

Collective Agreement

between

Career Connections Incorporated

and

Manitoba Government and General Employees' Union

Local 142

April 1, 2018 to March 31, 2021

Table of Contents

Article 1	Purpose	1
Article 2	Definitions	1
Article 3	Application of Agreement	3
Article 4	Management Rights	4
Article 5	Labour Management Committee	4
Article 6	Union Business	4
Article 7	Union Security	6
Article 8	Rights of Stewards	6
Article 9	Pay	7
Article 10	Respectful Workplace	8
Article 11	Recruitment & Bulletins	9
Article 12	Probation	9
Article 13	Performance Appraisal	10
Article 14	Merit Increase	11
Article 15	Acting Status	12
Article 16	Lay-off	12
Article 17	Technological Change	13
Article 18	Contracting Out	14
Article 19	Disciplinary Action	14
Article 20	Resignations	15
Article 21	Hours of Work	15
Article 22	Overtime	16
Article 23	Holidays	17
Article 24	Vacation	19
Article 25	Sick Leave	21
Article 26	Workers Compensation	23
Article 27	Leave of Absence	23

Article 28	Bridging of Service	29
Article 29	Health and Safety	30
Article 30	Protective Clothing.....	33
Article 31	Loss Of or Damage To Personal Effects.....	34
Article 32	Civil Liability	35
Article 33	Position Description.....	35
Article 34	Reclassification Procedure.....	36
Article 35	Grievance Procedure	37
Article 36	Grievance Arbitration Procedure	40
Article 37	Personnel File	45
Article 38	Abandonment of Position	45
Article 39	Pay Plan	45
Article 40	Seniority	45
Article 41	Education and Training.....	47
Article 42	Benefit Plans.....	47
Article 43	Retroactive Wages	47
Article 44	Duration of Agreement	47
Article 45	Weekend Premiums and Shift Premiums.....	48
	Letter of Understanding.....	50
	Re: Employee Assistance	
	Memorandum of Agreement.....	51
	Re: Employee Benefits	
	Memorandum of Agreement.....	52
	Re: Employee Reassignment	
	Memorandum of Agreement.....	53
	Re: Out of Town Travel	

Appendix "A" - Salary Schedule 55
 Effective April 1, 2018 to August 31, 2019 55
 Effective September 1, 2018..... 56
 Effective April 1, 2019 57
 Effective April 1, 2020 58

*All changes appear in **bold**.

Alphabetical Table of Contents

Article 38	Abandonment of Position	45
Article 15	Acting Status.....	12
Article 3	Application of Agreement	3
Article 42	Benefit Plans.....	47
Article 28	Bridging of Service	29
Article 32	Civil Liability	35
Article 18	Contracting Out	14
Article 2	Definitions	1
Article 19	Disciplinary Action.....	14
Article 44	Duration of Agreement	47
Article 41	Education and Training.....	47
Article 36	Grievance Arbitration Procedure	40
Article 35	Grievance Procedure	37
Article 29	Health and Safety	30
Article 23	Holidays.....	17
Article 21	Hours of Work.....	15
Article 5	Labour Management Committee	4
Article 16	Lay-off.....	12
Article 27	Leave of Absence.....	23
Article 31	Loss Of or Damage To Personal Effects.....	34
Article 4	Management Rights.....	4
Article 14	Merit Increase.....	11
Article 22	Overtime	16
Article 9	Pay	7
Article 39	Pay Plan	45
Article 13	Performance Appraisal.....	10
Article 37	Personnel File.....	45
Article 33	Position Description.....	36

Article 12	Probation	9
Article 30	Protective Clothing.....	33
Article 1	Purpose	1
Article 34	Reclassification Procedure.....	36
Article 11	Recruitment & Bulletins	9
Article 20	Resignations	15
Article 10	Respectful Workplace	8
Article 43	Retroactive Wages.....	47
Article 8	Rights of Stewards.....	6
Article 40	Seniority.....	45
Article 25	Sick Leave.....	21
Article 17	Technological Change	13
Article 6	Union Business	4
Article 7	Union Security.....	6
Article 24	Vacation.....	19
Article 45	Weekend Premiums and Shift Premiums.....	48
Article 26	Workers Compensation.....	23
	Letter of Understanding.....	50
	Re: Employee Assistance	
	Memorandum of Agreement.....	51
	Re: Employee Benefits	
	Memorandum of Agreement.....	52
	Re: Employee Reassignment	
	Memorandum of Agreement.....	53
	Re: Out of Town Travel	

Appendix “A” Salary Schedule 55
 Effective April 1, 2018 to August 31, 2019 55
 Effective September 1, 2018..... 56
 Effective April 1, 2019 57
 Effective April 1, 2020 58

*All changes appear in **bold**.

This Agreement signed this 25th day of June, 2018.

between

Career Connections Incorporated

(hereinafter referred to as the “Employer”)

of the first part

and

Manitoba Government and General Employees’ Union

(hereinafter referred to as the “Union”)

of the second part

Article 1 Purpose

1:01 The purpose of this Agreement is to promote cooperation and understanding and to establish a mutually agreeable relationship between the Employer, and the employees, and the Union; and further, the purpose herein is to provide a mechanism for prompt and equitable disposition of differences and grievances between the parties and to provide mutually agreeable wages, hours of work, benefits, and working conditions for employees covered by this Agreement, and for the future renewal and revision of this Agreement.

Article 2 Definitions

2:01 “Agreement” means this Collective Agreement between the parties hereto.

2:02 “Casual Employee” means one whose work is irregular or non-recurring or does not follow a predetermined schedule of work on a regular and recurring basis.

2:03 “Classification” means a group of positions involving duties and responsibilities so similar that the same or like qualifications may reasonably

be required for, and the same schedule or grade of pay can be reasonably applied to, all positions in the group.

- 2:04** “Continuous Service” or “Continuous Employment” means consecutive and contiguous days, weeks, months and/or years of employment with the Employer where there has been no break in service involving termination of the employee.
- 2:05** “Contracting Out” means an employee’s position becomes redundant as a result of an outside agency being commissioned to do the work.
- 2:06** “Demotion” means a change of employment from one position to another having a lower maximum salary.
- 2:07** “Dismissal” means the removal, for disciplinary reasons, from a position for just cause.
- 2:08** “Employee” means any person employed, at Career Connections Inc., within the scope of this Agreement.
- 2:09** “Employer” means Career Connections Inc., or the person authorized to conduct business on its behalf and of whom the Union has notice.
- 2:10** “Lay-off” means to temporarily remove an employee from a position subject to the terms of this Agreement.
- 2:11** “Overtime” shall mean overtime authorized by the Employer or designate and where the term “overtime” is used in this Agreement it shall mean “authorized overtime”.
- 2:12** “Part-time” means an employee who normally works less than the full normal daily, weekly or monthly hours, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis.
- 2:13** “Position” means a position of employment in the bargaining unit covered by this Agreement.

- 2:14** “Promotion” means a change of employment from one (1) position to another having a higher maximum salary.
- 2:15** “Transfer” means the transfer of an employee from one position to another position having the same maximum rate of pay.
- 2:16** “Union” means the Manitoba Government and General Employees’ Union.
- 2:17** “Union Steward” means an employee elected or appointed by the Union who is authorized to represent the Union, an employee, or both.
- 2:18** Wherever the singular and masculine are used in this Agreement the same shall be construed as meaning the plural or the feminine or the neuter where the context so admits or requires and the converse shall hold as applicable

Article 3 Application of Agreement

- 3:01** The Employer recognizes the Union, per Manitoba Labour Board Certificate No. MLB-5776, as the sole and exclusive bargaining agent for those employees within the bargaining unit as set forth herein.
- 3:02** This Agreement shall apply to all employees who are employed in the classifications set forth under Appendix “A” with the exception of the exclusions set forth in 3:03.
- 3:03** The following positions are excluded from the bargaining unit and the terms of this Agreement:
- (a) Executive Director;
 - (b) Grant Employees who are hired for special projects, and whose wages are paid by an external agency (not from the Employer’s regular budget) and whose duties are not typical of employees covered by this Agreement;
 - (c) Casual Employees whose work is irregular or non-recurring or does not follow a predetermined schedule of work on a regular and recurring basis.

- 3:04** The category of employees in 3:03(b) and 3:03(c) shall not be used to create redundancy of positions or cause the loss of employment for existing employees in the bargaining unit.

Article 4 Management Rights

- 4:01** All functions, rights, personnel pay practices, powers and authority which the Employer has not specifically abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the Employer.
- 4:02** In administering this Collective Agreement, the Employer shall act reasonably, fairly, in good faith, and in a manner consistent with the Agreement as a whole.

Article 5 Labour Management Committee

- 5:01** 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 at Career Connections Inc.
- 5:02** 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 supercede the activities of any other 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 decisions or conclusions reached in their discussions. The Committee may make recommendation to the Union and the Employer with respect to its discussions and conclusions.

Article 6 Union Business

- 6:01** Leave of absence to attend to Union Business may be granted to employees under the following conditions:

- (a) Requests shall be made in writing by the Union by providing the employee with a letter of request. The employee shall submit the letter to the Employer for approval.
- (b) Requests for leave shall be made with reasonable advance notice but not less than three (3) working days and shall be granted only where operational requirements permit. Where special or unusual circumstances prevent compliance with the three (3) working days' notice, the request shall be considered and shall not be unreasonably denied.
- (c) Where such leaves of absence have been granted, the Union shall reimburse the Employer one hundred percent (100%) of the wages paid to such employees during the approved absence.

