

# **Collective Agreement**

*between*

**St.Amant Inc.**

**(Support Group)**

*and*

**Manitoba Government and General Employees' Union**

**April 1, 2017 to March 31, 2024**

## Table of Contents

<b>Preamble</b>	.....	<b>1</b>
<b>Article 1</b>	<b>Scope of Recognition</b> .....	<b>2</b>
<b>Article 2</b>	<b>Management Rights</b> .....	<b>2</b>
<b>Article 3</b>	<b>Definitions</b> .....	<b>2</b>
<b>Article 4</b>	<b>Union Security and Dues Check Off</b> .....	<b>7</b>
<b>Article 5</b>	<b>Technological Change</b> .....	<b>8</b>
<b>Article 6</b>	<b>Grievance Procedure</b> .....	<b>10</b>
<b>Article 7</b>	<b>Arbitration Procedure</b> .....	<b>11</b>
<b>Article 8</b>	<b>Seniority</b> .....	<b>12</b>
<b>Article 9</b>	<b>Vacancies, Promotions and Transfers</b> .....	<b>15</b>
<b>Article 10</b>	<b>Layoff and Recall</b> .....	<b>19</b>
<b>Article 11</b>	<b>Leave of Absence</b> .....	<b>22</b>
<b>Article 12</b>	<b>Hours of Work</b> .....	<b>32</b>
<b>Article 13</b>	<b>Overtime</b> .....	<b>34</b>
<b>Article 14</b>	<b>General Holidays</b> .....	<b>37</b>
<b>Article 15</b>	<b>Income Protection</b> .....	<b>38</b>
<b>Article 16</b>	<b>Vacation</b> .....	<b>47</b>
<b>Article 17</b>	<b>Salaries and Increments</b> .....	<b>50</b>
<b>Article 18</b>	<b>Premiums</b> .....	<b>52</b>
<b>Article 19</b>	<b>Terminations</b> .....	<b>52</b>
<b>Article 20</b>	<b>Part-time Employees</b> .....	<b>53</b>
<b>Article 21</b>	<b>Committees</b> .....	<b>59</b>
<b>Article 22</b>	<b>Retirement Bonus</b> .....	<b>59</b>
<b>Article 23</b>	<b>Employee Benefits</b> .....	<b>61</b>
<b>Article 24</b>	<b>Changes in Classifications</b> .....	<b>61</b>
<b>Article 25</b>	<b>Sub-contracting</b> .....	<b>62</b>
<b>Article 26</b>	<b>Duration</b> .....	<b>63</b>

Article 27 Union Representation ..... 64

Article 28 Respectful Workplace ..... 65

Article 29 Bulletin Boards..... 66

Article 30 Discharge, Suspension, Discipline and Access to Personnel  
Files..... 66

Article 31 Storm/Disaster Pay..... 68

Article 32 Loss Of or Damage to Personal Effects ..... 68

Article 33 Safety and Health ..... 68

Article 34 Overpayments..... 73

Article 35 Emergencies ..... 74

Article 36 Escort Duty..... 74

Article 37 Transportation and Call Backs ..... 75

**Letter of Understanding..... 78**  
 Re: St.Amant School, River Road Child Care - Unique Term Positions  
 Due to Contracts with School Divisions or Other Funding Bodies

**Memorandum of Understanding ..... 80**  
 Re: Dissolution of the Complex Respiratory Care Service (CRCS) and  
 “12” Hour Shift located on Child & Young Adult Health Services  
 (CYAHS)

**Letter of Understanding..... 82**  
 Re: Posting and Filling Vacant Positions During the Summer  
 Vacation Period

**Letter of Understanding..... 84**  
 Re: River Road Child Care

**Memorandum of Understanding ..... 86**  
 Re: Vacation Planning Process

**Memorandum of Agreement..... 89**  
 Re: Addition of New Classifications

**Memorandum of Agreement..... 93**  
 Re: Re-assignment of Personal Support Workers (PSW) between  
 Community Homes in the ABI (Acquired Brain Injury) Program

**Memorandum of Agreement..... 95**  
    Re: Accompanying People Supported on Vacation  
**Long Service Step ..... 97**  
**Salary Schedules ..... 98**

\*All changes appear in **bold**.

## Alphabetical Table of Contents

<b>Preamble</b>	.....	<b>1</b>
<b>Article 7</b>	<b>Arbitration Procedure</b> .....	<b>11</b>
<b>Article 29</b>	<b>Bulletin Boards</b> .....	<b>66</b>
<b>Article 24</b>	<b>Changes in Classifications</b> .....	<b>61</b>
<b>Article 21</b>	<b>Committees</b> .....	<b>59</b>
<b>Article 3</b>	<b>Definitions</b> .....	<b>2</b>
<b>Article 30</b>	<b>Discharge, Suspension, Discipline and Access to Personnel Files</b> .....	<b>66</b>
<b>Article 26</b>	<b>Duration</b> .....	<b>63</b>
<b>Article 35</b>	<b>Emergencies</b> .....	<b>74</b>
<b>Article 23</b>	<b>Employee Benefits</b> .....	<b>61</b>
<b>Article 36</b>	<b>Escort Duty</b> .....	<b>75</b>
<b>Article 14</b>	<b>General Holidays</b> .....	<b>37</b>
<b>Article 6</b>	<b>Grievance Procedure</b> .....	<b>10</b>
<b>Article 12</b>	<b>Hours of Work</b> .....	<b>32</b>
<b>Article 15</b>	<b>Income Protection</b> .....	<b>38</b>
<b>Article 10</b>	<b>Layoff and Recall</b> .....	<b>19</b>
<b>Article 11</b>	<b>Leave of Absence</b> .....	<b>22</b>
<b>Article 32</b>	<b>Loss Of or Damage to Personal Effects</b> .....	<b>68</b>
<b>Article 2</b>	<b>Management Rights</b> .....	<b>2</b>
<b>Article 34</b>	<b>Overpayments</b> .....	<b>73</b>
<b>Article 13</b>	<b>Overtime</b> .....	<b>34</b>
<b>Article 20</b>	<b>Part-time Employees</b> .....	<b>54</b>
<b>Article 18</b>	<b>Premiums</b> .....	<b>52</b>
<b>Article 28</b>	<b>Respectful Workplace</b> .....	<b>65</b>
<b>Article 22</b>	<b>Retirement Bonus</b> .....	<b>59</b>
<b>Article 33</b>	<b>Safety and Health</b> .....	<b>69</b>
<b>Article 17</b>	<b>Salaries and Increments</b> .....	<b>50</b>

Article 1	Scope of Recognition .....	2
Article 8	Seniority .....	12
Article 31	Storm/Disaster Pay .....	68
Article 25	Sub-contracting .....	62
Article 5	Technological Change .....	8
Article 19	Terminations .....	53
Article 37	Transportation and Call Backs .....	75
Article 27	Union Representation .....	64
Article 4	Union Security and Dues Check Off .....	7
Article 9	Vacancies, Promotions and Transfers .....	15
Article 16	Vacation .....	48
<b>Letter of Understanding.....</b>		<b>78</b>
Re:	St.Amant School, River Road Child Care..Unique Term Positions Due to Contracts with School Divisions or Other Funding Bodies	
<b>Memorandum of Understanding .....</b>		<b>80</b>
Re:	Dissolution of the Complex Respiratory Care Service (CRCS) and “12” Hour Shift located on Child & Young Adult Health Services (CYAHS)	
<b>Letter of Understanding.....</b>		<b>82</b>
Re:	Posting and Filling Vacant Positions During the Summer Vacation Period	
<b>Letter of Understanding.....</b>		<b>84</b>
Re:	River Road Child Care	
<b>Memorandum of Understanding .....</b>		<b>86</b>
Re:	Vacation Planning Process	
<b>Memorandum of Agreement.....</b>		<b>89</b>
Re:	Addition of New Classifications	
<b>Memorandum of Agreement.....</b>		<b>93</b>
Re:	Re-assignment of Personal Support Workers (PSW) between Community Homes in the ABI (Acquired Brain Injury) Program	

**Memorandum of Agreement..... 95**  
    Re: Accompanying People Supported on Vacation  
**Long Service Step ..... 97**  
**Salary Schedules ..... 98**

\*All changes appear in **bold**.

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2024

between

**St.Amant 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.

### **Preamble**

WHEREAS it is the desire of both parties to this Agreement to maintain harmonious relations between the Employer and its employees, to recognize the mutual value of joint discussion and negotiations in matters pertaining to working conditions, hours of work and scales of wages paid, to encourage efficiency of operations and to promote the morale, well-being, security and efficiency of all the employees covered by the terms of this Agreement.

**AND WHEREAS the Union recognizes that the Employer is an organization whose first consideration is to the people receiving services, and to promote the morale, well-being, security and efficiency of all the employees covered by the terms of this Agreement.**

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

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

## **Article 1     Scope of Recognition**

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

## **Article 2     Management Rights**

- 2:01**     The Union recognizes the sole right of the Employer, unless otherwise provided in this Agreement, to exercise its function of management under which it shall have among others, the right to maintain efficiency and quality of person supported care; the right to direct the work of its employees; the right to hire, classify, assign to positions and promote; the right to determine job content; the right to demote, discipline, suspend, layoff and discharge for just cause; the right to make, alter and enforce rules and regulations in a manner that is fair and consistent with the terms of this Agreement.
- 2:02**     In administering the Collective Agreement, the Employer agrees to acknowledge employee's rights, act reasonably, fairly, in good faith and in a manner consistent with the terms and conditions of the Collective Agreement as a whole.

## **Article 3     Definitions**

- 3:01**     An "Employee" is a person employed by the Employer and covered by this Agreement.
- 3:02**     A "Full-time" employee is one who regularly works the hours specified in Article 12.

- 3:03** A “Part-time” employee is one who regularly works less than full-time hours, as per Article 12:01, on a regular and reoccurring basis.
- 3:04** A “Term Position” is a full-time or part-time position created for a specific time period to replace employees on leaves of absence, or until completion of a particular project within a specific **service area**, or for vacation relief, of a maximum duration of **eighty (80) weeks**. This period may be extended if the Employer so requests and the Union agrees.

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

When the Employer determines that a term position, as described above exists, the position shall be posted in accordance with Article 9 and filled in accordance with Article 8. All employees may apply for the term position, however preference shall be given to employees within the service area.

Where a definitive expiry date cannot be specified, the Employer shall state on the job posting that the said term position will expire subject to twenty-four (24) hours’ notice of return of the current incumbent to **their** position. The employee occupying the said term position shall receive notice equivalent to the amount of notice the employee returning from leave provides the Employer, as referenced above.

An employee in a term position may be required to complete the term before being considered for other term positions within the bargaining unit, **except where the new term would increase their FTE or the new term would constitute a promotion.**

Once an employee leaves a term position, they have no rights to subsequently return to that same term position.

In case an employee on maternity or parental leave wants to exercise **their** right to return from such leave earlier than anticipated, having given

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

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

A term employee who applies for and is awarded a term position prior to the end of **their** period of term employment, shall have **their** service connected for seniority purposes, provided the subsequent position commences within four (4) weeks of the expiry of the original term position.

Where a term employee is employed in the same position performing the same function for a period of more than thirty-six (36) continuous months, the Employer shall convert the employee to permanent status, unless the employee is replacing an absent employee.

**3:05** All new full-time employees shall be on probation for three (3) calendar months with provision for an extension of the probationary period for another three (3) months, and all new part-time employees shall be on probation for six (6) months and a minimum of three hundred (300) worked hours from the day of their employment. During this period, the Employer may, in its sole discretion, dismiss, suspend, discipline or demote such employees. A written appraisal of employee progress will be conducted after the first two (2) calendar months for full-time employees and after the first four (4) calendar months for part-time employees and discussed with the affected employee.

**3:06** A “Casual Employee” is one called in occasionally by the Employer to replace an absent employee or to supplement regular staff coverage, subject to

Article 20:10. The terms of this Agreement do not apply to the casual employee, except as specified hereinafter:

- (a) Casual employees shall receive vacation pay biweekly at the rate of six percent (6%) of the regular hours worked in a biweekly pay period.
- (b) Casual employees are paid in accordance with the salaries specified in the Salary Schedule. Increments will be earned in accordance with the number of hours worked.
- (c) Casual employees are entitled to the shift premium(s) outlined in Article 18.
- (d) Casual employees required to work on a recognized holiday shall be paid at the rate of **two times (2x)** their basic rate of pay.
- (e) Casual employees shall be entitled to compensation for overtime worked in accordance with Article 13:01 and 13:02.
- (f) The Employer agrees to deduct Union dues in an amount specified by the Union in any pay period for which the casual employee receives any payment in accordance with Article 4.
- (g) In the event that no payment is made during the pay period, the Employer shall have no responsibility to deduct and submit dues for that period.
- (h) Articles 6 and 7 herein apply only with respect to the terms of this Article.
- (i) Casual employees shall be paid for their initial orientation shifts which they attended as follows:
  - (i) Subject to Article 3:06(i)(ii) below, casual employees shall receive payment for two (2) orientation shifts following the completion of every two (2) shifts worked.

- (ii) Should the above-noted casual employee obtain a permanent full-time or part-time position, **they** shall be paid **their** outstanding orientation pay at regular rates on **their** first pay deposit subsequent to commencing the said position.
- (iii) A casual employee not offered a sufficient number of shifts to satisfy Article 3:06(i)(i) above within four (4) weeks following the conclusion of the orientation period shall be paid for all outstanding orientation time.
- (j) A casual employee will be paid **five** percent (**5%**) of their basic pay in lieu of time off on general holidays. Such holiday pay shall be included in each pay deposit.
- (k) A casual employee who is converted to full-time or part-time status will be required to complete the standard probation period as per Article 3:05.

**3:07 The provisions of this Collective Agreement are intended to be gender neutral and gender inclusive. A word used in the singular also applies in the plural, unless the context otherwise requires.**

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

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

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

**3:11** The word “Demotion” shall mean a change from one (1) classification to another classification with a lower maximum rate of pay.

**3:12** The word “Transfer” shall mean a change by an employee from one (1) classification to another classification with the same pay rate in the Salary Schedule.

- 3:13** The term “Service Area” shall mean the specific area of work within a St.Amant program where an employee is assigned and performs the majority of their work duties. Service Areas are determined by the Employer and are subject to change.
- 3:14** A full time or part time employee who resigns and who within thirty (30) calendar days, is rehired as a casual employee shall be paid at the same increment step as **they** received in **their** former position.
- 3:15** The word “Qualification(s)” when used in this Agreement shall mean the required knowledge, education, related experience or certificate as determined by the Employer to adequately perform the job demands and requirements.

#### **Article 4 Union Security and Dues Check Off**

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

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

The Union commits to have in place reasonable administrative and physical safeguards to ensure the confidentiality and security of this information in accordance with The Freedom of Information and Protection of Privacy Act (FIPPA).

- 4:03** The Union shall notify the Employer in writing of any changes in the amount of dues at least one (1) month in advance prior to the effective date of such change.
- 4:04** In consideration of the foregoing clauses, the Union shall hold the Employer harmless with respect to all dues so deducted and remitted and with respect to any liability which the Employer may incur as a result of such deductions.
- 4:05** The Employer shall include the amount of Union dues paid by each employee during the relevant year on the Income Tax T4 slips.
- 4:06** All new employees shall, as a condition of employment, become and remain members in good standing in the Union as of the date of hire.
- 4:07** The Union representative or designate shall have up to fifteen (15) minutes either at a time mutually agreeable with the Employer, or up to thirty (30) minutes at the Employer's orientation sessions, to acquaint new employees falling within the scope of this Agreement with the fact that a Collective Agreement is in effect and to indicate the general conditions and obligations as they relate to employees. The Union representative shall distribute a copy of the Collective Agreement and membership applications to new employees falling within the scope of the Collective Agreement.

## **Article 5 Technological Change**

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

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

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

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

- 5:03**
- (a) Where new or greater skills are required than are already possessed by affected employees under the present methods of operation as a result of the technological change, the Employer agrees that employees shall be trained on the new equipment or new methods of operation, and said training shall be provided and paid for by the Employer during normal working hours if possible. In addition, at the option of the Employer, the employee may be trained in a new area in respect of which there is a demand within St.Amant for individuals possessing such skills. A reasonable training period (not to exceed twelve [12] months) will be provided by the Employer. During the above training periods the employees shall be paid at their current rate of pay.
  - (b) The Employer agrees that where two (2) or more employees require training in Article 5:03(a), first consideration shall be given to the employee with the most seniority.

## Article 6 Grievance Procedure

- 6:01** A grievance shall be defined as any dispute arising out of interpretation, application, or alleged violation of the Agreement.
- 6:02** An earnest effort shall be made to settle grievances fairly and equitably in the following manner, however nothing in this Agreement shall preclude the Employer and the Union from mutually agreeing to settle a dispute by any means other than those described in the following grievance procedures without prejudice to their respective positions.
- 6:03** Local Union representatives, upon request to their immediate supervisor and subject to operational requirements, shall be granted necessary time off with pay to meet with the Employer for the purpose of processing grievances subject to a maximum cost to the Employer of maintaining salaries of two (2) employees, or more employees so engaged if mutually agreed upon. Such permission shall not be unreasonably withheld.
- 6:04** Discussion Stage  
Within ten (10) calendar days of the occurrence of the grievance, the employee shall attempt to resolve the dispute with **Human Resources**. **It is mutually agreed that an effort shall be made to resolve complaints through discussion before a written grievance is initiated.**
- 6:05** Step One  
If the grievance is submitted but not resolved within ten (10) calendar days from the time the grievance was first discussed with the supervisor, the grievor and/or the Union representative may, within the ensuing ten (10) calendar days, submit the grievance in writing to the **Senior Manager** or designate.
- 6:06** Step Two  
Failing settlement of the grievance within ten (10) calendar days after submission under Article 6:05, the Union may within the ensuing ten (10) calendar days, submit the grievance in writing to the **Program Director**.

- 6:07** The foregoing time limits may be extended by written mutual agreement between the Employer and the Union, **which may include email communication.**
- 6:08** An employee may choose to be accompanied by a Union representative at any stage of the grievance procedure.
- 6:09** Policy grievances and grievances filed as a result of a dismissal, suspension, or demotion shall be initiated at Step Two.

### **Article 7 Arbitration Procedure**

- 7:01** Failing settlement of the grievance within ten (10) calendar days after submission under Article 6:06, either party may refer the matter to arbitration by serving written notice to the other party within the ensuing thirty (30) days.
- 7:02** Unless both parties agree to the selection of a sole arbitrator within ten (10) calendar days following the matter being referred to arbitration, each party shall in the next ten (10) calendar days give notice to the other party in writing naming its nominee to the Arbitration Board.
- 7:03** The two (2) named members of the Board shall, within ten (10) calendar days name a third member of the Board who shall be Chairperson.
- 7:04** In the event of a failure to agree upon a third person, the Minister of Labour for the Province of Manitoba shall be requested to appoint a third member.
- 7:05** The Arbitration Board or the sole arbitrator shall not be empowered to make any decision inconsistent with the provisions of this Agreement, or to modify or amend any portion of this Agreement.
- 7:06** The Board shall determine its own procedures, but shall provide full opportunity to all parties to present evidence and make representations. The Board shall hear and determine the difference(s) or allegation(s) and render a decision within ten (10) calendar days from the time it holds its final meeting.

**7:07** The decision of the majority or the sole arbitrator shall be the decision of the Board. Where there is no majority decision, the decision of the Chairperson shall be the decision of the Board. The decision of the Board of Arbitration or the sole arbitrator shall be final and binding and enforceable on all parties.

**7:08** **Clarification on Decision**

Within ten (10) calendar days following receipt of the award, should the parties disagree as to the meaning of the decision of the Board or the sole arbitrator either party may apply to the Chairperson of the Board of Arbitration or sole arbitrator, to reconvene. Within ten (10) calendar days the Board of Arbitration or the sole arbitrator shall reconvene to clarify the decision.

