

COLLECTIVE AGREEMENT

BETWEEN

**THE UNIVERSITY
OF WESTERN ONTARIO**

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2361**

**FOR THE PERIOD
1 JULY 2003 TO 30 JUNE 2007**

**COLLECTIVE AGREEMENT entered into this 20th day of
October, 2003**

Between:

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

OF THE FIRST PART

- and -

**CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 2361
(hereinafter called the "Union")**

OF THE SECOND PART

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Article 1

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 members 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, and suspend or otherwise discipline members,

provided that if a temporary employee whose seniority exceeds 1040 hours, a part-time employee whose seniority exceeds 1040 hours, or an employee claims he/she has been discharged or disciplined without cause, a grievance may be filed and dealt with in accordance with the Grievance Procedure;

- (c) layoff and recall, provided that any member claims he/she has been improperly laid off or recalled, a grievance may be filed and dealt with in accordance with the Grievance Procedure;
 - (d) 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;
 - (e) establish, enforce and alter from time to time rules and regulations to be observed by the members. Members 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.
- .03** The Employer and the Union agree that in accordance with the Ontario Human Rights Code, there shall be no discrimination or harassment in the application of the provisions of this Agreement because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, handicap or any other prohibited grounds that may be established in the Code.
- .04** The Employer and the Union agree that there shall be no discrimination in the application of the provisions of this Agreement by reason of the member's membership/non-membership or activity/non-activity in the Union, or by the member's exercise of any provision or right under this Agreement.

Article 3

NON-DISCRIMINATION AND HARASSMENT

.01 There shall be no discrimination exercised against any Member regarding any term or condition of employment, including but not limited to salary, position, appointment, promotion, termination of employment, layoff or other leaves or benefits, by reason of the grounds (i) through (vii) listed below; nor shall any discrimination be exercised by Members in the course of carrying out their duties, by reason of:

- i) race, colour, ancestry, place of birth, national origin, citizenship; or
- ii) creed, religious or political affiliation or belief; or
- iii) sex, sexual orientation, physical attributes or family relationship; or
- iv) age (except for mandatory retirement at age 65) or physical or mental illness or disability (provided that such condition does not interfere with the ability to carry out the Member's responsibilities); or
- v) place of residence; or
- vi) record of offences (except where such record is relevant to the Member's responsibilities); or
- vii) membership or participation in the Union,

except for new hires or promotions as provided for by law.

- (a) Clause 1 does not apply to any action or decision based on a *bona fide* occupational requirement or qualification.

.02 This Article shall not preclude any equity measures agreed to by the parties or required by law. It is understood that a member may use the grievance procedure as outlined in Article 17 and 18 for any complaint of discrimination or harassment that may arise.

- .03** There shall be no harassment or sexual harassment exercised against or by any Member.
- (a) Harassment means engaging in a course of vexatious comment or conduct related to one or more of the prohibited grounds of discrimination under Clause 1 of this Article.
 - (b) Sexual harassment means engaging in a course of vexatious comment or conduct of a sexual nature including sexual assault, verbal abuse or threats, unwelcome sexual invitations or requests, demands for sexual favours or unwelcome innuendo or taunting about a person's body, physical appearance or sexual orientation.
 - (c) Conduct and/or behaviour also constitutes harassment, whether or not it is based on the prohibited grounds of Clause 1, when it creates an intimidating, demeaning or hostile working or academic environment.
- .04** There shall be no reprisal or retaliation nor any threat of reprisal or retaliation against anyone for pursuing rights under this Article or for participating in proceedings under this Article. Any such alleged reprisal or retaliation or threat thereof shall be equivalent grounds for laying a complaint under this Article.

Complaint Procedure

General Provisions

- .05** Members may seek the advice of the Human Rights Officer (HRO) in order to discuss situations which may be encompassed by this Article. All such discussions shall be confidential in accordance with the policies and procedures of the Equity Services Office.
- .06** A complaint may be filed by (an) individual(s) with the HRO up to six (6) months from the incident, or related episode in a series of incidents, of the alleged discrimination or harassment occurring.
- .07** In any meeting or hearing held pursuant to the terms of this Article, complainant(s) and respondent(s) may be accompanied by a representative of the Union or employee group to which they belong.

- .08** With respect to matters arising under the terms of this Article, complainant(s) and respondent(s) may be represented by legal counsel.
- .09** Any grievance arising from the application of this Article is limited to a complaint that the procedure(s) of this Article was (were) not followed, except for the following:
- i) a grievance that a remedy provided by the Employer is inappropriate or inadequate; or
 - ii) a grievance claiming that the determination of the Employer is inconsistent with the Panel of Inquiry's finding of fact; or
 - iii) a grievance that discipline imposed by the Employer is inappropriate.
- .10** Members may seek assistance from the Ontario Human Rights Commission even when taking steps under this Article.
- (a) If the circumstances giving rise to a complaint under this Article independently give rise to proceedings before a Board of Inquiry under the *Ontario Human Rights Code* or to proceedings in the courts or to the laying of a criminal charge, then any action under this Article shall be suspended until such proceedings are concluded.

Initiating the Complaint

- .11** Following consultation with the HRO, the complainant(s) may elect to file a complaint which shall be in writing, signed and dated, setting out the circumstances of the alleged discrimination or harassment, naming the respondent(s) and authorizing the HRO to attempt informal resolution.

Informal Resolution

- .12** Within five (5) working days of receiving the written complaint, the HRO shall provide the respondent(s) with a copy and invite the respondent(s) to reply in writing.

- .13 The respondent(s) shall have fifteen (15) working days after receiving the HRO's request to respond in writing to the HRO.
- .14 The HRO shall provide a copy of the response to the complainant and attempt to discuss the complaint with both parties and may conduct informal mediation in an effort to resolve the complaint in a manner acceptable to both parties.
- .15 If resolution is achieved, both parties shall sign a statement of the terms of the resolution which shall be filed with the HRO. No further action may then be taken on the complaint unless one or both parties fails to comply with the terms of resolution.
- .16 If the terms of resolution entail action by the Employer, the Employer shall agree to undertake such action by signing the written resolution document. If the Employer refuses to undertake such action, it shall state in writing to the parties why it refuses to do so.
- .17 If a settlement is not reached within thirty (30) working days of providing the respondent with a copy of the complaint, the HRO will so inform the parties in writing and shall advise the parties that the matter will be submitted to formal investigation under Clause 19.
- .18 Complaint files maintained by the HRO pursuant to this Article shall be confidential and may not be introduced in subsequent investigations or proceedings except as provided in Clause 34 below, or unless compelled by law. The HRO may not appear as a witness in any arbitration arising from the application of this Article or in any subsequent investigations or proceedings unless compelled by law

Investigation

- .19 The Director of Equity Services shall retain an External Investigator to conduct an investigation of the complaint.
 - (a) Within twenty (20) working days of being retained, the External Investigator shall submit a written report to the HRO, with copies to the complainant(s) and respondent(s). The report shall advise either that:

- i) there is no *prima facie* case raised by the complaint, in which case it shall not go forward; or
 - ii) that there is a *prima facie* case appropriate for determination by a Panel of Inquiry.
- .20** Where a *prima facie* case is found to exist pursuant to sub-clause 19.1(b), the HRO shall seek to meet with the complainant(s) and respondent(s) with a view to resolving the complaint on terms acceptable to both parties.
- .21** If the complaint is not resolved within ten (10) working days of the attempted meeting(s) between the HRO, the complainant(s) and the respondent(s), the complaint shall be submitted for hearing by a Panel of Inquiry (PI). Before submitting the complaint to the PI, the HRO shall attempt to meet with the complainant(s) and respondent(s) to reach an agreed statement of facts to be submitted to the PI.
- .22** The External Investigator's report shall be confidential and may not be introduced in subsequent proceedings, except as provided by Clause 34 below, or unless compelled by law. The External Investigator may not appear as a witness in subsequent proceedings unless compelled by law.

Formal Determination

Panel of Inquiry Report

- .23** The Panel of Inquiry (PI) shall be composed of one (1) person chosen by the Union, one (1) person chosen by the Employer and a third person chosen by the other two who shall be Chair. In the event that the complainant and the respondent are members of different associations, unions or employee groups, the PI shall be composed of one (1) person chosen by the complainant's association, union or employee group, one (1) person chosen by the respondent's association, union or employee group, and a third person chosen by the Employer who shall be the Chair. In the event that there are multiple complainants and/or respondents who are members of different associations, unions or employee groups, the composition of the PI will be determined by agreement with the

Employer.

- .24** The purpose of the PI will be to determine the facts pertaining directly to the complaint. The parties will have the right to present evidence and argument to the Panel and to call witnesses.
- .25** Within ten (10) working days of concluding the hearing, the PI shall submit a written report to the Employer and to the parties. The report shall include a copy of the complaint, the respondent's written response (if any) and the findings of fact relevant to the complaint.
- .26** No member of the PI may be compelled to appear as a witness in any arbitration arising from the application of this Article.

Employer Determination

- .27** The Employer shall issue a written determination within ten (10) working days of receiving the PI's report. Copies of the Employer's determination shall be sent to the parties.
- .28** The determination shall contain:
 - i) a finding, with reasons, that the complaint is or is not upheld;
 - ii) a statement of any remedy(ies), other action(s), sanction(s) or disciplinary measure(s) to be taken or required by the Employer;
 - iii) a statement of exoneration where appropriate.
- .29** If the determination is that the complaint is not upheld or if a subsequent arbitration is decided in favour of a respondent Member, the Employer shall ensure that all documentation concerning the allegation is secured by the Office of Equity Services according to Clause 34 below.

Human Rights Officer

- .30** The Employer shall appoint at least one Human Rights Officer to the University's Office of Equity Services. The HRO shall be responsible to give advice and receive complaints according to Clauses 5, 6 and 11-17 above.

- .31** By June 1 each year, the HRO shall make an annual report to the President with a copy to the Union. This report shall provide a statistical record of complaints, informal resolutions and determinations, and may include any observations and recommendations the HRO may have with respect to the implementation of this Article.

Conflict of Interest

- .32** A person involved in the application of any of the provisions or procedures under this Article shall, on the grounds of conflict of interest or reasonable apprehension of bias, immediately declare any such conflict of interest or bias to the parties to the complaint, to the Associate Vice-President of Human Resources and to the Union. The Associate Vice-President of Human Resources or the Union or, as appropriate, both jointly, shall forthwith provide a replacement for the person who has made the declaration.
- .33** A party to a complaint who objects to the participation of a person in the application of the provisions or procedures under this Article on the grounds of conflict of interest or reasonable apprehension of bias may inform the Associate Vice-President of Human Resources that he or she wishes that person to be replaced, stating his or her reasons. The Associate Vice-President of Human Resources shall immediately inform the Union of any such declaration. The Associate Vice-President of Human Resources shall also immediately inform the person named in the declaration, and he or she shall be given a reasonable opportunity to respond to it. The Associate Vice-President of Human Resources and the Union shall then decide jointly with regard to a replacement, should one be appropriate.

Retention of Files

- .34** All documents related to a complaint will be retained in confidence for ten (10) years in the Office of Equity Services. Such files in the Office of Equity Services can only be accessed where the HRO has reason to believe that there is a pattern of harassment.

