

Collective Agreement

between

COR Enterprises Inc.

Local 155

and

Manitoba Government and General Employees' Union

April 1, 2018 to March 31, 2022

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*All changes appear in **bold**.

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*All changes are in **bold**.

This Agreement made this 28th day of August, 2018

between

COR Enterprises, Inc.

(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 co-operation 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 or renewal and revision of this Agreement.

Article 2 Definitions

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

2:02 “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 of pay can be reasonably applied to, all positions in the group.

- 2:03** “Continuous Employment” means consecutive and contiguous days, weeks, months and/or years of employment with the Employer where there has been no break in employment involving termination of the employee.
- 2:04** “Demotion” means a change of employment from one (1) position to another having a lower maximum salary.
- 2:05** “Dismissal” means the removal for disciplinary reasons from employment for just cause.
- 2:06** “Employee” means a Regular, Part-time or Temporary employee employed in a position with the Employer other than in a position specifically excluded by Article 4:02.
- 2:07** “Regular Employee” means an employee who regularly works the full daily and weekly hours of his classification.
- 2:08** “Part-time Employee” means an employee who works less than the daily or weekly hours of his classification on a pre-determined, regular and recurring basis.
- 2:09** “Casual Employee” means an employee who works less than the full daily or weekly hours of this classification on an irregular basis or a part-time employee who has completed less than four hundred and eighty (480) hours of work.
- 2:10** (a) “Temporary Employee” means an employee hired for a specific period of time or for the completion of a specific job or until the occurrence of a specific event.
- (b) Length of temporary employment shall not exceed one (1) year.
- (c) Where employment of a temporary employee terminates at the end of a specific term of employment, then;
- (i) The Employer shall not be required to give any notice of payment in lieu thereof;

- (ii) The Employee shall not be required to give any notice of resignation.
- (d) Where the employment of a temporary employee is being terminated prior to the date specified in writing then two (2) weeks' notice or payment in lieu of will be granted.
- 2:11** "Overtime" means overtime authorized by the Employer or his designate, and where overtime is used in this Agreement it means authorized overtime.
- 2:12** "Position" means a position of employment in the bargaining unit at COR Enterprises.
- 2:13** "Promotion" means change of employment from one (1) classification/position to another which has a higher maximum salary.
- 2:14** "Representative" means an Officer, Steward, or Staff Representative of the Union as the context needs or requires.
- 2:15** "Layoff" is a temporary cessation of employment.
- 2:16** "Steward" means an employee elected or appointed by the Union who is authorized to represent the Union, an employee or both.
- 2:17** "Gender/Plural" 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.
- 2:18** "Employer" means COR Enterprises Inc.
- 2:19** "Union" means the Manitoba Government and General Employees' Union.

Article 3 Recognition

- 3:01** The Employer recognizes the Union, per Manitoba Labour Board Certificate No. M.L.B. 3975 as the sole and exclusive bargaining agent for those employees within the bargaining unit.

3:02 It is agreed by both parties that during the term of this Agreement there shall be no strikes, lockouts, stoppage of work, slow down or any concerted action that affects client care, and that all disputes and grievances shall be advanced in accordance with the grievance and arbitration procedures as set out in Article 41 and 42 of this Agreement.

If there is any strike action taken after the expiry of this collective agreement, the Union agrees to give the Employer a minimum of two (2) weeks written notice specifying the date and time of such action, in order for the Employer to make appropriate arrangements for the care of the Employer's clients.

Article 4 Application of Agreement

4:01 Except as excluded by this Article or elsewhere in this Agreement, the Agreement shall apply to all employees defined as employees in the Definitions Article who are in classifications listed in the pay plan.

4:02 This Agreement shall not apply to: The Executive Director, **Program Coordinator, Administrative Clerks (2 FTE)**, Grant employees and Casual employees.

4:03 The employees excluded in Article 4:02 shall not be used to create redundancy of full or part-time positions nor to cause the loss of employment and/or benefits for any employees in the bargaining unit.

4:04 In the event the parties disagree as to the inclusion or exclusion of a position/ classification in the bargaining unit, the dispute shall be referred to the Labour Board of Manitoba for final settlement.

Article 5 Management Rights

5:01 The Union recognizes **the sole right of the Employer, unless otherwise provided in this agreement, to exercise its function of management under which it shall have among others, the right to maintain efficiency and quality of its operations; the right to direct work of its employees;**

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

5:02 In administering this Agreement, the Employer shall act reasonably, fairly, in good faith, and in a manner consistent with the Agreement as a whole.

Article 6 Respectful Workplace

6:01 The parties hereto agree that no discrimination, harassment, coercion or interference shall be 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.

6:02 **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 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.

6:03 The parties agree that all employees are entitled to a respectful and safe workplace which is free from discrimination, harassment and violence.

6:04 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 7 Union Business

7:01 Except in cases of emergency, with at least seven (7) working days written notice from the Union, the Employer may grant leave of absence with pay to employees, except for reasons of operational requirements, for the purpose of performing business of the Union on wage recovery. **Such requests shall not be unreasonably denied.**

7:02 Upon written notice to the Employer, time off without loss of pay shall be granted where possible to **two (2)** employees designated in advance by written notice from the Union as a member of the Union negotiating team for bargaining sessions that the employee attends for negotiating the Collective Agreement. **The parties agree that if negotiations are during the Employer's operational hours, only one (1) designated employee shall be entitled to attend the bargaining session, the designed employees may alternate attending the bargaining sessions.**

7:03 Union staff members shall not visit employees at their place of work unless prior approval has been obtained from the Executive Director or designate.

7:04 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.

7:05 The parties hereto agree that such requests for leave or time off pursuant to the foregoing shall not be unreasonably sought or withheld.

7:06 The Union agrees to reimburse the Employer the wages paid to employees while on wage recovery, on a monthly basis upon receipt of a statement from the Employer as to the amount and for whom wage recovery is claimed by the Employer.

7:07 A Table Officer or Steward will be entitled to **thirty (30)** minutes paid time to orient new staff regarding the **Collective Agreement that is in effect and to indicate the general conditions and obligations as they relate to employees.**

Article 8 Bulletin Board

8:01 The Employer agrees to provide space on a bulletin board for the purpose of the Union posting official Union information relating to business affairs provided the information does not contain anything that is adverse to the interests of the Employer. The Employer shall have the right to refuse to post or remove the posting of any such adverse information.

Article 9 Union Security

9:01 During the term of this Agreement, employees covered by this Agreement, whether members of the Union or not, shall pay to the Union, by payroll deduction, an amount equal to the regular biweekly membership dues determined by the Union as representing the per capita cost of negotiating and administering the Agreement. For new employees, the payroll deduction of the amount as set out above shall become effective on the first day of the full biweekly pay period following the date of appointment.

9:02 The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of Section: 01 except for any claims or liability arising out of an error committed by the Employer.

