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COLLECTIVE AGREEMENT

between

**THE UNIVERSITY
OF WESTERN ONTARIO**

and

**CANADIAN UNION OF
PUBLIC EMPLOYEES
LOCAL 236I**

For the Period

I MAY 1989

to

30 April 1990

APR 26

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INDEX

ARTICLE	No.	Page
Adoption Leave	42	
Altered Workweek	15	
Arbitration Procedure	17	
Bereavement Leave	25	
Bulletin Board	27	
call-in Pay (Physical Plant)	28	
Call-in Pay (Thompson Bldg.)	28A	
Christmas - Designated Days	43	
Clothing	20	
Compassionate Leave	26	
Contracting Out	37	
Discharge	19	
Duration	45	
Educational Assistance	24	
Equipment Monitoring	44	
Emergency Closing	40	
General Conditions	6	
Grievance Procedure	16	
Guaranteed Housing Loan	30	
Health Care Appointments	31	
Holidays	32	
Hours of Work (Physical Plant)	13	
Hours of Work (Thompson Bldg)	14	
Job Postings & Promotions	12	
Jury Duty	33	
Leave of Absence	34	
Long Term Recognition	22	
Management Functions	2	
Meetings	8	
Mileage	39	
Payment of Salary	11	
Preamble	1	

Pregnancy Leave	23
Recognition	3
Representation	5
Safety	9
seniority	10
Sick Leave	35
Stand-by compensation	29
Staff Benefits	36
Strike or Lock-out	4
suspension	19
Termination Notice	18
Tool Allowance	41
Union security	7
Vacations	21
Wages	38
Witness Duty	33

Appendix A

Appendix B

Appendix C

Appendix D

Appendix E

Appendix F

Appendix G

Schedule A

Schedule B

COLLECTIVE AGREEMENT entered into this day of

19

BETWEEN: THE UNIVERSITY OF WESTERN ONTARIO
(hereinafter called the "Employer")

OF THE FIRST PART

- and -

CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 2361
(hereinafter called the "Union")

OF THE SECOND PART

Article I
PREAMBLE

.01 Whereas it is the desire of both parties to this Agreement:

- to show each to the other a spirit of mutual trust and understanding and to willingly cooperate with each other in the fullest sense.
- to maintain and improve the existing harmonious relations and settled conditions of employment,
- to promote the morale, well being and security of all employees in the bargaining unit,
- to encourage efficiency in operation, and
- to secure prompt and equitable disposition of grievances arising out of the administration of this Agreement.

.02 Where the singular is used in this agreement, it shall be considered as if the plural has been used where the context or the party or parties hereto so require.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Article 2

RESERVATION AND CONTINUATION OF MANAGEMENT FUNCTIONS

.01 The Union recognizes that the management and direction of the working forces are fixed exclusively in the Employer and shall remain solely with the Employer **except** as specifically limited **by** the express provisions of this Agreement, and without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Employer to:

- (a) maintain order, discipline and efficiency;
- (b) hire, assign, retire, discharge, direct, promote, demote, classify, transfer, layoff, recall and suspend or otherwise discipline employees, provided that if an employee claims he/she has been discharged or disciplined without cause, or improperly laid off or recalled, a grievance may be filed and dealt with in accordance with the Grievance Procedure;
- (c) determine the machinery and equipment to be used, the methods and techniques of work, the standards of performance, the schedules of work and number of personnel to be employed;
- (d) establish, enforce and alter from time to time rules and regulations to be observed by the employees. Employees will not be disciplined unless they have either been informed orally or in writing of these rules and regulations or ought reasonably to know these rules and regulations.

.02 The employer's right to exercise the management function in this Article is subject to the provisions of this Agreement. The management functions shall not be used to direct the work force in violation of the Ontario Human Rights Code.

Article 3

RECOGNITION

.01 The Employer recognizes the Union as the sole collective bargaining agency with respect to those matters covered by this Agreement for those employees of the Employer in the Physical Plant Department and Thompson Recreational and Athletic Building engaged in the maintenance and service of buildings and grounds; save and except forepersons, those above the ranks of foreperson, office staff, operating engineers, security guards, students employed during the school or university vacation period and persons regularly employed for not more than twenty-four (24) hours per week.

.02 The classifications listed in Schedule A are the only job classifications covered by this Agreement. Any new job classifications within the bargaining unit which may be created in the future may be added to Schedule A by mutual agreement.

.03 Regular Full-time Status is attained in one of three ways:

- (1) A person may be appointed as Regular Full-time.
- (2) A person who is employed for an average of more than 24 hours per week for a total of six consecutive months or more and for whom a termination date within the next six months has not been defined will be Regular Full-time, or
- (3) A person completing 1,800 hours of work (assuming a normal 40 hour per week position) within a 16 consecutive month period will be Regular Full-time. The total number of hours of work required will be prorated in proportion to the normal work week hours for other positions (eg. a 25 hour per week position requires 1,125 hours, a 30 hour per week position requires 1,350 hours, a 38 hour per week position requires 1,710 hours).

.04 Only employees as defined in section .03 above are covered by the terms of this Agreement.

Article 4

STRIKE OR LOCK-OUT

.01 The Union agrees that there will be no strike during the terms of this Agreement, and accordingly, should any or all of the employees covered by this agreement take such action, the Union will declare the action to be in violation of this Agreement and require the employees involved to return to work and perform their usual duties.

.02 Where individuals in a labour dispute, other than those in the bargaining unit, engage in a strike and maintain picket lines, and where employees of the bargaining unit could suffer personal harm, the Employer will endeavour to safeguard such employees.

.03 The Employer agrees that during the term of this Agreement there will be no lockout.

.04 Strike and lockout bear the meanings used in the Ontario Labour Relations Act.

Article 5

REPRESENTATION

.01 The Employer agrees to recognize a Committee consisting of not more than six (6) elected members of the employees covered by this Agreement for the purposes of the negotiation and administration of this Agreement. The aforementioned committee shall not suffer any loss of pay or benefits during any and all negotiating meetings up to and including conciliation, but not beyond.

.02 This Committee may be enlarged at any time by the addition of a representative of the Union when dealing with the Employer.

.03 The Employer agrees to recognize 19 stewards including the Chief Steward for the purpose of assisting employees in presenting grievances to the Employer as set forth in this Agreement. These stewards, who will be elected or appointed from amongst the employees in the bargaining unit, will each represent a segment of the bargaining unit as listed in Appendix B.

.04 It is understood and agreed that a steward has his/her regular duties as an employee to perform and that if it is necessary to investigate a grievance or attend a grievance hearing during working hours, the steward will not leave his/her work without first obtaining the permission of his/her Foreperson which shall not be unreasonably withheld. The steward shall report again to his/her Foreperson at the time of his/her return to work.

.05 The Union shall notify the Employer in writing of the names of the stewards, and elected officers of the Union and the effective dates of their elections or appointments.

.06 Terms of Reference for Union-Management Relations Committee

1. The Union-Management Relations Committee will serve to:
 - administer the terms of the Agreement between CUPE Local 2361 and the University
 - act as the Safety Committee as required under provincial legislation
 - address matters outside the Agreement which are of mutual concern.
2. Membership will consist of:
 - For the University
 - Assistant Vice-president (Human Resources) or designate
 - Manager - Operations & Maintenance
 - and Supervisors
 - For the Union
 - President
 - Vice-president
 - Recording Secretary
 - Secretary/Treasurer
 - Sergeant-at-arms
 - Chief Steward
3. The Employer will inform the Union/Management Committee of major amendments to the rules and regulations in Article 2.01(d), prior to their implementation.
4. It may be desirable to request persons other than those listed under 2 above to attend for specific discussions. Provided the University

agrees to the attendance of a member of the bargaining unit, that employee will not suffer a loss of pay.

5. The Committee will meet once per month unless changed by mutual agreement.
6. Agendas of matters for discussion will be exchanged by the Union and Management at least five (5) working days prior to the meeting.
7. The University will provide secretarial service and minutes will be produced and distributed to all members within one week of each meeting.

.07 The union office will be open and manned in rotation by various members of the Union Executive from 12:00 noon to 1:00 p.m., and from 6:30 to 7:30 p.m. In each case, this will include the person's normal 1/2 hour lunch break. Members of the Executive should give their Foreperson their schedule for manning this location in advance so he/she can schedule work around it.

.08 The President of the local, or his/her designate, will be allowed up to five hours per week to perform union business during working hours. This should be scheduled in advance with his/her Foreperson whenever possible and always recorded daily.

.09 The Chief Steward of the local, or his/her designate, will be allowed up to five hours per week to perform union business during working hours. This will cover such areas as looking after complaints and grievances, attending to the safety duties of his/her stewards, etc.

.10 The President of the local may be scheduled Monday to Friday on a regular day shift at his/her option, so he/she is able to perform his/her Union function without handicap.

.11 Due to scheduling and operational problems the committee representation of Thompson Recreation and Athletic Building employees will be limited to one steward and a maximum of one member of the committee of six (6) elected members in .01 for the purpose of negotiation but not administration of the Agreement.

.12 Should the President, Chief Steward, or designate be an employee of the Thompson Recreation and Athletic Building he will be required to utilize the applicable provisions of sections .08, .09 and .10 as follows:

- i) The President, Chief Steward or designate would be scheduled on a Monday to Friday non-evening shift.
- ii) The time off to perform union business would be taken as one hour each day at either the beginning or end of the shift.

(i) and (ii) above may be changed provided mutual agreement on the shift schedule is obtained.

.13 The Thompson Recreation and Athletic Building employees may be represented at the Union-Management Relations Committee when there is an issue on the meeting agenda that is specific to Thompson Recreation and Athletic Building employees. When this occurs the membership on the committee may be expanded to include the Manager, and Steward from Thompson Recreation and Athletic Building.

Article 6

GENERAL CONDITIONS

.01 It shall be the obligation of each employee covered under the terms of this Agreement to inform the Foreperson of his/her current residential address and telephone number. This information will not be posted without the employee's consent.