- 6:02** For time spent with the Employer representatives during negotiations to revise and/or renew this Agreement, the Union will be permitted to have **two (2)** employees present at each bargaining session on Employer paid time.
- 6:03** Union staff members shall not visit employees at their place of work unless prior approval has been obtained from the employee's supervisor.
- 6:04** Employees who are elected representatives of the Union and who attend jointly convened meetings with the Employer during regular hours of work shall be paid their normal remuneration while in attendance at such meetings.
- 6:05** The Employer agrees to allow the Union use of space on existing bulletin boards for the purpose of posting official Union information relating to Union affairs, meetings and social events provided the information does not contain anything that is adverse to the interests of the Employer. The Employer has the right to refuse to post or to remove the posting of any information.

Article 7 Union Security

- 7:01** The Employer agrees to deduct from each employee the amount of regular bi-weekly dues payable to the Union and shall remit these dues to the known headquarters of the Union at the end of every second bi-weekly pay period. Dues shall be deducted from new employees during the first full bi-weekly pay period after becoming covered by the terms of this Agreement.
- 7:02** The Union shall notify the Employer, at least two (2) full bi-weekly periods in advance, of any changes to the amount of dues to be deducted.
- 7:03** The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of Article 7:01 except for any claim or liability arising out of an error committed by the Employer.
- 7:04** The Employer shall provide the Union, in writing, not less than ninety days preceding the expiry date of this Agreement, the name, classification and rate of pay for each employee covered by this Agreement.

Article 8 Rights of Stewards

- 8:01** “Steward” means an employee elected or appointed by the Union who is authorized to represent the Union, an employee, or both.
- 8:02** The Employer recognizes the Union’s right to select Stewards to represent employees.
- 8:03** The Union will provide the Employer with a list of Stewards and any subsequent changes. The Union will provide appropriate identification for Stewards.
- 8:04** Stewards and employees shall not conduct Union business during their working time.
- 8:05** The duties of the Stewards shall be to investigate complaints of an urgent nature and to investigate and present grievances in accordance with the Grievance Procedure.

- 8:06** For complaints of an urgent nature, a Steward shall obtain permission from his or her immediate supervisor before leaving his or her work to investigate the complaint with the employee and supervisor(s) concerned. Such permission shall not be unreasonably sought or withheld. On resuming his or her normal duties, the Steward shall notify his or her supervisor.
- 8:07** When it is necessary for a Steward to investigate a complaint or grievance during working hours, no deduction in salary shall be made from the Steward or employee concerned, provided that each has obtained approval from their supervisor(s) for the time required to deal with the complaint or grievance. On resuming their duties, the Steward and employee shall notify their supervisor(s).
- 8:08** A Union representative, on Employer paid time, shall be provided with the opportunity to meet with new employees for a **thirty (30)** minute presentation with questions to follow. The time shall be established by agreement subject to operational requirements.

Article 9 Pay

- 9:01** An employee who does not work during every working day in a bi-weekly pay period, and by reason thereof is not entitled to be paid an amount equal to a bi-weekly salary, is entitled to be paid an amount equal to the daily rate of pay for his or her position at his or her step multiplied by the number of days actually worked in that pay period plus any holiday(s) in that period for which the employee is entitled. The daily rate of pay shall be calculated by multiplying the hourly rate of pay as indicated in this Agreement by the number of hours in a normal working day and rounding the result to the nearest cent. The bi-weekly rate of pay shall be calculated by multiplying the hourly rate as indicated in this Agreement by the number of hours in a normal bi-weekly period and rounding the result to the nearest cent.
- 9:02** Where an employee is promoted to another position, he or she shall be paid at a rate of pay set out for that position in the pay plan that is, if possible, one

full increment more than the rate of pay the employee was being paid in his or her former position.

- 9:03** The pay schedule will be attached as Appendix “A” and shall be applicable to classifications contained therein.
- 9:04** If an employee dies prior to leaving the employ of the Employer, the Employer shall pay to the employee’s estate all amounts owing from that employee’s wages, overtime, banked time, vacation, and such other monetary clauses of this Agreement.

Article 10 Respectful Workplace

- 10:01** **The parties agree** there shall be no discrimination, harassment, coercion or interference exercised or practiced with respect to any employee by reason of age, sex, marital status, **sexual orientation**, race, creed, colour, ethnic or national origin, physical or mental disability, family status, political or religious affiliation, **gender identity, source of income, social disadvantage**, or membership in the Union or activities in the Union.

10:02 **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 The Workplace Safety and Health Act 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.

- 10:03** The parties agree that all employees are entitled to a respectful and safe workplace, which is free from discrimination, harassment and violence.
- 10:04** 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 11 Recruitment & Bulletins

- 11:01** "Vacancy" or "Vacant Position" means an existing position or newly created position which falls within the scope of this Agreement and which the Employer authorizes to fill.
- 11:02** Notice of intention to fill a vacant position(s) shall be posted on the Employer's premises for a minimum of one (1) week before being advertised externally.
- 11:03** The selection of employees for vacant or new positions shall be on the basis of ability, prior work performance and seniority. Where ability and work performance are equal, seniority shall be the determining factor.
- 11:04** First consideration for filling vacant or new positions shall be given to persons on the re-employment list in accordance with :03 of this Article. Second consideration for filling vacant or new positions shall be given to internal applicants in accordance with :03 of this Article.

Article 12 Probation

- 12:01** Every person employed in a position shall be on probation for a period of three (3) months or for such longer period as may be established by the Employer but such period shall not exceed nine (9) months in total. Where a period of probation in excess of three (3) months has been established, the employee shall be notified of the length of the probation period.

- 12:02** An employee shall be notified in writing of any extension of the probation period prior to the expiry of his or her probation period. Such extension when combined with the initial probation period shall not exceed nine (9) months' duration and the total shall be deemed to be the initial probation period.
- 12:03** Where an employee's probation period has been established for a period of nine (9) months no extension may be made by the Employer.
- 12:04** An employee who is being rejected during the probationary period shall be provided with two (2) weeks written notice or payment in lieu thereof.
- 12:05** Where an employee has been rejected during probation following a promotion, the Employer will relocate the employee to his or her former position or to a position comparable to his or her former position. Grievances concerning this Article shall be initiated at Step 2 of the grievance procedure within fifteen (15) working days from the date the employee was notified of the rejection. The decision at Step 2 is final for such grievances.
- 12:06** An employee who is rejected during the initial probation period may grieve his or her rejection at Step 2 of the grievance procedure within fifteen (15) working days from the date the employee received notice of the rejection. The Employer through a quorum of the Board shall hold a hearing to discuss the grievance with the employee and his or her representative. The decision at Step 2 shall be final for such grievances.

Article 13 Performance Appraisal

- 13:01** Where a formal assessment of employee's performance is made, the employee concerned shall be given an opportunity to sign the assessment form upon its completion to indicate that its contents have been read. The employee shall have the right to place his or her own comments on the form where such space is provided or to append his or her comments to the form where no space is provided. An employee shall, upon request, receive a copy of the assessment at the time of signing.

Article 14 Merit Increase

- 14:01** “Merit Increase” means an increase in the rate of pay of an employee within the employee’s pay range which may be granted annually in recognition of satisfactory service on the employee’s anniversary date.
- 14:02** The anniversary date of an employee is the first of the month following the date the employee is hired in a position.
- 14:03** The effective date for an employee’s merit increase shall be the first day of the bi-weekly pay period which includes the employee’s anniversary date, but an employee must be in the classification on his or her anniversary date in order that the merit increase shall take effect.
- 14:04** Where a merit increase is not granted to an employee on his or her anniversary date:
- (a) The employee shall be notified of the merit increase denial on or before the applicable anniversary date. The employee shall be provided in writing with the reasons the merit increase was denied;
 - (b) The merit increase may be granted to the employee on any subsequent anniversary date which is not less than three (3) months from his or her anniversary date. The effective date for such a merit increase shall be the first day of the bi-weekly pay period which includes the subsequent anniversary date referred to;
 - (c) The employee may file a grievance at Step 2 of the grievance procedure. No grievance may be initiated where a merit increase is not granted to an employee under sub-section (b);
 - (d) The employee is eligible for a merit increase at his or her next anniversary date notwithstanding that the employee was granted a merit increase under sub-section (b).

Article 15 Acting Status

- 15:01** (a) In the event that an employee is assigned temporarily in a higher paid position within the scope of this Agreement and provided the employee carries out substantially all of the duties and responsibilities of the position, she shall be paid the higher of sixty-five cents (\$0.65) per hour, or the minimum rate for the higher classification from the first day of assuming such position with the provision that at no time will the hourly rate exceed the hourly rate of the position to which she is assigned.
- (b) An employee assigned, in writing by the Employer, to temporarily relieve or replace an employee whose position is outside of the bargaining unit, will be paid eighty cents (\$0.80) per hour above their existing rate of pay.

15:02 For purposes of interpretation of this Article, “the duties and responsibilities” under this Article means the duties and responsibilities that would have been performed by the incumbent during the period in which he or she has been replaced.

