

# **Collective Agreement**

APRIL 1, 2001 TO MARCH 31, 2004

between

**CROWN IN RIGHT OF ONTARIO**

as represented by

Management Board of Cabinet

and

**A|M|A|P|C|E|O**

Association of Management, Administrative and  
Professional Crown Employees of Ontario

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BETWEEN:  
CROWN IN RIGHT OF ONTARIO as represented by  
MANAGEMENT BOARD OF CABINET (the "Employer")

- and -

ASSOCIATION OF MANAGEMENT, ADMINISTRATIVE AND  
PROFESSIONAL CROWN EMPLOYEES OF ONTARIO ("AMAPCEO")

MEMORANDUM OF AGREEMENT

The undersigned hereby agree, subject to ratification by their principals, to the following as constituting full and final settlement of the terms and conditions of the Collective Agreement between them effective April 1, 2001 to March 31, 2004:

1. The agreed items set out in Appendix "A". The parties agree that except as specifically provided in Appendix A, the provisions of Appendix A shall be effective from date of ratification of the collective agreement.
2. All provisions of the previous Collective Agreement which expired on March 31, 2001, including all letters of understanding, unless specifically modified by Appendix A.
3. Upon ratification, the parties agree to fully implement the agreed items set out in Appendix A, as full and final settlement of all matters in dispute for the renewal of their first collective agreement.
4. The parties agree that the term of the collective agreement shall be from April 1, 2001 to March 31, 2004.
5. The undersigned agree to unanimously recommend ratification of this Memorandum of Agreement to their principals.

Signed at Toronto, this 12<sup>th</sup> day of February, 2002.

For AMAPCEO:

Robert Stambula  
Lynn Pardoe  
Norm Mohamid  
Keith Zehr  
Gary Gannage

For the Employer:

Deborah-Anne Long  
Lisa Nowak  
Michael Villeneuve  
Edwin Harrigan

## **ARTICLE 1 - RECOGNITION**

- 1.1 The Government recognizes the Association of Management, Administrative and Professional Crown Employees of Ontario as the exclusive bargaining agent for a bargaining unit composed of all Crown employees as defined in Section 1 of CECBA, 1993 who are Public Servants, who were not included in the six bargaining units described by the Lieutenant Governor in Council in the classifications listed in Order-in-Council 243/94 dated February 3, 1994, plus such other classifications created after February 3, 1994 and properly included in the six units, save and except, persons who exercise managerial functions or who are employed in a confidential capacity relating to labour relations, or lawyers and engineers who are employed in their professional capacity.

For greater certainty, all employees in the classifications listed in Order-in-Council 243/94 in respect of the AMAPCEO bargaining unit, which modified list of classifications is attached as Schedule 1, all Go Temp employees, students and interns as provided for in Part VIII of Order-in-Council 243/94, and all other employees in any other similar classes to those listed in the Order in Council in respect of the AMAPCEO bargaining unit as may be established (save and except, persons who exercise managerial functions or who are employed in a confidential capacity relating to labour relations, or lawyers and engineers who are employed in their professional capacity) fall within the AMAPCEO bargaining unit, together with any other Crown employees who are not included in the six bargaining units described by the Lieutenant Governor in Council pursuant to CECBA, 1993.

## **ARTICLE 2 - NON-DISCRIMINATION/HARASSMENT**

- 2.1 There shall be no discrimination or harassment practised by reason of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, same sex partnership status, or handicap, as defined in section 10 (1) of the Ontario *Human Rights Code* (OHRC).

## **ARTICLE 3 - MANAGEMENT RIGHTS**

- 3.1 Subject only to the provisions of this Agreement, the right and authority to manage the business and direct the workforce, including the right to hire and lay-off, appoint, assign and direct employees; evaluate and classify positions; discipline, dismiss or suspend employees for just cause; determine organization, staffing levels, work methods, the location of the workplace, the kinds and locations of equipment, the merit system, training and development, appraisal; and make reasonable rules and regulations; shall be vested exclusively in the Employer.



#### **ARTICLE 4 - INFORMATION ON NEW POSITIONS**

- 4.1 Where the Employer establishes a new classification or creates a new position within an existing class the Employer shall provide the Association with a copy of the job description, including bargaining unit status (if applicable) at the AMERC.

#### **ARTICLE 5 - STATEMENT OF INFORMATION/DUTIES TO EMPLOYEES**

- 5.1 Upon written request to the immediate Supervisor, a classified employee shall be provided with a copy of the most current position description on file outlining their duties and responsibilities, a copy of the Job Information Package if it is available, and other documents related to the duties and responsibilities of the position, e.g. physical demands analysis. The information shall be provided within 20 working days of the request.
- 5.2 Employees newly hired or newly assigned into the bargaining unit will be notified in writing, on or prior to their starting date, that their position is in the AMAPCEO bargaining unit, and of the name, address and telephone number of the Association. The Association's central office shall be copied on or about the same time as the information is sent to the employee.

#### **ARTICLE 6 - NO DISCRIMINATION FOR ASSOCIATION ACTIVITIES**

- 6.1 There shall be no discrimination or harassment practised by reason of an employee's membership or activity in the Association.

#### **ARTICLE 7 - EMPLOYEE RIGHT TO REPRESENTATION**

- 7.1 Where a supervisor or other Employer representative intends to meet with an employee:
- (a) for disciplinary purposes;
  - (b) to investigate matters which may result in disciplinary action; or
  - (c) for a formal counselling session with regard to unsatisfactory performance or behaviour; or,
  - (d) for termination of employment,

the employee shall have the right to be accompanied by and represented by an Association representative. The Employer shall notify the employee of this right and

set the time and place for the meeting.

- 7.2 If the employee requests representation by an Association representative, the Employer shall set the time and place for the meeting, which is mutually agreeable to the Employer and the employee. Failing agreement the Employer shall allow up to 3 days from the notice in Article 7.1 for the employee to secure an Association representative for the meeting. However, where urgency is required, the Employer shall give the employee notice so that the employee can be represented by an Association representative in person or by teleconference.

## **ARTICLE 8 - LEAVE OF ABSENCE FOR ASSOCIATION ACTIVITIES**

- 8.1.1 The Employer agrees to provide leave of absence from full time employment, or partial leaves of absence for up to half of full time employment, with pay and no loss of credits for up to the equivalent of six (6) full time positions, for members of the Association to conduct business of the Association. The leaves of absence will be renewed annually.

- 8.1.2 Upon the expiry of any leave of absence, the employee on leave shall be returned to his or her former position and location if such position and location still exist. The Employer and the employee may agree on another position to which he or she may be returned, subject to the requirements of the collective agreement. If the employee's position is declared surplus during the leave, then the employee retains all rights under Article 27. However, notwithstanding Article 27.3.11, the Employer shall attempt to find on an ongoing basis, a direct assignment for the employee throughout the period that the employee is on leave. In the event that no direct assignment is found before the leave expires, then upon the expiry of the leave, notwithstanding Article 27, the employee shall be assigned with no loss of pay or benefits, to an equivalent or similar position within the geographic parameters specified in the employee's portfolio; however it is agreed that such an assignment will not result in a promotional salary increase.

- 8.1.3 For clarity, Article 8.1.2 applies to employees who are on a full time leave of absence of at least 6 consecutive months, and who are:

- (a) on a leave from full time employment pursuant to Article 8.1.1, or
- (b) on a partial leave of absence pursuant to Article 8.1.1 which together with Association leave under Articles 8.2, 8.3, 8.4, 8.5, and 8.6 amounts to a full time leave of absence.

AMAPCEO agrees to inform the Employer of the members who are covered by this provision.

- 8.2.1 With notice, AMAPCEO representatives are entitled to take time off with pay and

no loss of credits if reasonably engaged in meetings with management on issues relating to labour relations, including collective bargaining or to the enforcement of this Agreement or processing claims involving the statutory rights of employees *vis à vis* the Employer, unless the time off would impair operational requirements.

8.2.2 The Employer agrees that AMAPCEO representatives may take time off with pay and no loss of credits for reasonable preparation time for meetings with the Employer on behalf of the Association, so long as proper notice is given, and this does not impair operational requirements. This article does not apply to time spent preparing for any meetings under Article 15 (Dispute Resolution) or collective bargaining.

8.2.3 Members of the Association granted leaves of absence under Article 8.2.1 for the specific purpose of collective bargaining shall also be granted reasonable time off with pay and no loss of credits for the purpose of preparation time and/or to attend Association bargaining team caucus sessions held immediately prior to the commencement of such negotiations, mediation or arbitration, or other periods during negotiations, mediation or arbitration where either party is not available.

8.3 Association Chapter Chairs, or his or her designees shall be granted a leave of absence with pay and no loss of credits to conduct the internal affairs of the Association on the following basis:

- (a) only the Chapter Chair, or his or her designees shall be granted such leave;
- (b) the leave shall be for a single period of not more than four (4) hours every three (3) weeks, and unused leave shall not be cumulative;
- (c) the leave shall, to the extent possible, be taken at the same time on the same day every three (3) weeks, as pre-arranged between the Chapter Chair and his or her supervisor;
- (d) the Chapter Chair shall not, during his or her period of leave, engage any other employee during that employee's working hours, or interfere in any manner with the conduct of the Employer's business; or engage in any unauthorized use of the Employer's equipment or resources; and,
- (e) this leave does not include travel time.

8.4 The Employer shall grant time off to a maximum of five (5) days per calendar year for each Association representative with pay and no loss of credits for the purpose of labour relations education, unless such time off would impair operational requirements.

8.5 Notwithstanding Article 8.1, AMAPCEO may at its discretion require up to fifty (50) additional members to participate in Association business, who shall be granted

leaves of absence with pay and no loss of credits for periods of one half or full days. The total number of full days off in any calendar year shall not exceed seven hundred and twenty (720) days. Leaves of absence granted under this subsection shall include reasonable travel time. The Association will attempt to give as much notice as possible in respect of any leave of absence under this subsection and, in any event, not less than five (5) business days notice.

- 8.6 Upon at least twenty-one (21) calendar days' written notice by the Association, leaves of absence with pay and no loss of credits shall be granted for not more than three (3) days annually for each employee delegate for the purpose of attending the Association's Delegates' Conference(s).
- 8.7.1 The Association will reimburse the Employer for approved leaves taken by employees under sections 8.1.1, 8.2.3, 8.4, 8.5 and 8.6 for salary and all benefits including the Employer's share of contributions required by statute and pension contributions.
- 8.7.2 The Employer may invoice the Association for reimbursable leaves on a quarterly basis for approved leaves taken by employees during the preceding quarter. In addition, the Employer will make every effort to submit invoices each April 1<sup>st</sup> for any approved leave taken by employees, not yet invoiced in the preceding fiscal year, to the Association.
- 8.7.3 Where the Employer submits an invoice within the time frames provided in Article 8.7.2, the Association will remit payment for approved leaves taken by employees within thirty (30) calendar days of receipt of the Employer's invoice.

## **ARTICLE 9 - RIGHTS OF ASSOCIATION WORKPLACE REPRESENTATIVES**

- 9.1 The Association shall send a list of names, social insurance numbers and work locations of all workplace representatives authorized to represent Association members to the Directors of Human Resources in each Ministry and the Director of the Negotiations Secretariat of Management Board. The Association shall provide updates as workplace representative changes are made and a master list will be provided annually.
- 9.2 A workplace representative shall carry out their duties under Article 9.3 expeditiously so as to limit disruption to the Employer's operations:
- (a) A workplace representative shall obtain permission from their immediate supervisor or alternate management representative for the workplace before leaving the workplace to perform their duties as a workplace representative. Such permission will not be unreasonably withheld.

- (b) When there are urgent operational requirements, the Employer may require that the workplace representative defer/reschedule their duties under Article 9.3.
- (c) Two (2) weeks prior to the commencement of each month, the workplace representative shall provide to their immediate supervisor, notice of workplace representative activities planned for the following month.

9.3 The duties and responsibilities of workplace representatives shall include the following, with respect to employees covered by this collective agreement within his or her area of responsibility:

- (a) Providing information to employees on their terms and conditions of employment, including their rights and entitlements under this Agreement.
- (b) With the mutual agreement of the Employer which shall not be unreasonably withheld, a workplace representative may investigate disputes and be involved in problem solving of disputes.
- (c) Attending meetings at the request of the Employer or in accordance with Article 7 (Employee Right to Representation).
- (d) Presenting a dispute in accordance with the Dispute Resolution Procedure (Article 15.4.3).

Such workplace representative activities shall be leave with pay and no loss of credits. For greater clarity, no such leaves or any entitlements for pay or benefits are provided in cases where the employee engages in Association activities outside of their working hours.

## **ARTICLE 10 - CHECK OFF OF ASSOCIATION DUES**

10.1 The Employer shall deduct from the wages/salaries of every employee covered by this Collective Agreement a sum equivalent to the dues or assessments of AMAPCEO. The deduction shall be remitted to AMAPCEO on a monthly basis.

10.1.1 Together with each monthly dues payment, the Employer will provide a report to the Association indicating the names of the employees in respect of whom deductions have been made, the employee identification number or social insurance number, ministry, branch, work location description / work location (street address), work city, employment status (active, leave, terminated), jobclass code / abbreviated class title, employee class (classified, unclassified), home position indicator, continuous service date, benefit base salary (annualized payrate used for calculating benefits such as insurance premium) and any such other information as may be agreed. The report

will be forwarded in current disk format unless the parties mutually agree to an alternate electronic format.

- 10.2 AMAPCEO shall advise the Employer in writing of the amount of its dues and assessments. This amount shall continue to be deducted until changed by further written notice by AMAPCEO.
- 10.3 AMAPCEO agrees to indemnify and save the Employer harmless from any liability arising out of the operation of this Article.
- 10.4 AMAPCEO dues or assessments, or the equivalent amount, shall be itemized on the annual T-4 slip as annual membership dues for AMAPCEO.

## **ARTICLE 11 - HOME POSITION**

- 11.1 Employees from outside the bargaining unit temporarily assigned to an AMAPCEO position for a period of more than thirty (30) calendar days will on the 31<sup>st</sup> calendar day commence paying dues and be governed by the terms of the AMAPCEO collective agreement except that pensions and insured benefits, as well as job security entitlements, will continue to be governed by the rules applicable to the employee's home position.
- 11.2 When an AMAPCEO bargaining unit member is temporarily assigned to a position in another bargaining unit for a period of more than thirty (30) calendar days, he or she will on the 31<sup>st</sup> calendar day commence paying dues and be governed by the terms of the collective agreement of the position to which he or she has been assigned except that pensions and insured benefits entitlements, and entitlements under Article 27, will continue to be governed by the rules applicable to the employee's home position.
- 11.3 When an AMAPCEO bargaining unit member is temporarily assigned to a non-bargaining unit position, he or she shall continue to pay dues to AMAPCEO and continue to be covered by the AMAPCEO agreement for the entire term of the temporary assignment.

## **ARTICLE 12 - EMPLOYER-EMPLOYEE RELATIONS COMMITTEES**

- 12.1.1 Joint committees have been established at the central and ministry level to discuss and resolve matters of interest between the parties. The committees are the AMAPCEO Central Employee Relations Committee (ACERC), and the AMAPCEO Ministry Employee Relations Committees (AMERCs).
- 12.2 The objectives of the Employee Relations Committees shall include:

- (a) establishing and maintaining a positive and constructive relationship between the Association and the Employer; and,
- (b) working together to resolve Association and Employer issues and concerns related to the workplace.

12.3.1 The ACERC shall be comprised of six (6) members, with an equal number of representatives from AMAPCEO and from the employer. Each party may be accompanied by a resources person as needed.

12.3.2 The employer representatives shall be responsible for providing:

- (a) Orientation for the employer and employee representatives, where required, for their participation on the Committee;
- (b) Status reports as required under Article 27.3.4 and other reports as mutually agreed; and,
- (c) As part of its reporting in (b), the employer shall also identify AMAPCEO unit employees who have been directly assigned to permanent or temporary vacancies of over six (6) months.

12.3.3 The employee members of the committee, and a resource person accompanying them, shall be entitled to time off with pay and with no loss of credits for meeting time and for reasonable preparation and travel time. Such time off shall not be unreasonably denied as long as proper notice is given.

12.3.4 The Committee shall have Employer Association Co-chairs and each party shall have one (1) vote on the Committee. Quorum for meetings shall be two (2) members from each of the employer and Association side of the Committee.

12.3.5 The Committee shall meet monthly or as otherwise agreed.

12.4 The mandate of the ACERC shall include the following:

- (a) issues arising from the administration of the collective agreement;
- (b) operation of the joint committee process including the creation of sub-committees;
- (c) matters unresolved at the ministry level;
- (d) discussion of OPS-wide and cross ministry initiatives involving changes to the work place affecting employees and such local and Ministry initiatives where either of the

parties wishes to have the matter dealt with centrally; and,

- (e) establishment of generic terms of reference for AMERC's and approval of substantive changes requested by the parties.

12.5.1 The AMERC shall be comprised of four (4) members, with an equal number of representatives from AMAPCEO and from the employer. Each party may be accompanied by a resources person as needed.

12.5.2 The employer representatives shall be responsible for providing:

- (a) orientation for employer and employee representatives, where required, for their participation on the Committee; and,
- (b) monthly status reports as required under Article 27.3.4.

12.5.3 The employee members of the Committee, and a resource person accompanying them, shall be entitled to time off with pay and with no loss of credits for meeting time and for reasonable preparation and travel time. Such time off shall not be unreasonably denied as long as proper notice is given.

12.5.4 The Committee shall have Employer and Association Co-chairs and each party shall have one (1) vote on the Committee. Quorum for meetings shall be at least one (1) member from each of the Employer and Association side of the Committee.

12.5.5 The Committee shall meet monthly or as otherwise agreed.

12.6 The mandate of AMERCs shall include the following:

- (a) Ministry or local issues arising from the administration of the collective agreement;
- (b) Operation of the joint committee including the creation of sub-committees at the Ministry or local level;
- (c) Matters unresolved at the sub-committees of the AMERC;
- (d) Discussion of ministry or local initiatives involving changes to the work place affecting employees which are not encompassed by 12.4(d);
- (e) Where the Association comments to the Employer at AMERC on initiatives discussed under 12.6(d), the Employer shall review the Association's comments and respond.

12.7 Information of a confidential nature disclosed at the ACERC and AMERC will be



kept confidential by AMAPCEO until the Employer authorizes the disclosure of the information; however this shall not be construed as preventing the Association from consulting internally with respect to the matter.

- 12.8 The Association may forward to the Deputy Minister any issue which is not resolved at the AMERC. The Deputy Minister shall respond in writing to the committee on the matters raised within fifteen (15) working days of his or her receipt of notice of the unresolved item.
- 12.9 The AMERC shall be co-chaired by a member of the Ministry's Senior Management Group.
- 12.10 The Association shall in no way be precluded from filing a dispute under Article 15 on issues that it chooses to attempt first to resolve through the AMERC process. Unless requested by either party, discussions at the ACERC and the AMERC shall be without prejudice and shall not be relied upon by either party at mediation or arbitration.
- 12.11 Where the Employer requests Association representation on any committees or working groups, the Employer shall seek nominations from the AMAPCEO co-chair of the relevant AMERC for Ministry/local initiatives, or from the AMAPCEO ACERC co-chair for OPS wide or cross-ministry initiatives; any such participation shall be without prejudice to the Association unless otherwise agreed.
- 12.12.1 Except as provided in article 12.12.2, not less than two weeks prior to a formal public announcement or announcement to employees of a decision involving changes to the workplace affecting AMAPCEO-represented employees, including transfers or dispositions or reorganizations, the Employer will disclose the decision to the President of AMAPCEO. The President will be provided with the information including the reasons for the decision, when the decision will be implemented, the number and locations of employees affected, and the impact, if any, on employees (surplus, transfers, reclassifications, hiring, etc.). The Employer has the discretion to make the disclosure earlier than the two weeks set out above.
- 12.12.2 The Employer may provide less than two (2) weeks notice in the case of:
- (a) emergencies;
  - (b) decisions contained in the Budget or Financial Statement;
  - (c) legislation.
- 12.12.3 Information provided under Article 12.12.1 or 12.12.2 will be kept confidential by AMAPCEO until the employer authorizes the disclosure of the information; however, this shall not be construed as preventing the Association from consulting

internally with respect to the matter.

12.12.4 AMAPCEO shall have one (1) week to provide comments and/or hold the meeting referred to in paragraph 12.12.5 below, but the Employer in its discretion may give more than a one (1) week period to respond.

12.12.5 Upon disclosure to the President,

- (a) At the request of the President, a meeting will be held with the employer to review the information and ask any questions;
- (b) The President may forward comments to the Ministry, or if there are a number of Ministries, the President may forward comments to MBS, which shall review them and respond in writing prior to the formal announcement referred to in 12.12.1 above;
- (c) The matter will become a standing item on the ACERC or AMERC committees as appropriate as set out in articles 12.4 and 12.6;
- (d) Where the decision concerns a divestment, transfer or any other disposition of bargaining unit functions or jobs, the parties will table the matter at ACERC where it will become a standing item;
- (e) If AMAPCEO believes that paragraph 12.12 has been breached, then the President will contact the Director CLR/NS or designee to discuss the concerns and the matter will be placed on the ACERC agenda. If the matter is not resolved at ACERC within ten (10) working days of the ACERC meeting, the matter may be referred directly to arbitration.

## **ARTICLE 13 - LOCAL AND MINISTRY NEGOTIATIONS**

13.1 All ministries may enter into local and ministry employee relations negotiations such that are appropriate as not being excluded by the provisions of *the Crown Employees Collective Bargaining Act*. Such negotiations shall not be subject to the mediation and arbitration procedures under the *Act*, provided however that nothing shall preclude a grievance alleging a violation of the Collective Agreement as provided in the said *Act*.

### **13.2 Bulletin Boards**

Where requested by an Association representative, the Employer will provide reasonable access to existing bulletin boards in the workplace for the purpose of communicating with the membership.

Where an existing bulletin board is not reasonably available, the Employer will provide a bulletin board subject to local discussions.

## **ARTICLE 14 - CORRESPONDENCE BETWEEN THE EMPLOYER AND THE ASSOCIATION**

- 14.1 Notice or correspondence required under this Agreement shall be provided to the President of the Association at the following address: AMAPCEO, 1 Dundas Street West, Suite 2310, P.O. Box 72, Toronto, Ontario, M5G 1Z3, or by fax at (416) 340-6461.