9:03 All such deducted dues shall be forwarded monthly together with a list of employees showing the amount of such deductions.

9:04 The Union shall notify the Employer in writing of any change in the amount of dues at least one (1) month in advance of the end of the pay period in which the deductions are to be made.

In the event of a strike or lockout the union shall notify the employer in writing of any changes to the amount of dues to be deducted. The

notice period of such changes shall be two (2) weeks and shall not be limited to one (1) change per calendar year.

9:05 Notwithstanding, any other provision in this Agreement, the Employer shall not later than ninety (90) days preceding the expiry date of this Agreement, furnish in written form to the Union the following:

- (a) The name of each employee;
- (b) The classification of each employee;
- (c) The current rate of pay of each employee.

Article 10 Rights of Stewards

10:01 Steward means an employee elected or appointed by the Union who is authorized to represent the Union, an employee, or both.

10:02 The Employer recognizes the Union's right to select Stewards to represent employees.

10:03 The Union will provide the Employer with a list of Stewards and any subsequent changes. The Union will provide appropriate identification for Stewards.

10:04 Stewards and employees shall not conduct Union Business during their working time.

10:05 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.

10:06 For complaints of an urgent nature, a Steward shall obtain permission of his immediate supervisor before leaving his work to investigate the complaint with the employee and supervisor(s) concerned. Such permission shall not be unreasonably sought or withheld. On resuming his normal duties, the Steward shall notify his supervisor.

10:07 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).

Article 11 Pay Practices

11:01 Pay days shall be biweekly.

11:02 When a pay day or pay days will fall within the period of an employee's annual vacation, an employee may make a written request to the Executive Director, at least two (2) weeks in advance of said pay day or pay days for receipt of pay cheque or cheques prior to taking his vacation.

Article 12 Death and Estate

12:01 If an employee dies prior to leaving the employ of the Employer, the Employer shall pay to his estate all monies owed to that employee.

Article 13 Abandonment of Position

13:01 Where an employee is absent without leave **and without an explanation satisfactory to the Executive Director** for a period of **three (3) days**, she shall be considered to have abandoned her position and shall be deemed to have been terminated on the last day on which she was present at work and performed her regular duties.

Article 14 Resignations

14:01 An employee who decides to resign shall provide written notice of resignation at least fourteen (14) calendar days in advance of the date which the resignation is to be effective. During the period of such notice the employee

is entitled to all terms, conditions and benefits under this Agreement. A shorter period of notice may only be given with the consent of the Employer.

An employee in a supervisory position (Program Instructor) who decides to resign shall provide written notice of resignation at least twenty-eight (28) calendar days in advance of the date which the resignation is to be effective. During the period of such notice the employee is entitled to all terms, conditions and benefits under this Agreement. A shorter period may only be given with the consent of the Employer.

- 14:02** An employee may, with the permission of the Executive Director, withdraw her resignation in writing within **two (2)** working days of submitting her resignation. Resignations shall not be unreasonably submitted and withdrawals of same shall not be unreasonably denied.

Article 15 Conduct of Employees

- 15:01** Each employee shall at all times be mindful of and conduct themselves according to the need of the clients and in compliance with the terms of this Agreement.
- 15:02** Where an employee is habitually late or is absent during working hours without leave and fails to give satisfactory explanation for the lateness or absence, the Executive Director may take such disciplinary action, including suspension or dismissal, as is warranted.

Article 16 Disciplinary Action

- 16:01** An employee shall only be disciplined for just cause.
- 16:02** A hearing may be held with an employee prior to making a determination to suspend or dismiss an employee. The employee has the option to have a representative present.

- 16:03** 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.
- 16:04** 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.
- 16:05** An employee may grieve any disciplinary action according to the Grievance Procedure.
- 16:06** The Executive Director or Board to whom a grievance is made may:
- (a) Uphold the disciplinary action; or
 - (b) Vary the disciplinary action; or
 - (c) Determine that no disciplinary action is warranted and remove any document pertaining to the disciplinary action from the employee's file(s).
- 16:07** No notice or payment in lieu thereof is required where an employee is dismissed.

Article 17 Classification Specifications

- 17:01** The Employer agrees to provide the Union with amendments or additions to the classification specifications supplied to the Union.
- 17:02** The Employer will provide the Union with current classification specifications for the classifications listed in Appendix "A" within sixty (60) days of the signing of this Agreement.

Article 18 Recruitment

- 18:01** When filling vacancies within the bargaining unit the Employer shall post an appropriate notice on the bulletin board for at least one (1) week whether the position is advertised externally or not.
- 18:02** Where an internal applicant is selected it 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.
- 18:03** When an employee is promoted to a position with a higher maximum rate of pay, he shall, if possible, receive a pay step in the new position one (1) step higher than his previous rate but not less than the minimum of the new position.
- 18:04** Preference for filling bargaining unit vacancies shall be in the following sequence:
- (a) Qualified internal applicants;
 - (b) Selection of an external applicant where no qualified internal applicant exists on the basis of Article **18:02** above.
- 18:05** An employee shall be provided the full written reasons for his non-selection within ten (10) days of making a written request to the Employer. Such request must be made within ten (10) days of his receipt of notification that he was an unsuccessful applicant.

Article 19 Probation

- 19:01** All employees appointed to a position shall be on probation for six (6) months except as provided in Article **19:02**.
- 19:02** The Executive Director may extend an employee's probation to a maximum of twelve (12) months. The employee shall be notified in writing before the expiry of the six (6) month probationary period as in Article **19:01** above.

- 19:03** An employee who is rejected during the initial probation period may appeal in writing the rejection to the Chairperson of the COR Board within fifteen (15) working days from the date the employee received notice of the rejection. The Chairperson of the COR Board shall hold a hearing to discuss the grievance with the employee and his or her representative. The decision of the Chairperson shall be final for such appeals.
- 19:04** The dismissal of an employee on probation shall not be arbitrable.

Article 20 Merit Increases

- 20:01** Merit Increase means an increase in the rate of pay of an employee within the employee's pay range which may be granted in recognition of satisfactory service on the employee's anniversary date after completion of two thousand and eighty (2080) hours.
- 20:02** An employee's anniversary date is the first of the month after commencing employment with the Employer except as in **20:03**.
- 20:03** An employee's anniversary date shall change to the first of the month following any promotion involving a pay increase of two (2) steps or more.
- 20:04** Where a merit increase is not granted to an employee on the employee's anniversary date:
- (a) The employee shall be notified of the merit increase denial on or before the applicable anniversary date. The employee shall be provided in writing with the reasons the merit increase was denied;
 - (b) The merit increase may be granted to the employee on any subsequent monthly anniversary date which is not less than three (3) months from the employee's anniversary date. The effective date for such a merit increase shall be the first day of the biweekly pay period which includes the subsequent monthly anniversary date referred to;

- (c) The employee may file a grievance at Step 1 of the grievance procedure. No grievances may be initiated where a merit increase is not granted to an employee under subsection (b);
- (d) The employee is eligible for a merit increase at the employee's next anniversary date notwithstanding that the employee was granted a merit increase under subsection (b).

