclude a Collective Agreement;

The parties have agreed as follows:

- (1) An interest arbitration will be convened.
- (2) The Arbitrator will be Michael Werier.
- (3) The parties will present their respective submissions to the arbitrator through a single spokesperson. In order to expedite the process, it is the intent of the parties to limit the calling of witnesses to the greatest extent possible.

- (4) All outstanding grievances pertaining to vacation filed to date by the Union shall be withdrawn.
- (5) The long-service bonus week of vacation shall form part of the Collective Agreement effective the commencement of the vacation year subsequent to receipt of the Arbitrator's Award (effective April 1, 2010).
- (6) The collective agreement language determined by the arbitrator shall apply effective the commencement of the vacation year subsequent to receipt of the Arbitrator's Award. The Award shall be applicable to the collective agreements listed in the attached Schedule 1.
- (7) The fees and expenses of the Arbitrator shall be shared equally by the parties.
- (8) Upon the signing of this Memorandum, the Union shall schedule ratification dates forthwith and agrees to recommend for ratification the tentative agreement which shall consist of all matters previously agreed to between the parties during the course of collective bargaining, the content of this Memorandum, and the Arbitrator's Award upon its issuance.

Signed this 8th day of May, 2009.

Darcy Strutinsky
On Behalf of the Labour Relations
Secretariat

Peter Olfert
On Behalf of the Manitoba Government
and General Employees' Union

Teri Kindrat
On Behalf of the Labour Relations
Secretariat

Sheila Gordon
On Behalf of the Manitoba Government
and General Employees' Union

Memorandum of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

Re: "12" Hour Shift for Resident Assistants for the Complex Respiratory Care Program Housed on 2 East/West

The Employer and the Union mutually agree that the following conditions and understandings apply re: the 11.625 ("12") hour shift scheduling pattern:

1. Individual employee schedules for each position in the 11.625 ("12") hour shift scheduling pattern include a combination of both day and night shifts.
2. Each shift of 11.625 ("12") hours duration is to be inclusive of two (2) fifteen (15) minute rest periods and one (1) thirty (30) minute meal period. Each shift of 11.625 ("12") hours shall be exclusive of one (1) meal period not exceeding thirty-seven (37) minutes in length.
3. Full-time hours of work shall provide:
 - (a) That there shall be an average of six (6) shifts of 11.625 ("12") hours duration and one (1) shift of 7.75 hours duration in each bi-weekly period;
or
 - (b) That there shall be twenty (20) shifts of 11.625 ("12") hours duration in each three (3) consecutive bi-weekly periods of the shift schedule pattern;
or
 - (c) That there shall be a combination of shifts of 11.625 ("12") hours duration and 7.75 hours duration that equal an average of seventy-seven and one-half (77.50) hours bi-weekly averaged over the three (3) consecutive bi-weekly periods in the shift schedule pattern.

4. A “weekend” shall mean the period from 23:45 hours on Friday until 23:30 hours on the immediately following Sunday.
5. The shift schedule shall be based on a master rotation pattern and shall provide employees with a minimum of twelve (12) hours off between assigned shifts, a minimum of forty-seven (47) hours off at one time, unless otherwise mutually agreed, and shall provide them with a minimum of alternate weekends off duty whenever reasonably possible, or three (3) weekends off in each six (6) week period of the shift schedule with a maximum of two (2) weekends worked between weekends off.
6. Each 7.75 hour shift shall be inclusive of two (2) fifteen minute rest periods and exclusive of one (1) thirty (30) minute meal break.
7. Overtime shall be authorized time worked in excess of a scheduled 11.625 (“12”) shift or seven and three-quarter ($7\frac{3}{4}$) hours respectively, in accordance with Article 13, or in excess of the full-time hours of work defined in 2 (a), (b) or (c) above.
8. Note: Overtime shall apply in accordance with Article 13 except when a part-time employee, who normally works 7.75 hour shifts picks up an available 11.625 (“12”) hour shift or mutually agrees to change her/his schedule to work an 11.625 (“12”) hour shift, in advance of the shift in question. In such cases, the employee shall be paid at straight time rates for all straight time hours worked on the 11.625 (“12”) hour shift, with overtime rates applicable if this shift change results in the employee working over seventy-seven and one-half ($77\frac{1}{2}$) hours bi-weekly.
9. An employee required to work on a General Holiday shall be paid at the rate of one and one-half times ($1\frac{1}{2}x$) her/his basic salary for all hours worked and, in addition, it is understood that seven and three-quarter ($7\frac{3}{4}$) hours may be banked for full-time employees subject to Article 14:06. An employee must have three (3) lieu days or twenty-three and one-quarter (23.25) hours in her/his bank in order to take two (2) twelve (12) hour shifts off. Overtime on a General Holiday shall be at double time and one-half ($2\frac{1}{2}x$).
10. Hours of absence due to income protection utilization by the employee for her/his own illness or the illness of a family member will be calculated in

accordance with scheduled hours; i.e. income protection used for an 11.625 (“12”) hour shift uses 11.625 hours of accumulated income protection credits.

11. Pay for bereavement leave will be calculated according to scheduled hours of work missed in accordance with the provisions of Article 11:03 or 20:09 respectively. It is agreed that the term “working day” shall be deemed to mean 11.625 (“12”) hours.
12. The paid vacation entitlement that an employee receives under the 11.625 (“12”) hour shift schedule pattern shall be equivalent in hours to the paid vacation entitlement on a seven and three-quarter ($7\frac{3}{4}$) hour shift schedule pattern calculated in accordance with Article 16. The amount of paid time off that an employee receives under the modified shift schedule pattern shall correspond exactly in hours to the paid time off on 7.75 hour shift pattern.
13. Shift Premium and Weekend Premium shall be paid in accordance with the provisions of Article 18.