**7:09** **Expenses of the Board**

Each party shall pay:

- (a) The fees and expenses of the Nominee it appoints.
- (b) One-half (1/2) of the fees and expenses of the Chairperson or sole arbitrator.

**7:10** Nothing in this Agreement shall preclude settlement of a grievance by mutual agreement in any manner whatsoever.

**7:11** The foregoing time limits may be extended by written mutual agreement between the Employer and the Union.

**7:12** Employees who are subpoenaed to appear at an arbitration hearing related to this Collective Agreement shall be given necessary time off work. The party which called **them** (either the Employer or MGEU as the case may be) shall be responsible for compensating **them** for any salary which would otherwise be lost.

## **Article 8 Seniority**

**8:01** An employee's seniority shall consist of the following:

“Seniority” shall mean the total of all hours paid at the employee’s regular rate of pay **within the bargaining unit to termination of employment.**

**8:02** Seniority will determine the level of benefit entitlement of such benefits as vacation. Actual entitlement in any calendar year of benefits such as vacation and income protection is based strictly on regular paid hours including any period of:

- (a) Paid leave of absence;
- (b) Paid income protection;
- (c) Unpaid leave of absence up to four (4) weeks. In the event that the unpaid leave is in excess of four (4) weeks, accrual of benefits ceases effective at the commencement of such leave;
- (d) **Where an employee is absent due to injuries or disabilities for which compensation is paid under the Workers Compensation Act, income protection and vacation leave shall accumulate as if the employee were not absent, for a period up to two (2) years.**

**When an employee is on a return to work program where any portion of their pay is compensated by the Workers Compensation Board (WCB), the WCB compensated hours shall accumulate vacation leave as if the employee was not absent.**

**8:03** Seniority will terminate if an employee:

- (a) Resigns;
- (b) Is discharged for just cause and not reinstated under the grievance or arbitration procedure;
- (c) Is laid off and fails to report for duty as instructed as per Article 10:06;
- (d) Is laid off for more than twenty-four (24) months;

- (e) Fails to report for work as scheduled at the end of an approved leave of absence, suspension, or vacation, without an explanation satisfactory to the Employer;
- (f) Is promoted or transferred out of the bargaining unit and has completed the trial period in the new position;
- (g) Is absent for two (2) consecutive work days and does not provide the Employer with an acceptable explanation.

**8:04** Seniority will continue to accrue if an employee:

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

**8:05** Seniority will be retained but will not accrue if an employee:

- (a) Is on unpaid leave of absence in excess of four (4) consecutive weeks;
- (b) Is on an unpaid leave of absence due to injury or illness which may be compensable by WCB, MPI or LTD for a period of more than two (2)

years from the date of the first absence from work related to the injury or illness;

- (c) Is laid off for less than twenty-four (24) months;
- (d) is on the trial period of an out-of-scope position;
- (e) Is in a term in an out-of-scope position.

**8:06** A seniority roster of all employees indicating the total seniority hours since the date of entry **into the bargaining unit** shall be prepared by the Employer at an effective date of the end date of the last pay period of the calendar year. This roster will be posted on the **St.Amant Intranet** no later than February 1 of each year. The roster shall be open for correction for a period of twenty (20) calendar days from the date of the initial posting, on presentation of proof of error by an employee or the Union representative. At the expiration of the twenty (20) days, the above seniority list, as corrected within such twenty (20) days, shall be considered to be the accurate seniority list and shall not be subject to further changes until the next posting.

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

### **Article 9      Vacancies, Promotions and Transfers**

**9:01** (a) Vacant positions which fall within the scope of this Agreement shall be posted for at least **ninety-six (96)** hours. Such postings shall include position number where applicable, state required qualifications, current location and shift, hours of work and wage rate. The Union shall, upon request, be informed in writing of the names and seniority of the applicants. When a position becomes vacant, and the Employer chooses not to fill the vacancy, the Employer shall notify the Union. **The names and seniority of successful candidates will be posted on the St.Amant Intranet. Unsuccessful applicants may request the reasons for non-selection from Human Resources.**

In order to be eligible for a vacant position, an employee must first possess the qualifications prescribed by the Employer for the position concerned, possess a satisfactory employment record and meet the physical requirements of the position in question. Where more than one (1) employee possesses the above selection criteria, the vacancy selection shall be based upon seniority.

- (b) **An employee on vacation, income protection or approved leave of absence when a vacancy occurs shall be considered for promotion or transfer, provided they have submitted their application.**
- (c) When more than one (1) vacancy is posted at the same time, an employee shall have the right to bid on any or all, stating preference. Should **they** be awarded any of the positions for which **they** applied, **they** shall not have the right to file a grievance with respect to other positions for which **they** applied and expressed lower preference.
- (d) **An employee on vacation, income protection, or approved leave of absence when a vacancy occurs, shall be considered for a promotion or transfer provided that they have submitted their application.**
- (e) Where an employee is awarded a position, the position includes a classification, an EFT and a shift rotation (D, E, N, D/E or D/N). The position does not include a schedule. The schedule will be assigned by the Employer in accordance with the requirements of Article 12.

**9:02** As per the posting provisions contained in Article 9:01, within **ten (10)** working days the Employer will select the person for the position and will post **their** name in the same location where the position was previously posted, providing there are qualified applicants as per Article 8:02.

**9:03** **All voluntary transfers to a new service area, as determined by the Employer, are subject to a three (3) month trial period, (six [6] months for part-time employees), and if an employee is found by the Employer to be unsatisfactory in their new position or if they wish to revert voluntarily to their former position, during this trial period, they shall be returned to their**

former position at **their** previous increment step, with increment adjustments as may have been applicable as per Article 17:03 or 20:07 during the trial period, and without loss of seniority as per Article 8:01. All other employees so affected may be returned to their former positions as required without any notice requirement. In addition, the parties agree that the Employer may extend the above referenced trial period by up to three (3) months for full-time and up to six (6) months for part-time employees if it deems it appropriate. **An employee who is the successful candidate for a promotional opportunity shall be subject to a new probationary period per Article 3:05.**

Voluntary transfers within the same service area, as determined by the Employer, and within the same classification, shall not be subject to a trial period. In these circumstances, an employee who wishes to revert to **their** former position shall do so **within a four (4) week time limit.**

- 9:04** When an employee is promoted, **their** new and future salary will be determined as follows:
- (a) The new salary will be the rate of **their** new job title which is at least the next higher to **their** rate on **their** former job title. Additional credit will be given for hours previously worked in the new position as a full-time, part-time or term employee.
  - (b) Subject to Article 17:03, the subsequent increments, if any, shall be due upon the completion of full-time yearly hours worked, as per Article 12.

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

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

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

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

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

**9:07** Employees applying for a position in a classification that they have not previously worked in must provide proof of minimum qualifications at time of application. If the proof of qualifications is not received within three (3) business days of application, the Employer may not consider the employee's application.

**9:08** If an employee is awarded a position and does not commence working in the position on the date determined by the Employer, the employee will be deemed to have forfeited the position.

An employee can only hold one (1) future position at a time.

**9:09** Where the Employer wishes to increase a part-time employee's EFT by no more than 0.3 EFT, the Employer will meet with the **Union Staff Representative** to discuss the matter. Upon mutual agreement between the Employer and the **Union Staff Representative**, the employee's EFT will be increased and posting will not be required.

If more than a 0.3 EFT is added to the part-time position or no mutual agreement was reached, the position will be posted and if the incumbent is

not the successful applicant, **they** will be entitled to exercise **their** seniority and displace another employee in accordance with Article 10.

### **Article 10 Layoff and Recall**

- 10:01** In the event of a layoff, employees shall receive four (4) weeks' notice or pay in lieu of such notice. Written notice shall be given, **which may include confirmed email** to the employee(s) concerned and a copy of the notice shall be forwarded to the Union.
- 10:02** In the event of a reduction in the work force, employees will be laid off in reverse order of seniority within their occupational classifications. When reducing staff, senior employees may exercise their seniority to displace a less senior employee in an equivalent or lower classification provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.
- 10:03** No new employee shall be hired until those laid off have been given an opportunity to bid on vacated positions as per Article 8:02 of the Collective Agreement.
- 10:04** Employees laid off in accordance with Article 10:01 shall be recalled by order of seniority to available positions in equal or lower EFT status and equal or lower paid occupational classifications provided they are qualified to perform the required work.
- 10:05** To be eligible for recall, prior to the employee's last shift before being placed on layoff status, the employee must provide the Employer with their current address, **telephone number and email contact**, and further, during the layoff period, must inform the Employer immediately of any changes to **contact information**.
- 10:06** As per Article 10:05, the employee must communicate with the Employer within **three (3)** calendar days of **their** notice of recall being delivered to **their** recorded address. Further, the employee must be prepared to begin work at the time designated by the Employer.

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

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

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

- (a) In the event that an employee **has their** hours of work reduced or **their** position is deleted, the employee shall be given four (4) weeks' notice or four (4) weeks' pay in lieu thereof and a copy of such notice shall be forwarded to the Union.
- (b) An employee whose hours of work have been reduced or whose position has been deleted shall be entitled to displace:
  - (i) **The most junior employee in their equivalent classification and FTE, or**
  - (ii) **A less senior employee in a lower classification at the same or lower FTE, within the scope of this Agreement, provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position.**
- (c) No new employees shall be hired until those employees who have had their hours of work reduced are given the opportunity to regain the hours lost in order of their seniority.
- (d) If workplace restructuring will result in the deletion(s) of occupied MGEU positions, the Employer will notify the Union. A Joint

Workforce Adjustment Committee will be established, with a minimum of two (2) representatives from management and a minimum of two (2) from the Union, to review the proposed changes and develop recommendations to minimize impact on the affected employees. Such recommendations shall not be in violation of the Collective Agreement.

**10:09** Notwithstanding Article 20:10, providing the employee has indicated to the Employer a desire to work additional available shifts in writing, such shifts shall be offered to an employee on layoff, before part-time and casual employees, provided **they** possess the qualifications, basic training and orientation prescribed by the Employer for the position concerned and meets the physical requirements of the position in question. The available shifts accepted by the employee on layoff cannot exceed the employee's EFT prior to layoff. Such available shifts shall be distributed on a seniority basis.

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

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

$$\frac{\text{Additional available hours worked by the laid off employee}}{\text{Full-time hours}} \times \text{Entitlement of a full-time employee}$$
- (c) The employee shall be paid **five percent (5%)** of the basic rate of pay in lieu of time off on recognized general holidays. Such holiday pay shall be calculated on all paid hours and shall be included in each pay deposit.
- (d) Participation in benefit plans is subject to the provisions of each plan.
- (e) Seniority shall be calculated in accordance with regular hours worked for these additional available shifts.

## Article 11 Leave of Absence

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

### **11:02** Parenting Leave

Parenting leave consists of maternity leave and parental leave. Parental leave includes paternity and adoption leave.

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

#### (a) Maternity/Parental Leave

##### (A) Plan A

A **pregnant** employee shall receive maternity leave of seventeen (17) weeks without pay, subject to the following conditions:

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

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

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

(B) Plan B

- (i) In order to qualify for Plan B, a pregnant employee must:
  - (A) Have completed six (6) continuous months of employment with the Employer;
  - (B) Submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified by **them** in the application as the day on which **they** intend to commence such leave;
  - (C) Provide the Employer with a certificate of a duly qualified medical practitioner certifying that **they are** pregnant and specifying the estimated date of **their** delivery;
  - (D) Provide the Employer with proof that **they have** applied for Employment Insurance benefits and that the Employment and Social Development Canada (ESDC) has agreed that the employee has qualified for and is

entitled to such Employment Insurance benefits pursuant to the Employment Insurance Act.

- (ii) An applicant for maternity leave under Plan B must sign an agreement with the Employer providing that:
  - (A) **They** will return to work and remain in the employ of the Employer for at least six (6) months following **their** return to work, except that where an employee is the successful applicant for a part-time position which commences on the date of **their** return from maternity leave or at any time during the six (6) months following **their** return from maternity leave, **they** must remain in the employ of the Employer, and work the working hours remaining in the balance of the six (6) months of the full-time employment; and
  - (B) **They** will return to work on the date of the expiry of **their** maternity leave and where applicable, **their** parental leave, unless this date is modified by the Employer; and
  - (C) Should **they** fail to return to work as provided under (A) and/or (B) above, **they are** indebted to the Employer for the full amount of pay received from the Employer as a maternity allowance during her entire period of maternity leave.
- (iii) An employee who qualifies is entitled to a maternity leave consisting of:
  - (A) a period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate, as in Article 11:02(B)(i)(C).
  - (B) A period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery

specified in the certificate and the actual date of delivery, if delivery occurs after the date mentioned in that certificate, as in Article 11:02(B)(i)(C).

- (C) The Employer shall vary the length of maternity leave upon proper certification by the attending physician or recommendation by the service area head.
- (iv) **Within twelve (12) weeks of receiving the Employment and Social Development Canada (ESDC) approval for Employment Insurance benefits pursuant to the Employment Insurance Act, the employee must provide proof to the Employer. Reasonable consideration will be given to extending the above period of time for the employee in exceptional circumstance.**

**Following receipt of the above proof, the Employer shall provide the employee a maternity leave allowance with the Supplemental Unemployment Benefit (SUB) Plan up to a maximum of seventeen (17) weeks broken down as follows:**

- (A) For the first week an employee shall receive ninety-three percent (93%) of **their** weekly rate of pay;
- (B) For up to a maximum of **sixteen (16)** additional weeks, payments equivalent to the difference between the EI benefits the employee is eligible to receive and ninety-three percent (93%) of the employee's normal weekly earnings;
- (C) All other time as may be provided under Article 11:02(iii), shall be on a leave without pay basis.
- (v) An employee may end **their** maternity leave earlier than the date specified by giving **their** Employer written notice at least

two (2) weeks or one (1) pay period, whichever is longer, before the date **they** wish to end the leave.

(vi) Plan B does not apply to temporary employees.

(vii) A leave of absence under Plan B shall be considered to be an unpaid leave of absence. Income protection credits and vacation entitlement shall not accrue.

(C) Sections 52 through 57.1(2) inclusive and Section 60 of the Employment Standards Code respecting maternity leave shall apply.

(b) Parental Leave - Paternity

An employee shall receive parental leave, without pay subject to the following conditions:

- (i) **In order to qualify for Parental Leave, an employee must be the natural parent of a child or must assume actual care and custody of their newborn child (Paternity Leave) or are one of the parents who adopt a child under the law of the province (Adoption Leave).**
- (ii) **An employee who qualifies for Parental Leave, except in the case of Adoption Leave as specified below, must submit to the Employer an application in writing for Parental Leave at least four (4) weeks before the intended date of the commencement of the leave.**
- (iii) **In the case of Adoption Leave, the employee must submit a written request for such leave. The employee may commence adoption leave upon one (1) days' notice provided that application for such leave is made when the adoption has been approved and the Employer is kept informed of the progress of the adoption proceedings.**
- (iv) **An employee who qualifies in accordance with (i), (ii) and (iii) above must have completed six (6) months of continuous**

employment with the Employer to be entitled to Parental Leave without pay for a continuous period of up to sixty-three (63) weeks. Any vacation earned up to the time of the commencement of leave will be retained and will be available to be taken in the following vacation year.

- (v) Where an employee takes Parental Leave in addition of Maternity Leave, the employee must commence the Parental Leave immediately on the expiry of the Maternity Leave without a return to work, unless otherwise approved by the Employer.
- (vi) An employee may end Maternity or Parental Leave earlier than the expiry date of the leave by giving the Employer written notice at least two (2) weeks or one pay period, whichever is longer, before the day the employee wants to end the leave. On return from Maternity and/or Parental Leave, the employee shall be placed in their former classification and shift schedule at the same increment step.
- (vii) Non-birthing parents shall be entitled to take two (2) regularly scheduled days off with pay within thirty (30) days, after the birth or adoption of their child.

#### 11:03 **Bereavement Leave**

- (a) An employee shall be granted **up to** four (4) regularly scheduled **consecutive** days leave without loss of pay and benefits, in the case of the death of a parent, spouse, same-sex partner, child, brother, sister, **aunt, uncle, cousin**, mother-in-law, father-in-law, common-law souse, daughter-in-law, son-in-law, sister or brother **in-law**, grandparent, grandparent-in-law, grandchild, step children, step parents, latest foster parents, former legal guardian, fiancé, and any other relative or foster child who was residing in the same household at the time of **their** death. **Family members may include significant persons who are not related, but whom the employee considers to be close family.**

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

- (b) Bereavement leave as referenced in Article 11:03(a), shall be extended by up to two (2) additional consecutive days provided the employee is required to attend a funeral more than two hundred fifty (250) kilometres from the **worksite**, or may be granted at the Employer's discretion if the travel required is less than two hundred fifty (250) kilometres.
- (c) The time off referenced to in Article 11:03(a) shall not be considered as needed during periods when an employee was not scheduled to be on duty, i.e. days off. **If the employee had previously approved vacation scheduled for a day which is approved for bereavement leave, the day will be coded as bereavement leave and the vacation hours will be reverted back to the employee's bank.**
- (d) Compassionate Care Leave  
 An employee shall receive compassionate care leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:
  - (i) An employee must have completed at least **ninety (90)** days of employment as of the intended date of leave.
  - (ii) An employee who wishes to take a leave under this section must give the employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
  - (iii) An employee may take no more than two (2) periods of leave, totaling no more than **twenty-eight (28)** weeks, which must end not later than **fifty-two (52)** weeks after the day the first period of

leave began. No period of leave may be less than one (1) week's duration.

- (iv) For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
  - (A) A family member of the employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
    - (I) The day the certificate is issued; or
    - (II) If the leave was begun before the certificate was issued, the day the leave began; and
  - (B) The family member requires the care or support of one (1) or more family members.

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

- (v) A family member for the purpose of this Article shall be defined as:
  - (A) A spouse or common-law partner of the employee;
  - (B) A child of the employee or a child of the employee's spouse or common-law partner;
  - (C) A parent of the employee or a parent of the employee's spouse or common-law partner;
  - (D) A brother, sister, step-brother, step-sister, uncle, aunt, nephew, niece, grandchild or grandparent of the employee or of the employee's spouse or common-law partner;
  - (E) A current or former foster parent of the employee or of the employee's spouse or common-law partner;

- (F) A current or former foster child, ward or guardian of the employee, or of the employee's spouse or common-law partner;
- (G) The spouse or common-law partner of a person mentioned in any of the clauses (C), (D) (E) and (F);
- (H) Any other person whom the employee considers to be like a close relative, whether or not they are related by blood, adoption, marriage or common-law relationship.

- (vi) An employee may end their compassionate care leave earlier than **twenty-eight (28)** weeks by giving the Employer at least forty-eight (48) hours' notice. Where an employee has been provided necessary time off under this section, and where the Employer has made arrangements for alternate staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.
- (vii) Seniority shall accrue as per Article 8:04(c) and 8:06(d).
- (viii) Subject to the provisions of Article 15:11, an employee may apply to utilize income protection to cover part or all of the Employment Insurance waiting period.
- (ix) In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for bereavement leave as outlined in Article 11:03.

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

**11:05 Other Leaves**

In addition to the leaves set forth in this Collective Agreement including Compassionate Care Leave, employees may be eligible for leaves of absences

as provided in the Employment Standards Code. Eligibility for such leaves will be determined in accordance with the Employment Standards Code of Manitoba and Regulations. **An employee required to attend a court proceeding as a party to that proceeding, occasioned by the employee's private affairs shall receive a leave of absence without pay for the required absence.** Such leaves include but are not limited to;

- (a) Interpersonal Violence Leave (formerly Domestic Violence Leave)
- (b) Family Leave
- (c) Long Term Leave for Serious Injury or Illness
- (d) Critical Illness of a Child Leave
- (e) Disappearance or Death of a Child Leave
- (f) Organ Donation Leave
- (g) Jury Duty Leave
- (h) New Citizenship Leave (up to one [1] day paid leave)
- (i) Reservist Leave

**11:06** An employee requesting to be absent from work on approved Union business, as detailed in a written request from the Union, shall be granted a reasonable leave of absence for such purpose, subject to operational requirements. The Employer shall continue to pay the employee in a regular manner and the Union will reimburse the Employer for the salary and benefits accruing to the employee during **their** leave of absence and for any other extra cost incurred by the Employer including overtime replacement costs.