Article 21 Employee Files

- 21:01** Upon written request of an employee, his personnel file shall be made available for his full examination. Such examination shall be in the presence of the Executive Director or designate. The employee at his option may have a representative present. **An employee may request a copy of specific documents on the employee's file. This provision shall not be unreasonably requested or denied.**
- 21:02** When a formal assessment of an employee's performance is made, the employee concerned shall sign the assessment form in question upon its completion to indicate only that its contents have been read. The employee shall have the right to place his own comments in a space provided on the form prior to his signing. The employee shall be provided with an exact copy of the assessment upon signing.
- 21:03** **When any adverse material is to be placed on an employee's file the employee shall be shown the material and shall be given a copy of such material forthwith.**

Article 22 Acting Status

- 22:01** Where the Employer directs an employee employed in one (1) position to temporarily take over the duties and responsibilities of some other position having a higher grade of pay, and provided the employee takes over and continues to perform for ten (10) or more consecutive working days the duties and responsibilities of that other position, he shall be appointed

temporarily to that other position with acting status and shall be paid at the rate of pay for that other position from the date of taking over the duties and responsibilities of that other position until the temporary appointment is revoked; and upon the temporary appointment being revoked he shall, unless he is appointed or promoted to some other position, revert to his original position and be paid at the rate of pay for his original position that he would be paid if he had never held the temporary appointment.

22:02 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 has been replaced.

Article 23 Seniority

23:01 Seniority means the length of employment with the Employer as defined in this Article provided such employment has not been broken by termination of the employee.

23:02 Seniority shall exclude leaves without pay in excess of a maximum accumulation of twenty (20) working days per calendar year, but does not include unpaid leaves arising from Workers Compensation, **work related MPI**, maternity leave, adoptive parent/**legal guardianship** leave, or sick leave.

23:03 An employee loses all seniority when her employment with the Employer terminates.

23:04 The Employer shall prepare a seniority list within sixty (60) days of the signing of this Agreement, and yearly thereafter by April 15th of each year, based on service up to and including March 31st immediately preceding. A copy of such list shall be posted on the Union bulletin board and a copy sent to the Union’s office in Brandon.

23:05 The seniority list will be prepared in order of seniority and shall show the name, classification, and length of service of all employees.

- 23:06** Seniority for Integration Facilitators will accumulate by hours. For an employee to be eligible to receive an increment, she/he must accumulate two-thousand and eighty (2080) hours.
- 23:07** If an Integration Facilitator is laid off for just cause and where reassignment is not an alternative, but returns to employment at a later date (within a twelve [12] month period), then previous hours accumulated for seniority purposes will be restored.
- 23:08** Articles **23:04** and **23:05** will not apply to Integration Facilitators.

Article 24 Service and Benefit Accumulations

- 24:01** The accumulation rates and the accumulations of all benefits earned under Articles of this Agreement by an employee, shall be deemed to be from and including the date of the employee's hire with the Employer, except as otherwise specifically provided herein.

Article 25 Layoff

- 25:01** The Employer when laying off an employee shall give the employee four (4) weeks' notice or payment in lieu thereof or a combination of both as the case proves necessary.
- 25:02** No notice or payment in lieu of notice shall be required when an employee is dismissed or a temporary employee ends her term of employment, the only exception being if the temporary employee is not advised of the date her term ends at the time of hiring.
- 25:03** Laid off employees shall be placed on a re-employment list. Laid off employees shall be removed from the list if not rehired within twelve (12) months of the effective date of layoff. The Union will be provided with a copy of the list and changes as they occur.
- 25:04** Junior employee(s) in the classification concerned shall be laid off first, beginning with the most junior and ascending from there.

- 25:05** All employees shall be recalled in order of seniority. In cases where an employee in one (1) classification has the qualifications and ability to perform the work of a lower paying classification, the Employer will offer a vacancy in the lower paying classification to said employee if no senior employees from the lower paying classification are on the re-employment list.
- 25:06** Employees shall be recalled by registered letter, if they do not accept the offer in writing they shall be deemed to have declined the recall as of the tenth (10th) working day after the mailing of the recall.
- 25:07** The notice referred to in Article **25:01** above shall state the reasons for the layoff and the expected duration of the layoff.
- 25:08** While employees are laid off, the Employer agrees not to hire any new employees or persons into positions until all those on the re-employment list have been given first opportunity to do the work providing they have the qualification and ability to perform the work. A decline by an employee shall in no manner whatsoever affect her rights under this Agreement, unless she refuses work in her previous classification, category of employee and status.

Article 26 Contracting Out

- 26:01** The Employer will give all reasonable consideration to continued employment of employees who would otherwise become redundant because work is contracted out.
- 26:02** 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 27 Technological Change

- 27:01** 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.
- 27:02** 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.
- 27:03** 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.
- 27:04** Where retraining of employees is necessary, it shall be provided during normal working hours where possible.
- 27:05** 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 28 Part-time Employees

- 28:01** Except where otherwise specifically stated in this Agreement benefits as detailed in this Agreement shall be provided to part-time employees on a pro-rated basis.
- 28:02** The pro-rating factor shall be derived by dividing the number of hours the employee worked in the preceding twelve (12) weeks by the number of full regular hours for twelve (12) weeks for that classification.

Example: 40 hour week classification = 480 hours in 12 weeks

Employee works 160 hours in preceding 12 weeks

Pro-rating factor = $\frac{160}{480}$

Pro-rating factor = 1/3 (one-third)

28:03 Where service seniority are factors for benefit eligibility such service seniority shall be based on accumulated hours converted to years, months and weeks of service seniority over current unbroken employment service.

Article 29 Hours of Work

29:01 The normal hours of work for pay purposes of employees covered by this Agreement shall be eight (8) hours a day or eighty (80) hours biweekly.

29:02 Employees shall work contact/shop time with clients for a seven and one-half (7½) hour period, inclusive of the meal break, from 0845 hours to 1615 hours; and further the fifteen (15) minutes prior to 0845 and/or the fifteen (15) minutes after 1615 hours is designated for any necessary file work, pre-scheduled meetings, and emergencies.

29:03 The meal break shall continue to be one-half (½) hour and all employees are entitled to two (2) fifteen (15) minute coffee breaks to be taken at the times currently in practice.

29:04 Any variation 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, except in special need circumstances of an interim nature which may be subject to the Grievance and Arbitration Procedure.

29:05 Coffee breaks shall be taken at the employee's place of work.

29:06 See Memorandum of Agreement re: Flexible Hours Guidelines.

29:07 Hours of work for Integration Facilitators will be determined by the employer. Articles **29:01** and **29:02** will not apply to Integration Facilitators.

Article 30 Overtime

30:01 Employees may be required to work overtime by the Employer or designate.