.02 The Employer agrees that payroll deductions shall be made for Government Savings Bonds, Credit Union, United Appeal, Parking, and premiums for voluntary benefit plans, when written request is made therefore by the employee.

.03 The Employer agrees to provide the Secretary/Treasurer with a list, semi-annually, of the names of the employees in the unit, their job classifications, and the name of their immediate supervisor.

.04 The Employer shall provide a room in the Services Building to be used exclusively as a Union office.

.05 All performance records that may be used for disciplinary purposes will be considered void after a period of two years has lapsed, provided no further disciplinary action of any nature occurs during that period.

.06 On a monthly basis the Union will be provided with the name, classification and start date of any non-regular full-time staff member who is employed in Physical Plant in any of the occupation/classifications defined in the Collective Agreement.

Article 7

UNION SECURITY

01. Upon receipt of a signed authorization card in the form set forth in Appendix C, the Employer shall deduct from the monthly pay of each employee covered under the terms of this Agreement an amount equivalent to the regular monthly dues and remit same to the Union. Refusal to provide the Employer with a signed authorization card will result in dismissal.

.02 The amount of such dues and/or assessment shall be certified to the Employer by the Secretary/Treasurer of the Union. In the event of a change therein, not less than thirty (30) days' notice thereof shall be given to the Employer.

.03 The dues and/or assessments deducted from the pay of employees shall be forwarded by the Employer to the Union not later than the 20th day of the following month.

.04 Notices required to be served hereunder upon either the Union or the Employer shall be deemed to be served sufficiently if mailed or delivered to the Secretary/Treasurer of the Union and the Director - Employee Relations of the Employer respectively.

Article 8

MEETINGS

.01 Members of the Executive Committee, the elected representative on the Occupational Health and Safety Committee and stewards when meeting with the Employer for the purpose of discussing scheduled matters or grievances during working hours will not suffer a loss in pay. When these meetings are held outside of an employee's regular scheduled shift, the employee will be credited with time off at a mutually agreeable time".

.02 Other representatives, as authorized in writing to the Secretary/Treasurer by the Manager, Operations and Maintenance, Physical Plant or Assistant Manager of Thompson Recreation and Athletic Building and as subsequently appointed by the Union, will fall under the provision of .01 above.

Article 9

SAFETY

.01 The parties hereto agree that the safety of the employees, students and visitors to the campus of the Employer and the protection of the Employer's plant and equipment are matters of prime concern. The obligation of the employees to report safety hazards to the appropriate Foreperson is acknowledged.

.02 The Employer agrees to grant membership on the Occupational Health and Safety Committee to one (1) elected member of the bargaining unit from the Physical Plant Department.

.03 Programs for the safety education of employees will be developed by the Safety Subcommittee of the Union-Management Relations Committee.

.04 The Employer and employees agrees to abide by the Occupational Health and Safety Act as it applies to the Employer.

.05 Stewards will be the Health and Safety Representatives required by the Occupational Health and Safety Act.

.06 The Union Safety Officer will be the prime Health and Safety representative for the Union and as such will be the Union's representative on the Union-Management Safety Subcommittee and the Occupational Health and Safety Committee.

Article 10

SENIORITY

.01 The Employer will maintain a seniority list which will record, by job classification as expressed in Schedule A, the names and dates of last hire of members of the bargaining unit. This list will be posted annually on Union bulletin boards within one month after the execution date of this Agreement. Following thirty (30) days posting, the list shall become final except as to any employee who has disputed the accuracy of his/her seniority during that thirty (30) days. In such case the list will be subject to adjustment if established to be inaccurate.

.02 In cases of lay-offs the following process will be followed:-

.02(a) For the Occupational Groups (as outlined in Appendix A) seniority within the affected job classification shall be given preference.

.02(b) The employee displaced from his/her job classification in .02(a) above may replace the least senior employee in any of the job classifications within his/her Occupational Group where the annual salary is the same or less than the annual salary of his/her job classification provided he/she has the qualifications to perform all of the work required in the new job classification and the employee so replaced has less seniority than him.

.02(c) Section .02(b) will be repeated for each of the employees displaced by it until such time as the displaced employee cannot replace another employee in that Occupational Group, at which time, subject to 2(d) below, he/she will be laid off.

.02(d) Should an employee be laid-off due to being the least senior employee in that Occupational Group and/or being displaced as a result of the action of .02(b) or .02(c), and if his/her seniority is greater, he/she may:

- (a) Replace the employee in the bargaining unit with the least seniority whose annual salary is the same or less than his, provided he/she has the qualifications or capability to perform all of the work required in the new job classification within a six month trial period or,
- (b) Should the employee have been previously employed in another Occupational Group, he/she may replace the least senior employee in his/her previously held job classification provided he/she has the qualifications and capability to perform all the work.
- (c) Replace any non-Regular Full-time person who is in a classification covered under the collective agreement where the annual salary is the same or less than the annual salary of his/her classification provided he/she has the qualifications to perform all of the work required in the new job classification.
 - i) The employee who assumes the non-regular full-time position will have his/her benefits as outlined in Articles 34 and 35 continued for a period of three months, after which time the benefit coverages will

cease. The level of the benefits will be based upon the wage payable under the new, non-regular full-time classification.

- ii) All other provisions of the Collective Agreement will remain in effect during this three month period.

.02(e) A foreperson who has been promoted out of any job classification which now is in the bargaining unit, and who is to be laid off, may replace the employee with the least seniority in any job classification within the Occupational Group from whence the individual was promoted, provided he/she has the qualifications to perform all of the work required in the new job classification and the employee so replaced has less seniority than him, and provided that no one in the bargaining unit will be laid off as an immediate result thereof. In such cases, it is understood that the foreperson's seniority would have been calculated in accordance with this Article as if he/she had always been a member of the bargaining unit.

.02(f) All persons displaced in the above process will be informed in writing and will be provided with a seniority list of their Occupational Group.

.02(g) Employees under the above process who intend to replace another must indicate their intention to do so in writing within two working days after being informed of their impending layoff. The letter of intention must state the name and job classification of the employee to be replaced.

.02(h) Where a displaced employee replaces another employee in another classification and is subsequently determined to be unable to meet all job requirements, he/she will be laid off, without further rights to replace another employee.

.02(i) For the purposes of recall, the above process is reversed.

.02(j) Employees who replace other employees under this section, will be paid the rate applicable to the new job classification.

.02(k) For the purpose of the lay-off process delineated in this section, job classifications reflecting the master designation in Appendix A will be considered equivalent to a journeyman designation."

.03 A person shall be deemed to have terminated his/her employment with the Employer and shall lose all seniority if he:

- (a) voluntarily quits the employ of the Employer;
- (b) is discharged and not reinstated through the process of the Grievance Procedure pursuant to this Agreement;
- (c) following a lay-off, fails to report for work within five working days after being recalled or fails to notify the Employer within three working days after recall that he/she will report for work, unless such period is extended for reasons satisfactory to the Employer. Such recall notice shall be satisfactorily given if sent by registered mail to employee's address on record with the Employer;
- (d) is absent without permission for three consecutive working days;
- (e) is absent due to lay-off, for more than one year;
- (f) utilizes a leave of absence for purposes other than those for which the leave of absence was granted.

.04 In order that the operation of the Union will not become disorganized when layoffs are being made, the Executive of the Union, the Stewards and Union Safety Officer shall be the last persons laid off during their term of office, so long as full time work which they are qualified to perform is available in their classification.

.05 An apprentice when in attendance at a provincial school as a requirement of his/her apprenticeship shall suffer no loss in seniority and when writing his/her qualifying exam shall suffer no loss of pay or seniority.

.06 In the case of short-term lay-offs (i.e. 19 calendar days or less) the contract will recognize Physical Plant Department and Thompson Recreation and Athletic Building Department as two separate units with separate seniority lists for lay-off and recall purposes.

.07 An employee as an apprentice will be considered as being in the journeyman classification of their appropriate trade for layoff and recall purposes.

.08 Upon completion of their contract, the apprentice will be terminated. This termination will not be grievable under the terms of the Collective Agreement.

.09 An employee terminated as required in Section .07 above will be given seniority credit for the years employed as an apprentice should they be rehired as a journeyman within 12 months of their termination.

Article 11

PAYMENT OF SALARY

.01 The regular monthly salary of an employee will be paid by deposit to institutions on electronic deposit. Monthly salaries will normally be deposited prior to the second last working day of the month.

.02 An earning statement will be sent to the employee each pay period.

.03 On the death of an employee, one month's salary in addition to the salary pertaining to the month of death will be paid to the spouse, or failing such, to the estate of the deceased.

.04 Upon the death of an employee during any combination of Sick Leave, Long Term Disability and/or Worker's Compensation up to a period of one year, one month's salary in addition to any salary that may pertain to the month of the death will be paid to the spouse or estate.

Article 12

JOB POSTINGS & PROMOTIONS

.01 To encourage motivation, promote morale and create incentive, employees within the bargaining unit will be given first notification of a new or a vacant position in the unit by the posting of such openings on all Union bulletin boards prior to advertising such positions in the Western News and 14 days prior to external campus media.

- (a) Employees in the bargaining unit, including those on lay-off, applying for such openings will submit an application on the prescribed form and be given an interview whenever the contents of this form warrant.

.02 In all cases of promotion to another position within the bargaining unit, where the qualifications of the candidates are deemed adequate to perform the work in question, and skill, knowledge, experience, and general fitness are assessed to be equal by the interviewing team, seniority shall govern.

.03 The Employer may return an employee promoted under .02 above, or to a position in management, office or other classification, to his/her former classification at any time within a six month period if the Employer considers that the employee is unable to perform the work. Any other appointment made as a result of the promotion will be reversed.

.04 When a posted position has not been filled after 20 working days of the posting expiry date all internal applicants will be notified as to the status of the posting.