Premiums payable as follows:

<u>Shift</u>	<u>Hours</u>	<u>Premium Pay</u>
Day	07:00-19:15	3.25 hours Evening premium
Night	19:00-07:15	11.625 hours Night premium
Weekend	Friday 19:00 to Saturday 07:15	11.625 hours Weekend premium
	Saturday 07:00 to Saturday 19:15	11.625 hours Weekend premium
	Saturday 19:00 to Sunday 07:15	11.625 hours Weekend premium
	Sunday 07:00 to Sunday 19:00	11.625 hours Weekend premium

14. It is understood that whenever 11.625 (“12”) hours is mentioned, its equivalent of eleven (11) hours and thirty-seven and one-half ($37\frac{1}{2}$) minutes may be used.
15. The 11.625 (“12”) hour shifts may be discontinued [subject to a sixty percent (60%) vote in favour of discontinuing the shift by employees on the unit] by mutual agreement between the employees on the unit and the Employer. The Employer and the Union shall meet to determine a date to return to the 7.75 hour shift.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Letter of Understanding

between

St. Amant

and

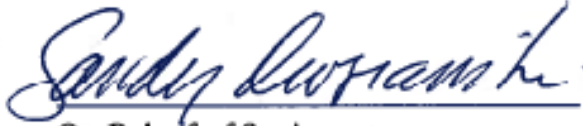
Manitoba Government and General Employees' Union

Re: Posting and Filling Vacant Positions During the Summer Vacation Period

In order to minimize disruption to the approved summer vacation schedule, and to ensure that employees may take their vacation as approved during the summer period, the following may apply to the posting when appropriate during the summer vacation period (usually between June 1 and August 31).

1. Vacant positions shall be posted in accordance with Article 9 of the collective agreement.
2. When the movement of staff resulting from staff transfers and promotions through the internal posting process will cause a disruption to the approved vacation schedule, the posted vacancy may include notice that the starting date for the successful applicant will be delayed to a point in time following the summer vacation schedule.
3. Where the commencement date of the vacant position will be delayed until after the summer vacation period, the posting will identify the starting date that the successful applicant will commence in the vacant position.
4. During the summer vacation period, position vacancies so affected will be filled with summer relief staff and in accordance with Article 20:10.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Letter of Understanding

between

St. Amant

and

Manitoba Government and General Employees' Union

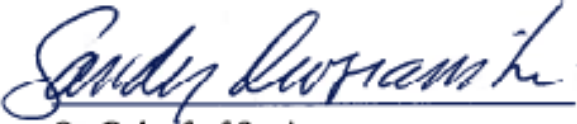
Re: River Road Child Care

The parties agree to the following with respect to the early closing of the River Road Child Care during the Christmas season:

1. When December 24 and 31 occur on Monday to Friday, the closing hours for the River Road Child Care will be:

December 24: 1:00 pm
December 31: 4:30 pm
2. To accommodate the early closings on these days, employees working in this area agree to utilize vacation time for missed hours, or to make up the missed time by working additional hours either before or following a scheduled shift. The eligible period to bank missed time shall be from December 1 to December 23. Each employee who chooses to bank time will be provided with written confirmation of the time so banked.
3. Additional hours worked either before or following a scheduled shift due to the early closings shall not result in overtime costs to St. Amant.

Signed this 12th day of May, 2011.



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union



On Behalf of St. Amant



On Behalf of the Manitoba Government
and General Employees' Union

Employer Policy

Re: Part-time Employees - Extra Hours

At the discretion of the Manager/Coordinator or designate, this policy may be followed to meet staffing needs of less than three (3) months.

Definitions

Extra work is: Five (5) or less shifts that need to be filled within an immediate seven (7) day period. These shifts can be added to normal scheduled days. Employees are still responsible for their own shifts (unless otherwise agreed to). Shifts will be offered in seniority order with preference given to employees working the area first, then to employees within the department.

Block of work is: A number of shifts covering longer than a seven (7) day period, but no more than a three (3) month period, to cover for vacation, leave of absence, short term illness, etc. Employees will release their permanent shifts to be responsible for all shifts (unless otherwise agreed to) in the block. The block will be offered in order of seniority with preference given to employees working in the area/living unit first, then to those within the department.

In the event that a block of work cannot be filled as originally defined, the shifts will be offered in order of seniority to that employee who will accept the largest portion of the original block, with preference given to employees working in the area first, then to those within the department.

An employee called to fill a block of work shall be informed of all blocks available in the area at the time of the call. The employee, if willing to work a block, shall select the block deemed most suitable.

Procedure

1. A seniority list of all employees shall be posted in each department by January 31 of each year.
2. Part-time employees who indicate in writing to the Employer that they wish to work additional hours shall be offered such work when available providing they

are able to perform the required duties. Such additional hours shall be allocated as per institutional seniority amongst those who have requested additional hours, within the area first, then to those within the department. It is further understood that such additional hours shall be offered only to the extent that they will not incur any overtime cost to the Employer.

3. Employees will complete a block before being considered for another block unless otherwise agreed to.
4. An employee will not receive sick pay for extra hours. An employee's Income Protection credits will be used to top up her earnings only to the level of her regularly scheduled hours.
5. Should a part-time employee refuse to report for work on three (3) occasions in a calendar year for which they indicated their availability, without providing an explanation satisfactory to the Employer, she will henceforth be offered additional hours at the sole discretion of the Employer until the next seniority list is posted.

This policy is for informational purposes only and does not form part of the Agreement.



St. Amant Centre
Centre St-Amant

PROGRAMS & SERVICES
and their
FUNCTIONAL UNITS/AREAS

<i>Resident Care Program</i>	Functional Units/Area
• Resident Care/Living Units	• 1 East/West
	• Ash/Birch/Cedar/River/Maple
	• 2 East
	• 3 East
	• 2 West
	• 3 West
• St. Amant School	One functional unit
• Adult Day Services	One functional unit
• Clinical Services	• Physiotherapy
	• Occupational Therapy
	• Speech Language Pathology
• Support Services	• Nutrition Services
	• Housekeeping Services
	• Purchasing Services
	• Linen and Laundry Services
	• CSR
	• Reception & Administrative Support Services

Program	Functional Units/Areas
River Road Children's Centre	One functional unit

This diagram is for informational purposes only, and does not form part of the Collective Agreement. When there are changes to the organization of these programs or services, a new updated diagram will be provided.