Except in cases of emergency, or a reasonable request of shorter notice if operationally feasible, a minimum of fourteen (14) days advance notice of request for such leave will be given by the employee or the Union. Such

requests would not be unreasonably denied. Denial of Union leave based on reasonable operational requirements is not subject to the grievance procedure.

All paid Union leave hours shall be excluded from the determination of overtime eligibility.

- 11:07** The Employer, where possible, will attempt to accommodate scheduling requests for employees who have been accepted into an educational program and wish to maintain an employment relationship with the Employer.
- 11:08** Upon written request, the Employer shall give due consideration to an employee's request for educational leave of absence without pay.

### **Article 12 Hours of Work**

- 12:01** Regular hours of work for all full-time employees will be:
- (a) Seven and three-quarters ( $7\frac{3}{4}$ ) hours per day excluding meal periods and including rest periods; and
  - (b) Thirty-eight and three-quarters ( $38\frac{3}{4}$ ) hours per week; and
  - (c) Seventy-seven and one-half ( $77\frac{1}{2}$ ) hours biweekly.
- 12:02** The unpaid meal period away from the work station will be scheduled by the Employer and will not be less than one-half ( $\frac{1}{2}$ ) hour as per Article 12:01.
- An employee whose meal period is cancelled and not rescheduled will be entitled to receive pay at overtime rates for the missed time.
- An employee who is required to remain in the work site during the meal period shall receive pay at overtime rates for the entire meal period.
- 12:03** (a) Employees working more than three (3) hours up to five (5) hours in length shall be entitled to one (1) fifteen (15) minute paid rest period scheduled by the Employer. Rest periods shall not begin until one (1) hour after commencement of work unless mutually agreed to between the employee and the Employer.

- (b) Employees working more than five (5) hours up to less than seven (7) hours shall be entitled to one (1) fifteen (15) minute paid rest period and one (1) unpaid meal period of not less than thirty (30) minutes at times scheduled by the Employer.
- (c) Employees working seven (7) hours up to seven and three-quarter ( $7\frac{3}{4}$ ) hours are entitled to two (2) fifteen (15) minute paid rest periods and one (1) unpaid meal period of not less than thirty (30) minutes at times scheduled by the Employer. Meal periods shall be taken not earlier than three (3) hours after commencing a shift and shall terminate no later than (5) hours after the beginning of the shift unless mutually agreed between the Employer and the employee.

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

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

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

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

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

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

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

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

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

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

**12:09** **Cancelled Shifts**

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

### **Article 13 Overtime**

**13:01** **Effective date of ratification (July 12, 2023)**, overtime shall be all time authorized by the Employer and worked in excess of regular daily or bi-weekly hours of work as specified in Article 12:01. Overtime shall be compensated at **two (2x)** times the basic rate of pay for all overtime hours worked.

- 13:02** All overtime worked on a general holiday shall be paid at two and one-half times (2½x) the employee's basic rate of pay.
- 13:03** Overtime may be accumulated to a maximum of seventy-seven and one-half (77½) hours (i.e. ten [10] work days), and may be compensated for by the granting of equivalent time off at applicable overtime rates. Such time shall be taken by the employee prior to March 31 of any year, or will be paid out at the end of the current fiscal year. Except in unique circumstances, two (2) weeks' notice of requests will be provided. **Requests will be approved based on operational requirements and are subject to management approval.**
- 13:04** When overtime is required, it shall be offered to the most senior qualified volunteer employees, and when there are no volunteer employees, such duty shall be assigned starting with the most junior employee in the **service area**, on duty, that is qualified.

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

- (a) **No employee shall be mandated to work overtime more than twice in a seven (7) day period, and there must be a minimum of twenty-four (24) hours in between each mandated overtime shift.**
- (b) **Employees who are mandated to work overtime shall not subsequently be reassigned to work in another service area.**
- (c) **Float employees are considered to be part of the service area they are working in at the time of being offered voluntary overtime, or when being assigned or mandated to work overtime.**
- (d) **In the event no employees are available to be mandated within the service area in accordance with Article 13:04, the Employer may assign mandatory overtime to the most junior qualified employee outside the service area.**

- 13:05** A full-time employee **mandated** to report back to work outside **their** regular working hours shall be paid at overtime rates for all hours worked with a minimum of three (3) hours at overtime rates. Where an employee is called back within two (2) hours prior to the commencement of **their** next scheduled shift **they** will be paid at overtime rates for all time worked prior to the starting time of the next scheduled shift.
- 13:06** Overtime worked as a result of the changeover from daylight saving time to Central standard time shall be deemed to be authorized overtime.
- 13:07** An employee required by the Employer to attend classes of instruction or service area meetings outside **their** regular hours shall be paid straight time rates for time spent in attendance at such courses or meetings or be given equivalent time off, subject to Article 13:03.
- 13:08** **Effective date of ratification (July 12, 2023)**, an employee required to work overtime for a period in excess of two (2) hours immediately following **their** regular **hours of work should receive a meal payment of ten dollars (\$10.00)**.
- 13:09** Employees working two (2) consecutive full shifts, as provided for in Article 12:01, will be paid at double time for the second shift.
- 13:10** A full-time employee who works on a scheduled day off shall be paid two times (2x) the employee's basic rate of pay.
- 13:11** In every period of overtime, a paid rest period of twenty (20) minutes shall occur during each continuous three (3) hours, unless the overtime worked is a full shift, in which case regular meal/rest periods shall occur.
- 13:12** **Effective date of ratification (July 12, 2023)**, employees shall receive one times (1x) their basic rate of pay for authorized overtime due to a missed paid rest period.
- 13:13** **All employees will have the option of having their banked overtime paid out quarterly, by way of a separate payroll deposit, at their request.**

## Article 14 General Holidays

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

New Year's Day (January 1)	Civic Holiday ( <b>Terry Fox Day</b> )
Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day (November 11)
Victoria Day	Christmas Day (December 25)
Canada Day (July 1)	Boxing Day (December 26)
<b>National Day for Truth &amp; Reconciliation (Sept 30<sup>th</sup>)</b>	

Any other day **that receives royal assent, is proclaimed to be, or is authorized as such,** a holiday by federal or provincial authorities **or statute.**

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

**14:02** An employee required to work on a general holiday will be paid at the rate of one and one-half (1½x) times **their** basic rate of pay for all hours worked up to seven and three-quarters (7¾) hours.

**14:03** **A full time employee shall be granted an alternate day off with basic pay if they are required to work on a general holiday, or if a general holiday falls on the employee's regular day off.**

Full-time employees shall be allowed to maintain up to five (5) alternative days off in lieu of general holidays, for the employee's future use, at a time mutually agreed to between the employee and the Employer. The employee shall submit **their** request for time off at least two (2) weeks ahead of the day(s) wanted. Approval will be based on operational requirements and will be granted whenever possible.

If an employee has five (5) banked alternative days off and mutual agreement cannot be reached to take an alternate day off within thirty (30) days of the holiday, the day's pay at basic rates shall be paid to the employee. Any remaining time not scheduled by March 31 of any year, shall be paid out to the employee at their regular rate of pay.

- 14:04** If an employee's regular shift falls on a general holiday, and if the Employer determines that **their** function is needed on that day, **they** will be scheduled to work. Where more than one (1) employee is involved, the decision as to who will work on the holiday will be based on seniority.

### **Article 15 Income Protection**

- 15:01** Income protection is provided for the sole purpose of ensuring an employee a continuing income during periods of bona fide personal illness, injury or quarantine.
- 15:02** An employee who is absent from scheduled work because of an illness or injury that is not compensable through an insurer (Manitoba Public Insurance, Workers Compensation Board, Healthcare Employee Benefits Manitoba, etc.), shall be entitled to their regular basic pay to the extent that they have accumulated income protection credits. The Employer reserves the right to verify that an employee claiming income protection benefits is not eligible for coverage through another insurer.
- (a) Time off for medical, dental and chiropractic examinations or treatments, including reasonable travel time within the City of Winnipeg, shall be granted and such time off shall be chargeable against the employees accumulated income protection credits, providing the following conditions are met:
- (i) Whenever possible, appointments are to be made on the employee's day off or at a time when **they are** not on duty. If the above is not possible due to the urgency of the illness or the inability of obtaining an appointment during such times, the

employee is to discuss **their** situation with **their** supervisor and attempt to arrange to be absent at a time which is least disruptive to the area. In determining an acceptable time for the employee to be absent, the urgency of the illness will be a major consideration. Such discussions will take place fourteen (14) days in advance of the appointment except in emergent situations where as early notice as possible is required. A maximum of four (4) hours in any one (1) day may be granted for such examinations and/or treatments;

- (b) **Family income protection may also be accessed when an employee is required to provide care for an ill or injured family member (spouse, child, or parent or another relative residing with the employee). Income protection that may be utilized for this purpose is limited to time accrued in the Family Leave Bank (twenty percent [20%] defined in article 15:04.**

**15:03** An employee who is unable to report for work due to illness or injury, shall inform **their** supervisor or designate prior to the commencement of **their** next scheduled shift(s) in accordance with the procedure determined by the service area. An employee who fails, without an acceptable reason, to give notice as specified below may be subject to disciplinary action and will not be entitled to receive income protection benefits, when warranted, for the shift(s) in question:

Prior to the Day Shift: One and one-half (1½) hours' notice.

Prior to Evening Shift: Three (3) hours.

Prior to Night Shift: Three (3) hours.

An employee who is unable to report to work due to any other reason shall also inform **their** supervisor in accordance with the time frames noted above, **or as soon as reasonably practicable given the circumstances.**

The employee must always report the reason for the absence (ill, family ill or other specific reason).

Reasonable notice for pre-scheduled medical, dental or chiropractic examination or treatment will be seventy-two (72) hours. An employee undergoing elective surgery must give fourteen (14) days' notice except in cases of emergency.

An employee returning to work after a period of illness of one (1) week or more, shall contact the Employer no later than forty-eight (48) hours **prior to their** return shift unless the notice period is waived by the Employer. The employee will be required to **submit** medical documentation **in accordance with Article 15:08.**

If an employee reports for work after a period of illness and has not given proper notification, **they** may be sent home with no pay.

- 15:04** Income protection shall accumulate at the rate of one and one-quarter ( $1\frac{1}{4}$ ) days for each full month of service. For each one and one-quarter ( $1\frac{1}{4}$ ) days of income protection accumulated, one (1) day (eighty percent [80%]) shall be reserved exclusively for the employee's personal use as outlined in Article 15:02. The remaining one-quarter ( $\frac{1}{4}$ ) of a day (twenty percent [20%]) shall be reserved for either the employee's personal use as outlined in Article 15:02 or for use in the event of family illness as specified in Article 15:02(b). The Employer shall maintain an up to date record of the balance of income protection credits reserved for each of these purposes. In the employee's first year of employment, amend one (1) day to read three-quarters of a day, and amend one-quarter ( $\frac{1}{4}$ ) of a day to read one-half ( $\frac{1}{2}$ ) of a day.
- 15:05** **Use of income protection is subject to review and approval by management. Employees have a contractual obligation to attend work on a regular and consistent basis and are subject to Employer policies regarding attendance at work.**
- 15:06** Income protection credits will accumulate on the same basis as seniority is accrued under Article 8.

**15:07** During the probationary period, as per Article 3:05, an employee may claim accumulated income protection credits. However, should an employee be terminated prior to the expiry of the above referenced probationary period, income protection credits paid to the employee will be recovered by the Employer.

**15:08** The Employer reserves the right to require a certificate from a qualified medical practitioner **in any of the following circumstances:**

- **To determine the general nature and expected duration of an absence due to illness or injury.**
- **To provide confirmation of an employee's fitness to return to work following a period of illness or injury.**
- **To determine medical accommodations that may be required.**
- **To verify that an employee's claim for income protection is not due to an illness or injury for which lost earnings would be payable through another insurer.**
- **In the case of suspected abuse.**

**The Employer will not arbitrarily request sick notes for single day absences for reasons other than described above. All costs associated with obtaining medical certificates in the above cases will be the responsibility of the employee. Failure to provide a satisfactory certificate when requested may disqualify an employee from receiving income protection benefits.**

**15:09** If an employee is to be absent for illness or injury for a period exceeding their income protection, unpaid sick leave may commence with approval by management. In such cases, an employee shall be granted an unpaid leave of absence for a period of one (1) month per year of service up to a maximum of eighteen (18) months.

In any event, upon completion of this leave of absence, the Employer will review the circumstances of each situation to determine the appropriate next steps.

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

**15:10 Income Protection and Workers Compensation**

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

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

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

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

**15:11 Manitoba Public Insurance and Income Protection**

- (a) (i) Where an employee is unable to work because of injuries sustained in a motor vehicle accident **they** must advise **their** manager/coordinator or designate as soon as possible and **they** must submit a claim for benefits to MPI. The employee shall be entitled to receive full income protection benefits for any period of time deemed to be a “waiting period” by MPI.
- (ii) Subject to Article 15:11(a)(i), where an employee has applied for MPI benefits and where a loss of normal salary would result while awaiting the MPI decision, the employee may submit an application to the Employer requesting an advance subject to the following conditions:
- (iii) Advance payment(s) shall not exceed the employee’s basic salary as defined in Article 17:02 (exclusive of overtime), less the employee’s usual income tax deductions, CPP contributions and EI contributions.

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

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

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

**15:12 Disability and Rehabilitation (D&R)**

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

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

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

- 15:14** (a) The Employer agrees to participate in the HEB D&R Plan. The benefit levels will be as stipulated in the D&R Plan. The Employer will pay the D&R premium to a maximum of two point three percent (2.3%) of base salary.

The parties agree that income protection credits and Workers Compensation benefits will be used where applicable, to offset the elimination period. Once the elimination period has been exhausted, and subject to the approval of the employees' application for D&R benefits by HEP, the employee may commence drawing disability benefits. It is understood that the elimination period for the D&R plan is one hundred nineteen (119) calendar days. An employee may claim income protection benefits for the period of time not to exceed the elimination period and payment of accrued income protection within the elimination period

represents the maximum amount of income protection available to the employee regardless of the dispensation of the D&R application or the status of the D&R application on the one hundred twentieth calendar day. An employee may not utilize income protection contiguous to the date of termination of D&R coverage.

- (b) Where an employee has been away from work due to illness for four (4) consecutive weeks the employee must complete all required documentation and make application for coverage under the HEB D&R Plan. The Employer and the Union are willing to assist the employee with completion of the documentation/application should the employee request.
- (c) Subject to Article 23:02(b), in the event:
  - (i) An employee does not have sufficient accrued income protection to cover the one hundred nineteen (119) calendar day elimination period; or
  - (ii) The employee's D&R application has not been approved by the end of the elimination period;

The Employer shall pay the D&R premium, Health Plan premium and Dental Plan premium in respect of any portion of the elimination period where the employee is not in receipt of paid income protection or in respect of the period of time between the end of the elimination period and the date of final disposition of the employee's D&R application.

## **Article 16    Vacation**

**16:01** The vacation year shall be from April 1 in the one (1) year to March 31 in the next year.

Notwithstanding these dates, vacation entitlement shall be calculated as at the end of the last full pay period of the vacation year.

**16:02** An employee who has completed less than one (1) years continuous employment as of March 31 will be granted vacation based on a percentage of regular hours worked, in the new vacation year.

**16:03** Effective May 1, 2003 annual vacation shall be earned at the rate of:

- Fifteen (15) working days per year commencing in the first year of employment.
- Twenty (20) working days per year commencing in the fourth year of employment.
- Twenty-five (25) working days per year commencing in the eleventh year of employment.
- Thirty (30) working days per year commencing in the twenty-first year of employment.

Vacation entitlement for the vacation year following completion of the first, third, tenth and twentieth years of continuous employment shall be determined by pro-rate calculation based upon the two (2) rates of earned vacation.

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

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

**16:04** The Employer will post a projected vacation entitlement list not later than two (2) months prior to the vacation cut-off dates as per Article 16:01. Employees shall indicate in writing their preferences as to vacation dates within thirty (30) calendar days of posting of the projected entitlement list. Priority in the selection of dates shall be given to the employees having the most organizational seniority within each area. An employee who fails to indicate **their** choice of vacation within the above thirty (30) calendar day

period shall not have preference in the choice of vacation time, where other employees have indicated their preference.

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

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

- 16:05** The Employer will post an approved vacation schedule of the projected vacation entitlement list no later than the first day of the new vacation year. Vacation shall not be changed unless mutually agreed upon by the employee and the Employer.
- 16:06** Employees shall be given the opportunity to request remaining unscheduled vacation entitlement by October 15 of each year on a first come first serve basis. Employees shall be allowed to retain up to three (3) days for future use at times mutually agreed between the employee and the Employer. Any vacation entitlement, other than the three (3) days, not requested by October 15 may at the discretion of the Employer, be scheduled by the Employer. The Employer shall post a notice, no later than October 1 of each year, in a prominent area(s) in each work site/worksites indicating the need for employees to request the scheduling of their remaining vacation. Any of the retained days not taken by March 31 of each year will be paid out.
- 16:07** **Vacation selection meetings shall be done virtually, by phone or in person, at the choosing of the employee. The remaining available vacation slots will be updated prior to the next employees meeting, where reasonably practicable, so employees have the information they require to choose from the available vacation days remaining in advance of their meeting.**
- 16:08** In the event that an employee is hospitalized during **their** vacation, it shall be incumbent upon the employee to inform the Employer as soon as possible.

In such circumstances the employee may utilize income protection credits to cover the hospitalization period and the displaced vacation shall be rescheduled at a time mutually agreed upon between the Employer and the employee within the available time periods remaining during the vacation year. Proof of such hospitalization shall be provided if requested.

- 16:09** When an employee is subpoenaed for jury duty during **their** period of vacation, there shall be no deduction from vacation credits and the period of vacation so displaced shall be added to the vacation period or reinstated for use at a later date.
- 16:10** Vacation entitlement will be payable at the employee's regular rate of pay.
- 16:11** An employee who transfers to a different unit or service area after vacation requests have been approved will have **their** vacation scheduled by the manager of the new unit in consultation with the employee within the time periods remaining during the vacation year.

### **Article 17 Salaries and Increments**

- 17:01** Employees shall be paid in accordance with the Salary Schedule attached to and forming part of this Agreement. The granting of increases shall be contingent upon the employee having performed **their** duties in a satisfactory fashion.
- 17:02** (a) Salaries shall be paid biweekly to each employee in accordance with **their** classification listed in Salary Schedule.
- (b) Employees are responsible to report any errors in pay to the Employer as soon as possible, but in no event more than thirty (30) days after the error occurred.
- 17:03** Individual salary increases resulting from the wage schedule shall be implemented on the employee's increment date, regardless of position or classification. When an unpaid leave of absence in excess of four (4) weeks is granted, the annual increment for the employee shall move forward in direct

relation to the length of the leave. Part-time employees will be entitled to receive salary increases resulting from the wage schedule subject to Article 17:01 after they have completed the equivalent number of full-time hours, as per Article 12:01.

**17:04** When an employee reports to work and is requested to work in a lower paid classification the employee shall be paid **their** current rate of pay.

When an employee voluntarily works a shift in a lower paid classification, the employee shall be paid at the same increment step on the lower paid classification as they are paid on their current classification.

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

**17:06** Uniforms shall not be worn off the premises of the Work site, except when specifically permitted to do so by the Employer.