## **ARTICLE 15 - DISPUTE RESOLUTION PROCEDURE**

### **15.1 Statement of Intent**

The Employer and the Association acknowledge the importance of resolving disputes arising from the interpretation, application, administration or alleged violation of this agreement, (hereafter referred to as “disputes”), at an early stage, and, wherever possible, at the local level, in order to foster a harmonious and productive working environment. In this respect, the parties recognize the importance of informal means of resolving employee complaints at the lowest level possible before they become formal disputes under this Article and that nothing in this Article is intended to discourage the ordinary local workplace resolution of employee complaints outside of this dispute resolution process. The parties further acknowledge the importance of full disclosure of issues and open discussion throughout the process to facilitate mutually acceptable resolutions.

### **15.2 Formal Resolution: Stage One**

- 15.2.1 If any complaint is not satisfactorily resolved at the local level, the employee may file a dispute in writing within thirty (30) days after the circumstances giving rise to the complaint have occurred, or have come or ought reasonably to have come to the attention of the employee with his or her manager on a form prescribed by the Association. The manager shall meet with the employee and shall give the Association or representative of the Association present at the meeting and the employee his or her decision in writing within seven (7) days of the submission of the dispute.

### **15.3 Formal Resolution: Stage Two**

- 15.3.1 If the dispute is not resolved at Stage One, the Association, on behalf of the employee, may submit the dispute in writing to the manager, for transmittal to the designated management representative at Stage Two, within twenty (20) days of the date that the

Association or representative of the Association present at the meeting received the decision at Stage One. In the event that no decision in writing is received in accordance with the specified time limits at Stage One, the Association may submit the dispute to the manager, within twenty (20) days of the date that the manager was required to give the decision in writing in accordance with Stage One.

15.3.2 It is agreed that the Stage Two designated management representative will have the authority to work towards resolving the dispute and that, other than in exceptional circumstances, no manager who has dealt with a dispute at Stage One will be designated at Stage Two. A designated management representative shall hold a meeting with the Association and the employee within fifteen (15) days of the submission of the dispute at Stage Two and shall give the representative of the Association present at the meeting and the employee a decision in writing, within seven (7) days of the meeting.

15.3.3 If the dispute is not resolved at Stage Two, the Association, on behalf of the employee, may submit the dispute in writing to arbitration under Article 15.11 within fifteen (15) days of the date that the representative of the Association present at the meeting received the decision at Stage Two. In the event that no decision in writing is received in accordance with the specified time limits at Stage Two, the Association may submit the dispute to arbitration, within fifteen (15) days of the date that the designated management representative was required to give the decision in writing in accordance with Stage Two.

#### 15.4 **General**

15.4.1 The employee shall have the right to be accompanied and represented by an Association representative at each formal stage of this procedure.

15.4.2 An employee who has initiated a complaint or dispute under this Article shall be given time off with no loss of pay and no loss of credits to attend meetings with management under this Article.

15.4.3 Article 15.4.2 shall also apply to the Association representative who is authorized to represent the employee.

15.4.4 Where a complaint or dispute has not been processed by the employee or the Association within the time period prescribed it shall be deemed to have been withdrawn.

15.4.5 The time limits contained in this Article may be extended by agreement of the parties in writing.

15.4.6 In this Article, days shall include all days exclusive of Saturdays, Sundays and designated holidays.

15.4.7 The parties agree to fully disclose all information on which they rely in support of or in response to a complaint or dispute, including disclosure of any facts relied upon by Management in a decision that is subject to a complaint or dispute.

15.4.8 At the Association's option, participation by the Association representative or the employee in meetings required under the formal dispute resolution process may be conducted by teleconference, subject to the right of the Employer to select additional representatives who will participate by teleconference.

## 15.5 **Group Dispute**

15.5.1 In the event that more than one (1) employee has the same dispute, and such employees would be entitled to file a dispute, the Association shall be entitled to present a group dispute in writing, signed by such employees, to the Employer at Stage Two, within thirty days after the circumstances giving rise to the complaint have occurred or have come or ought reasonably to have come to the attention of these employees. In such cases, no more than three (3) complainants may be in attendance at each stage unless otherwise mutually agreed. The dispute shall be filed with the management Co-Chair of the Ministry AMERC, unless the dispute involves more than one Ministry, in which case the dispute shall be filed with the management Co-chairs of the affected ministries and concurrently with the Director, Negotiations Secretariat.

## 15.6 **Association Dispute**

15.6.1 Where a dispute arises between the Employer and the Association, the Association shall be entitled to file an Association dispute at Stage Two of the dispute resolution procedure to the management co-chair of the Ministry AMERC provided it does so within thirty (30) days after the circumstances giving rise to the dispute have occurred or have come or ought reasonably to have come to the attention of the Association.

15.6.2 Where the dispute between the Employer and the Association involves more than one (1) ministry, the Association shall be entitled to file a dispute at Stage Two with the Director, Negotiations Secretariat provided it does so within sixty (60) days after the circumstances giving rise to the dispute have occurred or have come or ought reasonably to have come to the attention of the Association.

15.6.3 An Association dispute shall be signed by an authorized Association representative.

15.6.4 An allegation that the Employer has not provided an insured benefit that has been contracted for in accordance with this agreement shall be pursued as an Association complaint filed under Article 15.6.

15.7           **Discharge, Suspension and Demotion Disputes**

15.7.1       Where an employee has been discharged, demoted or suspended for a period greater than five (5) days, the Association may present a dispute on his or her behalf directly at Stage Two.

15.8           **Joint Review Process (JRP)**

15.8.1       The Joint Review Process (JRP) is an integral part of the dispute resolution mechanism. The parties agree to meet at least every two (2) months:

- to review all cases referred to arbitration in order to determine whether they can be resolved, expedited or consolidated
- to review Arbitration Awards as deemed necessary to determine application, and
- for any other mutually acceptable reason for dispute resolution purposes under this collective agreement.

15.9           **Classification Dispute**

15.9.1       An employee who alleges that his or her position is improperly classified may discuss his or her claim with his or her immediate supervisor at any time. An employee, however, shall have the right to file a dispute at any time at Stage 1, and to have that dispute processed through Stage 1 and Stage 2 of the formal dispute resolution process contained in Article 15.2, 15.3.1 and 15.3.2. The employee shall specify in his or her complaint what classification he or she claims.

15.9.2       A classification claim as provided in Article 15.9.1 which has not been resolved by the end of Stage 2 may be referred to ACERC under Article 12 for final resolution. The parties agree to establish a sub-committee of the ACERC, which shall consist of three (3) persons appointed by each party, to review all complaints or differences involving an allegation of improper classification. Association representatives shall be provided with reasonable travel time and leave with pay to attend sub-committee meetings. All decisions of the sub-committee shall be by vote of the sub-committee members and shall be binding on the parties and any affected employee. Each party must be represented by an equal number of members. Where ACERC does not agree, the matter shall remain unresolved, unless and until concurrence is reached.

15.9.3       The Employer, upon written request by the employee or Association, shall make available all information and provide copies of all documents which are relevant to the dispute.

15.9.4       Articles 15.4 to 15.6 apply to a dispute under Article 15.9.

15.10 **Sexual Harassment**

15.10.1 All employees covered by this Agreement have a right to freedom from harassment in the workplace because of sex by his or her Employer or agent of the Employer or by another employee. Harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

15.10.2 Every employee covered by this Collective Agreement has a right to be free from,

- (a) a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the employee where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or
- (b) a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the employee.

15.10.3 The time limits set out in Section 15.2.1 do not apply to complaints under this Article, provided that the complaint is made within a reasonable time of the conduct complained of, having regard to all the circumstances.

15.10.4 Where, at any time either before the making of a complaint or the filing of a dispute under Article 15.10, the Employer establishes an investigation of the complaint, or the employee agrees to the establishment of such an investigation, pursuant to any staff relations policy or other procedure of the Employer, the time limits for the processing of the complaint or grievance under Article 15 shall be suspended until the employee is given notice in writing of the results of the investigation.

15.10.5 Where a complaint under this Article is made against an employee's supervisor, or any person with supervisory responsibilities at a higher level over the employee, any oral complaint or written dispute which is expressed in Article 15.10 to be presented to the supervisor may be presented directly to the Deputy Minister, or the Deputy Minister's designee, or any person appointed by the Deputy Minister specifically to deal with complaints or disputes under this provision. It is agreed that the designee assigned will not be a person who is the subject of the complaint giving rise to the dispute.

15.10.6 Where it appears to a board of arbitration that an employee who is a complainant under Article 15.10 has made a complaint under the Ontario Human Rights Code relating to the conduct which is the subject of the dispute, the board of arbitration may, as it sees fit, adjourn the dispute, stay the dispute, or dismiss the dispute.

15.10.7 An employee who makes a complaint under this Article may be accompanied and

represented by an employee representative at the time of the discussion of the complaint, at each stage of the dispute procedure, and in the course of any investigation established by the Employer under any staff relations policy.

**15.11 Arbitration Provisions**

15.11.1 Where a complaint or dispute is referred to arbitration, the arbitrator shall make a final and conclusive settlement of the differences between the parties, including any question as to whether a matter is arbitrable.

15.11.2 An employee who has initiated a complaint and for whom the Association makes an application for a hearing before the Grievance Settlement Board, or an arbitrator, or the Ontario Labour Relations Board, shall be allowed leave of absence with no loss of pay and no loss of credits if required to be in attendance by the Board or the arbitrator or the Tribunal. This Article shall also apply to the pre-hearings, mediation/arbitration or mediation under the auspices of the Grievance Settlement Board ("GSB"), an arbitrator/mediator, or arbitrator or the Ontario Labour Relations Board.

15.11.3 The Association and the Employer agree that all complaints arising under Article 15 that are referred to arbitration shall be determined by the Chair or a Vice-Chair of the GSB sitting alone.

15.11.4 The Association and the Employer agree that all hearings should commence in a timely manner and the parties will endeavour to ensure that each case is scheduled to begin not later than thirty (30) calendar days following the referral to the GSB.

15.11.5 The parties may agree to refer any complaint to a mediator/arbitrator who shall have all the powers of an arbitrator under the *Labour Relations Act*, including the powers of a mediator/arbitrator under the *Labour Relations Act*, and the decision of the mediator/arbitrator shall be final and binding upon the parties.

15.11.6 The costs of the arbitrator or arbitrator/mediator shall be shared equally by the parties.

15.11.7 In this Article, if the GSB is abolished, references to the GSB, or to a Chair or Vice-Chair of the GSB, are deemed to include references to an Arbitrator appointed under the *Labour Relations Act* or otherwise by the parties.

**ARTICLE 16 - SENIORITY/CONTINUOUS SERVICE**

16.1 An employee's seniority/continuous service will accumulate and shall be calculated as follows:

(a) from the date of appointment to the classified service for those employees



with no prior service in the Ontario Public Service.

- (b) for an unclassified employee appointed to a full time classified position, from the date established by adding the actual number of full time weeks worked during his or her full time employment back to the first break in employment that is greater than thirteen (13) weeks. When calculating seniority in this situation, a period of part time unclassified employment shall neither constitute a break in service nor be counted towards seniority except that any full time weeks worked during such part time employment shall be calculated into the employee's seniority; or
- (c) for an unclassified employee appointed to a regular part time classified position, the greater seniority of:
  - i) the later of January 1, 1984 or the date he or she commenced a period of unbroken, part- time employment in the unclassified service, immediately prior to appointment to a regular part time position; or
  - ii) the actual number of full time weeks worked as a full time unclassified employee calculated pursuant to Article 16.1(b) above.

Notwithstanding the above, subject to Article 27, seniority is not credited until completion of the probationary period.

16.1.1 For purposes of application of this article, any break in service of less than thirteen (13) weeks shall neither constitute a break in service nor be counted towards seniority.

16.1.2 For purposes of this Article:

- (a) "Unbroken service" is that which is not interrupted by separation from the public service as per Article 16.4;
- (b) "Full time" is continuous employment as set out in the hours of work article for the position;
- (c) "Part time" is continuous employment with hours worked being less than full time hours per Article 16.1.2(b);
- (d) employment in the unclassified service includes service as a seasonal or GoTemp employee;
- (e) "Regular part time" means part time employment in the classified service.

16.1.3 No employee as of the date of ratification shall have his or her seniority/continuous

service reduced as a result of the application of this article.

16.2.1 An employee's seniority/continuous service shall accumulate from the date determined in Article 16.1 and shall include the period of service during which an employee:

- (a) is in receipt of LTIP or WCB benefits; or
- (b) is absent on pregnancy or parental leave; or
- (c) is absent on any authorized leave without pay of thirty (30) calendar days or less.

16.2.2 Except for the situations described in Article 16.2.1, where an employee is absent on a leave without pay that exceeds thirty (30) calendar days, the period of leave shall not be included in the determination of his or her seniority/continuous service. However, periods of service immediately before and after such absence shall be considered continuous and shall be included in determining seniority/continuous service.

Notwithstanding the above, the period of leave shall be included for purposes of determining the rate of vacation credit accrual.

It is understood that an unpaid leave of absence greater than thirteen (13) weeks is not a break in service.

16.2.3 Notwithstanding Article 16.1(c), where a regular part time employee becomes a full time classified employee, any service as a part time employee which forms part of his or her unbroken service shall be calculated according to the following formula:

$$\frac{\text{Weekly hours of work as a Part time Employee}}{\text{Full time weekly hours of work for class}} \times \text{Years of Continuous Service as a Part time Employee}$$

Changes in the employee's weekly hours of work shall be taken into account.

Example:

- Weekly hours of work as a part time unclassified employee = 6 years at 20 hours per week;
- Weekly hours of work as a regular part time employee = 2.5 years at 16 hours per week;
- Full time hours of work for class (weekly) = 36 1/4 hours

- Seniority/Continuous Service Date on becoming a full time employee =

$$\frac{(20 \times 6 \text{ years}) + (16 \times 2.5 \text{ years})}{36 \frac{1}{4} \quad 36 \frac{1}{4}}$$

= 3.3 years + 1.1 year = 4.4 years (as of date of becoming a full time classified employee)

16.3 Where an employee has been laid off in accordance with Article 27 (Job Security) and obtains a position as provided for under Article 27 within 24 months of such layoff, the employee's seniority/continuous service shall include continuous service both before the effective date of the layoff and after the date of the assignment. The period of absence shall not be included in the calculation of his or her seniority/continuous service.

16.4 Seniority/continuous service shall be deemed to have terminated if:

- (a) an employee resigns or retires; or
- (b) an employee is dismissed unless such dismissal is reversed through Article 15 (Dispute Resolution); or
- (c) an employee is absent without leave in excess of ten (10) consecutive working days (subject to article 22); or
- (d) an employee is released in accordance with Article 27 (Job Security) and remains released for more than twenty-four (24) months.

**ARTICLE 17 - APPOINTMENT TO CLASSIFIED SERVICE (PROBATIONARY PERIOD)**

17.1 There shall be a probationary period of not more than twelve (12) months from the date of appointment to the classified service for employees with no prior service in the Ontario Public Service.

17.2 Within the first month of an employee's probationary period, the performance standards required for the position will be reviewed with the employee, and the employee will be advised if he or she is not meeting the standards.

17.3.1 Where an employee is appointed to the classified service and has worked more than twenty-four (24) hours per week on a continuous basis immediately prior to appointment to the classified service, the time he or she actually worked within the previous year may be considered to be part of his or her probationary period to a maximum of six (6) months.

17.3.2 Notwithstanding Article 17.3.1, where an employee is appointed to the regular part

time classified service and has worked at least the required number of hours per week for the classified position on a continuous basis immediately prior to his or her appointment to the regular part time classified service, the time he or she actually worked within the previous year may be considered to be part of his or her probationary period to a maximum of six (6) months.

## **ARTICLE 18 - RECRUITMENT-POSTING AND FILLING OF POSITIONS**

### **Posting and Filling of Classified Positions**

- 18.1 When a vacancy occurs in the Classified Service for a bargaining unit position or a new classified position is created in the bargaining unit, it shall be advertised for at least ten (10) working days prior to the established closing date. Where practicable, notices of vacancies shall be posted, within the identified area of search, either electronically, or on bulletin boards.
- 18.2 The notice of vacancy shall include the job title and classification of the position; ministry; salary range; general description of job duties; qualifications required; full or part time status; whether temporary or developmental (including duration); bargaining unit status; hours-of-work schedule; work location, as well as any approved and publicly announced relocation by the Employer; travel requirements for the position; and closing date for the competition.
- 18.3.1 In filling a vacancy, applicants' qualifications for the position shall be assessed relative to the selection criteria -- the knowledge, skills, abilities and experience required to perform the duties of the position. The most qualified applicant for the position shall be selected to fill the vacancy.
- 18.3.2 Where the qualifications and ability are relatively equal between an AMAPCEO unit applicant and a non-AMAPCEO unit applicant preference will be given to the AMAPCEO unit applicant.
- 18.4 An applicant who is invited to attend an interview within the civil service shall be granted time off with no loss of pay and with no loss of credits to attend the interview. Employees shall be reimbursed for travel expenses associated with attending the interview in accordance with the Employer's policy or practice.
- 18.5.1 Relocation expenses for posting and filling of positions under this Article shall be paid in accordance with the provisions of the Employer's relocation expenses directive in effect as of January, 2002. For purposes of Article 18, Article 28 does not apply.
- 18.5.2 Notwithstanding that a position is advertised with a restricted area of search, any employee who resides outside the identified area of search may apply for the position.

If they apply, they will be deemed to have waived entitlement to any relocation or travel expenses (pursuant to Articles 18.4 and 18.5.1) as a condition of gaining access to the competition process. For greater certainty, no claim can be made for any expenses incurred during the competition process or arising from the decision to hire the employee into the position. It is understood that the Employer does not have discretion to grant any entitlement that has been waived pursuant to this provision.

18.5.3 The Association and the Employer undertake to explore the various means by which information in the aforementioned competition can be made available to employees. Failing any agreement the Employer undertakes that notices of vacancies shall be posted electronically at the same time that they are advertised.

18.6 Unfair competition complaints shall be processed in the same way as other complaints under Article 15, except for the following. Where a complaint is submitted to arbitration:

- (a) The arbitrator shall be empowered to determine any question of fact or law including whether any requirement of Article 18 has been followed. This includes, but is not limited to, whether the Employer (including a selection panel) has made an error in the process of assessing the applicant's qualifications based on the evidence which was (or should have been) before it. However, the arbitrator shall not be empowered to decide who should have been selected in accordance with Article 18.
- (b) As a remedy, the arbitrator may declare the competition and its results null and void, and order the competition or any part of it to be run again with directions as to how it is to be conducted.
- (c) Notwithstanding Article 18.6 (a), where a competition complaint involves the application of Article 18.3.2, the arbitrator may award the job in question to the complainant where the selection panel determined that the complainant's qualifications and ability were relatively equal to the non-AMAPCEO unit applicant incorrectly awarded the job.

### **Temporary Assignments**

18.7.1 Where an employee is assigned temporarily to a position Article 18 (Recruitment - Posting and Filling of Vacancies) shall not apply except where:

- (a) the term of the temporary assignment is greater than nine (9) months duration, and the surplus clearance requirements of Article 27 have been met and
- (b) the specific dates of the term are established at least two (2) months in advance of the commencement of the temporary assignment.

18.7.2 Where an assignment was not posted pursuant to Article 18.7.1, and an employee has continuously been in the position since the initial assignment, the assignment shall be posted and filled competitively within eighteen (18) months of the initial assignment, where the Employer determines that the work is continuing either on a temporary or permanent basis.

18.7.3 The provisions of Article 18.1 to 18.6 shall apply where an employee is temporarily assigned in accordance with the provisions of Article 18.7.1 and 18.7.2.

### **Exceptions from the Requirements to the Posting and Filling of Positions**

18.8.1 Vacancies may be filled without competition upon clearing surplus under the following circumstances:

- (a) within twelve (12) months of the conclusion of a previous competition for the identical positions, where the Employer offers the vacancy to the most qualified applicant as determined in the previous competition who has not yet been offered the position, and continuing, if necessary, in descending order of qualification. An identical position includes a temporary vacancy arising after a competition for a permanent position.

Where a vacancy is filled pursuant to this clause, the Employer shall provide the Association with the names of the AMAPCEO members who were interviewed in the previous competition. Article 18.5 shall apply;

- (b)(i) where the Employer and the Association agree to transfer an employee based on compassionate grounds, the Employer will attempt to find a permanent vacant position identical to the employee's position in the same ministry or, if unavailable, the employee may be assigned to a vacant position within the same ministry as defined in Article 27.12, as agreed upon between the Employer and the Association, provided he or she is qualified to perform the normal requirements. It is understood that if the Employer or the Association do not agree to the permanent assignment or if no permanent assignment is found at the time of submission, the request will be withdrawn;
- (ii) where an employee requests a temporary transfer on compassionate grounds and the Employer and the Association agree, the Employer will attempt to find a temporary assignment (6 month assignment or more) provided the employee is qualified to perform the normal requirements of the temporary assignment and is acceptable to the Employer. It is agreed that if the employee is transferred pursuant to this article, he or she must complete the full duration of the assignment and is not eligible for relocation expenses. It is further understood that if the Employer or the Association do not agree to the temporary assignment or if no temporary assignment is found at the time of submission, the request will be deemed withdrawn;

- (c) where an employee was transferred based on health reasons to a vacant position identical to the employee's position in the same ministry or, if unavailable, the employee may be assigned to a vacant position at the same or lower classifications within the same ministry provided he or she is qualified to perform the normal requirements;
- (d) the Employer and the Association may agree to reassignments for compassionate and health reasons to positions other than those set out in Article 18.8.1 (b) and (c) but where agreement cannot be reached under Article 18.8.1. (d) this shall not be grievable;
- (e) the employee was temporarily assigned to the position which had been filled through a competitive process and the employee had been acting in the position for at least twenty-four (24) months in which case the employer may assign the employee to the position on a permanent basis;
- (f) where the employee's position is being changed either from full time to regular part time or vice versa, with the employee's consent. In such cases, the clearance requirements under Article 27 shall not apply. Where the employee does not consent, the employee will be given surplus rights under Article 27;
- (g) a newly reclassified position shall not be considered a vacancy for the purposes of Article 18.1 and the current incumbent shall retain the position;
- (h) In addition, any employee who is directly assigned under Article 27 and who then applies for a vacant position or whose duties are changed as a result of a reorganization or reassignment of duties and the position is reclassified to a lower classification is entitled to be appointed to the first vacant position which:
  - is in his or her ministry as defined in Article 27.12; and
  - is at a salary maximum higher than that currently held, but not higher than originally held
  - he or she is qualified to perform
  - has cleared the surplus requirements of Article 27; or,
- (i) Before March 30, 2004, where there is a known, documented, scarcity of a set of qualifications for a position within the Systems Services (ASY) classifications;

and the provisions of Articles 18.1 to 18.5 shall not apply unless otherwise specified.