Article 16 Lay-off

16:01 Subject to consideration of respective merits, abilities and records of performance of the employees concerned, in determining the order of laying off employees, consideration shall be given to division and service seniority of the employees in the division from which employees are being laid-off. Division seniority shall mean length of continuous service in a position in one of the two (2) divisions at Career Connections Inc. Administration, Career Programs. Service seniority shall mean length of continuous service in a position in the bargaining unit. No employee may receive a promotion as a result of this process.

- 16:02** The Employer will give the employee written notice of the date on which he or she is to be laid-off at least four (4) weeks before the date on which he or she is to be laid-off, or will provide pay in lieu thereof.
- 16:03** Employees who are laid-off shall be placed on a re-employment list and, subject to the employee's ability to do the required work to be done by the Employer, shall be recalled using the same considerations as in 17:01. If the employee has not been recalled within one (1) year from the date he or she was laid off, the employee's employment shall be considered terminated.
- 16:04** Where employees are laid-off, the Employer will not hire new employees to perform the duties and responsibilities normally performed by the laid off employees, except where the laid-off employees are not available for work or in emergency situations.
- 16:05** First consideration for filling vacancies or new positions shall be given to employees on the re-employment list.
- 16:06** Grievances concerning this Article shall commence at Step 2.

Article 17 Technological Change

- 17:01** For the purposes of this Article, technological change means the introduction of equipment or material by the Employer into its operations, which is likely to affect the security of employment of employees.
- 17:02** The Employer agrees that it will endeavour to introduce technological change in a manner which, as much as is practicable, will minimize the disruptive effects on services to the public and employees.
- 17:03** The Employer will give the Union written notice of technological change at least three (3) months prior to the date the change is to be effected. During this period the parties will meet to discuss the steps to be taken to assist employees who could be affected.
- 17:04** Where retraining of employees is necessary, it shall be provided during the normal working hours where possible.

- 17:05** The provisions of this Article are intended to assist employees affected by technological change and sections 72, 73 and 74 of The Labour Relations Act do not apply during the term of this Agreement.

Article 18 Contracting Out

- 18:01** The Employer will give all reasonable consideration to continued employment of employees who would otherwise become redundant because work is contracted out.
- 18:02** Where work is to be contracted out which would result in the redundancy of employees in the bargaining unit the Employer agrees to provide the Union with ninety (90) days advance notice during which time representatives of the Employer and representatives of the Union shall meet to facilitate potential retraining and/or re-deployment opportunities.

Where the work to be contracted out could result in the redundancy of a significant number of employees, the matter shall be discussed by the parties with the Board.

Article 19 Disciplinary Action

- 19:01** An employee shall only be disciplined for just cause.
- 19:02** A hearing may be held with an employee prior to making a determination to suspend or dismiss an employee. The employee at his or her option may have a representative present.
- 19:03** Where a written report recommending disciplinary action is to be placed on an employee's file, the employee shall be given an opportunity to sign the report indicating he or she has read it. Upon signing the employee shall receive a copy of such a report.
- 19:04** Where disciplinary action has been taken the employee shall be advised in writing of the disciplinary action and the circumstances and actions which

made the disciplinary action necessary. The employee shall sign a copy only to acknowledge its receipt and shall retain a copy.

- 19:05** An employee may grieve any disciplinary action according to the Grievance Procedure. Grievances concerning demotion, suspension or dismissal shall be initiated at Step 2, of the Grievance Procedure.
- 19:06** No notice or payment in lieu thereof is required where an employee is dismissed.

Article 20 Resignations

- 20:01** Employees wishing to resign shall provide the Employer with at least two (2) weeks written notice specifying the last day upon which the employee will perform his or her regular duties. The effective date will be the last day upon which an employee is present at work and performs his or her regular duties.
- 20:02** Resignation notices shorter than the required two (2) weeks may not be accepted by the Employer.
- 20:03** Subject to 21:02, where the effective date precedes a Friday which, but for the fact a holiday falls thereon would be a regular working day, the employee shall be deemed to have voluntarily terminated his or her services on that Friday and shall be eligible for holiday pay that Friday.
- 20:04** With the approval of the Employer, an employee may withdraw his or her notice of resignation at any time before the resignation becomes effective.

Article 21 Hours of Work

- 21:01** The normal hours of work for all full-time employees covered by this Agreement shall be thirty-seven and one-half (37½) hours per week.
- 21:02** Employees shall work seven and one-half (7½) consecutive hours per day exclusive of lunch periods and thirty-seven and one-half (37½) hours per week during five (5) consecutive days per week. Normal hours of work will be 8:00 a.m. to 4:00 p.m. from Monday to Friday inclusive.

- 21:03** Any variations to a work day or work week other than those described in this Article shall only be instituted with the mutual consent of the parties to this Agreement.
- 21:04** Employees shall be entitled to two (2) fifteen (15) minute rest periods each day, to be taken at such times as specified by the Employer or designate.
- 21:05** Where the nature of the work for Supported Employment Facilitator staff is such that it is not possible to observe the normal hours outlined in Article 22:02, a weekly shift schedule shall be posted to meet the normal work schedules of the program participants for whom the placement, assessment, employment services and employment supports are provided. The weekly shift schedule shall be posted no less than seven (7) days in advance of the commencement of the week for which the schedule covers.
- 21:06** Shifts assigned as per Article 22:05 shall follow the consecutive hours and consecutive days provisions contained in Article 22:02.

Article 22 Overtime

- 22:01** Employees may be required to work overtime by the Employer or designate.
- 22:02** Subject to 23:03, compensation for overtime on a regular working day shall be in the form of compensatory time off calculated at one and one-half times (1½x) the number of overtime hours worked. Such compensatory time off will be taken at a time approved by the Employer.
- 22:03** An employee working on his or her day of rest shall be paid double time (2x) for all overtime worked. An employee may request the exchange of work for time off, or time off for work, and, such exchange shall be at a mutually agreed time on an equal time basis.
- 22:04** Travel time on a day of rest to attend conferences or training, or other events that contribute to an employee's personal or career development, shall not be subject to overtime compensation, but shall be paid in accordance with the

provisions as set forth in the Memorandum of Agreement - Out of Town Travel.

- 22:05** If called out or scheduled to work overtime, an employee shall receive a minimum of three (3) hours pay at the applicable overtime rate provided the overtime is not contiguous to his or her normal working day. A meal break does not affect contiguity.
- 22:06** Arrangements for compensatory time off shall be completed to the mutual agreement of the employee and the authorized supervisor within sixty (60) calendar days following the end of the bi-weekly pay period in which the overtime was worked. Where mutual agreement has not been reached within the sixty (60) calendar day period, the employee shall receive payment. When payment is made, it shall be at the rate of pay in effect for the employee at the time when the overtime was worked. At the employee's option, an employee may cash-out up to thirty-seven and one-half (37½) hours of compensatory leave at the end of the fiscal year.
- 22:07** Subject to the call out provisions, if an employee who is entitled to pay for a holiday is required to work on the holiday when it is not a regular scheduled working day, he shall, in addition to the regular holiday pay, be compensated at time and one-half (1½x) for all hours worked, or be granted compensatory leave for such hours worked at the rate of one and one-half (1½) hours for each additional hour worked. Such time should not be deliberately accumulated. If suitable compensatory time off cannot be agreed upon within twenty (20) working days of the holiday, the employee shall be paid for such hours worked at the applicable rate.

Article 23 Holidays

- 23:01** The following paid holidays shall be observed:

New Year's Day	Terry Fox Day
Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day

Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

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

- 23:02** Career Connections Inc. shall be closed at noon in the afternoon on December 24 and December 31 when that day is a normal working day, and this day shall be considered as a full working day for purposes of calculation. **When December 24 and December 31 fall on a weekend, the last working day shall be closed at noon in the afternoon and considered as a full working day for purposes of calculation.**
- 23:03** **Employees may schedule leave during the time between Christmas and New Years by utilizing vacation or accrued overtime credits. Requests for such leave will normally be made at least ten (10) days in advance. No such requests will be unreasonably sought by an employee or unreasonably denied by Management.**
- 23:04** An employee is entitled to his or her regular pay for a holiday on which he or she does not work provided:
- (a) The employee did not fail to report for work after having been scheduled to work on the day of the holiday;
 - (b) The employee has not absented himself or herself from work without the consent of the Employer on the regular working day immediately preceding or following the holiday unless the absence is by reason of established illness.

Article 24 Vacation

24:01 For purposes of this Agreement, a vacation year is the period beginning on the first day of April and ending on the thirty-first day of March next following.

24:02 Annual vacation shall be earned at the rate of:

- (a) 15 working days per year commencing in the 1st year of employment.
- (b) 20 working days per year commencing in the 3rd year of employment to be taken in the 4th year.
- (c) 25 working days per year commencing in the 9th year of employment, to be taken in the 10th year.
- (d) 30 working days per year commencing in the 14th year of employment to be taken in the 15th year.

24:03 An employee appointed on the first working day of the month shall accumulate vacation credits from that date. An employee appointed on any working day other than the first working day of the month shall accumulate vacation credits from the first of the month following the date of his or her employment.

24:04 Vacation schedules must be approved by the Employer.