- 30:02** Subject to 30:03, 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.
- 30:03** An employee working on his or her first day of rest shall be paid time and one-half (1½x) for the first four (4) hours of overtime on that day and double time (2x) for all overtime worked thereafter.
- 30:04** An employee working on his or her second day of rest shall be paid double time (2x) for all time worked.
- 30:05** 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.
- 30:06** 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 biweekly 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.
- 30:07** 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.

30:08 An employee requesting compensating time off in lieu of overtime shall make such request in writing to the Executive Director or designate. The Executive Director or designate shall reply in writing regarding the employee's request.

Article 31 Holidays

31:01 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 (July 1)	Boxing Day

Any other holiday proclaimed by Federal or Provincial Statute.

Where any of the holidays fall on a Saturday or Sunday, the holiday shall be observed on the following Monday. Where holidays fall on both Saturday and Sunday, the holidays shall be observed on the following Monday and Tuesday.

Nothing in this Article shall prohibit the parties to this agreement from altering the date of the observance of any of the above holidays.

Note: "Parties" is understood to be Union and COR Management.

31:02 Where possible, COR Enterprises shall be closed at one o'clock in the afternoon on December 24th when that day is a normal working day, and this day shall be considered as a full working day for purposes of pay calculation. **Where December 24 falls on a Saturday or Sunday, the last working day before the holiday closure shall be closed at 1:00 pm and considered as a full working day for the purposes of pay calculation.**

31:03 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 32 Vacation

32:01 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.

32:02 Employees shall earn vacation leave credits on the following basis:

- (a) Employees who have completed less than three (3) years' service, one and one-quarter ($1\frac{1}{4}$) working days per complete month of service in each vacation year to be taken in the vacation year following the year in which the vacation is earned;
- (b) Commencing from the beginning of the vacation year in which three (3) years of service will be completed, one and two thirds ($1\frac{2}{3}$) working days per complete month of service in each vacation year to be taken in the year in which four (4) years of service are completed and yearly thereafter;
- (c) Commencing from the beginning of the vacation year in which nine (9) years of service will be completed, two and one-twelfth ($2\frac{1}{12}$) working days per complete month of service in each vacation year to be taken in the year in which ten (10) years of service are completed and yearly thereafter.
- (d) Long Service Recognition:

In recognition of length of service, each full time employee shall receive one (1) additional week of vacation (5 days) on completion of twenty

(20) years of continuous service and on each subsequent fifth (5th) (i.e. 25th, 30th, 35th, etc.) anniversary of employment. The additional five (5) days shall be granted in the fiscal year in which the anniversary date falls and are not cumulative.

- 32:03** 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.
- 32:04** Vacation schedules must be approved by the Employer.
- 32:05** When computing vacation leave:
- (a) Any fraction of a day equal to or greater than one-half ($\frac{1}{2}$) shall be computed as a half ($\frac{1}{2}$) day; and
 - (b) Any fraction of a day less than one-half ($\frac{1}{2}$) shall be computed as nothing.
- 32:06** An employee may be authorized to carry forward, into the next vacation year, up to two (2) weeks accumulated vacation credits.
- 32:07** 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.
- 32:08** Subject to **32:02**, 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.
- 32:09** Subject to operational requirements, vacation leave will be allowed based on seniority.
- 32:10** 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.

32:11 Where a paid holiday falls within the vacation period of an employee, one (1) additional working day shall be added to employee's vacation entitlement in lieu of that holiday and must be approved by the employer.

Article 33 Sick Leave

33:01 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.

33:02 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 one-half ($\frac{1}{2}$) working day per biweekly pay period, and
- (b) After the first four years of his or her service at the rate of one (1) working day per biweekly pay period to a maximum of one-hundred and fifty (150) working days.

33:03 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 one-hundred and fifty (150) working days in accordance with Section **33:02**.

33:04 An employee hired on the first working day of a biweekly 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 biweekly pay period shall be eligible to accumulate sick leave credits from the first full biweekly period following the date of the employee's hiring.

33:05 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.

- 33:06** 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 biweekly period.

- 33:07** Where an employee is to be absent because of illness, the employee shall endeavour to notify **the Employer** of the absence due to illness at least **thirty (30) minutes** prior to the normal hours of beginning work. **The employee will notify the Employer on each subsequent day of illness; unless otherwise indicated by a medical certificate. The employee shall be informed** if a medical certificate will be required for the period the employee is absent. **Such requests shall not be unreasonably requested.**
- 33:08** 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.
- 33:09** 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 **33:08**. Failure to produce a certificate or statutory declaration acceptable to the Employer will result in a loss of pay for the period of absence.

- 33:10 The Employer may require a certificate or report from a qualified medical practitioner as proof of the employee's fitness to return to work or to determine the approximate length of illness or as proof of illness in regard to any claim paid during the period of illness. In the event there is a fee associated with a report requested by the Employer, the Employer will pay to a maximum of one hundred fifty dollars (\$150.00).
- 33:11 Time off for medical, dental and chiropractic examinations and treatments, including reasonable travel time, shall be granted to employees and such time off shall be chargeable against the employee's accumulated sick leave credits. Whenever possible, appointments are to be made on the employee's day off or at a time when the employee is not on duty. If the above is not possible, the employee will endeavour to make the appointment at a time which is least disruptive to the area.
- 33:12 Should it be necessary for an employee to attend a doctor, dentist or chiropractor outside of her community by choice or by reason of non-availability, the employee shall be allowed up to one (1) shift off with pay.
- 33:13 Sick leave usage shall be calculated in one (1) hour periods for periods less than a full day.
- 33:14 Family Related Leave
An employee shall be entitled up to one (1) working day of leave with pay in each fiscal year to be granted on the recommendation of management and charged against the employee's sick leave credits for the purpose of attending to family responsibilities which necessitate the employee's absence from work.
- 33:15 An employee's sick leave accumulation under this article will not be reduced to less than twelve (12) days per year as a result of the application of this provision.

33:16 For other purposes, such as dangerous illness in the immediate family an employee shall be entitled to leave with pay up to a maximum accumulation of five (5) days in each fiscal year to be granted by the Employer and charged against the employee's sick leave credits.

Article 34 Workers Compensation

34:01 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.

34:02 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.

34:03 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 35 Leave of Absence

35:01 **Leave with Pay**

An employee will be entitled to leave with pay for a maximum of thirty (30) minutes for her personal use once a year.

35:02 **Leave of Absence without Pay**

An employee shall be entitled up to one (1) year leave of absence without pay after ten (10) years of continuous service with a maximum of any two (2) employees at one time with managements approval. (COR Criteria: Education, Family Issues, Travel, Family Illness.)

Benefits such as sick leave, seniority, etc., shall not accrue while employee(s) is on this leave of absence, benefits accrued prior to leave of absence will be maintained.

Employee(s) will return to the same position and classification upon return to work.

