

Collective Agreement

between

**Nisichawayasihk Cree Nation
Family and Community Wellness Centre Inc.
Local 358**

and

Manitoba Government and General Employees' Union

April 1, 2015 to March 27, 2020

Table of Contents

Article 1	Duration.....	1
Article 2	Management Rights.....	2
Article 3	Definitions	2
Article 4	Union Recognition.....	2
Article 5	Union Security.....	3
Article 6	Union Business	4
Article 7	Rights of Stewards.....	5
Article 8	No Discrimination	5
Article 9	Probationary Period	6
Article 10	Allocation of Work.....	6
Article 11	Hours of Work.....	7
Article 12	Availability for Work.....	8
Article 13	Overtime	8
Article 14	General Holidays.....	8
Article 15	Vacation.....	9
Article 16	Maternity Leave.....	10
Article 17	Parental Leave	11
Article 18	Bereavement Leave	12
Article 19	Employee Files.....	13
Article 20	Wages and Classifications.....	13
Article 21	Merit Increase.....	14
Article 22	Remoteness Allowance	15
Article 23	Travel Policy.....	18
Article 24	Resignations	18
Article 25	Disciplinary Action.....	19
Article 26	Grievance Procedures.....	20
Article 27	Grievance Arbitration Procedures.....	22
Article 28	Sick Leave and Family Related Leave	23

Article 29 Medical Fitness 24

Article 30 Safety and Health 24

Article 31 Sexual Harassment..... 26

Article 32 Civil Liability 27

Article 33 Labour/Management Committee 27

Article 34 Court Leave 28

Article 35 Seniority 28

Article 36 Contracting Out 30

Article 37 Shift Premium..... 30

Article 38 Lay-off..... 30

Article 39 Compassionate Care Leave..... 31

Appendix “A” - Exclusions..... 33

Memorandum of Understanding 34

 Re: Pro-Rating Factor

Memorandum of Understanding 35

 Re: Benefit Plan

Letter of Intent 36

 Re: Vacation Accrual

Salary Schedule..... 37

 Effective April 1, 2015

 Effective April 2, 2016

 Effective April 1, 2017

 Effective March 31, 2018

 Effective March 30, 2019

 Effective September 27, 2019

*All changes appear in **bold**.

Alphabetical Table of Contents

Article 10	Allocation of Work.....	6
Article 12	Availability for Work.....	8
Article 18	Bereavement Leave	12
Article 32	Civil Liability	27
Article 39	Compassionate Care Leave.....	31
Article 36	Contracting Out	30
Article 34	Court Leave	28
Article 3	Definitions	2
Article 25	Disciplinary Action.....	19
Article 1	Duration.....	1
Article 19	Employee Files	13
Article 14	General Holidays.....	8
Article 27	Grievance Arbitration Procedures.....	22
Article 26	Grievance Procedures.....	20
Article 11	Hours of Work.....	7
Article 33	Labour/Management Committee	27
Article 38	Lay-off.....	30
Article 2	Management Rights.....	2
Article 16	Maternity Leave.....	10
Article 29	Medical Fitness	24
Article 21	Merit Increase.....	14
Article 8	No Discrimination	5
Article 13	Overtime	8
Article 17	Parental Leave	11
Article 9	Probationary Period	6
Article 22	Remoteness Allowance	15
Article 24	Resignations	18
Article 7	Rights of Stewards.....	5

Article 30 Safety and Health 24

Article 35 Seniority 28

Article 31 Sexual Harassment..... 26

Article 37 Shift Premium..... 30

Article 28 Sick Leave and Family Related Leave 23

Article 23 Travel Policy 18

Article 6 Union Business 4

Article 4 Union Recognition 2

Article 5 Union Security 3

Article 15 Vacation..... 9

Article 20 Wages and Classifications..... 13

Appendix “A” Exclusions 33

Memorandum of Understanding 34

 Re: Pro-Rating Factor

Memorandum of Understanding 35

 Re: Benefit Plan

Letter of Intent 36

 Re: Vacation Accrual

Salary Schedule..... 37

 Effective April 1, 2015

 Effective April 2, 2016

 Effective April 1, 2017

 Effective March 31, 2018

 Effective March 30, 2019

 Effective September 27, 2019

*All Changes appear in **bold**.

This Agreement made this 21st day of June, 2016

between

Nisichawayasihk Cree Nation Family and Community Wellness Centre 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 Duration

- 1:01** This Agreement shall be effective **April 1, 2015** and shall continue in full force and effect up to and including **March 27, 2020**. It shall remain in full force and effect from year to year thereafter unless written notice to negotiate a renewal, or revision and renewal is given by either party.
- 1:02** Where either party wishes to negotiate a renewal of this Agreement, the party giving notice agrees to deliver to the other their written proposals at least thirty (30) days prior to the termination of the Agreement. The parties shall, within twenty (20) days following receipt of the written proposals, commence collective bargaining. These time limits may be changed by mutual agreement between the parties hereto. During the period required to negotiate a renewal, or revision and renewal of this Agreement, this Agreement shall remain in full force and effect without change.

Article 2 Management Rights

- 2:01** All the functions, rights, personnel pay practices, powers and authority which the Employer has not specifically abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the Employer.
- 2:02** 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 3 Definitions

- 3:01** “Employee” means a person employed in a position in the bargaining unit.
- 3:02** “Full-time Employee” means an employee whose work follows an ongoing, predetermined schedule of work on a recurring basis (eighty [80] hours in a two [2] week period).
- 3:03** “Part-time Employee” means an employee who normally works less than the full normal, daily, weekly or monthly hours, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis. There is no guarantee that shift preferences will be accommodated by the Employer.
- 3:04** “Casual Employee” means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis. Notwithstanding the foregoing, casual employees may be employed for a short duration to replace employees who are absent for any reason. There is no obligation for the Employer to offer work or for the employee to accept work.

Article 4 Union Recognition

- 4:01** The Employer recognizes the Union as the sole and exclusive bargaining agent for all employees who are employed under this Agreement.

4:02 It is agreed by both parties that during the term of this Agreement there shall be no strikes, lockouts, stoppage of work or slowdown and that all disputes and grievances shall be settled in accordance with the procedures set forth in Articles 26 and 27 thereof.