**17:07** All uniforms remain the property of the Employer and must be returned by the employee when they are no longer required or on termination of employment. Employees will be liable for seventy-five percent (75%) of the cost price of a uniform or part of a uniform which they have abused or lost.

**17:08** Employees who are required to use their own personal vehicle for Employer business which has been pre-authorized by the Employer, shall be reimbursed by the Employer in accordance with Province of Manitoba mileage rates subject to a minimum payment of four dollars (\$4.00) per round trip.

**17:09** The Employer shall reimburse each employee up to one hundred thirty-five dollars (\$135) **every twelve months, or two hundred seventy dollars (\$270) every twenty-four (24) months** for the purchase of **new safety footwear upon production of a receipt**. Employees receiving the safety footwear allowance will be required to wear the safety footwear while at work and will use the footwear only in the performance of their duties at the site.

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

## Article 18 Premiums

### 18:01 Shift Premiums

- (a) **Effective date of ratification (July 12, 2023)**, employees who work the majority of their hours on any shift between the hours of 18:00 hours and 23:45 hours shall be paid a shift premium of **two dollars (\$2.00)** per hour for that shift.
- (b) **Effective date of ratification (July 12, 2023)**, employees who work the majority of their hours on any shift between the hours of 23:45 hours and 08:00 hours shall be paid a shift premium of **three dollars and fifty cents (\$3.50)** per hour for that shift.

**18:02** Shift premium and weekend premium will not be payable while an employee is off duty for any reason.

**18:03** **Effective date of ratification (July 12, 2023)**, a weekend premium of **two dollars (\$2.00)** per hour shall be paid to an employee for all hours worked on any shift where the majority of hours on that shift fall between 00:01 hours on the Saturday and 24:00 hours on the following Sunday.

**18:04** Employees temporarily assigned to relieve or replace employees in positions covered by this Collective Agreement that are higher than their normal class, shall be paid in the higher scale at the same increment level as they are presently receiving in their regular position.

**18:05** Employees assigned, in writing by the Employer, to temporarily relieve or replace employees in positions which are at a higher wage level and out of scope of this Collective Agreement shall be paid a minimum of eighty cents (\$0.80) per hour above their existing rate of pay.

## Article 19 Terminations

**19:01** An employee may terminate **their** employment with the Employer by giving the following written notice:

- (a) One (1) week before the date of termination, if the employee's service is less than one (1) year; or
- (b) Two (2) weeks before the date of termination, if the employee's service is one (1) year or more.

**19:02** Employment may be terminated by the Employer with written notice provided as follows:

<u>Period of Employment</u>	<u>Notice Period</u>
Less than one (1) year:	One (1) week
At least one (1) year and less than three (3) years:	Two (2) weeks
At least three (3) years and less than five (5) years:	Four (4) weeks
At least five (5) years and less than ten (10) years:	Six (6) weeks
At least ten (10) years:	Eight (8) weeks

Employment may be terminated with lesser notice:

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

**19:03** The Employer may deduct from an employee's terminal pay an amount equal to **their** basic pay for the period which **they** give inadequate notice of termination.

**19:04** The Employer will make available all amounts due to the employee, including unpaid wages and pay in lieu of unused vacation entitlement, **on the pay date applicable to the pay period in which the termination date occurred.**

## **Article 20 Part-time Employees**

**20:01** Part-time employees are entitled to the benefits provided for under this Collective Agreement on a pro rata basis based on their regular hours

worked. Without limiting the generality of the foregoing, the following provisions shall apply.

**20:02 Income Protection in Case of Illness**

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

$$\frac{\text{Hours paid at regular rate of pay}}{\text{Full-time hours}} \times \text{Entitlement of a full-time employee}$$

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

**20:04 Vacation**

(a) Entitlement to Vacation Pay

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

$$\frac{\text{Hours paid at regular rate}}{\text{Full-time hours}} = \text{Prorating factor}$$

Example of Entitlement to Vacation Pay:

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

$$\frac{1,410}{2,015} = .7 \text{ prorating factor}$$

(b) Entitlement to Vacation Time

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

Example of Entitlement to Vacation Time:

Employee A is in **their** fifth year of employment. Employee A is entitled to twenty (20) working days per year of vacation time. For greater certainty, the term “working days” means days on which Employee A is regularly scheduled to work.

(c) Entitlement to Receive Vacation Pay and Vacation Time

(i) Initial Selection of Vacation Time

Part-time employees shall have an initial right to indicate their preference to dates on the basis of the procedure set out at Article 16:05. During this initial procedure for vacation selection, part-time employees shall be allowed to indicate their preference up to a maximum on the basis of the prorating of their vacation time entitlement in accordance with the following formula:

$$\text{Prorating factor} \quad \times \quad \text{Entitlement to vacation time} \quad = \quad \text{Number of vacation days (working days)}$$

Example of Initial Selection:

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

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

(ii) Selecting the Balance of the Vacation Time

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

Example of Selecting the Balance of Vacation Time:

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

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

Alternate Example: In the event that Employee A chose to select twelve (12) working days of vacation time in the initial selection, Employee A would have the option to later select up to eight (8) working days in order to exhaust **their** vacation time entitlement.

(iii) Operational Requirements

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

(iv) Receipt of Vacation Pay

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

(A) Partial pay divided equally over **their** entire vacation time entitlement; or

(B) Full pay for vacation days up to such point as **their** vacation pay is exhausted; or

(C) A combination of (A) or (B) above; or

(D) Partial or full vacation pay as set out above for a portion of the vacation time and the balance of vacation pay in a lump sum regardless of whether the part-time employee intends to take any unused vacation time at a future date in the vacation year.

**20:05** General Holidays

Part-time employees shall be paid **five percent (5%)** of their basic rate of pay in lieu of time off on general holidays. Such holiday pay shall be included in each regular pay deposit.

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

**20:06 Overtime**

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

**20:07 Increments**

Salary increments for part-time employees will be granted after the completion of the hours dictated in the Salary Schedule until the maximum of the appropriate Salary Schedule scale is attained.

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

accumulated income protection credits and general holiday pay, in accordance with Article 20:05.

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

**20:09 Other Leaves**

**In addition to the leaves set forth in this Collective Agreement including Compassionate Care Leave, employees may be eligible for leaves of absences as provided in the Employment Standards Code. Eligibility for such leaves will be determined in accordance with the Employment Standards Code of Manitoba and Regulations. Such leaves include but are not limited to:**

- (a) Interpersonal Violence Leave (former Domestic Violence Leave)**
- (b) Family Leave**
- (c) Long Term Leave for Serious Injury or Illness**
- (d) Critical Illness of a Child Leave**
- (e) Disappearance or Death of a Child Leave**
- (f) Organ Donation Leave**
- (g) Jury Duty Leave**
- (h) New Citizenship Leave (up to one day paid leave)**
- (i) Reservist Leave**

**An employee required to attend a court proceeding as a party to that proceeding, occasioned by the employee's private affairs shall receive a leave of absence without pay for the required absence.**

## Article 21 Committees

- 21:01** The parties hereto agree to a Joint Committee to **discuss matters of mutual concern.**
- 21:02** The Committee shall be composed of **reasonably** equal representation from the Employer and the local Union with the total committee representation not to exceed **eight (8)** members, unless mutually agreed otherwise. The local Union committee shall be appointed by the local Union Executive and may at any time have a representative from the MGEU.
- 21:03** The Committee shall meet as and when required at a mutually agreeable time upon written notice being given by either party. An agenda will be prepared by the calling party and shall be submitted five (5) working days prior to the meeting taking place.
- 21:04** The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Collective Agreement. The Committee shall not supersede the activities of any committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decision or conclusions reached in their discussions. The Committee may make recommendations to the Union and the Employer with respect to its discussions and conclusions.

## Article 22 Retirement Bonus

- 22:01** Employees retiring in accordance with the following:
- (a) Retire at age sixty-five (65) years; or
  - (b) Retire after age sixty-five (65) years; or
  - (c) Have completed at least ten (10) years continuous employment and retire after age fifty-five (55) years but before age sixty-five (65) years;

(d) Employees who have completed at least ten (10) years continuous service with the Employer, whose age plus years of that service equal eighty (80); shall be granted a retirement bonus on the basis of four (4) days per year of employment.

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

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

$$\frac{\text{Total paid hours actually worked from date of hire}}{\text{Full-time hours}} \times \text{Entitlement of a full-time employee}$$

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

**22:05** Permanent employees who terminate employment at any time **after being deemed no longer gainfully employable, as confirmed by medical documentation and approved by the Employer**, shall be granted pre-retirement leave, payable in a lump sum, on the basis of four (4) days per year of employment and in accordance with the calculation methods prescribed in the Collective Agreement.

**22:06** The retirement bonus may be utilized to directly fund buy back of pension service in accordance with Revenue Canada limits and restrictions. Contributions for this purpose must also conform to the Health Employees' Pension Plan (HEPP) Trust Agreement, HEPP Plan Text, and other applicable written HEPP policies and guidelines.

**22:07** Effective April 1, 2008, where an employee is entitled to pre-retirement bonus in accordance with the conditions listed above, and the employee dies

prior to receiving this benefit, it is understood that the pre-retirement bonus benefit shall be paid to **their** estate.

### **Article 23 Employee Benefits**

**23:01** Enrolment in the HEB Manitoba Group Pension Plan, Group Health, D&R Plan, Dental Plan and Group Life Insurance Plan is a condition of employment for all employees, providing the employee qualifies under the conditions of each plan.

The details of each plan are as determined by the trustees of the above noted plans and identified in the respective plan texts and HEBP rules and regulations.

**23:02** Employees who want to maintain their coverage under Group Health, Dental, Group Life and D&R shall pay necessary Employer and employee premiums when on any period of unpaid LOA.

**23:03** **Health Spending Account (HSA)**

**The provisions of the HSA will be administered in accordance with HEB's plan text and eligibility criteria.**

### **Article 24 Changes in Classifications**

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

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

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

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

**24:05** **Legacy Positions**

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

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

**Article 25 Sub-contracting**

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

- (a) Merge or amalgamate with another **service care provider** or health care related organization; or
- (b) Transfer or combine any of its operations or functions with another **service care provider** or health care related organization; or
- (c) Take over any of the operations or functions of another **service care provider**.

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

**25:03** If the Employer intends to sub-contract work which results in the displacement of a number of employees, the Employer will notify the Union at least ninety (90) days in advance of such change and will make every reasonable effort to find suitable alternative employment with the Employer for those employees so displaced and will guarantee to offer alternative employment with the Employer to those employees who have forty-eight (48) months or more continuous service with the Employer. Any employee with more than forty-eight (48) months service accepting a position in a lower paid classification will continue at the salary of **their** present classification and will receive an increase only when the rate in **their** new scale, corresponding to **their** years of service, provides for an increase over **their** current rate.

#### **Article 26 Duration**

- 26:01** (a) This Agreement shall be in full force and effect from April 1, **2017** until March 31, **2024**.
- (b) The provisions of the Agreement shall continue in effect following the expiry date until replaced by a new Agreement or until the declaration of a strike or lockout, whichever occurs first.
- (c) The Union agrees to give the Employer at least two (2) weeks (fourteen [14] days) written notice as to the intended time and date of strike action.
- (d) The Employer agrees to give the Union at least two (2) weeks (fourteen [14] days) written notice as to the intended time and date of lockout.
- 26:02** Should either party desire to propose changes to this Agreement, they shall give notice, in writing, to the other party not more than ninety (90) calendar days and not less than thirty (30) calendar days prior to the date of termination. Within thirty (30) calendar days of the receipt of proposals, the other party shall be required to enter into negotiations for the purpose of discussing the changes and the formation of a new Agreement.
- 26:03** This Agreement may be amended during its term by mutual agreement.

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

**26:05** All retroactive wage adjustments shall be made payable within one hundred twenty (120) calendar days of ratification of this Agreement.

Former employees shall receive any applicable retroactive pay provided they request such pay in writing to the Employer with their current mailing address no later than ninety (90) days after the ratification date.

### **Article 27 Union Representation**

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

**27:02** The Employer agrees that the bargaining unit shall have the right to assistance from representatives of the MGEU when negotiating or dealing with matters concerning the Agreement.

Where the Employer must conduct an investigation on a workplace issue, the employee may be accompanied at the meeting by a Union representative if **they** so desire on condition the representative of the Union is readily available and such attendance does not impact the Employer's operations.

**27:03** When meeting with the Employer to conduct negotiations, the Union will be allowed to have a maximum of three (3) employee representatives. Two (2) employees who will be entitled to leave of absence without loss of pay or benefits covered by the Employer and one (1) employee on wage recovery covered by the MGEU. The MGEU will cover the highest paid employee on wage recovery.

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

**27:04** The Employer recognizes that local Union officers and/or shop stewards have duties and responsibilities towards and on behalf of the Union.

The Union recognizes that stewards and officers are employees of the Employer and as such have jobs to perform on behalf of the Employer.

Local Union officers and/or shop stewards shall be expected to conduct Union business before or after working hours or during rest or meal breaks.

If impossible to do so, the officer/steward may be entitled to leave their work during working hours in order to carry out their functions under the Collective Agreement which involves the investigation and processing of grievances providing that each employee involved in the issue has obtained approval from the manager or designate for the time required. Reasonable advance notice will be provided where the officer/steward has themselves received advance notice. Permission to leave work during working hours will be subject to operational requirements. Permission shall not be unreasonably sought or withheld.

In the event that the officer/steward is carrying out **their** functions under the Collective Agreement outside **their** service area, the officer/steward will inform the manager or designate of the service area prior to entering. When permission to leave work as indicated above is granted, this time shall be considered as time worked.

## **Article 28    Respectful Workplace**

**28:01** It is agreed that there shall be no discrimination against any employee by the Employer or the Union based on **protected characteristics in accordance with the Manitoba Human Rights Code.**

**28:02** **Harassment**

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

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

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

Employees are encouraged to review the Respectful Workplace Policy.

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

#### **Article 29 Bulletin Boards**

- 29:01** The Employer will appoint a designate who will maintain a page on the intranet for the purpose of MGEU communications as approved by the Employer. A direct link will be available on the home page of the St.Amant intranet site to this site. A physical bulletin board shall also be provided at the Employer's discretion.

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

- 30:01** An employee may be discharged or suspended for just cause. Such employee shall be advised promptly in writing of the reason for **their** dismissal or suspension, with a copy being sent to the Union Staff Representative.
- 30:02** Where the Employer **is going to impose discipline on an employee, such disciplinary action shall be delivered at a formal meeting where a representative from Human Resources is present, and where representation from the Union has been offered.**

The Employer shall give the employee prior notice of the **general** nature of the complaint **when asked**.

No disciplinary document shall be placed on an employee's personnel file without the employee being given the opportunity to read the document, **ask questions for clarification and understanding purposes and to sign it. If the employee refuses to sign it, the Employer may sign the document on behalf of the employee, where a union representative has been present at the disciplinary meeting, they shall sign the letter as a witness. Such signatures may be obtained electronically.**

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

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

### **Article 31 Storm/Disaster Pay**

- 31:01** If an employee is unable to attend work due to bad weather conditions and there are actual blizzard conditions, as declared by Environment Canada, or the Employer, or due to road closures as declared by the police agencies or the **Province of Manitoba or City of Winnipeg**, staff shall not be paid for such work missed, however, on written request, **they** will be allowed to use banked time in lieu of overtime, banked statutory holiday or vacation time.

### **Article 32 Loss Of or Damage to Personal Effects**

- 32:01** In recognition of the fact that during the performance of their duties, employees may have their clothing or other personal property damaged, the Employer agrees to make appropriate compensation **pay for the replacement of the damaged personal property, based on the Employers Loss or Damage to Personal Property Policy.**
- 32:02** No claims for compensation will be considered where an employee has or will receive adequate compensation from insurance or otherwise for the loss or theft or damage to the employee's tools, equipment or personal effects, or for luxury items.
- 32:03** Employees are responsible for any personal effects that are brought to their place of work and are not specifically required in the course of their employment and no claim for compensation will be considered for loss or theft of or damage to such personal effects.

### **Article 33 Safety and Health**

- 33:01** The Employer shall in accordance with the objects and purposes of The Workplace Safety and Health Act. **(Should any provisions of this article be**

or become inconsistent with the applicable legislation, the legislation will supersede).

- (a) Ensure so far as is reasonably practicable, the safety, health, and welfare at work of all workers; and
- (b) Comply with The Workplace Safety and Health Act and Regulations.

**33:02** It is agreed that both parties will **promote safety programming that contributes to lessening workplace risks, prevention, and the availability and usage requirements of safety equipment where necessary.**

**33:03** A joint Safety and Health Committee, as per **Part 40 of** The Workplace Safety and Health Act, shall be established to examine all aspects of safety and health measures within the **organization**. The joint Safety and Health Committee shall hold meetings at least quarterly for **identifying**, monitoring, inspecting, investigating, and reviewing safety and health conditions and practices within the site. The duties of the committee include:

- (a) The receipt, consideration and disposition of concerns and complaints respecting the safety and health of workers;
- (b) Participation in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace;
- (c) The development and promotion of measures to protect the safety and health and welfare of persons in the workplace, and checking the effectiveness of such measures;
- (d) Co-operation with Occupational Health Services;
- (e) Co-operation with a safety and health officer exercising duties under this Act or the regulations;
- (f) The **development and promotion of programs for education and information concerning safety and health in the workplace;**

- (g) The inspection of the workplace at regular intervals;
- (h) The participation in investigations of accidents and dangerous occurrences at the workplace;
- (i) The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and
- (j) Such other duties as may be specified in this Act or prescribed by regulation.
- (k) Minutes of the Workplace Safety and Health Committee meetings shall be recorded, provided to committee members, **and** posted on the Safety and Health bulletin boards. Recommendations for corrective actions shall be referred, in writing, to the CEO or designate and a response shall be provided to the Workplace Safety and Health Committee within thirty (30) days.
- (l) **Employees shall take part in safety and health professional development on a yearly basis as specified under the Act.**

**33:04 A committee shall consist of not fewer than four (4) or more than twelve (12) persons, of whom at least fifty percent (50%) shall be persons:**

- (a) **Representing workers who are not associated with the management of the workplace, and appointed in accordance with the constitution of the union that is the certified bargaining agent or that has acquired bargaining rights on behalf of those workers, or where no such union exists, persons elected by the workers they represent;**
- (b) **Shall have two (2) co-chairs, one (1) chosen by the Employer members on the committee, and the other chosen by the worker members on the committee;**

- (c) **The Employer must ensure that committee members are trained to competently fulfill their duties as committee members.**
- (d) **Minutes of each meeting shall be taken and posted in an easily accessible format located on the Employer's intranet site for all employees to view within seven (7) calendar days.**

**33:05 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 Article 33:04.**

**33:06** The Employer and the Union agree that harassing and violent behaviour shall not be condoned in the workplace and is further agreed that both parties will work together in recognizing and resolving such problems should they arise.

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

**33:07 In accordance with the Manitoba Workplace Safety and Health Act:**

- (a) **Where an employee has reason to believe a dangerous working condition exists, and that the work is a danger to their safety or health, the employee shall promptly report that condition and reasons for it to their supervisor.**
- (b) **If the supervisor does not remedy the dangerous condition immediately, the person who receives the report of refusal to work shall immediately inspect the dangerous condition in the presence of the employee and on of the following:**

- (i) The worker co-chair of the Workplace Safety and Health Committee or a worker representative;
  - (ii) Workplace Safety and Health Representative.
- (c) The supervisor, employee and committee member who inspects the dangerous condition shall take any action necessary to remedy any dangerous condition, or ensure that such action is taken.
  - (d) The employee may continue to refuse until the dangerous condition is remedied.
  - (e) If the employee refuses to work because of their belief that the condition is dangerous, the employee must be available to perform other work assigned.

**33:08** Where an employee has refused to work in accordance with Article 33:06 and The Workplace Safety and Health act:

- (a) No other employee shall be assigned to do the work unless the Employer advises the other employee of the refusal;
- (b) The reasons for the refusal and the reasons why, in the opinion of the Employer, the work does not constitute a danger to the safety or health of the other employee, or any persons.