Article 4

RECOGNITION

- .01** The Employer recognizes the Union as the sole collective bargaining agency with respect to those matters covered by this Agreement for those members of the Employer in the Physical Plant Department which includes Thompson Recreational and Athletic Centre engaged in the maintenance and service of buildings and grounds, save and except supervisors, those above the ranks of supervisor, office staff, operating engineers, security guards, students employed during the school or university vacation period or for 15 hours per week or less at other times of the year and persons in bargaining units for which any trade union held bargaining rights as of May 2, 1997.
- .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. The Employer agrees that, save and except no more than a combined total of 25 temporary employees and/or part-time employees at Spencer Hall, the total number of temporary employees, sessional and regular part-time employees will not exceed 32.5% of the corresponding number of employees in caretaking, grounds and trades, as calculated and reported annually from May 1 to April 30.
- .03** A Regular Full-time employee shall be defined as a person who is regularly scheduled for more than 24 hours per week and will therefore be referred to as an employee.
- .04** A Sessional employee shall be defined as a person who regularly works more than 24 hours/week in a position for which the Employer requires staffing in a regular recurring pattern of work during at least six months of each calendar year and a regular recurring absence from work during the balance of the year and will therefore be referred to as sessional.
- .05** A Temporary employee shall be defined as a person who is employed for more than 24 hours per week and for a specific term or task for a period of time not to exceed twenty-six full consecutive weeks, and hereafter will be referred to as temporary employee. The employment of a temporary employee may be extended for a maximum of twenty-six weeks or such a period to address extenuating circumstances and will be at the mutual agreement of the Employer and the Union. It is

expressly understood that only those Articles or sub Articles which specifically refer to temporary employees will apply to the temporary employees.

- .06 A Part-time employee shall be defined as a person who is regularly scheduled for 24 hours or less per week, and hereafter will be referred to as a part-time employee. It is expressly understood that only those Articles or sub Articles which specifically refer to part-time employees or members will apply to the part-time employees.
- .07 Students employed in excess of 15 hours per week other than during the school or university vacation shall be considered part-time employees for purposes of this agreement.
- .08 When the four employee designations of employee, sessional, part-time employee and temporary employee involved, the word member will be all inclusive.
- .09 (a) A new employee, sessional or part-time employee shall be on probation until they have completed 1040 hours worked. This period of probation shall be extended by any scheduled hours not worked. Upon completion of such probationary period, the individual's name shall be placed on the appropriate seniority list and credited with seniority as of the date of commencement of the successful probationary period.
- (b) It is expressly understood by both Parties that during the probationary period an employee, sessional or part-time employee shall be considered as being employed on a trial basis, and may be discharged in the sole discretion of the Employer, provided that such termination shall not be exercised in a manner which is arbitrary, discriminatory or in bad faith.
- (c) Probationary employees are covered by the Collective agreement from the first day of hire.

Article 5

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 members covered by this agreement take such action, the Union will declare the action to

be in violation of this Agreement and require the members 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 members of the bargaining unit could suffer personal harm, the Employer will endeavour to safeguard them.
- .03** Members have the right to decline to perform the normal duties of striking or locked out employees of the employer during a legal strike by another bargaining unit of employees of the employer or during any lockout of any other bargaining unit by the employer.
- .04** The Employer agrees that during the term of this Agreement there will be no lockout.
- .05** Strike and lockout bear the meanings used in the Ontario Labour Relations Act.

Article 6

REPRESENTATION

- .01** The Employer agrees to recognize a Committee consisting of not more than six (6) elected members of the bargaining unit 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 16 stewards including the Chief Steward for the purpose of assisting members in presenting grievances to the Employer as set forth in this Agreement. These stewards, who will be elected or appointed from amongst the members 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 Supervisor which shall not be unreasonably withheld. The steward shall report again to his/her Supervisor 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
 - address matters outside the Agreement which are of mutual concern.

2. Membership will consist of:

For the University

Associate Vice-President, Human Resources or designate
Director - Operations & Maintenance
Managers (2) Supervisors (3)

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(e), 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 member 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 of the Union-Management Relations Committee within two weeks of each meeting. Such minutes will have no status unless agreed to by both co-chairs.
- .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. The Executive should give their Supervisor their schedule for manning this location in advance so he/she can schedule work around it.
- .08** The Union Executive will be allowed a maximum of 17 hours per week to perform union business, including travel time during working hours. The Union will inform the Employer as to how they wish to divide up the hours among the Executive positions. The Union will inform the Employer on December 1st each year for the period of January 1 - June 30th and on June 1st for the subsequent July 1 - December 31st period. This will be scheduled in advance with his/her Supervisor and always recorded daily.
- .09** A member of the Executive will be allowed up to two hours per month during working hours, without loss of earnings, to meet with a new employee at their scheduled orientation session.
- .10 (a)** The WSIB Representative of the local may be released for up to three (3) hours per week to perform duties related to WSIB with regards to union members, except for those activities which are related to the adjudication of a member's WSIB claim. Any time spent by the WSIB Representative beyond three (3) hours per week as above will be at the expense of the Union. The WSIB Representative will not leave his/her work without first obtaining the permission of his/her Supervisor which shall not be unreasonably withheld. The WSIB Representative shall report again to his/her Supervisor at the time of his/her return to work.

- (b) On a monthly basis, the University will provide the WSIB Representative with a summary of Form 7's issued during the month.
- .11** The President and Chief Steward of the local may be scheduled Monday to Friday on a regular day shift at their option, to enable them to perform their Union function more efficiently.
- .12** Due to scheduling and operational problems the committee representation of Thompson Recreation and Athletic Centre members 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.
- .13** Should the President, Chief Steward, or designate be a member of the Thompson Recreation and Athletic Centre he/she will be required to utilize the applicable provisions of sections .08, .09 and .11 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.
- .14** The Thompson Recreation and Athletic Centre members may be represented at the Union-Management Relations Committee when there is an issue on the meeting agenda that is specific to the Thompson Recreation and Athletic Centre. When this occurs the membership on the committee may be expanded to include the Manager, and Steward from Thompson Recreation and Athletic Centre.

Article 7

GENERAL CONDITIONS

- .01** It shall be the obligation of each member covered under the terms of this Agreement to inform the Supervisor of his/her current residential address and telephone number. This information will not be posted without the member's consent. The Employer will provide the above

information to the Union on an annual basis only with the member's consent.

- .02** The Employer agrees that payroll deductions shall be made for Government Savings Bonds, United Appeal, Parking, and premiums for voluntary benefit plans, when written request is made therefore by an 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** (a) The Employer shall provide for CUPE 2361's use of the following services, subject to UWO policies, with the understanding that any change to the policies shall be of general Employer wide application and not specific to CUPE 2361:
 - (i) Internal UWO mail, including electronic mail;
 - (ii) Use of meeting rooms, as available, for the purpose of communication on official Union business;
 - (iii) The necessary access to the World Wide Web at UWO to allow CUPE 2361 to maintain a Home Page.
 - (iv) A room with no less square footage than the present location in the Services Building to be used exclusively as a Union office.
- (b) The Employer shall provide CUPE 2361 with the following as soon as they become available:
 - (i) 1 copy of the Employer budget report when circulated to the Board;
 - (ii) 1 copy of the annual audited statement of the Employer when presented to the Board; and
 - (iii) Notice of meetings, agenda, and a copy of minutes of the Board and Senate public proceedings.
- .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.

Article 8 UNION SECURITY

- .01** The Employer shall deduct from each pay of each member covered under the terms of this Agreement an amount equivalent to the regular dues and remit same to the Union.

The Employer will specify, at the time of making the monthly remittance, the following information:

- (i) the members from whom the deductions have been made;
- (ii) the amount of the dues deducted;
- (iii) any and all new hires;
- (iv) all members in receipt of Long Term Disability benefit or Workplace Safety Insurance Board (WSIB) at the time of remittance and all members off work on account of a leave of absence or parental or pregnancy leave.

The foregoing information shall be provided in written and electronic form if the latter exists.

- .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 members 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 - Human Resources-Staff Relations of the Employer respectively.

Article 9 MEETINGS

- .01** Representatives 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. Provided the university agrees to the attendance of a member of the bargaining unit, that person will not suffer a loss in pay. When these meetings are held outside of an member's regular scheduled shift, the member will be credited with time off at a mutually agreeable time.

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

Article 10 SAFETY

- .01 (a)** The parties hereto agree that the safety of the members, 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 members to report safety hazards to the appropriate Supervisors is acknowledged.
- (b)** The parties also recognize a member's right to refuse work that could be a hazard to the member's or anyone else's health and safety.
- (c)** The Employer will inform members of workplace hazards as well as provide appropriate training.
- .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 and Capital Planning Services Division.
- .03** The Employer agrees to establish and maintain a committee within the Physical Plant and Capital Planning Services Division to review and discuss matters relating to health and safety in the workplace. The elected member in 10.02 above will be one of the two representatives on this Committee. Programs for the safety education of members will also be developed by this committee.
- .04** The Employer and members agree 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

Article 11 SENIORITY

- .01** The Employer will maintain a seniority list which will record, by job classification as expressed in Schedule A, the names and seniority date of regular full-time employees of the bargaining unit. For the purposes of determining seniority for regular full-time employees, seniority shall be based on the date of last hire into regular full-time employment. 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.
- .01(a)** The Employer will maintain a seniority list which will record, by job classification as expressed in Schedule A, the names and seniority (total hours worked excluding overtime) of part-time employees of the bargaining unit. If a part-time employee achieves regular full-time status, the part-time employee will be credited with one (1) year seniority for every 2080 hours worked to establish the regular full-time seniority date. This list will be provided monthly to the Union which will post it on Union bulletin boards. Following fifteen (15) days posting, the list shall become final except as to any employee who has disputed the accuracy of his/her seniority during that fifteen (15) days. In such case the list will be subject to adjustment if established to be inaccurate.
- .01(b)** The sessional employee will be credited with one (1) year seniority for every 2080 hours worked to establish the regular full-time seniority date.
- .02** In the event of layoff temporary employees and part-time employees in the affected job classification shall be the first to be laid off. Part-time employees shall not bump into employees' positions or sessionals' positions. Part-time employees may only use seniority to bump the part-time employees with the least seniority in their job classification providing they have the qualifications to perform all of the work

required in the new position. Bumping will only be permitted in response to layoffs for periods in excess of five (5) working days outside the December 15 to January 10 period when bumping will not occur.

Thereafter the following process will be followed:

- .02(a)** For the Occupational Groups (as outlined in Appendix A) an employee's seniority within the affected job classification shall be given preference.
- .02(b)** If an employee or a sessional within a job classification is subject to layoff or displacement, the employee or sessional in the affected job classification of the same employee designation may replace the least senior employee or sessional in any of the job classifications within his/her occupational group provided 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 in the new job classification and provided the employee or sessional so replaced has less seniority than him/her.
- .02(c)** Section .02(b) will be repeated for each of the employees or sessionals displaced by it until such time as the displaced employee or sessional cannot replace another employee of the same employee designation in that Occupational Group, at which time, subject to 2(d) below, he/she will be laid off.
- .02(d)** Should an employee or sessional be laid-off due to being the least senior employee or sessional 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 or sessional in the bargaining unit with the least seniority whose annual salary is the same or less than his/hers, provided he/she has the qualifications or capability to perform all of the work required in the new job classification within a four month trial period or,
 - (b) Should the employee or sessional have been previously employed in another Occupational Group, he/she may replace the least senior employee or sessional in his/her

previously held job classification of the same employee designation provided he/she has the qualifications and capability to perform all the work or,

- (c) Replace the least senior regularly scheduled part-time employee 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.

.02(e) Under 11.02 above and the ensuing process, employees, sessionals or part-time employees who are entitled to and intend to replace another must indicate their intention to do so in writing within four (4) working days after their impending layoff. The letter of intention must state the name and job classification of the member to be replaced.

.02(f) Where a displaced employee or sessional replaces another employee or sessional 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 person.