Article 5 Union Security

5:01 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 bi-weekly membership dues determined by the Union. For new employees, the payroll deduction of the amount as set out above shall become effective on the first day of the bi-weekly pay period, following the date the employee is covered under the terms of this Agreement.

5:02 The Employer shall forward to the Union the amount of the dues deducted under Article 5:01 above on a monthly basis per each applicable bi-weekly pay period.

5:03 The Employer shall provide the Union on a monthly basis per each applicable bi-weekly pay period, the name of the employees from whose wages, dues have been deducted showing opposite each employee's name, the amount of dues deducted for that employee.

5:04 The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Employer.

5:05 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 job title or classification of each employee;
- (c) The current rate of pay of each employee.

Article 6 Union Business

- 6:01** Leave of absence without loss of pay to attend to Union business or collective bargaining may be granted to employees under the following conditions:
- (a) Requests for leave shall be made in writing by the Union by providing the employee with a letter of request. The employee shall submit the letter to the employee's immediate Supervisor who shall forward the request to the Employer for approval. The Union will also provide a copy of the written request to the Director of Human Resources or designate;
 - (b) Requests for leave shall be made with reasonable advance notice but not less than ten (10) working days and shall be granted only where operational requirements permit and the needs of the client are met. Where special or unusual circumstances prevent compliance with the ten (10) working days' notice, the request shall be considered and shall not be unreasonably denied.
- 6:02** Where a leave of absence has been granted under this Article the Union shall reimburse the Employer one hundred percent (100%) of the wages paid to such employees during the approved absences plus benefit costs according to the employee's previously scheduled hours with the time recorded as service for all benefits.
- 6:03** For time spent with Employer representatives during collective bargaining, the Union will be allowed to have no more than one (1) employee present at each bargaining session on a leave without loss of pay basis.
- 6:04** Prior to the commencement of negotiations, the Union shall supply the Employer with a list of employee representative for the purpose of collective bargaining. Dependent upon operational requirements requested leave for such employee shall not be unreasonably denied.

- 6:05** Subject to the mutual agreement of the parties, the total number of employees referred to in Article 6:03 may be changed provided any additional employees are on a leave without loss of pay and subject to wage recovery as provided for in Article 6:02.
- 6:06** Scheduled shifts will not be altered, rearranged or not provided, so as to release the employee from receiving wages when in negotiations. The pay received shall be the actual pay the employee would have earned had the employee worked.
- 6:07** The Union agrees to provide the Employer with a current list of stewards and authorized representatives and to notify the Employer in writing within fourteen (14) days of any change or changes in Union representation.
- 6:08** The Employer agrees to allow the Union use of space on existing bulletin boards for the purpose of posting official Union information relating to business affairs, meetings and social events. The Employer or designate shall have the right to refuse to post or remove the posting of any information.

Article 7 Rights of Stewards

- 7:01** “Steward” means an employee elected or appointed by the Union who is authorized to represent the Union, an employee, or both.
- 7:02** The Steward and employees shall not conduct Union business during their working time or on work premises.
- 7:03** Notwithstanding Article 7:02, where it is necessary for a Steward to attend a grievance hearing during work hours, the Steward shall first obtain permission from the Employer. Such permission shall not be unreasonably denied.

Article 8 No Discrimination

- 8:01** The parties hereto agree that there shall be no discrimination, harassment, coercion or interference exercised or practiced with respect to any employee

by reason of age, sex, marital status, race, creed, colour, ethnic or national origin, political or religious affiliation, sexual orientation, membership in the Union or activities in the Union.

Article 9 Probationary Period

- 9:01** All new employees shall be on probation for five hundred twenty (520) regular hours worked from the date of the commencement of employment.
- 9:02** An employee who is rejected during the initial probation period may grieve the rejection at Step 2 of the grievance procedure within fifteen (15) working days from the date the employee received notice of the rejection. The Chief Executive Officer or designate shall hold a hearing to discuss the grievance with the employee. The employee has the option to have a representative present. The decision at Step 2 shall be final for such grievance.
- 9:03** Subject to Article 9:02, the rejection on probation of an employee is not arbitrable.

Article 10 Allocation of Work

- 10:01** An employee who wants to work additional hours beyond their present shift shall notify their Supervisor in writing specifying their availability and their name shall be placed on the Additional Hours List maintained by the Supervisor.
- 10:02** Additional hours shifts will be offered to employees based on availability and in order of seniority. Additional shifts will first be offered to Part-time employees who have not been scheduled for forty (40) hours followed by casual workers. If neither are available or if the available Part-time and casual employees have been scheduled for forty (40) hours then Full-time employees may be utilized.
- 10:03** The Employer or Supervisor may require employees under his or her authority to work beyond their normal hours.

Article 11 Hours of Work

- 11:01** The daily hours of work for employees shall be eight (8) hours.
- 11:02** Daily hours of work shall be consecutive, inclusive of rest and meal period.
- 11:03** A meal period shall be one (1) thirty (30) minutes, paid, as scheduled by the Employer. The employee shall be expected to respond to work related duties when necessary.
- 11:04** Two (2) rest periods of fifteen (15) minutes duration shall be scheduled by the Employer during each eight (8) hour shift.
- 11:05** Except in emergencies or circumstances beyond the control of the Employer shift schedules will observe the following:
- (a) All full-time employees will receive four (4) days off for every ten (10) days of work scheduled.
 - (b) No employee shall be scheduled to work more than eight (8) consecutive days.
- 11:06** The authority for scheduling hours shall rest with the Employer. The Employer shall endeavour to post shift schedules two (2) weeks in advance of the commencement of the first scheduled shift in the month.
- 11:07** Requests for changes in shift schedules or requests for specific days off will be submitted in writing to the supervisor or designate at least two (2) weeks prior to the posting of the shift schedule and any request for an exchange of shifts between employees must contain the signatures of all affected employees. Where permission is granted by the Employer for a change in shift schedule it shall not result in any increased cost to the Employer (i.e.: overtime).
- 11:08** Where the nature of the work, exigencies of the service or operational requirements are such that the hours of work need to be varied, the Employer may set different hours subject to consultation with the employee and the Union.