18.8.2 The following situations resulting in a demotion are exempt from posting

requirements:

- (a) the employee demonstrates an inability to perform the essential duties of their position (includes loss of required licenses); or
- (b) the employee is unable to perform essential duties due to health reasons; or
- (c) the duties of the position are changed by management, resulting in a reclassification; or
- (d) the employee's position is re-evaluated and reclassified.

and the provisions of Articles 18.1 to 18.5 shall not apply.

18.8.3 Where the duties of a position are modified to accommodate an incumbent employee with a disability, the position shall not be considered a vacancy for the purposes of Article 18 and the incumbent shall retain the position.

18.8.4 A demotion under Article 18.8.2 shall not result in the relocation of an employee's workplace beyond 40 kilometres, unless agreed otherwise.

## **ARTICLE 19 - PAY ADMINISTRATION FOR CLASSIFIED EMPLOYEES**

### **19.1 Pay Administration on Promotion**

19.1.1 Promotion occurs when the incumbent of a classified position is assigned to another position with a higher maximum salary than that of his or her former position.

19.1.2 An employee who is promoted shall receive a promotional increase of at least three percent (3%); however, in no case shall the resulting salary be less than the minimum or greater than the maximum of the classification of the position to which he or she is assigned.

19.1.3 Where an employee has been hired into a vacancy on an underfill basis, the ministry will establish a developmental training plan. Pay increases shall only be provided once the employee has met the requirements of the training plan.

### **19.2 Pay Administration on Lateral Transfer**

19.2.1 When an employee is assigned to a position in a classification with the same salary maximum as his or her current position, the employee shall retain his or her current salary and anniversary date.

### **19.3 Pay Administration on Voluntary Demotion**



19.3.1 When an employee competes for and wins a competition for a classified position with a lower maximum salary, he or she shall retain his or her current salary provided it does not exceed the maximum of the new salary range. When the employee's current salary exceeds the maximum of the new salary range, he or she shall be paid the maximum of the new salary range.

19.4 **Pay Administration for Health Reassignments**

19.4.1 Where for reasons of health, an employee is assigned to a position in a classification having a lower maximum salary, he or she shall not receive any salary progression or salary decrease for a period of six (6) months after his or her assignment, and if at the end of that period he or she is unable to accept employment in his or her former classification, he or she shall be assigned to a classification consistent with his or her condition. The employee shall retain his or her current salary provided it does not exceed the maximum of the new salary range. When the employee's current salary exceeds the maximum of the new salary range, he or she shall be paid the maximum of the new salary range. The employee shall retain his or her current anniversary date.

19.5 **Administration Due to Inability to Perform the Essential Duties**

19.5.1 Where, because of continued inability to perform the essential duties of a position, an employee is demoted he or she shall retain the salary, he or she was receiving at the time of the demotion, except that where the employee's salary exceeds the salary maximum of the new position, it shall be adjusted to the salary maximum of the new position. The employee shall receive a new anniversary date based on the effective date of the demotion.

19.6 **Pay Administration on Transfer for Compassionate Grounds, Article 18.8.1(b)**

19.6.1 When a transfer in accordance with Article 18.8.1. (b) results in a move to a position in a classification with a lower salary maximum, the employee shall retain the salary he or she was receiving at the time of the transfer, except that where the employee's salary exceeds the salary maximum of the new position, it shall be adjusted to the salary maximum of the new position. The employee's anniversary date, based on the former position, shall be retained for merit purposes.

19.6.2 When a transfer in accordance with Article 18.8.1 (b) results in a move to a position in a classification with a higher salary maximum, the employee shall retain his or her current salary or receive such percentage increase as is necessary to bring the employee to the minimum of the salary range of the classification of the new position. The employee shall also retain his or her anniversary date, based on the former position, for merit purposes, except where he or she has received an increase as above, in which case a new anniversary date will be established based on the effective date of the transfer.

19.7           **Pay Administration on Reclassification**

19.7.1           Where the duties of an employee are changed as a result of reorganization, or reassignment of duties and the position is reclassified to a classification with a lower maximum salary, an employee who occupies the position when the reclassification is made is entitled to salary progression based on merit to the maximum salary of the higher classification including any revision of the higher classification that takes effect during the salary cycle in which the reclassification takes place.

19.7.2           Where a position is reassessed and is reclassified to a class with a lower maximum salary, an employee who occupies the position when the reclassification is made is entitled to salary progression based on merit to the maximum salary of the higher classification including any revision of the maximum salary of the higher classification that takes effect during the salary cycle in which the reclassification takes place.

19.7.2.1           Where 19.7.1 and 19.7.2 apply, the employee shall retain their anniversary date.

19.7.3           Where a position is reassessed and is reclassified to a classification with a higher maximum salary, an employee who occupies the position at the time of the reclassification shall be extended pay treatment in accordance with Article 19.1.

19.8           **Pay Administration for Temporary Assignments**

19.8.1           Where an employee is acting in a position or assignment in a classification with a higher salary maximum for a period in excess of five (5) consecutive working days, he or she shall be paid acting pay from the day he or she commenced to perform the duties of the higher classification. Such an employee shall receive an increase of at least three percent (3%); however, in no case shall the resulting salary be less than the minimum of the higher classification.

19.8.2           Notwithstanding Article 19.8.1, acting pay shall not exceed the maximum of the salary range of the higher classification.

19.8.3           When an employee who has been in a temporary assignment returns to his or her regular position, his or her salary will be readjusted to that which would have been in effect if he or she had continuously occupied that position including the merit increases that the employee would have received.

19.8.4(a)           When an employee is temporarily assigned to the duties and responsibilities of a position with a lower salary maximum where there is not work reasonably available for him or her in the position from which he or she was assigned, he or she shall be paid within the range of the lower classification to which he or she was assigned after the expiration of ten (10) consecutive working days.

- (b) When an employee is temporarily assigned for operational reasons to the duties and responsibilities of a position in a classification with a lower maximum salary, he or she shall continue to be paid at the same salary as his or her home position.

19.8.5 An employee shall retain his or her normal salary where he or she is temporarily assigned to perform the duties and responsibilities of another employee who is on vacation.

## **ARTICLE 20 - DISCIPLINE AND DISCHARGE**

20.1 No employee shall be disciplined or discharged without just cause. It is understood that disciplinary measures will be appropriate to their cause and subject to the principles of progressive discipline.

20.2 An employee shall be advised of the reasons for disciplinary action. When an employee is to be discharged or suspended, he or she shall be advised in writing of the reasons for such action.

20.3 It is understood that nothing in Article 20 confers on a probationary employee any right to grieve or arbitrate his or her dismissal.

## **ARTICLE 21 - PERSONNEL FILES AND DISCIPLINARY RECORDS**

21.1 There shall be only one official recognized personnel file, which shall contain personnel information including, but not limited to, initial appointment documents, performance appraisals, commendations and disciplinary records.

21.2.1 Any document relating to work performance or disciplinary action that is to be placed on an employee's personnel file shall be so placed and a copy supplied to the employee within a reasonable time of its preparation.

21.2.2 Employees will be made aware of concerns relating to work performance within a reasonable time.

21.3 Upon a written request, an employee shall be given an opportunity to review his or her personnel file, within ten (10) calendar days of the request or such longer period of time as is reasonable, in the presence of a management representative, at a time mutually agreed upon between the employee and the manager, at the employee's normal work location or another location as may be mutually agreed upon between the employee and the manager.

21.4 The employee is entitled to include his or her own explanation of a matter, including

a disciplinary incident, as an attachment to the information being placed in his or her personnel file.

- 21.5 Any letter of reprimand, suspension or other sanction will be removed from the personnel file of an employee three (3) years following the receipt of such a letter, suspension or other sanctions provided that the employee's personnel file has been clear of similar offenses for the past three (3) years. Any such letter of reprimand, suspension or other sanctions so removed cannot be used in any subsequent proceedings. Nothing in this paragraph prevents earlier removal by the employee's manager.

## **ARTICLE 22 - ABANDONMENT OF POSITION**

- 22.1 An employee who is absent from duty without authorization for a period of two (2) weeks or longer may be declared to have abandoned his or her position.
- 22.2 Prior to declaring an employee to have abandoned his or her position, the Employer shall make reasonable efforts to:
- (a) contact the employee to determine the reasons for absence without authorization; and
  - (b) notify the employee of the consequences of absence without authorization.

## **ARTICLE 23 - LEAVES OF ABSENCE**

### **23.1 General**

- 23.1.1 Where an employee is on an approved leave of absence pursuant to this article, he or she shall:
- (a) have the right to return to his or her position at the end of such leave unless that position has been declared surplus during the employee's absence in which case the employee shall have all rights and entitlements in accordance with Article 27;
  - (b) on returning to work, be paid at the level in the salary range he or she attained when the leave commenced;
  - (c) remain subject to applicable conflict of interest provisions.
- 23.1.2 Where an employee submits a written request for a leave of absence, or for an extension of any such leave, the Employer shall respond to such request in writing.

23.1.3 Where the continued coverage by benefit plans is not a part of a particular leave of absence, the employee shall be entitled to continue any or all of his or her benefit plan coverage by continuing to pay benefit premiums.

Benefits coverage shall be limited to Basic Life, Supplementary Life, Dependant Life, Supplementary Health and Hospital, Long Term Income Protection, and the Dental Plan. Employees shall arrange to pay full premiums, which includes both the Employer and employee share, at least one (1) week in advance of the first of each month through his or her human resources branch.

## 23.2 **Leaves Without Pay**

23.2.1 An employee may request a leave of absence without pay and without accumulation of credits. The Employer shall not unreasonably withhold consent with respect to any such request or request for an extension of such leave, however it is agreed that operating requirements is a factor which will be considered under this provision.

23.2.2 Subject to 23.2.1, an employee shall be entitled to a full time leave of absence without pay and without accumulation of credits of up to one (1) year for the purposes of caring for a dependant person.

23.2.3 Subject to 23.2.1, the Employer agrees to provide extended educational leave without pay and without accumulation of credits, for periods of a minimum of one (1) school year.

23.2.4 An employee may request a full time leave of absence without pay and without accumulation of credits by participating in the self-funded leave plan as permitted under the Income Tax Act (Canada) to defer pre-tax salary dollars to fund a leave of absence. The deferral period must be at least one (1) year and not more than four (4) years in length. The funds being deferred shall be held in a trust account with a financial institution selected by the Employer and shall have interest paid annually to the employee. The funds will be paid out to the employee on a bi-weekly or lump sum basis, at the employee's option, during the leave of absence.

23.2.5 Where the leave is without pay for up to one (1) calendar month, the employee on leave may request that the foregone pay be deducted over a reasonable number of pay periods, but shall not exceed ten (10) pay periods.

23.2.6 An employee granted a leave of absence pursuant to Article 23.2 shall not accrue credits or be covered by benefits plans during such leave, if the leave is greater than one (1) calendar month.

## 23.3 **Special or Compassionate Leave**

23.3.1 The Employer may grant an employee a leave of absence with pay for not more than three (3) days in a year for special or compassionate purposes.

23.3.2 Notwithstanding subsection 23.3.1, a Deputy Minister may grant an employee a leave of absence with pay for six (6) months or less for special or compassionate purposes.

23.3.3 A leave of absence with pay may be granted for more than six (6) months upon the certificate of the Civil Service Commission and with the approval of the Lieutenant Governor in Council.

23.3.4 An employee granted a leave of absence pursuant to Article 23.3 shall accrue credits and be covered by benefit plans during such leave.

#### 23.4 **Religious Accommodation**

23.4 An employee shall be entitled to special leave, in accordance with the Employer's policy for the purpose of religious accommodation of up to 2 days per year. For further clarity, the parties agree that under the Employer's policy, this leave shall be granted so long as the employee has remaining special and compassionate leave under Article 23.3.1, and the day requested qualifies as a religious holiday. The employee will attempt to give reasonable notice in respect of any leave of absence under Article 23.4. The parties agree that if the Employer's policy is modified or requires modification, an employee shall be entitled to the application of such modification.

#### 23.5 **Leave for Outside Employment**

23.5.1 A Deputy Minister may grant an employee's request for a leave of absence with pay and with accumulation of credits, or without pay and without accumulation of credits for up to one (1) year for the purpose of undertaking employment outside the OPS as follows:

(a) with pay and with accumulation of credits for the purposes of undertaking employment under the auspices of the Government of Canada or other public agency; or

(b) without pay and without accumulation of credits for the purposes of undertaking employment under the auspices of the Government of Canada or other public agency or a public or private corporation.

23.5.2 Leaves with or without pay under Article 23.5.1 may be renewed for a second year in the same manner that the initial leave was granted.

23.5.3 An employee granted leave of absence pursuant to Article 23.5.1 (a) shall accrue credits and be covered by benefit plans during such leave. An employee granted a

leave of absence pursuant to Article 23.5.1 (b) shall not accrue credits or be covered by benefit plans during such leave.

## 23.6 **Military Leave**

23.6.1 The Employer may grant a leave of absence of up to one (1) week with pay and up to one (1) week without pay, for a total of two (2) weeks in a year, for the purpose of Canadian Forces Reserve Training.

23.6.2 An employee granted a leave of absence pursuant to Article 23.6 shall accrue credits and be covered by benefit plans during such leave.

## 23.7 **Jury Or Witness Duty Leave**

23.7.1 Where an employee is absent by reason of a summons to serve as a juror or a subpoena as a witness, the employee may, at his or her option:

- (a) treat the absence as a leave without pay and retain any fee he or she receives as a juror or as a witness; or
- (b) deduct the period of absence from his or her vacation credits or his or her accumulated compensation leave, and retain any fee he or she receives as a juror or as a witness; or
- (c) treat the absence as a leave with pay and pay to the ministry any fee he or she has received as a juror or as a witness.

23.7.2 An employee on a leave of absence pursuant to Article 23.7.1 (a) shall not accrue credits or be covered by benefits plans during such leave, if the leave is greater than one (1) calendar month.

An employee on leave pursuant to Article 23.7.1(b) or (c) shall accrue credits and be covered by benefits plans during such leave.

## 23.8 **Bereavement Leave**

23.8.1 A full time employee shall be allowed up to three (3) working days and a part time employee shall be allowed up to three (3) consecutive days leave of absence with pay in the event of the death of a spouse, mother, father, step-mother, step-father, mother-in-law, father -in-law, son, daughter, step-son, step-daughter, brother, sister, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparent, grandchild, foster child, ward or guardian, former guardian or former ward, foster parent or former foster parent.

23.8.2 An employee who would otherwise have been at work is entitled to one (1) day leave

of absence with pay in the event of the death of the employee's aunt, uncle, niece or nephew.

23.8.3 For the purpose of Article 23.8.1, "spouse" includes common-law spouse, or same sex partner. Similarly, "in-law" and "step" relationships listed in Article 23.8.1 include such relatives of a common-law spouse or same sex partner.

23.8.4 An employee shall be allowed up to two (2) additional days leave-of-absence without pay to attend a funeral of a relative listed in Articles 23.8.1 and 23.8.2 if the location of the funeral is more than eight hundred kilometres (800 km) from the employee's residence.

### **23.9 Emergency Leave**

23.9.1 An eligible employee is entitled to up to ten (10) days leave of absence without pay in accordance with the Emergency Leave provisions of the *Employment Standards Act and Regulations*, as amended.

## **ARTICLE 24 - PREGNANCY LEAVE, PARENTAL LEAVE AND EMPLOYMENT INSURANCE TOP-UP**

24.1 In this Article,

"last day at work", in respect of an employee on a leave of absence referred to in Article 24 means the last day the employee was at work before the leave of absence.

"parent" includes an employee with whom a child is placed for adoption and an employee who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.

"parental leave" means a leave of absence under Article 24.7.

"pregnancy leave" means a leave of absence under Article 24.2.

"weekly pay", in respect of an employee on a leave of absence referred to in Article 24 means weekly pay at the rate actually received by the employee on the last day of work and also includes any salary increase that is granted after the last day of work to take effect retroactively on or before the last day of work.

### **24.2 Pregnancy Leave:**

The Employer shall grant a leave of absence without pay in accordance with Part XIV of the *Employment Standards Act, 2000*, to an employee who is pregnant and who started her service with the Crown at least thirteen (13) weeks before the expected



birth date.

An employee may begin pregnancy leave no earlier than seventeen (17) weeks before the expected birth date.

24.4 The pregnancy leave of an employee who is entitled to take parental leave ends seventeen (17) weeks after the pregnancy leave began.

24.5 The pregnancy leave of an employee who is not entitled to take parental leave ends on the later of the day that is seventeen (17) weeks after the pregnancy leave began or the day that is six (6) weeks after the birth, still-birth or miscarriage of the child.

24.6 An employee who has given notice to end pregnancy leave may change the notice:

- (a) to an earlier date if the employee gives the Employer at least four (4) weeks written notice before the earlier date: or
- (b) to a later date if the employee gives the Employer at least four (4) weeks written notice before the date the leave was to end.

24.7 **Parental Leave:**

The Employer shall grant a leave of absence without pay in accordance with Part XIV of the *Employment Standards Act, 2000*, to an employee who has at least thirteen (13) weeks service with the Crown and who is the parent of a child.

24.8 Parental leave may begin,

- (a) no earlier than the day the child is born or comes into the custody, care and control of the parent for the first time; and,
- (b) no later than fifty-two (52) weeks after the day the child is born or comes into the custody, care and control of the parent for the first time.

24.9 The parental leave of an employee who takes pregnancy leave must begin when the pregnancy leave ends unless the child has not yet come into the custody, care and control of a parent for the first time.

24.10 Parental leave ends thirty-five (35) weeks after it began for an employee who takes pregnancy leave and thirty-seven (37) weeks after it began for an employee who did not take pregnancy leave. An Employee who has given notice to end parental leave may change the notice;

- (a) to an earlier date if the employee gives the Employer at least four (4) weeks written notice before the earlier date: or

- (b) to a later date if the employee gives the Employer at least four (4) weeks written notice before the date the leave was to end.

24.11 **Employment Insurance Top-up:**

An employee who is entitled to pregnancy and/or parental leave and who provides the Employer with proof that he or she is in receipt of employment insurance benefits pursuant to the *Employment Insurance Act* (Canada) shall be paid an allowance in accordance with the Supplementary Benefit Plan.

24.12 In respect of the period of pregnancy leave, payments made according to the Supplementary Employment Benefit Plan will consist of the following:

- (a) for the first two (2) weeks, payments equivalent to ninety-three percent (93%) of the actual weekly rate of pay for her classification and shall also include any increases in salary that she would have attained had she been at work during the leave of absence as they are, or would have been implemented; and
- (b) for each week, up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the sum of the weekly Employment Insurance benefits the employee receives for the week and any other salary earned by the employee during the week, and ninety-three percent (93%) of the actual weekly rate of pay for her classification and shall also include any increases in salary that she would have attained had she been at work during the leave of absence as they are, or would have been implemented; and,
- (c) for each week up to a maximum of fifteen (15) additional weeks, where the employee elects to take Parental Leave in accordance with Article 24.7 payments equivalent to the difference between the sum of the weekly Employment Insurance benefits the employee receives for the week and any other salary earned by the employee during the week and ninety-three percent (93%) of the actual weekly rate of pay for her classification, and shall also include any increases in salary that she would have attained had she been at work during the leave of absence as they are, or would have been, implemented.

24.13 In respect of the period of parental leave, payments made according to the Supplementary Employment Benefit Plan will consist of the following:

- (a) Where the employee serves the employment insurance waiting period, for the first two (2) weeks, payments equivalent to ninety-three percent (93%) of the actual weekly rate of pay for his or her classification, and shall also include any increases in salary that he or she would have attained had he or she been at work during the leave of absence as they are, or would have been,

implemented; and,

- (b) for each week, up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the sum of the weekly Employment Insurance benefits the employee receives for the week and any other salary earned by the employee during the week, and ninety-three percent (93%) of the actual weekly rate of pay for his or her classification, and shall also include any increases in salary that he or she would have attained had he or she been at work during the leave of absence as they are, or would have been, implemented.

24.14 Payments under the Supplementary Employment Benefit Plan will not apply to leave that continues after fifty-two (52) weeks following the day the child is born or comes into the custody, care and control of the parent for the first time, where Employment Insurance benefits do not apply. Notwithstanding any other article in this agreement, vacation credits and seniority continue to accrue during pregnancy leave (Article 24.2) parental leave (Article 24.7) and extended leaves (Article 24.17 and 24.19). Continuous service for severance accrues during pregnancy and parental leave except during the last six (6) weeks of unpaid leave following parental leave for a biological father or adoptive parent.

24.15 **Benefit Plans:**

During pregnancy leave, parental leave and extended leave, an employee who participates in the Benefit Plans referred to in Articles 31 to 36 shall continue that participation unless he or she elects in writing not to do so.

- (a) Where an employee elects to continue to make his or her pension contributions under existing practice, pensionable service shall also accrue and the Employer shall continue to make its contributions.
- (b) Extended leave is only covered by this Article if the purpose of the extension is directly related to parental leave taken by a biological father or adoptive parent.

24.16 Unless an employee gives the Employer written notice referred to in Article 24.15, the Employer shall continue to pay the premiums for the Benefit Plans in Articles 31 to 36 that the Employer was paying immediately before the employee's pregnancy leave, parental leave and extended leave and the employee shall continue to pay the premiums for the group insurance coverages that the employee was paying immediately before the pregnancy leave or parental leave.

24.17 **Pregnancy plus Parental Leave:**

An employee on pregnancy leave is entitled to a parental leave of absence of up to

thirty-five (35) weeks.

24.18 Parental Leave for an employee who also took pregnancy leave shall commence immediately following the expiry of the pregnancy leave.

24.19 **Extension of Parental Leave:**

Except for an employee to whom Article 24.17 applies, an employee on parental leave is entitled, upon application in writing at least two (2) weeks prior to the expiry of the leave, to a consecutive leave of absence without pay and with accumulation of credits for not more than six (6) weeks.

24.20 An employee returning to work after pregnancy leave, parental leave or extended leave referred to in Articles 24.19 or 24.22 shall be reinstated to the position the employee most recently held with the Employer on a regular and not a temporary basis, if the position still exists, or to a comparable position, if it does not.