(Effective June 2003)

Appendix "A" - Salary Schedules

FACILITY SUPPORT CLASSIFICATIONS

Effective April 1, 2008 - Rates include 2.9% Increase

Std Grp	Standard Classification	Site Position Title	Annual Hours							
				Start	Step 1	Step 2	Step 3	Step 4	Step 5	
5	Stores	Receiver	2015	Hourly	15.517	15.982	16.462	16.956	17.464	17.988
				Monthly	2,605.53	2,683.69	2,764.20	2,847.13	2,932.54	3,020.52
				Annual	31,266.34	32,204.33	33,170.45	34,165.57	35,190.54	36,246.25
15	Dietetic Aide	Dietetic Worker I	2015	Hourly	13.230	13.627	14.035	14.456	14.890	15.337
				Monthly	2,221.48	2,288.12	2,356.76	2,427.47	2,500.29	2,575.30
				Annual	26,657.72	27,457.46	28,281.18	29,129.61	30,003.50	30,903.61
15	Dietetic Aide	Dietetic Worker II	2015	Hourly	13.252	13.649	14.059	14.480	14.915	15.362
				Monthly	2,225.15	2,291.90	2,360.66	2,431.48	2,504.43	2,579.56
				Annual	26,701.79	27,502.85	28,327.93	29,177.77	30,053.10	30,954.70
22	Cook I	Cashier / Breakfast Cook	2015	Hourly	14.109	14.532	14.968	15.417	15.880	16.356
				Monthly	2,369.14	2,440.22	2,513.42	2,588.83	2,666.49	2,746.49
				Annual	28,429.71	29,282.60	30,161.08	31,065.91	31,997.89	32,957.82
22	Cook I	Dietetic Aide	2015	Hourly	14.109	14.532	14.968	15.417	15.880	16.356
				Monthly	2,369.14	2,440.22	2,513.42	2,588.83	2,666.49	2,746.49
				Annual	28,429.71	29,282.60	30,161.08	31,065.91	31,997.89	32,957.82
22	Cook I	Assistant Cook	2015	Hourly	14.109	14.532	14.968	15.417	15.880	16.356
				Monthly	2,369.14	2,440.22	2,513.42	2,588.83	2,666.49	2,746.49
				Annual	28,429.71	29,282.60	30,161.08	31,065.91	31,997.89	32,957.82
23	Cook II	Cook III	2015	Hourly	16.221	16.708	17.209	17.725	18.257	18.805
				Monthly	2,723.77	2,805.48	2,889.65	2,976.33	3,065.62	3,157.59
				Annual	32,685.21	33,665.77	34,675.74	35,716.01	36,787.50	37,891.12
23	Cook II	Cook IV / Baker - PIO	2015	Hourly	18.484	18.820	19.187	19.521		
				Monthly	3,103.75	3,160.24	3,221.81	3,277.92		
				Annual	37,244.94	37,922.93	38,661.70	39,335.02		

Effective April 1, 2008 - Rates include 2.9% Increase, cont'd...

Std Grp	Standard Classification	Site Position Title	Annual Hours							
				Start	Step 1	Step 2	Step 3	Step 4	Step 5	
23	Cook II	Cook IV / Lead Hand - PIO	2015	Hourly	18.484	18.820	19.187	19.521		
				Monthly	3,103.75	3,160.24	3,221.81	3,277.92		
				Annual	37,244.94	37,922.93	38,661.70	39,335.02		
24	Dietetic / Lead Hand	Dietary Float	2015	Hourly	14.922	15.370	15.831	16.306	16.795	17.299
				Monthly	2,505.63	2,580.80	2,658.22	2,737.97	2,820.11	2,904.71
				Annual	30,067.54	30,969.57	31,898.65	32,855.61	33,841.28	34,856.52
25	Dietetic Cleaners	Pot washer	2015	Hourly	13.804	14.218	14.644	15.083	15.536	16.002
				Monthly	2,317.84	2,387.38	2,459.00	2,532.77	2,608.75	2,687.02
				Annual	27,814.12	28,648.55	29,508.00	30,393.24	31,305.04	32,244.19
25	Dietetic Cleaners	Pot washer - PIO	2015	Hourly	15.059	15.385	15.667	16.002		
				Monthly	2,528.62	2,583.37	2,630.71	2,687.02		
				Annual	30,343.49	31,000.43	31,568.54	32,244.19		
25	Dietetic Cleaners	Cleaner/Porter	2015	Hourly	13.804	14.218	14.644	15.083	15.536	16.002
				Monthly	2,317.84	2,387.38	2,459.00	2,532.77	2,608.75	2,687.02
				Annual	27,814.12	28,648.55	29,508.00	30,393.24	31,305.04	32,244.19
25	Dietetic Cleaners	Cleaner/Porter - PIO	2015	Hourly	15.720	16.052	16.336	16.661		
				Monthly	2,639.67	2,695.39	2,743.13	2,797.68		
				Annual	31,676.09	32,344.72	32,917.51	33,572.11		
28	Housekeeping Aide	Cleaner I	2015	Hourly	13.247	13.644	14.054	14.475	14.909	15.357
				Monthly	2,224.36	2,291.09	2,359.82	2,430.62	2,503.54	2,578.64
				Annual	26,692.31	27,493.08	28,317.87	29,167.41	30,042.43	30,943.70
28	Housekeeping Aide	Housekeeping Aide / Float	2015	Hourly	13.216	13.613	14.021	14.442	14.875	15.321
				Monthly	2,219.19	2,285.77	2,354.34	2,424.97	2,497.72	2,572.65
				Annual	26,630.30	27,429.21	28,252.09	29,099.65	29,972.64	30,871.82
28	Housekeeping Aide	Housekeeping Attendant	2015	Hourly	13.216	13.613	14.021	14.442	14.875	15.321
				Monthly	2,219.19	2,285.77	2,354.34	2,424.97	2,497.72	2,572.65
				Annual	26,630.30	27,429.21	28,252.09	29,099.65	29,972.64	30,871.82

Effective April 1, 2008 - Rates include 2.9% Increase, cont'd...