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

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

.03 An employee, sessional or part-time employee shall be deemed to have terminated his/her employment with the Employer and shall lose all seniority if he/she:

- (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 member'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(a)** 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.
- .04(b)** If a temporary or part-time employee is an officer of the Union as per .04(a), they shall be the last temporary or part-time employee laid off during their term of office, so long as 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. nineteen(19) calendar days or less) of employees, sessionals or part-time employees the contract will recognize Physical Plant and Capital Planning Division and Thompson Recreation and Athletic Centre as two separate units with separate seniority lists for lay-off and recall purposes. In any event part-time employees cannot bump into the Thompson Recreation and Athletic Centre from the Physical Plant Department of the Division, or vice versa.
- .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 at the Employer should they be rehired as a journey person within 12 months of their termination or for bumping rights into their previous classification.
- .10** Upon reaching his/her predetermined employment contract end date, a Temporary employee will be deemed to be terminated.

Article 12

PAYMENT OF SALARY

- .01** The salary of a member will be paid by deposit to institutions on electronic deposit. Pay cycles may change subject to review and discussion with the Union but will be at least monthly. Members will be informed at least ninety (90) days prior to a change in the pay cycle being implemented.
- .02** An earning statement will be sent to the member each pay period.
- .03** On the death of an employee or a sessional 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. Provided a part-time employee has seniority in excess of 1040 hours, on the death of said employee, one month's salary in addition to the salary pertaining to the month of the death will be paid to the spouse, or failing such, to the estate of the deceased. For the purpose of calculating one month's salary for part-time employees, the employer will use the averaged monthly earnings for the past 12 months.

 - .03(a)** Upon the death of an employee or a sessional during any combination of Sick Leave, Long Term Disability and/or WSIB 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. Upon the death of a part-time employee who has seniority in excess of 1040 hours during WSIB 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. For the purpose of calculating one month's salary for part-time employees, the employer will use the averaged monthly earnings for the past 12 months.

Article 13

JOB POSTINGS & PROMOTIONS

- .01** To encourage motivation, promote morale and create incentive, employees, sessionals or part-time employees within the bargaining unit will be given first opportunity of a new or a vacant position of greater than 3 month's duration or regularly scheduled part-time employee position in the unit provided such employees, sessionals or part-time employees are qualified and capable of performing the responsibilities required in the job description.
- (a) Employees, sessionals or part-time employees in the bargaining unit, including those on lay-off, applying for such openings will submit an application on the prescribed form.
- .02** In all cases of promotion to another position within the bargaining unit, where the skill, knowledge, experience, and general fitness are assessed to be relatively equal by the interviewing team, seniority shall govern as follows. In all cases of promotion, a part-time employee with 1040 hours seniority, or an employee or sessional, seniority within the employee designation (as expressed in Article 4.03, .04 and .06) of the new position shall govern.
- .03** The Employer may return a member promoted under .02 above, or to a position in management, office or other classification, to his/her former classification and employee designation at any time within a six month period if the Employer considers that the employee, sessional or part-time employee is unable to perform the work. Any other appointment made as a result of the promotion will be reversed. Seniority of the returning employee, sessional or part-time employee for the purpose of lay-off, recall and posting will be adjusted by the time spent out of the bargaining unit.
- .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 14
HOURS OF WORK
(Applicable to Physical Plant Department)

- .01(a)** For employees and sessionals, 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.
- .01(b)** The regularly scheduled hours of work for temporary employees shall not exceed forty (40) hour per week. Regularly scheduled hours of work for part-time employees shall not exceed twenty-four (24) hours per week. The foregoing scheduled hours worked may be exceeded in the event any of the following occurs:
- (i) unforeseen absences or emergencies, or
 - (ii) foreseen absences of thirty (30) calendar days or less, or
 - (iii) events beyond control of the Employer, and
 - (iv) (a) For Caretaking, where no qualified employee or sessional in that job classification within the supervisory group is readily available to work the required hours.
 - (b) For non-Caretaking, if a temporary employee or part-time employee has been the “primary worker on a job and hours outside his/her normal schedule are required to complete the job, the hours will be offered to the primary worker first.

If a primary worker denies the hours, the hours will be offered to employees or sessionals in that classification. If no employee or sessional accepts the hours, the hours will then be offered to temporary employees or part-time employees in that classification.

* “Primary worker” is defined as the member who has the most hours on a particular job. If there is any

question about who is the primary worker (e.g., same hours worked), the Employer agrees to make the employee or sessional the primary worker.

- .02** Members who are required to work a scheduled shift of more than five (5) hours starting after 2:00 P.M. will be paid a shift differential of 65 cents per hour worked during their shift.
- .03** During the normal eight-hour (8) work day, one twenty (20) minute rest period will be permitted.
- .04** 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.
- .05(a)** Overtime hours will be defined as the time worked, by an employee, sessional or part-time employee as assigned in advance by the Supervisor or when called in under the "call in" policy, in excess of the employee's, sessional's or part-time 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 (1½) the base hourly rate or one and one half time off in lieu of the hours worked will be arranged by the Supervisor if the time off remuneration choice is requested by the employee and a mutually agreeable time is available. Temporary employees or part-time employees who work in excess of 40 hours in any week will be paid at the overtime rate one and one half (1½) times the base hourly rate for all hours worked in excess of 40 in that week. Temporary or part-time employees will be called in only when employees or sessionals within the same supervisory group are not readily available.
- .05(b)** Premium hours will be defined as the time worked by a member 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.
- .06(a)** All overtime-related time off remuneration for employees or sessionals in trades shops, residence service mechanics and caretakers assigned to campus buildings will be taken at a mutually agreeable time subject to the operational requirements

of the work group. In any year (May 1 - April 30) the accumulated total shall be limited to 60 straight time equivalent hours maximum. Once this maximum is reached within the year (May 1 - April 30), accumulations which exceed 60 hours shall automatically be converted for payment and processed in accordance with the current payroll procedures. If, by April 30th, the accumulated time has not been used, the hours shall automatically be converted for payment and processed in accordance with the current payroll procedures.

- .06(b)** Caretakers assigned to residence buildings shall not accumulate time off, except during the period April 15 to August 31 when the time earned may be accumulated to be taken prior to August 31 of the same year, at a mutually agreeable time subject to the operational requirements of the work group. Any unused time off shall automatically be converted for payment and processed in accordance with the current payroll procedures.
- .07(a)** Weekly work schedules for employees and sessionals will be posted at least one week in advance of the time worked. Should schedules for employees or sessionals be adjusted within one week (7 days) in advance of the time worked, unless by mutual consent, all rescheduled hours performed during that week, outside of the originally scheduled hours, will be designated as premium hours.
- .07(b)** Weekly work schedules for regularly scheduled part-time and temporary employees will be posted seven (7) days in advance of the time worked whenever possible.
- .08** Except for caretaking staff, all normal hours worked by an employee on Saturday or Sunday will be designated premium hours.
- .09** Members required to work more than two (2) hours in excess of a regular scheduled shift shall receive a paid one-half ($\frac{1}{2}$) hour meal break.
- .10** There will be no duplication or compounding of premium pay, overtime pay or the extra \$0.65 per hour provided for in Article 14.02. 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.

- .11** All regularly scheduled shifts will have a minimum of 8 hours between each shift.
- .12** 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.
- .13** Weekend work for caretakers:
- (a) During the period September 15th to April 15th each year, scheduled hours of work on Saturdays and Sundays, up to a maximum of 20 caretakers on each day will be paid at straight time.
 - (b) During the period of April 16th to September 14th each year, scheduled hours of work on Saturdays and Sundays, up to a maximum of 25 caretakers on each day, with the exception of 4 weekends in this period where no maximum will apply, will be paid at straight time.
 - (c) Caretakers that wish to be scheduled for weekend work in their current building will provide this in writing to their Supervisor by September 1st each year.
 - (i) During the period of September 15th to April 15th each year, weekend work for caretakers will then be assigned based on seniority of those that have informed their Supervisor as above. Following that, weekend work for caretaking will be assigned to the least senior employees or sessionals in the supervisor's building configuration area.
 - (ii) During the period of April 16th to September 14th each year, weekend work for caretakers in Residences will be assigned, per Residence building, to the least senior employees or sessionals assigned to Residence caretaking. Weekend work for campus caretakers will be assigned as per (i) above.

Article 15
HOURS OF WORK
(Applicable to Thompson Recreation and Athletic Centre)

- .01** The standard work week for an employee, sessional or temporary employee may average 40 hours per week over the length of the employee's, sessional's or temporary employee's 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 eight hour work day, two ten minute rest periods will be permitted. One ten minute rest period will be provided during any scheduled shift of at least five hours but less than eight hours.
- .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 by an employee or sessional, as approved in advance by the Assistant Manager, in excess of the employee's or sessional'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 1/2 x) 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 or sessional and a mutually agreeable time is available. Temporary employees and part-time employees who work in excess of 40 hours in any week will be paid at the overtime rate for all hours worked in excess of 40 hours in that week.
- .04(b)** Shift differential hours will be defined as the hours worked by a member 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 sixty-five cents (\$.65) per hour.
- .05** There will be no duplication or compounding of shift differential 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.

- .06 Accrued time off will be taken at a time mutually agreed to by both the employee or sessional and the Assistant Manager, Thompson Recreation and Athletic Centre Department provided the time off is used up during the same or following three months or pay in lieu thereof.
- .07 Employees or sessionals 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. Temporary employees or part-time employees who are required to work a scheduled shift alone will be provided a premium paid (30) minute lunch period during the 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 Members 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 by employees or sessional during that scheduled work will be considered overtime.

Article 16
ALTERED WORKWEEK
(Applicable only to employees in the Physical Plant and
Capital Planning Services Division's Trades Group)

- .01 The Employer agrees to continue the spirit and intent of the concept and application of the "Altered Workweek" program as described in Appendix C 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 17

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.
- (a) No temporary employee or part-time employee can grieve a termination or lay off which results from a predetermined termination or lay off date, except if the Union claims the termination was made in bad faith.
 - (b) As stated in Article 2.01(b), if any temporary employee or part-time employee whose seniority exceeds 1040 hours claims he/she has been discharged or disciplined without cause, a grievance may be filed and dealt with in accordance with this Grievance Procedure.
- .02** A group grievance may be initiated should more than one member be grieving the same alleged violation. All members affected may sign the grievance but only one griever may be present at each step of the grievance process. Any agreement under the Grievance Procedure would be applied to all affected members who signed the grievance.
- .03** It is the mutual desire of the parties hereto that problems experienced by members shall be addressed as quickly as possible, and it is understood that a member has no grievance until he/she has given the Supervisor the first opportunity to address the problem. Following this, should a member wish to discuss the problem with his/her Steward, he/she will request the Supervisor to arrange a meeting between the member and his/her Steward. Such meeting will take place within 4 working days. If a written grievance is filed with the Supervisor, 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 member may submit a written grievance to the Supervisor on the form (Appendix E) provided by the Union. It will be signed and

dated by the member involved and in all cases by his/her Steward. It will be identified by a number issued by the Chief Steward. The Supervisor will acknowledge the receipt of the grievance with his/her signature and the date received. Within four 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 Supervisor will deliver his/her decision in writing within four working days of the hearing to the griever and the Steward.