Article 12 Availability for Work

- 12:01** There is no obligation for the Employer to offer work to a part-time or casual employee or for a part-time or casual employee to accept work that is offered.
- 12:02** An employee who has not worked for a period of forty-five (45) calendar days may be terminated at the sole discretion of the Employer.

Article 13 Overtime

- 13:01** A regular shift is up to eight (8) hours.
- 13:02** An employee required to work in excess of eight (8) hours per day shall be paid the rate of one and one-half times (1½x) their regular rate of pay for all overtime worked. A day is considered to start and end at 7:00 a.m.
- 13:03** An employee required to work in excess of forty (40) hours in a week shall be paid the rate of one and one-half times (1½x) their regular rate of pay for all overtime worked.
- 13:04** There shall be no pyramiding of overtime hours and therefore overtime shall be compensated for only once either under Article 13:02 or 13:03.
- 13:05** Overtime worked in accordance with this Article shall be paid out in the applicable pay period.

Article 14 General Holidays

- 14:01** The following days are general holidays:

New Year's Day	Canada Day
Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day
Easter Sunday	Christmas Day
Victoria Day	Boxing Day

Any other holiday proclaimed by Federal or Provincial Statute.

- 14:02** An employee is eligible for holiday pay in relation to a general holiday unless:
- (a) The employee is absent on his or her first scheduled workday before or after the holiday without the employer's consent; or
 - (b) The holiday falls on a day that would normally be a workday for the employee and the employee:
 - (i) Is required or scheduled to work on the holiday, and
 - (ii) Is absent on that day without the employer's consent.
- 14:03** For the purpose of Article 14:02, the Employer is deemed to have consented to the absence of an employee if the employee is absent:
- (a) On a leave to which he or she is entitled or which he or she has been given by the Employer; or
 - (b) Because he or she is ill.
- 14:04** An eligible employee's holiday pay is five percent (5%) of the employee's total wages, excluding overtime wages, for the four-week period immediately preceding the bi-weekly pay period which includes the holiday.
- 14:05** An employee who works on a general holiday is entitled to be paid:
- (a) For the hours worked at the overtime rate; and
 - (b) Holiday pay for that day provided the employee is eligible for holiday pay.

Article 15 Vacation

- 15:01** The vacation year is April 1 to March 31 of the following year.
- 15:02** An employee who has completed less than one (1) year's continuous employment as of March 31 will be granted vacation leave without pay based on a percentage of the regular hours worked in the new vacation year.
- 15:03** An employee is entitled to an annual vacation leave without pay of:

- (a) Ten (10) days commencing after the first year of employment.
- (b) Fifteen (15) days commencing after the fifth year of employment and each calendar year of employment after that year.

- 15:04** An employee who has completed four (4) calendar years or less of employment shall earn on a biweekly basis four percent (4%) of the wages that the employee earned in the applicable bi-weekly pay period.
- 15:05** An employee who has completed five (5) calendar years or more of service shall earn on a biweekly basis six percent (6%) of the wages that the employee earned in the applicable bi-weekly pay period.
- 15:06** For purposes of Article 15:03 and 15:04, “wages” does not include overtime wages, any wages paid to the employee under the Employment Standard Code as termination pay and any vacation allowance.
- 15:07** The annual vacation referred to in Article 15:02 and 15:03 does not include a general holiday that falls on a day during the employee’s vacation and that the employee is entitled.
- 15:08** Where operational requirements permit, employees shall be eligible to request in writing and take vacation upon approval of the Employer. Such leave shall be unpaid and shall be recorded as an approved leave of absence without pay for vacation purposes.

Article 16 Maternity Leave

- 16:01** A pregnant employee must have completed at least seven (7) consecutive months of employment to be eligible for maternity leave.
- 16:02** The employee must give the Employer not less than four (4) weeks written notice of the date she will start her maternity leave.
- 16:03** The employee must provide the Employer with a medical certificate from a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of delivery.

- 16:04** An employee who qualifies is entitled to the following maternity leave without pay consisting of:
- (a) A period not exceeding seventeen (17) weeks if the date of delivery is on or before the date estimated in a medical certificate;
 - (b) A period of seventeen (17) weeks plus an additional period equal to the time between the date of delivery specified in the certificate mentioned in Article 16:03 and the actual date of delivery, if delivery occurs after the date mentioned in the certificate.

The Employer may vary the length of maternity leave upon proper certification by the attending physician.

- 16:05** Sections 52 through 57.1 inclusive of the Employment Standards Code respecting maternity leave shall apply “mutatis mutandis”.
- 16:06** During the period of maternity leave benefits will not accrue. However, the period of maternity leave will count as service towards eligibility for vacation entitlement on a pro-rated basis. For calculation purposes the period of maternity leave shall not exceed seventeen (17) weeks.

Article 17 Parental Leave

- 17:01** In order to qualify for parental leave, an employee must:
- (a) Be the natural mother of a child; or
 - (b) Be the natural father of a child or he must assume actual care and custody of his newborn child; or
 - (c) Adopt a child under the law of a province.
- 17:02** An employee who qualifies under Article 17:01 must:
- (a) Have completed seven (7) continuous months of employment; and

(b) Submit to the Employer an application in writing for parental leave at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence the leave.

17:03 An employee who qualifies in accordance with Article 17:01 and 17:02 is entitled to parental leave without pay for a continuous period of up to thirty-seven (37) weeks.

17:04 Subject to Article 17:05, parental leave must commence no later than the first anniversary date of the birth or adoption of the child or the date on which the child comes into the actual care and custody of the employee.

17:05 Where an employee takes parental leave in addition to maternity leave, the employee must commence the parental leave immediately on expiry of the maternity leave without a return to work unless otherwise approved by the Employer.

Article 18 Bereavement Leave

18:01 An employee shall be entitled to bereavement leave of three (3) consecutive scheduled shifts with pay in the event of the death of a member of the employee's immediate family.

18:02 An employee shall be entitled to additional bereavement leave up to a maximum of one (1) scheduled shift without loss of salary for the purpose of attending a funeral at a distance.

18:03 For the purpose of granting bereavement leave, immediate family is defined as father, mother, brother, sister, spouse, child or ward of the employee, or relative permanently residing in the employee's household or with whom the employee permanently resides.