Std Grp	Standard Classification	Site Position Title	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
					Hourly	Monthly	Annual	Hourly	Monthly	Annual
30	Housekeeping / Cleaner	Cleaner II	2015	Hourly	14.165	14.590	15.028	15.478	15.943	16.421
				Monthly	2,378.52	2,449.88	2,523.37	2,599.08	2,677.05	2,757.36
				Annual	28,542.27	29,398.54	30,280.49	31,188.91	32,124.57	33,088.31
30	Housekeeping / Cleaner	Cleaner III	2015	Hourly	14.187	14.612	15.051	15.502	15.967	16.446
				Monthly	2,382.19	2,453.66	2,527.27	2,603.09	2,681.18	2,761.62
				Annual	28,586.34	29,443.93	30,327.25	31,237.06	32,174.18	33,139.40
40A	Linen / Laundry Porter	Linen & Laundry	2015	Hourly	14.757	15.200	15.656	16.126	16.609	17.108
				Monthly	2,477.97	2,552.31	2,628.88	2,707.74	2,788.97	2,872.64
				Annual	29,735.61	30,627.68	31,546.51	32,492.90	33,467.69	34,471.72
41	Health Care Aide (Non Certified)	Resident Assistant I	2015	Hourly	14.671	15.111	15.564			
				Monthly	2,463.46	2,537.36	2,613.48			
				Annual	29,561.50	30,448.35	31,361.80			
42	Health Care Aide (Certified / Trained)	Resident Assistant II	2015	Hourly	15.509	15.974	16.454	16.947	17.456	17.979
				Monthly	2,604.22	2,682.35	2,762.82	2,845.70	2,931.07	3,019.00
				Annual	31,250.64	32,188.16	33,153.80	34,148.42	35,172.87	36,228.06
45	Activity Worker (Certified)	Day Service Instructors I	2015	Hourly	15.531	15.996	16.476	16.971	17.480	18.004
				Monthly	2,607.84	2,686.07	2,766.66	2,849.66	2,935.15	3,023.20
				Annual	31,294.06	32,232.88	33,199.87	34,195.87	35,221.74	36,278.40
45	Activity Worker (Certified)	Instructional Assistant	2015	Hourly	15.531	15.996	16.476	16.971	17.480	18.004
				Monthly	2,607.84	2,686.07	2,766.66	2,849.66	2,935.15	3,023.20
				Annual	31,294.06	32,232.88	33,199.87	34,195.87	35,221.74	36,278.40
45	Activity Worker (Certified)	Recreational Instructor	2015	Hourly	15.531	15.996	16.476	16.971	17.480	18.004
				Monthly	2,607.84	2,686.07	2,766.66	2,849.66	2,935.15	3,023.20
				Annual	31,294.06	32,232.88	33,199.87	34,195.87	35,221.74	36,278.40
47	Rehab Aide	Clinical Assistant - SLP / OT	2015	Hourly	15.531	15.996	16.476	16.971	17.480	18.004
				Monthly	2,607.84	2,686.07	2,766.66	2,849.66	2,935.15	3,023.20
				Annual	31,294.06	32,232.88	33,199.87	34,195.87	35,221.74	36,278.40

Effective April 1, 2008 - Rates include 2.9% Increase, cont'd...

Std Grp	Standard Classification	Site Position Title	Annual Hours							
				Start	Step 1	Step 2	Step 3	Step 4	Step 5	
47	Rehab Aide	Rehabilitation Assistant	2015	Hourly	15.531	15.996	16.476	16.971	17.480	18.004
				Monthly	2,607.84	2,686.07	2,766.66	2,849.66	2,935.15	3,023.20
				Annual	31,294.06	32,232.88	33,199.87	34,195.87	35,221.74	36,278.40
49	Child Care Assistant	Child Care Assistant	2015	Hourly	13.486	13.891	14.307	14.737	15.179	15.634
				Monthly	2,264.54	2,332.47	2,402.45	2,474.52	2,548.76	2,625.22
				Annual	27,174.45	27,989.68	28,829.37	29,694.25	30,585.08	31,502.63
50	Early Childhood Educator	Early Childhood Educator	2015	Hourly	14.620	15.059	15.511	15.976	16.455	16.949
				Monthly	2,454.98	2,528.63	2,604.49	2,682.62	2,763.10	2,846.00
				Annual	29,459.77	30,343.57	31,253.87	32,191.49	33,157.23	34,151.95
52	N/A	Day Service Instructors II	2015	Hourly	16.511	17.006	17.516	18.042	18.583	19.140
				Monthly	2,772.43	2,855.60	2,941.27	3,029.50	3,120.39	3,214.00
				Annual	33,269.11	34,267.18	35,295.20	36,354.05	37,444.67	38,568.01
104	Clerk III	Senior Switchboard Operator / Receptionist	2015	Hourly	15.229	15.686	16.157	16.641	17.141	17.655
				Monthly	2,557.23	2,633.94	2,712.96	2,794.35	2,878.18	2,964.53
				Annual	30,686.72	31,607.33	32,555.55	33,532.21	34,538.18	35,574.32
104A	Senior Switchboard Operator	Switchboard Operator / Receptionist	2015	Hourly	15.831	16.306	16.795	17.299	17.818	18.352
				Monthly	2,658.28	2,738.03	2,820.17	2,904.77	2,991.92	3,081.67
				Annual	31,899.36	32,856.34	33,842.03	34,857.29	35,903.01	36,980.10

Effective April 1, 2009 - Rates include 2.9% Increase (and final standardization adjustment for all eligible classifications)