24:05 When computing vacation leave:

- (a) Any fraction of a day equal to or greater than one-half shall be computed as one-half ($\frac{1}{2}$) day; and
- (b) Any fraction of a day less than one-half ($\frac{1}{2}$) shall be computed as nothing.
- (c) Vacation shall not be taken in smaller increments than one (1) day, except in the first year of employment.

- 24:06** An employee may be authorized to carry forward, into the next vacation year, up to two (2) weeks accumulated vacation credits. At no time will the carry-over be allowed to exceed two (2) weeks.
- 24:07** With the approval of the Employer, vacation leave up to a maximum of five (5) working days may be granted in advance to an employee in his or her first twelve (12) months of service.
- 24:08** Subject to 25:02, where an employee is absent on leave without pay for a period of one (1) month or portion thereof greater than one-half ($\frac{1}{2}$), vacation leave credits shall no longer accumulate.
- 24:09** Subject to operational requirements, vacation leave shall be rotated regardless of length of continuous service.
- 24:10** Where an employee becomes ill during the period of his or her annual vacation, the Employer may grant sick leave and credit the employee with alternate days' vacation equivalent to the number of days approved sick leave providing the illness is over three (3) days and may require hospitalization. The employee will be responsible to provide proof of illness and/or hospitalization satisfactory to the Employer.
- 24:11** Where a paid holiday falls within the vacation period of an employee, one additional working day shall be added to the employee's vacation entitlement in lieu of that holiday.
- 24:12** Long Service Recognition
Effective date of signing, every employee shall receive one (1) additional week of vacation on completion of twenty (20) years' service and on each subsequent fifth anniversary of employment. The additional week of vacation shall be granted in the vacation year in which the anniversary date falls and are not cumulative.

Article 25 Sick Leave

- 25:01** (a) It is agreed by both parties that earned sick leave entitlement shall be granted by the Employer where the employee is unable to be at work and perform his or her regular duties as a result of illness or injury.
- (b) Employees should attempt to schedule medical appointments on their own time as much as possible and if that is not possible, appointments attended during hours of work will be charged against the employee's sick time.
- 25:02** The sick leave to which an employee is entitled shall accumulate;
- (a) During the first four years of his or her service at the rate of 3.75 hours per bi-weekly pay period; and
- (b) After the first four years of his or her service at the rate of 7.5 hours per bi-weekly pay period to a maximum of 900 hours.
- 25:03** An employee who has been absent on sick leave with pay, upon returning to work, shall continue to accumulate sick leave up to a maximum of 900 hours in accordance with Section 26:02.
- 25:04** An employee hired on the first working day of a bi-weekly pay period shall be eligible to accumulate sick leave credits from that date. An employee hired on any date other than the first working day of a bi-weekly pay period shall be eligible to accumulate sick leave credits from the first full bi-weekly period following the date of the employee's hiring.
- 25:05** At the Employer's discretion, a new employee may be granted up to five days sick leave in advance of it being earned during the employee's first six (6) months of service.
- 25:06** Sick leave shall not accumulate during periods when an employee is:
- (a) Absent on sick leave and/or absent on Workers Compensation for a period of more than ten (10) consecutive working days; or

- (b) Absent without leave; or
- (c) Absent on leave of absence without pay.

Subsection (b) and (c) to apply where the employee is absent more than one-half ($\frac{1}{2}$) of the bi-weekly period.

- 25:07** Where an employee is to be absent because of illness, the employee shall endeavour to notify his or her office of the absence due to illness at least one (1) hour prior to and not more than thirty (30) minutes after the normal hours of beginning work, each and every day of the illness or until a medical certificate or sworn statutory declaration has been submitted specifying the length of absence. The Executive Director shall inform the employee if a medical certificate or sworn statutory declaration will be required for the period the employee is absent.
- 25:08** An employee who has been absent because of sickness for a period of more than three (3) consecutive working days shall furnish, when requested by the Employer, at any time during or after this period of sickness, a medical certificate or sworn statutory declaration certifying that the employee is or was unable to be present at work because of the illness. Where an employee fails to produce a medical certificate or statutory declaration acceptable to the Employer, the employee shall not be entitled to be paid for the period of absence.
- 25:09** An employee who has been absent because of sickness for a period of three (3) working days or less may be required to furnish, when requested by the Employer, either a medical certificate or a sworn statutory declaration as required under Section 26:08. Failure to produce a certificate or statutory declaration acceptable to the Employer will result in a loss of pay for the period of absence.
- 25:10** Sick leave usage shall be calculated in one (1) hour periods for periods less than a full day.

Article 26 Workers Compensation

- 26:01** When an employee is unable to work and is in receipt of Workers Compensation allowance as a result of an injury or illness incurred in the course of his or her duties, the employee, if he or she so elects, shall be paid an additional amount which, when combined with the compensation allowance shall ensure the maintenance of his or her gross salary. Such additional amount shall be chargeable to the employee's sick leave credits accrued at the time the employee commenced receipt of Workers Compensation allowances, and such additional payments shall be payable until (a) the employee's accrued sick leave credits have been exhausted or (b) when the employee leaves the employ of the Employer.
- 26:02** Where an employee is absent due to injuries or disabilities for which compensation is paid under The Workers Compensation Act, vacation leave shall accumulate as if the employee were not absent, but the extent of such accumulation shall not continue beyond twelve (12) consecutive calendar months from the date the injury or disability occurred.
- 26:03** Where an employee is injured on the job and is required to leave for medical treatment and/or is sent home by management due to the injury, the employee shall incur no loss in regular pay and benefits for the day on which the accident occurs.
- 26:04** Transportation to the nearest physician or hospital for employees requiring immediate medical care as a result of an on-the-job accident shall be provided by or at the expense of the Employer if it is not covered by a medical plan.

Article 27 Leave of Absence

27:01 Personal Leave

An employee shall be entitled up to seven (7) working days (in a fiscal year) of leave with pay to attend to personal matters.

Requests for leave for pre-scheduled medical appointments shall be submitted at least forty-eight (48) hours in advance, if possible.

27:02 Bereavement Leave

- (a) An employee shall be entitled to **bereavement** leave for a period of three (3) working days without loss of salary in the event of the death of a **father, mother, brother, sister, spouse, child or ward of employee, grandparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandchild, or relative permanently residing in the employee's household or with whom the employee permanently resides.**
- (b) For purposes of granting **bereavement** leave, immediate family is defined as father, mother, brother, sister, spouse, child or ward of employee, grandparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, or grandchild, or relative permanently residing in the employee's household or with whom the employee permanently resides.
- (c) An employee shall be entitled to special leave of one (1) day, without loss of salary, for attending a funeral as a formal participant (i.e.: Pallbearer, Eulogist, Service Participant or designated Honorary Pallbearer) or in the event of the death of a co-worker, friend or neighbour.
- (d) An employee shall be entitled to additional **bereavement** or special leave up to a maximum of two (2) days without loss of salary, requested for the purpose of attending a funeral at a distance greater than two hundred twenty-five (225) kilometres one (1) way.
- (e) For other purposes, such as dangerous illness in the immediate family as defined in Article 27:02(b), an employee shall be entitled to leave with pay up to a maximum accumulation of seven (7) days in each fiscal year to be granted by the Employer and charged against the employee's sick leave credits.

27:03 Maternity Leave

In order to qualify for Maternity Leave, a pregnant employee must:

- (a) Have completed seven (7) continuous months of employment for or with the Employer;
- (b) Submit to the Employer an application in writing for leave at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave; and
- (c) Provide the Employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery.
 - (i) An employee who qualifies is entitled to and shall be granted maternity leave without pay consisting of:
 - (I) A period not exceeding twenty (20) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Section 27:01 (c), or
 - (II) A period of twenty (20) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Section 27:01 (c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate;
 - (III) The Employer may vary the length of maternity leave upon proper certification by the attending physician.
 - (ii) Sections 34 (1.1) through 34 (1.9) inclusive of The Employment Standards Act respecting maternity leave shall apply “mutatis mutandis”.
 - (iii) An employee who has been granted maternity leave shall be permitted to apply up to a maximum of **five (5)** days of her accumulated sick leave against the Employment Insurance waiting period. **An employee who has been granted maternity leave shall also be permitted to apply up to an additional five (5) days of her accumulated sick leave in the week after**

Employment Insurance Maternity benefits are paid or an additional five (5) days of her accumulated sick leave in the week after Employment Insurance Parental benefits cease, but shall not be payable beyond the seventy-eighth (78) week of leave. Vacation credits that will accrue during the period of maternity leave will be used when making the above calculation. The five (5) days referred to above shall be prorated for part-time employees.

- (iv) Should the employee not return to work following her maternity leave for a period of employment sufficient to allow for re-accumulation of the number of sick days granted under subsection (a), the employee shall compensate the Employer for the balance of the outstanding days at the time of termination. Approved sick leave with pay granted during the period of return shall be counted as days worked.
- (v) During the period of maternity leave, benefits will not accrue. However, the period of maternity leave will count as service towards eligibility for long service vacation and long service sick leave entitlement.
- (vi) Where an employee's anniversary date falls during the period of maternity leave the employee shall be eligible to receive a merit increase effective the date upon which she returns to her position of employment.