18:04 An employee shall be entitled to one (1) scheduled shift leave with pay to attend the funeral of an employee's father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild or grandparent.

- 18:05** The calculation of bereavement leave shall be based on the pro-rating formula contained in the attached Memorandum of Agreement.
- 18:06** Should an employee be required by the Employer to give satisfactory proof with respect thereto, the employee shall be obligated to do so in order to establish proper qualification for bereavement leave.

Article 19 Employee Files

- 19:01** Upon the written request to the Employer, the personnel file shall be made available for the employee's full examination. Such examination shall be in the presence of a representative of the Employer. The employee has the option to have a representative present.
- 19:02** An employee may request a copy of specific documents on the employee's personnel file. This provision shall not be unreasonably requested or denied.

Article 20 Wages and Classifications

- 20:01** Wage increases will be effective for DSW 3 and 4:

April 1, 2015	1%	General Wage Increase
April 2, 2016	1%	General Wage Increase
April 1, 2017	2%	General Wage Increase
March 31, 2018	2%	General Wage Increase
March 30, 2019	1%	General Wage Increase
September 27, 2019	1%	General Wage Increase

- 20:02** It is understood that any changes in the Manitoba Employment Standards Legislation with respect to increases in minimum wage will be applied to this wage scale.

Article 21 Merit Increase

- 21:01** A merit increase may be granted in recognition of satisfactory performance on the employee's anniversary date.
- 21:02** An employee will have an anniversary date for each classification that they work.
- 21:03** The anniversary date for each classification will be established as the first of the month which follows the date on which the employee is slotted or appointed into the pay grid for that classification.
- 21:04** Where the pay range for an employee's classification permits, an employee shall be eligible for a merit increase in that classification twelve (12) months from the employee's anniversary date for that classification provided the employee has accumulated nine hundred sixty (960) regular hours of work in that classification during that twelve (12) month period.
- 21:05** Accumulation of hours worked towards a merit increase will commence from the anniversary date.
- 21:06** When an employee receives a merit increase in a classification, the accumulation of the next nine hundred sixty (960) regular hours towards a merit increase begins at zero (0) from the anniversary date or the first of the month following the date on which the employee received the merit increase.
- 21:07** An employee who works nine hundred sixty (960) regular hours in each of one (1) or more classifications in twelve (12) months will be eligible for a merit increase in each classification that the employee accumulated nine hundred sixty (960) regular hours.
- 21:08** The effective date for an employee's merit increase shall be the first day of the bi-weekly pay period which includes the employee's anniversary date.
- 21:09** If an employee has not accumulated nine hundred sixty (960) regular hours during the twelve (12) month period and as a result has not received a merit increase, the employee is eligible for a merit increase on the first day of the bi-

weekly period in which the employee accumulates nine hundred sixty (960) hours. The employee's anniversary date would then change to the first of the month which follows the date of the merit increase.

- 21:10** Where a merit increase is not granted to an employee on the employee's anniversary date:
- (a) 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 merit increase shall be the first of day of the bi-weekly pay period which includes the subsequent monthly anniversary date referred to;
 - (c) 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 Article 21:08(b).

Article 22 Remoteness Allowance

- 22:01** Remoteness allowances shall be paid to employees subject to the eligibility criteria and conditions stated in this Article.
- 22:02** Eligibility claim: A notarized eligibility claim, in a standard format to be determined by the Employer in accordance with the provisions of this Article for the payment of dependant's or single rate of allowances shall be submitted to the Employer when first requesting the allowance, and renewed not less frequently than annually thereafter, normally prior to the fiscal year or where any change in dependants claimed arises.
- 22:03** Single or dependant's allowance: subject to Article 22:05, the single allowance will be paid to employees that have established a residence and maintain a home in a location designated as a remote location and who are eligible for the payment of a remoteness allowance. Claims for dependant's allowance

will be subject to Article 22:04 and 22:05 and to the following criteria and conditions:

The employee shall be supporting one (1) or more dependants where a dependant includes:

- (a) Marital partner living with and dependant on the employee for main and continuing support;
- (b) An unmarried child under eighteen (18) years of age;
- (c) An unmarried child over eighteen (18) years but under twenty-one (21) years if in full time attendance at school or university or similar educational institution;
- (d) An unmarried child of any age if physically incapable or mentally disabled, provided such a child is dependant on the employee for support.

22:04 There is a presumption of marriage evidenced by cohabitation. If a marriage contract is not in existence, a common law arrangement between the marital partners must have been in existence for at least one (1) year prior to the application for dependant's rate.

22:05 Where both marital partners are employees of Nisichewayasihk Cree Nations Family and Community Wellness Centre Inc., but subject to Article 22:06 that follows, the dependant rate shall be paid to one (1) partner only and the other partner will not receive either the dependant or single rate of remoteness allowance.

22:06 Where both marital partners are employees of Nisichewayasihk Cree Nations Family and Community Wellness Centre Inc., the dependant rate will be paid to the regular employee, if the other partner is casual or the first employee to be hired on a regular basis, otherwise to the first employee hired. Where specially requested by both employees in writing, the dependant's rate may be divided and equal amounts (to the nearest cent) paid to each employee.

22:07 Locations and Residence

The remoteness allowance applicable to the location at which the employee has established the employee's residence and maintains a family home is normally that which prevails; since the residence would be within normal daily travel distance to the employee's headquarters. Where there is doubt as to whether the employee's residence is established in relation to the employee's headquarters the location for remoteness allowance shall be determined by the Supervisor. Where there is no community in relation to which the employee has a residence, for which an allowance can be established, the nearest community to the designated employee's workplace shall be considered to be the location for the allowance.

22:08 Hourly Rated Allowance

Remoteness allowances are to be determined separately from hourly wage rates. Remoteness allowances will be pro-rated based on the number of hours an employee works in a bi-weekly period with eighty (80) hours representing one hundred per cent (100%) of a bi-weekly period.

22:09 Limitations

The remoteness allowances for the various communities, for single or dependant's as indicated, represent a maximum bi-weekly allowance relative to paid employment. They are payable during paid holidays taken during continued employment. They are not payable during periods of absence without pay. They are not included as part of regular earnings.