24.21 The Employer shall pay a reinstated person salary that is at least equal to the greater of;

- (a) the salary the employee was most recently paid by the Employer; or
- (b) the salary that the employee would be earning had the person worked throughout the leaves of absence referred to in Articles 24.2, 24.7, 24.19 or 24.22.

24.22 An employee who has worked less than thirteen (13) weeks with the Crown and becomes the parent of a child shall be granted upon request a leave of absence without pay and without accumulation of credits and service, under discretionary leave provisions of Article 23.2 (Leaves of Absence), for up to the following periods:

- (a) fifty-two (52) weeks for an employee who would otherwise be eligible for pregnancy leave and parental leave under Articles 24.2 and 24.7; and,
- (b) forty-three (43) weeks for an employee who would otherwise be eligible for parental leave and extended leave only, under Articles 24.7 and 24.19.

If otherwise eligible, the employee is entitled to continue benefit coverage during the leave by paying both the employee's and the Employer's share of the premiums.

## **ARTICLE 25 - HEALTH AND SAFETY**

25.1 The Employer shall make reasonable provisions for the health and safety of employees during the hours of their employment. The Employer and the Association

shall co-operate to the fullest extent possible in the prevention of accidents and in the reasonable promotion of health and safety of all employees.

- 25.2 Computer work stations shall be equipped with tables or stands for the computer to permit it to be at a height appropriate to the circumstances of its use and the seating available for the operator. The chair provided shall have a seat which is adjustable in height, a back rest which is adjustable in height, and a foot rest where necessary to accommodate a particular operator. Where appropriate to the nature of the work, paper stands or work stands shall be provided.
- 25.3 After each hour of continuous operation of a computer, an employee shall be entitled to relief from those duties for a period of ten (10) minutes.
- 25.4 The Employer agrees to provide safety equipment and protective clothing where it requires that such be worn by its employees.
- 25.5 The purchase of safety shoes or boots for on-the-job protection of the purchaser shall be subsidized as per the applicable practice in each ministry.
- 25.6 The current practices relating to the supply and maintenance of apparel for employees shall continue during the term of this collective agreement, subject to any changes which may be entered into between the parties at the ministry or local level in accordance with Article 13. (Ministry and Local Negotiations)

## **ARTICLE 26 - TECHNOLOGICAL CHANGE**

- 26.1 Where the Employer introduces technological change in either equipment or methods of operation which may result in the release of employee(s), the Employer shall notify the Association. Such notice will be provided in writing, no less than ninety (90) calendar days prior to the implementation of the technological change. This ninety (90) calendar day period shall not extend any other notice to be given under this Agreement and may run concurrently with any such other notice.
- 26.2 In order to minimize adverse effects of technological change on employees under Article 26.1, issues of reassignment and/or training of affected employees will be referred for resolution to the AMERC for ministry specific changes or to the ACERC for cross ministry or OPS wide changes.

## **ARTICLE 27 - JOB SECURITY**

- 27.1 **Application**
- 27.1.1 This Article applies to all employees in the AMAPCEO bargaining unit.

- (a) Probationary employees shall have all rights under this Article, except bumping rights. Nothing in this Article shall be deemed to be a recognition of seniority or continuous service for probationary employees for other purposes.
- (b) Unclassified employees under the Agreement will have notice entitlements under the *Employment Standards Act* and be entitled to apply to restricted competitions under Article 27.11.8 for twenty-four (24) months after the date of layoff.

27.2 Omit as no longer applicable

27.3 **Administrative Measures**

27.3.1 All permanent and temporary vacancies in excess of six (6) months must “clear surplus” corporately before they can be filled. Until a job offer has been made, the vacancy shall remain available for direct assignment purposes.

- (a) For clarity, the types of temporary positions and assignments that must clear surplus before being filled include:
  - (i) backfill assignments for leaves of absence for classified AMAPCEO unit employees, including extended educational leave, Long Term Illness Protection (LTIP) and Workers’ Compensation Benefit (WCB) absences;
  - (ii) project assignments for non-recurring ministry programs or projects;
  - (iii) secondments, developmental opportunities and other training opportunities;
  - (iv) unclassified positions, GO Temp assignments and temporary agency contracts.

27.3.2 If an extension of a temporary assignment would make the total length of the assignment greater than six (6) months it must “clear surplus” corporately.

27.3.3 Where the term of a temporary assignment which has cleared surplus must be extended for operational reasons, the temporary assignment may be extended without reclearing surplus one time only, to a maximum extension of three (3) months.

27.3.4 Information shall be made available to AMAPCEO as part of the regular reporting to AMERC and ACERC on (1) all vacancies that have “cleared surplus” and (2) all AMAPCEO unit employees on either the current surplus list or the recall rights list.

27.3.5 An OPS-wide seniority list and the relevant ministry/regional seniority list, including the employees' names, date of continuous service, ministry, classification, location and region shall be maintained and posted (hard copy or electronic posting) in all work sites on a quarterly basis, with copies provided to AMAPCEO on a quarterly basis.

27.3.6 The employee must advise the Employer in writing of any changes to the home mailing address. If the employee fails to keep their mailing address updated, the employee's current address shall be deemed to be the most current home address in the employee's personnel file.

27.3.7 **Employee Portfolio/Skills Inventory**

All new employees must complete a skills inventory/employee portfolio within their probationary period. The employee portfolio will be placed on the employee's personnel file.

Notwithstanding the above, the Employer shall require any employee that it has reasonable grounds to believe may be declared surplus to complete an employee portfolio within one (1) week.

The current AMAPCEO employee portfolio and the addendum thereto, will not be altered while the terms and conditions of this collective agreement remain in effect.

27.3.8 It is the responsibility of the employee to ensure that the employee portion of the information on the portfolio is complete, current, and accurate. Similarly, it is the manager's responsibility to ensure that the Employer portion is complete, current and accurate and that all other actions of the Employer required to complete the process are taken.

27.3.9 As part of the employee portfolio the employee shall indicate what, if any, modifications to the salary and/or geographic parameters, as set out in Article 27.8.3, the employee will accept under Article 27.8.3. Such modifications will be treated as being within parameters for the purposes of direct assignment to vacancies. The employee will indicate:

- (a) how much lower than 15% below the maximum salary of the classification of the existing position that the employee will accept;
- (b) where beyond the 40 km from the current work location the employee will accept;
- (c) whether there are different parameters for temporary assignments than for permanent assignments;

- (d) whether the geographic parameters selected or the salary parameters selected are more important and this choice will be used by the Employer where it may be possible to match the employee to more than one vacancy; and
- (e) for purposes of clarity, salary parameters or geographic parameters referred to in this Agreement include any additional parameters identified by the employee under this Article. Relocation expenses do not apply and “red circling” expires at the end of the notice period.

The employee may advise the ministry human resources branch, in writing, at any time of his or her desire to change the parameters or the relative importance of the salary and geographic parameters. Such changes shall be implemented within five (5) days of receipt of the notice from the employee.

27.3.10 If an employee fails to complete the employee portion of an employee portfolio as required, the employee shall be deemed to have waived any right to bumping and to direct assignment to vacancies in the event that the employee is declared surplus or is bumped by a more senior employee. In such cases, the employee may choose a pay-in-lieu option in accordance with Article 27.7.1 or choose to work to the end of the notice period. If the employee has not completed the employee portion of the portfolio by the end of the notice period, the employee shall be deemed to have waived recall rights to direct assignment.

27.3.11 **Treatment of Surplus Notice During Leaves of Absence or Temporary Assignments**

27.3.11.1.1 Where the employee’s position is declared surplus while the employee is away on a sick leave (STSP, LTIP or WCB), the ministry shall notify the employee that his or her position has been declared surplus and that, when the employee returns to work, the surplus notice shall be issued.

27.3.11.1.2 Where the employee’s position is declared surplus while the employee is away on a leave of absence, the ministry shall notify the employee that his or her position has been declared surplus and inform the employee of the option to:

- (a) return early from the leave of absence and receive the surplus notice at that time; or
- (b) return at the end of the leave and receive the surplus notice at that time.

27.3.11.1.3 Where the employee’s position is declared surplus while the employee is on a temporary assignment or secondment within the OPS, the home ministry has the option of:



- (a) returning the employee to his or her home position and issuing the surplus notice at that time; or
- (b) giving the employee the surplus notice and allowing the employee to remain on temporary assignment until directly assigned into a permanent vacancy, the temporary assignment ends, or the notice period expires, whichever occurs first.

**27.3.11.2 Treatment of Surplus Notices Issued Before an Employee Goes on a Leave of Absence or a Temporary Assignment**

27.3.11.2.1 Where the employee's position is declared surplus before a LTIP or WCB sick leave of absence begins, the employee's notice shall be put on hiatus for the duration of the leave. When the employee is able to return to work, the balance of the notice period shall continue.

27.3.11.2.2 Where the employee's position is declared surplus before a STSP leave of absence, the employee's notice shall be put on hiatus if from the beginning of the STSP leave the medical evidence (e.g. stroke) indicates that the leave will be greater than one (1) month.

Where the employee is on a sick leave and is expected to return to work within one (1) month (e.g. cold or flu), the surplus notice is not placed on hiatus. However, if, after one (1) month on STSP, the employee's prognosis for returning to work remains uncertain, the surplus notice is put on hiatus until the employee is able to return to work.

- (a) If the employee bumps or is directly assigned to a new position before going on STSP/LTIP/WCB, the accepting ministry must honour the leave of absence.

27.3.11.2.3 Where the employee's position is declared surplus before a leave of absence begins, the employee may choose to:

- (a) accept a hiatus in the surplus notice period during the leave or absence; or
- (b) return early from the leave of absence.

When the employee returns from the leave of absence the balance of the notice period shall continue.

If the employee bumps or is directly assigned to a new position before going on the leave of absence, the accepting ministry must honour the leave of absence.

27.3.11.2.4 Where the employee's position is declared surplus before the beginning of a

temporary assignment or secondment within the OPS (and before the employee is eligible for direct assignment into a temporary assignment under the Agreement), the employee's surplus notice is put on hiatus during the temporary assignment and all redeployment activities cease. This provision only applies where the temporary assignment or secondment is for more than six (6) months and is filled competitively.

At the end of the temporary assignment or secondment, the balance of the notice period shall resume. The employee shall return to his or her home position if it still exists or to a comparable position within the ministry/OPS. The employee shall remain eligible for direct assignment to temporary assignments in accordance with Article 27.10 of the Agreement.

**27.3.12 Job Trading Program**

The expanded Ontario Public Service Job Trading Program for Classified Employees, as described in the Management Board Secretariat guide dated December 2000, shall continue.

**27.3.13 Eligibility for Employment Insurance**

The parties agree that all employees who accept a pay-in-lieu option under Article 27.7, including those employees who registered pursuant to Article 27.4, are doing so pursuant to a program of downsizing undertaken by the Employer and in so doing are preventing another employee from being laid off. Accordingly the Employer agrees to take all necessary steps to attempt to ensure that the Employment Insurance Commission recognizes that the entitlement to Employment Insurance of employees who are laid off and who take a pay-in-lieu of notice option qualifies as registered 'workforce reduction processes' under the *Employment Insurance Act*.

**27.4 Program to Reduce Adverse Impacts of Surplusing and Bumping**

27.4.1 Every employee in the bargaining unit may register at any time in writing with their Human Resources Branch, to be eligible to take either of the pay-in-lieu options set out in Article 27.7.1.

27.4.2 Within ten (10) days following registration, the registrant's job shall be made available for direct assignment.

27.4.3 The registration can be withdrawn by the registrant on written notice being received by the Human Resources Branch.

27.4.4 The registrant shall be required to take and shall be deemed to have accepted one of the pay-in-lieu options where:

- (a) the surplus employee is matched to the registrant's job, and;

- (b) the surplus employee accepts the direct assignment, and;
- (c) the registrant's job was not withdrawn as per Article 27.4.3.

27.4.5 A registrant's job is only available for direct assignment to employees at the time they are declared surplus, and the search shall be conducted under the rules and parameters set out in Article 27.8.

27.4.6 The last day of work for a registrant deemed to have accepted a pay-in-lieu option pursuant to Article 27.4.4 shall be five (5) days after confirmation of the direct assignment of a surplus employee into the registrant's position, unless another date is mutually agreed upon. The registrant's pay-in-lieu option shall be paid in accordance with the provisions in Article 27.7.1.

27.4.7 Where the employee does not choose a specific pay-in-lieu option, the employee shall be deemed to have chosen the pay-in-lieu option in Article 27.7.1(a).

## 27.5 **LAYOFF**

27.5.1 Where a layoff may occur, the identification of individual(s) to be declared surplus within an administrative district or unit, institution or other such work unit shall be in accordance with seniority (years of continuous service in the OPS, as currently defined) in the job functions that the Employer has determined are to be reduced or eliminated. The subsequent matching process and direct assignment into vacancies, bumping, layoff, and recall shall also be in accordance with seniority, subject to the conditions set out in this Agreement.

27.5.2 Where less than the full complement of positions within an administrative district or unit, institution or other such work unit will be declared surplus:

- (a) the employees in the work unit will be given as much notice as possible that reductions will occur and will be informed of the probable impact on staff. Not less than two (2) weeks prior to the declarations of surplus the employees will be advised of the number of positions that are to be reduced; notice shall also simultaneously be given to AMAPCEO.
- (b) all employees in the work unit will be offered the opportunity to volunteer for pay-in-lieu options under Article 27.7.1, alternate work arrangements, and/or unpaid leaves of absence, or other workforce measures in order to avoid or minimize surplus notices. Employees will be advised that they must complete their portion of the employee portfolio within one week if they have not already done so;
- (c) requests to exercise a pay-in-lieu option under Article 27.7.1 from employees

in the job functions to be reduced will be approved on the basis of seniority up to the numbers required;

- (d) the Employer shall give all reasonable consideration to requests for alternate work arrangements, unpaid leaves of absence or other proposed workforce measures; and
- (e) any additional employees in the unit who have indicated their willingness to take a pay-in-lieu option may register pursuant to Article 27.4.

27.5.3 Where the full complement of positions within an administrative district or unit, institution or other such work unit will be declared surplus:

- (a) the employees in the work unit will be given as much notice as possible that reductions will occur and will be informed of the surplus decision. Not less than two (2) weeks prior to the declarations of surplus, the identified employee(s) will be advised in writing that their position(s) will be declared surplus; notice shall also simultaneously be given to AMAPCEO.
- (b) all employees in the work unit will be offered the opportunity to voluntarily exit by electing a pay-in-lieu option under Article 27.7.1, or a retirement or pension bridging option.
- (c) requests to voluntarily exit from employees who receive notice under this article must be submitted within one (1) week from receiving advance notice under this Article.
- (d) requests, under this Article, to exercise an exit option, will be approved.
- (e) For clarity, if an employee does not request a voluntary exit option under this article, it will not affect or preclude his or her entitlement to the voluntary exit (including any retirement/pension bridging option) if the employee subsequently receives surplus notice.

## 27.6 **Notice of Layoff**

27.6.1 An employee who is declared surplus shall be given not less than six (6) months notice in writing of the date of layoff. The notice shall advise the employee in writing of all options in accordance with Article 27.6.2 or 27.6.3, as appropriate. AMAPCEO shall be copied on all notices issued. A notice shall not be issued to an aboriginal employee or to an employee with a disability, as defined under the Ontario *Human Rights Code*, without the consent in writing of the employee's Deputy Minister. It is the employee's responsibility to self-identify to their Human Resources Branch.

27.6.2 Where there is a vacancy within the existing salary and geographic parameters, including any modification of those parameters as indicated by the employee, to which the employee has been matched under Article 27.8, the employee's notice will:

- (a) identify the vacancy into which the employee will be directly assigned, unless a pay-in-lieu option is accepted under 27.7.1;
- (b) identify the employee's pay-in-lieu options in accordance with Article 27.7.1;
- (c) indicate that if the employee fails to inform the Human Resources branch, in writing, within five (5) working days of the receipt of the notice of his or her intention to accept one of the specific options listed, the employee shall be deemed to have accepted the pay-in-lieu option Article 27.7.1(a);
- (d) inform the employee whether he or she is eligible for the pension bridging option under the Transition Letter.

27.6.3 Where there is no vacancy available under Article 27.6.2, the notice will:

- (a) identify the bumping option of the employee, if any, as determined under Article 27.9;
- (b) indicate that the employee has the following options:
  - (i) accept the bumping option identified, with no relocation expenses; or
  - (ii) remain available for direct assignment under Article 27.8 into subsequent vacancies for the remainder of the notice period, within the parameters described in Article 27.8.3 as modified by the employee; or,
  - (iii) accept a pay-in-lieu option as set out in Article 27.7.1;
- (c) indicate that if the employee fails to inform the Human Resources branch, in writing, within five (5) working days of the receipt of the notice of his or her intention to accept one of the specific options listed, the employee shall be deemed to remain available for direct assignment pursuant to Article 27.6.3(b)(ii);
- (d) inform the employee whether he or she is eligible for the pension bridging option under the Transition Letter.

27.6.4 Where a surplus employee remains available for direct assignment, pursuant to Article 27.6.3(b)(ii), the Employer shall provide the employee with:

- (a) notification of all AMAPCEO unit vacancies within the employee's ministry, as defined in Article 27.12, through ministry postings, e-mail, the Internet or other methods;
- (b) reasonable time during working hours, without loss of pay or credits for transitional support activities (e.g. interviews, job search activities and retraining or counselling activities) and such time off will not be unreasonably withheld;
- (c) reasonable ongoing access to office space and office equipment in the event that the employee's home position is eliminated before the end of the notice period.

27.6.5 Any notice required to be given under this Article shall be deemed to have been received by the employee on the day on which it is delivered in person. Otherwise, the notice shall be sent by certified mail or another means whereby receipt of such notice is confirmed by the deliverer to the last address of the employee filed with the Employer. Wherever possible, the notice shall be personally delivered by the Employer to the employee.

27.7. **Pay-In-Lieu Option**

27.7.1 Pay-in-lieu options under this Agreement means either:

- (a) a lump sum of six-months' pay, plus severance as provided for in Article 27.15, payable as soon as possible, but not later than three pay periods following acceptance of the pay-in-lieu option, in which case all salary and benefit entitlements which would have accrued to the employee from the last day worked to the layoff date are forfeited; or
- (b) continuance of salary plus benefits (except STSP and LTIP) commencing on the date set out in Article 27.7.3 for the duration of the notice period, plus severance as provided for in Article 27.15, paid out at the layoff date.

27.7.2 Where the employee advises the Employer of preferences for payment under Article 27.7.1 to ensure tax-effective treatment, the Employer will comply subject to requirements at law.

27.7.3 Where an employee accepts or is deemed to accept a pay-in-lieu option pursuant to this Article, the employee's last day at work shall be five (5) working days after the employee advises or is deemed to advise the Employer of the acceptance of a pay-in-lieu option, or such other period as the employee and the Employer shall agree.

27.7.4 An employee who is declared surplus who does not accept or is not deemed to have accepted a pay-in-lieu option may during the notice period indicate that he or she

wishes to take a pay-in-lieu option in which case the particular pay-in-lieu option chosen shall be calculated from the last day of work until the end of the notice period.

27.7.5 Where an employee accepts or is deemed to accept a pay-in-lieu option pursuant to this Article, any further entitlements under this Agreement are forfeited with the exception that the employee will be eligible to apply for restricted competitions from the last day of work until twenty-four (24) months from the date on which layoff would otherwise have occurred.

27.7.6 Where an employee who accepts or is deemed to accept a pay-in-lieu option is reappointed to a position in the Ontario Public Service prior to the originally projected layoff date, the employee will repay to the Treasurer of Ontario a sum of money equal to the amount paid for the period between the date of reappointment and the original projected layoff date. The employee's continuous service date, for all purposes except severance, shall be deemed to include both service up to last day of work and the accumulation of service after the date of reappointment. The new continuous service date for severance purposes shall be the date on which the employee recommences work.

## 27.8 **Direct Assignment into Permanent Vacancies**

27.8.1 The following processes and rules shall apply to:

- (a) all employees at the time they are declared surplus;
- (b) all employees who remain eligible or available for assignment into subsequent vacancies for the remainder of their surplus notice after the processes and options set out in Articles 27.6.2 and 27.6.3 have been followed; and
- (c) all employees on recall.

27.8.2 The Employer shall undertake the matching and assignment of employees under Article 27.8 on a timely basis.

- (a) The search for a vacancy that is undertaken by the Employer shall be within the parameters set out in Articles 27.8.3 and 27.8.4, and such broader parameters as the employee has identified and shall include those positions registered pursuant to Article 27.4.
- (b) Where multiple matches may be possible, the vacancies shall be assessed in accordance with the employee's preferences as set out in the employee portfolio or as amended thereafter.
- (c) Where matches may be possible with more than one employee, the vacancy

shall be assessed in respect of the employees in order of seniority.

27.8.3 Employees shall be directly assigned to a permanent AMAPCEO unit position that is vacant in the relevant time period, provided that:

- (a) the vacant position is within the employee's ministry, as determined in accordance with Article 27.12, and is in a classification for which the maximum salary is no more than 5% above or 15% below the maximum salary of the classification of the position, as determined in accordance with Article 27.13, from which the employee is declared surplus (or, where the employee who is declared surplus is in the SMG classification, the maximum salary for the vacant position is no more than 30% below the job rate of the SMG employee's classification); and
- (b) the vacant position is within a forty (40) kilometres radius from the surplus employee's existing permanent work location or the last permanent work location of an employee on recall; and
- (c) the employee meets the entry level qualifications for the position; and
- (d) there is no other AMAPCEO unit employee who has a greater length of continuous service and who is eligible for assignment to the vacancy pursuant to this Article.

27.8.4 If no match is found under Article 27.8.3, the employee shall be directly assigned into a vacancy falling within the same parameters as in Article 27.8.3 in any other ministry or agency.

27.8.5 Where an employee is matched to a vacancy, the employee shall be required to inform the Human Resources Branch in writing within three (3) full working days of receiving notification of the vacancy to which he or she has been matched whether the direct assignment will be accepted.

27.8.6 An employee who is directly assigned to a vacancy in accordance with this Article shall retain the current level of pay for the remainder of the notice period. Thereafter, if the position into which the employee is directly assigned is in a lower classification, the employee shall retain his or her existing salary, if the maximum salary for the classification is the same or higher than the employee's existing salary. However, if the maximum salary for the lower classification is below the employee's existing salary, then the employee's salary shall be reduced to the maximum of the lower classification.

27.8.7 The actual physical transfer of any employee who accepts a direct assignment shall be carried out within a reasonable period of time following the date on which the willingness to accept the assignment was indicated, subject to mutually agreed upon



arrangements to delay the transfer.