Step No. 2

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

Step No. 3

Within four working days of the Director's decision under Step No. 2, the grievance may be submitted to the Associate Vice-President (Human Resources) or his/her designate and within four 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 griever will be present. The Associate 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 member concerned, the Union, or the Employer shall be entitled to submit the grievance to the next step of the Grievance procedure.
- .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 member(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 member or members which such member or members could themselves institute and the regular grievance procedure shall not be thereby by-passed. 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 18. If no written request for Arbitration is received within thirty (30) 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) Griever's Name
- (b) Classification
- (c) Date of Incident Resulting in Alleged Grievance
- (d) Article and Section being grieved
- (e) Action Requested

.09 Wherever "working days" are referred to in Article 17, 18 and 20, such days shall not include Saturdays, Sundays or Holidays.

Article 18

ARBITRATION PROCEDURE

.01 If the Employer or the Union requests that a grievance as provided in Article 17 be submitted to Arbitration, it shall make such request in writing addressed to the other party, and at the same time name its appointee to the Arbitration Board. Within five working days thereafter the other party shall name its appointee to the Arbitration Board and notify the other party. The two Appointees 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 Supervisor or as lodged by the Employer or Union under Section .06 of Article 17.
- .06** The written decision of the majority of the Arbitration Board will be final and binding upon the parties hereto, and the members.
- .07** Each of the parties hereto will bear the fees and expenses of its appointee to the Board of Arbitration, and the parties will jointly bear the fees and expenses of the Chairperson of the Arbitration Board.

Article 19

TERMINATION NOTICE

- .01** Should the Employer terminate a member for redundancy reasons or for cause, other than in extreme cases such as wilful misconduct, disobedience or wilful neglect of duty, the member 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 or 520 hours service	None	None
3 months or 520 hours to less than 2 years or 4160 hours service	Two weeks or 80 hours	None
2 years or 4160 hours to less than 5 years or 10,400 hours service	Four weeks or 200 hours	None
5 years or 10,400 hours or more	One week or 40 hours each year or 2080 hours of service to a maximum of eight weeks or 320 hours	One week for each year or 2080 hours of service

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

Article 20 SUSPENSION AND DISCHARGE

.01 In the event a member is suspended without pay for any reason, the Employer agrees to confirm such suspension in writing to the individual and to the Chief Steward of the Union within two working days. A copy of the Letter of Suspension will be forwarded to the Union, unless the member directs the Employer in writing not to do so.

.02 The Union recognizes that it may on occasion be necessary to suspend the person referred to in .01 above from the work place without a Steward present. If such action is taken, the Employer agrees to review this action with that individual and the Steward within two working days. Under no circumstances shall the individual be terminated under this Article without the presence of a Steward or Chief Steward.

.03 Should a person referred to in .01 above 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 17.

.04 If the Employer's suspension or dismissal action is found to be unjust and the individual covered by .03 above is to be reinstated, in no case is the monetary compensation to exceed the amount which the suspended or discharged individual 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 individual 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 subject to the following:

- a) Any earnings from an employer for whom the individual worked on a part-time basis immediately prior to his/her suspension or dismissal, will only be deducted when the amount exceeds the average weekly earnings for the six week period immediately prior to the suspension or discharge.

Article 21 CLOTHING

.01 The Employer agrees to provide annually to non-probationary employees, sessional and part-time employees in the following occupations with:

- (a) Caretakers - \$60.00 annual or \$120 per twenty-four (24) months safety shoe* (yellow patch) reimbursement with proof of purchase
 - 3 shirts or pairs of trousers or combination thereof or a parka of equivalent value.
- (b) Housekeepers - \$25.00 annual or \$50 per twenty-four (24) months safety shoe* (non-skid and covered uppers) reimbursement with proof of purchase.
 - 3 slacks or smock or combination thereof.
- (c) Grounds - \$70.00 annual or \$140 per twenty-four (24) months safety shoe* (exterior green patch only) reimbursement with proof of purchase

- \$70.00 annual winter boot reimbursement with proof of purchase
- (d) Trades - \$70.00 annual or \$140 per twenty-four (24) months safety shoe* (exterior green patch only) reimbursement with proof of purchase

Painter Occupational Group only - 3 shirts or pairs of trousers or combination thereof

- (e) Arena Maintenance - \$70.00 annual or \$140 per twenty-four (24) months safety shoe* (exterior yellow patch) reimbursement with proof of purchase

* Members must ensure safety shoes are in good condition at all times.

.02 The Employer will provide safety glasses for the following occupations on a one-time basis: Caretakers, Housekeeper*, 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 and sessionals in the Grounds occupational group with parka-type coats every two years.

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

.06 Temporary employees are not eligible for coverage under .01 above.

.07 Part-time employees who have accumulated 1040 hours of seniority will qualify for coverage under .01 above.

Article 22 VACATION

.01 Subject to .03 below employees in the bargaining unit earn vacation

with pay based on seniority as set out below:

- (a) An employee earns vacation at the rate of 1.25 working days for each complete calendar month of continuous full-time employment (up to 15 working days each year) for each of the first six (6) years.
 - (b) Upon completion of six (6) full years, vacation is earned at the rate of 1.67 working days per complete calendar month (up to 20 working days per year).
 - (c) Upon completion of nineteen (19) full years, five (5) additional vacation days will be provided, and thereafter, vacation is earned at a rate of 2.08 working days for each complete calendar month (up to 25 working days per year).
- .02** Sessionals, temporary employees and part-time employees shall earn vacation with pay in accordance with the provisions of the Ontario Employment Standards Act. Temporary and sessional employees will be paid in lieu of time off for vacation for hours worked (not including overtime) in accordance with the provisions of the Ontario Employment Standards Act based on their normal earning rate
- .03** Vacation earned will be entered into each employee's record monthly.
- .04** No vacation is earned during layoffs, regular recurring periods of absence of sessionals, or unpaid leaves of absence of longer than two weeks, Long-Term Disability, or WSIB 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 Supervisor.
- .06** Employees and part-time employees may take their earned vacation or a portion thereof, subject in all cases to the prior approval of the Supervisor and the functional requirements of the Employer.
- .07** For employees and part-time employees, vacation earned will be allocated 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 or part-time employee must obtain the written release of sufficient employees' vacation rights in his/her work group (see appendix F) with more seniority than himself/herself to guarantee the award of this vacation.

Article 23 LONG TERM RECOGNITION

- .01** Employees and sessionals 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 24 PREGNANCY LEAVE

- .01** The employer provides a pregnancy leave policy for employees or sessionals to assist them in the continuance of their service at the University. This policy is available only to those employees or sessionals who are committed to returning to the University at least six months following this leave.
- .02** Should an employee or sessional 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 or sessionals who have not satisfied the service requirements in .05 below.
- .03** Employees or sessionals are encouraged to discuss the nature of their ongoing commitment to the University with their Supervisor prior to the initiation of the leave.
- .04** Upon return to work, the employee or sessional 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 13 weeks of continuous service,

and the University S.E.I.B. plan for employees who have worked for the University for at least (1) year as of the probable date of delivery.

Sessional employees shall only be entitled to S.E.I.B. plan for that portion of the year in which they otherwise would have been working if not for the pregnancy leave.

.06 An employee or sessional 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 or sessional 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 .09 and .10 below.

.08 An employee or sessional 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 Employment Insurance; and

(b) the difference between Employment 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 Employment Insurance benefits.

In no case will the total amount of the Supplemental Employment Benefits, employment insurance 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.

(c) Employees or sessionals do not have a right to this payment except for supplementation of Employment Insurance benefits during the unemployment period as specified in this article.

.09 During the period of paid pregnancy leave, the Employer will continue the employee on full benefits through regular payroll deductions. Sessionals will be provided 4% in lieu of benefits for that period of the year that they would otherwise be working if not for the pregnancy leave.

- .10** Pregnancy leave may be initiated by that employee or sessional at any time within seventeen weeks of the expected delivery date.
- .11** Pregnancy leave ends no later than seventeen weeks from the beginning of the leave.
- .12** Leave in excess of seventeen weeks required for medical reason relating directly to an employee's or sessional's pregnancy and/or delivery of an infant may be treated in accordance with Article 36 Sick Leave and Salary Continuance. In such case, the employee or sessional should immediately contact the Supervisor.
- .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 the Parental Leave Policy for up to an additional thirty-five (35) weeks and for additional time under Article 35 Leave of Absence.
- .14** Vacation entitlement and seniority will continue to accumulate during this leave.
- .15** An employee or sessional shall provide her Supervisor 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.
- .16** The Employee or sessional should make application through her Supervisor for pregnancy leave at least three months in advance of the expected date of delivery (as confirmed by a doctor's certificate).
- .17** A counselling session may be arranged with the Department of Pensions and Benefits to provide information and assistance with the completion of the necessary documentation under this Policy.
- .18** Temporary employees and part-time employees will be eligible for Pregnancy Leave in accordance with the provisions of the Employment Standards Act.

PARENTAL LEAVE

- .01** In accordance with the provision of the current Employment Standards Act, an employee or sessional with thirteen weeks of continuous service is eligible for a flexible thirty-five week leave period if the member has also taken a Pregnancy Leave or up to thirty-seven weeks

otherwise, extended to the parents of a newborn or newly adopted child, as outlined in this article.

- (a) The mother of a newborn child is eligible for such leave immediately following the pregnancy leave unless the child has not come into the full custody, care and control of a parent for the first time due to hospitalization.
 - (b) The father of a newborn child is eligible for the leave within fifty-two weeks after the child is born or comes into the full custody, care and control of a parent for the first time.
 - (c) Parents of a newly adopted child are eligible for the leave within fifty-two weeks after the child comes into the full custody, care and control of a parent for the first time. *see Adoption Leave Article 43.
- .02** Employees or sessionals shall provide their Supervisor with as much advance notice as possible of the anticipated date on which the leave is to commence, but in any case a minimum of two weeks notice is required.
- .03** Only ten weeks of the total parental leave period may be eligible for Employment Insurance benefits. These benefits may be claimed by one parent or shared between both parents.
- .04** Vacation entitlement and seniority will continue to accumulate during this leave.
- .05** During the period of parental leave, the Employer will continue the employee on the benefits normally fully paid by the Employer.
- .06** Temporary employees and part-time employees will be eligible for Parental Leave in accordance with the provisions of the Employment Standards Act.

Article 25

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 and sessionals 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 or sessional 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 May 1 to April 30).
- .03(c)** The course completion date will be the date used to determine the year to which this policy will apply.
- .04** If the Supervisor agrees to a course being taken during a regularly scheduled shift, the supervisor will establish alternate working arrangements.
- .05** The Employer may request employees or sessionals 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 and Capital Planning Services Division will bear the full cost and will grant the employee or sessional sufficient time away from normal duties to pursue the course of study.
- .06** Provided an employee or sessional 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 Human Resources, Room 262, Stevenson-Lawson Building.
- .08 Completed applications, with the required documentation attached, are to be forwarded to Human Resources, Room 262, Stevenson-Lawson Building for authorization prior to commencement of the course(s).
- .09 Applicants will be advised as soon as possible if their application has not been approved.
- .10 Once the course has been completed, proof that the course was passed and tuition fee paid (fee receipt) must be submitted to the Human Resources.
- .11 Reimbursement shall be by direct payment to the employee or sessional or paid in advance as per provision .06 above, and the payment will be reported as a taxable benefit.

Article 26 BEREAVEMENT LEAVE

- .01 A part-time employee whose seniority exceeds 1040 hours, or an employee or sessional 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 three day leave of absence without loss in pay.
- .02 Upon request such additional time off without pay may be granted as is necessary to make arrangements or for long distance travelling.

Article 27 COMPASSIONATE LEAVE

- .01 When members require time off because of extraordinary or compassionate circumstances (e.g. to attend funerals of friends and distant relatives (not covered in Article 26), to attend to urgent health needs of his/her family, to obtain legal counsel) the Employer may give time off to the member provided the member uses accrued vacation or overtime to offset the loss in time or by agreement with the Supervisor, makes up the time.