22:10 Rates

The bi-weekly remoteness allowances relative to each location at single and dependant rates are attached. Communities in an eligible area for which no allowance has been established may be added to the list in accordance with the government formula.

The bi-weekly remoteness allowance will increase in accordance with the rates in the Government Employees' Master Agreement (GEMA).

22:11 Bi-Weekly Remoteness Allowance

	<u>Dependent</u>	<u>Single</u>
Effective March 21, 2015	\$172.28	\$121.40
Effective March 19, 2016	\$176.24	\$123.83
Effective April 1, 2017	\$179.76	\$126.31
Effective March 31, 2018	\$181.56	\$127.57
Effective Sept 29, 2018	\$183.38	\$128.85

Article 23 Travel Policy

23:01 Where eligible and authorized as part of a shift and where the employee uses a privately owned vehicle, the Employer shall reimburse the employee for distance travelled:

- (a) Greater than fifteen (15) kilometres from the employee's residence to the first shift of the day;
- (b) Greater than fifteen (15) kilometres from the last shift of the day to the employee's residence;
- (c) The shortest route between consecutive and contiguous shifts in a day.

23:02 For employees who work in a region other than the region in which they reside, the paid distance to the first shift shall begin fifteen (15) kilometres inside the assignment region and end at the assignment location. The paid distance from the last shift will begin fifteen (15) kilometres from the assignment location and end at the assignment region boundary.

23:03 Subject to Article 23:01 the distance rate will be reimbursed in accordance with the rates in the Government Employees Master Agreement.

Article 24 Resignations

24:01 Employees wishing to resign shall provide the Employer with a written notice of resignation which shall specify the last day upon which an employee will be available for work.

- 24:02** The effective date of a resignation shall be the last day upon which an employee is present at work and performs the employee's regular duties.
- 24:03** Employees shall give written notice of resignation at least two (2) weeks prior to the date on which the resignation is to be effective. Notice of resignation shorter than the required two (2) weeks may only be given with the approval of the Employer.
- 24:04** Where an employee is absent without leave for five (5) consecutive scheduled shifts, the employee shall be considered to have abandoned the employee's position and shall be deemed to have resigned without notice on the last day of which the employee was present at work and performed the employee's regular duties.

Article 25 Disciplinary Action

- 25:01** Each employee shall observe standards of behaviour consistent with the employee's function as an employee of the NCN Family and Community Wellness Centre Inc., and in compliance with the terms of this Agreement.
- 25:02** An employee shall only be disciplined for "just cause."
- 25:03** 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 Union representative present.
- 25:04** Where disciplinary action has been taken the employee shall be advised in writing of the disciplinary action.
- 25:05** An employee may grieve disciplinary action in accordance with the grievance procedures.
- 25:06** No notice or pay in lieu thereof is required where an employee is dismissed.

Article 26 Grievance Procedures

- 26:01** 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.
- 26:02** It is mutually agreed that an effort shall be made to resolve complaints through discussion before a written grievance is initiated. The aggrieved employee shall have the right to have a representative present at such a discussion.
- 26:03** A “grievance” is defined as a complaint in writing concerning:
- (a) The application, interpretation, or alleged violation of an Article of this Agreement or a signed Memorandum of Agreement between the parties;
 - (b) The dismissal, suspension, demotion, or written reprimand of an employee.

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

- 26:04** Notwithstanding Article 26:03, any employee may complain or grieve on any unsatisfactory working condition up to and including Step 2 of the grievance procedure. The decision at Step 2 shall be final for such grievances.
- 26:05** An employee has the right to representation by a Union representative at any step of the grievance procedure.
- 26:06** **Step 1**
- (a) Within twenty (20) working days after the date upon which the employee was notified orally or in writing, or on which the employee first became aware of the action or circumstances giving rise to the grievance, the employee shall present the grievance with the redress requested to the Director of Operations or designate;
 - (b) The Director of Operations or designate shall sign for receipt of the grievance and if the nature of the grievance is such that the or designate

is authorized to deal with it, the Director of Operations or designate shall issue a decision in writing to the employee and to the Union within fifteen (15) working days;

- (c) If the nature of the grievance is such that a decision cannot be given below a particular level of authority, the Director of Operations or designate shall forward the grievance to the appropriate authority and so inform the employee and the Union.

26:07 Step 2

- (a) If the grievance is not resolved satisfactorily at Step 1, the employee shall submit the same grievance and the redress requested to the Chief Executive Officer or designate within fifteen (15) working days of the receipt of the decision at Step 1;
- (b) The Chief Executive Officer or designate shall sign for receipt of the grievance and issue a decision in writing to the employee and to the Union within fifteen (15) working days of receipt of the grievance;
- (c) The Chief Executive Officer or designate may hold a hearing to discuss the grievance with the employee and the employee's Union representative before giving a decision on the grievance.

26:08 Step 3

- (a) A decision of the Chief Executive Officer or designate may be submitted to arbitration depending upon the nature of the grievance and providing the category of the grievance is such as is defined in Article 26:03. The decision of the arbitration board shall be final and binding for all such grievances. Union approval is required to submit any grievance to arbitration.

26:09 This Article is limited to grievances related to events that occurred on or after the date of signing of this Agreement.

Article 27 Grievance Arbitration Procedures

- 27:01** When a party desires that a grievance be submitted to arbitration, that party shall notify the other party in writing within twenty (20) working days of the decision handed down at Step 2 that they desire to go to arbitration. Where the party initiating the arbitration proceedings wishes to request arbitration by a single arbitrator, the notice referred to above shall so state:
- (a) Where the party who receives the notice accepts the request for a single arbitrator the parties will attempt to reach agreement on the selection of a single arbitrator within ten (10) working days;
 - (b) 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 of receiving the notice, the party initiating the arbitration proceedings shall notify the other party in writing of their appointee to the Arbitration Board. The other party shall, within ten (10) working days of the receipt of the notice, provide written notice of their appointee. The members of the arbitration board shall, within ten (10) working days of the appointment of the second of them, appoint a third member who shall be the Chairperson;
 - (c) 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.
- 27:02** Any of the time limits referred to above may be extended by mutual agreement of the parties.
- 27:03** The Arbitrator shall not have the power to add to, subtract from or modify or alter in any way the provisions of this Agreement or any signed Memorandum of Agreement between the parties.