27:04 Parental Leave

- (A) In order to qualify for parental leave, an employee must:
 - (a) Be the natural **parent** of a child; or
 - (b) Adopt a child under the law of the province; or
 - (c) **Become a child's legal guardian.**

An employee who qualifies under Article 27:04(A) must:

- (a) Complete seven (7) continuous months of employment; and
 - (b) Submit to the **Executive Director** 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 such leave.
- (B) An employee who qualifies in accordance with Article 27:03 and 27:04(A) is entitled to parental leave without pay for a continuous period of up to sixty-two (62) weeks.**
- (C) Subject to Article 27:03, parental leave must commence no later than seventy-eight (78) weeks after the date of the birth or adoption of the child or the day on which the child comes into the actual care and custody of the employee.**
- (D) Where an employee take parental leave in addition to maternity leave, the employee must commence the parental leave immediately on expiry of the maternity leave without a return to work unless otherwise approved by the Employer.**
- (E) During the period of parental leave, sick leave credits, vacation leave credits and seniority do not accrue, except the period of parental leave will count as service towards eligibility for long service vacation.**
- (F) Where an employee's anniversary date falls during the period of parental leave, the employee shall be eligible to receive a merit increase effective the date she returns to work.**
- (G) Section 9 of the Employment Standards Code shall apply with such modifications as the circumstances require to parental leave.**
- (H) The parties agree that the provisions of this article shall be no less than those in the Manitoba Employment Standards Code and the Federal Employment Insurance Act as may be amended from time to time.**

27:05 Paternity Leave

A male employee shall be granted three (3) days leave with pay, to attend to needs related to the birth of his child. At the employee's option, such leave shall be granted on the day of, or the day following the birth of his child, or the day of his wife's admission to, or discharge from hospital.

27:06 Adoptive Parent Leave

Upon written request to the Employer, an employee who is adopting a child, may be granted leave without pay up to a maximum of seventeen (17) weeks, to commence immediately following the date of the adoption. The employee may be required to furnish proof of adoption.

An employee shall be granted three (3) day's leave with pay to attend to needs directly related to the adoption of his or her child. At the employee's option such leave shall be granted on the day of, or the day following the adoption.

27:07 Legal Guardianship Leave

Parental Leave as per Article 27:04.

An employee shall be granted two (2) days leave with pay to attend to needs directly related to obtaining legal guardianship of a child.

27:08 Court Leave

An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, other than a court proceeding occasioned by the employee's private affairs, shall be granted a leave of absence with pay for the required period of absence and all jury or witness fees received by the employee, but excluding reimbursement for expenses, shall be remitted to the Employer.

27:09 Leave for Victims of Domestic Violence

The Employer agrees to recognize that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work. For that reason, the Employer and the Union agree once there is verification confirmed by a written note by a recognized professional (i.e. doctor, lawyer, registered counselor,

intake worker from a shelter or other crisis service), an employee who is in an abusive or violent situation will not be subject to discipline if the absence or performance can be linked to the abusive or violent situation. Time necessary to facilitate a leave for victims of domestic violence shall be as per the Manitoba Employment Standards Code.

27:10 Compassionate Care Leave

As per Manitoba Employment Standards Code and Federal Employment Insurance Act as may be amended from time to time.

Article 28 Bridging of Service

28:01 An employee who resigns as a result of the employee's decision to raise a dependent child or children, and is re-employed, upon written notification to the Employer shall be credited with the length of service accumulated up to the time of resignation for the purposes of sick leave and long service vacation entitlement benefits as defined in this Agreement and based on continuous service.

The following conditions shall apply:

- (a) The employee must have accumulated at least four (4) years of continuous service at the time of resigning;
- (b) The resignation itself must indicate the reasons for resigning;
- (c) The break in service shall be for no longer than five (5) years, and during that time the employee must not have been engaged in remunerative employment for more than three (3) months;
- (d) The previous length of service shall not be reinstated until successful completion of the probationary period.
- (e) Upon successful completion of the probationary period, the employee will be credited with her accumulated sick leave credits at the time of her resignation up to a maximum of twenty-six (26) days of credits.

Article 29 Health and Safety

- 29:01** The Employer and the Union recognize that safety, accident prevention and the preservation of health are of primary importance in all Career Connections operations and that the activities require the combined efforts of the Employer, employees and the Union.
- 29:02** The Employer will continue to provide its employees with safe working conditions, equipment, and materials, and will continue to ensure that all reasonable precautions are taken.
- 29:03** The Union will continue to make every effort to obtain the cooperation of each employee within the bargaining unit in the observation of all reasonable safety rules, practices and procedures.
- 29:04** Every employee shall take all reasonable precautions and follow all reasonable safety rules, practices and procedures in order to protect his or her safety and health and the safety and health of any other persons who may be affected by the employee's acts or omissions at work.
- 29:05** The parties recognize the importance of establishing a Workplace Health and Safety Committee to enhance the ability of employees and management to resolve health and safety concerns.

It is recognized that the initiative in requesting the establishment of a Workplace Health and Safety Committee may come from management and/or the employees at Career Connections and/or the Union.

- 29:06** (a) The Workplace Health and Safety Committee shall consist of one worker representative and one Employer representative.
- (b) Each party shall elect or appoint its representative to the committee freely and without interference;
- (c) The worker representative shall have a term of office of one (1) year and is eligible for re-election.
- (d) The Committee shall meet not less than once in each calendar quarter;

- (e) There shall be at least seventy-two (72) hours prior notice of the calling of Committee meetings excepting special meetings;
- (f) Efforts should be made to schedule meetings, functions or duties during the employee's work time but if this is not possible, meetings may be held during an employee's off duty hours. The worker representative shall be compensated at straight time for time spent in such meetings, functions or duties;
- (g) The Employer shall provide a prominent place where information relating to health and safety subjects may be posted. Information posted shall include:
 - (i) The names of Committee members and their terms of office;
 - (ii) The scheduled meeting dates of the Committee;
 - (iii) The agenda for each meeting;
 - (iv) The minutes of the previous meeting;
 - (v) Informational and educational materials which have specific relevance to the safety and health of the employees.
- (h) Minutes of all Committee meetings are required. Minutes shall consist of matters relating to the receipt and disposition of safety and health concerns. The minutes shall be signed by both members. Where there is disagreement as to the accuracy or content, either member may so note the disagreement and place his or her comments on the minutes prior to signing. When the minutes are signed by both members, the management member shall retain the original for the records of the Committee, forward a copy to the Workplace Safety and Health Division, post a copy per (i) above and forward a copy to the other Committee member;

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

29:07 The objectives of the Workplace Health and Safety Committee include:

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

29:08 Where a supervisor knows that any condition exists at a workplace that is unusually dangerous to the safety or health of an employee, he or she shall not require or permit an employee to engage in, carry on or continue to work in that workplace under that condition.

- 29:09**
- (a) Where an employee has reason to believe, and does believe, that a condition exists that is dangerous to his or her safety or health in the performance of his or her work, the employee shall report that condition to his or her supervisor.
 - (b) The supervisor upon being notified under a) above shall inspect the condition with the employee and discuss the employee's reasons for believing the condition to be dangerous. The two members of the Health and Safety Committee may be asked to participate.
 - (c) If the employee is unsatisfied with the supervisor's decision or if the supervisor refuses to inspect the condition, the employee shall contact, in writing or by telephone, the Workplace Safety & Health Division without delay.

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

29:10 Where an employee refused to perform work in accordance with section :09 above, no other employee shall be assigned the particular work unless the employee is notified of the refusal and the reasons for the refusal, if known.

29:11 Nothing in this Article prevents the doing of any work or thing that may be necessary in order to remedy the dangerous condition described in Sections 33:08 and 33:09.

29:12 Disciplinary action shall not be taken against an employee solely for the reason that:

(a) The employee made a report under Section 33:09; and

(b) The employee refused to work or continue to work under the conditions described under Section 33:09 provided a safety and health officer has reported in writing that the employee had reasonable and probable grounds for believing that those conditions were dangerous to his or her safety or health.

29:13 Where an employee takes unfair advantage of the provisions described in Section 33:09 for frivolous reasons, he or she may be subject to disciplinary action up to and including suspension or dismissal.

Article 30 Protective Clothing

30:01 Where the Employer determines that protective clothing is required in the performance of the employee's duties, such protective clothing shall be provided to the employee.

30:02 Where protective clothing is supplied, the Employer agrees to furnish, replace or repair such clothing when damaged in the performance of the employee's duties.

30:03 Where a full-time employee is required, as a condition of employment, to provide and wear approved safety footwear during the course of his or her regular duties the employee will be eligible for an allowance of one hundred fifty dollars (\$150) once per fiscal year to help offset the cost to the employee of purchasing approved safety footwear. The allowance will be paid under the following conditions:

- (a) The safety footwear purchase must meet the Canadian Safety Association Standard, and
- (b) Satisfactory proof of purchase must be provided by the employee, and
- (c) The employee must have purchased safety footwear specifically for his or her employment with the Employer, and
- (d) Except where an employee has been laid off, he or she must complete twenty-one (21) working days continuous service before being eligible to receive this allowance.

30:04 The decision at Step 2 of the grievance procedure shall be final for grievances which arise under this Article.