27.8.8 When an employee who remains available for direct assignment pursuant to Article 27.6.3(b)(ii) refuses a direct assignment to an AMAPCEO unit permanent position, the employee shall forfeit all further rights under Articles 27.8, 27.10, 27.11 (with the exception of the right to apply to restricted competitions for a twenty-four month period) and Article 27.14.3 and 27.14.4 and shall either be laid off at the end of the notice period or take a pay-in-lieu option for the remainder of the notice period, under Article 27.7.4.

27.8.9 An employee who does not exercise bumping rights or take a pay-in-lieu option and who has not been directly assigned to a vacancy in accordance with this Article shall be laid off at the end of the notice period.

## 27.9 **Bumping**

27.9.1 The Employer shall identify the bumping option, if any, for employees who are declared surplus and all employees who are bumped by employees with greater seniority. In identifying the bumping option, the Employer shall, in accordance with the ordering rules in Article 27.9.3, look for the permanent AMAPCEO unit position occupied by the least senior employee for which the surplus employee is qualified, based on the following criteria:

the employee

- (a) is currently performing the work of the position; or
- (b) has performed the work of the position within the previous three (3) years; or
- (c) would be able to perform the work within five (5) weeks.

Where the employee is unable to perform the work after five (5) weeks, the Employer will identify an alternate bump, if available, or the employee may choose a pay-in-lieu option under Article 27.7.1 or direct assignment. The period of up to five (5) weeks shall be considered a hiatus in the notice period.

27.9.2 Notwithstanding Article 27.9.1 no aboriginal employee or employee with a disability, as defined in the Ontario *Human Rights Code*, shall be bumped by a more senior employee.

27.9.3 The Employer shall identify the first available permanent AMAPCEO unit position, occupied by the least senior employee, according to the following ordering rules:

In all cases, the employee's ministry shall be determined in accordance with provisions in Article 27.12. The regional boundaries are set out in Article 27.9.3.1.

- (a) For employees outside the Greater Toronto Area, the Employer shall identify the position meeting the requirements of Article 27.9.1 in the first of the following categories:
  - (i) within own ministry; at the same level within the classification module; within 40 km of the current work location and within the redeployment region;
  - (ii) in another ministry, at the same level within the classification module; within 40 km of the current work location and within the redeployment region;
  - (iii) within own ministry; one (1) level lower within the classification module; within 40 km of the current work location and within the redeployment region;
  - (iv) in another ministry; one (1) level lower within the classification module; within 40 km of the current work location and within the redeployment region;
  - (v) within own ministry; at the same level within the classification module; beyond 40 km of the current work location, but within the redeployment region;
  - (vi) in another ministry; at the same level within the classification module; beyond 40 km of the current work location, but within the redeployment region;
  - (vii) within own ministry; one (1) level lower within the classification module; beyond 40 km of the current work location, but within the redeployment region;
  - (viii) in another ministry; one (1) level lower within the classification module; beyond 40 km of the current work location, but within the redeployment region.
  
- (b) For employees inside the Greater Toronto Area, the Employer shall identify the position, within the ministry, meeting the requirements of Article 27.9.1 in the first of the following categories:
  - (i) at the same level within the classification module; within 40 km of the current work location and within the Greater Toronto Area;
  - (ii) one (1) level lower within the classification module; within 40 km of

the current work location and within the Greater Toronto Area;

- (iii) at the same level within the classification module; beyond 40 km of the current work location, but within the Greater Toronto Area;
- (iv) one (1) level lower within the classification module; beyond 40 km of the current work location, but within the Greater Toronto Area.

27.9.3.1 The regional boundaries for bumping under Article 27.9.3(a) are:

- (a) **South West:** Essex, Kent, Lambton, Middlesex, Elgin, Oxford, Huron;
- (b) **Central West:** Wellington, Waterloo, Perth, Brant, Niagara, Haldimand-Norfolk, Hamilton-Wentworth;
- (c) **Central East:** Hasting, Prince Edward, Lennox-Addington, Frontenac, Northumberland, Peterborough;
- (d) **Eastern Ontario:** Renfrew, Lanark, Leeds-Grenville, Ottawa-Carlton, Prescott-Russell, Stormont-Dundas-Glengarry;
- (e) **Central:** Bruce, Grey, Dufferin, Simcoe, Victoria, Haliburton, Muskoka, Parry Sound, and Nippissing;
- (f) **North East:** Sudbury (Region & County), Manitoulin, Timiskaming, Cochrane, Algoma;
- (g) **North West:** Kenora, Rainy River, Thunder Bay;
- (h) **Greater Toronto Area:** Metropolitan Toronto, Peel, Halton, York, Durham.

27.9.4 The Employer shall declare surplus an employee who is bumped and shall determine the options under Articles 27.6.2 and 27.6.3 for that employee and provide the bumped employee with a notice under Article 27.6 as soon as practicable.

27.9.5 An employee who bumps into a position in a lower classification shall retain his or her existing salary if the maximum for the classification into which the employee is bumping is the same or higher than the employee's existing salary. However, if the maximum salary for the lower classification is below the employee's existing salary, then the employee's salary shall be reduced to the maximum of the lower classification.

27.9.6 The actual physical transfer of any employee who is exercising bumping rights shall be carried out within a reasonable period of time following the date on which the willingness to exercise bumping rights was indicated, subject to mutually agreed

upon arrangements to delay the transfer.

27.9.7 Where an employee bumps into a position beyond 40 km of the employee's current work location, the employee will not be eligible for relocation expenses.

27.10 **Direct Assignments into Temporary Vacancies**

27.10.1 Surplus employees shall be eligible for direct assignment into temporary assignments in the last two (2) months of their notice. Where more than one (1) surplus employee match the temporary assignment, the employee with greater seniority shall be offered the temporary assignment.

27.10.2 A surplus employee shall retain his or her status in the classified service and current salary entitlements while placed in a temporary assignment so long as the maximum for the classification of the temporary assignment is the same or higher than the employee's existing salary. If the maximum salary for the temporary assignment is lower than the employee's existing salary, then the employee's salary shall be reduced to the maximum of the lower classification once the notice period has expired.

27.10.3 Subject to Article 27.10.1, for placement into temporary assignments, the Employer shall use the same criteria and rules as for direct assignment into vacancies in Article 27.8.

27.10.4 An offer of a temporary assignment to a surplus employee must be in writing and must specify the duration of the temporary assignment.

27.10.5 The surplus employee shall have three (3) working days in which to accept or reject the offer of a temporary assignment.

27.10.6 Surplus employees who are occupying a temporary assignment remain eligible for direct assignment to permanent vacancies in accordance with the provisions of Article 27.8 throughout their temporary assignment, but shall not continue to be matched to other temporary assignments during the term of the temporary assignment; however, the original temporary assignment may be extended by a maximum of three (3) months.

27.10.7 Where an employee in a temporary assignment is directly assigned to a permanent vacancy, the reporting date to the permanent position shall be no later than one (1) month from the date of offer, unless otherwise mutually agreed upon with the employee, the ministry with the permanent vacancy and the ministry with the temporary assignment.

27.10.8 Where no opportunity for direct assignment to a permanent vacancy occurs for a surplus employee during the temporary assignment, the employee shall be laid off at

the end of the temporary assignment.

27.10.9 When a temporary assignment takes place, the employee shall not be unreasonably denied the opportunity to complete any portion of training already underway.

27.10.10 Surplus employees who refuse a temporary assignment shall continue to be considered for direct assignment into permanent vacancies for the duration of their surplus notice period, but not for further temporary assignments.

27.10.11 Ministries are encouraged to use temporary assignments of less than six (6) months in duration for surplus employees either for retraining purposes or to extend employment when direct assignment to a permanent vacancy or to a temporary assignment of greater than six (6) months in duration is not possible.

**27.11 Laid Off AMAPCEO Unit Employees**

27.11.1 A laid off employee (excluding those who have forfeited their rights by refusing a direct assignment pursuant to Article 27.8.8) shall have recall rights including the right to continue to be matched to vacancies under Article 27.8 in accordance with seniority for a period of twenty-four (24) months from the date of layoff.

27.11.2 Where a person who has been laid off is directly assigned to a vacancy under this Article, the following salary rules will apply:

(a) where the employee's salary at the time of layoff falls within the salary range of the new position, the employee will be reappointed at his or her former salary;

(b) where the employee's salary at the time of layoff was above the salary maximum of the new position, the employee will be reappointed at the maximum salary of the lower classification.

27.11.3 Employees who are laid off and subject to recall shall keep the Employer informed of any change of address and/or telephone number. Such changes must be sent to the Employment Programs and Services, Shared Services Bureau.

27.11.4 Where an employee who has been laid off is assigned to a position under this Article, the Employer shall serve written notice of such assignment to the last address filed with the Employer. Written notice shall be sent by certified mail or another means whereby receipt of such notice is confirmed by the deliverer.

27.11.5 Laid-off employees assigned under this Article must accept the notice of recall and report for duty within the time limits stipulated below:

(a) the employee must accept the recall, in writing to the Employer representative

specified in the notice within seven (7) days of receipt of the written notice;

- (b) an employee accepting recall shall report for duty within two (2) weeks of receipt of the recall or on such later date specified in the notice, unless another date is mutually agreed upon.

27.11.6 An employee shall lose rights to recall pursuant to this Article upon the earlier of:

- (a) the date upon which the employee fails to report for duty having accepted an assignment in accordance with this Article; or,
- (b) the date upon which the employee does not accept an assignment in accordance with Article 27.8.3 or 27.8.4; or,
- (c) the date upon which the employee is successful in being appointed to an advertised permanent position within the OPS; or,
- (d) twenty-four (24) months from the date of lay off.

27.11.7 Employees accepting assignment under this Article are not entitled to relocation expenses.

27.11.8 Laid-off employees are entitled to apply to restricted competitions within the OPS for twenty-four (24) months from the date of layoff.

27.11.9 The Employer shall provide recall employees with notification, through mailings, the Internet, telephone hotlines or other similar methods which are accessible outside the workplace to recall employees, of all AMAPCEO unit vacancies, which have cleared surplus, within the OPS.

27.11.10 Where an employee on recall is assigned to a permanent position, the employee's continuous service date, for all purposes except severance, shall be deemed to include both service before the effective date on which the employee went on recall and the accumulation of service after the date of assignment. The new continuous service date for severance purposes shall be the date on which the employee recommences work.

27.12 **Determination of an Employee's Ministry for Purposes of Direct Assignment and Bumping**

27.12.1 The following provisions shall be used to modify the identification of an employee's ministry for all purposes under this Article:

- (a) Where the human resource services for a ministry/agency are provided by another ministry, surplus AMAPCEO unit employees in this first

ministry/agency will be treated as if they were employees of both ministries for the application of all bumping and direct assignment rights.

- (b) Where there is an integration of functions, responsibilities or positions across ministries that results in employees' positions being declared surplus, all employees affected by any such change shall be treated as if they were all in the same work unit for purposes of Article 27.5.1.

**27.13 Determination of an Employee's Salary for Purposes of Direct Assignment**

Where an employee has been acting away from his or her home position for two (2) years or more, salary parameters for direct assignment purposes only (not for bumping or pay-in-lieu options) shall be based on the salary range of the current acting position.

**27.14 Labour Adjustment & Training**

27.14.1 Group sessions and written material will be offered to AMAPCEO unit employees about their job security entitlements, including how to complete an employee portfolio, information on severance, pension entitlement and employment insurance. More detailed information shall be given, as early as possible, to employees to be declared surplus.

27.14.2 In accordance with the Employer's current practice, employees will be provided with psychological, financial, and retirement counselling, on an as-needed basis.

27.14.3 In accordance with the Employer's current practice, employees available for direct assignment will be provided with skills assessment, development of a transition plan, and job search support.

27.14.4 Surplus employees available for direct assignment are also eligible for training/retraining. The need for training and retraining will vary among surplus employees and will be determined jointly by the employee and the Employer and shall address:

- (a) career planning, résumé writing, interview skills, job search techniques; and
- (b) skills deficiencies identified in the employee portfolio, and/or improvements needed to increase the likelihood of direct assignment; or
- (c) skills development to enhance employability.

27.14.5 Where a surplus employee available for direct assignment is an aboriginal person or a person with disabilities and requires a longer training period, their notice period shall be extended until the completion of their training plan.

27.14.6 The training plan shall be established and training shall begin as soon as possible in the employee's notice period. If delays occur, the training plan shall not be reduced, but shall not result in a change to the layoff date.

27.14.7 When a direct assignment takes place, employees shall not be unreasonably denied the opportunity to complete any portion of training already underway.

## 27.15 **Severance Entitlements**

27.15.1 The severance entitlement of employees pursuant to this Agreement shall consist of the entitlement to severance as provided for in the existing *Public Service Act*, Regulation 977 Sections 79 through 87, which are hereby incorporated by reference into this Article.

27.15.2 Unless otherwise provided for in this Agreement, severance is payable to the employee one pay period following the date of layoff or such later date as is mutually agreed upon.

27.15.3 Where the employee advises the Employer of preferences for payments under this Article to ensure tax-effective treatment, the Employer will comply subject to requirements at law.

27.15.4 An employee shall not receive payments both under Article 27.15.1 and under Article 38, arising from the same event.

## 27.16 **Dispute Resolution**

27.16.1 Disputes arising out of the application, interpretation and administration of Article 27 will be resolved pursuant to the procedure set out below.

27.16.2 Any complaint concerning Article 27 may be referred by either party to the Article 27 Committee composed of a minimum of three (3) representatives of each party, and a maximum of five (5). The complaint shall be referred within sixty (60) days after the circumstances giving rise to the complaint have occurred, or have come or ought reasonably to have come to the attention of the employee(s), in the case of individual or group disputes, or the Association, in the case of an Association dispute, or the Employer in the case of an Employer dispute. The Committee shall have Employer and Association co-chairs. Each party shall have one (1) vote on the Committee. Any complaint shall be in writing and shall be delivered to the Employer Co-Chair in the case of an AMAPCEO complaint, and the AMAPCEO Co-chair in the case of an Employer complaint. The committee shall meet as often as necessary to attempt to resolve complaints equitably and expeditiously. The Article 27 Committee will be a subcommittee of ACERC.

27.16.3 The bargaining unit members of the Committee shall be entitled to time off with pay



and no loss of credits for meeting time and reasonable preparation and travel time for the work of the Committee and mediation/arbitration. Such time off will not be unreasonably denied as long as proper notice is given.

27.16.4 If the Committee is unable to resolve any matter within five (5) working days of the delivery to the Co-chair, or earlier by mutual agreement, either party may refer the matter to arbitration in accordance with Article 15.3.3 and Article 15.11. More than one (1) matter at a time may be referred to arbitration.

## 27.17 **Application of Job Security Provisions to Regular Part time Employees**

27.17.1 The job security provisions in this Agreement shall apply to regular part time employees with the following modifications:

- (a) In Article 27.8, when identifying the vacancies into which the surplus regular part time employee could be assigned, the Employer shall use the same criteria for identifying possible vacancies as are used for full time employees, as follows:
  - (i) Regular part time employees shall be asked, prior to the matching process, whether they wish to be matched to full time positions. Where the surplus regular part time employee indicates a willingness to consider full time positions and there are both regular part time and full time vacancies, within the ministry and/or across the OPS, to which the surplus regular part time employee may match, the Employer shall assess the possible regular part time vacancies first.
  - (ii) Where the regular part time employee indicates no interest in being considered for matching to full time positions, the Employer shall look for regular part time vacancies both in the ministry and across the OPS in accordance with the provisions in Article 27.8.
- (b) In Article 27.9, when identifying the bumping option for the surplus regular part time employee, the Employer shall look for regular part time positions within the ordering rules.
- (c) A regular part time employee who refuses a direct assignment to an AMAPCEO unit regular part time permanent position shall forfeit all further rights under Article 27.8, 27.10, 27.11 (with the exception of the right to apply to restricted competitions for a twenty-four month period) and Article 27.14.3 and 27.14.4 and shall either be laid off at the end of the notice period or take a pay-in-lieu option for the remainder of the notice period under Article 27.7. However, a regular part time employee who refuses a direct assignment to an AMAPCEO unit full time permanent position shall not forfeit any rights under the job security provisions of this Agreement.

## **TRANSITION LETTER**

The Government is aware that its restructuring initiatives could have a significant effect on employees, some of whom have served for a lengthy period. Accordingly, the Employer shall, until March 31, 2004, make the following entitlements available to eligible employees who are declared surplus on or before March 31, 2004.

### **1. Surplus Factor 80**

An employee who receives a Notice of Lay Off on or before March 31, 2004, may apply to retire on unreduced pension provided all of the following conditions are met:

- (a) The employee's age plus pension credit totals 80 years on or before employment ceases; and,
- (b) The employee's age plus pension credit totals at least 80 years on or before March 31, 2004; and,
- (c) The employee ceases employment upon the date of lay off specified in his or her Notice of Lay Off. All or part of the employee's Termination Payments under Article 38 may be converted to and received as paid leave, in order to extend service beyond the employee's lay off date. In such case the employee must cease employment at the end of the paid leave period; and,
- (d) The employee must make his or her written election to retire under this paragraph within five (5) days of receiving his or her Notice of Lay Off and the Employer must receive that election within the same five (5) days; and,
- (e) The employee must forfeit all other surplus entitlement including but not limited to pay-in lieu of notice, bumping, redeployment, direct assignment, recall and enhanced severance pay.

### **2. Enhanced Severance**

In addition to the severance entitlements set out in Article 27.15 of the Agreement, an additional one week of salary for every completed year of continuous service, with no maximum, shall be paid as enhanced severance to all employees declared surplus on or before March 31, 2004.

If an employee who is paid enhanced severance pursuant to this section subsequently, as a recall employee, accepts a direct assignment in accordance with Article 27.11, the employee shall be required to repay an amount equal to: the total number of weeks of enhanced severance paid less the number of weeks spent on recall prior to return to work (e.g. an employee who receives twenty (20) weeks enhanced severance and is recalled fifteen (15) weeks after their date of layoff shall repay the equivalent

of five (5) weeks of enhanced severance).

3. **Pension bridging option**

A surplus employee is entitled to take a pension bridging option as a leave of absence without pay but with the continued accrual of pension credits, if the sum of:

- (a) the six month notice period;
- (b) the number of weeks of paid leave of absence that the employee's legislated severance can be converted into under the current provisions of *the Public Service Act Regulation 977 Sec. 87*; plus
- (c) a maximum of two (2) years leave of absence without pay, but with continued accrual of pension credits

would bring the employee to the next earliest date on which he or she could exercise an actuarially unreduced pension option under the Public Service Pension Plan. Attachment "1" to this letter provides details on the pension bridging option.

Surplus employees who choose this option shall waive all rights to bumping, direct assignment, pay-in-lieu and recall.

The Employer agrees to make any necessary changes to the pension plan and/or the *Public Service Act, Regulation 977*, in as expeditious a manner as is possible.

## ATTACHMENT # 1 -- Details on Pension Bridging Option

1. For any specific individual, the maximum amount of leave that can be taken for the pension bridging option shall be calculated as follows:
  - (a) determine the total amount of time from the date on which the employee receives the surplus notice that is needed for the individual to reach the next earliest of his or her actuarially unreduced pension options and, from that amount, subtract:
    - i) the employee's six-month notice period; and
    - ii) the number of weeks of paid leave of absence that the employee's legislated severance can be converted into under the existing provisions of the *Public Service Act Regulation 977 Sec. 87*
  - (b) the remainder, to the extent that it is no more than two (2) years, shall be available as a leave of absence without pay but with continued accrual of pension credits. During the leave without pay, employees may choose to purchase all benefit coverage with the exception of STSP and LTIP.
2. The leaves of absence shall commence before the conclusion of the employee's six-month notice period and shall be taken as follows:
  - (a) the unpaid leave of absence, the maximum length of which is determined in accordance with 1(b) above, shall be taken first. During this leave of absence, in lieu of the employee's pension contributions being made directly by the employee, the employee's right to enhanced severance under the Transition Letter shall be reduced by an equivalent amount, which the Employer shall pay into the pension plan and the Employer contributions shall also be paid into the pension plan;
  - (b) the leave of absence with pay equal to the employee's number of weeks of legislated severance shall be taken after the leave without pay in paragraph 2(a). During this leave of absence the employee's pension contributions shall be deducted from the employee's biweekly payments;
  - (c) at the conclusion of the leave of absence with pay the employee shall return to complete whatever portion of the six-month notice period remains. At the end of this period the employee:
    - i) shall retire;
    - ii) shall receive the enhanced severance, reduced by an amount

equivalent to his or her pension contributions for the unpaid leave of absence; and

- iii) shall be entitled to exercise his or her right to an actuarially unreduced pension.

Dated February 10, 2002

Robert Stambula

Deborah-Anne Long

For the Association

For the Employer

**Letter of Understanding re: Surplus Factor 80**

February 12, 2002.

Mr. Bob Stambula, Vice President  
Chair, AMAPCEO Negotiating Team

If the employer decides not to extend the Surplus Factor 80 program past the scheduled March 31, 2004 termination date, the employer agrees to the following:

to amend the Public Service Pension Plan text to ensure that an AMAPCEO member who receives a Notice Of Lay Off prior to March 31, 2004, and whose age plus pension credit totals at least 80 years on or before employment ceases will be eligible to retire under the program.

The employer agrees to forgo the requirement that an employee would have to meet the condition that the employee's age plus pension credit totals at least 80 years on or before March 31, 2004. However, all other terms and conditions of the Surplus Factor 80 program will continue to apply.

The employer also confirms that the application and intent of the Pension Bridging Option remains consistent with previous intent and application.

Yours truly,

Deborah-Anne Long  
Lead Negotiator  
Corporate Labour Relations / Negotiations Secretariat

**Letter of Understanding re: Redeployment Outside the Bargaining Unit**

1. When there are no AMAPCEO unit employees who meet the qualifications to be directly assigned into an AMAPCEO unit vacancy, excluded or management surplus employees will be considered for placement into vacancies in the AMAPCEO unit, on terms determined by Management Board Secretariat after a ten (10) calendar day period following the initial clearance through the AMAPCEO unit surplus/recall list.
2. When there are no excluded or management surplus or recall employees who meet Management Board Secretariat's criteria for assignment into an excluded or management vacancy, surplus or recall AMAPCEO unit employees will be considered for assignment into excluded or management vacancies, on the same terms as applied to excluded and management employees. If an AMAPCEO unit employee is matched to an excluded or management vacancy, the employee may reject the assignment without loss of any rights.

This letter of understanding forms part of the Agreement.