35:03 Bereavement Leave

- (a) An employee shall be entitled to **bereavement** leave of four (4) working days without loss of salary in the event of the death of a parent, spouse, child, step-parent, step-child, significant other, **brother, sister, ward of the employee, step-brother, step-sister, niece, nephew or relative permanently residing in the employee's household or with whom the employee permanently resides.**
- (b) An employee shall be entitled to compassionate leave of two (2) working day without loss of salary in the event of the death of the employee's grandparent, **grandparent-in-law**, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle or grandchild.
- (c) **Up to two (2) days of initial bereavement leave may be retained for use in the case where actual internment or cremation is at a later date.**
- (d) An employee who is entitled to **bereavement** leave under Sections Article **35:01; 35:02** and **35:03** during vacation leave shall receive vacation credits equal to the number of days of compassionate leave granted.
- (e) Provided an employee has not received **bereavement** leave for the death in question, the employee shall be entitled to **bereavement** leave up to a maximum of one (1) day without loss of salary for attending a funeral as a pallbearer or eulogist.

- (f) An employee shall be entitled to additional **bereavement** or special leave up to a maximum of two (2) working days without loss of salary, requested for the purpose of attending a funeral at a distance.

35:04 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.
- (A) An employee who qualifies is entitled to and shall be granted maternity leave without pay consisting of:
- (a) A period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Section **35:04** (c); or
 - (b) A period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Section **35:04** (c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate;
 - (c) The Employer may vary the length of maternity leave upon proper certification by the attending physician.
- (B) Sections 36(4) through 36(11) inclusive of The Employment Standards Code respecting maternity leave shall apply “mutatis mutandis”.
- (C) 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 Unemployment 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 benefit cease, but shall not be payable beyond the seventy-eighth (78th) week of leave. The five (5) days referred to above shall be prorated for part-time employees.**

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.

- (D) 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.
- (E) 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.
- (F) An employee will be entitled to Parental Leave as per **Article 35:06**.

35:05 Parental Leave

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 a province; or**
- (c) Become a child's legal guardian.**

- (A) An employee who qualified under Article 35:07 must:
- (a) Have completed 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 the leave.
- (B) An employee who qualifies in accordance with Article 35:06 is entitled to parental leave without pay for a continuous period of up to sixty-two (62) weeks.
- (C) Subject to Article 35:06, 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 takes parental leave in addition to maternity leave, the employee must commence the parental leave immediately on expiry of the maternity leave without a return to work unless otherwise approved by the 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) 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.

35:06 Paternity Leave

A male employee shall be granted two (2) days leave with pay to attend to needs directly related to the birth of his child.

35:07 Adoptive Parent Leave

(a) Parental Leave as per **Article 35:05**.

(b) An employee shall be granted two (2) days leave with pay to attend to needs directly related to **the adoption of the child**.

35:08 Legal Guardianship Leave

(a) Parental Leave as per **Article 35:05**.

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

35:09 Jury or Witness Leave

Leave of absence with pay shall be granted to an employee who is required to attend jury duty, or where an employee is summoned as a witness in a legal proceeding other than a legal proceeding occasioned by the employee's private affairs.

If an employee receives any fees or stipend for being a witness or juror, he shall give same to the Employer excluding any amount which is for reimbursement of expenses paid him for being a witness or juror.

35:10 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 etc.), an employee who is in an abusive or violent situation will not be subject to discipline if their 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; employees shall take from their accumulated sick leave credits first, if no credits available other banks may be utilized.

35:11 Compassionate Leave

As per Employment Standards Code.

Article 36 Bridging of Service

36:01 A regular employee who resigns as a result of the employee's decision to raise a dependent child or children, and is re-employed upon written notification to the 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 service seniority.

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 reason 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 engaged in remunerative employment for more than three (3) months.
- (d) The previous length of service shall not be reinstated until successful completion of the probationary period.
- (e) Upon successful completion of the probationary period, the employee will be credited with the accumulated sick leave credits at the time of the resignation up to a maximum of twenty-six (26) days of credits.

Article 37 Safety and Health

- 37:01** The Employer and the Union recognize that safety, accident prevention and the preservation of health are of primary importance in all COR operations and that these activities require the combined efforts of the Employer, employees and the Union.
- 37:02** 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.
- 37:03** 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.
- 37:04** 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.
- 37:05** The parties recognize the importance of establishing a Workplace Safety and Health 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 COR and/or the Union.

- 37:06** (a) The Workplace Safety and Health Committee shall consist of a minimum of two (2) worker representatives and one (1) 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 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 members 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.

37:07 The objectives of the Workplace Safety and Health 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.

37:08 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.

- 37:09**
- (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 Safety and Health Committee may be asked to participate.
 - (c) If the employee is unsatisfied with the supervisor's decision or if the supervisor refused to inspect the condition, the employee shall contact, in writing or by telephone, the Workplace Safety and 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.

37:10 Where an employee refused to perform work in accordance with Section 37:09, 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.

37:11 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 37:08 and 37:09.

37:12 Disciplinary action shall not be taken against an employee solely for the reason that:

(a) The employee made a report under Section 37:09; and

(b) The employee refused to work or continue to work under the conditions described under Section 37:09 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.

37:13 Where an employee takes unfair advantage of the provisions described in Section 37:09 for frivolous reasons, he or she may be subject to disciplinary action up to and including suspension or dismissal.

Article 38 Protective Clothing

38:01 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.

(a) Protective garment will be supplied by Employer, i.e. Apron.

38:02 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.

38:03 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 dollars (\$100.00) 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 purchased 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.

38:04 The decision at Step 1 of the grievance procedure shall be final for grievances which arise under this Article.

Article 39 Loss or Damage to Personal Effects

39:01 Employees who suffer loss or damage to personal effects as a result of performing duties authorized by management may submit a claim for reimbursement to the Executive Director.

39:02 The Executive Director will authorize fair reimbursement where the loss or damage is not covered by the employee's insurance.

39:03 Employees are expected to use personal effects of a type suitable and commensurate with the employment environment.

Article 40 Civil Liability

- 40:01** 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 hereinbefore 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 proceeding 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 and 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 41 Grievance Procedure

- 41:01** 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.

41:02 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 2 of the Grievance Procedure.

41:03 Notwithstanding **41:02**, an employee may complain or grieve on any unsatisfactory working condition to Step 1 of the Grievance Procedure. The decision at Step 1 shall be final for such grievances.

- 41:04**
- (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 **41:04** (a) either party may refer the grievance to Step 2 of the Grievance Procedures. 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 **41:06** a grievance filed under **41:04** (a) shall not require the signature of an employee.

- 41:05** 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.
- 41:06** 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 and/or expanded upon by the Union at any time prior to Arbitration.
- 41:07** 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 Union representative present at such a discussion. When a grievance cannot be presented in person it may be transmitted by registered mail.
- 41:08** An employee has the right to representation by a Union representative at any step of the Grievance Procedure.