Article 13

HOURS OF WORK

(Applicable only to Physical Plant Department Employees)

.01 Except as per .02 below, the normal work week shall be forty (40) hours per week comprised of five (5) work days of eight (8) consecutive hours exclusive of the lunch period. For the purpose of establishing shift schedules, normal work weeks shall commence on Sundays and terminate on Saturdays. Where possible, subject to the work requirements of the unit, the five work days referred to above will be consecutive.

.02 The normal work week for Service Workers shall be 25, 30, or 38 hours per week comprised of five (5) work days depending upon the requirements of the position and exclusive of the lunch period. Each employee in these categories will be informed which normal work week is standard and notified of any change thereto. For the purpose of establishing shift schedules, normal work weeks shall commence on Sundays and terminate on Saturdays. Where possible, subject to the work requirements of the unit, the five work days referred to above will be consecutive.

.03 Employees who are required to work a scheduled shift of more than five (5) hours starting after 2:00 P.M. from Monday to Friday inclusive will include a paid thirty (30) minute lunch period during their shift.

.04 During the normal work day, one twenty (20) minute rest period will be permitted.

.05 It is hereby expressly understood that the provisions of this Article are to provide a basis for calculating time worked and establishing shift schedules and shall not be, or construed to be a guarantee of the hours of work per day nor as to the days of work per week.

.06 (a) Overtime hours will be defined as the time worked, as assigned in advance by the Foreperson or when called in under the "call in" policy, in excess of the employee's normal work day or on a day which is not a normal work day. Authorized overtime will be paid at one and one half times (1 1/2) the base hourly rate or one and one half time off in lieu of the hours worked will be arranged by the Foreperson if the time off remuneration choice is requested by the employee and a mutually agreeable time is available.

(b) Premium hours will be defined as the time worked as part of the normal work day and which falls within designated premium periods. Authorized premiums will be paid at one half times (1/2x) the base hourly rate or one half times (1/2x) off in lieu of the hours worked will be arranged by the Foreperson if the time off remuneration choice is requested by the employee and a mutually agreeable time is available.

.07 All time off remuneration will be taken during that same or following month except in the Grounds occupational group where an extended credit system is mutually agreed upon by the employee and the Employer.

.08 Weekly work schedules will be posted at least one week in advance of the time worked. Should such schedules be adjusted within one week (7 days) of the start of the weekly schedule, unless by mutual

consent, all rescheduled hours performed during that scheduled week will be designated as premium hours.

.09 All normal hours worked on Saturday or Sunday will be designated premium hours.

.10 Employees required to work more than two (2) hours in excess of a regular scheduled shift shall receive a paid one-half (1/2) hour meal break.

.11 There will be no duplication or compounding of premium or overtime pay. If such payments are provided under two or more provisions of this Agreement, then payment shall be made under the single provision which provides the highest rate of pay.

.12 All regularly scheduled shifts will have a minimum of 8 hours between each shift,

.13 Any shifts extending into the hours 2:01 a.m. until 6:00 a.m., Monday to Friday will be paid premium-pay for the hours worked between 2:01 a.m. and 6:00 a.m.

Article 14

HOURS OF WORK

(Applicable only to Thompson Recreation Athletic Building Employees)

01. The standard work week shall average 40 hours per week over the length of the employees schedule. The standard work day shall be 8 consecutive hours exclusive of the lunch period. The scheduled days off shall run consecutively.

02. During the standard work day, two ten minute rest periods will be permitted.

03. It is hereby expressly understood that the provisions of this Article are to provide a basis for calculating time worked and establishing shift schedules and shall not be, or construed to be, a guarantee of the hours of work per day nor as to the days of work per week.

.04 (a) Overtime will be defined as the time worked, as approved in advance by the Assistant Manager, in excess of the employee's work schedule. Authorized overtime will be paid at one and one half time (1 1/2x) the hourly earning rate, or one and one half times (1 1/2x) off in lieu of the hours worked will be arranged by the Assistant Manager if the time off remuneration choice is requested by the employee and a mutually agreeable time is available.

.04 (b) Shift differential hours will be defined as the hours worked between 5:30 p.m. and 6:00 a.m. Monday to Friday and all hours worked on Saturday and Sunday. Shift differential will be paid at the rate of fifty cents (\$.50) per hour.

.05 There will be no duplication or compounding of shift differential or over time pay. If such payments are provided under two or more provisions of this Agreement, then payment shall be made under the single provision which provides the highest rate of pay.

.06 Accrued time off will be taken at a time mutually agreed to by both the employee and the Assistant Manager, Thompson Recreation and Athletic Building Department provided the time off is used up during the same or following three months or pay in lieu thereof.

.07 Employees who are required to work a scheduled shift on Saturdays and/or Sundays will be provided a premium of a paid (30) minute lunch period during their shift. This premium will always be paid at the straight time rate and not be subject to compounding.

.08 All regularly scheduled shifts will have a minimum of 8 hours between each shift.

.09 Employees required to work more than two (2) hours in excess of a regular scheduled shift shall receive a paid one-half (1/2) hour meal break.

.10 Weekly work schedules for each month will be posted by at least the 20th of the preceding month. Should such schedules be adjusted within one week (7 days) of the start of the weekly work schedule, unless by mutual consent, all altered work performed during that scheduled work will be considered overtime.

Article 15

ALTERED WORKWEEK

(Applicable Only To Physical Plant Department Maintenance and Trade Division)

.01 The Employer agrees to continue the spirit and intent of the concept and application of the "Altered Workweek" program as described in Appendix D on the understanding it will be reviewed with the Union-Management Committee and, if necessary, modified during the term of the Agreement.

.02 The Employer agrees to honour the use of one half day credits in addition to the present practice of full day credits.

.03 The Employer reserves the right to terminate this program at any time, provided the employee is informed at least three months in advance of such termination.

Article 16

GRIEVANCE PROCEDURE

.01 A grievance is defined as an alleged violation of the specific terms of this Agreement. It is agreed that only one grievance concerning an alleged violation will be recognized.

.02 A group grievance may be initiated should more than one employee be grieving the same alleged violation. All employees affected may sign the grievance but only one grievor may be present at each step of the grievance process. Any agreement under the Grievance Procedure would be applied to all affected employees who signed the grievance.

.03 It is the mutual desire of the parties hereto that problems experienced by employees shall be addressed as quickly as possible, and it is understood that an employee has no grievance until he/she has given the Foreperson the first opportunity to address the problem. Following this, should an employee wish to discuss the problem with his/her Steward, he/she will request the Foreperson to arrange a meeting between the employee and his/her Steward. Such meeting will take place within 3 working days. If a written grievance is filed with the Foreperson, it must be filed within seven working days after the circumstances giving rise to the grievance have occurred and shall proceed in the following manner and sequence.

Step No. 1

The employee may submit a written grievance to the Foreperson on the form (Appendix F) provided by the Union. It will be signed and dated by the employee involved and in all cases by his/her Steward. It will be identified by a number issued by the Chief Steward. The Foreperson will acknowledge the receipt of the grievance with his/her signature and the date received. Within three working days, a tentative hearing date should be set. At the grievance hearing a Steward will be present. The nature of the grievance, the remedy sought and the sections of the Agreement which are alleged to have been violated shall be set out in the grievance. The Foreperson will deliver his/her decision in writing within three working days of the hearing to the grievor and the Steward.

Step No. 2

Within three working days of the Foreperson's decision under Step No. 1, the grievance may be submitted to the Manager - Operations and Maintenance for Physical Plant Department employees and the Manager of the Thompson Recreational and Athletics Centre for employees in that department or his/her designate and within three working days a tentative hearing date should be set. At the grievance hearing the Chief Steward, Steward and the grievor will be present. The Superintendent or Manager will deliver his/her decision in writing within three working days of the hearing.

Step No. 3

Within four working days of the Manager's decision under Step No. 2, the grievance may be submitted to the Assistant Vice-president (Human Resources) or his/her designate and within three working days a tentative hearing date should be set. At this grievance hearing the CUPE Representative and/or the Chief Steward, the Steward and the

grievor will be present. The Assistant Vice-president (Human Resources) will deliver his/her decision in writing within four working days of the hearing.

.04 Where no answer is given within the time limits specified in the Grievance Procedure the employee concerned, the Union, or the Employer shall be entitled to submit the grievance to the next step of the Grievance procedure. **Any** grievance that **is** not commenced or processed to the next step in the Grievance Procedure within the aforesaid time limits, or as mutually extended, shall be deemed to have been abandoned.

.05 All agreements reached under the Grievance Procedure between the representatives of the Employer and the representatives of the Union will be final and binding upon the Employer and Union and the employee(s).

.06 A grievance as defined herein arising directly between the Employer and the Union shall be originated under Step No. 3. However, it is expressly understood that the provisions of this paragraph may not be used by the Union to institute a grievance directly affecting an employee or employees which such employee or employees could themselves institute and the regular grievance procedure shall not be thereby bypassed. Any grievance by the Employer or the Union as provided in this paragraph shall be commenced within seven working days after the circumstances giving rise to the grievance have occurred.

- (a) An Employer grievance entered under .06 above will be submitted to the CUPE Representative. The CUPE Representative will deliver his/her decision in writing within four working days of the hearing provided for in Step No. 3.

.07 Failing settlement under the Grievance Procedure, such grievance may be submitted to Arbitration as set forth in Article 17. If no written request for Arbitration is received within five working days of the Union's receipt of the decision under Step No. 3, it shall be deemed to have been settled and not eligible for Arbitration.

.08 When a grievance is initiated at Step No. 2 or Step No. 3 stage it must be accompanied by a written statement outlining the following:

- (a) Grievor's Name
- (b) Classification
- (c) Date of Incident Resulting in Alleged Grievance
- (d) Article and Section being grieved
- (e) Action Requested

Article 17

ARBITRATION PROCEDURE

.01 If the Employer or the Union requests that a grievance as provided in Article 16 be submitted to Arbitration, it shall make such request in writing addressed to the other party, and at the same time nominate an Arbitrator. Within five working days thereafter the other party shall nominate an Arbitrator and notify the other party. The two Arbitrators so nominated shall, within fifteen working days of the nomination of the latter of them, attempt to select by agreement a third person to be a member and Chairperson of the Arbitration Board. If they are unable to agree on such a Chairperson, they may then request the Minister of Labour for the Province of Ontario to appoint a Chairperson. In the event of default by either party in nominating its representative to the Arbitration Board, the other party may apply to the Minister of Labour for the Province of Ontario who shall have power to effect such appointment.