Article 31 Loss Of or Damage To Personal Effects

31:01 Where an employee claims to suffer loss, theft of, or damage to personal effects required in the performance of his or her duties as authorized by the Employer, he may submit a claim of loss or damage in writing to the Employer. The Employer shall authorize a settlement for such claims. No claim for compensation will be considered for personal effects that are lost or damaged that are not required in the performance of an employee's duties or through negligence on behalf of an employee.

31:02 No claim for compensation will be considered where an employee has or will receive adequate compensation from insurance or otherwise for the loss or theft of or damage to the employee's tools, equipment or personal effects, or for luxury items.

Article 32 Civil Liability

- 32:01** If an action or proceeding is brought against any employee covered by this Agreement for an alleged tort committed by an employee in the performance of his or her duties, then:
- (a) The employee, upon being served with any legal process, or upon receipt of any action or proceeding as herein before referred to, being commenced against him shall advise the Employer of any such notification or legal process;
 - (b) The Employer shall pay any damages or costs against any such employee in any such action or proceedings and all legal fees, and/or;
 - (c) The Employer shall pay any sum required to be paid by such employee in connection with the settlement of any claim made against such employee if such settlement is approved by the Employer before the same is finalized; provided the conduct of the employee which gave rise to the action did not constitute gross negligence of his or her duty as an employee;
 - (d) Upon the employee notifying the Employer in accordance with paragraph (a) above, the Employer and the employee shall forthwith meet and appoint counsel that is mutually agreeable to both parties. Should the parties be unable to agree on counsel that is satisfactory to both, then the Employer shall unilaterally appoint counsel. The Employer accepts full responsibility for the conduct of the action and the employee agrees to cooperate fully with appointed counsel.

Article 33 Position Description

- 33:01** The Employer will provide the Union with current position descriptions for positions listed in Appendix "A".
- 33:02** During the life of this Agreement amendments to the Pay Plan resulting from the introduction of a new class or amendments in respect to positions

excluded from the terms of this Agreement shall be determined through negotiation between the parties.

Article 34 Reclassification Procedure

34:01 An employee who is of the opinion that his or her position is improperly classified may submit a written request as described in :02 of the Article to the Executive Director to have his or her classification reviewed.

Step One

34:02 The employee shall submit the following information in his or her request for reclassification in writing:

- (a) Current job description;
- (b) The position classification being requested and reasons why that classification is appropriate;
- (c) Any other information in support of the request.

34:03 The Executive Director will reply in writing within ten (10) working days following the receipt of the request.

Step Two

34:04 Where the employee considers the Executive Director's reply unsatisfactory or where no reply is received within the prescribed time limits, the employee may forward a copy of the request to the Chairperson of the Board within ten (10) working days.

The Chairperson of the Board will have twenty (20) working days following receipt of the request to reply in writing.

Step Three

34:05 Where no reply is received within the time limits prescribed, or where the employee considers the Chairperson's response unsatisfactory, the employee with written approval from the Union may proceed to Arbitration as outlined in Article 41.

34:06 Time limits prescribed in this Article may be extended by mutual agreement of the employee and the party designated to respond.

34:07 The effective date of the reclassification request will be determined by the date the request is formally brought to the attention of the Executive Director. The effective date will be the first day of that pay period which contains the first of the month following the receipt of the request by the Executive Director.

Article 35 Grievance Procedure

35:01 The parties to this Agreement recognize the desirability for prompt resolution of grievances through an orderly process without stoppage of work or refusal to perform work.

35:02 A grievance is defined as a complaint in writing filed by an employee, a group of employees, or either party to this Agreement concerning:

- (a) The application, interpretation, or alleged violation of an Article of this Agreement or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties;
- (b) The dismissal, suspension, demotion, or written reprimand of an employee.

The above categories of grievances can be processed up to and including Step 3 of the Grievance Procedure.

35:03 Notwithstanding Section :02, an employee may complain or grieve on any unsatisfactory working condition up to and including Step 2 of the Grievance Procedure. The decision at Step 2 shall be final for such grievances.

35:04 (a) Where either party to this Agreement disputes the general application, interpretation or alleged violation of an Article of this Agreement, or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties, either party may initiate a policy grievance. A policy grievance initiated by the Union shall be presented

to the Chairperson of the Board, a policy grievance initiated by the Employer shall be presented to the President of the Union or designate. In all cases, such grievances shall be presented within twenty (20) working days from the action giving rise to the grievance.

- (b) Where the parties fail to resolve a grievance under :04(a) either party may refer the grievance to Step 3 of the Grievance Procedure. It is agreed and understood that grievances which have been submitted and dealt with as individual grievances may not subsequently be submitted as a policy grievance.
- (c) Notwithstanding Section :06 a grievance filed under :04 (a) shall not require the signature of an employee.

35:05 If an employee or the Union fails to initiate or process a grievance within the prescribed time limits, the grievance will be deemed to be abandoned and all rights or recourse to the Grievance Procedure for that particular grievance shall be at an end. If the Employer fails to reply to a grievance within the prescribed time limits, the employee or the Union may process the grievance to the next step. Either party may request an extension of the time limits providing such extension is requested prior to the expiry of the time allowed. An extension, if requested, shall not be unreasonably withheld.

35:06 Wherever possible, the grievance shall be presented in writing providing a description of the nature of the grievance and the redress requested shall be sufficiently clear and if the grievance relates to an Article of the Agreement, such Article shall be so stated in the grievance. The grievance shall be signed by the Employee and may be clarified at any step providing its substance is not changed.

35:07 It is mutually agreed that an effort shall be made to resolve complaints through discussion before a written grievance is initiated. The aggrieved employee shall have the right to have a representative present at such a discussion. When a grievance cannot be presented in person at any step, it may be transmitted by registered mail.

35:08 An employee has the right to representation by a Union Representative at any step of the Grievance Procedure.

Step One

- (a) Within twenty (20) working days after the date upon which he was notified orally or in writing, or on which he first became aware of the action or circumstances giving rise to the grievance, the employee shall present the grievance with the redress requested to the Executive Director of Career Connections Inc.
- (b) The Executive Director shall sign for receipt of the grievance and if the nature of the grievance is such that he or she is authorized to deal with it, the Executive Director shall issue a decision in writing to the employee and to the Union within fifteen (15) working days.
- (c) The Executive Director may discuss the grievance with the employee and his or her representative before giving a decision on the grievance.
- (d) If the nature of the grievance is such that a decision cannot be given below a particular level of authority, the Executive Director shall forward the grievance to the Chairperson of the Board at the appropriate step of the Grievance Procedure and so inform the employee and the Union. The time limits and the procedure of the appropriate step shall then apply.

Step Two

- (a) If the grievance is not resolved satisfactorily at Step 1, the employee shall submit the same grievance and the redress requested to the Chairperson of the Board or designate within fifteen (15) working days of the receipt of the decision at Step 1.
- (b) The Chairperson or designate shall sign for receipt of the grievance and issue a decision in writing to the employee and to the Union within fifteen (15) working days of receipt of the grievance.

- (c) For those grievances defined in accordance with Section :02, the Chairperson or designate may hold a hearing to discuss the grievance with the employee and his or her representative before giving a decision on the grievance. For those grievances concerning unsatisfactory working conditions as defined in :03, the Chairperson or designate shall hold a hearing to discuss the grievance with the employee and his or her representative before giving a decision on the grievance.

Step Three

A decision of the Chairperson or designate may be submitted to Arbitration in accordance with Article 41, Grievance Arbitration Procedure, providing the category of the grievance is such as is defined in :02. The decision of the Arbitration Board shall be final and binding for all such grievances. An employee may submit to arbitration a grievance regarding dismissal with or without Union approval but for all other arbitrable grievances, Union approval must first be obtained before the matter is submitted to Arbitration.

- 35:09** Grievances concerning demotion, suspension or dismissal shall be initiated at Step 2 of the grievance procedure within twenty (20) working days of the date that the employee became aware of the action.
- 35:10** The rejection of an employee on probation is not arbitrable.
- 35:11** An employee may withdraw a grievance by giving written notice to the Union and the Employer or abandon his or her grievance by not processing it within the prescribed time limits.

Article 36 Grievance Arbitration Procedure

- 36:01** Unresolved grievances or disputes concerning only those matters set forth below shall be submitted to Arbitration in accordance with the procedure set forth in this Article:
- (a) Grievances concerning the application, interpretation or alleged violation of an Article of this Agreement;

- (b) Grievances concerning the application, interpretation or alleged violation of a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties;
- (c) Grievances concerning dismissal, suspension, demotion or a written reprimand of an employee;
- (d) Disputes as to whether a specific grievance is arbitrable.

36:02 The procedure for arbitrating grievances shall be the procedure as set forth below:

- (a) Where a difference arises between the parties hereto relating to a subject matter as outlined in Section 41:01, either of the parties may, within twenty (20) working days from the receipt of the decision at Step 2, notify the other party in writing of its desire to submit the difference or allegation to arbitration. Such notification, when initiated by the Union, shall be made directly to the Employer and shall set forth the issue in dispute for referral to the Arbitration Board.
- (b) Where the party initiating the arbitration proceedings wishes to request arbitration by a single arbitrator, the notice referred to in Section 41:02
 - (a) shall so state:
 - (i) Where the party who receives the notice accepts the request for a single arbitrator the parties will attempt to reach agreement on the selection of a single arbitrator within ten (10) working days.
 - (ii) Where the party who receives the notice rejects the request for a single arbitrator or where the parties have failed to reach agreement on the selection of a single arbitrator within ten (10) working days, the party initiating the arbitration proceedings may submit the name of its appointee to the board in accordance with Section 41:02 (c) within ten (10) working days.