- .02 Members 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 28

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 29

CALL-IN PAY (Applicable to Physical Plant Only)

- .01 A member 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 29A
**CALL-IN PAY (Applicable to Thompson Recreation
and Athletic Centre only)**

- .01 A member who is required to report to work and works continuously until his/her 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 A member 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 30
**STAND-BY COMPENSATION (Applicable to Physical
Plant Only)**

- .01 As an integral part of some employees' or sessionals' job responsibilities there is a requirement to serve stand-by assignments. During such assignments, the employees or sessionals 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 31
GUARANTEED HOUSING LOAN

- .01 The terms of the plan for which employees may be eligible are outlined in detail in policy 2.7 of the Manual of Administrative Policies and Procedures. For further information and application forms contact the Corporate Accounting Office in the Finance Service Division.

Article 32 HEALTH CARE APPOINTMENTS

- .01** Whenever possible, employees and sessionals 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 and sessionals 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 or sessional'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 33 HOLIDAYS

- .01** All employees and sessionals during their regularly recurring period of work, 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	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	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 and sessional 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 Supervisor.
- .06** When one of the above holidays falls during sick leave or an approved leave of absence, no entitlement will accrue to the employee or sessional.
- .07** Physical Plant Employees and sessionals who are required to work on a holiday under .01, shall receive their regular pay plus overtime as defined in Article 14 section .05(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 15 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 or sessional and the Supervisor 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 or sessionals will not be paid for any of the above holidays should they fall during an unpaid leave of absence.
- .11** Temporary employees and part-time employees will be provided statutory holidays in accordance with the provisions of the Employment Standards Act. In addition, such part-time employees will be provided the Civic Holiday and President's Day as statutory holidays provided in the case of President's Day such employees were scheduled to work and worked the second last full working day prior to President's Day.

Article 34

JURY OR WITNESS DUTY PAY

- .01** Subject to the employment contract for temporary employees and part time employees, a member who is subpoenaed for jury or witness duty will receive for each day of absence thereof the difference between the member's regular pay computed at the member's base hourly rate and the amount of jury or witness fee received, provided that the member 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 35

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, sessionals, or part time employees who have completed their probationary period, 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, sessionals, or part time employees, who have completed their probationary period, 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, sessionals or part-time 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 member within any twenty-four (24) month period.
- .04** An employee, sessional, or part time employee, who has completed their probationary period, is elected or selected for a full-time position with the Union, or 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 employees, sessionals, or part-time employees 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 require 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, sessional, or part time employees who have completed their probationary period, the member 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, sessional or part-time employees who have completed their probationary period the member may make up the time.

Article 36

SICK LEAVE

- .01** Employees and sessionals 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 a) and b) below.
- (a) An employee or sessional is entitled to the unused portion of the original 15 week period of sick leave if there is a recurrence of the same or related illness or injury during the first 3 weeks following an employee's or sessional's return to work on a full-time basis. Return to work on a full time basis means the employee or sessional is able to work his/ her normal weekly schedule and perform the essential duties of his/ her classification.
 - (b) An employee or sessional is entitled to the unused portion of the original 15 week period of sick leave if any illness or injury occurs while the employee or sessional is participating in the Rehabilitation and Accommodation Program.
- .02** Subject to Article 36.01 above, employees or sessionals who return to work on a full-time basis from any sick leave regardless of duration are again eligible for the full 15 weeks of sick leave. Return to work on a full-time basis means the employee or sessional is able to work his/ her normal weekly schedule and perform the essential duties of his/ her classification.
- .03** 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 .03 (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 .03 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.
- .04** Employees or sessionals are to notify their Supervisor as early as possible of their absence and expected date of return to work on a full-time basis.
- .05(a)** The Employer and the Union support the application of the

Rehabilitation and Accommodation Program which applies a collaborative approach to supporting ill or injured employees and sessionals in remaining at or returning to work regardless if the illness or injury was work related. Employees and sessionals will participate in such a program, if possible, in light of their medical condition. The Program is focused on the coordinated efforts of the individual, his/her physician, his/her supervisor and the Rehabilitation Coordinator. Individuals attending meetings regarding their Rehabilitation and accommodation Program may be accompanied by a representative of the Union.

.05(b) The Joint Rehabilitation and Accommodation Committee shall be structured, with equal management and union members, to facilitate the rehabilitation and accommodation process. To enhance the effectiveness of the Committee, the Employer will endeavour to support the Committee through appropriate education and resources.

.06 The Employer reserves the right to require medical certification of illness or injury and/or a medical certification by a qualified physician. The Employer may request an additional medical certification of the illness or injury and/or medical examination by a second qualified physician to be chosen from a list which has been agreed to by the Union and the Employer. Any cost associated with the second certification will not be at the member's expense. The information from the second certification will be released to Staff/Faculty Health or, if the individual is participating in the Rehabilitation and Accommodation Program, to the Rehabilitation Coordinator.

(a) In any event, at the beginning of an absence and at regular intervals thereafter (eg. Every two weeks), the member will keep his/her Supervisor informed of his/her medical status and tentative return to work date.

(b) At the time of his/her return to work after each sick leave absence of two weeks or more the member must provide his/her Supervisor with a physician's note certifying that the employee has been in the care of a physician and:

i) that the member is able to return to work on a full time basis without restrictions, or

- ii) that the member is able to return to work, with the nature and duration of any work restrictions described.
- .07** All WSIB 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 or sessional. If the disability continues, WSIB will pay the employee or sessional directly
- .08** Employees and sessionals will continue to accrue seniority during periods of absence due to illness or injury, whether or not work related. Any probationary period as per Article 4.07 (b) will be extended by any scheduled hours not worked due to illness or injury.
- .09** Sessionals as defined in Article 4.04 will become eligible for Sick Leave Benefits under this Article each year only if the sessionals have returned to work on a regular recurring period of work and have completed two consecutive weeks of regular scheduled work.
- .10** Neither the Sick Leave Benefits nor other components of this Article are available to sessionals, as defined in Article 4.04, while on lay-off or during the regular recurring absence or during a period they would normally be on a regular recurring absence.

Article 37

STAFF BENEFITS

- .01** All employees under this Agreement will be provided with Staff Benefits as outlined in Appendix D, 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 Department of Pensions and Benefits at the time of layoff or leave.
- .03** During periods of Long-Term Disability or WSIB where no salary is being paid by the Employer, all compulsory group insurance and pension benefits in force at the commencement of the sick leave will

- be continued by the Employer. The Educational Assistance plan, Article 25, will be continued while employees are on Long-Term Disability or WSIB provided the employees are not eligible for such coverage under the provisions of the aforementioned plans.
- .04** Sessionals and part-time employees may participate in the Pension Plan for Administrative Staff provided they satisfy the eligibility requirements of the Plan.
 - .05** Sessionals as defined in Article 4.04 will not be covered under this Article except for .04 above. However, sessionals under this Agreement will receive an additional 4% per hour for each straight time hour worked in lieu of benefits. This additional payment will not be included for the purpose of computing any premium or overtime payment.
 - .05**
 - a) The level of Group Long Term Disability Insurance benefit will be 70%.
 - b) Employees under this agreement will contribute 15% towards any benefit claim made under the Group Extended Health Insurance Plan and the Group Dental Insurance Plan to a maximum of \$450 per calendar year for single coverage and \$900 per calendar year for family coverage.
 - .06**
 - a) A retiree who retired prior to 1 July, 2000 shall continue to receive the same Group Extended Health Insurance Plan coverage as he was receiving at retirement, without employee contribution.
 - b) For employees who retire between 1 July, 2000 and 31 December, 2001, benefits under the Group Extended Health Insurance Plan, and Group Dental Plan will be continued for retirees who have 5 or more years of seniority under Article 11 at retirement. These benefits will be provided under the provisions of the relevant group insurance policies in place prior to ratification.
 - c) For those employees who retire on or after 1 January, 2002, benefits under the Group Extended Health Insurance Plan, and Group Dental Plan will be continued for retirees who have 5 or more years of seniority under Article 11 at retirement. These benefits will be provided under the provisions of the relevant group insurance policies in accordance with 37.05 b).

- .07** The Employer may change the group insurance plan carrier or alter specific terms of the group insurance plans provided the insurance maintains equal or better coverage.

Article 38 CONTRACTING OUT

- .01** Should there be "contracting out" of any employee's 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 19 - Termination Notice Section .01.
- .04** Should an employee be placed on a permanent lay off (i.e. 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 Human Resources 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 Human Resources of the University.

Article 39 WAGES

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

Article 40 MILEAGE

- .01** Members using their own vehicles for approved transportation between work sites or for any other approved business will receive the kilometre rate as per the University's policy.

Article 41 EMERGENCY CLOSING PROCEDURES

- .01** Employees or sessionals during their regular recurring period of work 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 14, 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 15, Section .04.

Article 42
TOOL ALLOWANCE (Physical Plant Only)

.01 Upon submitting proof of purchase by 15 May each year, employees and sessionals will be provided with an annual tool reimbursement by 30 June, as delineated in the following schedule provided the tool relates to the trade of the employee or sessional and has been approved by his/her supervisor.

<u>Tool Allowance</u>	<u>Occupational Group/Classification</u>
A) \$40.00	<ul style="list-style-type: none">- all employees or sessionals in the Occupational Group of Painter.- all employees or sessionals with the serviceperson designation in all Occupational Groups.
B) \$100.00	<ul style="list-style-type: none">- all employees or sessionals in the Occupational Group of Electrical, Electrical/Mechanical, A.C.M.F., Plumber/Fitter, Carpenter, Locksmith except employees or sessionals with the classification of servicepersons who are eligible for the amount indicated in a) above.- all employees or sessionals with the Vehicle Service Mechanic classification.- all employees or sessionals with the Residence Service Mechanic classification
C) \$140.00	<ul style="list-style-type: none">- all employees or sessionals with the classification of Vehicle Mechanic.

Article 43
ADOPTION LEAVE

.01 This article applies only to employees or sessionals defined in Article 4.03.

.02 The Employer provides an adoption leave policy for employees or sessionals to assist them in the continuance of their service at the University.

.03 Employees or sessionals are encouraged to discuss the nature of their ongoing commitment to the University with the Supervisor prior to

the initiation of the leave.

- .04** Upon return to work, the employee or sessional is to return to the same position and salary.
- .05** The Employer provides benefits for adoption leave for employees or sessionals 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.
- .06** 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 Employment Insurance Commission's files. In the case where both parents are employees and/or sessionals, only one employee and/or sessional may take leave under sections .08 and .09 below.
- .07** An employee or sessional is expected to work for the Employer for at least six months following the date of return from adoption leave. Should an employee or sessional 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.
- .08** Adoption leave is a flexible leave for up to seventeen weeks with pay and benefits as specified in .09 and .10 below.

Sessional employees shall only be entitled to the provisions of .09 below for that portion of the year in which they otherwise would have been working if not for the adoption leave. Sessionals will be provided 4% in lieu of benefits during this time in accordance with Article 37.05.

- .09** 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 Employment Insurance benefits;
 - (b) the difference between Employment 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 or sessional makes application for and qualifies for

Supplemental Employment Insurance benefits.

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

- .10** During the period of paid adoption leave, the Employer will continue the employee on full benefits through regular payroll deductions. Sessionals will be provided 4% in lieu of benefits for that period of the year that they would otherwise be working if not for the adoption leave.
- .11** Adoption leave for an employee or sessional who is adopting a child may be initiated as of the date on which the child comes into the employee's or sessional's care and custody and will end no more than seventeen weeks from that date.
- .12** There is no accumulation of vacation entitlement or seniority during this leave.
- .13** An employee or sessional shall provide the Supervisor as much advance notice as possible of the employee's or sessional's intention to adopt and discuss future plans with regards to employment with the University.
- .14** A counselling session may be arranged with the Department of Pensions & Benefits to provide information and assistance with the completion of the necessary documentation under this Policy.