.02 No person may be appointed as an Arbitrator who has been involved in an attempt to negotiate or settle the grievance.

.03 The Arbitration Board shall not have jurisdiction to alter, modify, amend, add or delete any of the provisions of this Agreement, or to substitute any new provision in lieu thereof, nor to give any decision inconsistent with the terms and provisions of this Agreement.

.04 No matter may be submitted to Arbitration which has not been properly carried through the Grievance Procedures, except that the parties by mutual written consent, may extend the time limits fixed in both the Grievance and Arbitration Procedures.

.05 No adjustment effected under the Grievance Procedure or Arbitration Procedure shall be made retroactive beyond seven days before the complaint was discussed with the Foreperson or as lodged by the Employer or Union under Section .06 of Article 16.

.06 The written decision of the majority of the Arbitration Board will be final and binding upon the parties hereto, and the employees.

.07 Each of the parties hereto will bear the fees and expenses of the Arbitrator appointed by it, and the parties will jointly bear the fees and expenses of the Chairperson of the Arbitration Board.

Article 18

TERMINATION NOTICE

.01 Should the employer terminate an employee for redundancy reasons or for cause, other than in extreme cases such as wilful misconduct, disobedience or wilful neglect of duty, the employee will be entitled to a combination of termination notice, and severance pay in accordance with the following schedule:-

<u>Period of Employment</u>	<u>Termination Notice</u>	<u>Severance Pay</u>
Under 3 months' service	None	None
3 months to less than 2 years service	Two weeks	None
2 years to less than 5 years service	Four weeks	None
5 years or more	One week for each year of service to a maximum of eight	One week for each year of service to a maximum of 26 weeks

.02 In extreme cases such as wilful misconduct, disobedience or wilful neglect of duty, the employee will be interviewed and suspended from work, and case considered, and then employment may be terminated without prior notice or warning.

Article 19

SUSPENSION AND DISCHARGE

.01 In the event that an employee is suspended without pay for any reason, the Employer agrees to confirm such suspension in writing to the employee and to the Chief Steward of the Union within two working days.

.02 The Union recognizes that it may on occasion be necessary to suspend an employee from the work place without a Steward present. If such action is taken the Employer agrees to review this action with the employee and the Steward within two working days. Under no circumstances shall an employee be terminated under this Article without the presence of a Steward or Chief Steward.

.03 Should an employee feel that he/she has been unjustly suspended or discharged, he/she shall by the end of the fifth working day following receipt of the written notice of suspension or discharge file a grievance at Step No. 2 of the grievance procedure under Article 16.

.04 If the Employer's suspension or dismissal action is found to be unjust and the employee is to be reinstated, in no case is the monetary compensation to exceed the amount which the suspended or discharged employee would have earned during normal working hours through the period that he/she was unable to work because of the suspension or discharge action. Furthermore, if the employee was otherwise employed during his/her period of suspension or discharge, such earnings from the other employer are to be deducted from the monetary compensation outlined in the previous sentence.

Article 20

CLOTHING

.01 The Employer agrees to provide the following occupations annually with:

- (a) Caretakers
 - \$50.00 safety shoe (yellow patch) re-imbursement
 - 3 shirts or pairs of trousers or combination thereof.
- (b) Service Workers
 - \$10.00 safety shoe (non-skid sole and covered uppers) re-imbursement
 - i) 2 dresses or
 - ii) 3 slacks or smocks or combination thereof.
- (c) Grounds
 - \$60.00 safety shoe (exterior green patch) re-imbursement
 - 50% winter boot re-imbursement
- (d) Trades
 - \$60.00 safety shoe (either interior or exterior green patch) reimbursement
 - Painter Occupational Group only - 3 shirts or pairs of trousers or combination thereof
- (e) Arena Maintenance
 - \$60.00 safety shoe (either interior or exterior yellow patch) reimbursement

.02 The Employer will provide safety glasses for the following occupations on a one-time basis: Caretakers, Serviceworkers*, Grounds and Trades.

* non-prescription safety glasses or goggles.

.03 Safety glasses noted under .02 above are the personal responsibility of each employee and will be replaced by the Employer when damaged, worn, or a prescription change occurs.

.04 The Employer agrees to provide employees in the Grounds occupational group with parka-type coats every two years.

.05. The Employer agrees to provide employees in the Arena Maintenance category of Thompson Recreation and Athletic Building jackets when required, but not more frequently than once a year.

Article 21

VACATIONS

.01 Subject to .04 below, employees in the bargaining unit before 1 May 1981 earn vacation with pay based on seniority as set out below:

- (a) An employee earns vacation at a rate of 15 working days for each of the first two (2) years.
- (b) Upon completion of two (2) full years, vacation is earned at a rate of 20 working days per year.
- (c) Upon completion of twenty (20) full years five (5) additional vacation days will be provided, and thereafter, vacation is earned at a rate of 25 working days per year.

.02 Subject to .04 below employees joining the bargaining unit on or after 1 May 1981 earn vacation with pay based on seniority as set out below:

- (a) An employee earns vacation at the rate of 15 working days a year for each of the first seven (7) years.
 - i) Effective May 1, 1988 an employee earns vacation at the rate of 15 working days a year for each of the first six (6) years.
- (b) Upon completion of seven (7) full years, vacation is earned at the rate of 20 working days per year.
 - i) Effective May 1, 1988, upon completion of six (6) full years, vacation is earned at the rate of 20 working days per year.
- (c) Upon completion of twenty (20) full years, five (5) additional vacation days will be provided, and thereafter, vacation is earned at a rate of 25 working days per year.

.03 Vacation earned will be entered into each employee's record quarterly (July 31, October 31, January 31, April 30).

.04 No vacation is earned during layoffs or unpaid leaves of absence of longer than two weeks, Long-Term Disability, or Worker's Compensation beyond the initial sick leave period.

.05 Vacation earned will not be permitted to accrue beyond thirty (30) days without the prior approval of the Foreperson.

.06 Employees may take their earned vacation or a portion thereof, subject in all cases to the prior approval of the Foreperson and the functional requirements of the Employer.

.07 Vacation earned during the period May 1st to April 30th will be allocated for the subsequent May 1st to April 30th vacation period on the following basis:

- (a) Vacation requests received up to April 1st will be allocated for the following vacation period on the basis of seniority. The vacation schedule will be posted no later than April 15th.
- (b) Vacation requests received on or after April 1st will be allocated on a first-come, first-served basis.
- (c) To book vacation prior to April 1st, the employee must obtain the written release of sufficient employees' vacation rights in his/her work group (see appendix G) with more seniority than himself to guarantee the award of this vacation.

Article 22

LONG TERM RECOGNITION

.01 Employees covered by this Agreement will be eligible for the benefits provided for under the current University policy - Service Recognition Policy 3-5 in the Manual of Administrative Policies and Procedures.

Article 23

PREGNANCY LEAVE

.01 The Employer provides a pregnancy leave policy for employees to assist them *in* the continuance of their service at the University. This policy is available only to employees who are committed to returning to the University at least six months following this leave.

.02 Should an employee not wish to continue her employment relationship with the University following her pregnancy, she may either resign or reapply for unpaid pregnancy leave under the Employment Standards Act. These latter provisions are available to those employees who have not satisfied the service requirements in .05 below.

.03 Employees are encouraged to discuss the nature of their ongoing commitment to the University with their Foreperson prior to the initiation of the leave.

.04 Upon return to work, the employee is to return to the same position and salary.

.05 The Employer provides for pregnancy leave for employees who have worked for the University for at least one (1) year as of the probable date of delivery.

.06 An employee is expected to work for the University for at least six months following the date of her return from her pregnancy leave. Should an employee not satisfy this condition, she will be indebted to the Employer for the sum of the monies paid to her by the Employer during her Pregnancy leave.

.07 Pregnancy leave is a flexible leave for up to seventeen weeks with pay and benefits as specified in Section .08 and .09 below.

.08 An employee who qualifies for pregnancy leave under the provisions of this article is eligible for:

- a) 95% of the salary at the time of the initiation of the leave paid by the Employer for the initial two-week waiting period prior to the commencement of Unemployment Insurance; and
- b) the difference between Unemployment Insurance benefits and 95% of the salary at the time of the initiation of the leave, not to exceed fifteen weeks, paid by the Employer, provided the employee makes application for and qualifies for Supplemental Unemployment Insurance benefits.

In no case will the total amount of the Supplemental Unemployment Benefits, unemployment gross benefits and any other earnings received by the employee exceed 95% of the employee's salary at the time of the initiation of the leave.

.09 During the period of paid pregnancy leave, the Employer will continue the employee on full benefits through regular payroll deductions.

.10 Pregnancy leave may be initiated by that employee at any time within eleven weeks of the expected delivery date.

- a) The Employer may require an employee to begin pregnancy leave earlier if because of pregnancy she is having difficulty keeping up with the demands of the job.

.11 Pregnancy leave ends six weeks after the actual date of birth OR no later, than seventeen weeks from the beginning of the leave, whichever is later.

.12 Leave in excess of seventeen weeks required for medical reason relating directly to an employee's pregnancy and/or delivery of an infant may be treated in accordance with Article 35 Sick Leave and Salary Continuance. In such case, the employee should immediately contact the Foreperson.

.13 Leave of absence in excess of the seventeen-week period, except for medical reasons (see .12 above) may be taken without salary in accordance with Article 34 Leave of Absence.

.14 There is no accumulation of vacation entitlement or seniority during this leave.

.15 This article will remain in effect until 30 June 1992, at which time it may be renewed following amendments as deemed appropriate and resubmission for approval to the Canada Employment and Immigration Commission.

.16 An employee shall provide her Foreperson with as much advance notice as possible for the anticipated date of birth and discuss her future plans with regard to her employment at the University.