Where practicable, the employee assigned to complete the work previously refused under the right to refuse legislation, shall have the right to speak with the employee who has refused to do such work, this request shall not be unreasonably denied.

**33:09** 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 Article 33:04.

**33:10** It is agreed that both parties will cooperate to the fullest extent in the matter of safety and accident prevention and the Employer agrees to provide safety equipment where required and to install safety devices where necessary.

**33:11** A Safety Committee, as per The Workplace Safety and Health Act, shall be established to examine all aspects of safety and health measures within the Work site.

### **Article 34 Overpayments**

**34:01** The Employer may not make deductions from wages unless authorized by statute, by Court Order, by Arbitration Award, by this Agreement, by the Union or to correct an overpayment error made in good faith. Where an error has been made in good faith, the Employer shall be entitled to recover any overpayment made, for a period of time that does not extend further back than twelve (12) months from date of discovery, provided:

- (a) Once the error is discovered, notice and a detailed breakdown of the error is given by the Employer to the affected employee and the Union as soon as practicable;
- (b) The proposed recovery is made in as fair and reasonable a manner as possible; and
- (c) The proposed recovery is made over a period of time which is no less than the period during which the overpayment was made unless otherwise agreed between the Employer and employee.
- (d) Errors in pay of **less than fifty dollars (\$50.00)** made by the Employer shall be corrected on the next payday.
- (e) Errors in excess of **more than fifty dollars (\$50.00)** made by the Employer shall be corrected. Where there is money owing to the employee, the employee shall be paid by supplemental deposit three (3) business days following the day the error was reported, and where there is money owing to the Employer, **from the most recent previous pay period only, the employer shall notify the employee immediately and the over payment** shall be recovered on the next payday.

Errors in pay made as a result of inaccurate or incomplete information from/by the employee will be processed on the following pay.

**Where monies owed from previous pay periods; other than the most recent pay period, Article 34:01(a) & (b) shall apply.**

**34:02** In the event the employee retires from, or leaves the employ of, the Employer before the Employer is able to fully recover an overpayment as contemplated in this Article, the Employer shall be entitled to make a full recovery at the time of retirement or termination of employment of that employee and reduce accordingly any payments that might be owing to that employee to recover the overpayment.

### **Article 35 Emergencies**

**35:01** In any emergency declared by the Employer or disaster declared by EMO, employees are required to perform duties as assigned notwithstanding any contrary provision in the Collective Agreement.

**35:02** Compensation for unusual working conditions related to such emergency or disaster will be provided in accordance with the Collective Agreement.

**35:03** Where overtime is worked by reason of a disaster plan exercise or fire drill, overtime will be paid in accordance with Article 13.

**35:04** The importance of disaster plan exercises and fire drills is mutually acknowledged by the Employer and the Union and, to this end, participation of all employees is **required/mandatory**.

### **Article 36 Escort Duty**

**36:01** An employee reporting for work as called in for escort duty shall be paid at the appropriate rate of pay for time worked with a minimum guarantee of three (3) hours pay.

**36:02** Where such escort duty results in the employee being away from the work site for 4 hours or more, upon presentation of an appropriate receipt, the

employee shall be reimbursed up to a maximum of seven dollars (\$7.00) for the purchase of a meal.

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

### **Article 37 Transportation and Call Backs**

#### **37:01 Transportation Responsibility Allowance**

Employees who are required to possess their Class 4 driver's license, **and are to transport people supported in a vehicle requiring a Class 4 driver's licence will receive an additional eighty cents (\$0.80) per hour when assigned such driving duties.**

**When the duration of the trip is less than three (3) hours in length, employees will receive a minimum of three hours of responsibility allowance.**

**For trips that are longer than three (3) hours or involve multiple trips within the same trip, the responsibility allowance will be based on the length of such trips up to a maximum of 7.75 hours per shift.**

**This added responsibility allowance is being provided in order to recognize the unique circumstances involved in being the responsible driver of a St.Amant vehicle.**

**Employees who are required, as a condition of employment, to whose job descriptions stipulate the need to transport people supported in a vehicle requiring a Class 4 driver's license or to hold a Class 4 driver's licence as a condition of employment will be required to cover all costs related to obtaining their Class 4 driver's licence.**

**The Employer shall reimburse employees the cost incurred as a result of their obtaining their yearly driver's abstract..**

**Note: You are only required to hold a valid class 4 driver's license while transporting passengers when driving the large passenger vehicles. However, if you are driving the large passenger vehicles without**

passengers, you are only required to hold a valid Class 5 driver's license, in accordance with Manitoba Public Insurance/legislation.

**37:02 Call Backs**

An employee required to return to the work site on a call-back as referenced in Article 13:05 will have:

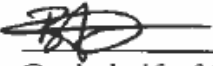
- (a) Return transportation provided by the Employer; or
- (b) Will receive mileage in accordance with the Province of Manitoba mileage rates if **they** use **their** own car.

IN WITNESS WHEREOF A representative of St.Amant Inc. has hereunto set their hand for, and on behalf of, St.Amant Inc.; a Staff Representative of Manitoba Government and General Employees' Union has set her hand for, and on behalf of, Manitoba Government and General Employees' Union.

Signed this 12 day of July, 2024.

  
On behalf of St.Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of St.Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

**Letter of Understanding**

between

**St.Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: St.Amant School, River Road Child Care - Unique Term Positions Due to Contracts with School Divisions or Other Funding Bodies**

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

To facilitate this aim, when such special arrangements occur, the posting will identify the potential on-going indefinite nature of such terms (subject Article 3:04), with the proviso that the original incumbent will be offered the term on an annual basis, if the contract is renewed. If the original incumbent accepts the annual renewal of the term, a posting will not be required.

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

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

Signed this 12 day of July, 2024.

[Signature]  
On behalf of St. Amant Inc.

[Signature]  
On behalf of Manitoba Government  
and General Employees' Union

[Signature]  
On behalf of St. Amant Inc.

[Signature]  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Understanding**

between

**St.Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: Dissolution of the Complex Respiratory Care Service (CRCS) and "12" Hour Shift located on Child & Young Adult Health Services (CYAHS)**

---

The parties have reached mutual agreement concerning the dissolution of the CRCS as follows:

1. All twelve (12) hour shift pattern positions will be changed to eight (8) hour shift pattern positions. The parties mutually agree to the following guidelines:
  - a. The provisions outlined in Article 10 (Layoff & Recall) do not apply to this change.
  - b. All impacted Personal Support Workers (PSWs) will receive ninety (90) days advance notice of the effective date of change.
  - c. All impacted PSWs will be surveyed to determine their preferred EFT (ie: remain the same, increase, or decrease).
  - d. The Employer agrees to consider the employees' EFT preferences and incorporate these as much as reasonably possible.
  - e. There will be no net reduction in the complement of PSW positions currently assigned to CYAHS as a result of this change.
  - f. The Employer agrees to maintain vacation previously booked for the current vacation year and adjust to provide a full week off where the employee's previously booked vacation allowed for such.

2. Overtime, vacation planning, compensation for working Statutory Holidays, and all other provisions will follow the respective articles in the Collective Agreement.

Signed this 12 day of July, 2024.

[Signature]  
On behalf of St. Amant Inc.

[Signature]  
On behalf of Manitoba Government  
and General Employees' Union

[Signature]  
On behalf of St. Amant Inc.

[Signature]  
On behalf of Manitoba Government  
and General Employees' Union

**Letter of Understanding**

between

**St.Amant Inc.**

and

**Manitoba Government and General Employees' Union****Re: Posting and Filling Vacant Positions During the Summer Vacation Period**

---

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

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

Signed this 12 day of July, 2024.

[Signature]  
On behalf of St. Amant Inc.

[Signature]  
On behalf of Manitoba Government  
and General Employees' Union

[Signature]  
On behalf of St. Amant Inc.

[Signature]  
On behalf of Manitoba Government  
and General Employees' Union

**Letter of Understanding**

between

**St.Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: River Road Child Care**

---

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

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

Signed this 12 day of July, 2024.

[Signature]  
On behalf of St. Amant Inc.

[Signature]  
On behalf of Manitoba Government  
and General Employees' Union

[Signature]  
On behalf of St. Amant Inc.

[Signature]  
On behalf of Manitoba Government  
and General Employees' Union

## **Memorandum of Understanding**

between

**St.Amant Inc.**

and

**Manitoba Government and General Employees' Union**

### **Re: Vacation Planning Process**

---

In order to maximize the number of available weeks for vacation selection, the following will apply with regards to vacation planning appointments:

- (1) Beginning February 15 or earlier, the scheduling clerk will arrange an appointment with each employee in order of seniority.
- (2) Appointment times will be posted on each unit, as well as in the scheduling service area, and it will be the responsibility of the employee to attend their appointment.
- (3) Employees on LOA, Medical LOA, LTD, WCB, Vacation, etc. will be notified of their respective vacation scheduling appointment. Employees will be provided with the option to come in for their appointment or complete their appointment via telephone.
- (4) The Employer will post a projected vacation entitlement list no later than February 1 of each year.
- (5) The appointment shall take place in person unless mutually agreed otherwise.
- (6) Employees will request vacation based on individual days worked, not week blocks. It is the responsibility of the employee to know their schedule and request their vacation accordingly.

- (7) Employees should come prepared for the meeting and should have their requested dates indicated on their request form as each employee will have one (1) planning meeting and all vacation requests will be approved at that time.
- (8) Employees are encouraged to select all of their earned vacation at their vacation scheduling appointment. As indicated in Article 16:15, in order for employees to use their seniority for vacation planning purposes, employees must indicate their preference within thirty (30) calendar days.
- (9) If an employee fails to attend their respective vacation scheduling appointment, except in extenuating circumstances, the Employer will make an attempt to contact the employee to discuss and receive their choice of vacation days, or failing that, to reschedule their appointment. In that case, the Employer will make every attempt to reschedule the employee into an available time period as soon as possible, although this may result in the employee being displaced in seniority during the annual planning process.
- (10) The selected approved vacation schedules will be updated on an ongoing basis and shall be posted at the end of each day in an accessible location in the scheduling service area. These schedules are to be kept in scheduling at all times and should not leave the service area.
- (11) An employee who fails to indicate their choice of vacation by their appointment time shall not have preference of dates already chosen by another employee.
- (12) All requests will be approved by the respective coordinator.
- (13) The Employer will post an approved vacation schedule no later than the first day of the new vacation year, April 1.
- (14) An employee who transfers to a different unit or service area after vacation requests have been approved will have their vacation scheduled by the manager of the new unit in consultation with the Employee within the time periods remaining during the vacation year.

(15) Christmas/New Years

During the Christmas/New Years' time period only one (1) person is guaranteed vacation in a twenty-four (24) hour period. Therefore, less senior employees shall submit a request for vacation for this period in their February scheduling appointment in case of operational requirements allowing for additional employees to have vacation time.

Signed this 12 day of July, 2024.

[Signature]  
On behalf of St. Amant Inc.

[Signature]  
On behalf of Manitoba Government  
and General Employees' Union

[Signature]  
On behalf of St. Amant Inc.

[Signature]  
On behalf of Manitoba Government  
and General Employees' Union

## Memorandum of Agreement

between

**St.Amant Inc.**

and

**Manitoba Government and General Employees' Union**

### Re: Addition of New Classifications

---

The above mentioned parties agree to add two (2) new classifications to Salary Schedules of the current Collective Agreement between them, which expired March 31, 2017. These two (2) new classifications represent a blend of current classifications and will replace said current classifications **effective November 21, 2022**.

The two new classifications are referred to as:

- Personal Support Worker - Health (**PSW-H**)
- Personal Support Worker - Stabilization (**PSW-S**)

#### **Purpose:**

The blending of current Recreational Instructors I and Resident Assistant classifications into new ones is necessary to increase the flexibility of the workforce to meet the new service demands created by our amended mandate to become a transitional facility for people supported. This change will support the overall reduction in the number of individuals being supported in our facility in recent years, while ensuring employment security for bargaining unit members.

#### **Classifications affected:**

- Personal Support Worker - Health (**PSW-H**) will be a blend of Recreational Instructors I (**R/I 1**) and Resident Assistants (**R/A**)
- Personal Support Worker - Stabilization (**PSW-S**) will be a blend of Recreational Instructors I (**R/I 1**) and Resident Assistants (**R/A**) and Resident Assistants, ABI (**R/A ABI**)

**Wage Rates:**

Current wage rates will remain unchanged as the duties of the new PSW classifications are a blend of the current R/A and R/I classifications within the same classifications grouping.

**Wage Standardization:**

Personal Support Worker - Health (**PSW-H**) will be added to *standardized grouping #42* and Personal Support Worker - Stabilization (**PSW-S**) will be added to *standardized grouping #45*.

**Employment Security:**

The Employer has committed that this initiative will result in no net job losses for all employees employed in a permanent position as of the date of signature of this Memorandum of Agreement.

**EFTs:**

All current EFTs of all employees employed in a permanent position as of the date of signature of this Memorandum of Agreement will remain the same. Should some EFTs require to be increased as a result of a need to meet operational demands then same shall be addressed on an individual basis in accordance with Articles 2.01 and 9.09 of the Collective Agreement.

**Shift Rotation:**

Should any shift rotation changes be necessary, they will be kept to a minimum in order to provide the least amount of disruption to the employees as well as maintain consistency of service to the individuals being supported. These amendments will be made in accordance with the Collective Agreement and the Employer has committed to provide as much notice as possible to the affected employees. R/I employees employed prior to the signing of this Memorandum of Agreement may request selection of shift adjustment, in exceptional circumstances. These requests will be considered, regardless of seniority, based upon the significance of the circumstance and if operationally possible.

**Qualifications of New Classifications:**

All new employees hired after the date of signature of this Memorandum of Agreement will be required to possess all qualifications stated in the job descriptions of the new

classifications.

**Mobility of Current Employees within the Bargaining Unit:**

All **R/I** and **R/A** employees hired prior to the date of signature of this Memorandum of Agreement will be legaced into their current positions.

Additionally, those **R/I** and **R/A** employees hired prior to the date of signature of this Memorandum of Agreement will be provided in-house training to meet the new qualifications of **PSW-H & PSW-S** positions in the event that they desire to pursue an employment opportunity into a different position within the bargaining unit. This training will commence by November 7, 2022. The training will be provided by the Employer during the employees' regular hours of work and at no cost to them.

All employees within the scope of classifications that were considered qualified for reclassification to **R/I** or **R/A** positions, prior to the signing of this Memorandum of Agreement, will be considered eligible for reclassification into the newly created PSW-H and PSW-S classifications as long as they remain employees of St.Amant. These same employees will have the ability to transfer to any PSW position, after be provided in-house training to meet the new qualifications of the **PSW-H & PSW-S** positions.

For clarity, the legaced classifications considered eligible for reclassification into new PSW positions are as follows:

- Day Service Instructor I
- Day Service Instructor II
- Instructional Assistant
- Clinical Assistant - SLP / OT
- Rehabilitation Assistant
- Recreation Instructor I
- Recreation Instructor II
- Resident Assistant I
- Resident Assistant II

For Personal Support Worker - Health (**PSW-H**) and Personal Support Worker – Stabilization (**PSW-S**) positions, those R/I and R/A employees, as well as employees in legaced classifications eligible for reclassification to R/I and R/A positons, hired prior to the date of signature of this Memorandum of Agreement, will not require a Health Care Aide certificate, nor will they be required to have or maintain a Class 5F drivers' licence. New hires will be required to meet the educational requirements as listed in the job description.

For Personal Support Worker – Stabilization (**PSW-S**) positions, those R/A employees and employees in legaced classifications eligible for reclassification to R/I and R/A positons, hired prior to the date of signature of this Memorandum of Agreement are

required to have a Class 5F driver's license in ABI homes. Those R/I and R/A employees, as well as employees in legacied classifications eligible for reclassification to R/I and R/A positions, hired prior to the date of signature of this Memorandum of Agreement are not required to have a Class 5F driver's license in Stabilization. New hires will be required to meet the educational requirements as listed in the job description.

**Class 4 License**

Upon reclassification, PSWs are not required to hold a Class 4 driver's license.

**Vacation Selection**

Legacied RI employees will have another opportunity to conduct vacation selection for this current vacation year, employing the process established under the "Vacation Planning Process" MOU. This exceptional vacation planning process is to be completed no later than November 7, 2022.

The parties agree that should any issues arise regarding the application of this Memorandum of Agreement and if they cannot come to a consensus after attempting to resolve said issues then they will proceed to binding arbitration as outlined in Article 7 of the Collective Agreement.

**IN WITNESS WHEREOF, THE PARTIES HERETO HAVE DULY EXECUTED THIS MEMORANDUM OF AGREEMENT.**

**SIGNED THIS 20th DAY OF OCTOBER 2022**

**FOR THE UNION**

*Tara Schjerving*  
\_\_\_\_\_

*M. Swirsky*  
\_\_\_\_\_

*Jacob McConnell*  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FOR THE EMPLOYER:**

*S. Mankelowa N'BA*  
\_\_\_\_\_

*Jennifer Busch*  
\_\_\_\_\_

*Todd Macdonald*  
\_\_\_\_\_

*Mr. Cormier*  
\_\_\_\_\_

## Memorandum of Agreement

between

**St.Amant Inc.**

and

**Manitoba Government and General Employees' Union**

### **Re: Re-assignment of Personal Support Workers (PSW) between Community Homes in the ABI (Acquired Brain Injury) Program**

---

St.Amant is seeking to form a staffing contingency plan for the ABI (Acquired Brain Injury) Program that permits management to re-assign qualified Personal Support Workers (PSW) between the community homes in the ABI Program. The intention of the plan is to provide safe working conditions for employees by meeting required staffing baselines.

In discussion and consultation with the Union, the parties agree to the following on a without prejudice and precedent basis:

1. All reasonable options will be explored prior to re-assigning an employee from one home to another. Including, but, not limited to;
  - (a) The vacant shift in question has been offered to all other employees, both at straight and at over time rates.
  - (b) All options for mandating have already been utilized
2. Management will seek volunteers for re-assignment first. Where there is more than one (1) volunteer that wishes to be re-assigned from one home to another, that re-assignment will be done based on seniority. Where there are no volunteers, reassignments will be mandated on a rotational basis regardless of seniority. Employees who possess the Non-Violent Intervention (NCI) certification and cross-training will be prioritized for re-assignment.
3. The Employer will make reasonable efforts to provide all employees working in both ABI homes with the Non-Violent Intervention (NCI) certification and cross-training.
4. If an employee is notified of reassignment during their shift or did not receive notice prior to them leaving for work (within an hour prior to commencement of scheduled shift):
  - a) The appropriate mileage will be paid from one home to the other, and back if necessary.

If an employee is notified of re-assignment more than an hour prior to commencement of a scheduled shift, they will only qualify for the difference in mileage between homes.

- b) Employees will be paid the appropriate rate of pay for all travel time occurred driving between one home to another.
  - c) Employees who are not able to provide their own vehicle at the time of re-assignment will be provided with their choice of a ride, taxi chit, bus fare/ticket, or use of a St. Amant vehicle, and the employee's choice will be granted wherever reasonably practicable.
5. Employees will not be subject to additional costs related to newly required certificates, training, cross training or transportation when moving from one home to another.
  6. Should re-assignment lead to a new accommodation request, the employee shall not be re-assigned until the accommodation can be assessed by the employer.
  7. Employees' right to refuse will be followed as outlined in Article 34 Safety and Health.
  8. By agreeing to this request outlined in this MOA, the union is not agreeing to forfeit any of its rights to grieve or bargain any item related to this subject matter.

The parties are in agreement that this Memorandum of Agreement will end upon ratification of the next Collective Agreement or upon mutual agreement.

*S.Roy*

Date: May 5, 2023

Sarah Roy  
Manager, Human Resources  
St. Amant Inc.