Dated at Toronto, this 6th day of March, 1996

Janet Ballantyne

Karen Pashleigh

For AMAPCEO

For the Employer

## **Letter of Understanding on Terms of Reference for Ministry Joint Committees**

Regular monthly reports of the information in (a) and (b) below will be made to the AMAPCEO Corporate office on a monthly basis in an electronic format agreed to by the parties such that the information can be sorted by Ministry. The Employer further agrees that AMAPCEO may provide to each of its AMERC Committees the information provided by the Employer but it will do so in respect of each Ministry alone and will not provide the information to other AMERCs.

- (a) permanent vacancies and temporary vacancies in excess of six (6) months which are sent to corporate surplus for clearance. Report to include the position title, classification, branch and location for the position; the date sent; the date cleared, filled by a surplus or recall employee or cancelled. If cleared, its clearance number and if cancelled, the rationale shall be reported.
- (b) temporary assignments, of six (6) months or more, and any extension of a temporary assignment where the total length of the assignment exceeds six (6) months. Report to include the position title, classification, branch, location, start and ending dates, extensions, corporate clearance number(s) if applicable; name of person filling the vacancy, their home position and home bargaining unit status.

Dated at Toronto this 11<sup>th</sup> day of February, 2002.

For the Association:

Robert Stambula  
Chair, Negotiating Team &  
Vice President

For the Employer:

Deborah-Anne Long  
Lead Negotiator, Corporate Labour  
Relations / Negotiations Secretariat



## **Letter of Understanding re: Rights on Disposition or Transfer of Bargaining Unit Functions or Jobs**

Revised Letter May 5, 1998

1. The employer will make reasonable efforts to ensure that, where there is a disposition or any other transfer of bargaining unit functions or jobs to the private or broader public sector, employees in the bargaining unit are offered positions with the new employer on terms and conditions that are as close as possible to the then existing terms and conditions of employment of the employees in the bargaining unit, and, where less than the full complement of employees is offered positions, to ensure that offers are made on the basis of seniority.
2. Employees who accept an offer with a new employer to whom there has been a disposition or any other transfer of bargaining unit functions or jobs shall have no rights under the Agreement. However, if the employee's service and seniority are not carried over to the new employer, the employee shall have the right to severance under Article 27.15 of the Agreement.
3. Employees who are made an offer pursuant to this Letter but do not accept the offer, or who are not made an offer, shall have all their rights under the Agreement.
4. Where an operation or part thereof is being disposed of, and the Employer has determined that an opportunity for tendering or bidding is warranted, employees shall be given the opportunity to submit a tender or bid on the same basis as others.
5. The obligations of the employer concerning reasonable efforts and employee bidding set out in paragraphs 1 and 4 shall be deemed to have been satisfied provided that:
  1. a) In respect of the transfers of bargaining unit jobs or functions as a result of transfers listed in Schedule A to this memorandum, (content to be agreed and discussed) the Employer shall include in all Requests for Proposal (RFP) or tenders relating to those transfers a mandatory requirement that proponents must commit in their proposals to make job offers to all of the classified AMAPCEO employees the employer determines will be declared surplus as a direct result of the disposition or transfer of their jobs under the RFP or tender. Such job offers shall be at a salary of at least 85% of the respective employee's salary at the time of the RFP or tender and recognize the service in the Ontario Public Service of each employee for the purposes of qualification for vacation, benefits entitlements and other terms and conditions of employment except for pension to the extent that they are provided in the proponent's workplace. Job offers shall not include any probationary period. Proposals that do not satisfy the above mandatory requirement will be disqualified.
  - b) The parties may add transfers to Schedule A by mutual agreement only.

2. In respect of the disposition or transfer of bargaining unit jobs or functions involving initiatives not listed in Schedule A, the employer will offer the prospective new employer a financial incentive equal to the amount that would have been payable as enhanced severance pay to a classified employee, in order to secure or improve a job offer for the employee.
3. The employer shall include in the RFP or tender the statement that employees may bid on the same basis as others. The employer shall pay AMAPCEO the amount of \$140,000 to be used by AMAPCEO to facilitate employee bidding.
6. This letter of understanding forms part of the Agreement, and is in effect for so long as the terms and conditions of the Agreement are in effect.

Dated in Toronto this 5th day of May, 1998

Gary Gannage

Kevin Wilson

For the Association

For the Employer

**Schedule A – to Letter of Understanding re: Rights on Disposition or Transfer of Bargaining Unit Functions or Jobs**

Province of Ontario Savings Office (POSO)

Ontario Clean Water Agency (OCWA)

Transportation Capital Corporation

Young Offenders Facilities – MCSS

Midwestern Regional Centre – Comm. Team

Midwestern Regional Centre – Family Homes

Ontario Realty Corp., Facilities Management

Quality and Standards Division / OPS Head Office Review

## **Additional Letter re: Reasonable Efforts**

May 5, 1998

Mr. Gary Gannage, President, AMAPCEO

Dear Mr. Gannage:

This letter will serve to confirm the following understandings reached between the parties in our discussions on the application of "reasonable efforts" provisions of the Interim Agreement (now Article 27 and attachments), as amended by the parties on May 5, 1998.

The employer is satisfied that a Human Resource Factor (HRF) can be utilized to promote obtaining job offers for employees. The employer will rely on the Human Resource Factor as described in the February 25, 1998 version of the HRF, for this purpose, in respect of non-Schedule A tenders. If an arbitrator rules that the use of this HRF does not comply with the employer's obligation for reasonable efforts under any other collective agreement, this Human Resources Factor will be modified. In any event, changes to the HRF will remain the subject of ongoing discussions between the parties.

The parties agree that an offer made at the point of transfer will not require an employee to accept a loss of his/her common law employment rights with respect to subsequent unilateral changes to terms and conditions of employment made by the new employer.

The employer will continue to direct ministries to review criteria included in tenders for the purpose of minimizing unnecessary barriers to employee bidding.

Where job offers are obtained any affected employee shall have a period of not less than five (5) working days to accept or reject an offer of employment. An employee who does not respond within the five (5) working days will have been deemed to reject the job offer.

The employer commits to having "reasonable efforts" discussions with AMAPCEO from the time a decision to approve a disposition or transfer is made as a standing item on the agenda of the AMAPCEO Central Employee Relations Committee (ACERC), and to meet on a bi-weekly basis. The agenda items may include but are not limited to: seniority in relation to job offers, additions to Schedule A; effective use of enhanced severance to obtain or improve job offers; discussion of additional incentives; issues concerning the timing of and information around job offers and surplus notices including the impact on employees who have a role in implementing transition; suggestions from AMAPCEO regarding training; and tendering practices as they relate to employee bidding. Any disclosure to AMAPCEO under this paragraph shall be subject to the same confidentiality requirements as apply to disclosure at the Freeze committee.

Yours truly,

Kevin Wilson Director, Negotiations Secretariat

## **ARTICLE 28 - RELOCATION OF POSITION**

- 28.1 This Article applies only when the Employer changes the location of a position(s).
- 28.2 The Association AMERC Co-Chair will be advised of the relocation of a position(s) prior to notification to the affected employee(s).
- 28.3 **Relocations of 40 Kilometres or Less**
- 28.3.1 When the Employer relocates an employee's position to a work place which is forty (40) kilometres or less from his or her current workplace, the employee shall be given written notice as soon as possible after the decision has been made.
- 28.4 **Relocations Greater Than 40 Kilometres**
- 28.4.1 Article 28.4 will apply only where the Employer relocates an employee's position to a work place which is greater than forty (40) kilometres away from the current work place.
- 28.4.2 The Employer's relocation expenses directive will apply to the relocation of an employee's position under Article 28.4.
- Notwithstanding the Employer's current relocation policy, involuntary moves will be reimbursed where the Employer relocates an employee's position to a workplace which is greater than 40 kilometres away from the employee's current workplace. For clarity, a relocation resulting from a competition is not an involuntary relocation.
- 28.4.3.1 The Employer will inform employees who may be affected by the relocation as soon as possible after the decision has been made.
- 28.4.3.2 Each employee to be relocated will be provided with written notice of relocation as soon as possible after the decision has been made but not less than three (3) months prior to the relocation date of his or her position specified in the notice.
- 28.4.4 The employee must respond, in writing, within one (1) month of receipt of the notice and inform the Employer whether or not he or she will relocate with his or her position.
- 28.4.5 If the employee does not respond within the one (1) month period specified in Article 28.4.4, he or she will be deemed to have given up the right to relocate with his or her position.
- 28.4.6 Employees who decide not to relocate or who are deemed to have given up the right to relocate pursuant to Article 28.4.5 will be declared surplus and will receive all rights and entitlements pursuant to Article 27 of this Agreement.

- 28.4.7 If the employee agrees to relocate with his or her position, the employee's start date at the new work place will be the relocation date specified in the notice of relocation unless otherwise mutually agreed.
- 28.4.8 In multi-incumbent positions when fewer than all of the incumbents are being relocated and the remaining incumbents will either be given notice of surplus or remain in their existing location, employee(s) in order of seniority (most senior first) will be given the option to relocate to the new workplace.
- 28.4.9 Notice of relocation under this Article shall be delivered on the same terms as set out in Article 27.6.5.

## **ARTICLE 29 - HOLIDAYS**

- 29.1.1 An employee shall be entitled to the following paid holidays each year:
- |                 |                  |
|-----------------|------------------|
| New Year's Day  | Good Friday      |
| Easter Monday   | Victoria Day     |
| Canada Day      | Civic Holiday    |
| Labour Day      | Thanksgiving Day |
| Remembrance Day | Christmas Day    |
| Boxing Day      |                  |
- 29.1.2 An employee shall also be entitled to any special holiday as proclaimed by the Governor General or Lieutenant Governor.
- 29.1.3 Any employee who is on vacation when a special holiday is held in accordance with Article 29.1.2, is not entitled to the special holiday.
- 29.2 Where a holiday specified in Article 29.1.1 falls on a Saturday or Sunday, or when any two of them fall on a successive Saturday and Sunday, the holiday(s) shall be scheduled on the next following regular working day(s) that is not itself a listed holiday.
- 29.3 Article 29.2 does not apply to New Year's Day, Canada Day, Remembrance Day, Christmas Day and Boxing Day in respect of an employee whose work schedule is subject to rotating work weeks that include scheduled week-end work on a regular or recurring basis.
- 29.4 Where an employee is scheduled to work on one of the holidays listed in Article 29.1.1 or 29.1.2, and is unable to do so because of illness, or absence on Workers' Compensation, there will be no deduction from the employee's Short-Term Sickness Plan or accumulated credits, and the holiday will be deemed to have been taken.

- 29.5 Where one of the holidays listed in Article 29.1.1 or 29.1.2 falls on a day when an employee is not at work due to illness, vacation or other authorized leave, the day shall not be deducted from the employee's sick leave or vacation credits.
- 29.6 An employee required to work on any holiday specified in Article 29.1.1 is entitled to a compensating day as a holiday in lieu thereof.

### **ARTICLE 30 - VACATION**

- 30.1 An employee shall earn vacation credits at the following rates:
- (a) One and one-quarter (1-1/4) days per month during the first eight (8) years of continuous service (15 days per full calendar year);
  - (b) One and two-thirds (1-2/3) days per month after eight (8) years of continuous service (twenty (20) days per full calendar year);
  - (c) Two and one-twelfth (2-1/12) days per month after fifteen (15) years of continuous service (twenty-five (25) days per full calendar year);
  - (d) Two and one-half (2-1/2) days per month after twenty-six (26) years of continuous service (thirty (30) days per full calendar year);
  - (e) Where an employee has completed twenty-five years of continuous service in the public service, there shall be added to the employee's accumulated vacation, on that occasion only, five days vacation.
- 30.2 An employee is entitled to vacation credits under Article 30.1 in respect of a month or part thereof in which the employee is at work or on leave of absence with pay.
- 30.3 An employee is not entitled to vacation credits under Article 30.1 in respect of a whole month in which the employee:
- (a) is on leave of absence without pay; or
  - (b) receives benefits under the Long Term Income Protection Plan, unless the employee is in rehabilitative employment with the Ontario Public Service;
- 30.4 Where any employee is absent by reason of an injury or occupational disease for which an award is made under the, *Workplace Safety and Insurance Act, 1997*, they shall continue to accrue vacation credits for the full period of such leave.
- 30.5 An employee shall be credited with his or her vacation credits for each year on the

1st day of January in the year, including any increase in entitlements due to occur during the year.

30.6 An employee may accumulate vacation credits to a maximum of twice his or her annual vacation credits, but shall be required to reduce this accumulation to a maximum of one (1) year's entitlement by December 31 of each year.

30.7 Where an employee is prevented from reducing his or her accumulated credits under Article 30.6 as a result of,

(a) an injury for which an award is granted under the *Workplace Safety and Insurance Act, 1997*;

(b) a total disability; or

(c) an extraordinary requirement of the Employer,

the employee's Deputy Minister shall grant to the employee, at his or her request, a leave of absence with pay to replace the vacation credits.

30.8 An employee commencing employment during the year shall be credited at that time with vacation credits calculated in accordance with Article 30.1, for the balance of the calendar year.

30.9 Upon the completion of six months (6) continuous service in the public service, an employee with the approval of his or her manager or designee, may take vacation to the extent of his or her vacation entitlement and his or her accumulated vacation credits shall be reduced by the vacation taken. Such approval will be subject to operational requirements, but, it is also agreed that such approval will not be unreasonably withheld.

30.10 An employee who completes twenty-five years of continuous service on or before the last day of the month in which the employee attains sixty-four years of age is entitled, after the end of that month, to five days of pre-retirement leave with pay.

30.11 Where an employee leaves the public service prior to the completion of six months of continuous service, he or she is entitled to vacation pay at the rate of 4 per cent of the earnings of the employee during the period of his or her employment.

30.12 An employee who has completed six or more months of continuous service in the public service shall be paid, in an amount computed at the rate of the employee's last regular salary, for any unused vacation standing to the credit of the employee at the date he or she ceases to be an employee.

30.13 An employee who has completed six or more months of continuous service in the

public service is entitled, upon request by the employee, to be paid, in an amount computed at the rate of the employee's last regular salary, for any unused vacation standing to the credit of the employee at the date on which he or she qualifies for payments under the Long Term Income Protection plan.

- 30.14 Where an employee ceases to be an employee, there shall be deducted from the employee's accumulated vacation credits an amount in respect of the whole months remaining in the year after the person ceases to be an employee computed at the rate set out in Article 30.1.
- 30.15 Vacation taken in excess of the vacation credits to which an employee is entitled on the date the employee ceases to be an employee shall be deducted from the amount paid to the employee under Article 38 (Termination Payments) and Article 40 (Entitlement on Death) and from any salary to which the employee may be entitled.
- 30.16 As soon as practicable following the end of each quarter of the year, information regarding the number of vacation and other credits to which he or she is entitled shall be made available to each employee directly or where the information is available to the employee electronically, this shall be sufficient.

## **ARTICLE 31 - BENEFIT PLANS FOR FULL TIME EMPLOYEES**

### **31. Benefits - General**

- 31.1 "Benefit Plans" in Articles 31-36 means the Basic Life Insurance Plan, the Supplementary & Dependent Life Insurance Plan, the Supplementary Health and Hospital Insurance Plan, (including vision and hearing aid coverage), the Dental Plan, and the Long Term Income Protection Plan in force as of September 1, 1997 with the Great West Life Assurance Company or any successor Plan.
- 31.2 Subject to the provisions of this Agreement, the benefits contained in the Benefit Plans as they were constituted on September 1, 1997 shall be provided to full time employees on the same terms and conditions as were in place on September 1, 1997. These benefits and terms and conditions may only be altered by mutual agreement of the parties.
- 31.3 During leaves-of-absence with pay, full benefit coverage will continue. The Employer and employee will continue to pay the applicable premiums.
- 31.4 During pregnancy and parental leave, an employee who participates in any Benefit Plan may continue to do so unless he or she elects in writing not to do so. Unless an employee gives the Employer this written notice, the Employer and the employee shall continue to pay the applicable premiums.



- 31.5 The benefits contained in the Benefit Plans are supplemented by the provisions of Articles 32 - 36. Where a conflict exists between the provisions of a Benefit Plan and this Agreement, the provisions of this Agreement shall prevail.
- 31.6 Where an existing OPS employee permanently moves into or from a position not covered by a Benefit Plan (as defined in Article 31.1) coverage for Basic, Supplementary and Dependent Life Insurance shall continue without there being any requirement for the employee to provide evidence of insurability. In addition, in the case of a bargaining unit employee moving to a permanent position not covered by the Benefit Plans, coverage under the Benefit Plans shall cease on the date on which coverage under any new insurance plan covering the employee in the new permanent position commences. In the case of existing OPS employees moving into a permanent position covered by the Benefit Plans, coverage shall commence on the date on which coverage under any previous insurance plans ceases.
- 31.7 Employees are entitled to a full explanation from the Carrier(s) when claims are refused under a Benefit Plan.
- 31.8 Family coverage for the following benefits shall include coverage for same sex partners; Supplementary and Dependant Life Insurance (Article 33), Supplementary Health and Hospital Insurance (Article 34), Dental Plan (Article 35).

## **ARTICLE 32 - JOINT BENEFITS COMMITTEE**

### **32.1 Composition of Committee**

The Joint Benefits Committee shall be composed of an equal number of representatives from the Employer and from the Association, with up to six (6) representatives in total. At meetings of the Committee, each party may be accompanied by an actuary or other resource persons to provide technical advice and counsel.

### **32.2 Duties of Committee**

32.2.1 The duties of the Committee shall consist of the following:

- (a) Resolve communications issues regarding the Benefit Plans insofar as they affect AMAPCEO Unit employees;
- (b) Review the performance of the Carrier(s) regarding claims of the Benefit Plans insofar as they affect AMAPCEO unit employees;
- (c) Ensure that benefits information summarizing all employee benefits, is made available to all employees. The Employer shall cover all costs related to the

provision of this information.

- (d) Meet and review annually the financial experience of the Plans, including all financial reports ordinarily provided to the Employer by the Carrier(s);
- (e) Meet monthly or as required to review and make decisions on complaints or differences involving the denial of benefits provided under the Benefit Plans to an individual, when such issues have not been resolved through the existing administrative procedures.

### 32.2.2 **Claims Review**

32.2.2.1 All complaints by individuals that they have not received their proper entitlement to benefits under the Benefit Plans shall be made to the Committee.

32.2.2.2 Where a claim dispute, and/or Committee related procedural issues, cannot be resolved by consensus of the Committee, the parties will be joined by a seventh member who shall be a mutually agreed upon independent third party. The appointment of the independent third party shall be made on agreement of the parties or failing agreement by Owen Shime, or failing him by George Adams.

32.2.2.3 The Committee, with signed authorization from the employee, shall be entitled to full disclosure from the Carrier(s) when claims are refused under a Benefit Plan.

32.2.2.4 Appropriate impartial medical consultants shall be available to the committee in an advisory capacity to provide information on the nature of specific illnesses or disabilities.

32.2.2.5.1 The fees and expenses of the medical consultants referred to in this Article and the independent third party referred to in this Article shall be divided equally between the Employer and the Association.

32.2.2.6 The Employer shall provide relevant information on the claim denial to the Committee for its consideration.

32.2.2.7 The independent third party shall have the powers of a Vice Chair of the Grievance Settlement Board under the *Crown Employees Collective Bargaining Act*. He or she shall adopt such procedures as he or she considers appropriate in the circumstances having regard to the nature of the dispute, the need for a fair process of dispute resolution, and the desirability of ensuring the resolution of the dispute in an expeditious and informal manner. This may include limiting the nature and extent of the evidence; determining the manner in which the complaint shall be resolved, with or without an oral hearing; and imposing such other conditions as he or she considers appropriate.

- 32.3 The Carrier(s) shall provide additional information for the Committee's consideration as may be reasonably requested by a member of the Committee.
- 32.4 Membership on the Committee shall be for a one (1) year period, and is renewable at the discretion of the nominating party. The term of the independent third party shall be for as long as the terms and conditions of this Agreement continue, unless the parties determine otherwise.
- 32.5 Decisions of the committee or, where the Committee cannot reach consensus, decisions of the independent third party referenced in Article 32.2.2 are final and binding on the Employer, the Association, the employees and the Carrier.
- 32.6 Leaves of absence with no loss of pay and no loss of credits shall be granted to a member of the Association who participates in meetings of the Joint Benefits Committee provided that no more than three (3) employees at one time shall be permitted such leave. Leaves of absence granted under this Article shall also include reasonable travel time.

#### **ARTICLE 33 - LIFE INSURANCE**

- 33.1 The Employer shall pay one hundred percent (100%) of the monthly premium for basic life insurance coverage for full time employees covered by this Collective Agreement.
- 33.2 Employees, at their option, are entitled to purchase supplementary and/or dependent life insurance. Employees must pay the full premium for this coverage.
- 33.3 Where on termination of employment there is a right to convert life insurance into another form of life insurance policy, the Employer shall advise all terminating employees of their right to make this conversion in writing prior to the employee's last day of employment.

#### **ARTICLE 34 - SUPPLEMENTARY HEALTH AND HOSPITAL INSURANCE**

Effective March 1, 2002 Article 34 is amended to provide as follows:

- 34.1 The Employer shall pay one hundred percent (100%) of the monthly premiums for the basic Supplementary Health and Hospital Insurance for all employees covered by this Collective Agreement. Where an employee chooses, the employer shall pay eighty per cent (80%) of the monthly premiums for vision coverage and sixty per cent (60%) for hearing aid coverage, which shall continue to be a combined benefit under the Supplementary Health and Hospital Insurance Plan. The employee shall pay the remaining twenty and forty percent (20% and 40%), respectively, of the monthly

premiums through payroll deduction.