Step One

- (a) Within fifteen (15) working days after the date upon which he was notified orally or in writing, or on which he first became aware of the action of the circumstances giving rise to the grievance, the employee shall present the grievance with the redress requested to the Executive Director of COR Enterprises.
- (b) The Executive Director or designate shall sign for receipt of the grievance, and shall issue a decision in writing to the employee and to the Union within fifteen (15) working days.

- (c) The Executive Director should discuss the grievance with the employee and his or her representative before giving a decision on the grievance.
- (d) For those grievances concerning unsatisfactory working conditions as defined in 41:03, the Executive Director shall hold a hearing to discuss the grievance with the employee and his or her representative before giving a decision on the grievance.

Step Two

A decision of the Executive Director may be submitted to Arbitration in accordance with Article 42, 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.

- 41:09** Grievances concerning demotion, suspension or dismissal shall be initiated at Step 1 of the grievance procedure within fifteen (15) working days of the date that the employee became aware of the action.
- 41:10** The rejection of an employee on probation is not arbitrable.
- 41:11** An employee may withdraw a grievance by giving written notice to the Union and the Employer.

Article 42 Grievance Arbitration Procedure

- 42:01** 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.

42:02 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 **42:01**, either of the parties may, within twenty (20) working days from the receipt of the decision at Step 1, 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 proceeding wishes to request arbitration by a single arbitrator, the notice referred to in **42:02(a)** shall so state.
 - (i) Where the party who received 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 **42:02 (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 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 **42:02 (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, 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 requires.
 - (iv) The Chairperson and one (1) other member are a quorum; but, in the absence of a member, the other members shall not proceed unless the absent member has been given reasonable notice of sitting.
- (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 hearing 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 and behalf of that party.
 - (v) The parties of the Arbitration shall each pay an equal portion of other costs and expenses incurred by the Arbitration Board in conducting the arbitration.

42:03 The parties hereto agree that an employee or Board member of COR Enterprises or a staff member or Board 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 43 Group Health Benefits Package

- 43:01** The Employer will provide payroll deduction services for employees for a Group Health Benefit Package. The Employer will pay one-half (1/2) of the premiums for the Dental Plan as agreed between the parties.
- 43:02** The Employer will pay one-half (1/2) of the premiums for the Extended Health Plan as agreed between the parties to a maximum of sixty-five dollars (\$65.00) per employee for each month of the duration of this Agreement.

Article 44 Severance Pay

- 44:01** Employees with nine (9) or more years of continuous employment whose services are terminated as a result of retirement or death, shall be paid, or to the employee's estate in the event of death, severance pay in the amount of one (1) week's pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed fifteen (15) weeks' pay.
- 44:02** Where an employee in his ninth (9th) year of continuous service fails to complete nine (9) years' continuous service as a result of retirement or death, the employee shall be paid, or to the employee's estate in the event of death, severance pay on the basis of nine (9) weeks' pay multiplied by the factor of the number of complete months service completed in his ninth (9th) year divided by twelve (12) months.
- 44:03** Retirement means the age at which an employee is eligible for a pension.

Article 45 Pay Plan

- 45:01** The pay plan applicable to employees covered by this Collective Agreement shall contain the classification titles and rates of pay. The pay plan shall be known as "Appendix A" and shall be attached to and form part of this Agreement.

45:02 During the life of this Collective Agreement the Employer may add new classifications and interim pay rates to Appendix “A” but shall advise the Union of same and commence negotiations on pay rates for such new classifications within ten (10) days of receiving a written request from the Union. Failing a settlement within sixty (60) days either party can refer the matter to Arbitration. Such action would not be interpreted as a re-opening of the Collective Agreement.

Article 46 Retroactive Wages

46:01 Retroactive pay adjustments to April 1, **2018**, upon the date of signing of this Agreement, shall apply and be paid to employees **within thirty (30) days** who are in the employ of the Employer on the date of signing if so required.

Article 47 Duration and Notice to Commence Collective Bargaining – Revision and Renewal

- 47:01** This Agreement is effective from and including the date of signing except where otherwise stated and continues in effect up to and including March 31, **2022**. The parties hereto agree that during the period required to negotiate a renewal or renewal and revision of this Agreement, the provisions of this Agreement shall remain in full force and effect.
- 47:02** Not more than ninety (90) calendar days and not less than thirty (30) calendar days preceding the expiry date of this Agreement, either party to the Agreement may, by written notice, inform the other party of its intention to enter into collective bargaining for a renewal or a revision and renewal of the Collective Agreement. The party giving notice agrees to deliver its written proposals to the other party at least thirty (30) days prior to the expiry of this Agreement.
- 47:03** Where a party to this Agreement has given notice, per **47:02**, to the other party, the parties shall, within sixty (60) calendar days commencing from and including the day of receipt of the proposals, meet to commence bargaining.

All time limits in 47:02 and 47:03 may be extended by mutual consent of the parties.

Article 48 Education Courses

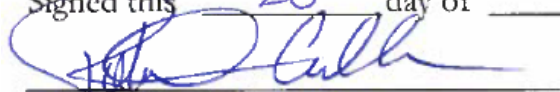
- 48:01** All employees who are required to upgrade or renew or take educational courses, class time and expense of said courses will be paid by the Employer.
- 48:02** Training or Education courses will be for all staff and will be at Management's discretion.

Article 49 Labour Management Committee

- 49:01** A Labour/Management Committee shall be established consisting of two (2) representatives of the Employer and two (2) representatives of the Union. The MGEU Staff Representative may attend and participate at Labour/Management Committee meetings. The Committee shall meet once every three (3) months or by mutual agreement and shall enjoy the support of all parties in the interests of maximum service to the clients and the maintaining of harmonious relations.
- 49:02** The Employer and Union representative shall alternate in presiding over meetings.
- 49:03** The Committee shall not have jurisdiction over wages or any matter of collective bargaining, including the administration of this Collective Agreement. The Committee shall not supersede the activities of any 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 shall have the power only to make recommendations to the Union and the Employer with respect to its discussions and conclusions.

IN WITNESS WHEREOF: The Chairperson of the Board has hereunto set his hand for, and on behalf of COR Enterprises and the President of the Manitoba Government and General Employees' Union has hereunto set his hand for, and on behalf of the Manitoba Government and General Employees' Union.

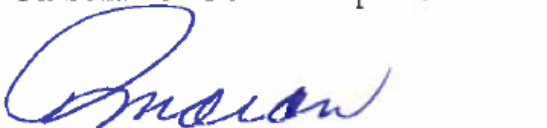
Signed this 28 day of August, 2018.



On behalf of COR Enterprises Inc.



On behalf of Manitoba Government and General Employees' Union



On behalf of COR Enterprises Inc.



On behalf of Manitoba Government and General Employees' Union

Memorandum of Agreement

between

C.O.R. Enterprises Inc.