.17 The Employee should make application through her Foreperson for pregnancy leave at least three months in advance of the expected date of delivery (as confirmed by a doctor's certificate).

.18 A counselling session will be arranged by the Benefits Section to provide information and assistance with the completion of the necessary documentation under this Policy.

Article 24

EDUCATIONAL ASSISTANCE

.01 The Educational Assistance plan is established for the purpose of encouraging employees to obtain additional education to assist in their career development on their own time and to provide financial assistance to those who do so.

.02 The assistance is available to those employees who are on payroll at the beginning and the completion of the course(s) involved. (Course completion date is the last day classes are held or the exam date, whichever is later.)

.03 The course(s) must be related to the present work duties or anticipated career plan for the individual within the University. A course is defined as a series of academic lectures which culminates in an examination and/or grade being awarded.

.03(a) For courses taken for credit at The University of Western Ontario, the employee will be reimbursed 100% of the equivalent undergraduate tuition fee per course. Tuition fees eligible for payment do not include any supplementary expenses such as books, lab fees or activity fees.

.03(b) For other courses, reimbursement will be on the basis of the tuition fee and materials fee (except books) of each course to a maximum of the tuition cost of two full undergraduate courses at The University of Western Ontario per year (the year being June 1 to May 31).

.03(c) The course completion date will be the date used to determine the year to which this policy will apply.

.04 If the foreperson agrees to a course being taken during a regularly scheduled shift, the foreperson will establish alternate working arrangements.

.05 The Employer may request employees to take a certain course or study or seminars which will be advantageous to both the employee and to the University itself. In such instances, the Physical Plant Department or Thompson Recreation and Athletic Building will bear the full cost and will grant the employee sufficient time away from normal duties to pursue the cost of the study.

.06 Provided an employee has completed a course for credit at The University of Western Ontario under the Educational Assistance Policy, the tuition fee (excluding activity fee) for all future U.W.O. credit courses will be paid in advance by the University, subject in all cases to all other requirements of the Educational Assistance Policy being met.

.07 Applications for Educational Assistance are available in the Personnel Department, Room 206, Stevenson-Lawson Building.

.08 Completed applications, with the required documentation attached, are to be forwarded to the Administrative Secretary, Personnel Department for authorization prior to commencement of the course(s).

.09 Applicants will be advised as soon as possible whether their application has been approved.

.10 Once the course has been completed, proof that the course was Gassed and the tuition fee paid (fee receipt) must be submitted to the Administrative Secretary, Personnel Department-

.11 Reimbursement shall be by direct payment to the employee or paid in advance as per provision .06 above, and the payment will be reported as a taxable benefit."

Article 25

BEREAVEMENT LEAVE

.01 An employee grieving the loss of a spouse, parent, grandparent, grandchild, stepchild, mother in-law, father in-law, daughter, daughter-in-law, son, son in-law, brother, brother in-law, sister, or sister in-law will be granted a one day leave of absence without loss in pay and may be granted up to two additional days leave of absence without loss in pay as may be necessary to make arrangements for and/or to attend the funeral or memorial service or to provide required associated services.

.02 Upon request such additional time off without pay may be granted as is necessary to make arrangements or for long distance travelling.

Article 26

COMPASSIONATE LEAVE

.01 ~~When~~ employees require time off because of extraordinary or compassionate circumstances (e.g. to attend funerals of friends and relatives (not covered in Article 25), to attend to urgent health needs of his/her family to obtain legal counsel) the Employer may give time off to the employee provided the employee uses accrued vacation or overtime to offset the loss in time or by agreement with the Foreperson, makes up the time.

.02 Employees will be required to explain the need for such absence and any time off will be limited to those needs which cannot be attended to outside working hours.

Article 27

BULLETIN BOARDS

.01 The Employer will provide bulletin boards in mutually agreed locations which will be used by the Union for posting notices.

.02 The posting, removal and policing of Union boards will be done by the Steward or designate provided such postings have been approved in advance by the President or Vice-president of the Union.

Article 28

CALL-IN PAY

(Applicable to Physical Plant Employees Only)

.01 **An** employee who is required to report to work before his/her scheduled hours of **work** will receive a minimum of three (3) hours' pay at one and one-half times (1 1/2x) his/her base hourly rate.

Article 28A

CALL-IN PAY

(Applicable to Thompson Recreation and Athletic Building Employees only)

.01 An employee who is required to report to work and works continuously until his regularly scheduled shift starts will receive pay at the rate of one and one half time (1 1/2) his/her base hourly rate for those hours worked prior to the commencement of his/her regularly scheduled shift.

.02 An employee who is required to report to work during a period which he/she is not scheduled to work and does not work continuously until the commencement of his/her regularly scheduled shift will receive a minimum of three (3) hours pay at one and one half (1 1/2) his/her base hourly rate.

Article 29

STAND-BY COMPENSATION
(Applicable to Physical Plant Employees Only)

.01 As an integral part of some employees' job responsibilities there is a requirement to serve stand-by assignments. During such assignments, the employees must carry a "paging unit" and must be available for call-in via "paging unit" or telephone.

.02 The payments for these periods of stand-by will be as below:

Monday to Friday (excludes Statutory Holidays) - 3/4 hour per day - Lead Hand Electrician Rate.

Saturday and Sunday - 1 hour per day - Lead Hand Electrician Rate.

Statutory Holidays - 1-1/4 hours per day - Lead Hand Electrician Rate.

Article 30

GUARANTEED HOUSING LOAN

.01 The terms of the plan are outlined in detail in policy 2-7 of the Manual of Administrative Policies and Procedures. For further information and application forms contact the Office of the Comptroller in the Department of Finance.

Article 31

HEALTH CARE APPOINTMENTS

.01 Whenever possible, employees will arrange medical and dental appointments at times other than working hours.

.02 ~~When~~ it is not possible to make health care appointments outside working hours, employees will arrange their appointments as near as possible to the beginning or end of the work day.

.03 If health care appointments must be made during working hours, the employee's immediate supervisor should **be** notified several days in advance of the appointment if possible.

.04 Appointments for health care will normally be considered leave of absence with pay.

Article 32

HOLIDAYS

.01 All employees, subject to the provisions of this Article, shall receive pay at their earning rate for the following statutory holidays provided the Employer, at its discretion, may determine the precise date on which the holidays are honoured: -

New Year's Day
Good Friday
Victoria Day
Canada Day
Civic Holiday

Labour Day
Thanksgiving Day
Christmas Day
Boxing Day
President's Day

.02 In addition, each employee will be entitled to one floating holiday to be taken, subject to the work requirements of the unit, at the employee's request, such request shall not be unreasonably denied.

.03 An employee is eligible for holiday pay as described above if present on his/her regular scheduled shift immediately preceding and immediately following the holiday unless any absence is for reason satisfactory to the Employer.

.04 When the President's Day falls on a day which is not normally a working day, an alternate day will be specified by the Employer.

.05 ~~When~~ one of the above holidays falls on the regular day off or during vacation of any employee, another day off shall be arranged by the agreement of the individual and the Foreperson.

.06 ~~When~~ one of the above holidays falls during sick leave or an approved leave of absence, no entitlement will accrue to the employee.

.07 Physical Plant Employees who are required to work on a holiday under .01, shall receive their regular pay plus overtime as defined in Article 13 section .06(a), for all hours worked on that statutory holiday.

.08 Thompson Recreation and Athletic Centre employees who are required to work on a holiday under .01 shall receive their regular pay plus overtime as defined in Article 14 section .04, for all hours worked on that statutory holiday.

.09 For all cases, the method of reimbursement should be agreed to by the employee and the Foreperson prior to the work being undertaken on a holiday, If time off is the agreed-upon method of reimbursement, such entitlement must be used during the calendar month in which it is earned.

.10 Employees will not be paid for any of the above holidays should they fall during an unpaid leave of absence.

Article 33

JURY OR WITNESS DUTY PAY

.01 An employee who is subpoenaed for jury or witness duty will receive for each day of absence thereof the difference between the employee's regular pay computed at the employee's base hourly rate and the amount of jury or witness fee received, provided that the employee furnishes the Employer with a certificate of service signed by the Clerk of the Court showing the amount of jury or witness fee received.

Article 34

LEAVE OF ABSENCE

.01 Subject to the work requirements, the Employer may in its discretion, continue to grant leaves of absence without pay to employees for legitimate personal reasons.

.02 Vacation is not earned during unpaid leaves of absence longer than 2 weeks.

.03 Subject to the work requirements, and the provision of thirty (30) days written notice from the Union the Employer will grant a leave of absence with pay for up to three (3) employees who are elected or appointed to represent the Union at Divisional and National Conventions of the Canadian Union of Public Employees. The Union agrees to reimburse the Employer for the full cost of wages and benefits paid to those employees granted leaves under this Section. It is further understood that the total of such leave requests will not exceed twenty-five (25) working days per employee within any twenty-four (24) month period.

.04 An employee who is elected or selected for a full-time position with the Union of any body with which the Union is affiliated or is elected to Public Office, shall be granted leave of absence without pay and without loss of seniority by the Employer for a period of one (1) year; such leave may be renewed in successive years provided that the leave of absence shall not exceed four (4) years in total.

.05 Subject to the work requirements, the Employer may in its discretion grant a leave of absence with pay in accordance with the following: -

- (a) As a matter of convenience to those persons who are elected to the Executive Committee of the Union, the University agrees to continue payment of wages at the normal rate of pay for the period of time members of the Union Executive Committee are in attendance at regular Union meetings. In consideration of the Employer's action in this regard, the Union agrees to reimburse the Employer for the full cost of the wages and benefits paid to members of the Union Executive Committee while in attendance at regular Union meetings upon the receipt of an invoice to be provided to the Treasurer of the Union by the Employer. Nothing in the within clause shall be so interpreted or construed as to required the Employer to pay wages for attendance at regular meetings of the Union held outside the scheduled working hours of an employee. If mutually agreeable between the Employer and the employee, the employee may make up the time.
- (b) Further, the University agrees to continue payment of wages at the normal rate of pay for the period of time Stewards are in attendance at regular membership meetings if held during their scheduled working hours and provided the University has received written notification of intent three (3) working days prior to the date of the said meeting. In consideration of the Employer's action in this regard, the Union agrees to reimburse the Employer for the full cost of the wages and benefits paid to Stewards while in attendance at regular membership meetings upon the receipt of an invoice to be provided to

the Treasurer of the Union by the Employer. Nothing in the within clause shall be so interpreted or construed as to require the Employer to pay wages for attendance at regular membership meetings of the Union held outside the scheduled working hours of an employee. If mutually agreeable between the Employer and the employee, the employee may make up the time.