*Tara Schjerving*

Date: May 8/2023

Tara Schjerving  
Staff Representative and Coordinator  
Manitoba Government and General Employee's Union

**Memorandum of Agreement**

between

**St.Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: Accompanying People Supported on Vacation**

---

This Memorandum of Agreement applies to vacations of people supported away from the River Road worksite. It does not apply to the Spirit Cottage as it is considered part of the River Road worksite.

During vacations of people supported outside of River Road place, the Employer and the Union agree to the following:


1. Employees shall not be required to accompany people supported on vacation, such work shall be voluntary.
2. The location of the person supported's vacation is considered to be a St.Amant worksite for the duration of the vacation.
3. Each employee will be compensated at their regular rate of pay and benefits for seven and three quarters (7 <sup>3</sup>/<sub>4</sub>) hours per day.
4. Each employee will be compensated with a sleep over per diem of sixty dollars (\$60.00) per day.
5. Each employee will receive evening shift premium as per Article 18:01(b).
6. Each employee will receive weekend shift premium as per Article 18:03 if applicable.

7. Each employee will be compensated as per Article 14 General Holidays should the vacation fall on a general holiday.
8. All reasonable expenses such as meals, transportation and accommodation shall not be at the expense of the employee.
9. Volunteering employees must possess the necessary qualifications and are reasonably compatible with the client concerned.
10. If a vacation is cancelled for any reason less than twenty-four (24) hours prior to the start an employee will be scheduled for alternate hours equaling their EFT in the same service area as the vacationing person came from.
11. If the vacation is cancelled for any reason twenty-four (24) hours or greater prior to the start an employee will be scheduled as per their regular scheduled hours.
12. If the person's vacation has started and for any reason has to be cancelled the employee will be expected to work the rest of the scheduled shift and will be placed on the schedule for alternate hours equaling their EFT in the same care unit as the vacationing client came from. If there are no available shifts an employee shall be paid for the full vacation period.

Signed this 12 day of July, 2024.

  
On behalf of St. Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of St. Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

### **Long Service Step**

Effective October 1, 2014 a Long Service Step equivalent to two percent (2%) shall be added to the Salary Schedule. Employees shall be eligible for the Long Service Step identified in the Salary Schedule upon completion of the following:

- (a) Twenty (20) or more years of continuous service; and
- (b) The employee has been at the maximum step of their salary scale for a minimum of twelve (12) consecutive months.

Employees who do not meet the above criteria on October 1, 2014 shall be eligible for the Long Service Step on the employee's anniversary date in which the employee meets both conditions outlined in (a) above.

Note: For the purposes of (a) and (b), continuous service shall be calculated based on the continuous calendar years of service in an EFT position (full-time, part-time or term).

## Salary Schedules

April 1, 2017 (1.25%)

Occupation Code	New Classification	Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
H450	Receiver	18.493	19.048	19.619	20.207	20.814	21.439	21.867
		3,105.28	3,198.48	3,294.36	3,393.09	3,495.02	3,599.97	3,671.83
		<b>37,263.40</b>	<b>38,381.72</b>	<b>39,532.29</b>	<b>40,717.11</b>	<b>41,940.21</b>	<b>43,199.59</b>	<b>44,062.01</b>
HDA1	Dietetic Aid	15.710	16.182	16.667	17.167	17.682	18.213	18.577
		2,637.97	2,717.23	2,798.67	2,882.63	2,969.10	3,058.27	3,119.39
		<b>31,655.65</b>	<b>32,606.73</b>	<b>33,584.01</b>	<b>34,591.51</b>	<b>35,629.23</b>	<b>36,699.20</b>	<b>37,432.66</b>
HCK1	Cook I	16.754	17.256	17.774	18.307	18.857	19.423	19.812
		2,813.28	2,897.57	2,984.55	3,074.05	3,166.41	3,261.45	3,326.77
		<b>33,759.31</b>	<b>34,770.84</b>	<b>35,814.61</b>	<b>36,888.61</b>	<b>37,996.86</b>	<b>39,137.35</b>	<b>39,921.18</b>
HCK2	Cook II	19.334	19.913	20.510	21.126	21.760	22.413	22.861
CNS3	Cook - Nutrition Serv III	3,246.50	3,343.73	3,443.97	3,547.41	3,653.87	3,763.52	3,838.74
Note: CNS3 replaced HCK2 in 2022		<b>38,958.01</b>	<b>40,124.70</b>	<b>41,327.65</b>	<b>42,568.89</b>	<b>43,846.40</b>	<b>45,162.20</b>	<b>46,064.92</b>
CNS4	Cook - Nutrition Serv IV	21.852	22.250	22.683	23.078	-	-	23.540
		3,669.32	3,736.15	3,808.85	3,875.18			3,952.76
		<b>44,031.78</b>	<b>44,833.75</b>	<b>45,706.25</b>	<b>46,502.17</b>			<b>47,433.10</b>
HLH1	Dietetic Lead Hand	17.777	18.311	18.860	19.426	20.009	20.608	21.021
		2,985.06	3,074.72	3,166.91	3,261.95	3,359.85	3,460.43	3,529.78
		<b>35,820.66</b>	<b>36,896.67</b>	<b>38,002.90</b>	<b>39,143.39</b>	<b>40,318.14</b>	<b>41,525.12</b>	<b>42,357.32</b>
HDC1	Dietetic Cleaner	16.318	16.809	17.313	17.831	18.367	18.918	19.296
DA22	Dietetic Aide - Nutrition Serv	2,740.06	2,822.51	2,907.14	2,994.12	3,084.13	3,176.65	3,240.12
Note: DA22 replaced HSC1 in 2022		<b>32,880.77</b>	<b>33,870.14</b>	<b>34,885.70</b>	<b>35,929.47</b>	<b>37,009.51</b>	<b>38,119.77</b>	<b>38,881.44</b>
HHKA	Housekeeping Attendant	15.710	16.182	16.667	17.167	17.682	18.213	18.577
		2,637.97	2,717.23	2,798.67	2,882.63	2,969.10	3,058.27	3,119.39
		<b>31,655.65</b>	<b>32,606.73</b>	<b>33,584.01</b>	<b>34,591.51</b>	<b>35,629.23</b>	<b>36,699.20</b>	<b>37,432.66</b>
H352	Housekeeping Cleaner	16.811	17.315	17.834	18.370	18.921	19.489	19.878
		2,822.85	2,907.48	2,994.63	3,084.63	3,177.15	3,272.53	3,337.85
		<b>33,874.17</b>	<b>34,889.73</b>	<b>35,935.51</b>	<b>37,015.55</b>	<b>38,125.82</b>	<b>39,270.34</b>	<b>40,054.17</b>
H451	Receiver, Laundry Services	17.484	18.008	18.549	19.105	19.678	20.268	20.673
		2,935.86	3,023.84	3,114.69	3,208.05	3,304.26	3,403.34	3,471.34
		<b>35,230.26</b>	<b>36,286.12</b>	<b>37,376.24</b>	<b>38,496.58</b>	<b>39,651.17</b>	<b>40,840.02</b>	<b>41,656.10</b>

HRA1	Personal Support Worker Note: Step 1-3	17.955	-	-	-	-	-	-
		3,014.94						
		<b>36,179.33</b>						
HRA1	Personal Support Worker Note: Step 21-30	18.493	19.048	19.619	20.207	20.814	21.439	21.867
		3,105.28	3,198.48	3,294.36	3,393.09	3,495.02	3,599.97	3,671.83
		<b>37,263.40</b>	<b>38,381.72</b>	<b>39,532.29</b>	<b>40,717.11</b>	<b>41,940.21</b>	<b>43,199.59</b>	<b>44,062.01</b>
HAW1	Activity Worker	18.493	19.048	19.619	20.207	20.814	21.439	21.867
		3,105.28	3,198.48	3,294.36	3,393.09	3,495.02	3,599.97	3,671.83
		<b>37,263.40</b>	<b>38,381.72</b>	<b>39,532.29</b>	<b>40,717.11</b>	<b>41,940.21</b>	<b>43,199.59</b>	<b>44,062.01</b>
H583	Clinical Assistant	18.493	19.048	19.619	20.207	20.814	21.439	21.867
		3,105.28	3,198.48	3,294.36	3,393.09	3,495.02	3,599.97	3,671.83
		<b>37,263.40</b>	<b>38,381.72</b>	<b>39,532.29</b>	<b>40,717.11</b>	<b>41,940.21</b>	<b>43,199.59</b>	<b>44,062.01</b>
H557	Rehabilitation Assistant	18.493	19.048	19.619	20.207	20.814	21.439	21.867
		3,105.28	3,198.48	3,294.36	3,393.09	3,495.02	3,599.97	3,671.83
		<b>37,263.40</b>	<b>38,381.72</b>	<b>39,532.29</b>	<b>40,717.11</b>	<b>41,940.21</b>	<b>43,199.59</b>	<b>44,062.01</b>
HCCA	Childcare Assistant	15.973	16.452	16.946	17.454	17.978	18.517	18.887
		2,682.13	2,762.57	2,845.52	2,930.82	3,018.81	3,109.31	3,171.44
		<b>32,185.60</b>	<b>33,150.78</b>	<b>34,146.19</b>	<b>35,169.81</b>	<b>36,225.67</b>	<b>37,311.76</b>	<b>38,057.31</b>
HECE	Early Childhood Educator	17.352	17.873	18.409	18.962	19.530	20.116	20.518
		2,913.69	3,001.18	3,091.18	3,184.04	3,279.41	3,377.81	3,445.31
		<b>34,964.28</b>	<b>36,014.10</b>	<b>37,094.14</b>	<b>38,208.43</b>	<b>39,352.95</b>	<b>40,533.74</b>	<b>41,343.77</b>
HDS2	Recreation Instructor II	19.519	20.104	20.708	21.329	21.968	22.627	23.080
		3,277.57	3,375.80	3,477.22	3,581.50	3,688.79	3,799.45	3,875.52
		<b>39,330.79</b>	<b>40,509.56</b>	<b>41,726.62</b>	<b>42,977.94</b>	<b>44,265.52</b>	<b>45,593.41</b>	<b>46,506.20</b>
H401	Receptionist	18.192	18.737	19.299	19.878	20.475	21.089	21.512
		3,054.74	3,146.26	3,240.62	3,337.85	3,438.09	3,541.20	3,612.22
		<b>36,656.88</b>	<b>37,755.06</b>	<b>38,887.49</b>	<b>40,054.17</b>	<b>41,257.13</b>	<b>42,494.34</b>	<b>43,346.68</b>
H402	Receptionist II	18.732	19.294	19.873	20.469	21.083	21.716	22.150
		3,145.42	3,239.78	3,337.01	3,437.09	3,540.19	3,646.48	3,719.35
		<b>37,744.98</b>	<b>38,877.41</b>	<b>40,044.10</b>	<b>41,245.04</b>	<b>42,482.25</b>	<b>43,757.74</b>	<b>44,632.25</b>

## April 1, 2018 (1.25%)

		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
H450	Receiver	18.724	19.286	19.864	20.460	21.074	21.707	22.140
		3,144.07	3,238.44	3,335.50	3,435.58	3,538.68	3,644.97	3,717.68
		<b>37,728.86</b>	<b>38,861.29</b>	<b>40,025.96</b>	<b>41,226.90</b>	<b>42,464.11</b>	<b>43,739.61</b>	<b>44,612.10</b>
HDA1	Dietetic Aid	15.906	16.384	16.875	17.382	17.903	18.441	18.809
		2,670.88	2,751.15	2,833.59	2,918.73	3,006.21	3,096.55	3,158.35
		<b>32,050.59</b>	<b>33,013.76</b>	<b>34,003.13</b>	<b>35,024.73</b>	<b>36,074.55</b>	<b>37,158.62</b>	<b>37,900.14</b>
HCK1	Cook I	16.963	17.472	17.996	18.536	19.093	19.666	20.060
		2,848.37	2,933.84	3,021.83	3,112.50	3,206.03	3,302.25	3,368.41
		<b>34,180.45</b>	<b>35,206.08</b>	<b>36,261.94</b>	<b>37,350.04</b>	<b>38,472.40</b>	<b>39,626.99</b>	<b>40,420.90</b>
HCK2	Cook II	19.576	20.162	20.766	21.390	22.032	22.693	23.147
CNS3	Cook - Nutrition Serv III	3,287.14	3,385.54	3,486.96	3,591.74	3,699.54	3,810.53	3,886.77
Note: CNS3 replaced HCK2 in 2022		<b>39,445.64</b>	<b>40,626.43</b>	<b>41,843.49</b>	<b>43,100.85</b>	<b>44,394.48</b>	<b>45,726.40</b>	<b>46,641.21</b>
CNS4	Cook - Nutrition Serv IV	22.125	22.528	22.967	23.366	-	-	23.834
		3,715.16	3,782.83	3,856.54	3,923.54			4,002.13
		<b>44,581.88</b>	<b>45,393.92</b>	<b>46,278.51</b>	<b>47,082.49</b>			<b>48,025.51</b>
HLH1	Dietetic Lead Hand	17.999	18.540	19.096	19.669	20.259	20.866	21.284
		3,022.33	3,113.18	3,206.54	3,302.75	3,401.82	3,503.75	3,573.94
		<b>36,267.99</b>	<b>37,358.10</b>	<b>38,478.44</b>	<b>39,633.04</b>	<b>40,821.89</b>	<b>42,044.99</b>	<b>42,887.26</b>
HDC1	Dietetic Cleaner	16.522	17.019	17.529	18.054	18.597	19.154	19.537
DA22	Dietetic Aide - Nutrition Serv	2,774.32	2,857.77	2,943.41	3,031.57	3,122.75	3,216.28	3,280.59
Note: DA22 replaced HSC1 in 2022		<b>33,291.83</b>	<b>34,293.29</b>	<b>35,320.94</b>	<b>36,378.81</b>	<b>37,472.96</b>	<b>38,595.31</b>	<b>39,367.06</b>
HHKA	Housekeeping Attendant	15.906	16.384	16.875	17.382	17.903	18.441	18.809
		2,670.88	2,751.15	2,833.59	2,918.73	3,006.21	3,096.55	3,158.35
		<b>32,050.59</b>	<b>33,013.76</b>	<b>34,003.13</b>	<b>35,024.73</b>	<b>36,074.55</b>	<b>37,158.62</b>	<b>37,900.14</b>
H352	Housekeeping Cleaner	17.021	17.531	18.057	18.600	19.158	19.733	20.126
		2,858.11	2,943.75	3,032.07	3,123.25	3,216.95	3,313.50	3,379.49
		<b>34,297.32</b>	<b>35,324.97</b>	<b>36,384.86</b>	<b>37,479.00</b>	<b>38,603.37</b>	<b>39,762.00</b>	<b>40,553.89</b>
H451	Receiver, Laundry Services	17.703	18.233	18.781	19.344	19.924	20.521	20.931
		2,972.63	3,061.63	3,153.64	3,248.18	3,345.57	3,445.82	3,514.66
		<b>35,671.55</b>	<b>36,739.50</b>	<b>37,843.72</b>	<b>38,978.16</b>	<b>40,146.86</b>	<b>41,349.82</b>	<b>42,175.97</b>
HRA1	Personal Support Worker Note: Step 1-3	18.179	-	-	-	-	-	-
		3,052.56						
		<b>36,630.69</b>						

HRA1	Personal Support Worker Note: Step 21-30	18.724	19.286	19.864	20.460	21.074	21.707	22.140
		3,144.07	3,238.44	3,335.50	3,435.58	3,538.68	3,644.97	3,717.68
		<b>37,728.86</b>	<b>38,861.29</b>	<b>40,025.96</b>	<b>41,226.90</b>	<b>42,464.11</b>	<b>43,739.61</b>	<b>44,612.10</b>
HAW1	Activity Worker	18.724	19.286	19.864	20.460	21.074	21.707	22.140
		3,144.07	3,238.44	3,335.50	3,435.58	3,538.68	3,644.97	3,717.68
		<b>37,728.86</b>	<b>38,861.29</b>	<b>40,025.96</b>	<b>41,226.90</b>	<b>42,464.11</b>	<b>43,739.61</b>	<b>44,612.10</b>
H583	Clinical Assistant	18.724	19.286	19.864	20.460	21.074	21.707	22.140
		3,144.07	3,238.44	3,335.50	3,435.58	3,538.68	3,644.97	3,717.68
		<b>37,728.86</b>	<b>38,861.29</b>	<b>40,025.96</b>	<b>41,226.90</b>	<b>42,464.11</b>	<b>43,739.61</b>	<b>44,612.10</b>
H557	Rehabilitation Assistant	18.724	19.286	19.864	20.460	21.074	21.707	22.140
		3,144.07	3,238.44	3,335.50	3,435.58	3,538.68	3,644.97	3,717.68
		<b>37,728.86</b>	<b>38,861.29</b>	<b>40,025.96</b>	<b>41,226.90</b>	<b>42,464.11</b>	<b>43,739.61</b>	<b>44,612.10</b>
HCCA	Childcare Assistant	16.173	16.658	17.158	17.672	18.203	18.748	19.123
		2,715.72	2,797.16	2,881.11	2,967.42	3,056.59	3,148.10	3,211.07
		<b>32,588.60</b>	<b>33,565.87</b>	<b>34,573.37</b>	<b>35,609.08</b>	<b>36,679.05</b>	<b>37,777.22</b>	<b>38,532.85</b>
HECE	Early Childhood Educator	17.569	18.096	18.639	19.199	19.774	20.367	20.774
		2,950.13	3,038.62	3,129.80	3,223.83	3,320.38	3,419.96	3,488.30
		<b>35,401.54</b>	<b>36,463.44</b>	<b>37,557.59</b>	<b>38,685.99</b>	<b>39,844.61</b>	<b>41,039.51</b>	<b>41,859.61</b>
HDS2	Recreation Instructor II	19.763	20.355	20.967	21.596	22.243	22.910	23.369
		3,318.54	3,417.94	3,520.71	3,626.33	3,734.97	3,846.97	3,924.05
		<b>39,822.45</b>	<b>41,015.33</b>	<b>42,248.51</b>	<b>43,515.94</b>	<b>44,819.65</b>	<b>46,163.65</b>	<b>47,088.54</b>
H401	Receptionist	18.419	18.971	19.540	20.126	20.731	21.353	21.781
		3,092.86	3,185.55	3,281.09	3,379.49	3,481.08	3,585.53	3,657.39
		<b>37,114.29</b>	<b>38,226.57</b>	<b>39,373.10</b>	<b>40,553.89</b>	<b>41,772.97</b>	<b>43,026.30</b>	<b>43,888.72</b>
H402	Receptionist II	18.966	19.535	20.121	20.725	21.347	21.987	22.427
		3,184.71	3,280.25	3,378.65	3,480.07	3,584.52	3,691.98	3,765.87
		<b>38,216.49</b>	<b>39,363.03</b>	<b>40,543.82</b>	<b>41,760.88</b>	<b>43,014.21</b>	<b>44,303.81</b>	<b>45,190.41</b>