Article 28 Sick Leave and Family Related Leave

- 28:01** Sick leave means the period of time an employee is unable to complete a previously scheduled shift by virtue of being sick or disabled or under the examination or treatment of a physician or dentist. Sick leave shall only be taken if the employee was previously scheduled to work and applies only to full-time employees.
- 28:02** **Sick Leave and Family Related Leave**
- (a)** Full-time employees as defined in Article 3:02 will be credited with a total of six (6) days of sick leave/family related leave, with pay, on April 1 of each year commencing April 1, 2016.
 - (b)** These days may be used if an employee is required to be absent due to illness or to attend to family related responsibilities.
 - (c)** For the purpose of determine eligibility for use of family related leave, the following criteria will apply:
 - (i)** The family responsibilities must be real, immediate and unavoidable and necessitate the employee's absence from work;
 - (ii)** The family responsibilities of the employee could not reasonably be accommodated by some other person or in some other way or at some other time;
 - (iii)** The amount of leave is intended to cover the period until appropriate alternative arrangements can be made.
- 28:03** Proof of Illness: An employee may be required by the Employer to produce a certificate satisfactory to the Employer from a duly qualified medical practitioner or dentist, for any illness of three (3) working days or less, certifying that such employee is unable to carry out the employee's duties due to illness, and shall produce a certificate from a duly qualified medical practitioner or dentist for any illness in excess of three (3) working days.

Article 29 Medical Fitness

- 29:01** An employee may be required by the Employer to have a medical examination, either physical or psychiatric, from a duly qualified medical practitioner acceptable to or appointed by the Employer.
- 29:02** The Employer shall pay the cost of the medical examination if Manitoba Health does not cover the cost.

Article 30 Safety and Health

- 30:01** The Employer and the Union recognize that safety, accident prevention and preservation of health are of primary importance in all of Nisichawayasihk Cree Nation Family and Community Wellness Centre Inc. operations and that these activities require the combined efforts of the Employer, employees and the Union.
- (a) The Employer shall ensure so far as is reasonably practicable the safety, health and welfare at work of all the employees; and
- (b) Every employee shall take all reasonable precautions and follow all reasonable safety rules, practices and procedures in order to protect the employees' safety and health and safety and health of any other persons who may be affected by the employees' acts or omissions at work.
- 30:02** The Employer will provide its employees with safe working conditions, equipment and materials and will ensure that all reasonable precautions are taken.
- 30:03** The Union will make every effort to obtain the co-operation of each employee within the bargaining unit in the observation of all reasonable safety rules, practices and procedures.
- 30:04** The parties recognize the importance of establishing a Workplace Safety and Health Committee to enhance the ability of employees and the Employer to resolve health and safety concerns.

- 30:05** The Workplace Safety and Health Committee shall be made up of not less than a total of four (4) persons of whom at least one-half ($\frac{1}{2}$) shall be employees and normally they shall meet not less than once in each calendar quarter.
- 30:06** The objectives of the Workplace Safety and Health Committee includes:
- (a) Assisting employees to identify, record, examine, evaluate and resolve health and safety concerns in the workplace;
 - (b) Developing protocol 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.
- 30:07** Where an employee has reason to believe, and does believe, that a condition exists that places the employee's health and safety at risk, the employee shall report that condition to the employee's Supervisor.
- 30:08** An employee may refuse to perform work at a workplace where he has reasonable grounds to believe and does believe that the particular work is dangerous to the employee's safety or health, or the safety and health of another employee or any other person.
- 30:09** Where the employee refuses to work because the employee believes that the condition is a risk:
- (a) The safety of the client shall not be jeopardized;
 - (b) The employee must be available to perform other shifts.
- 30:10** In accordance with the stated objectives found in Article 30:06, the Employer shall allow each member of the Workplace Safety and Health Committee to take educational leave for a period of two (2) normal working days to a maximum of sixteen (16) hours each year without loss of pay or other benefits for the purposes of attending workplace safety and health training

seminars, provided by the Union or others as approved by the Workplace Safety and Health Committee.

Article 31 Sexual Harassment

- 31:01** The parties recognize that the problem of sexual harassment may exist. However, the parties agree that sexual harassment will not be tolerated in the workplace or in connection with the workplace.
- 31:02** Where an employee is of the opinion that the employee has been or is being sexually harassed by another employee, the employee may forward a written complaint directly to the Director of Operations. Where that is not possible, the complaint may be forwarded to the Supervisor or designate. The complaint shall be marked "Personal and Confidential".
- 31:03** The Director of Operations or designate will endeavour to resolve the matter in an expeditious and confidential manner.
- 31:04** The alleged offender shall be entitled to notice of the complaint and shall be given the opportunity to respond to the complaint.
- 31:05** The Director of Operations or designate, after investigating the complaint, shall have the authority to:
- (a) Dismiss the complaint; or
 - (b) Determine the appropriate discipline; and/or
 - (c) Take any action which in the Director of Operations or designate's opinion may be necessary.
- 31:06** Where the Director of Operations or designate determines that a complaint has been made for frivolous, or vindictive reasons, the Director of Operations or designate shall have the authority to:
- (a) Take disciplinary action against the complainant; and/or

- (b) Take any action against the complainant which in the Director of Operations or designate's opinion, may be necessary.

Article 32 Civil Liability

32:01 If an action or proceeding is brought against any employee covered by this Agreement for an alleged tort committed by such employee in the performance of their duties, then:

- (a) The employee, upon being served with any legal process, or upon receipt of any action or proceeding as herein before referred to, being commenced against the employee shall advise the Employer of any such notification or legal process;
- (b) The Employer shall pay any damages or costs awarded 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 provided the conduct of the employee which gave rise to the action did not constitute gross negligence of the employee's duty as an employee;
- (d) Upon the employee notifying the Employer in accordance with paragraph (a) above, the Employer and the employee shall forthwith meet and appoint counsel that is mutually agreeable to both parties. Should the parties be unable to agree on counsel that is satisfactory to both, then the Employer shall unilaterally appoint counsel. The Employer accepts full responsibility for the conduct of the action and the employee agrees to co-operate fully with appointed counsel.