34.2

The Supplementary Health and Hospital Insurance Plan shall include reimbursing employees for the following:

- (a) ninety percent (90%) of the cost of all prescription drugs that by law require a physician's prescription, including injectable drugs, and medicines prescribed by a licensed physician or other licensed health professional who is legally authorized to prescribe such drugs, and dispensed by a licensed pharmacist or by a physician legally authorized to dispense such drugs and medicine. For clarity, life-sustaining drugs or medicines shall continue to be covered on the same basis as under the previous collective agreement. Provided that a generic drug is listed in the Canadian Pharmaceutical Association Compendium of Pharmaceuticals and Specialities, reimbursement for drugs covered by the Plan will be based on the cost of the lowest priced generic version of the drug that the dispensing pharmacist can readily provide, unless the prescribing physician or health professional stipulates no substitution, in which case the reimbursement will be based on the cost of the drugs prescribed.
- (b) Reimbursement for hospital care for private or semi-private room and board shall be up to one hundred and twenty dollars (\$120.00) per day beyond the cost of standard ward care.
- (c) one hundred percent (100%) of the cost of diagnostic procedures, and radiology;
- (d) vision and hearing aid coverage shall include reimbursing employees for the following, subject to a ten dollar (\$10) deductible per person per calendar year, to a maximum of twenty dollars (\$20) per family per calendar year. Vision and hearing aid coverage shall be reimbursed:
  - up to three hundred dollars (\$300.00) per person in any consecutive twenty-four month period following the date the expense is incurred, for the purchase, fitting or repair of spectacle lenses, frames or contact lens prescribed by an Ophthalmologist or Optometrist.
  - up to twenty-five hundred (\$2500.00) dollars per person in a five (5) year period for the purchase and/or repairs of hearing aids (excluding batteries) prescribed by a physician certified as an otolaryngologist or by a qualified audiologist.
- (e) paramedical services include the following coverage per employee and each of their dependants:

- (i) the services of an acupuncturist, at the rate of thirty-five dollars (\$35) per visit, to an annual maximum of twelve hundred dollars (\$1200);
  - (ii) the services of a speech therapist, at the rate of forty dollars (\$40) per half hour, to an annual maximum of fourteen hundred dollars (\$1400);
  - (iii) the services of a chiropractor, osteopath, naturopath, podiatrist, chiropodist, physiotherapist and masseur, if licensed and practising within the scope of their license to a maximum of thirty-five dollars (\$35) per visit for each visit not subsidized by OHIP and to an annual maximum of twelve hundred dollars (\$1200) for each type of service.
- (f) the services of a psychologist, at the rate of forty dollars (\$40) per half hour, to an annual maximum of fourteen hundred dollars (\$1400). Coverage shall also include services rendered by a social worker with a Master's Degree in Social Work, where such services are equivalent to the services that would otherwise be provided by a psychologist;
- (g) Orthopaedic Shoes: seventy-five percent (75%) of the cost of one pair or one repair per year to a maximum of five hundred dollars (\$500) per year;
- (h) Orthotic Appliances: one hundred percent (100%) of the cost of one pair or one repair per year to a maximum of five hundred dollars (\$500) per year.

34.3 If the coverage of an employee or an employee's dependent for Supplementary Health and Hospital Insurance terminates when the employee or the dependant is pregnant, benefits shall be payable for pregnancy related expenses until the date of the baby's delivery.

34.4 **Coverage for Employees who are Totally Disabled**

Where a totally disabled employee is not eligible for the Long Term Income Protection Plan, the employee's Supplementary Health and Hospital Insurance coverage shall continue so long as the employee is receiving benefits under the Short Term Sickness Plan or is using accumulated credits, or beyond that point, if the employee chooses to pay the full premium for continued coverage. In such cases, if the employee is subsequently approved for benefits under the Long Term Income Protection Plan, the employee will be reimbursed for any premiums paid directly by the employee.

**ARTICLE 35 - DENTAL PLAN**

35. **Reimbursement of Dental Expenses**

- 35.1 The Employer shall pay one hundred percent (100%) of the monthly premiums for basic dental care services, denture services, orthodontic services and major restorative services for all full time employees covered by this agreement.
- 35.2 Employees shall pay the cost of dental care directly and the insurance carrier shall reimburse the employee, based on the current Ontario Dental Association fee schedule at the time the dental work is performed, at the following percentages:
- (a) eighty-five percent (85%) for basic dental care services, which effective March 1, 2002 shall be amended to include the following coverage:
    - (i) pit and fissure sealant treatment shall be added to the Plan for eligible dependant children; and
    - (ii) the dental recall period shall be extended to nine (9) months except for dependant children age twelve (12) and under.
  - (b) fifty percent (50%) for denture services with a lifetime maximum amount payable of three thousand dollars (\$3,000) per person;
  - (c) fifty percent (50%) for orthodontic services for dependent children between the ages of six (6) and eighteen (18) with a lifetime maximum amount payable of three thousand dollars (\$3,000) per child;
  - (d) fifty percent (50%) for major restorative services with an annual maximum amount payable of two thousand dollars (\$2,000) per person.

**ARTICLE 36 - LONG TERM INCOME PROTECTION**

36. **Long-Term Income Protection**

- 36.1 The Employer shall pay eighty-five percent (85%) of the monthly premium costs for every full time employee who participates in the plan, and the employee shall pay the balance of the premium costs through payroll deduction.
- 36.2 Effective December 31, 1993 and annually thereafter, the total monthly payment of LTIP under the Plan shall be increased by up to 2% based on the average annual increase in the Ontario Consumer Price Index (CPI) as published by Statistics Canada each January.
- 36.3 Every employee appointed to the civil service on or after March 1, 1971 shall participate in the plan. An employee who was appointed to the civil service before March 1, 1971,

- (a) where the employee was participating in the Plan on December 19, 1975, is entitled to continue to participate in the Plan or to cease participating in the Plan; or
- (b) where the employee was not participating in the Plan on December 19, 1975, is, upon producing evidence of medical eligibility satisfactory to the insurer under the Plan, entitled to participate in the Plan, and is thereafter entitled to cease participating in the Plan.

36.4 Where the Employer is paying all or part of the premiums for an employee who participates in one or more of the Benefit Plans and the employee is approved for benefits under the Long-term Income Protection Plan, the employee's coverage under the Plans shall continue at the Employer's cost in respect of the time for which the employee is receiving or is qualified to receive LTIP benefits. In addition, the Employer will make all pension contributions on behalf of the employee and on its own behalf in respect of the time for which the employee is receiving or is qualified to receive LTIP benefits.

36.5 The LTIP benefits commence after a qualification period of six (6) months from the date the employee becomes totally disabled, unless the employee elects to continue to use accumulated attendance credits on a day-to-day basis after the six (6) month period.

36.6 Rehabilitative employment for employees receiving LTIP benefits, whether with the OPS or another Employer, shall be available in keeping with the existing practice. In arranging such employment, the Employer will take into account the employee's training, education and experience.

36.7 The Employer shall not permanently fill the position of an employee during the qualifying period and the first twenty-four (24) months of the benefit period.

36.8 Where, during the benefit period, the employee is able to perform the essential duties of his or her position and the position has not been declared surplus, he or she shall resume work, as directed by the Employer, within two weeks of the date that LTIP benefits cease. Where, for accommodation reasons, an employee cannot be returned to his or her position within the two week period, the Employer shall grant a leave of absence with pay pending the completion of the accommodation requirements, but in no event shall the leave of absence with pay exceed three months. The employee shall return to work, when accommodations are completed, on the date specified by the Employer. In order to be eligible for leave of absence with pay, the employee shall co-operate with the Employer regarding the return-to-work arrangements.

36.9.1 When an employee who has been receiving or was eligible to receive LTIP benefits is deemed able to perform the essential duties of his or her position but the position

is no longer available due to the application of Article 36.7, the employee shall have all rights and entitlements under Article 27. Where no direct assignment, bump or unreduced pension/pension bridge is identified for and/or chosen by the employee on his or her return, he or she shall be eligible immediately for a temporary assignment, if available (despite Article 27.10.1 limiting eligibility for temporary assignments). The employee will be eligible for one temporary assignment only. If the employee refuses the offer of a temporary assignment, no further temporary opportunities will be sought for him or her.

- 36.9.2 The temporary assignment can be extended at the Employer's discretion except as limited by Article 18.7.2. Time spent on the temporary assignment does not constitute a hiatus in the employee's notice period. Therefore, should no direct assignment be found for the employee, his or her employment ends at the termination of either the notice period or the temporary assignment, whichever is later. The employee will receive salary protection, if applicable, only during the six (6) month notice period.
- 36.10 A record of employment, if required in order to claim Employment Insurance sickness and disability benefits, will be provided to an employee and this document shall not be considered as termination of employment.

#### **ARTICLE 37 - SHORT TERM SICKNESS PLAN**

- 37.1 A full time employee who is unable to attend to his or her duties due to sickness or injury is entitled, in each calendar year, to leave of absence,
- (a) with regular salary for the first six (6) working days; and
  - (b) with seventy-five percent (75%) of regular salary for an additional one hundred and twenty-four (124) working days.
- 37.2 An employee is not entitled to a leave of absence with pay under this Article until after completion of, in the case of a full time employee, twenty (20) consecutive working days of employment.
- 37.3 An employee who is on leave of absence with pay under this Article that commences on a regularly scheduled working day in one (1) calendar year and continues to include a regularly scheduled working day in the next following year is not entitled to leave of absence with pay under this Article for a greater number of working days than are permitted under Article 37.1 in the two (2) years until the employee has again completed the service requirement described in Article 37.2.
- 37.4 An employee who was on leave of absence with pay under this Article for the number of days in a year permitted under Article 37.1 is not entitled to leave of absence with



pay under this Article in the following year until the employee has again completed the service requirement described in Article 37.2.

37.5 The pay of an employee under this Article is subject to,

- (a) all deductions for Benefit Plans coverages referred to in Articles 31 to 36 of the Agreement and under the Public Service Pension Act that would otherwise be made from the pay; and,
- (b) all contributions that would otherwise be made by the Employer in respect of the pay,

and such deductions and contributions shall be made as though the employee were receiving the employee's regular salary.

37.6 Information regarding the use of Short Term Sickness Plan days shall be available pursuant to Article 30.16.

#### **Use of Accumulated Credits**

37.7 Accumulated credits includes vacation credits, compensation option credits, and attendance credits.

37.7.1 An employee who is on leave of absence and receiving pay under Article 37.1(b) is entitled, at the employee's option, to have sufficient credits deducted from the employee's accumulated credits for each day to which Article 37.1(b) applies and to receive regular salary for each such day.

37.7.2 An employee who is absent from employment due to sickness or injury beyond the total number of days leave of absence with pay provided for in Article 37.1 shall have his or her accumulated attendance credits reduced by a number of days equal to the number of days of such absence and is entitled to leave of absence with pay on each such day.

37.7.3 Article 37.7.2 does not apply to an employee who qualifies for and elects to receive benefits under the Long Term Income Protection Plan instead of using his or her accumulated attendance credits.

37.8 After seven (7) consecutive calendar days absence caused by sickness or injury, no leave with pay shall be allowed unless a certificate of a legally qualified medical practitioner is forwarded to the employee's manager or designee, certifying that the employee is unable to attend to official duties.

37.9 Despite Article 37.8, where the Employer has reason to suspect that there may be an abuse of sick leave, the Manager may require an employee to submit a medical

certificate, at the Employer's expense, for any period of absence.

- 37.10 Where, for reasons of health, an employee is frequently absent or unable to perform his or her duties, the Employer may require him or her to submit to a medical examination at the expense of the Employer. The employee and Employer shall attempt to come to agreement on a qualified medical practitioner to perform the examination. When agreement is not reached, the employee may choose a qualified medical practitioner from the referral service of the College of Physicians and Surgeons. If the employee fails to make such a choice within one (1) week of receiving referrals, the Employer may choose a qualified medical practitioner from the same referrals.
- 37.11 For the purposes of this Article, the service requirement in Article 37.2 shall not include vacation leave of absence or any leaves without pay, but days worked before and after such leaves shall be considered consecutive. However, days worked before and after any leave of absence with or without pay due to an employee's illness or injury are not considered to be consecutive. Leaves with pay (other than for vacation, education, illness or injury) and statutory holidays are included in the determination of such service.

## **ARTICLE 38 - TERMINATION PAYMENTS**

- 38.1 Employees are entitled to termination payments as provided for in the *Public Service Act, Regulation 977*, sections 79 through 87, as of April 20, 1998, which are hereby incorporated by reference into this agreement.

## **ARTICLE 39 – WORKERS' COMPENSATION**

### **39. Workers' Compensation**

- 39.1 Where an employee is absent by reason of an injury or occupational disease for which a claim is made under the *Workplace Safety and Insurance Act, 1997*, his or her salary shall continue to be paid for a period not exceeding thirty (30) regularly scheduled working days. If an award is not made, any salary paid in excess of that to which he or she is entitled under Article 37 (Short Term Sickness Plan) shall be an amount owing by the employee to the Employer.
- 39.2 Where an employee is absent by reason of an injury or occupational disease for which an award is made under the *Workplace Safety and Insurance Act, 1997*, the employee's salary shall continue to be paid for a period not exceeding three (3) consecutive months, or a total of sixty-five (65) regularly scheduled working days where such absences are intermittent, following the date of the first absence because of the injury or occupational disease, and any absence in respect of the injury or

occupational disease shall not be charged against their credits.

- 39.3 Where an award is made under the *Workplace Safety and Insurance Act, 1997*, to an employee that is less than the regular salary of the employee, and the award applies for longer than the period set out in Article 39.2, and the employee has accumulated credits, their regular salary shall be paid if the employee so chooses, and the difference between the regular salary paid after the period set out in Article 39.2 and the compensation awarded shall be converted to its equivalent time and deducted from their accumulated credits (vacation, time-in-lieu, attendance credits and compensation option credits).
- 39.4 Where an employee receives an award under the *Workplace Safety and Insurance Act, 1997*, and the award applies for longer than the period set out in Article 39.2 (i.e. three (3) months), the Employer will continue subsidies for Basic Life, LTIP, Supplementary Health and Hospital and the Dental Plan. The Employer will also continue to make Pension payments, for the period during which the employee is receiving the award, if the employee continues to pay his or her share.
- 39.5 Where an employee is absent by reason of an injury or occupational disease for which an award is made under the *Workplace Safety and Insurance Act, 1997*, and the award applies for longer than the period set out in Article 39.2 the employee shall be entitled to elect to go on the Short Term Sickness Plan under Article 37 (Short Term Sickness Plan) as an option following the expiry of the application of Article 39.2.
- 39.6 For vacation purposes and for purposes of determining qualification for severance pay under Article 38, (Termination Payments) the period of Workers' Compensation absence is included in determining an employee's years of continuous service.

#### **ARTICLE 40 - ENTITLEMENT ON DEATH**

- 40.1 Where a classified employee who has served for more than six (6) months dies, there shall be paid to the employee's personal representative or if there is no personal representative to such person as the Civil Service Commission determines, the sum of one-twelfth of the employee's annual salary.
- 40.2 Any severance pay to which a classified employee is entitled under Article 38 (Termination Payments) shall be reduced by an amount equal to any entitlement under Article 40.1.

#### **ARTICLE 41 - MEAL ALLOWANCE**

- 41.1 The current Ministry practice of reimbursing meals shall continue unless the parties agree otherwise.

**ARTICLE 42 - KILOMETRIC RATES AND USE OF PRIVATE VEHICLE**

42.1 If an employee uses his or her own vehicle on the Employer’s business, he or she shall be reimbursed at rates determined in accordance with the Employer’s current practice. The rates shall not be less than:

<u>Kilometres Driven</u>	<u>Southern Ontario</u>	<u>Northern Ontario</u>
0 - 4,000 km	33.75 cents /km	34.25 cents /km
4,001 - 10,700 km	29.25 cents /km	29.75 cents /km
10,701 - 24,000 km	24.75 cents /km	25.25 cents /km
over 24,000 km	20.25 cents /km	21.25 cents /km

42.2 Kilometres are accumulated on the basis of a fiscal year (April 1 to March 31 inclusive).

42.3 The Employer agrees that the use of privately owned vehicles on the Employer’s business is not a condition of employment.

**ARTICLE 43 - ISOLATION PAY**

43.1 An employee who is stationed at a work location which receives a total of eight (8) or more points under the factors outlined in sub-sections 43.3.1 and 43.3.2 of this Article shall be paid an isolation allowance in accordance with the following scale:

8 points-	\$ 3.45 per week
9 - 12 points-	\$ 5.18 per week
13 - 16 points-	\$ 6.90 per week
17 - 20 points-	\$ 8.63 per week
21 - 24 points-	\$10.35 per week
25 - 28 points-	\$12.08 per week
29 - 32 points-	\$13.80 per week
33 - 36 points-	\$15.53 per week
37 - 40 points-	\$17.25 per week
41 - 44 points-	\$18.98 per week
45 - 48 points-	\$20.70 per week

43.2 For purposes of this Article, “work location” is defined as the address of the working place at which the employee is normally stationed.

43.3 This Article shall not apply to employees whose work locations are south of the following boundary lines: Border of the State of Minnesota and Ontario easterly

along the northern shores of Lake Superior and Lake Huron (inclusive of such islands as Manitoulin) to the French River; French River to Lake Nipissing; Lake Nipissing easterly to Highway 17; Highway 17 to Mattawa.

43.3.1 Population of the largest centre of population within eighty (80) kilometres of the employee's work location:

Population	Points Assigned
1 - 249	14
250 -- 499	12
500 - 999	10
1,000 - 1,999	8
2,000 - 2,999	6
3,000 - 3,999	4
4,000 - 4,999	2
5,000 or more	0

43.3.2 Distance from the employee's work location to a centre of population of 5,000 or more:

Distance	Travel by Road	Travel Only by Means Other Than Road
80 km or less	0	0
81 - 160 km	6	9
161 - 320 km	2	17
321 - 480 km	18	26
Over 480 km	24	34

43.4.1 In establishing the points to be assigned to each location in accordance with 43.3.1, population shall be determined by reference to the following publications:

- For Incorporated Communities:  
The Municipal Directory, published by the Ministry of Municipal Affairs.
- For Unincorporated Communities and Indian Reserves:  
Directory, Northern Ontario, published by the Ministry of Northern Development and Mines.

43.4.2 In establishing the points to be assigned to each location in accordance with 43.3.2, distance shall be determined by reference to the following publications:

- Ontario/Canada Official Road Map, published by the Ministry of Transportation.

- Distance Tables, King's Secondary Highways and Tertiary Roads, published by the Ministry of Transportation.

43.5.1 Points assigned to each location in accordance with 43.3.1 and 43.3.2 shall be reviewed annually.

43.5.2 Amendments to any isolation allowance entitlement under 43.1 resulting from the review shall be implemented effective from April 1 of each year.

#### **ARTICLE 44 – SALARY**

44.1 Effective April 1, 2001

- (a) all salary rates in effect on March 31, 2001, will be revised to provide for an increase of 1.95% across the board, plus an additional 1.0% across the board reflecting efficiency and productivity gains.
- (b) in addition, the maximum salary rates of the revised salary ranges shall be increased by a further 1.00% for each classification.
- (c) any employee who on or after April 1, 2001, and prior to ratification, received a merit award of 3% for satisfactory performance, shall have his or her salary adjusted to reflect entitlement to a merit award of 3.5% rather than 3%, as required by Article 45.1, up to the maximum salary rate of his or her classification, effective as of his or her anniversary date.
- (d) any employee who on or after April 1, 2001, and prior to ratification, received a merit increase for satisfactory performance of less than 3% solely because the employee was within less than 3% of the maximum salary rate of his or her classification, shall have his or her salary adjusted to reflect entitlement to a merit award of 3.5%, as required by Article 45.1, up to the revised maximum salary rate of his or her classification, effective as of his or her anniversary date.
- (e) any employee who, on or after April 1, 2001 and prior to ratification, received no merit increase solely because he or she was at the maximum salary rate of his or her classification, shall have his or her salary adjusted based on satisfactory performance up to the revised maximum salary rate of his or her classification, effective as of his or her anniversary date.

44.2 Effective April 1, 2002,

- (a) the salary rates will be revised to provide for an increase of 1.95% across the board.

- (b) in addition, the maximum salary rates of the revised salary ranges shall be increased by a further 1.00% for each classification.

44.3 Effective April 1, 2003:

- (a) the salary rates will be revised to provide for an increase of 1.95% across the board.
- (b) in addition, the maximum salary rates of the revised salary ranges shall be increased by a further 2.00% for each classification, 1% of which is due to the factors outlined in the Letter of Understanding re: 2003 Increase to Salary Maxima.

44.4 Within a reasonable period of time following ratification of the collective agreement by the parties, the Employer shall pay all retroactive monies owing for salaries.

## **ARTICLE 45 – MERIT PAY AND PAY FOR PERFORMANCE BONUS**

### **45.1 Merit Pay**

For employees in AMAPCEO classifications who are not at the maximum of their salary range:

45.1.1 A merit increase for a twelve (12) month work cycle coinciding with the employee's anniversary date shall be processed in an amount of 0 - 5% of his or her salary at the discretion of the Employer. An employee's merit increase for satisfactory performance shall be three and a half percent (3.5%) of his or her salary.

45.1.2 Where an employee's performance rating results in a merit increase that will cause his or her salary to exceed the maximum salary for his or her classification, the amount of the merit increase in excess of the maximum salary will be paid out as a lump sum bonus. Such lump sum bonus will not increase the employee's base salary for any purpose.

### **45.2 Pay for Performance Bonus**

For employees in AMAPCEO classifications who are at the maximum of their salary range:

45.2.1 Effective April 1, 2002, for employees who were at the salary maximum on March 31, pay for performance bonuses will be processed on April 1<sup>st</sup> each year based on performance for the previous fiscal year.

45.2.2 The pay for performance bonus shall be a re-earnable lump sum payment and will not increase the employee's base salary beyond the maximum of the salary range for any purpose.

- 45.2.3 The number of employees who receive pay for performance bonuses above a satisfactory performance rating shall not exceed twenty percent (20%) of eligible employees.
- 45.2.4 The amounts of bonuses available under article 45.2 shall be fixed at three and a half percent (3.5%) for satisfactory performance and six percent (6%) for above satisfactory performance.
- 45.2.5 There shall be no pay for performance bonus for employees whose performance is rated below satisfactory. The number of employees in this category shall not exceed fifteen percent (15%) of eligible employees.
- 45.2.6 An employee must have earned the maximum salary for his or her classification for at least twelve (12) months in order to be eligible for a full pay for performance bonus. For clarity, an employee who is at the maximum salary for his or her classification on March 31 will remain eligible for a pay for performance bonus in spite of the application of the increases to the maximum of the salary range under Articles 44.1(b), 44.2(b) and 44.3(b). The performance bonus for an employee who has been earning the maximum salary for less than twelve (12) months will be prorated.