## April 1, 2019 (1.40%)

		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
H450	Receiver	18.986	19.556	20.142	20.746	21.369	22.011	22.450
		3,188.07	3,283.78	3,382.18	3,483.60	3,588.21	3,696.01	3,769.73
		<b>38,256.79</b>	<b>39,405.34</b>	<b>40,586.13</b>	<b>41,803.19</b>	<b>43,058.54</b>	<b>44,352.17</b>	<b>45,236.75</b>
HDA1	Dietetic Aid	16.129	16.613	17.111	17.625	18.154	18.699	19.072
		2,708.33	2,789.60	2,873.22	2,959.53	3,048.36	3,139.87	3,202.51
		<b>32,499.94</b>	<b>33,475.20</b>	<b>34,478.67</b>	<b>35,514.38</b>	<b>36,580.31</b>	<b>37,678.49</b>	<b>38,430.08</b>
HCK1	Cook I	17.200	17.717	18.248	18.796	19.360	19.941	20.341
		2,888.17	2,974.98	3,064.14	3,156.16	3,250.87	3,348.43	3,415.59
		<b>34,658.00</b>	<b>35,699.76</b>	<b>36,769.72</b>	<b>37,873.94</b>	<b>39,010.40</b>	<b>40,181.12</b>	<b>40,987.12</b>
HCK2	Cook II	19.850	20.444	21.057	21.689	22.340	23.011	23.471
CNS3	Cook - Nutrition Serv III	3,333.15	3,432.89	3,535.82	3,641.95	3,751.26	3,863.93	3,941.17
Note: CNS3 replaced HCK2 in 2022		<b>39,997.75</b>	<b>41,194.66</b>	<b>42,429.86</b>	<b>43,703.34</b>	<b>45,015.10</b>	<b>46,367.17</b>	<b>47,294.07</b>
CNS4	Cook - Nutrition Serv IV	22.435	22.843	23.289	23.693	-	-	24.168
		3,767.21	3,835.72	3,910.61	3,978.45			4,058.21
		<b>45,206.53</b>	<b>46,028.65</b>	<b>46,927.34</b>	<b>47,741.40</b>			<b>48,698.52</b>
HLH1	Dietetic Lead Hand	18.251	18.800	19.363	19.944	20.543	21.158	21.582
		3,064.65	3,156.83	3,251.37	3,348.93	3,449.51	3,552.78	3,623.98
		<b>36,775.77</b>	<b>37,882.00</b>	<b>39,016.45</b>	<b>40,187.16</b>	<b>41,394.15</b>	<b>42,633.37</b>	<b>43,487.73</b>
HDC1	Dietetic Cleaner	16.753	17.257	17.774	18.307	18.857	19.422	19.811
DA22	Dietetic Aide - Nutrition Serv	2,813.11	2,897.74	2,984.55	3,074.05	3,166.41	3,261.28	3,326.60
Note: DA22 replaced HSC1 in 2022		<b>33,757.30</b>	<b>34,772.86</b>	<b>35,814.61</b>	<b>36,888.61</b>	<b>37,996.86</b>	<b>39,135.33</b>	<b>39,919.17</b>
HHKA	Housekeeping Attendant	16.129	16.613	17.111	17.625	18.154	18.699	19.072
		2,708.33	2,789.60	2,873.22	2,959.53	3,048.36	3,139.87	3,202.51
		<b>32,499.94</b>	<b>33,475.20</b>	<b>34,478.67</b>	<b>35,514.38</b>	<b>36,580.31</b>	<b>37,678.49</b>	<b>38,430.08</b>
H352	Housekeeping Cleaner	17.259	17.776	18.310	18.860	19.426	20.009	20.408
		2,898.07	2,984.89	3,074.55	3,166.91	3,261.95	3,359.85	3,426.84
		<b>34,776.89</b>	<b>35,818.64</b>	<b>36,894.65</b>	<b>38,002.90</b>	<b>39,143.39</b>	<b>40,318.14</b>	<b>41,122.12</b>
H451	Receiver, Laundry Services	17.951	18.488	19.044	19.615	20.203	20.808	21.224
		3,014.27	3,104.44	3,197.81	3,293.69	3,392.42	3,494.01	3,563.86
		<b>36,171.27</b>	<b>37,253.32</b>	<b>38,373.66</b>	<b>39,524.23</b>	<b>40,709.05</b>	<b>41,928.12</b>	<b>42,766.36</b>
HRA1	Personal Support Worker Note: Step 1-3	18.434	-	-	-	-	-	-
		3,095.38						
		<b>37,144.51</b>						

HRA1	Personal Support Worker Note: Step 21-30	18.986	19.556	20.142	20.746	21.369	22.011	22.450
		3,188.07	3,283.78	3,382.18	3,483.60	3,588.21	3,696.01	3,769.73
		<b>38,256.79</b>	<b>39,405.34</b>	<b>40,586.13</b>	<b>41,803.19</b>	<b>43,058.54</b>	<b>44,352.17</b>	<b>45,236.75</b>
HAW1	Activity Worker	18.986	19.556	20.142	20.746	21.369	22.011	22.450
		3,188.07	3,283.78	3,382.18	3,483.60	3,588.21	3,696.01	3,769.73
		<b>38,256.79</b>	<b>39,405.34</b>	<b>40,586.13</b>	<b>41,803.19</b>	<b>43,058.54</b>	<b>44,352.17</b>	<b>45,236.75</b>
H583	Clinical Assistant	18.986	19.556	20.142	20.746	21.369	22.011	22.450
		3,188.07	3,283.78	3,382.18	3,483.60	3,588.21	3,696.01	3,769.73
		<b>38,256.79</b>	<b>39,405.34</b>	<b>40,586.13</b>	<b>41,803.19</b>	<b>43,058.54</b>	<b>44,352.17</b>	<b>45,236.75</b>
H557	Rehabilitation Assistant	18.986	19.556	20.142	20.746	21.369	22.011	22.450
		3,188.07	3,283.78	3,382.18	3,483.60	3,588.21	3,696.01	3,769.73
		<b>38,256.79</b>	<b>39,405.34</b>	<b>40,586.13</b>	<b>41,803.19</b>	<b>43,058.54</b>	<b>44,352.17</b>	<b>45,236.75</b>
HCCA	Childcare Assistant	16.399	16.891	17.398	17.919	18.458	19.010	19.391
		2,753.67	2,836.28	2,921.41	3,008.90	3,099.41	3,192.10	3,256.07
		<b>33,043.99</b>	<b>34,035.37</b>	<b>35,056.97</b>	<b>36,106.79</b>	<b>37,192.87</b>	<b>38,305.15</b>	<b>39,072.87</b>
HECE	Early Childhood Educator	17.815	18.349	18.900	19.468	20.051	20.652	21.065
		2,991.44	3,081.10	3,173.63	3,269.00	3,366.90	3,467.82	3,537.17
		<b>35,897.23</b>	<b>36,973.24</b>	<b>38,083.50</b>	<b>39,228.02</b>	<b>40,402.77</b>	<b>41,613.78</b>	<b>42,445.98</b>
HDS2	Recreation Instructor II	20.040	20.640	21.261	21.898	22.554	23.231	23.696
		3,365.05	3,465.80	3,570.08	3,677.04	3,787.19	3,900.87	3,978.95
		<b>40,380.60</b>	<b>41,589.60</b>	<b>42,840.92</b>	<b>44,124.47</b>	<b>45,446.31</b>	<b>46,810.47</b>	<b>47,747.44</b>
H401	Receptionist	18.677	19.237	19.814	20.408	21.021	21.652	22.086
		3,136.18	3,230.21	3,327.10	3,426.84	3,529.78	3,635.73	3,708.61
		<b>37,634.16</b>	<b>38,762.56</b>	<b>39,925.21</b>	<b>41,122.12</b>	<b>42,357.32</b>	<b>43,628.78</b>	<b>44,503.29</b>
H402	Receptionist II	19.232	19.808	20.403	21.015	21.646	22.295	22.741
		3,229.37	3,326.09	3,426.00	3,528.77	3,634.72	3,743.70	3,818.59
		<b>38,752.48</b>	<b>39,913.12</b>	<b>41,112.05</b>	<b>42,345.23</b>	<b>43,616.69</b>	<b>44,924.43</b>	<b>45,823.12</b>

## April 1, 2020 (0.50%)

		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
H450	Receiver	19.081	19.654	20.243	20.850	21.476	22.121	22.562
		3,204.02	3,300.23	3,399.14	3,501.06	3,606.18	3,714.49	3,788.54
		<b>38,448.22</b>	<b>39,602.81</b>	<b>40,789.65</b>	<b>42,012.75</b>	<b>43,274.14</b>	<b>44,573.82</b>	<b>45,462.43</b>
HDA1	Dietetic Aid	16.210	16.696	17.197	17.713	18.245	18.792	19.167
		2,721.93	2,803.54	2,887.66	2,974.31	3,063.64	3,155.49	3,218.46
		<b>32,663.15</b>	<b>33,642.44</b>	<b>34,651.96</b>	<b>35,691.70</b>	<b>36,763.68</b>	<b>37,865.88</b>	<b>38,621.51</b>
HCK1	Cook I	17.286	17.806	18.339	18.890	19.457	20.041	20.443
		2,902.61	2,989.92	3,079.42	3,171.95	3,267.16	3,365.22	3,432.72
		<b>34,831.29</b>	<b>35,879.09</b>	<b>36,953.09</b>	<b>38,063.35</b>	<b>39,205.86</b>	<b>40,382.62</b>	<b>41,192.65</b>
HCK2	Cook II	19.949	20.546	21.162	21.797	22.452	23.126	23.588
CNS3	Cook - Nutrition Serv III	3,349.77	3,450.02	3,553.45	3,660.08	3,770.07	3,883.24	3,960.82
Note: CNS3 replaced HCK2 in 2022		<b>40,197.24</b>	<b>41,400.19</b>	<b>42,641.43</b>	<b>43,920.96</b>	<b>45,240.78</b>	<b>46,598.89</b>	<b>47,529.82</b>
CNS4	Cook - Nutrition Serv IV	22.547	22.957	23.405	23.811	-	-	24.289
		3,786.02	3,854.86	3,930.09	3,998.26			4,078.53
		<b>45,432.21</b>	<b>46,258.36</b>	<b>47,161.08</b>	<b>47,979.17</b>			<b>48,942.34</b>
HLH1	Dietetic Lead Hand	18.342	18.894	19.460	20.044	20.646	21.264	21.690
		3,079.93	3,172.62	3,267.66	3,365.72	3,466.81	3,570.58	3,642.11
		<b>36,959.13</b>	<b>38,071.41</b>	<b>39,211.90</b>	<b>40,388.66</b>	<b>41,601.69</b>	<b>42,846.96</b>	<b>43,705.35</b>
HDC1	Dietetic Cleaner	16.837	17.343	17.863	18.399	18.951	19.519	19.910
DA22	Dietetic Aide - Nutrition Serv	2,827.21	2,912.18	2,999.50	3,089.50	3,182.19	3,277.57	3,343.22
Note: DA22 replaced HSC1 in 2022		<b>33,926.56</b>	<b>34,946.15</b>	<b>35,993.95</b>	<b>37,073.99</b>	<b>38,186.27</b>	<b>39,330.79</b>	<b>40,118.65</b>
HHKA	Housekeeping Attendant	16.210	16.696	17.197	17.713	18.245	18.792	19.167
		2,721.93	2,803.54	2,887.66	2,974.31	3,063.64	3,155.49	3,218.46
		<b>32,663.15</b>	<b>33,642.44</b>	<b>34,651.96</b>	<b>35,691.70</b>	<b>36,763.68</b>	<b>37,865.88</b>	<b>38,621.51</b>
H352	Housekeeping Cleaner	17.345	17.865	18.402	18.954	19.523	20.109	20.510
		2,912.52	2,999.83	3,090.00	3,182.69	3,278.24	3,376.64	3,443.97
		<b>34,950.18</b>	<b>35,997.98</b>	<b>37,080.03</b>	<b>38,192.31</b>	<b>39,338.85</b>	<b>40,519.64</b>	<b>41,327.65</b>
H451	Receiver, Laundry Services	18.041	18.580	19.139	19.713	20.304	20.912	21.330
		3,029.39	3,119.89	3,213.76	3,310.14	3,409.38	3,511.47	3,581.66
		<b>36,352.62</b>	<b>37,438.70</b>	<b>38,565.09</b>	<b>39,721.70</b>	<b>40,912.56</b>	<b>42,137.68</b>	<b>42,979.95</b>
HRA1	Personal Support Worker Note: Step 1-3	18.526	-	-	-	-	-	-
		3,110.82						
		<b>37,329.89</b>						

HRA1	Personal Support Worker Note: Step 21-30	19.081	19.654	20.243	20.850	21.476	22.121	22.562
		3,204.02	3,300.23	3,399.14	3,501.06	3,606.18	3,714.49	3,788.54
		<b>38,448.22</b>	<b>39,602.81</b>	<b>40,789.65</b>	<b>42,012.75</b>	<b>43,274.14</b>	<b>44,573.82</b>	<b>45,462.43</b>
HAW1	Activity Worker	19.081	19.654	20.243	20.850	21.476	22.121	22.562
		3,204.02	3,300.23	3,399.14	3,501.06	3,606.18	3,714.49	3,788.54
		<b>38,448.22</b>	<b>39,602.81</b>	<b>40,789.65</b>	<b>42,012.75</b>	<b>43,274.14</b>	<b>44,573.82</b>	<b>45,462.43</b>
H583	Clinical Assistant	19.081	19.654	20.243	20.850	21.476	22.121	22.562
		3,204.02	3,300.23	3,399.14	3,501.06	3,606.18	3,714.49	3,788.54
		<b>38,448.22</b>	<b>39,602.81</b>	<b>40,789.65</b>	<b>42,012.75</b>	<b>43,274.14</b>	<b>44,573.82</b>	<b>45,462.43</b>
H557	Rehabilitation Assistant	19.081	19.654	20.243	20.850	21.476	22.121	22.562
		3,204.02	3,300.23	3,399.14	3,501.06	3,606.18	3,714.49	3,788.54
		<b>38,448.22</b>	<b>39,602.81</b>	<b>40,789.65</b>	<b>42,012.75</b>	<b>43,274.14</b>	<b>44,573.82</b>	<b>45,462.43</b>
HCCA	Childcare Assistant	16.481	16.975	17.485	18.009	18.550	19.105	19.488
		2,767.44	2,850.39	2,936.02	3,024.01	3,114.85	3,208.05	3,272.36
		<b>33,209.22</b>	<b>34,204.63</b>	<b>35,232.28</b>	<b>36,288.14</b>	<b>37,378.25</b>	<b>38,496.58</b>	<b>39,268.32</b>
HECE	Early Childhood Educator	17.904	18.441	18.995	19.565	20.151	20.755	21.170
		3,006.38	3,096.55	3,189.58	3,285.29	3,383.69	3,485.11	3,554.80
		<b>36,076.56</b>	<b>37,158.62</b>	<b>38,274.93</b>	<b>39,423.48</b>	<b>40,604.27</b>	<b>41,821.33</b>	<b>42,657.55</b>
HDS2	Recreation Instructor II	20.140	20.743	21.367	22.007	22.667	23.347	23.814
		3,381.84	3,483.10	3,587.88	3,695.34	3,806.17	3,920.35	3,998.77
		<b>40,582.10</b>	<b>41,797.15</b>	<b>43,054.51</b>	<b>44,344.11</b>	<b>45,674.01</b>	<b>47,044.21</b>	<b>47,985.21</b>
H401	Receptionist	18.770	19.333	19.913	20.510	21.126	21.760	22.196
		3,151.80	3,246.33	3,343.73	3,443.97	3,547.41	3,653.87	3,727.08
		<b>37,821.55</b>	<b>38,956.00</b>	<b>40,124.70</b>	<b>41,327.65</b>	<b>42,568.89</b>	<b>43,846.40</b>	<b>44,724.94</b>
H402	Receptionist II	19.328	19.907	20.505	21.120	21.754	22.406	22.855
		3,245.49	3,342.72	3,443.13	3,546.40	3,652.86	3,762.34	3,837.74
		<b>38,945.92</b>	<b>40,112.61</b>	<b>41,317.58</b>	<b>42,556.80</b>	<b>43,834.31</b>	<b>45,148.09</b>	<b>46,052.83</b>

## April 1, 2021 (1.20%)

		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
H450	Receiver	19.310	19.890	20.486	21.100	21.734	22.386	22.833
		3,242.47	3,339.86	3,439.94	3,543.04	3,649.50	3,758.98	3,834.04
		<b>38,909.65</b>	<b>40,078.35</b>	<b>41,279.29</b>	<b>42,516.50</b>	<b>43,794.01</b>	<b>45,107.79</b>	<b>46,008.50</b>
HDA1	Dietetic Aid	16.405	16.896	17.403	17.926	18.464	19.018	19.397
		2,754.67	2,837.12	2,922.25	3,010.07	3,100.41	3,193.44	3,257.08
		<b>33,056.08</b>	<b>34,045.44</b>	<b>35,067.05</b>	<b>36,120.89</b>	<b>37,204.96</b>	<b>38,321.27</b>	<b>39,084.96</b>
HCK1	Cook I	17.493	18.020	18.559	19.117	19.690	20.281	20.688
		2,937.37	3,025.86	3,116.37	3,210.06	3,306.28	3,405.52	3,473.86
		<b>35,248.40</b>	<b>36,310.30</b>	<b>37,396.39</b>	<b>38,520.76</b>	<b>39,675.35</b>	<b>40,866.22</b>	<b>41,686.32</b>
HCK2	Cook II	20.188	20.793	21.416	22.059	22.721	23.404	23.871
CNS3	Cook - Nutrition Serv III	3,389.90	3,491.49	3,596.10	3,704.07	3,815.24	3,929.92	4,008.34
Note: CNS3 replaced HCK2 in 2022		<b>40,678.82</b>	<b>41,897.90</b>	<b>43,153.24</b>	<b>44,448.89</b>	<b>45,782.82</b>	<b>47,159.06</b>	<b>48,100.07</b>
CNS4	Cook - Nutrition Serv IV	22.818	23.232	23.686	24.097	-	-	24.580
		3,831.52	3,901.04	3,977.27	4,046.29			4,127.39
		<b>45,978.27</b>	<b>46,812.48</b>	<b>47,727.29</b>	<b>48,555.46</b>			<b>49,528.70</b>
HLH1	Dietetic Lead Hand	18.562	19.121	19.694	20.285	20.894	21.519	21.950
		3,116.87	3,210.74	3,306.95	3,406.19	3,508.45	3,613.40	3,685.77
		<b>37,402.43</b>	<b>38,528.82</b>	<b>39,683.41</b>	<b>40,874.28</b>	<b>42,101.41</b>	<b>43,360.79</b>	<b>44,229.25</b>
HDC1	Dietetic Cleaner	17.039	17.551	18.077	18.620	19.178	19.753	20.149
DA22	Dietetic Aide - Nutrition Serv	2,861.13	2,947.11	3,035.43	3,126.61	3,220.31	3,316.86	3,383.35
Note: DA22 replaced HSC1 in 2022		<b>34,333.59</b>	<b>35,365.27</b>	<b>36,425.16</b>	<b>37,519.30</b>	<b>38,643.67</b>	<b>39,802.30</b>	<b>40,600.24</b>
HHKA	Housekeeping Attendant	16.405	16.896	17.403	17.926	18.464	19.018	19.397
		2,754.67	2,837.12	2,922.25	3,010.07	3,100.41	3,193.44	3,257.08
		<b>33,056.08</b>	<b>34,045.44</b>	<b>35,067.05</b>	<b>36,120.89</b>	<b>37,204.96</b>	<b>38,321.27</b>	<b>39,084.96</b>
H352	Housekeeping Cleaner	17.553	18.079	18.623	19.181	19.757	20.350	20.756
		2,947.44	3,035.77	3,127.11	3,220.81	3,317.53	3,417.10	3,485.28
		<b>35,369.30</b>	<b>36,429.19</b>	<b>37,525.35</b>	<b>38,649.72</b>	<b>39,810.36</b>	<b>41,005.25</b>	<b>41,823.34</b>
H451	Receiver, Laundry Services	18.257	18.803	19.369	19.950	20.548	21.163	21.586
		3,065.66	3,157.34	3,252.38	3,349.94	3,450.35	3,553.62	3,624.65
		<b>36,787.86</b>	<b>37,888.05</b>	<b>39,028.54</b>	<b>40,199.25</b>	<b>41,404.22</b>	<b>42,643.45</b>	<b>43,495.79</b>
HRA1	Personal Support Worker Note: Step 1-3	18.748	-	-	-	-	-	-
		3,148.10						
		<b>37,777.22</b>						