Std Grp	Standard Classification	Site Position Title	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
					Start	Step 1	Step 2	Step 3	Step 4	Step 5
5	Stores	Receiver	2015	Hourly	16.097	16.580	17.077	17.589	18.117	18.661
				Monthly	2,702.91	2,784.00	2,867.51	2,953.54	3,042.15	3,133.41
				Annual	32,434.89	33,407.94	34,410.18	35,442.48	36,505.76	37,600.93
15	Dietetic Aide	Dietetic Worker I	2015	Hourly	13.674	14.085	14.507	14.942	15.391	15.852
				Monthly	2,296.17	2,365.06	2,436.01	2,509.09	2,584.36	2,661.90
				Annual	27,554.10	28,380.72	29,232.14	30,109.11	31,012.38	31,942.75
22	Cook I	Assistant Cook	2015	Hourly	14.583	15.020	15.471	15.935	16.413	16.905
				Monthly	2,448.70	2,522.16	2,597.83	2,675.76	2,756.03	2,838.71
				Annual	29,384.40	30,265.93	31,173.91	32,109.12	33,072.40	34,064.57
23	Cook II	Cook III	2015	Hourly	16.828	17.333	17.853	18.388	18.940	19.508
				Monthly	2,825.69	2,910.46	2,997.77	3,087.71	3,180.34	3,275.75
				Annual	33,908.26	34,925.51	35,973.28	37,052.48	38,164.05	39,308.97
23	Cook II	Cook IV / Baker - PIO	2015	Hourly	19.020	19.366	19.743	20.087		
				Monthly	3,193.75	3,251.89	3,315.24	3,372.98		
				Annual	38,325.04	39,022.69	39,782.89	40,475.73		
24	Dietetic / Lead Hand	Dietary Float	2015	Hourly	15.474	15.938	16.416	16.908	17.416	17.938
				Monthly	2,598.28	2,676.23	2,756.52	2,839.22	2,924.39	3,012.12
				Annual	31,179.42	32,114.80	33,078.24	34,070.59	35,092.71	36,145.49
25	Dietetic Cleaners	Pot washer	2015	Hourly	14.204	14.630	15.069	15.521	15.987	16.466
				Monthly	2,385.06	2,456.61	2,530.31	2,606.22	2,684.41	2,764.94
				Annual	28,620.73	29,479.36	30,363.74	31,274.65	32,212.89	33,179.27
25	Dietetic Cleaners	Cleaner/Porter	2015	Hourly	14.204	14.630	15.069	15.521	15.987	16.466
				Monthly	2,385.06	2,456.61	2,530.31	2,606.22	2,684.41	2,764.94
				Annual	28,620.73	29,479.36	30,363.74	31,274.65	32,212.89	33,179.27
25	Dietetic Cleaners	Pot washer - PIO	2015	Hourly	15.496	15.831	16.121	16.466		
				Monthly	2,601.95	2,658.29	2,707.00	2,764.94		
				Annual	31,223.45	31,899.45	32,484.03	33,179.27		
25	Dietetic Cleaners	Cleaner/Porter - PIO	2015	Hourly	16.176	16.517	16.810	17.144		
				Monthly	2,716.22	2,773.56	2,822.68	2,878.81		
				Annual	32,594.69	33,282.72	33,872.11	34,545.71		

Effective April 1, 2009 - Rates include 2.9% Increase (and final standardization adjustment for all eligible classifications), **cont'd...**

Std Grp	Standard Classification	Site Position Title	Annual Hours							
				Start	Step 1	Step 2	Step 3	Step 4	Step 5	
28	Housekeeping Aide	Cleaner I	2015	Hourly	13.674	14.085	14.507	14.942	15.391	15.852
		Housekeeping Aide/Float		Monthly	2,296.17	2,365.06	2,436.01	2,509.09	2,584.36	2,661.90
				Annual	27,554.10	28,380.72	29,232.14	30,109.11	31,012.38	31,942.75
28	Housekeeping Aide	Housekeeping Attendant	2015	Hourly	13.674	14.085	14.507	14.942	15.391	15.852
				Monthly	2,296.17	2,365.06	2,436.01	2,509.09	2,584.36	2,661.90
				Annual	27,554.10	28,380.72	29,232.14	30,109.11	31,012.38	31,942.75
30	Housekeeping / Cleaner	Cleaner II	2015	Hourly	14.632	15.071	15.523	15.989	16.469	16.963
		Cleaner III		Monthly	2,457.00	2,530.71	2,606.63	2,684.83	2,765.38	2,848.34
				Annual	29,484.00	30,368.52	31,279.58	32,217.97	33,184.51	34,180.04
40A	Linen / Laundry Porter	Linen & Laundry	2015	Hourly	15.218	15.675	16.145	16.629	17.128	17.642
				Monthly	2,555.40	2,632.06	2,711.02	2,792.35	2,876.12	2,962.41
				Annual	30,664.77	31,584.72	32,532.26	33,508.23	34,513.47	35,548.88
41	Health Care Aide (Non Certified)	Resident Assistant I	2015	Hourly	15.628					
				Monthly	2,624.21					
				Annual	31,490.48					
42	Health Care Aide (Certified / Trained)	Resident Assistant II	2015	Hourly	16.097	16.580	17.077	17.589	18.117	18.661
				Monthly	2,702.91	2,784.00	2,867.51	2,953.54	3,042.15	3,133.41
				Annual	32,434.89	33,407.94	34,410.18	35,442.48	36,505.76	37,600.93
45	Activity Worker (Certified)	Day Service Instructors	2015	Hourly	16.097	16.580	17.077	17.589	18.117	18.661
		IInstructional		Monthly	2,702.91	2,784.00	2,867.51	2,953.54	3,042.15	3,133.41
		AssistantRecreational		Annual	32,434.89	33,407.94	34,410.18	35,442.48	36,505.76	37,600.93
		Instructor								
47	Rehab Aide	Clinical Assistant - SLP / OT	2015	Hourly	16.097	16.580	17.077	17.589	18.117	18.661
		Rehabilitation Assistant		Monthly	2,702.91	2,784.00	2,867.51	2,953.54	3,042.15	3,133.41
				Annual	32,434.89	33,407.94	34,410.18	35,442.48	36,505.76	37,600.93