Article 33 Labour/Management Committee

33:01 A joint consultation Labour/Management Committee will be established. The Labour/Management Committee shall consist of an equal number of representatives but no more than two (2) representatives of the Employer and

two (2) representatives of the Union. The Labour/Management Committee shall meet at the request of either party for the purpose of discussing matters of mutual concern, and which either party considers appropriate for discussion by the Labour/Management Committee.

- 33:02** The Labour/Management Committee may make recommendations to the Union and the Employer with respect to its discussion and conclusions, but it shall not have jurisdiction over wages, or any matter of collective bargaining including the administration of this Agreement. The Labour/Management Committee does not have the power to bind either the Union or its members or the Employer to its decisions or conclusions.
- 33:03** Employees will not be paid to attend Labour/Management Committee meetings.

Article 34 Court Leave

- 34:01** An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding shall be granted a leave of absence without pay for the required period.

Article 35 Seniority

- 35:01** “Seniority” means the length of service with the NCN Family and Community Wellness Centre Inc. as defined in this Article provided such service has not been broken by termination of the employee.
- 35:02** Seniority shall include only the following:
- (a) Accumulated service;
 - (b) Periods of maternity leave and/or parental leave and/or compassionate care leave;
 - (c) Periods of adoptive parent leave

- (d) Any other approved leaves without pay to a maximum accumulation of one hundred sixty (160) hours in a calendar year.

35:03 An employee will lose all seniority when the employee:

- (a) Resigns;
- (b) Retires;
- (c) Is dismissed and not reinstated;
- (d) Dies;
- (e) Is permanently laid-off.

35:04 Seniority lists will be prepared for employees by order of seniority in two (2) separate lists:

- (a) Full-time employees;
- (b) Part-time employees.

The Employer will provide the Union with a seniority list every six (6) months.

35:05 Shift distribution for additional shifts shall be provided in accordance with seniority. In determining priority for additional shift assignment, the following shall apply:

- (a) Part-time employees who want additional shifts shall notify the employer in writing;
- (b) Part-time employees shall be utilized before casuals;
- (c) The Employer shall not incur any overtime costs as a result of this arrangement.

Article 36 Contracting Out

36:01 The Employer will give all reasonable consideration to employment in the Nisichawayasihk Cree Nation Family and Community Wellness Centre, Inc., for Direct Service Workers who would otherwise become redundant due to contracting out.

Article 37 Shift Premium

37:01 A shift premium shall be paid to all employees for all regular hours worked on the midnight shift (i.e. 11:00 p.m. to 7:00 a.m.). Shift premium is:

- (a) Effective June 21, 2016 – sixty cents (60¢) per hour;**
- (b) Effective April 1, 2017 – sixty-five cents (65¢) per hour;**
- (c) Effective March 31, 2018 – seventy cents (70¢) per hour;**
- (d) Effective March 30, 2019 – seventy-five cents (75¢) per hour.**

37:02 A weekend premium shall be paid to all employees for all regular hours worked on a weekend (Saturday and Sunday). Weekend premium is:

- (a) Effective June 21, 2016 – thirty cents (30¢) per hour;**
- (b) Effective April 1, 2017 – thirty-two cents (32¢) per hour;**
- (c) Effective March 31, 2018 – thirty-five cents (35¢) per hour;**
- (d) Effective March 30, 2019 – thirty-seven cents (37¢) per hour.**

Article 38 Lay-off

38:01 Employees shall be eligible for notice or pay in lieu of notice in lay-off or termination circumstances in accordance with the Employment Standards Code.

38:02 Layoffs shall be on the basis of seniority within a classification beginning with the most junior employee in that classification.

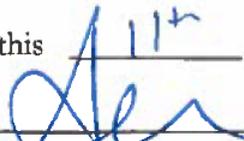
- 38:03** To be eligible for recall, employees must file their name and phone number with the Employer at the time of layoff. Employees must also notify the Employer of any change of address or phone number during the period of layoff.
- 38:04** Employees laid off shall be placed on a re-call list, with a copy provided to the Union, and shall be called back to work as required
- 38:05** No new employees shall be hired until those employees who are on the recall list have been given an opportunity for recall. Employees who are placed on the recall list shall be called back in reverse order of lay-off to the position they formerly held prior to layoff or to some other position with a lower classification for which they possess the qualifications, ability and prior work performance sufficient to perform the required duties of the position.
- 38:06** Employees shall be recalled by phone and recall notice shall be confirmed by registered mail to the employee. The employee must be prepared to begin work as of the date required by the Employer or such other date as maybe agreed upon between the employee and the Employer (e.g. situations where a laid off employee is required to give another employer notice of termination.)
- 38:07** If the employee does not accept the recall or if the employee does not report to work as per the date of recall the employee will deemed to have resigned.
- 38:08** A laid off employee's right to be recalled shall be forfeited if the employee did not communicate with the Employer as specified in **Article 38:03 and 38:06**.

Article 39 Compassionate Care Leave

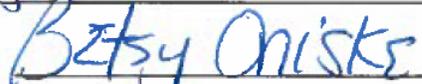
- 39:01** Employees shall be entitled to Compassionate Care Leave in accordance with the Employment Standards Code to provide care or support to a seriously ill family member

IN WITNESS hereof the undersigned have set their hands for and on behalf of Nisichawayasihk Cree Nation Family and Wellness Community Centre Inc. and Manitoba Government and General Employees' Union.

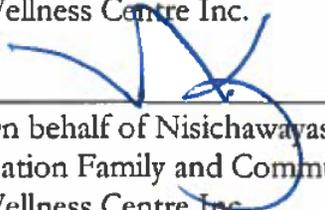
Signed this 11th day of August, 2016.



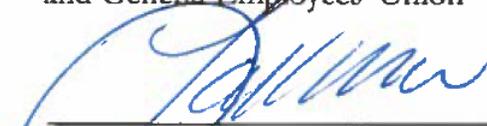
On behalf of Nisichawayasihk Cree
Nation Family and Community
Wellness Centre Inc.



On behalf of Manitoba Government
and General Employees' Union



On behalf of Nisichawayasihk Cree
Nation Family and Community
Wellness Centre Inc.