HRA1	Personal Support Worker Note: Step 21-30	19.310	19.890	20.486	21.100	21.734	22.386	22.833
		3,242.47	3,339.86	3,439.94	3,543.04	3,649.50	3,758.98	3,834.04
		<b>38,909.65</b>	<b>40,078.35</b>	<b>41,279.29</b>	<b>42,516.50</b>	<b>43,794.01</b>	<b>45,107.79</b>	<b>46,008.50</b>
HAW1	Activity Worker	19.310	19.890	20.486	21.100	21.734	22.386	22.833
		3,242.47	3,339.86	3,439.94	3,543.04	3,649.50	3,758.98	3,834.04
		<b>38,909.65</b>	<b>40,078.35</b>	<b>41,279.29</b>	<b>42,516.50</b>	<b>43,794.01</b>	<b>45,107.79</b>	<b>46,008.50</b>
H583	Clinical Assistant	19.310	19.890	20.486	21.100	21.734	22.386	22.833
		3,242.47	3,339.86	3,439.94	3,543.04	3,649.50	3,758.98	3,834.04
		<b>38,909.65</b>	<b>40,078.35</b>	<b>41,279.29</b>	<b>42,516.50</b>	<b>43,794.01</b>	<b>45,107.79</b>	<b>46,008.50</b>
H557	Rehabilitation Assistant	19.310	19.890	20.486	21.100	21.734	22.386	22.833
		3,242.47	3,339.86	3,439.94	3,543.04	3,649.50	3,758.98	3,834.04
		<b>38,909.65</b>	<b>40,078.35</b>	<b>41,279.29</b>	<b>42,516.50</b>	<b>43,794.01</b>	<b>45,107.79</b>	<b>46,008.50</b>
HCCA	Childcare Assistant	16.679	17.179	17.695	18.225	18.773	19.334	19.722
		2,800.68	2,884.64	2,971.29	3,060.28	3,152.30	3,246.50	3,311.65
		<b>33,608.19</b>	<b>34,615.69</b>	<b>35,655.43</b>	<b>36,723.38</b>	<b>37,827.60</b>	<b>38,958.01</b>	<b>39,739.83</b>
HECE	Early Childhood Educator	18.119	18.662	19.223	19.800	20.393	21.004	21.424
		3,042.48	3,133.66	3,227.86	3,324.75	3,424.33	3,526.92	3,597.45
		<b>36,509.79</b>	<b>37,603.93</b>	<b>38,734.35</b>	<b>39,897.00</b>	<b>41,091.90</b>	<b>42,323.06</b>	<b>43,169.36</b>
HDS2	Recreation Instructor II	20.382	20.992	21.623	22.271	22.939	23.627	24.100
		3,422.48	3,524.91	3,630.86	3,739.67	3,851.84	3,967.37	4,046.79
		<b>41,069.73</b>	<b>42,298.88</b>	<b>43,570.35</b>	<b>44,876.07</b>	<b>46,222.09</b>	<b>47,608.41</b>	<b>48,561.50</b>
H401	Receptionist	18.995	19.565	20.152	20.756	21.380	22.021	22.462
		3,189.58	3,285.29	3,383.86	3,485.28	3,590.06	3,697.69	3,771.74
		<b>38,274.93</b>	<b>39,423.48</b>	<b>40,606.28</b>	<b>41,823.34</b>	<b>43,080.70</b>	<b>44,372.32</b>	<b>45,260.93</b>
H402	Receptionist II	19.560	20.146	20.751	21.373	22.015	22.675	23.129
		3,284.45	3,382.85	3,484.44	3,588.88	3,696.69	3,807.51	3,883.75
		<b>39,413.40</b>	<b>40,594.19</b>	<b>41,813.27</b>	<b>43,066.60</b>	<b>44,360.23</b>	<b>45,690.13</b>	<b>46,604.94</b>

## April 1, 2022 (2%)

		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
H450	Receiver	19.696	20.288	20.896	21.522	22.169	22.834	23.290
		3,307.29	3,406.69	3,508.79	3,613.90	3,722.55	3,834.21	3,910.78
		<b>39,687.44</b>	<b>40,880.32</b>	<b>42,105.44</b>	<b>43,366.83</b>	<b>44,670.54</b>	<b>46,010.51</b>	<b>46,929.35</b>
HDA1	Dietetic Aid	16.733	17.234	17.751	18.285	18.833	19.398	19.785
		2,809.75	2,893.88	2,980.69	3,070.36	3,162.38	3,257.25	3,322.23
		<b>33,717.00</b>	<b>34,726.51</b>	<b>35,768.27</b>	<b>36,844.28</b>	<b>37,948.50</b>	<b>39,086.97</b>	<b>39,866.78</b>
HCK1	Cook I	17.843	18.380	18.930	19.499	20.084	20.687	21.102
		2,996.14	3,086.31	3,178.66	3,274.21	3,372.44	3,473.69	3,543.38
		<b>35,953.65</b>	<b>37,035.70</b>	<b>38,143.95</b>	<b>39,290.49</b>	<b>40,469.26</b>	<b>41,684.31</b>	<b>42,520.53</b>
HCK2	Cook II	20.592	21.209	21.844	22.500	23.175	23.872	24.348
CNS3	Cook - Nutrition Serv III	3,457.74	3,561.35	3,667.97	3,778.13	3,891.47	4,008.51	4,088.44
Note: CNS3 replaced HCK2 in 2022		<b>41,492.88</b>	<b>42,736.14</b>	<b>44,015.66</b>	<b>45,337.50</b>	<b>46,697.63</b>	<b>48,102.08</b>	<b>49,061.22</b>
CNS4	Cook - Nutrition Serv IV	23.274	23.697	24.160	24.579	-	-	25.072
		3,908.09	3,979.12	4,056.87	4,127.22			4,210.01
		<b>46,897.11</b>	<b>47,749.46</b>	<b>48,682.40</b>	<b>49,526.69</b>			<b>50,520.08</b>
HLH1	Dietetic Lead Hand	18.933	19.503	20.088	20.691	21.312	21.949	22.389
		3,179.17	3,274.88	3,373.11	3,474.36	3,578.64	3,685.60	3,759.49
		<b>38,150.00</b>	<b>39,298.55</b>	<b>40,477.32</b>	<b>41,692.37</b>	<b>42,943.68</b>	<b>44,227.24</b>	<b>45,113.84</b>
HDC1	Dietetic Cleaner	17.380	17.902	18.439	18.992	19.562	20.148	20.552
DA22	Dietetic Aide - Nutrition Serv	2,918.39	3,006.04	3,096.22	3,189.07	3,284.79	3,383.19	3,451.02
Note: DA22 replaced HSC1 in 2022		<b>35,020.70</b>	<b>36,072.53</b>	<b>37,154.59</b>	<b>38,268.88</b>	<b>39,417.43</b>	<b>40,598.22</b>	<b>41,412.28</b>
HHKA	Housekeeping Attendant	16.733	17.234	17.751	18.285	18.833	19.398	19.785
		2,809.75	2,893.88	2,980.69	3,070.36	3,162.38	3,257.25	3,322.23
		<b>33,717.00</b>	<b>34,726.51</b>	<b>35,768.27</b>	<b>36,844.28</b>	<b>37,948.50</b>	<b>39,086.97</b>	<b>39,866.78</b>
H352	Housekeeping Cleaner	17.904	18.441	18.995	19.565	20.152	20.757	21.171
		3,006.38	3,096.55	3,189.58	3,285.29	3,383.86	3,485.45	3,554.96
		<b>36,076.56</b>	<b>37,158.62</b>	<b>38,274.93</b>	<b>39,423.48</b>	<b>40,606.28</b>	<b>41,825.36</b>	<b>42,659.57</b>
H451	Receiver, Laundry Services	18.622	19.179	19.756	20.349	20.959	21.586	22.018
		3,126.94	3,220.47	3,317.36	3,416.94	3,519.37	3,624.65	3,697.19
		<b>37,523.33</b>	<b>38,645.69</b>	<b>39,808.34</b>	<b>41,003.24</b>	<b>42,232.39</b>	<b>43,495.79</b>	<b>44,366.27</b>
HRA1	Personal Support Worker Note: Step 1-3	19.123	-	-	-	-	-	-
		3,211.07						
		<b>38,532.85</b>						

HRA1	Personal Support Worker Note: Step 21-30	19.696	20.288	20.896	21.522	22.169	22.834	23.290
		3,307.29	3,406.69	3,508.79	3,613.90	3,722.55	3,834.21	3,910.78
		<b>39,687.44</b>	<b>40,880.32</b>	<b>42,105.44</b>	<b>43,366.83</b>	<b>44,670.54</b>	<b>46,010.51</b>	<b>46,929.35</b>
HAW1	Activity Worker	19.696	20.288	20.896	21.522	22.169	22.834	23.290
		3,307.29	3,406.69	3,508.79	3,613.90	3,722.55	3,834.21	3,910.78
		<b>39,687.44</b>	<b>40,880.32</b>	<b>42,105.44</b>	<b>43,366.83</b>	<b>44,670.54</b>	<b>46,010.51</b>	<b>46,929.35</b>
H583	Clinical Assistant	19.696	20.288	20.896	21.522	22.169	22.834	23.290
		3,307.29	3,406.69	3,508.79	3,613.90	3,722.55	3,834.21	3,910.78
		<b>39,687.44</b>	<b>40,880.32</b>	<b>42,105.44</b>	<b>43,366.83</b>	<b>44,670.54</b>	<b>46,010.51</b>	<b>46,929.35</b>
H557	Rehabilitation Assistant	19.696	20.288	20.896	21.522	22.169	22.834	23.290
		3,307.29	3,406.69	3,508.79	3,613.90	3,722.55	3,834.21	3,910.78
		<b>39,687.44</b>	<b>40,880.32</b>	<b>42,105.44</b>	<b>43,366.83</b>	<b>44,670.54</b>	<b>46,010.51</b>	<b>46,929.35</b>
HCCA	Childcare Assistant	17.013	17.523	18.049	18.590	19.148	19.721	20.116
		2,856.77	2,942.40	3,030.73	3,121.57	3,215.27	3,311.49	3,377.81
		<b>34,281.20</b>	<b>35,308.85</b>	<b>36,368.74</b>	<b>37,458.85</b>	<b>38,583.22</b>	<b>39,737.82</b>	<b>40,533.74</b>
HECE	Early Childhood Educator	18.481	19.035	19.607	20.196	20.801	21.424	21.852
		3,103.27	3,196.29	3,292.34	3,391.25	3,492.84	3,597.45	3,669.32
		<b>37,239.22</b>	<b>38,355.53</b>	<b>39,508.11</b>	<b>40,694.94</b>	<b>41,914.02</b>	<b>43,169.36</b>	<b>44,031.78</b>
HDS2	Recreation Instructor II	20.790	21.412	22.055	22.716	23.398	24.100	24.582
		3,490.99	3,595.43	3,703.40	3,814.40	3,928.91	4,046.79	4,127.73
		<b>41,891.85</b>	<b>43,145.18</b>	<b>44,440.83</b>	<b>45,772.74</b>	<b>47,146.97</b>	<b>48,561.50</b>	<b>49,532.73</b>
H401	Receptionist	19.375	19.956	20.555	21.171	21.808	22.461	22.911
		3,253.39	3,350.95	3,451.53	3,554.96	3,661.93	3,771.58	3,847.14
		<b>39,040.63</b>	<b>40,211.34</b>	<b>41,418.33</b>	<b>42,659.57</b>	<b>43,943.12</b>	<b>45,258.92</b>	<b>46,165.67</b>
H402	Receptionist II	19.951	20.549	21.166	21.800	22.455	23.129	23.592
		3,350.11	3,450.52	3,554.12	3,660.58	3,770.57	3,883.75	3,961.49
		<b>40,201.27</b>	<b>41,406.24</b>	<b>42,649.49</b>	<b>43,927.00</b>	<b>45,246.83</b>	<b>46,604.94</b>	<b>47,537.88</b>

## April 1, 2023 (2%)

		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
H450	Receiver	20.090	20.694	21.314	21.952	22.612	23.291	23.756
		3,373.45	3,474.87	3,578.98	3,686.11	3,796.93	3,910.95	3,989.03
		<b>40,481.35</b>	<b>41,698.41</b>	<b>42,947.71</b>	<b>44,233.28</b>	<b>45,563.18</b>	<b>46,931.37</b>	<b>47,868.34</b>
HDA1	Dietetic Aid	17.068	17.579	18.106	18.651	19.210	19.786	20.181
		2,866.00	2,951.81	3,040.30	3,131.81	3,225.68	3,322.40	3,388.73
		<b>34,392.02</b>	<b>35,421.69</b>	<b>36,483.59</b>	<b>37,581.77</b>	<b>38,708.15</b>	<b>39,868.79</b>	<b>40,664.72</b>
HCK1	Cook I	18.200	18.748	19.309	19.889	20.486	21.101	21.524
		3,056.08	3,148.10	3,242.30	3,339.70	3,439.94	3,543.21	3,614.24
		<b>36,673.00</b>	<b>37,777.22</b>	<b>38,907.64</b>	<b>40,076.34</b>	<b>41,279.29</b>	<b>42,518.52</b>	<b>43,370.86</b>
HCK2	Cook II	21.004	21.633	22.281	22.950	23.639	24.349	24.835
CNS3	Cook - Nutrition Serv III	3,526.92	3,632.54	3,741.35	3,853.69	3,969.38	4,088.60	4,170.21
Note: CNS3 replaced HCK2 in 2022		<b>42,323.06</b>	<b>43,590.50</b>	<b>44,896.22</b>	<b>46,244.25</b>	<b>47,632.59</b>	<b>49,063.24</b>	<b>50,042.53</b>
CNS4	Cook - Nutrition Serv IV	23.739	24.171	24.643	25.071	-	-	25.573
		3,986.17	4,058.71	4,137.97	4,209.84			4,294.13
		<b>47,834.09</b>	<b>48,704.57</b>	<b>49,655.65</b>	<b>50,518.07</b>			<b>51,529.60</b>
HLH1	Dietetic Lead Hand	19.312	19.893	20.490	21.105	21.738	22.388	22.837
		3,242.81	3,340.37	3,440.61	3,543.88	3,650.17	3,759.32	3,834.71
		<b>38,913.68</b>	<b>40,084.40</b>	<b>41,287.35</b>	<b>42,526.58</b>	<b>43,802.07</b>	<b>45,111.82</b>	<b>46,016.56</b>
HDC1	Dietetic Cleaner	17.728	18.260	18.808	19.372	19.953	20.551	20.963
DA22	Dietetic Aide - Nutrition Serv	2,976.83	3,066.16	3,158.18	3,252.88	3,350.44	3,450.86	3,520.04
Note: DA22 replaced HSC1 in 2022		<b>35,721.92</b>	<b>36,793.90</b>	<b>37,898.12</b>	<b>39,034.58</b>	<b>40,205.30</b>	<b>41,410.27</b>	<b>42,240.45</b>
HHKA	Housekeeping Attendant	17.068	17.579	18.106	18.651	19.210	19.786	20.181
		2,866.00	2,951.81	3,040.30	3,131.81	3,225.68	3,322.40	3,388.73
		<b>34,392.02</b>	<b>35,421.69</b>	<b>36,483.59</b>	<b>37,581.77</b>	<b>38,708.15</b>	<b>39,868.79</b>	<b>40,664.72</b>
H352	Housekeeping Cleaner	18.262	18.810	19.375	19.956	20.555	21.172	21.594
		3,066.49	3,158.51	3,253.39	3,350.95	3,451.53	3,555.13	3,625.99
		<b>36,797.93</b>	<b>37,902.15</b>	<b>39,040.63</b>	<b>40,211.34</b>	<b>41,418.33</b>	<b>42,661.58</b>	<b>43,511.91</b>
H451	Receiver, Laundry Services	18.994	19.563	20.151	20.756	21.378	22.018	22.458
		3,189.41	3,284.95	3,383.69	3,485.28	3,589.72	3,697.19	3,771.07
		<b>38,272.91</b>	<b>39,419.45</b>	<b>40,604.27</b>	<b>41,823.34</b>	<b>43,076.67</b>	<b>44,366.27</b>	<b>45,252.87</b>
HRA1	Personal Support Worker Note: Step 1-3	19.505	-	-	-	-	-	-
		3,275.22						
		<b>39,302.58</b>						

HRA1	Personal Support Worker Note: Step 21-30	20.090	20.694	21.314	21.952	22.612	23.291	23.756
		3,373.45	3,474.87	3,578.98	3,686.11	3,796.93	3,910.95	3,989.03
		<b>40,481.35</b>	<b>41,698.41</b>	<b>42,947.71</b>	<b>44,233.28</b>	<b>45,563.18</b>	<b>46,931.37</b>	<b>47,868.34</b>
HAW1	Activity Worker	20.090	20.694	21.314	21.952	22.612	23.291	23.756
		3,373.45	3,474.87	3,578.98	3,686.11	3,796.93	3,910.95	3,989.03
		<b>40,481.35</b>	<b>41,698.41</b>	<b>42,947.71</b>	<b>44,233.28</b>	<b>45,563.18</b>	<b>46,931.37</b>	<b>47,868.34</b>
H557	Rehabilitation Assistant	20.090	20.694	21.314	21.952	22.612	23.291	23.756
		3,373.45	3,474.87	3,578.98	3,686.11	3,796.93	3,910.95	3,989.03
		<b>40,481.35</b>	<b>41,698.41</b>	<b>42,947.71</b>	<b>44,233.28</b>	<b>45,563.18</b>	<b>46,931.37</b>	<b>47,868.34</b>
HCCA	Childcare Assistant	20.090	20.694	21.314	21.952	22.612	23.291	23.756
		3,373.45	3,474.87	3,578.98	3,686.11	3,796.93	3,910.95	3,989.03
		<b>40,481.35</b>	<b>41,698.41</b>	<b>42,947.71</b>	<b>44,233.28</b>	<b>45,563.18</b>	<b>46,931.37</b>	<b>47,868.34</b>
HECE	Early Childhood Educator	17.353	17.873	18.410	18.962	19.531	20.115	20.518
		2,913.86	3,001.18	3,091.35	3,184.04	3,279.58	3,377.64	3,445.31
		<b>34,966.30</b>	<b>36,014.10</b>	<b>37,096.15</b>	<b>38,208.43</b>	<b>39,354.97</b>	<b>40,531.73</b>	<b>41,343.77</b>
HDS2	Recreation Instructor II	18.851	19.416	19.999	20.600	21.217	21.852	22.289
		3,165.40	3,260.27	3,358.17	3,459.08	3,562.69	3,669.32	3,742.70
		<b>37,984.77</b>	<b>39,123.24</b>	<b>40,297.99</b>	<b>41,509.00</b>	<b>42,752.26</b>	<b>44,031.78</b>	<b>44,912.34</b>
H401	Receptionist	21.206	21.840	22.496	23.170	23.866	24.582	25.074
		3,560.84	3,667.30	3,777.45	3,890.63	4,007.50	4,127.73	4,210.34
		<b>42,730.09</b>	<b>44,007.60</b>	<b>45,329.44</b>	<b>46,687.55</b>	<b>48,089.99</b>	<b>49,532.73</b>	<b>50,524.11</b>
H402	Receptionist II	19.763	20.355	20.966	21.594	22.244	22.910	23.369
		3,318.54	3,417.94	3,520.54	3,625.99	3,735.14	3,846.97	3,924.05
		<b>39,822.45</b>	<b>41,015.33</b>	<b>42,246.49</b>	<b>43,511.91</b>	<b>44,821.66</b>	<b>46,163.65</b>	<b>47,088.54</b>
H402	Receptionist II	20.350	20.960	21.589	22.236	22.904	23.592	24.064
		3,417.10	3,519.53	3,625.15	3,733.80	3,845.96	3,961.49	4,040.75
		<b>41,005.25</b>	<b>42,234.40</b>	<b>43,501.84</b>	<b>44,805.54</b>	<b>46,151.56</b>	<b>47,537.88</b>	<b>48,488.96</b>