Article 44 **CHRISTMAS - DESIGNATED DAYS**

- .01** The University will designate between one and three days off during the Christmas period.
 - (a) Employees or sessionals 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 22 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 45

EQUIPMENT MONITORING (Applicable only to the Thompson Recreation and Athletic Centre)

- .01** When Thompson Recreation and Athletic Centre 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 at the hourly earning rate or time off in lieu of the hours worked will be arranged by the Manager 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 15 Hours of Work (Applicable Only to Employees of Thompson Recreation and Athletic Centre) when the Thompson Recreation and Athletic Centre is closed and not open for business.

Article 46

DURATION

- .01** Except the base increases cited on Schedule A, all the monetary and non-monetary provisions of the Agreement shall continue in effect from the date of ratification until 30 June 2007 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 20th day of October, 2003.

For the University

For the Union

APPENDIX A

Occupational Groups

Caretaker Lead Caretaker Caretaker Housekeeper	Grounds Lead Horticulturist Lead Operator Horticulturist Operator Groundsperson	Vehicle Mechanic Lead Vehicle Mechanic Vehicle Mechanic Vehicle Service Mechanic	Painter Lead Painter Painter Painter Service Mechanic
-------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------

Electrical/ Controls	Electrical/ Mechanical	A.C.M.F.	Plumber/ Fitter
Lead Electrician Lead Control Mechanic Electrician Control Mechanic Apprentice	Lead Elevator Mechanic Lead Motor Mechanic Elevator Mechanic Motor Mechanic Emergency Generator Mechanic Apprentice	Lead Refrigeration Mechanic Lead Sheet Metal Mechanic Refrigeration Mechanic Sheet Metal - Mechanic Welder Sheet Metal- Service Mechanic Refrigeration Service Mechanic Serviceperson Refrigeration Apprentice	Lead Plumber or Fitter Plumber or Fitter Plumber Service Mechanic Apprentice
Electrician Service Mechanic Serviceperson Electrical		Electrical - Mechanical General Service Mechanic *	

*Maximum number of positions permissible is four (4)

Carpenter Lead Carpenter Roofing Mechanic Carpenter	Apprentice Lead Asbestos Worker Asbestos Worker Asbestos Removal Serviceperson	Locksmith Lead Locksmith Locksmith
Carpenter Service Mechanic Serviceperson Carpenter		Locksmith Service Mechanic Residence Service Mechanic

**APPENDIX B
STEWARDS' REPRESENTATION**

<u>Group Represented</u>	<u>Stewards</u>	<u>Group Represented</u>	<u>Stewards</u>
Structural Trades	1	Area 6	1
Elect/Mech Trades, Veh. Mech.	2	Sommerville House Stevenson-Lawson University College McIntosh Gallery	
Grounds	1	Physics and Astronomy	
Caretaking		Area 7	1
Area 1	1	Medical Sciences Dental Sciences Kresge Molecular Biology Health Sciences Addition Siebens Drake	
Weldon Library University Community Centre Social Science Centre Central Food Commissary Western Road Houses			
Area 2	1	Area 8	1
Alumni House Medway Hall Sydenham Hall Elgin Hall		Ivey School of Business NCMRD Alumni Hall Thames Hall Law	
Area 3	1	Area 9	1
Ausable Hall Beaver Hall Bayfield Hall Saugeen-Maitland Hall Lambton Hall		Biology and Zoology Chemistry Western Science Centre Collip Natural Science Centre Taylor Library	
Area 4	1	Area 10	1
Delaware Hall Platts Lane Estates Incorporated Spencer Hall Perth Hall Essex Hall		Talbot College Music Services Staging Visual Arts Middlesex College South Valley and North Campus Bldg.	
Area 5	1	Thompson Recreation and Athletic Centre	1
Althouse College Elborn College Boundary Layer Wind Tunnel Bio Engineering Cronyn Observatory Thompson Engineering Bldg. Engineering Science Bldg.		Chief Steward	1
		TOTAL	<hr/> 16

APPENDIX C

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 supervisor 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 supervisor 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 D
BENEFITS**

PLAN	CONTRIBUTIONS	
	EMPLOYER SHARE	EMPLOYEE SHARE
Basic Group Life	Full cost of first \$25,000 of insurance + additional insurance funded by E.I. rate reduction	Full cost of insurance in excess of that paid by Employer
Extended Health Insurance	as per co-insurance	as per co-insurance
Group Long Term Disability Insurance	100%	0%
Group Dental Plan	as per co-insurance	as per co-insurance
Pension Plan*	7.5% Regular monthly salary less CPP premium or 2.5% earnings	6% Regular monthly salary less CPP premium or 2.5% earnings
<p>* Effective July 1, 1992: the Employer share increases to 8% regular monthly salary for employees with 10 years of regular full-time service; and for employees with 20 years of regular full-time service the Employer share is 8.5% regular monthly salary.</p>		
Canada Pension Plan	3.9% of salary to Y.M.P.E.(2000)	3.5% of salary to Y.M.P.E.(2000)
Ontario Hospital Insurance Plan	100%	0%
Employment Insurance	as required	as required

PLAN	CONTRIBUTIONS	
	EMPLOYER SHARE	EMPLOYEE SHARE
Group Life Insurance (optional)	NIL	Full premium according to age and amount of insurance selected
Dependent Life Insurance (optional)	NIL	Full premium according to amount of insurance selected
Accidental Death and Dismemberment (optional)	NIL	Full premium according to amount of insurance selected
Additional Pension Plan (optional)	NIL	Voluntary up to maximum allowed under the provisions of the Canadian Income Tax Act

GROUP INSURANCE BENEFIT PLAN AMENDMENTS

GENERIC SUBSTITUTIONS:

Where the drug dispensed is interchangeable with any other drug, the charges for such drug will not exceed the cost of the lowest priced interchangeable drug, unless the written prescription prohibits the dispensing of any substitute for the drug prescribed.

PRESCRIPTION DRUGS:

In the treatment of an injury or illness, the following drugs will be considered eligible expenses if dispensed by a licensed physician or dentist, or by a licensed pharmacist on the written prescription of a licensed physician or dentist;

- a) drugs legally requiring a prescription in accordance with the Food and Drug Act, Canada or similar provincial legislation;
- b) drugs not legally requiring a prescription, but which are in an injectable format, or are life-sustaining.

FORMULARY:

CUPE 2361 agrees to participate equally with the administration and other employee groups in the establishment of a drug formulary. As part of the undertaking the following issues will be discussed:

- A. The legal implications of a formulary
- B. The method of addition to and deletion from the formulary of covered drugs
- C. Evaluate of the appropriateness of an appeal process

DENTAL PLAN:

Regular Dental Examinations;

No benefit will be paid for more than one routine dental examination and cleaning for a covered person during any period of nine consecutive months.

LONG TERM DISABILITY:

During the first 24 months of absence, staff members will be considered to be disabled and eligible for benefits if they are unable to perform their "own occupation". Beyond 24 months individuals who are not able to perform the duties of their own or any other occupation for which they are reasonably fitted by education, training or experience and which have salary rates equal to at least 70% of their Indexed Pre-Disability Monthly Earnings, will continue to be considered disabled.

APPENDIX E

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 SUPERVISOR: 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
SUPERVISOR _____

SUPERVISOR'S
SIGNATURE _____

SUPERVISOR'S DECISION

SUPERVISOR'S
SIGNATURE _____

DATE _____

APPENDIX E

GRIEVANCE NO.....

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

STEP II

IF THE GRIEVOR DOES NOT AGREE WITH THE SUPERVISOR'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 SUPERVISOR.

THE GRIEVOR REQUESTS THAT THE GRIEVANCE PROCEED TO STEP II:

SIGNATURE OF GRIEVOR _____

DATE _____

SIGNATURE OF STEWARD

_____ DATE _____

DECISION OF DIRECTOR - OPERATIONS AND MAINTENANCE

Director - OPERATIONS AND MAINTENANCE (OR DESIGNATE)

DATE _____

APPENDIX E

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 ASSISTANT DIRECTOR - OPERATIONS AND MAINTENANCE (OR DESIGNATE) 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 ASSISTANT DIRECTOR - OPERATIONS AND MAINTENANCE.

THE GRIEVOR REQUESTS THAT THE GRIEVANCE PROCEED TO STEP III.

SIGNATURE OF GRIEVOR _____
DATE _____

SIGNATURE OF STEWARD _____
DATE _____

DECISION OF ASSOCIATE VICE-PRESIDENT (HUMAN RESOURCES)

ASSOCIATE VICE-PRESIDENT (HUMAN RESOURCES)

SIGNATURE _____

DATE _____

APPENDIX F
WORK GROUPS FOR VACATION RELEASE

Grounds

1. lead horticulturist, lead operator
2. Operators, horticulturalists
3. Groundsperson

Paint Shop

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

Carpenter Shop

1. lead mechanic
2. carpenters
3. service mechanics
4. serviceperson
5. roofing mechanic
6. lead asbestos worker
7. asbestos worker
8. asbestos removal serviceperson

A/C-M/F Shop

1. lead mechanic
2. refrigeration mechanics
3. metal mechanics
4. welders A & B
5. service mechanics
6. serviceperson

Plumber/Fitter Shop

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

Caretakers (within a Supervisor group)

1. caretakers, lead caretakers
2. Residence Service Mechanic

Lock Shop

1. lead mechanic
2. locksmiths
3. service mechanics

Electro-Mechanical Shop

1. lead mechanics
2. elevator mechanics
3. emergency generator mechanic
4. motor mechanics
5. service mechanics
6. serviceperson

Vehicle Shop

1. Lead vehicle mechanic
2. Vehicle Mechanic,
3. Vehicle Service Mechanic

Electrical/Controls Shop

1. lead mechanics
2. electricians, apprentice electricians, control mechanic
3. Service mechanic

Thompson Recreation and Athletic Centre

1. Recreation Facility Operator I
2. Recreation Facility Operator II

APPENDIX G

Letter of Understanding

Between

The University of Western Ontario

And

Canadian Union of Public Employees, Local 2361

The University of Western Ontario agrees in our four year operational plan that all work or services currently performed by employees and sessionals shall not be contracted out if the consequence is that a current employee or sessional is laid off.

The University agrees to continue to discuss contracting practices through the Union/Management meetings.

This Letter of Understanding will be effective upon ratification of the Collective Agreement and unless renewed by the parties, will become null and void at the end of the duration of the Collective Agreement.

This Letter forms part of the Collective Agreement and is subject to the grievance and arbitration procedures.

For the Union

For the University

APPENDIX H

Letter of Understanding

Between

The University of Western Ontario

And

Canadian Union of Public Employees, Local 2361

RE: Rehabilitation and Accommodation

The parties agree to discuss and develop a process for identifying available assignments within Physical Plant and Capital Planning for those members off work due to illness or injury with the intent to supporting members in remaining or returning to work. The parties agree to review this process from time to time during the life of the contract to ensure the process is effective and efficient.