Effective April 1, 2009 - Rates include 2.9% Increase (and final standardization adjustment for all eligible classifications), **cont'd...**

Std Grp	Standard Classification	Site Position Title	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
					Start	Step 1	Step 2	Step 3	Step 4	Step 5
49	Child Care Assistant	Child Care Assistant	2015	Hourly	13.903	14.320	14.750	15.192	15.648	16.118
				Monthly	2,334.57	2,404.60	2,476.74	2,551.04	2,627.57	2,706.40
				Annual	28,014.78	28,855.23	29,720.88	30,612.51	31,530.89	32,476.81
50	Early Childhood Educator	Early Childhood Educator	2015	Hourly	15.104	15.557	16.024	16.504	17.000	17.510
				Monthly	2,536.20	2,612.29	2,690.66	2,771.38	2,854.52	2,940.15
				Annual	30,434.43	31,347.46	32,287.89	33,256.52	34,254.22	35,281.85
52	N/A	Day Service Instructors II	2015	Hourly	16.990	17.499	18.024	18.565	19.122	19.696
				Monthly	2,852.83	2,938.41	3,026.56	3,117.36	3,210.88	3,307.21
				Annual	34,233.91	35,260.93	36,318.76	37,408.32	38,530.57	39,686.49
104	Clerk III	Switchboard Operator / Receptionist	2015	Hourly	15.834	16.309	16.798	17.302	17.821	18.356
				Monthly	2,658.81	2,738.57	2,820.73	2,905.35	2,992.51	3,082.29
				Annual	31,905.73	32,862.90	33,848.78	34,864.25	35,910.18	36,987.48
104A	Senior Switchboard Operator	Senior Switchboard Operator / Receptionist	2015	Hourly	16.305	16.794	17.298	17.817	18.351	18.902
				Monthly	2,737.84	2,819.98	2,904.57	2,991.71	3,081.46	3,173.91
				Annual	32,854.08	33,839.70	34,854.89	35,900.54	36,977.55	38,086.88

Effective April 1, 2010 - Rates include 2.9% Increase

Std Grp	Standard Classification	Site Position Title	Annual Hours	Annual						
				Start	Step 1	Step 2	Step 3	Step 4	Step 5	
5	Stores	Receiver	2015	Hourly	16.564	17.060	17.572	18.099	18.642	19.202
				Monthly	2,781.29	2,864.73	2,950.67	3,039.19	3,130.37	3,224.28
				Annual	33,375.51	34,376.77	35,408.07	36,470.32	37,564.43	38,691.36
15	Dietetic Aide	Dietetic Worker I Dietetic Worker II	2015	Hourly	14.071	14.493	14.928	15.376	15.837	16.312
				Monthly	2,362.76	2,433.65	2,506.66	2,581.86	2,659.31	2,739.09
				Annual	28,353.17	29,203.76	30,079.87	30,982.27	31,911.74	32,869.09
22	Cook I	Assistant Cook Cashier / Breakfast Cook Dietetic Aide	2015	Hourly	15.006	15.456	15.920	16.397	16.889	17.396
				Monthly	2,519.71	2,595.30	2,673.16	2,753.36	2,835.96	2,921.04
				Annual	30,236.54	31,143.64	32,077.95	33,040.29	34,031.50	35,052.44
23	Cook II	Cook III	2015	Hourly	17.316	17.835	18.370	18.922	19.489	20.074
				Monthly	2,907.63	2,994.86	3,084.71	3,177.25	3,272.57	3,370.74
				Annual	34,891.60	35,938.35	37,016.50	38,127.00	39,270.81	40,448.93
23	Cook II	Cook IV / Baker - PIO Cook IV / Lead Hand - PIO	2015	Hourly	19.571	19.928	20.316	20.670		
				Monthly	3,286.37	3,346.20	3,411.38	3,470.79		
				Annual	39,436.47	40,154.35	40,936.60	41,649.53		
24	Dietetic / Lead Hand	Dietary Float	2015	Hourly	15.922	16.400	16.892	17.399	17.921	18.458
				Monthly	2,673.64	2,753.84	2,836.46	2,921.55	3,009.20	3,099.48
				Annual	32,083.62	33,046.13	34,037.51	35,058.64	36,110.40	37,193.71
25	Dietetic Cleaners	Pot washer Cleaner/Porter	2015	Hourly	14.616	15.054	15.506	15.971	16.450	16.944
				Monthly	2,454.23	2,527.85	2,603.69	2,681.80	2,762.26	2,845.12
				Annual	29,450.73	30,334.26	31,244.28	32,181.61	33,147.06	34,141.47
25	Dietetic Cleaners	Pot washer - PIO	2015	Hourly	15.945	16.290	16.589	16.944		
				Monthly	2,677.41	2,735.38	2,785.51	2,845.12		
				Annual	32,128.93	32,824.53	33,426.07	34,141.47		
25	Dietetic Cleaners	Cleaner/Porter - PIO	2015	Hourly	16.645	16.996	17.297	17.641		
				Monthly	2,794.99	2,853.99	2,904.53	2,962.29		
				Annual	33,539.94	34,247.92	34,854.40	35,547.53		

Effective April 1, 2010 - Rates include 2.9% Increase, cont'd...