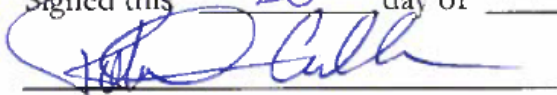
and

Manitoba Government and General Employees' Union

Re: Christmas/New Year Closure

The parties hereto agree that where possible employees may be assigned to work outside the normal work day or work week on a straight time basis, as mutually agreed by the parties hereto, in order to accrue time to be taken during any closure of COR Enterprises Inc., during the Christmas/New Year season. Employer will determine days to be worked and will advise the employees and Union five (5) working days in advance of days to be worked.

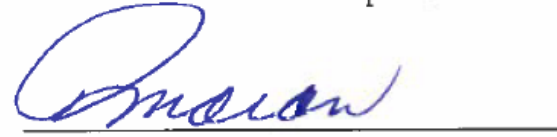
Signed this 28 day of August, 2018.



On behalf of COR Enterprises Inc.



On behalf of Manitoba Government
and General Employees' Union



On behalf of COR Enterprises Inc.



On behalf of Manitoba Government
and General Employees' Union

Memorandum of Agreement

between

C.O.R. Enterprises Inc.

and


Manitoba Government and General Employees' Union


Re: Employee Assistance

The parties agree that if an employee appears to be having problems affecting work performance that the Employer and/or the Union will endeavour to refer the employee to the appropriate resource.

Signed this 28 day of August, 2018.


On behalf of COR Enterprises Inc.


On behalf of Manitoba Government
and General Employees' Union


On behalf of COR Enterprises Inc.


On behalf of Manitoba Government
and General Employees' Union

Memorandum of Agreement

between

C.O.R. Enterprises Inc.

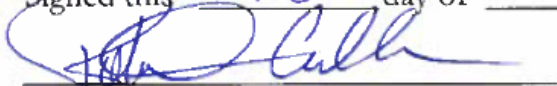
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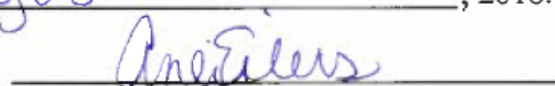
Manitoba Government and General Employees' Union

Re: R.R.S.P.

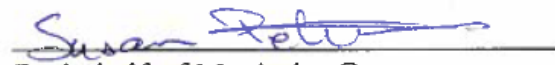
The employer will facilitate payroll deductions for employees who wish to contribute to the group R.R.S.P. at a financial institution of its choice, and following the requirements of the financial institution. It will be open to all employees to sign up, withdraw from, or adjust the amount of his or her contribution on an annual basis; subject to the requirements of the institution.

Signed this 28 day of August, 2018.


On behalf of COR Enterprises Inc.


On behalf of Manitoba Government
and General Employees' Union


On behalf of COR Enterprises Inc.


On behalf of Manitoba Government
and General Employees' Union

Memorandum of Agreement

between

C.O.R. Enterprises Inc.

and

Manitoba Government and General Employees' Union

Re: Shift Premium/Weekend Premium

Shift Premium

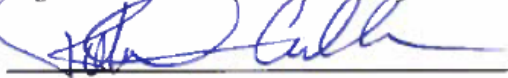
An employee who works a shift where one-half (1/2) or more of the hours are worked between 6:00 p.m. and 6:00 a.m. shall receive a shift premium of six dollars (\$6.00) for the shift, in addition to the employee's regular pay.

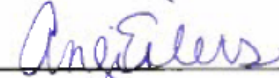
Weekend Premium

An employee shall receive seventy-five cents (\$0.75) per hour premium for all regular hours of work, or portion thereof, on a Saturday or Sunday.


Premiums shall not be included in the calculation of overtime payments, group life insurance, sick leave payments, vacation pay, or any other employee benefits.

Signed this 28 day of August, 2018.


On behalf of COR Enterprises Inc.


On behalf of Manitoba Government
and General Employees' Union


On behalf of COR Enterprises Inc.


On behalf of Manitoba Government
and General Employees' Union

Memorandum of Agreement

between

C.O.R. Enterprises Inc.

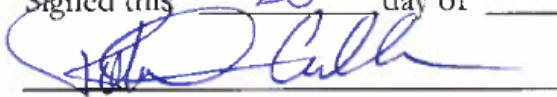
and


Manitoba Government and General Employees' Union


Re: Mileage Expenses

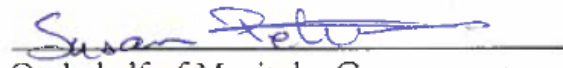
In circumstances in which an employee is required to use his/her own motor vehicle for the purpose of performing the responsibility of his/her job, and is authorized by the employer in advance, the employer will pay **the equivalent to the Provincial mileage rate** per kilometer traveled, calculated from the employer's place of business. It will be the responsibility of the employee to ensure appropriate motor vehicle licensing, insurance and registration is in effect. **Mileage rates are reviewed April 1 and October 1 of each year.**

Signed this 28 day of August, 2018.


On behalf of COR Enterprises Inc.


On behalf of Manitoba Government
and General Employees' Union


On behalf of COR Enterprises Inc.


On behalf of Manitoba Government
and General Employees' Union

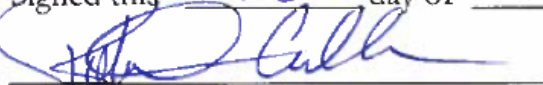
Memorandum of Agreement*between***C.O.R. Enterprises Inc.***and***Manitoba Government and General Employees' Union****Re: Flexible Hours Guidelines**


The parties agree that where it is necessary for employees not covered by Article 31:07 and 31:08 to observe the hours of work other than those specified in Article 31:02 in order to meet the service delivery needs of the customers/clients of the employer, the following guidelines will apply.


- (a) The earliest starting times is 0800 hours and the latest finishing time is 2130 hours and the meal period is 30 minutes inclusive. Where it is necessary for an employee to take the meal break with client(s) then the employee will be reimbursed the time (up to 30 minutes) upon submission of required documentation.
- (b) Employees must work a core period from 1330 hours to 1600 hours.
- (c) Where the employee is not notified regarding working flexible hours five working days in advance of the day for which flexible hours are required, then overtime rates will apply.
- (d) Any employee on staff as of September 1, 1997, shall be free to identify to the employer in advance of the assignment schedule being prepared, six working days in the upcoming biweekly period in which he/she will not be available to work flexible hours.