For the University

For the Union

APPENDIX I

Letter of Understanding

Between

The University of Western Ontario

And

Canadian Union of Public Employees, Local 2361

RE: Article 11 – Seniority

Notwithstanding Article 11 – Seniority, the parties agree that Ken Hill and Zorina Stepancev, recently promoted out of 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 classification and the employee so replaced has less seniority than him/her, 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 Ken Hill and Zorina Stepancev seniority for the purposes of lay-off, recall and posting will be adjusted by the time spent out of the bargaining unit. Ken Hill's and Zorina Stepancev's length of service at the Employer will be used to determine vacation and pension benefits.

For the University

For the Union

APPENDIX J

Letter of Understanding

Between

Tthe University of Western Ontario

And

Canadian Union of Public Employees, Local 2361

RE: Article 14.01(b) – Hours of Work (Spencer Hall)

Notwithstanding Article 14.01 (b), hours of work for part-time employees shall not exceed twenty-four (24) hours per week, the parties agree that part-time employees at Spencer Hall may have hours scheduled to a maximum of 32 hours/week when required without affecting the part-time and on-call status of the employee.

For the University

For the Union

THE UNIVERSITY OF WESTERN ONTARIO

Effective July 1/03

<u>Job Classification</u>	<u>Week</u>	<u>Hourly Earning Rate</u>	<u>Monthly</u>	<u>Annual</u>
		\$	\$	\$
<u>Caretaking</u>				
Residence Service Mechanic	40	19.44	3369.58	40435
Lead Caretaker	40	16.69	2892.91	34715
Caretaker II	40	15.69	2719.58	32635
Caretaker Intermediate II	40	15.23	2639.83	31678
Caretaker Intermediate I	40	14.80	2565.33	30784
Caretaker I	40	14.34	2485.58	29827
Part-Time Caretaker	40	12.77	2213.50	26562
Housekeeper - Spencer Hall	40	11.47	1988.16	23858
<u>Electrical/Controls Shop</u>				
Lead Electrician				
Lead Control Mechanic	40	24.71	4283.08	51397
Electrician				
Controls Mechanic	40	23.18	4017.83	48214
Electrician Service Mechanic	40	19.44	3369.58	40435
<u>Electrical-Mechanical Shop</u>				
Lead Elevator Mechanic	40	24.71	4283.08	51397
Lead Motor Mechanic	40	24.71	4283.08	51397
Elevator Mechanic	40	23.18	4017.83	48214
Motor Mechanic	40	23.18	4017.83	48214
Emergency Generator Systems Mechanic	40	23.18	4017.83	48214
General Service Mechanic	40	19.44	3369.58	40435

<u>Job Classification</u>	<u>Week</u>	<u>Hourly Earning Rate</u>	<u>Monthly</u>	<u>Annual</u>
		\$	\$	\$
Electrician Service Mechanic	40	19.44	3369.58	40435
Serviceperson Electrical	40	15.92	2759.50	33114
<u>A.C.M.F. Shop</u>				
Lead Refrigeration Mechanic	40	24.71	4283.08	51397
Lead Sheet Metal Mechanic	40	24.71	4283.08	51397
Refrigeration Mechanic	40	23.18	4017.83	48214
Sheet Metal Mechanic	40	23.18	4017.83	48214
Welder A	40	23.18	4017.83	48214
Welder B	40	21.93	3801.16	45614
Sheet Metal - Service Mechanic	40	19.44	3369.58	40435
Refrigeration - Service Mechanic	40	19.44	3369.58	40435
Serviceperson Refrigeration	40	15.92	2759.50	33114
<u>Plumber - Fitter Shop</u>				
Lead Plumber or Fitter	40	24.71	4283.08	51397
Plumber or Fitter	40	23.18	4017.83	48214
Plumber Service Mechanic	40	19.44	3369.58	40435
Gas Technician 1	40	23.18	4017.83	48214
<u>Carpenter Shop</u>				
Lead Carpenter / Asbestos	40	23.06	3997.08	47965
Roofing Mechanic	40	22.39	3880.91	46571
Asbestos Worker	40	21.72	3764.83	45178
Carpenter	40	21.61	3745.75	44949
Carpenter Service Mechanic	40	18.24	3161.58	37939
Carpenter / Asbestos Serviceperson	40	15.93	2761.16	33134

<u>Job Classification</u>	<u>Week</u>	<u>Hourly Earning Rate</u> \$	<u>Monthly</u> \$	<u>Annual</u> \$
<u>Locksmith Shop</u>				
Lead Locksmith	40	22.98	3983.16	47798
Locksmith	40	21.61	3745.75	44949
Locksmith Service Mechanic	40	18.24	3161.58	37939
<u>Paint Shop</u>				
Lead Painter	40	20.94	3629.58	43555
Painter	40	19.69	3412.91	40955
Painter Service Mechanic	40	17.47	3028.16	36338
<u>Grounds</u>				
Lead Horticulturist	40	19.32	3348.83	40186
Horticulturist	40	18.13	3142.50	37710
Lead Operator	40	17.75	3076.66	36920
Operator II	40	16.63	2882.50	34590
Operator Intermediate II	40	16.20	2808.00	33696
Operator Intermediate I	40	15.75	2730.00	32760
Operator I	40	15.31	2653.75	31845
Groundsman II	40	15.94	2762.91	33155
Groundsman Intermediate II	40	15.46	2679.75	32157
Groundsman Intermediate I	40	15.02	2603.50	31242
Groundsman I	40	14.55	2522.00	30264
<u>Vehicle Repair</u>				
Lead Vehicle Mechanic	40	24.71	4283.08	51397
Vehicle Mechanic	40	23.18	4017.83	48214
Vehicle Service Mechanic	40	19.44	3369.58	40435

Recreation Facility

Job Level	(40 hrs) Min. Start	After 6 months	After 12 months	Max. After 18 months
	\$	\$	\$	\$
Recreation Facility Operator I				
Yearly	31491	32573	33696	34715
Monthly	2624.3	2714.4	2808.00	2892.91
Hourly Earning Rate	15.14	15.66	16.20	16.69
Recreation Facility Operator II				
Yearly	33322	34424	35526	36650
Monthly	2776.8	2868.7	2960.50	3054.16
Hourly Earning Rate	16.02	16.55	17.08	17.62

NOTE: Upon obtaining a Class B Refrigeration Certificate, a staff member in Recreation Facility Operator I would move to that step in the Recreation Facility Operator II range which corresponds to his/her current step in the one 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 (normal rounding). Monthly Salary is defined as: Annual Salary divided by 12.

THE UNIVERSITY OF WESTERN ONTARIO

Effective July 1/04

<u>Job Classification</u>	<u>Week</u>	<u>Hourly Earning Rate</u>	<u>Monthly</u>	<u>Annual</u>
		\$	\$	\$
<u>Caretaking</u>				
Residence Service Mechanic	40	20.02	3470.16	41642
Lead Caretaker	40	16.94	2936.25	35235
Caretaker II	40	15.93	2761.16	33134
Caretaker Intermediate II	40	15.46	2679.75	32157
Caretaker Intermediate I	40	15.02	2603.50	31242
Caretaker I	40	14.56	2523.75	30285
Part-Time Caretaker	40	14.05	2435.33	29224
Housekeeper - Spencer Hall	40	11.58	2007.16	24086
<u>Electrical/Controls Shop</u>				
Lead Electrician				
Lead Control Mechanic	40	25.45	4411.33	52936
Electrician				
Controls Mechanic	40	23.88	4139.16	49670
Electrician Service Mechanic	40	20.02	3470.16	41642
<u>Electrical-Mechanical Shop</u>				
Lead Elevator Mechanic	40	25.45	4411.33	52936
Lead Motor Mechanic	40	25.45	4411.33	52936
Elevator Mechanic	40	23.88	4139.16	49670
Motor Mechanic	40	23.88	4139.16	49670
Emergency Generator Systems Mechanic	40	23.88	4139.16	49670
General Service Mechanic	40	20.02	3470.16	41642

<u>Job Classification</u>	<u>Week</u>	<u>Hourly Earning Rate</u>	<u>Monthly</u>	<u>Annual</u>
		\$	\$	\$
Electrician Service Mechanic	40	20.02	3470.16	41642
Serviceperson Electrical	40	16.40	2842.66	34112

A.C.M.F. Shop

Lead Refrigeration Mechanic	40	25.45	4411.33	52936
Lead Sheet Metal Mechanic	40	25.45	4411.33	52936
Refrigeration Mechanic	40	23.88	4139.16	49670
Sheet Metal Mechanic	40	23.88	4139.16	49670
Welder A	40	23.88	4139.16	49670
Welder B	40	22.59	3915.58	46987
Sheet Metal - Service Mechanic	40	20.02	3470.16	41642
Refrigeration - Service Mechanic	40	20.02	3470.16	41642
Serviceperson Refrigeration	40	16.40	2842.66	34112

Plumber - Fitter Shop

Lead Plumber or Fitter	40	25.45	4411.33	52936
Plumber or Fitter	40	23.88	4139.16	49670
Plumber Service Mechanic	40	20.02	3470.16	41642
Gas Technician 1	40	23.88	4139.16	49670

Carpenter Shop

Lead Carpenter / Asbestos	40	23.75	4116.66	49400
Roofing Mechanic	40	23.06	3997.08	47965
Asbestos Worker	40	22.37	3877.50	46530
Carpenter	40	22.26	3858.41	46301
Carpenter Service Mechanic	40	18.79	3256.91	39083
Carpenter / Asbestos Serviceperson	40	16.41	2844.41	34133

<u>Job Classification</u>	<u>Week</u>	<u>Hourly Earning Rate</u> \$	<u>Monthly</u> \$	<u>Annual</u> \$
<u>Locksmith Shop</u>				
Lead Locksmith	40	23.67	4102.83	49234
Locksmith	40	22.26	3858.41	46301
Locksmith Service Mechanic	40	18.79	3256.91	39083
<u>Paint Shop</u>				
Lead Painter	40	21.57	3738.83	44866
Painter	40	20.28	3515.16	42182
Painter Service Mechanic	40	17.99	3118.25	37419
<u>Grounds</u>				
Lead Horticulturist	40	19.90	3449.33	41392
Horticulturist	40	18.67	3236.16	38834
Lead Operator	40	18.28	3168.50	38022
Operator II	40	17.13	2969.16	35630
Operator Intermediate II	40	16.69	2892.91	34715
Operator Intermediate I	40	16.22	2811.50	33738
Operator I	40	15.77	2733.50	32802
Groundsman II	40	16.42	2846.16	34154
Groundsman Intermediate II	40	15.92	2759.50	33114
Groundsman Intermediate I	40	15.47	2681.50	32178
Groundsman I	40	14.99	2598.25	31179
<u>Vehicle Repair</u>				
Lead Vehicle Mechanic	40	25.45	4411.33	52936
Vehicle Mechanic	40	23.88	4139.16	49670
Vehicle Service Mechanic	40	20.02	3470.16	41642

Recreation Facility

Job Level	(40 hrs) Min. Start	After 6 months	After 12 months	Max. After 18 months
	\$	\$	\$	\$
Recreation Facility Operator I				
Yearly	32427	33550	34715	35755
Monthly	2702.3	2795.8	2892.9	2979.58
Hourly Earning Rate	15.59	16.13	16.69	17.19

Recreation Facility Operator II				
Yearly	34341	35464	36608	37752
Monthly	2861.8	2955.3	3050.7	3146.00
Hourly Earning Rate	16.51	17.05	17.60	18.15

NOTE: Upon obtaining a Class B Refrigeration Certificate, a staff member in Recreation Facility Operator I would move to that step in the Recreation Facility Operator II range which corresponds to his/her current step in the one 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 (normal rounding). Monthly Salary is defined as: Annual Salary divided by 12.