Std Grp	Standard Classification	Site Position Title	Annual Hours							
				Start	Step 1	Step 2	Step 3	Step 4	Step 5	
28	Housekeeping Aide	Cleaner I	2015	Hourly	14.071	14.493	14.928	15.376	15.837	16.312
		Housekeeping Aide/Float		Monthly	2,362.76	2,433.65	2,506.66	2,581.86	2,659.31	2,739.09
				Annual	28,353.17	29,203.76	30,079.87	30,982.27	31,911.74	32,869.09
28	Housekeeping Aide	Housekeeping Attendant	2015	Hourly	14.071	14.493	14.928	15.376	15.837	16.312
				Monthly	2,362.76	2,433.65	2,506.66	2,581.86	2,659.31	2,739.09
				Annual	28,353.17	29,203.76	30,079.87	30,982.27	31,911.74	32,869.09
30	Housekeeping / Cleaner	Cleaner II	2015	Hourly	15.057	15.508	15.974	16.453	16.946	17.455
		Cleaner III		Monthly	2,528.25	2,604.10	2,682.22	2,762.69	2,845.57	2,930.94
				Annual	30,339.04	31,249.21	32,186.69	33,152.29	34,146.86	35,171.26
40A	Linen / Laundry Porter	Linen & Laundry	2015	Hourly	15.660	16.129	16.613	17.112	17.625	18.154
				Monthly	2,629.50	2,708.39	2,789.64	2,873.33	2,959.53	3,048.32
				Annual	31,554.05	32,500.68	33,475.70	34,479.97	35,514.37	36,579.80
41	Health Care Aide (Non Certified)	Resident Assistant I	2015	Hourly	16.081					
				Monthly	2,700.31					
				Annual	32,403.70					
42	Health Care Aide (Certified / Trained)	Resident Assistant II	2015	Hourly	16.564	17.060	17.572	18.099	18.642	19.202
				Monthly	2,781.29	2,864.73	2,950.67	3,039.19	3,130.37	3,224.28
				Annual	33,375.51	34,376.77	35,408.07	36,470.32	37,564.43	38,691.36
45	Activity Worker (Certified)	Day Service Instructors	2015	Hourly	16.564	17.060	17.572	18.099	18.642	19.202
		IInstructional		Monthly	2,781.29	2,864.73	2,950.67	3,039.19	3,130.37	3,224.28
		AssistantRecreational Instructor		Annual	33,375.51	34,376.77	35,408.07	36,470.32	37,564.43	38,691.36
47	Rehab Aide	Clinical Assistant - SLP / OT	2015	Hourly	16.564	17.060	17.572	18.099	18.642	19.202
		Rehabilitation Assistant		Monthly	2,781.29	2,864.73	2,950.67	3,039.19	3,130.37	3,224.28
				Annual	33,375.51	34,376.77	35,408.07	36,470.32	37,564.43	38,691.36
49	Child Care Assistant	Child Care Assistant	2015	Hourly	14.306	14.735	15.178	15.633	16.102	16.585
				Monthly	2,402.27	2,474.34	2,548.57	2,625.02	2,703.77	2,784.89
				Annual	28,827.21	29,692.03	30,582.79	31,500.27	32,445.28	33,418.64

Effective April 1, 2010 - Rates include 2.9% Increase, cont'd...

Std Grp	Standard Classification	Site Position Title	Annual Hours							
				Start	Step 1	Step 2	Step 3	Step 4	Step 5	
50	Early Childhood Educator	Early Childhood Educator	2015	Hourly	15.542	16.008	16.488	16.983	17.493	18.017
				Monthly	2,609.75	2,688.05	2,768.69	2,851.75	2,937.30	3,025.42
				Annual	31,317.03	32,256.54	33,224.24	34,220.96	35,247.59	36,305.02
52	N/A	Day Service Instructors II	2015	Hourly	17.482	18.007	18.547	19.103	19.676	20.267
				Monthly	2,935.56	3,023.62	3,114.33	3,207.76	3,304.00	3,403.12
				Annual	35,226.70	36,283.50	37,372.00	38,493.16	39,647.96	40,837.40
104	Clerk III	Switchboard Operator / Receptionist	2015	Hourly	16.293	16.782	17.286	17.804	18.338	18.888
				Monthly	2,735.92	2,817.99	2,902.53	2,989.61	3,079.30	3,171.68
				Annual	32,830.99	33,815.92	34,830.40	35,875.31	36,951.57	38,060.12
104A	Senior Switchboard Operator	Senior Switchboard Operator / Receptionist	2015	Hourly	16.778	17.281	17.799	18.333	18.883	19.450
				Monthly	2,817.24	2,901.75	2,988.81	3,078.47	3,170.83	3,265.95
				Annual	33,806.85	34,821.05	35,865.68	36,941.65	38,049.90	39,191.40

Effective April 1, 2011 - Rates include 2.9% Increase

Std Grp	Standard Classification	Site Position Title	Annual Hours							
				Start	Step 1	Step 2	Step 3	Step 4	Step 5	
5	Stores	Receiver	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
				Monthly	2,861.95	2,947.81	3,036.24	3,127.33	3,221.15	3,317.78
				Annual	34,343.40	35,373.70	36,434.91	37,527.96	38,653.79	39,813.41
15	Dietetic Aide	Dietetic Worker I Dietetic Worker II	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
				Monthly	2,431.28	2,504.22	2,579.35	2,656.73	2,736.43	2,818.52
				Annual	29,175.41	30,050.67	30,952.19	31,880.75	32,837.18	33,822.29
22	Cook I	Assistant Cook Cashier / Breakfast Cook Dietetic Aide	2015	Hourly	15.441	15.904	16.381	16.873	17.379	17.900
				Monthly	2,592.78	2,670.57	2,750.68	2,833.20	2,918.20	3,005.75
				Annual	31,113.40	32,046.80	33,008.21	33,998.46	35,018.41	36,068.96
23	Cook II	Cook III	2015	Hourly	17.818	18.353	18.903	19.470	20.054	20.656
				Monthly	2,991.96	3,081.71	3,174.17	3,269.39	3,367.47	3,468.50
				Annual	35,903.46	36,980.56	38,089.98	39,232.68	40,409.66	41,621.95
23	Cook II	Cook IV / Baker - PIO Cook IV / Lead Hand - PIO	2015	Hourly	20.139	20.506	20.905	21.269		
				Monthly	3,381.68	3,443.24	3,510.31	3,571.45		
				Annual	40,580.13	41,318.83	42,123.76	42,857.36		
24	Dietetic / Lead Hand	Dietary Float	2015	Hourly	16.384	16.876	17.382	17.903	18.440	18.994
				Monthly	2,751.17	2,833.71	2,918.72	3,006.28	3,096.47	3,189.36
				Annual	33,014.05	34,004.47	35,024.60	36,075.34	37,157.60	38,272.33
25	Dietetic Cleaners	Pot washer Cleaner/Porter	2015	Hourly	15.040	15.491	15.956	16.434	16.927	17.435
				Monthly	2,525.40	2,601.16	2,679.20	2,759.57	2,842.36	2,927.63
				Annual	30,304.81	31,213.95	32,150.37	33,114.88	34,108.33	35,131.58
25	Dietetic Cleaners	Pot washer - PIO	2015	Hourly	16.407	16.763	17.070	17.435		
				Monthly	2,755.06	2,814.70	2,866.29	2,927.63		
				Annual	33,060.67	33,776.44	34,395.42	35,131.58		
25	Dietetic Cleaners	Cleaner/Porter - PIO	2015	Hourly	17.128	17.489	17.799	18.153		
				Monthly	2,876.05	2,936.76	2,988.77	3,048.20		
				Annual	34,512.60	35,241.11	35,865.18	36,578.41		