- (iii) Where the parties have agreed to a single arbitrator, the single arbitrator shall be considered to be an Arbitration Board for the purposes of this Article.
- (c) Where the party initiating the arbitration proceedings wishes to request arbitration by a three person board, the notice referred to in Section 41:02 (a) shall contain the first party's appointee to the Arbitration Board. The following procedure will then apply:
 - (i) The party who receives the notice shall within ten (10) working days of receiving the notice, name an appointee to the Arbitration Board and notify the other party in writing of such appointee.
 - (ii) The two members of the Arbitration Board named by the parties, shall within ten (10) working days of the appointment of the second of them, appoint a third member of the Arbitration Board who shall be the Chairperson thereof.
 - (iii) If either party fails to appoint its member to the Board as provided above or where the two appointees of the parties fail to agree on the appointment of a third member within the time specified, the Labour Board of Manitoba, in his or her absence, upon request of a party to the Agreement, shall nominate a member on behalf of the party failing to make an appointment or shall nominate the third member and Chairperson, as the case may be, and where the case requires, may nominate both, and where such nomination has been made, the Minister of Labour shall appoint that person as member or Chairperson or both, as the case may be.
 - (iv) The Chairperson and one other member are a quorum; but, in the absence of a member, the other members shall not proceed unless the absent member has been given reasonable notice of sitting.
- (d) Where the matter is submitted to the Arbitration Board, the Arbitration Board shall commence hearings within ten (10) working days of the matter being submitted to the Board and shall hear evidence and

argument submitted by or on behalf of the parties relevant to the matter submitted and shall make a decision thereon in the form of an award of the Arbitration Board.

- (e) The Arbitration Board shall hear and determine the difference or allegations and shall issue a decision, which decision shall be final and binding and enforceable upon the parties and upon any employee or employees affected by it.
- (f) The Arbitration Board may summon before it any witnesses and require them to give evidence on oath, orally or in writing, and to produce such documents and evidence as the Arbitration Board deems requisite to the full investigation and consideration of the matters referred to it.
- (g) The Arbitration Board shall submit a report on the findings and the decision of the Board within fourteen (14) days following the completion of the hearings to the parties.
- (h) Any of the time limits referred to above may be extended by mutual agreement of the parties hereto.
- (i) In the case of a three person Arbitration Board the decision of the majority shall be the decision of the Arbitration Board. If there is no majority, the decision of the Chairperson shall be the decision of the Board.
- (j) The Arbitration Board shall not have the power to add to, subtract from or modify or alter in any way the provisions of this Agreement or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties.
- (k) The Arbitration Board shall expressly confine itself to the issue submitted to the Board, and shall have no authority to make a decision and/or recommendation on any other issue not so submitted to the Board.

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

36:03 The parties hereto agree that an employee of Career Connections Inc. or a staff member of the Union shall not be eligible for appointment as a member of the Arbitration Board or to act as a member of the Arbitration Board.

Article 37 Personnel File

- 37:01** Upon the written request of an employee, the employee's personnel file shall be made available for the employee's full examination. Such examination shall be made in the presence of a representative of the Employer. The employee has the option to have a representative present.
- 37:02** An employee may request a copy of specific documents on his or her personnel file. This provision shall not be unreasonably requested or denied.

Article 38 Abandonment of Position

- 38:01** Where an employee is absent without leave for a period of two (2) weeks, the employee shall be considered to have abandoned his or her position and shall be deemed to have been terminated on the last day on which the employee was present at work and performed his or her regular duties.

Article 39 Pay Plan

- 39:01** The provision of the Pay Plan as it will apply to employees, after being mutually agreed upon by both parties hereto shall be incorporated into and form part of this Agreement, and will be known as Appendix "A".

Article 40 Seniority

- 40:01** "Seniority" means the length of service with Career Connections Inc. as defined in this Article provided such service has not been broken by termination of the employee.
- 40:02** Seniority for service shall include only the following:
- (a) Regular paid time;
 - (b) Periods of Workers Compensation;
 - (c) Periods of maternity leave;
 - (d) Periods of adoptive parent leave;

- (e) Approved educational leave to a maximum of one year;
- (f) Any sick leave without pay necessary to satisfy the elimination period of the Long Term Disability Plan;
- (g) Leaves without pay to a maximum accumulation of twenty (20) working days in a calendar year;
- (h) Periods of parental leave;
- (i) **Manitoba Public Insurance (MPI)**

40:03 An employee will lose all seniority when the employee:

- (a) Resigns;
- (b) Retires;
- (c) Is dismissed and not reinstated;
- (d) Dies;
- (e) Is permanently laid-off (for twelve [12] months or longer).

40:04 Seniority lists will be prepared by classification groupings in order of seniority.

40:05 A seniority list will be prepared by each January 1 based on service up to and including December 31 of the previous year. The list will be posted at the work location.

40:06 Grievances concerning the calculation of seniority must be filed at Step 2 of the Grievance Procedure within twenty (20) working days of the date the employee became aware of the seniority calculations. Such grievances shall be restricted to the calculation of seniority in the calendar year immediately prior to the year in which the seniority list is posted.

Article 41 Education and Training

- 41:01** The parties recognize the desirability of ongoing staff development, the purpose of which is to improve services to meet the needs of clients and the community.
- 41:02** Educational leave policies and practices shall be set forth from time to time in the administrative policy of Career Connections Inc.

Article 42 Benefit Plans

- 42:01** The Employer agrees to contribute to employee benefits as per the terms and conditions of the attached Memorandum of Agreement: Life, Accidental Death and Dismemberment Insurance, Pension Plan and Long Term Disability Plan. **Major dental and vision coverage will be added to existing plan.**

Article 43 Retroactive Wages

- 43:01** Retroactive pay adjustments, where/if applicable, upon the date of signing of this Agreement shall apply and be paid to employees who are in the employ of the Employer on the date of signing of this Agreement and, upon written request within **sixty (60) days of ratification**, to employees who have voluntarily resigned or retired from the employ of the Employer during the above mentioned period.

Article 44 Duration of Agreement

- 44:01** This Agreement shall become effective from and including **April 1, 2018** and shall continue in effect up to and including March 31, **2021** and shall remain in force and effect from year to year thereafter unless written notice to negotiate a renewal, or revision and renewal is given by either party at least forty-five (45) days prior to but not more than ninety (90) days prior to the expiry date hereof. During the period required to negotiate a renewal, or

revision and renewal of this Agreement, this Agreement will remain in full force and effect without change.

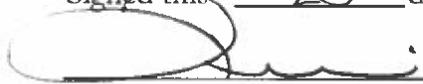
- 44:02** Where notice for revision of this Agreement is given under Section 50:01, the party giving notice agrees to deliver to the other their written proposals for the revision of this Agreement at least thirty (30) days prior to the expiry date of the Agreement. The parties shall, within twenty (20) working days following receipt of the specific proposals for revision to the Agreement, commence collective bargaining. These time limits may be changed by mutual agreement between the parties hereto.

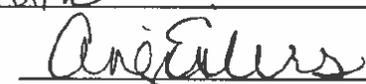
Article 45 Weekend Premiums and Shift Premiums

- 45:01** An employee shall receive thirty cents (\$0.30) per hour for all regular hours of work or portions thereof on a Saturday or Sunday.
- 45:02** The weekend premium shall not be included in the calculations of overtime payments, pension, group life insurance, sick leave payments, vacation pay or any other employee benefits.
- 45:03** An employee who works a shift where half or more of the hours are worked between 6:00 p.m. and 6:00 a.m. shall receive a shift premium of three dollars (\$3.00) for the shift in addition to the employee's regular pay.
- 45:04** The Shift premium shall not be included in the calculations of overtime payments, pension, group life insurance, sick leave payments, vacation pay or any other employee benefits.

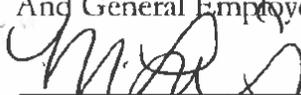
IN WITNESS WHEREOF the Chairperson of the Board of Career Connections Inc. has hereunto set their hand for, and on behalf of, Career Connections Inc. and a Staff Representative of Manitoba Government and General Employees' Union, has hereunto set his/her hand for, and on behalf of, Manitoba Government and General Employees' Union.

Signed this 25 day of June, 2018.


On behalf of Career Connections Inc.


On behalf of Manitoba Government
And General Employees' Union


On behalf of Career Connections Inc.


On behalf of Manitoba Government
And General Employees' Union

Letter of Understanding

between

Career Connections Inc.

and

Manitoba Government and General Employees' Union

Re: Employee Assistance

The parties agree that if an employee requires assistance for personal problems affecting his or her work performance that the Employer and/or the Union will endeavour to refer the employee to the appropriate resource.

Signed this 25 day of June, 2018.



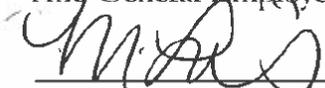
On behalf of Career Connections Inc.



On behalf of Manitoba Government
And General Employees' Union



On behalf of Career Connections Inc.