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<u>Job Classification</u>	<u>Week</u>	<u>Hourly Earning Rate</u>	<u>Monthly</u>	<u>Annual</u>
		\$	\$	\$
<u>Caretaking</u>				
Residence Service Mechanic	40	20.62	3574.16	42890
Lead Caretaker	40	17.19	2979.58	35755
Caretaker II	40	16.17	2802.83	33634
Caretaker Intermediate II	40	15.69	2719.58	32635
Caretaker Intermediate I	40	15.25	2643.33	31720
Caretaker I	40	14.78	2561.83	30742
Part-Time Caretaker	40	15.20	2634.66	31616
Housekeeper - Spencer Hall	40	11.70	2028.00	24336
<u>Electrical/Controls Shop</u>				
Lead Electrician				
Lead Control Mechanic	40	26.21	4543.08	54517
Electrician				
Controls Mechanic	40	24.60	4264.00	51168
Electrician Service Mechanic	40	20.62	3574.16	42890
<u>Electrical-Mechanical Shop</u>				
Lead Elevator Mechanic	40	26.21	4543.08	54517
Lead Motor Mechanic	40	26.21	4543.08	54517
Elevator Mechanic	40	24.60	4264.00	51168
Motor Mechanic	40	24.60	4264.00	51168
Emergency Generator Systems Mechanic	40	24.60	4264.00	51168
General Service Mechanic	40	20.62	3574.16	42890

<u>Job Classification</u>	<u>Week</u>	<u>Hourly Earning Rate</u>	<u>Monthly</u>	<u>Annual</u>
		\$	\$	\$
Electrician Service Mechanic	40	20.62	3574.16	42890
Serviceperson Electrical	40	16.89	2927.58	35131
<u>A.C.M.F. Shop</u>				
Lead Refrigeration Mechanic	40	26.21	4543.08	54517
Lead Sheet Metal Mechanic	40	26.21	4543.08	54517
Refrigeration Mechanic	40	24.60	4264.00	51168
Sheet Metal Mechanic	40	24.60	4264.00	51168
Welder A	40	24.60	4264.00	51168
Welder B	40	23.27	4033.50	48402
Sheet Metal - Service Mechanic	40	20.62	3574.16	42890
Refrigeration - Service Mechanic	40	20.62	3574.16	42890
Serviceperson Refrigeration	40	16.89	2927.58	35131
<u>Plumber - Fitter Shop</u>				
Lead Plumber or Fitter	40	26.21	4543.08	54517
Plumber or Fitter	40	24.60	4264.00	51168
Plumber Service Mechanic	40	20.62	3574.16	42890
Gas Technician 1	40	24.60	4264.00	51168
<u>Carpenter Shop</u>				
Lead Carpenter / Asbestos	40	24.46	4239.75	50877
Roofing Mechanic	40	23.75	4116.66	49400
Asbestos Worker	40	23.04	3993.58	47923
Carpenter	40	22.93	3974.50	47694
Carpenter Service Mechanic	40	19.35	3354.00	40248
Carpenter / Asbestos Serviceperson	40	16.90	2929.33	35152

<u>Job Classification</u>	<u>Week</u>	<u>Hourly Earning Rate</u> \$	<u>Monthly</u> \$	<u>Annual</u> \$
<u>Locksmith Shop</u>				
Lead Locksmith	40	24.38	4225.83	50710
Locksmith	40	22.93	3974.50	47694
Locksmith Service Mechanic	40	19.35	3354.00	40248
<u>Paint Shop</u>				
Lead Painter	40	22.22	3851.50	46218
Painter	40	20.89	3620.91	43451
Painter Service Mechanic	40	18.53	3211.83	38542
<u>Grounds</u>				
Lead Horticulturist	40	20.50	3553.33	42640
Horticulturist	40	19.23	3333.16	39998
Lead Operator	40	18.83	3263.83	39166
Operator II	40	17.64	3057.58	36691
Operator Intermediate II	40	17.19	2979.58	35755
Operator Intermediate I	40	16.71	2896.41	34757
Operator I	40	16.24	2814.91	33779
Groundsman II	40	16.91	2931.08	35173
Groundsman Intermediate II	40	16.40	2842.66	34112
Groundsman Intermediate I	40	15.93	2761.16	33134
Groundsman I	40	15.44	2676.25	32115
<u>Vehicle Repair</u>				
Lead Vehicle Mechanic	40	26.21	4543.08	54517
Vehicle Mechanic	40	24.60	4264.00	51168
Vehicle Service Mechanic	40	20.62	3574.16	42890

Recreation Facility

Job Level	(40 hrs) Min. Start	After 6 months	After 12 months	Max. After 18 months
	\$	\$	\$	\$
Recreation Facility Operator I				
Yearly	33405	34549	35755	36837
Monthly	2783.8	2879.1	2979.6	3069.75
Hourly Earning Rate	16.06	16.61	17.19	17.71

Recreation Facility Operator II				
Yearly	35381	36546	37710	38896
Monthly	2948.4	3045.50	3142.50	3241.33
Hourly Earning Rate	17.01	17.57	18.13	18.70

NOTE: Upon obtaining a Class B Refrigeration Certificate, a staff member in Recreation Facility Operator I would move to that step in the Recreation Facility Operator II range which corresponds to his/her current step in the one 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 (normal rounding). Monthly Salary is defined as: Annual Salary divided by 12.

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Effective July 1/06

<u>Job Classification</u>	<u>Week</u>	<u>Hourly Earning Rate</u>	<u>Monthly</u>	<u>Annual</u>
		\$	\$	\$
<u>Caretaking</u>				
Residence Service Mechanic	40	21.24	3681.58	44179
Lead Caretaker	40	17.45	3024.66	36296
Caretaker II	40	16.41	2844.41	34133
Caretaker Intermediate II	40	15.93	2761.16	33134
Caretaker Intermediate I	40	15.48	2683.16	32198
Caretaker I	40	15.00	2600.00	31200
Part-Time Caretaker	40	16.42	2846.16	34154
Housekeeper - Spencer Hall	40	11.82	2048.83	24586
<u>Electrical/Controls Shop</u>				
Lead Electrician				
Lead Control Mechanic	40	27.00	4680.00	56160
Electrician				
Controls Mechanic	40	25.34	4392.25	52707
Electrician Service Mechanic	40	21.24	3681.58	44179
<u>Electrical-Mechanical Shop</u>				
Lead Elevator Mechanic	40	27.00	4680.00	56160
Lead Motor Mechanic	40	27.00	4680.00	56160
Elevator Mechanic	40	25.34	4392.25	52707
Motor Mechanic	40	25.34	4392.25	52707
Emergency Generator Systems Mechanic	40	25.34	4392.25	52707
General Service Mechanic	40	21.24	3681.58	44179

<u>Job Classification</u>	<u>Week</u>	<u>Hourly Earning Rate</u>	<u>Monthly</u>	<u>Annual</u>
		\$	\$	\$
Electrician Service Mechanic	40	21.24	3681.58	44179
Serviceperson Electrical	40	17.40	3016.00	36192
<u>A.C.M.F. Shop</u>				
Lead Refrigeration Mechanic	40	27.00	4680.00	56160
Lead Sheet Metal Mechanic	40	27.00	4680.00	56160
Refrigeration Mechanic	40	25.34	4392.25	52707
Sheet Metal Mechanic	40	25.34	4392.25	52707
Welder A	40	25.34	4392.25	52707
Welder B	40	23.97	4154.83	49858
Sheet Metal - Service Mechanic	40	21.24	3681.58	44179
Refrigeration - Service Mechanic	40	21.24	3681.58	44179
Serviceperson Refrigeration	40	17.40	3016.00	36192
<u>Plumber - Fitter Shop</u>				
Lead Plumber or Fitter	40	27.00	4680.00	56160
Plumber or Fitter	40	25.34	4392.25	52707
Plumber Service Mechanic	40	21.24	3681.58	44179
Gas Technician 1	40	25.34	4392.25	52707
<u>Carpenter Shop</u>				
Lead Carpenter / Asbestos	40	25.19	4366.25	52395
Roofing Mechanic	40	24.46	4239.75	50877
Asbestos Worker	40	23.73	4113.16	49358
Carpenter	40	23.62	4094.16	49130
Carpenter Service Mechanic	40	19.93	3454.50	41454
Carpenter / Asbestos Serviceperson	40	17.41	3017.75	36213

<u>Job Classification</u>	<u>Week</u>	<u>Hourly Earning Rate</u> \$	<u>Monthly</u> \$	<u>Annual</u> \$
<u>Locksmith Shop</u>				
Lead Locksmith	40	25.11	4352.41	52229
Locksmith	40	23.62	4094.16	49130
Locksmith Service Mechanic	40	19.93	3454.50	41454
<u>Paint Shop</u>				
Lead Painter	40	22.89	3967.58	47611
Painter	40	21.52	3730.16	44762
Painter Service Mechanic	40	19.09	3308.91	39707
<u>Grounds</u>				
Lead Horticulturist	40	21.12	3660.83	43930
Horticulturist	40	19.81	3433.75	41205
Lead Operator	40	19.39	3360.91	40331
Operator II	40	18.17	3149.50	37794
Operator Intermediate II	40	17.71	3069.75	36837
Operator Intermediate I	40	17.21	2983.08	35797
Operator I	40	16.73	2899.83	34798
Groundsman II	40	17.42	3019.50	36234
Groundsman Intermediate II	40	16.89	2927.58	35131
Groundsman Intermediate I	40	16.41	2844.41	34133
Groundsman I	40	15.90	2756.00	33072
<u>Vehicle Repair</u>				
Lead Vehicle Mechanic	40	27.00	4680.00	56160
Vehicle Mechanic	40	25.34	4392.25	52707
Vehicle Service Mechanic	40	21.24	3681.58	44179

Recreation Facility

Job Level	(40 hrs) Min. Start	After 6 months	After 12 months	Max. After 18 months
	\$	\$	\$	\$
Recreation Facility Operator I				
Yearly	34403	35589	36837	37939
Monthly	2866.9	2965.8	3069.8	3161.58
Hourly Earning Rate	16.54	17.11	17.71	18.24

Recreation Facility Operator II				
Yearly	36462	37648	38854	40082
Monthly	3038.5	3137.3	3237.8	3340.16
Hourly Earning Rate	17.53	18.10	18.68	19.27

NOTE: Upon obtaining a Class B Refrigeration Certificate, a staff member in Recreation Facility Operator I would move to that step in the Recreation Facility Operator II range which corresponds to his/her current step in the one 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 (normal rounding). Monthly Salary is defined as: Annual Salary divided by 12.

SCHEDULE B

Definitions:

Annual Salary is defined as:

Base Hourly Rate X the standard work week hours x 52
(rounded)

Monthly Salary is defined as:
$$\frac{\text{Annual Salary}}{12}$$

Step Plan Schedule

Services Period	Level
First 6 months	I
On completion of 6 months	Intermediate I
On completion of 12 months	Intermediate II
On completion of 18 months	II

Service is not earned during absences due to illness, injury or leave of absence of longer than two (2) weeks.

Trades Apprentices

Apprentice rates are established as follows for all five term apprenticeships:

Term I	40% of Journeyperson Rate
Term II	50% of Journeyperson Rate
Term III	60% of Journeyperson Rate
Term IV	70% of Journeyperson Rate
Term V	80% of Journeyperson Rate

Four term apprenticeships rates are same as above for Terms I, II and III. Term IV rates are calculated 80% of Journeyperson Rate.

Apprenticeships	Four Terms	Five Terms
Carpenter	X	
Electrician		X
Painter	X	
Plumber		X
Refrigeration		X
Sheet Metal		X
Steamfitter		X
Vehicle Mechanic		X

Disclaimer

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