Article 35

SICK LEAVE

.01 Employees are eligible to receive full salary while absent from work due to illness or injury up to a maximum of 15 consecutive weeks except as described in .01(a) below.

- (a) If there is a recurrence of the same or related illness or injury during the first 3 weeks following an employee's return to work on a full-time basis, the employee is entitled to the unused portion of the original 15 week period of sick leave.
- (b) Employees are again eligible for the full 15 weeks of sick leave upon their return to work from any sick leave regardless of duration, except as under .01(a) above.

.02 Employees employed before October 1969 retain the unused portion of their sick leave coverage credited to them to June 30, 1972 which may be used as in (a) below.

- (a) If, after an absence of 15 weeks due to illness or injury, an employee is still unable to return to work, any accumulated sick leave credits under .02 above, up to a maximum of 11 additional weeks, will be used to pay the difference between the Long Term Disability benefit and full salary.

.03 Employees are to notify their Foreperson as early as possible of their absence and expected date of return to work on a full-time basis.

.04 The Employer reserves the right to require medical certification of illness or injury and/or a medical examination by a qualified physician. The Employer may request an additional medical certification of the injury and/or a medical examination by a second qualified physician of the employee's choice. Any costs associated with the second certification will not be at the employee's expense.

- (a) In any event, at the beginning of an absence and at regular intervals thereafter (eg. every two weeks), the employee will keep his/her Foreperson informed of his/her medical status and tentative return to work date.
- (c) At the time of his/her return to work after each sick leave absence of two weeks or more the employee must provide his/her Foreperson with a physician's note certifying that the employee has been in the care of a physician and:-
 - i) that the employee is able to return to work on a full time basis without restrictions,
 - or
 - ii) that the employee is able to return to work, with the nature and duration of any work restrictions described.

.05 All Worker's Compensation allowances will be received directly by the Employer for the first 15 weeks of sick leave during which time full pay will be given to the employee. If the disability continues, Worker's Compensation will pay the employee directly.

Article 36

STAFF BENEFITS

.01 All employees under this Agreement will be provided with Staff Benefits as outlined in Appendix E, and with any associated literature or information as contained in pamphlets or recorded in the Western News from time to time.

.02 Where the salary of an employee in any month is not sufficient to pay the required employee contributions to the benefits programs, the contributions of the employer towards the benefits programs are discontinued. Employees may continue these benefits by making appropriate arrangements with the Personnel Department at the time of layoff or leave.

.03 During periods of Long-Term Disability or Worker's Compensation where no salary is being paid by the Employer, all compulsory group insurance and pension benefits in force at the commencement of the six leave will be continued by the Employer. The Educational Assistance plan, Article 24, will be continued while employees are on Long-Term Disability or Worker's Compensation provided the employees are not eligible for such coverage under the provisions of the aforementioned plans.

Article 37

CONTRACTING OUT

.01 Should there be "contracting out" of any job covered by the scope of this Agreement in whole or in part during the course of this Agreement, the University shall make every effort, consistent with its obligation to operate in an efficient and economical manner, to retain employees displaced thereby, by granting such employees an opportunity for on-the-job retraining, (as provided for in .04 (i) below) if necessary, for available jobs within the bargaining unit and no employee will be laid off as an immediate result thereof.

.02 Ninety (90) days prior to the "contracting out" of any job (in whole or in part) which would result in the lay-off of an employee during the course of the agreement, the University shall:

- i) provide the union with the economic data related to the "contracting out" and discuss with the union the nature and rationale of the action.
- ii) discuss any alternate means of achieving the necessary level of efficiency and economies, and
- iii) where possible use attrition to minimize the impact on the employees.

.03 In the event an employee is to be laid-off as a direct result of contracting out by the University he/she will receive notice or pay in lieu of notice or combination thereof equivalent to one week for each half year of completed service. This notice would be in addition to that provided in Article 18 - Termination Notice Section .01.

.04 Should an employee be placed on a permanent lay off (ie. leading to termination) the University will provide the following assistance:

- i) if a position is open elsewhere in the bargaining unit at the permanently laid-off employee's classification level or lower, the most qualified such employee affected, who has the minimum required qualifications, will be offered the position and provided a maximum of four (4) months job-related training.
- ii) if a position is open outside the bargaining unit within the University, the permanently laid-off employee will be given consideration provided the employee is qualified to perform the duties and responsibilities of that position. The Personnel Department and the hiring Department will be responsible for assessing the qualifications and suitability of the candidate, and
- iii) in the event the preceding options are not available, relocation counselling will be provided through the Personnel Department of the University.

Article 39

MILEAGE

.01 Employees using their own vehicles for approved transportation between work sites or for any other approved business will receive 17.5 cents per kilometer for the first 400 kilometers for a trip and 14 cents per kilometer for all kilometers over 400 kilometers in that same trip.

Article 38

WAGES

.01 The University agrees to pay the wages outlined in Schedule A.

Article 40

Emergency Closing Policy

.01 Employees will suffer no loss in pay when the University is officially closed for emergency reasons on their regular scheduled day.

.02 In addition to any entitlement under .01 above, Physical Plant Department employees reporting for work when requested under this Article shall receive overtime as defined in Article 13, Section .05 (a).

.03. In addition to any entitlement under .01 above, Thompson, Recreation and Athletic Centre employees reporting for work when requested under this Article shall receive overtime as defined in Article 14, Section .04.

Article 41

TOOL ALLOWANCE
(Applicable to Physical Plant Employees Only)

.01 Employees will be provided with a tool allowance payment, once during the term of the contract, as delineated in the following schedule.

<u>Tool Allowance</u>	<u>Occupational Group/Classification</u>
A) \$20.00	- all employees in the Occupational Group of Painter - all employees with the serviceman designation in all Occupational Groups.
B) \$50.00	- all employees in the Occupational Group of Electrical, Electrical/Mechanical, A.C.M.F., Plumber/Fitter, Carpenter, Locksmith except employees with the classification of servicemen who are eligible for the amount indicated in a) above. - all employees with the Vehicle Service Mechanic classification
C) \$70.00	- all employees with the classification of Vehicle Mechanic

Article 42

ADOPTION LEAVE

.01 The Employer provides an adoption leave policy for employees to assist them in the continuance of their service at the University. This policy is available only to employees who are committed to returning to their post at the University for at least six months following this time.

.02 Employees are encouraged to discuss the nature of their ongoing commitment to the University with the Foreperson prior to the initiation of the leave.

.03 Upon return to work, the employee is to return to the same position and salary.

.04 The Employer provides for adoption leave for employees who have worked for the University for at least one year as of the probable date of the receipt of a child into an adopting parent's care and custody.

.05 The adopting parent who applies for leave under these provisions must show conclusive evidence that he/she is the parent who will have the primary care of the adoptive child as established on The Unemployment Insurance Commission's files. In the case where both parents are employees, only one employee may take leave under sections .07 and .08 below.

.06 An employee is expected to work for the Employer for at least six months following the date of return from adoption leave. Should an employee not satisfy this condition, he/she will be indebted to the Employer for the sum of the monies paid to him/her by the Employer during his/her adoption leave.

.07 Adoption leave is a flexible leave for up to seventeen weeks with pay and benefits as specified in .08 and .09 below.

.08 An employee who qualifies for adoption leave under the provisions of this Adoption Leave Policy is eligible for:

- (a) 95% of the salary at the time of the initiation of the leave paid by the University for the initial two-week waiting period prior to the commencement of Unemployment Insurance benefits;
- (b) the difference between Unemployment Insurance benefits and 95% of the salary at the time of the initiation of the leave, not to exceed fifteen weeks, paid by the Employer, provided the employee makes application for and qualifies for Supplemental Unemployment Insurance benefits.

In no case will the total amount of the Supplemental Unemployment Benefits, unemployment gross benefits and any other earnings received by the employee exceed 95% of the employee's salary at the time of the initiation of the leave.

.09 During the period of paid adoption leave, the Employer will continue the employee on full benefits through regular payroll deductions.

.10 Adoption leave for an employee who is adopting a child may be initiated as of the date on which the child comes into the employee's care and custody and will end no more than seventeen weeks from that date.

.11 There is no accumulation of vacation entitlement or seniority during this leave.

.12 This policy will remain in effect until 30 June 1992 at which time it may be renewed following amendments as deemed appropriate and resubmitted for approval to the Canada Employment and Immigration Commission.

.13 **An** employee shall provide the Foreperson as much advance notice **as possible** of the employee's intention to adopt and discuss future plans with regards to employment with the University.

.14 The Benefits Section will arrange a counselling session with the employee at which time all of the required documentation will be initiated.

Article 43

CHRISTMAS - DESIGNATED DAYS

.01 The University will designate between one and three days off during the Christmas period.

.01(a) Employees who are scheduled to work on these designated days will be provided equivalent straight time off for all hours worked.

.02 In accordance with the vacation time allocation criteria in Article 21 Vacations, sections .06 and .07, an employee may obtain confirmation of their time off during the Christmas to New Year's period and will not be scheduled to work.

Article 44

EQUIPMENT MONITORING

(Applicable Only to Employees of Thompson Recreation & Athletic Building)

.01 When Thompson Recreation and Athletic Building is closed and a monitoring check of the equipment is required any employee who may conduct that check will be paid a minimum of 3 hours a day.