Effective April 1, 2011 - Rates include 2.9% Increase, cont'd...

Std Grp	Standard Classification	Site Position Title	Annual Hours							
				Start	Step 1	Step 2	Step 3	Step 4	Step 5	
28	Housekeeping Aide	Cleaner I	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
		Housekeeping Aide/Float		Monthly	2,431.28	2,504.22	2,579.35	2,656.73	2,736.43	2,818.52
				Annual	29,175.41	30,050.67	30,952.19	31,880.75	32,837.18	33,822.29
28	Housekeeping Aide	Housekeeping Attendant	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
				Monthly	2,431.28	2,504.22	2,579.35	2,656.73	2,736.43	2,818.52
				Annual	29,175.41	30,050.67	30,952.19	31,880.75	32,837.18	33,822.29
30	Housekeeping / Cleaner	Cleaner II	2015	Hourly	15.493	15.958	16.437	16.930	17.438	17.961
		Cleaner III		Monthly	2,601.57	2,679.62	2,760.01	2,842.81	2,928.09	3,015.94
				Annual	31,218.87	32,155.44	33,120.10	34,113.70	35,137.12	36,191.23
40A	Linen / Laundry Porter	Linen & Laundry	2015	Hourly	16.114	16.597	17.095	17.608	18.136	18.680
				Monthly	2,705.76	2,786.93	2,870.54	2,956.66	3,045.36	3,136.72
				Annual	32,469.12	33,443.19	34,446.49	35,479.89	36,544.28	37,640.61
41	Health Care Aide (Non Certified)	Resident Assistant I	2015	Hourly	16.548					
				Monthly	2,778.62					
				Annual	33,343.41					
42	Health Care Aide (Certified / Trained)	Resident Assistant II	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
				Monthly	2,861.95	2,947.81	3,036.24	3,127.33	3,221.15	3,317.78
				Annual	34,343.40	35,373.70	36,434.91	37,527.96	38,653.79	39,813.41
45	Activity Worker (Certified)	Day Service Instructors	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
		IInstructional		Monthly	2,861.95	2,947.81	3,036.24	3,127.33	3,221.15	3,317.78
		AssistantRecreational Instructor		Annual	34,343.40	35,373.70	36,434.91	37,527.96	38,653.79	39,813.41
47	Rehab Aide	Clinical Assistant - SLP / OT	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
		Rehabilitation Assistant		Monthly	2,861.95	2,947.81	3,036.24	3,127.33	3,221.15	3,317.78
				Annual	34,343.40	35,373.70	36,434.91	37,527.96	38,653.79	39,813.41

Effective April 1, 2011 - Rates include 2.9% Increase, cont'd...

Std Grp	Standard Classification	Site Position Title	Annual Hours							
				Start	Step 1	Step 2	Step 3	Step 4	Step 5	
49	Child Care Assistant	Child Care Assistant	2015	Hourly	14.721	15.163	15.618	16.086	16.569	17.066
				Monthly	2,471.93	2,546.09	2,622.47	2,701.15	2,782.18	2,865.65
				Annual	29,663.20	30,553.10	31,469.69	32,413.78	33,386.20	34,387.78
50	Early Childhood Educator	Early Childhood Educator	2015	Hourly	15.993	16.472	16.967	17.476	18.000	18.540
				Monthly	2,685.44	2,766.00	2,848.98	2,934.45	3,022.48	3,113.16
				Annual	32,225.22	33,191.98	34,187.74	35,213.37	36,269.77	37,357.87
52	N/A	Day Service Instructors II	2015	Hourly	17.989	18.529	19.085	19.657	20.247	20.854
				Monthly	3,020.69	3,111.31	3,204.65	3,300.79	3,399.81	3,501.81
				Annual	36,248.27	37,335.72	38,455.79	39,609.46	40,797.75	42,021.68
104	Clerk III	Switchboard Operator / Receptionist	2015	Hourly	16.766	17.269	17.787	18.320	18.870	19.436
				Monthly	2,815.26	2,899.72	2,986.71	3,076.31	3,168.60	3,263.66
				Annual	33,783.09	34,796.58	35,840.48	36,915.70	38,023.17	39,163.86
104A	Senior Switchboard Operator	Senior Switchboard Operator / Receptionist	2015	Hourly	17.264	17.782	18.316	18.865	19.431	20.014
				Monthly	2,898.94	2,985.91	3,075.48	3,167.75	3,262.78	3,360.66
				Annual	34,787.25	35,830.86	36,905.79	38,012.96	39,153.35	40,327.95