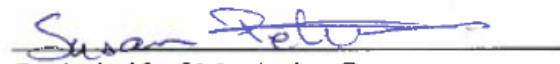
- (e) In the event that all the employees in any classification select the same days for which they are not available to work flexible hours, then preference will be given in order of seniority.
- (f) Item (b) will not apply to part-time employees.
- (g) Flexible hours may be scheduled for the following purposes:
 - (i) To support recreation/leisure programming;
 - (ii) To support learning new job duties and/or to maintain community work sites;
 - (iii) To attend planning meetings and/or medical appointments;
 - (iv) To promote market/fundraising ventures;
 - (v) To provide support and guidance in completion of essential contract work.
- (h) All employees working flexible hours under this Article will work consecutive hours.
- (i) Due to the nature of the job requirements, the **Job Coach** may be required to work flexible hours of work on Saturday and Sunday and shall have two consecutive days of rest.
- (j) Employees may be required to work flexible hours from Monday through Saturday with two (2) consecutive days of rest.

Signed this 28 day of August, 2018.


On behalf of COR Enterprises Inc.


On behalf of Manitoba Government and General Employees' Union


On behalf of COR Enterprises Inc.


On behalf of Manitoba Government and General Employees' Union

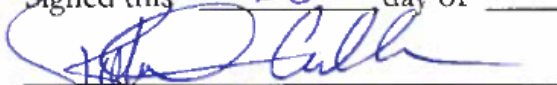
Memorandum of Agreement*between***C.O.R. Enterprises Inc.***and***Manitoba Government and General Employees' Union****Re: Pension Plan**

The parties agree that COR Enterprises Inc. will facilitate payroll deductions for employees to a Registered Pension Plan.

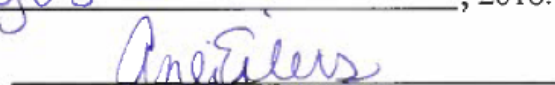
- (a) The carrier for the Registered Pension Plan is Great West Life.
- (b) Employees will contribute three percent (3%) of gross biweekly earnings to be matched by the Employer. This percentage is based on staff wages as of the date of signing and stabilization funds expected from the Province of Manitoba.
- (c) This Memorandum of Agreement will be in place until the end of negotiated contract. The Employer contribution is conditional upon the amount of stabilization dollars received from the Province of Manitoba for pensions. The Employer contributions will be adjusted according to stabilization amounts received for pensions.
- (d) Registered Pension Plan:
 - (i) Compulsory for all permanent employees, full or part-time at twenty (20) hours per week or more.
 - (ii) Eligibility period: At end of six (6) months of continuous service.

- (iii) Employee earnings for contribution purposes: Basic salary only exclusive of overtime and bonuses.
- (iv) Automatically vested.
- (v) Control of Investment: Employee (default instructions).
- (vi) Allow member voluntary contributions and/or transfers from other registered plans.
- (vii) Earliest retirement age is 55. Latest retirement age is seventy-one (71).
- (viii) No contributions during maternity/paternity/parental leave.
- (ix) Fifty-fifty percent (50-50%) employee/Employer contribution ratio at 3% of gross biweekly earnings dependent upon funds available to the Employer from the Province of Manitoba.

Signed this 28 day of August, 2018.



On behalf of COR Enterprises Inc.



On behalf of Manitoba Government and General Employees' Union



On behalf of COR Enterprises Inc.



On behalf of Manitoba Government and General Employees' Union

Information Sheet**COMPENSATION PACKAGE:**

April 1, 2018 0.5% increase

April 1, 2019 0.5% increase

April 1, 2020 0.5% increase

April 1, 2021 0.5% increase

Appendix A

April 1, 2018 to March 31, 2019 (0.5%)

Program Assistant	33,676.36	34,686.66	35,727.26	36,799.08	37,903.05	39,040.21
	1,290.92	1,329.66	1,369.54	1,410.63	1,452.95	1,496.54
	16.14	16.62	17.12	17.64	18.16	18.70
Program Instructors	38,348.74	39,499.20	40,684.18	41,904.71	43,161.85	44,456.80
	1,470.03	1,514.13	1,559.56	1,606.34	1,654.53	1,704.18
	18.37	18.92	19.50	20.08	20.68	21.31
Job Coach	35,020.78	36,071.40	37,153.54	38,268.15	39,416.19	40,598.79
	1,342.46	1,382.74	1,424.22	1,466.95	1,510.95	1,556.28
	16.78	17.29	17.80	18.34	18.88	19.46
Integration Facilitators	15.06	15.52	15.99	16.47	16.96	17.48

April 1, 2019 to March 31, 2020 (0.5%)

Program Assistant	33,844.74	34,860.09	35,905.90	36,983.08	38,092.57	39,235.41
	1,297.37	1,336.31	1,376.39	1,417.68	1,460.21	1,504.02
	16.22	16.70	17.21	17.73	18.25	18.79
Program Instructors	38,540.48	39,696.70	40,887.60	42,114.23	43,377.66	44,679.08
	1,477.38	1,521.70	1,567.36	1,614.37	1,662.80	1,712.70
	18.46	19.01	19.60	20.18	20.78	21.42
Job Coach	35,195.88	36,251.76	37,339.31	38,459.49	39,613.27	40,801.78
	1,349.17	1,389.65	1,431.34	1,474.28	1,518.50	1,564.06
	16.86	17.38	17.89	18.43	18.97	19.56
Integration Facilitators	15.14	15.60	16.07	16.55	17.04	17.57

April 1, 2020 to March 31, 2021 (0.5%)

Program Assistant	34,013.96	35,034.39	36,085.43	37,168.00	38,283.03	39,431.59
	1,303.86	1,342.99	1,383.27	1,424.77	1,467.51	1,511.54
	16.30	16.78	17.30	17.82	18.34	18.88
Program Instructors	38,733.18	39,895.18	41,092.04	42,324.80	43,594.55	44,902.48
	1,484.77	1,529.31	1,575.20	1,622.44	1,671.11	1,721.26
	18.55	19.11	19.70	20.28	20.88	21.53
Job Coach	35,371.86	36,433.02	37,526.01	38,651.79	39,811.34	41,005.79
	1,355.92	1,396.60	1,438.50	1,481.65	1,526.09	1,571.88
	16.94	17.47	17.98	18.52	19.06	19.66
Integration Facilitators	15.22	15.68	16.15	16.63	17.13	17.66

April 1, 2021 to March 31, 2022 (0.5%)

Program Assistant	34,184.03	35,209.56	36,265.86	37,353.84	38,474.45	39,628.75
	1,310.38	1,349.70	1,390.19	1,431.89	1,474.85	1,519.10
	16.38	16.86	17.39	17.91	18.43	18.97
Program Instructors	38,926.85	40,094.66	41,297.50	42,536.42	43,812.52	45,126.99
	1,492.19	1,536.96	1,583.08	1,630.55	1,679.47	1,729.87
	18.64	19.21	19.80	20.38	20.98	21.64
Job Coach	35,548.72	36,615.19	37,713.64	38,845.05	40,010.40	41,210.82
	1,362.70	1,403.58	1,445.69	1,489.06	1,533.72	1,579.74
	17.02	17.56	18.07	18.61	19.16	19.76
Integration Facilitators	15.30	15.76	16.23	16.71	17.22	17.75