.02. Equipment monitoring pay will be paid a the hourly earning rate or time off in lieu of the hours worked will be arranged by the foreperson if the time off remuneration choice is requested by the employee and mutually agreeable time is available.

.03 This article replaces and takes precedent over Article 14 Hours of **Work** (Applicable Only to Employees of Thompson Recreation and Athletic Building) when the Thompson Recreation and Athletic Building is closed and not open for business.



Article 45

DURATION

.01 This Agreement shall continue in effect from 1st of May 1989 until 30 April 1990 and shall continue automatically thereafter for annual periods of one year unless either party informs the other in writing not less than 30 days and not more than 90 days prior to the expiration day that it desires to amend or terminate this Agreement.

In witness whereof, the Parties have executed this Agreement as of the 27th day of September, 1989.

For the University

[Signature]
Alc. Howard
Bob Miles
DM Mink
[Signature]
A. Nicoletti

For the Union

John Reed
Ken McDonald
Myron Lopez
David Thom
Richard B. Jones
Brian Humphrey

APPENDIX A
Occupational Groups

Electrical/	Electrical/ Mechanical	A. C. M. F.	Plumber /Fitter
<p style="text-align: center;">Electrician Service Mechanic Serviceman Electrical</p>		<p style="text-align: center;">Lead Control Mechanic Lead Refrigeration Mechanic Lead Sheet Metal Mechanic Master Refrigeration Mechanic Refrigeration Mechanic Master Sheet Metal Mechanic Master Control Mechanic Control Mechanic Sheet Metal Mechanic Welder Sheet Metal - Service Mechanic Refrigeration Service Mechanic Serviceman Refrigeration Apprentice</p>	<p style="text-align: center;">Lead Plumber or Fitter Master Plumber or Fitter Plumber or Fitter Plumber Service Mechanic Apprentice</p>
		<p>Electrical - Mechanical General Service Mechanic*</p>	

*Maximum number of positions permissible is four(4).

APPENDIX A
Occupational Groups

Caretaker
Assistant Foreman
Lead Caretaker
Caretaker

Service Worker
Assistant Forelady
Sr. Service Worker
Service Worker 38
Service Worker 30
Service Worker 25

Grounds
Lead Horticulturist
Horticulturist
Operator
Groundsman

<p>Carpenter Lead Carpenter Master Carpenter Roofing Mechanic Carpenter Apprentice</p>	<p>Locksmith Lead Locksmith Master Locksmith Locksmith</p>
<p>Carpenter Service Mechanic Serviceman Carpenter Locksmith Service Mechanic</p>	

Painter
Lead Painter
Master Painter
Painter
painter Service
Mechanic
Apprentice

Vehicle Mechanic
Vehicle Service Mechanic
Apprentice

APPENDIX 'B'

STEWARDS' REPRESENTATION

<u>Group Represented</u>	<u>Stewards</u>
Structural Trades	1
Elect/Mech Trades, Veh. Mech.	2
Grounds	1
Caretaking	
Area I	
B & G/Chem./Collip	2
Phys/Nat. Sc./M.C./Vis Arts/Staging	
Medical/Health Sc./Kresge/Cancer	
Dental	
Area II	
Eng./Law/Bio/Obs.	3
Thames/Alumni/Bus.	
Somerville/U.C./Stev-Lawson	
Talbot/Music/Services/GrB/Stadium	
Area III	
U.C.C./Weldon	3
soc. Sc./Commissary	
A.C.E./Elborn	
Area IV	
Glenmore, P.L.E.I.	5
Medway/Sydenham	
Delaware	
Spencer	
Thompson Recreation and Athletic Building	E
Chief Steward	1
	<hr/>
	19

APPENDIX C

AUTHORIZATION CARD

I hereby authorize my Employer, the Board of Governors of The University of Western Ontario, to deduct from my **pay** due ~~me~~ each month an amount equivalent to the regular monthly dues of Local 2361, Canadian Union of Public Employees and forward such amount to the Union whose receipt thereof shall be considered as a sufficient discharge to the Employer for the amount deducted from my earnings.

Signature.....

Date.....

Witness.. ..

APPENDIX D

The University of Western Ontario

Physical Plant Department

MAINTENANCE TRADES DIVISION

ALTERED WORK WEEK POLICY

Physical Plant employees and management have developed a combined staggered and compressed work week format that will allow an employee to select his/her starting time and to enable additional days off during the normal work week.

The following are the guidelines and regulations that have been agreed to for the implementation of the scheme:

1. This is a mutual agreement that can be withdrawn by either group if either the community or personnel are adversely affected.
2.
 - a) Starting times shall be 7:00, 7:30, 8:00, 8:30 and 9:00 a.m.
 - b) Quitting times shall be 3:30, 4:00, 4:30, 5:00 and 5:30 p.m.
 - c) The term standard working day shall mean 8:00 a.m. - 4:30 p.m.
 - d) Lunch periods shall remain 12:00 Noon to 12:30 p.m.
 - e) Rest break shall remain 9:40 a.m. - 10:00 a.m.
3.
 - a) Statutory holidays will be scheduled as an 8 hour day.
 - b) Sick and compassionate leave will be charged on the basis of the time pattern the employee is working. i.e., if the employee would have worked a nine hour day, his/her leave would constitute a 9 hour charge against his/her sick and compassionate leave allowances. (See Clarification below)
 - c) In the event of a job related accident, i.e., compensation, the employee's credit is frozen until his/her return to work. (See Addendum)
4. The planned work day shall consist of exactly 8, 8.5 or 9 hours.
5. Each employee wishing to vary their daily working hours from the standard 8:00 a.m. to 4:30 p.m. period shall submit his/her monthly proposed schedules on the 15th of the month for approval.
6. The foreman on receipt of the proposed work schedules will assess the total hours available for each day of the coming month and assure that the commitments of the shop can be met.
Based on his/her evaluation, the proposed schedules may be accepted, modified or refused in order to assure "8:00 to 4:30" coverage of all the necessary trades services.
7. Management reserves the right to change hours due to sick absences, and other factors not within their control, on 48 hour notice.

GENERAL

- a) The total number of hours that the employee elected to work during a given month will be compared to the "Physical Plant Required Hours".

- b) In the case where the employee is in a deficit position, he/she will be allowed to carry this deficit until it has reached 8 hours. At this point the deficit must be eliminated by working either additional hours (to a 9 hour day maximum) or an extra 8 hour day.

In the case where an employee wishes to build up surplus hours for use as an extended time off, this will be pre-planned with the proposed days off being specifically designated.

- c) The above hours will not effect short/over time hours and shall be considered as a separate entity.

Clarification of 3B - April 1, 1979

During the month an employee is off, sick time is to be charged as per approved schedule submitted for the remainder of that month.

If sickness of periods 1 week or longer from the current month continues into the next month, the altered work week reverts to the normal 8-hour day until the following week after return to work.

Approval must be obtained from the foreperson to revert to the previously submitted altered work week schedule.

Addendum

When an employee is absent due to a lost time accident and is operating under the trades altered work week plan, for the balance of the week in which the lost time accident occurred, we honour the altered work week hours as submitted. This would mean recording "lost time days" at nine hours, two hours to 25% compensation, seven hours to 75% compensation where applicable. If the employee did not return to work on the Monday following the date of the accident, then that week would be recorded as a normal 40 hour week, 8 hours per day. Further, that week would continue as a normal 40 hour week for any balance worked, such as a return on a Wednesday or Thursday. Having returned to work part way through the week following the accident, the next week would revert to the submitted altered work week pattern.

APPENDIX E BENEFITS

PLAN	INSURER	CONTRIBUTIONS	
		EMPLOYER SHARE	EMPLOYEE SHARE
Group Life	London Life	Full cost of first \$25,000 of insurance	Full cost of insurance in excess of \$25,000
Group Health Insurance	London Life	100%	0%
Group Long Term Disability Insurance	Mutual of Omaha	100%	0%
Group Dental Plan	Mutual Life	100%	0%
Pension Plan	Several	7.5% Regular monthly salary	6% Regular monthly salary less CPP premium
Canada Pension Plan	Federal Govt.	1.8% of salary to Y.M.P.E.	1.8% of salary to Y.M.P.E.
Ontario Hospital Insurance Plan	Provincial Govt.	100%	0%
Unemployment Insurance	Federal Govt.	as required	as required
Group Life Insurance Supplemental (optional)	London Life	NIL	Full premium according to age and amount of insurance selected
Accidental Death and Dismemberment (optional)	Mutual of Omaha	NIL	Full premium according to age and amount of insurance selected
Accidental Family (optional)	Mutual of Omaha	NIL	Full premium according to age and amount of insurance selected
Additional Pension Plan (optional)	Several	NIL	Voluntary up to \$3500 less regular pension contributions

GRIEVANCE NO. _____

THE UNIVERSITY OF WESTERN ONTARIO

EMPLOYEE/C.U.P.E. LOCAL 2361

GRIEVANCE FORM

STEP I

GRIEVOR'S NAME _____ CLASSIFICATION _____

DATE OF INCIDENT RESULTING IN ALLEGED GRIEVANCE _____

ALLEGED GRIEVANCE CONCERNS: ARTICLE _____ SECTION _____

DISCUSSED WITH FOREPERSON: YES _____ NO _____ DATE _____

STEWARD PRESENT: YES _____ NO _____

GRIEVOR'S STATEMENT

ACTION REQUESTED _____

GRIEVOR'S SIGNATURE _____ DATE _____

STEWARD'S SIGNATURE _____ DATE _____

(MUST BE SIGNED BY THE STEWARD)

DATE GRIEVANCE RECEIVED

BY FOREPERSON _____ FOREPERSON'S SIGNATURE _____

FOREPERSON'S DECISION _____

FOREPERSON'S SIGNATURE _____ DATE _____

GRIEVANCE NO.