On behalf of Manitoba Government
and General Employees' Union

Appendix "A" - Exclusions

The bargaining unit shall comprise all employees who are employed in the classifications within Article 19 and shall exclude the positions of:

- Supervisor

Memorandum of Understanding

between

**Nisichawayasihk Cree Nation
Family and Community Wellness Centre Inc.**

and

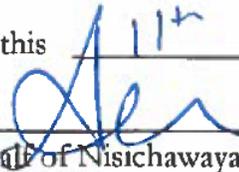
Manitoba Government and General Employees' Union

Re: Pro-Rating Factor

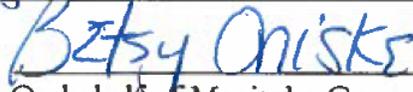
Where the term “pro-rating factor” is used in this Collective Agreement, it shall be calculated as follows:

Regular hours paid in the preceding two (2) full bi-weekly pay periods
160

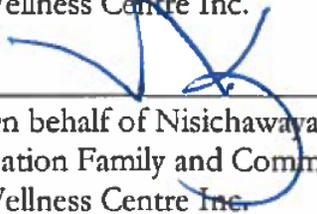
Signed this 11th day of August, 2016.



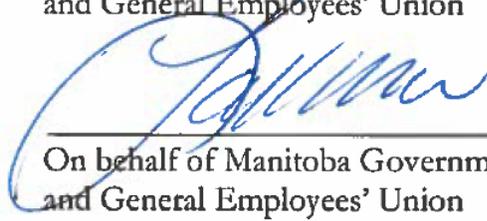
On behalf of Nisichawayasihk Cree
Nation Family and Community
Wellness Centre Inc.



On behalf of Manitoba Government
and General Employees' Union



On behalf of Nisichawayasihk Cree
Nation Family and Community
Wellness Centre Inc.



On behalf of Manitoba Government
and General Employees' Union

Memorandum of Understanding

between

**Nisichawayasihk Cree Nation
Family and Community Wellness Centre Inc.**

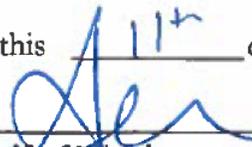
and

Manitoba Government and General Employees' Union

Re: Benefit Plan

Subject to availability of funding, the Employer will explore options of a benefit plan for employees of NCN Family and Community Wellness Centre Inc. The Employer agrees to consult with employees prior to the implementation of a benefit plan.

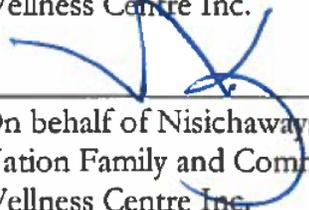
Signed this 11th day of August, 2016.



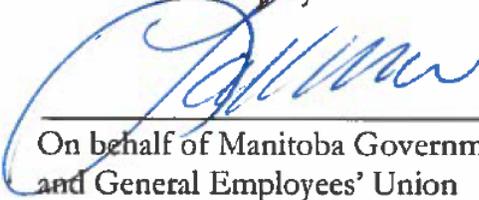
On behalf of Nisichawayasihk Cree
Nation Family and Community
Wellness Centre Inc.



On behalf of Manitoba Government
and General Employees' Union



On behalf of Nisichawayasihk Cree
Nation Family and Community
Wellness Centre Inc.



On behalf of Manitoba Government
and General Employees' Union

Letter of Intent

between

**Nisichawayasihk Cree Nation
Family and Community Wellness Centre Inc.**

and

Manitoba Government and General Employees' Union

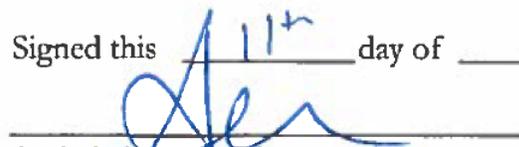
Re: Vacation Accrual

The Employer will endeavour to establish and implement a vacation accrual system where the vacation pay is banked as it is earned and is paid out at a later date upon request and one (1) month notice given by the employee. This will allow the employee to be paid vacation pay during their vacation period.

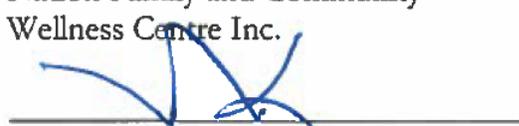
In no circumstances will vacation leave or banked vacation pay be allowed to be carried over to the next fiscal year by the employee. If there is pay out required at the end of the fiscal year, then it will occur within the following month.

If there is a change in the General Accounting Procedures, due to the method in which funding is provided to the Employer, that will make the accrual process not possible for the Employer, the Employer agrees to engage in consultation with the Union prior to making any changes.

Signed this 11th day of August, 2016.


On behalf of Nisichawayasihk Cree
Nation Family and Community
Wellness Centre Inc.


On behalf of Manitoba Government
and General Employees' Union


On behalf of Nisichawayasihk Cree
Nation Family and Community
Wellness Centre Inc.


On behalf of Manitoba Government
and General Employees' Union

Salary Schedule

Effective April 1, 2015

Classification	Increase	Step 1	Step 2	Step 3
Direct Service Worker 3	1%	12.48	13.07	13.69
Direct Service Worker 4	1%	15.74	16.35	16.97

Effective April 2, 2016

Classification	Increase	Step 1	Step 2	Step 3
Direct Service Worker 3	1%	12.60	13.20	13.83
Direct Service Worker 4	1%	15.90	16.51	17.14

Effective April 1, 2017

Classification	Increase	Step 1	Step 2	Step 3
Direct Service Worker 3	2%	12.85	13.46	14.11
Direct Service Worker 4	2%	16.22	16.84	17.48

Effective March 31, 2018

Classification	Increase	Step 1	Step 2	Step 3
Direct Service Worker 3	2%	13.11	13.73	14.39
Direct Service Worker 4	2%	16.54	17.18	17.83

Effective March 30, 2019

Classification	Increase	Step 1	Step 2	Step 3
Direct Service Worker 3	1%	13.24	13.87	14.53
Direct Service Worker 4	1%	16.71	17.35	18.01

Effective September 27, 2019

Classification	Increase	Step 1	Step 2	Step 3
Direct Service Worker 3	1%	13.37	14.01	14.68
Direct Service Worker 4	1%	16.88	17.52	18.19