On behalf of Manitoba Government
And General Employees' Union

Memorandum of Agreement

between

Career Connections Inc.

and

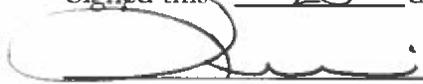
Manitoba Government and General Employees' Union

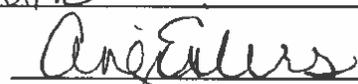
Re: Employee Benefits

The parties hereto agree that for the term of this Collective Agreement, employee benefits will be as follows:

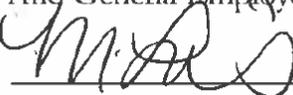
1. A Long Term Disability Plan in conjunction with the Plan regulations.
2. A Group Insurance Plan in conjunction with the Plan regulations.
3. A Money Purchase Pension Plan in conjunction with the Plan regulations.
4. Group Benefit Plan in conjunction with the Plan regulations.

Signed this 25 day of June, 2018.


On behalf of Career Connections Inc.


On behalf of Manitoba Government
And General Employees' Union


On behalf of Career Connections Inc.


On behalf of Manitoba Government
And General Employees' Union

Memorandum of Agreement

between

Career Connections Inc.

and

Manitoba Government and General Employees' Union

Re: Employee Reassignment

The Employer will implement a policy to address an employee(s) being reassigned to a position through reorganization, which has a lower salary scale. The salary of the affected employee will be frozen for a period of twenty four (24) months or a lesser period if the rate of pay for the new position reaches the employee's original pay point, if not, then following the twenty four (24) months the employee's pay will be adjusted down to the nearest pay scale step in the position to which he/she was reassigned.

Signed this 25 day of June, 2018.



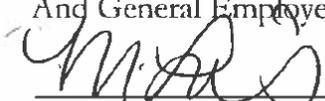
On behalf of Career Connections Inc.



On behalf of Manitoba Government
And General Employees' Union



On behalf of Career Connections Inc.



On behalf of Manitoba Government
And General Employees' Union

Memorandum of Agreement

between

Career Connections Inc.

and

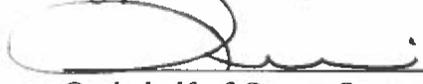
Manitoba Government and General Employees' Union

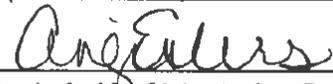
Re: Out of Town Travel

The Employer and the Union recognize the need of the Employer to, on occasion, assign an employee to work in an area outside of the City of Brandon for periods of from two (2) days up to two (2) weeks, and which involves overnight travel. Any assignment of an employee shall be consistent with the following:

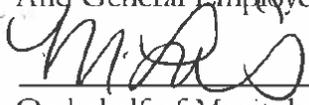
1. An employee, in addition to their base hourly rate, shall **bank ½ day for each overnight (24 hour period away) from the home office, to be taken at a time mutually agreed to by the Employer and the employee, not to include professional development.**
2. Expenses will be paid in accordance with CCI Policy Manual.
3. Same sex employees may be required to share accommodation, but not for a period greater than two (2) nights, unless the employees agree to share for a longer duration.
4. Personal circumstances/other obligations of employees will be taken into consideration when assignments are made.
5. If the Employer fails to find a suitable Employee under Item 4 the Employer may assign any Employee who was hired on the understanding that occasional travel outside of Brandon to provide rural assessments was a requirement.

Signed this 25 day of June, 2018.


On behalf of Career Connections Inc.


On behalf of Manitoba Government
And General Employees' Union


On behalf of Career Connections Inc.


On behalf of Manitoba Government
And General Employees' Union

Appendix "A" - Salary Schedule

Year 1 - Effective April 1, 2018 to August 31, 2018

	Step 1	Step 2	Step 3	Step 4	Step 5
Intake Coordinator/ Vocational Assessment Evaluators	40,766 1,562.69 20.84	41,609 1,595.00 21.27	42,410 1,625.74 21.68	43,253 1,658.05 22.11	44,118 1,691.21 22.55
Employment Counselor	39,985 1,532.75 20.44	40,766 1,562.69 20.84	41,609 1,595.00 21.27	42,410 1,625.74 21.68	43,253 1,658.05 22.11
Employment Specialist	35,667 1,367.26 18.23	36,243 1,389.32 18.52	36,839 1,412.18 18.83	37,476 1,436.61 19.15	38,217 1,464.98 19.53
Administrative Assistant	28,637 1,097.75 14.64	29,171 1,118.24 14.91	29,644 1,136.36 15.15	30,179 1,156.85 15.42	30,775 1,179.70 15.73
		Avis's Place			
	Starting	Year 1	Year 2	Year 3	Year 4
Centre Manager	18.87	19.25	19.64	20.03	20.43
Centre Assistant	14.22	14.50	14.79	15.09	15.39
		Day Program			
Program Coordinator	22.55	23.00	23.46	23.98	24.41
Direct Support Worker	15.75	16.07	16.39	16.72	17.05

An employee will receive an additional two percent (2%) increment after completing ten (10) years of employment.

Effective September 1, 2018

	Step 1	Step 2	Step 3	Step 4	Step 5		
Intake Coordinator/ Vocational Assessment Evaluators	41,185 1,578.75 21.05	42,026 1,611.00 21.48	42,848 1,642.50 21.90	43,689 1,674.75 22.33	44,569 1,708.50 22.78		
Employment Counselor	40,382 1,548.00 20.64	41,185 1,578.75 21.05	42,026 1,611.00 21.48	42,848 1,642.50 21.90	43,689 1,674.75 22.33		
Employment Specialist	36,019 1,380.75 18.41	36,606 1,403.25 18.71	37,213 1,426.50 19.02	37,839 1,450.50 19.34	38,602 1,479.75 19.73		
Administrative Assistant	28,937 1,109.25 14.79	29,465 1,129.50 15.06	29,935 1,147.50 15.30	30,463 1,167.75 15.57	31,089 1,191.75 15.89		
		Avis's Place					
	Starting	Year 1	Year 2	Year 3	Year 4	Year	
Centre Manager	19.06	19.44	19.84	20.23	20.63	21.05	
Centre Assistant	14.36	14.65	14.94	15.24	15.54	15.86	
		Day Program					
Program Coordinator	22.78	23.23	23.69	24.22	24.65	25.15	
Direct Support Worker	15.91	16.23	16.55	16.89	17.22	17.56	

An employee will receive an additional two percent (2%) increment after completing ten (10) years of employment.

Effective April 1, 2019

	Step 1	Step 2	Step 3	Step 4	Step 5		
Intake Coordinator/ Vocational Assessment Evaluators	41,595 1,594.50 21.26	42,437 1,626.75 21.69	43,278 1,659.00 22.12	44,119 1,691.25 22.55	45,019 1,725.75 23.01		
Employment Counselor	40,793 1,563.75 20.85	41,595 1,594.50 21.26	42,437 1,626.75 21.69	43,278 1,659.00 22.12	44,119 1,691.25 22.55		
Employment Specialist	36,372 1,394.25 18.59	36,978 1,417.50 18.90	37,585 1,440.75 19.21	38,211 1,464.75 19.53	38,993 1,494.75 19.93		
Administrative Assistant	29,230 1,120.50 14.94	29,759 1,140.75 15.21	30,228 1,158.75 15.45	30,776 1,179.75 15.73	31,402 1,203.75 16.05		
		Avis's Place					
	Starting	Year 1	Year 2	Year 3	Year 4	Year 5	
Centre Manager	19.25	19.64	20.03	20.43	20.84	21.26	
Centre Assistant	14.51	14.79	15.09	15.39	15.70	16.02	
		Day Program					
Program Coordinator	23.00	23.46	23.93	24.46	24.90	25.40	
Direct Support Worker	16.07	16.39	16.72	17.06	17.39	17.74	

An employee will receive an additional two percent (2%) increment after completing ten (10) years of employment.

Effective April 1, 2020

	Step 1	Step 2	Step 3	Step 4	Step 5		
Intake Coordinator/ Vocational Assessment Evaluators	42,006 1,610.25 21.47	42,867 1,643.25 21.91	43,708 1,675.50 22.34	44,569 1,708.50 22.78	45,469 1,743.00 23.24		
Employment Counselor	41,204 1,579.50 21.06	42,006 1,610.25 21.47	42,867 1,643.25 21.91	43,708 1,675.50 22.34	44,569 1,708.50 22.78		
Employment Specialist	36,743 1,408.50 18.78	37,350 1,431.75 19.09	37,956 1,455.00 19.40	38,602 1,479.75 19.73	39,385 1,509.75 20.13		
Administrative Assistant	29,524 1,131.75 15.09	30,052 1,152.00 15.36	30,522 1,170.00 15.60	31,089 1,191.75 15.89	31,715 1,215.75 16.21		
		Avis's Place					
	Starting	Year 1	Year 2	Year 3	Year 4	Year 5	
Centre Manager	19.44	19.83	20.24	20.64	21.05	21.47	
Centre Assistant	14.65	14.94	15.24	15.55	15.86	16.18	
		Day Program					
Program Coordinator	23.23	23.70	24.17	24.71	25.15	25.65	
Direct Support Worker	16.23	16.56	16.89	17.23	17.57	17.92	

An employee will receive an additional two percent (2%) increment after completing ten (10) years of employment.