THE UNIVERSITY OF WESTERN ONTARIO
EMPLOYEE/C.U.P.E. LOCAL 2361
GRIEVANCE FORM

STEP II

IF THE GRIEVOR DOES NOT AGREE WITH THE FOREPERSON'S DECISION AT STEP I AND WISHES TO TAKE THE GRIEVANCE TO STEP II OF THE GRIEVANCE PROCEDURE, A STEP II HEARING MUST BE REQUESTED WITHIN 3 (THREE) WORKING DAYS AFTER THE STEP I DECISION BY THE FOREPERSON.

THE GRIEVOR REQUESTS THAT THE GRIEVANCE PROCEED TO STEP II:

SIGNATURE OF GRIEVOR _____ DATE _____

SIGNATURE OF STEWARD _____ DATE _____

DECISION OF SUPERINTENDENT OF BUILDINGS & GROUNDS _____

SUPERINTENDENT'S SIGNATURE _____ DATE _____

GRIEVANCE NO.

THE UNIVERSITY OF WESTERN ONTARIO

EMPLOYEE/C.U.P.E. 2361

GRIEVANCE FORM

STEP III

IF THE GRIEVOR DOES NOT AGREE WITH THE SUPERINTENDENT DECISION AT STEP II AND WISHES TO TAKE THE GRIEVANCE TO STEP III OF THE GRIEVANCE PROCEDURE, A STEP III HEARING MUST BE REQUESTED WITHIN FOUR (4) WORKING DAYS AFTER THE STEP II DECISION BY THE SUPERINTENDENT.

THE GRIEVOR REQUESTS THAT THE GRIEVANCE PROCEED TO STEP III.

SIGNATURE OF GRIEVOR _____ DATE _____

SIGNATURE OF STEWARD _____ DATE _____

DECISION OF ASSISTANT VICE-PRESIDENT (HUMAN RESOURCES) _____

ASSISTANT VICE-PRESIDENT (HUMAN RESOURCES)
SIGNATURE _____ DATE _____

APPENDIX G

WORK GROUPS FOR VACATION RELEASE

Grounds

1. lead groundsman
2. operators, gardeners
3. groundsman

Paint Shop

1. lead mechanic
2. painters, master painter
3. service mechanics

Carpenter Shop

1. lead mechanic
2. master carpenters, carpenters,
3. service mechanics
4. service man
5. roofing mechanic

A/C-M/F Shop

1. lead mechanic
2. refrigeration mechanics
3. control mechanic, master control mechanic
4. metal mechanics
5. welders
6. service mechanics
7. service man

Plumber/Fitter Shop

1. lead mechanics
2. plumbers
3. fitters
4. service mechanics

CARETAKERS (within a foreman group)

1. caretakers, lead caretakers
2. service worker 38, 25
3. service worker 30

Lock Shop

1. lead mechanic
2. locksmiths
3. service mechanics

Electro-Mechanical Shop

1. lead mechanics
2. elevator mechanics
3. motor mechanics
4. service mechanics
5. service man

Electrical Shop

1. lead mechanics
2. master electricians, electricians, apprentice electricians
3. motor mechanic

Vehicle Shop

1. Vehicle Mechanic, Vehicle Service Mechanic

Thompson Recreation and Athletic Building

1. Arena Maintenance I
2. Arena Maintenance II

SALARY SCHEDULE A

 THE UNIVERSITY OF WESTERN ONTARIO

1989/90 SALARY
 Effective May 1/89

Job Classification -----	Week	Hourly Earning Rate	Monthly	Annual
		\$	\$	\$
Caretaking -----				
Assistant Foreman	40	13.02	2256.83	27082
Lead Caretaker	40	12.74	2208.33	26500
Caretaker II	40	12.20	2114.66	25376
Caretaker Intermediate II	40	11.86	2055.75	24669
Caretaker Intermediate I	40	11.52	1996.83	23962
Caretaker I	40	11.17	1936.16	23234
Assistant Forelady - Glenmore	38	10.59	1743.83	20926
Assistant Forelady - Glenmore	30	10.59	1376.75	16521
Assistant Forelady - Delaware	38	11.20	1844.33	22132
Senior Service Worker - Glenmore	30	10.28	1336.41	16037
Senior Service Worker - Medway	30	10.15	1319.50	15834
Service Worker II - 38	38	9.86	1623.66	19484
Service Worker -38 Intermediate II	38	9.62	1584.16	19010
Service Worker -38 Intermediate I	38	9.37	1543.00	18516
Service Worker I - 38	38	9.15	1506.75	18081
Service Worker II - 30	30	9.86	1281.83	15382
Service Worker -30 Intermediate II	30	9.62	1250.66	15008
Service Worker -30 Intermediate I	30	9.37	1218.16	14618
Service Worker I - 30	30	9.15	1189.50	14274
Service Worker II - 25	25	9.86	1068.16	12818

Job Classification -----	Week -----	Hourly Earning Rate ----- \$	Monthly ----- \$	Annual ----- \$
Electrical Shop -----				
Lead Electrician	40	18.88	3272.58	39271
Master Electrician	40	18.36	3182.41	38189
Electrician	40	17.70	3068.00	36816
Electrical-Mechanical Shop -----				
Lead Elevator Mechanic	40	18.88	3272.58	39271
Lead Motor Mechanic	40	18.18	3151.25	37815
Master Elevator Mechanic	40	18.36	3182.41	38189
Elevator Mechanic	40	17.70	3068.00	36816
Master Motor Mechanic	40	17.33	3003.91	36047
Motor Mechanic	40	17.05	2955.33	35464
Electrical-Mechanical General Service Mechanic	40	14.92	2586.16	31034
Electrician Service Mechanic	40	14.92	2586.16	31034
Serviceman Electrical	40	12.20	2114.66	25376
A.C.M.F. Shop -----				
Lead Control Mechanic	40	18.88	3272.58	39271
Lead Refrigeration Mechanic	40	18.88	3272.58	39271
Lead Sheet Metal Mechanic	40	18.88	3272.58	39271
Master Refrigeration Mechanic	40	18.36	3182.41	38189
Refrigeration Mechanic	40	17.70	3068.00	36816
Master Sheet Metal Mechanic	40	18.36	3182.41	38189
Sheet Metal Mechanic	40	17.70	3068.00	36816
Master Control Mechanic	40	18.36	3182.41	38189
Control Mechanic	40	17.70	3068.00	36816
Welder A	40	17.70	3068.00	36816
Welder B	40	16.75	2903.33	34840
Sheet Metal - Service Mechanic	40	14.92	2586.16	31034
Refrigeration - Service Mechanic	40	14.92	2586.16	31034
Serviceman Refrigeration	40	12.20	2114.66	25376

Job Classification -----	Week -----	Hourly Earning Rate ----- \$	Monthly ----- \$	Annual ----- \$
Plumber - Fitter Shop -----				
Lead Plumber or Fitter	40	18.88	3272.58	39271
Master Plumber or Fitter	40	18.36	3182.41	38189
Plumber or Fitter	40	17.70	3068.00	36816
Plumber Service Mechanic	40	14.92	2586.16	31034
Carpenter Shop -----				
Lead Carpenter	40	17.55	3042.00	36504
Master Carpenter	40	17.10	2964.00	35568
Roofing Mechanic	40	17.10	2964.00	35568
Carpenter	40	16.50	2860.00	34320
Carpenter Service Mechanic	40	14.00	2426.66	29120
Serviceman Carpenter	40	12.20	2114.66	25376
Locksmith Shop -----				
Lead Locksmith	40	17.55	3042.00	36504
Locksmith	40	16.50	2860.00	34320
Locksmith Service Mechanic	40	14.00	2426.66	29120
Paint Shop -----				
Lead Painter	40	16.00	2773.33	33280
Master Painter	40	15.59	2702.33	32428
Painter	40	15.04	2607.00	31284
Painter Service Mechanic	40	13.40	2322.66	27872

Job Classification	Week	Hourly Earning Rate	Monthly	Annual
-----	-----	-----	-----	-----
		\$	\$	\$
Grounds				

Lead Horticulturist	40	13.30	2305.33	27664
Horticulturist II	40	12.76	2211.75	26541
Horticulturist Intermediate II	40	12.43	2154.58	25855
Horticulturist Intermediate I	40	12.09	2095.66	25148
Horticulturist I	40	11.73	2033.25	24399
Operator II	40	12.76	2211.75	26541
Operator Intermediate II	40	12.43	2154.58	25855
Operator Intermediate I	40	12.09	2095.66	25148
Operator I	40	11.73	2033.25	24399
Groundsman II	40	12.22	2118.16	25418
Groundsman Intermediate II	40	11.87	2057.50	24690
Groundsman Intermediate I	40	11.52	1996.83	23962
Groundsman I	40	11.17	1936.16	23234
Vehicle Repair				

Lead Vehicle Mechanic	40	17.35	3007.33	36088
Vehicle Mechanic	40	16.25	2816.66	33800
Vehicle Service Mechanic	40	14.92	2586.16	31034

SALARY SCHEDULE A

 THE UNIVERSITY OF WESTERN ONTARIO

Effective: 1 May 1989 - 30 April 1990

JOB LEVEL (40 HRS.) -----	MINIMUM START	AFTER 6 MTHS	AFTER 12 MTHS	MAXIMUM AFTER 18 MTHS
	\$	\$	\$	\$
Arena Maintenance I				
Yearly	23400	24212	25085	25876
Monthly	1950.00	2017.66	2090.41	2156.33
Hourly Earning Rate	11.25	11.64	12.06	12.44
 Arena Maintenance II				
Yearly	24773	25626	26458	27332
Monthly	2064.41	2135.50	2204.83	2277.66
Hourly Earning Rate	11.91	12.32	12.72	13.14

Effective: 1 May 1989 - 30 April 1990

NOTE: Upon obtaining a Class B Refrigeration Certificate, a **staff** member in Arena Maintenance I **would** move to that step in the Arena Maintenance II range which corresponds to his/her current step in the I range and thereafter **progress** through the II range in the same dates as **would** have applied at the I level.

Definitions:

Annual **Salary** is defined as:
 Earning Rate X the standard work **week** hours X 52 (rounded)

Monthly **Salary** is defined as: ANNUAL SALARY