### **45.3 Administration of Pay for Performance**

- 45.3.1 Effective April 1, 2002 and on April 1<sup>st</sup> each following year, a fixed envelope for pay for performance will be established. The envelope will vary from year to year and will be calculated by:
- (a) taking twenty percent (20%) of the salaries of the percentage of employees in AMAPCEO classifications (classified and unclassified), calculated as of April 1<sup>st</sup> of that year, who were earning salaries at the maximum of their salary ranges on March 31<sup>st</sup> of that year, and multiplying by six percent (6%) [example: if 32% of employees are earning maximum salaries, take 20% of their salaries and multiply by 6%];
  - (b) taking sixty-five percent (65%) of the salaries of the percentage of employees in AMAPCEO classifications (classified and unclassified), calculated as of April 1<sup>st</sup> of that year, who were earning salaries at the maximum of their salary ranges on March 31<sup>st</sup> of that year, and multiplying by three and a half percent (3.5%) [example: if 32% of employees are earning maximum salaries, take 65% of their salaries and multiply by 3.5%];
  - (c) adding together paragraphs 1(a) and 1(b).
- 45.3.2 The administration of the pay for performance bonus plan under 45.2 is totally within



the discretion of the Employer. Individual employees' disputes over their ratings and pay for performance bonuses will not be arbitrable. An arbitrator's jurisdiction is limited to deciding whether or not the pay for performance envelope, as described in article 45.3.1, has been spent.

## **ARTICLE 46 - HOURS OF WORK**

- 46.1 It is recognized by the parties that the hours of work for employees in the AMAPCEO unit are that which is set out in Section 9(1)(d) of Regulation 977 under the *Public Service Act* as at April 1, 2001.
- 46.2.1 Where the Employer authorizes an employee to work in excess of 7.25 hours on a regularly scheduled work day, the employee shall receive:
- (a) compensating leave of one-half (.5) hour for each hour worked between 36.25 and 48 hours per work week, in respect of the total hours worked during the week on regularly scheduled work days; and
  - (b) compensating leave of one (1) hour for each hour worked in excess of 48 hours per work week, in respect of the total hours worked during the week on regularly scheduled work days.
- 46.2.2 Where the Employer authorizes an employee to work on his or her day off, the employee shall receive compensating leave of one (1) hour for each hour worked.
- 46.2.3 For the purposes of calculating an employee's entitlement, a period worked in excess of fifteen (15) minutes will be rounded to the next half hour.
- 46.3.1 Where an employee accumulates compensating leave, such leave shall be taken at a time mutually agreed upon. The employer will not unreasonably withhold such agreement.
- 46.3.2 Where at the end of the calendar year an employee has remaining accumulated compensating leave, the employee and manager shall endeavour to agree on the scheduling of such compensating leave in an effort to utilize the compensating leave by June 30, and neither the employer nor employee will unreasonably withhold agreement. Failing agreement, the Employer shall reasonably determine the time of the compensating leave.
- 46.3.3 Compensating leave accumulated in a calendar year which is not used before June 30 of the following year, shall be paid, on a lump sum basis, at the rate it was earned (annual salary divided by 1891). An employee may be paid, on a lump sum basis, for compensating leave prior to June 30, where the employee and his or her manager so agree. On termination of employment, or on an employee assuming a permanent

position outside the bargaining unit, an employee who has not used all of his or her compensating leave earned under this article shall be paid, on a lump sum basis, for all remaining compensating leave hours. The lump sum payment will not increase the base salary for any purpose.

46.3.4 There shall be no duplication or pyramiding of any premium payments or compensating leave provided by the Collective Agreement.

46.4 Notwithstanding the foregoing, if a condition of any pre-existing ongoing hours of work agreement between an employee and his or her manager is superior to Articles 46.2.1 and 46.2.2, that particular superior condition may continue, at the employees option, until:

(a) the employee is no longer in the same work unit; or

(b) the expiry of this Collective Agreement on March 31, 2004,

whichever occurs first.

46.5 For clarity, Article 46.3.1, 46.3.2 and 46.3.3 do not apply to any pre-existing hours of work arrangements, including arrangements referenced in 46.4.

46.6 Where Management Board of Cabinet declares an emergency under Section 10.9 of Regulation 977 of the *Public Service Act* entitling any MCP employees to overtime compensation under that provision, the Employer, will also provide for overtime compensation to AMAPCEO bargaining unit employees on the same terms. In such circumstances, the application of Article 46 of the collective agreement will be superseded for the period of the declared emergency.

#### **ARTICLE 47 - COMPRESSED WORK WEEK, FLEXIBLE HOURS AND JOB SHARING**

47.1 Arrangements regarding compressed work week, flexible hours and job sharing may be entered into by mutual agreement in accordance with current practice.

47.2 Arrangements related to compressed work week, flexible hours and job sharing entered into by an employee and his or her immediate supervisor shall be adjusted and amended to reflect the provisions of Article 46.2 with necessary modifications. The parties' intent is that compensating leave would apply, in accordance with Article 46 as modified to address particular hours of work arrangements.

#### **ARTICLE 48 - RECLASSIFICATION TO ANOTHER BARGAINING UNIT**

No position or person in the bargaining unit, will be reclassified, nor will

any other action be taken with respect to such position or person that is tantamount to reclassification, which reclassification or action tantamount to reclassification would have the effect of moving the position or the person from the AMAPCEO bargaining unit to another bargaining unit.

#### **ARTICLE 49 - COMPENSATION OPTION CREDIT**

- 49.1 An employee is entitled to accumulate compensation option credits in each year for the portion of the year during which he or she is an employee at the rate of,
- (1) five-twelfths (5/12) of one (1) credit per month in the year, if the employee is a full-time employee, and
  - (2) that portion of five-twelfths (5/12) of one credit per month in the year that is equal to the portion that the employee's regularly scheduled hours of work bear to full employment, if the employee is a part-time employee.
- 49.2 The compensation option credits that an employee is entitled to accumulate in a year under Article 49.1 shall be credited to the employee on the 1st day of January in the year or on the day in the year when the employee first becomes an employee, whichever is later.
- 49.3 From the compensation option credits credited to an employee in a year in accordance with article 49.1 and 49.2 there shall be deducted, to a maximum of the credits credited to the employee in the year, credits at the rate set out in article 49.1 (a) or (b), as the case requires for,
- (1) each whole month in the year throughout which the employee is on leave of absence without pay;
  - (2) each whole month in the year throughout which the employee receives benefits under the Long Term Income Protection Plan;
  - (3) each whole month in the year throughout which the employee receives benefits under an award made under the *Workplace Safety and Insurance Act, 1997*, if that month is after the first six months for which the employee received benefits under that award, and if the employee is into receiving payment for accumulated attendance credits or accumulated vacation credits in that month;
  - (4) each whole month in the year after the month in which the employee ceases to be an employee;

- (5) each whole month in the year throughout which the employee is on a leave of absence with pay under Subsection 87(3) or (6) of *the Public Service Act* or the month in the year, if less than the whole month in which the leave of absence with pay ends, and
- (6) any month wholly comprised of consecutive periods of less than a month for which credit would be deducted under sections 49.3 (a) to (e) if the periods were whole months.

49.4 With the approval of the employee's manager, an employee may take leave of absence with pay in respect of some or all of the employee's accumulated compensation option credits at the rate of one day of leave of absence with pay for each compensation option credit to which the employee is entitled, and the employee's accumulated compensation option credits shall be reduced by the leave of absence with pay taken.

49.5 Each or part thereof by which a leave of absence with pay taken by a person under Article 49.4 exceeds the person's accumulated compensation option credits after making any deduction required by article 49.3 or 49.5 shall be deducted from the person's vacation credits, and the person shall repay to the Crown the salary paid to him or her for any day or part thereof of the leave of absence with pay that cannot be so deducted.

49.5.1 Any amount to be repaid under Article 49.5 may be deducted from any payment the employee is entitled to receive from the Employer in respect of salary or termination of employment or otherwise.

49.6 The parties agree that employees are entitled to use any accumulated compensation option credits to reduce the amount of unpaid leave required under the pension bridging option of Article 27. The parties also agree that no further accumulation of any credits shall accrue during the unpaid portion of the pension bridging option during which an employee is using accumulated compensation option credits.

49.7 Information regarding accumulated compensation option credits shall be available pursuant to Article 30.16.

## **ARTICLE 50 - SHIFT PREMIUM**

50.1 An employee shall receive a shift premium of fifty-two cents (52 cents) per hour for all regularly scheduled hours worked between 5:00 p.m. and midnight. Where more than fifty percent (50%) of the regularly scheduled hours worked fall within this period, the fifty-two cents (52 cents) per hour premium shall be paid for all regularly scheduled hours worked.

- 50.2 An employee shall receive a shift premium of sixty-two cents (62 cents) per hour for all regularly scheduled hours worked between midnight and 7:00 a.m. Where more than fifty percent (50%) of the regularly scheduled hours worked fall within this period, the sixty-two cents (62 cents) per hour premium shall be paid for all regularly scheduled hours worked.
- 50.3 Notwithstanding provisions #50.1 and #50.2 of this article, where an employee's regularly scheduled hours of work normally fall within the period between 7:00 a.m. and 5:00 p.m., the employee shall not be entitled to receive a shift premium for hours worked between 5:00 p.m. and 7:00 a.m.
- 50.4 Shift premiums shall not be considered as part of an employee's basic salary.
- 50.5 Shift premiums shall not be paid to an employee who for mutually agreed upon reasons works a shift for which he or she would otherwise be entitled to a shift premium.

#### **ARTICLE 51 - TERM AND RENEWAL**

- 51.1 Unless otherwise specified, this agreement shall be effective from the date of ratification until March 31, 2004.
- 51.2 Either party to the collective agreement may, within the period of ninety (90) calendar days before the agreement ceases to operate, give notice in writing of its desire to bargain with a view to the renewal with or without modification of the agreement then in operation or to the making of a new agreement.
- 51.3 In the event neither party gives notice to bargain in accordance with Article 51.2, this agreement shall be automatically renewed for a period of one (1) year.

**PT.1           REGULAR PART TIME EMPLOYEES**

PT.1.1       **“Regular part time employee”** (RPT) means an employee in the classified service who is appointed to a position whose duties require fewer than 36¼ hours per week.

PT.1.2       Notwithstanding Article PT.1.1, an employee participating in a “job share” will be considered a full time employee for redeployment purposes only.

**PT.2           Applicable Articles**

PT.2.1       The following Articles of the Agreement shall also apply to regular part time civil servants.

- 1       Recognition
- 2       No Discrimination
- 3       Management Rights
- 4       Information on New Positions
- 5       Statement of Information/Duties to Employees
- 6       No Discrimination for Association Activities
- 7       Employee’s Right to Representation
- 8       Leaves for Association Activities
- 9       Rights of Workplace Representatives
- 10      Dues
- 11      Home Position
- 12      Employer/Employee Relations Committees
- 13      Ministry & Local Negotiations
- 15      Dispute Resolution/Arbitration
- 16      Seniority/Continuous Service
- 17      Appointment to Classified Staff
- 18      Posting and Filling of Vacancies & New Positions
- 19      Pay Administration (subject to the amendments herein)
- 20      Discipline and Discharge
- 21      Personnel Files and Disciplinary Records
- 22      Abandonment of Position
- 23      Leaves
- 24      Pregnancy and Parental Leave
- 25      Health & Safety
- 26      Technological Change
- 27      Job Security
- 28      Notice of Relocation
- 32      Joint Benefits Committee
- 38      Termination Payments
- 39      Workers Compensation
- 40      Entitlement on Death
- 41      Meal Allowances

- 42 KM - Use of Private Vehicle
- 43 Isolation Pay (subject to the amendments herein)
- 44 Salary
- 45 Merit Pay/Pay for Performance Bonus
- 46 Hours of Work
- 47 CWW, Flexible Hours and Job Sharing
- 48 Reclassification to Another Bargaining Unit
- 49 Compensation Option Credit
- 50 Shift Premium
- 51 Term and Renewal

**PT.3 Non-Working Day**

PT.3.1 “Non Working Day” means a day on which the employee is not scheduled to work to complete his or her regularly scheduled hours.

**PT.4 Isolation Pay**

PT.4.1 Isolation pay as provided by Article 43 (Isolation Pay) shall be pro-rated based on the proportion of the employee’s weekly hours of work to the normal hours of work for the class as follows:

$$\frac{\text{Weekly hours of work}}{\text{Normal hours of work for the class (Weekly)}} \times \text{Allowance per week for the appropriate point rating}$$

**PT.5 Holidays**

PT.5.1 An employee shall be entitled to a paid holiday each year on each of the following days which fall on a day that is a regularly scheduled work day for the employee:

- |                 |                  |
|-----------------|------------------|
| New Year's Day  | Good Friday      |
| Easter Monday   | Victoria Day     |
| Canada Day      | Civic Holiday    |
| Labour Day      | Thanksgiving Day |
| Remembrance Day | Christmas Day    |
| Boxing Day      |                  |

PT.5.2 The regular part time employee shall be paid an amount equivalent to the amount the employee would have earned had they been at work.

PT.5.3 An employee shall also be entitled to any special holiday as proclaimed by the Governor General or Lieutenant Governor.

PT.5.4 Any employee who is on vacation when a special holiday is held in accordance with

Article PT5.3, is not entitled to the special holiday.

PT.5.5 Where a holiday specified in Article PT5.1 falls on a Saturday or Sunday, or when any two of them fall on a successive Saturday and Sunday, the holiday(s) shall be scheduled on the next following regular working day(s) that is not itself a listed holiday.

PT.5.6 Article PT5.4 does not apply to New Year's Day, Canada Day, Remembrance Day, Christmas Day and Boxing Day in respect of an employee whose work schedule is subject to rotating work weeks that include scheduled week-end work on a regular or recurring basis.

PT.5.7 Where an employee is scheduled to work on one of the holidays listed in Article PT5.1 or PT5.3, and is unable to do so because of illness, absence on Workers' Compensation, vacation or other authorized leave, there will be no deduction from the employee's Short-Term Sickness Plan or accumulated credits, and the holiday will be deemed to have been taken.

**PT.6 Vacation**

PT.6.1.1 An employee shall earn a pro-rated portion of the vacation credits shown below based on the ratio that his or her weekly hours of work bear to full time employment.

- (a) One and one-quarter (1-1/4) days per month during the first eight (8) years of continuous service (15 days per full calendar year);
- (b) One and two-thirds (1-2/3) days per month after eight (8) years of continuous service (twenty (20) days per full calendar year);
- (c) Two and one-twelfth (2-1/12) days per month after fifteen (15) years of continuous service (twenty-five (25) days per full calendar year);
- (d) Two and one-half (2-1/2) days per month after twenty-six (26) years of continuous service (thirty (30) days per full calendar year).

PT.6.1.2 Where an employee has completed twenty-five (25) years of continuous service in the public service, there shall be added to the employee's accumulated vacation, on that occasion only, up to five (5) days based on the ratio that his or her weekly hours of work bear to full time employment.

PT.6.2. An employee is entitled to vacation credits under Article PT6.1 in respect of a month or part thereof in which the employee is at work or on leave of absence with pay.

PT.6.3 An employee is not entitled to vacation credits under Article PT6.1 in respect of a whole month in which the employee:



- (a) is on leave of absence without pay; or
- (b) receives benefits under the Long Term Income Protection Plan, unless the employee is in rehabilitative employment with the Ontario Public Service.

PT.6.4 Where any employee is absent by reason of an injury or occupational disease for which an award is made under the *Workplace Safety and Insurance Act, 1997*, they shall continue to accrue vacation credits for the full period of such leave.

PT.6.5 An employee shall be credited with his or her vacation credits for each year on the 1st day of January in the year, including any increase in entitlements due to occur during the year.

PT.6.6 An employee may accumulate vacation credits to a maximum of twice his or her annual vacation credits, but shall be required to reduce this accumulation to a maximum of one (1) year's entitlement by December 31 of each year.

PT.6.7 Where an employee is prevented from reducing his or her accumulated credits under Article PT6.6 as a result of,

- (a) an injury for which an award is granted under the *Workplace Safety and Insurance Act, 1997*;
- (b) a total disability; or
- (c) an extraordinary requirement of the Employer,

the employee's Deputy Minister shall grant to the employee, at his or her request a leave of absence with pay to replace the vacation credits.

PT.6.8 An employee commencing employment during the year shall be credited at that time with vacation credits calculated in accordance with Article PT6.1, for the balance of the calendar year.

PT.6.9 Upon the completion of six (6) months of continuous service in the public service, an employee with the approval of his or her manager or designee, may take vacation to the extent of his or her vacation entitlement and his or her accumulated vacation credits shall be reduced by the vacation taken. Such approval will be subject to operational requirements, but, it is also agreed that such approval will not be unreasonably withheld.

PT.6.10 An employee who completes twenty-five (25) years of continuous service on or before the last day of the month in which the employee attains sixty-four (64) years

of age is entitled, after the end of that month, to pre-retirement leave with pay of up to five (5) days based on the ratio that his or her weekly hours of work bear to full time employment.

PT.6.11 Where an employee leaves the public service prior to the completion of six (6) months of continuous service, he or she is entitled to vacation pay at the rate of four per cent (4%) of the earnings of the employee during the period of his or her employment.

PT.6.12 An employee who has completed six (6) or more months of continuous service in the public service shall be paid, in an amount computed at the rate of the employee's last regular salary, for any unused vacation standing to the credit of the employee at the date he or she ceases to be an employee.

PT.6.13 An employee who has completed six (6) or more months of continuous service in the public service is entitled, upon request by the employee, to be paid, in an amount computed at the rate of the employee's last regular salary, for any unused vacation standing to the credit of the employee at the date on which he or she qualifies for payments under the Long Term Income Protection Plan.

PT.6.14 Where an employee ceases to be an employee, there shall be deducted from the employee's accumulated vacation credits an amount in respect of the whole months remaining in the year after the person ceases to be an employee computed at the rate set out in Article PT6.1.

PT.6.15 Vacation taken in excess of the vacation credits to which an employee is entitled on the date the employee ceases to be an employee shall be deducted from the amount paid to the employee under Article 40 (Termination Payments) and Article 38 (Entitlement on Death) and from any salary to which the employee may be entitled.

PT.6.16 As soon as practicable following the end of each quarter of the year, information regarding the number of vacation and other credits to which he or she is entitled shall be made available to each employee directly or where information is available to the employee electronically, this shall be sufficient.

PT.7 **Short-Term Sickness Plan**

PT.7.1 A part time employee who is unable to attend to his or her duties due to sickness or injury is entitled, in each calendar year, to leave of absence,

(a) with regular salary for that portion of six (6) working days equal to the portion the employee's regularly scheduled hours of work bear to full employment; and

(b) with seventy-five percent (75%) of regular salary for that portion of an

additional one hundred and twenty-four (124) working days equal to the portion the employee's regularly scheduled hours of work bear to full employment.

PT.7.2 An employee is not entitled to a leave of absence with pay under this Article until after completion of all of the employee's regularly scheduled hours within a period of four (4) consecutive weeks.

PT.7.3 An employee who is on leave of absence with pay under this Article that commences on a regularly scheduled working day in one calendar year and continues to include a regularly scheduled working day in the next following year is not entitled to leave of absence with pay under this Article for a greater number of working days than are permitted under Article PT7.1, in the two (2) years until the employee has again completed the service requirement described in Article PT7.2

PT. 7.4 An employee who was on leave of absence with pay under this Article for the number of days in a year permitted under Article PT7.1 is not entitled to leave of absence with pay under this Article in the following year until the employee has again completed the service requirement described in Article PT7.2.

PT.7.5 The pay of an employee under this Article is subject to,

(a) all deductions for Benefit Plans coverages referred to in Articles PT8, PT9, PT10, PT11, PT12, and under the Public Service Pension Act that would otherwise be made from the pay; and

(b) all contributions that would otherwise be made by the Employer in respect of the pay,

and such deductions and contributions shall be made as though the employee were receiving the employee's regular salary.

PT.7.6 Information regarding the use of Short Term Sickness Plan days shall be available pursuant to Article PT6.16.

**PT.7 Use of Accumulated Credits**

PT.7.7 Accumulated credits includes vacation credits, compensation option credits, and attendance credits.

PT.7.8 An employee who is on leave of absence and receiving pay under Article PT7.1(b) is entitled, at the employee's option, to have sufficient credits deducted from the employee's accumulated credits for each day to which Article PT7.1(b) applies and to receive regular salary for each such day.

- PT.7.9 An employee who is absent from employment due to sickness or injury beyond the total number of days leave of absence with pay provided for in Article PT7.1 shall have his or her accumulated attendance credits reduced by a number of days equal to the number of days of such absence and is entitled to leave of absence with pay on each such day.
- PT.7.10 Article PT7.9 does not apply to an employee who qualifies for and elects to receive benefits under the Long Term Income Protection Plan instead of using his or her accumulated attendance credits.
- PT.7.11 After seven (7) consecutive calendar days absence caused by sickness or injury, no leave with pay shall be allowed unless a certificate of a legally qualified medical practitioner is forwarded to the employee's manager or designee, certifying that the employee is unable to attend to official duties.
- PT.7.12 Despite Article PT7.11, where the Employer has reason to suspect that there may be an abuse of sick leave, the Manager may require, at the Employer's expense, an employee to submit a medical certificate for any period of absence.
- PT.7.13 Where, for reasons of health, an employee is frequently absent or unable to perform his or her duties, the Employer may require him or her to submit to a medical examination at the expense of the Employer. The employee and Employer shall attempt to come to agreement on a qualified medical practitioner to perform the examination. When agreement is not reached, the employee may choose a qualified medical practitioner from the referral service of the College of Physicians and Surgeons. If the employee fails to make such a choice within one (1) week of receiving referrals, the Employer may choose a qualified medical practitioner from the same referrals.
- PT.7.14 For the purposes of this Article, the service requirement in Article PT7.2 shall not include vacation leaves of absence or any leaves without pay, but days worked before and after such leaves shall be considered consecutive. However, days worked before and after any leave of absence with or without pay due to an employee's illness or injury are not considered to be consecutive. Leaves with pay (other than for vacation, education, illness or injury) and statutory holidays are included in the determination of such service.

**PT.8 Benefits General**

- PT.8.1 "Benefit Plans" in Articles PT9, PT10, PT11, PT12 means the Basic Life Insurance Plan, the Supplementary & Dependent Life Insurance Plan, the Supplementary Health and Hospital Insurance Plan, (including vision and hearing aid coverage), the Dental Plan, and the Long-term Income Protection Plan in force as of September 1, 1997 with the Great West Life Assurance Company or any successor Plan.

PT.8.2 Subject to the provisions of this Agreement, the benefits contained in the Benefit Plans as they were constituted on September 1, 1997 shall be provided to part time employees. on the same terms and conditions as were in place on September 1, 1997. These benefits and terms and conditions may only be altered by mutual agreement of the parties.

PT.8.3 During leaves-of-absence with pay, benefit coverage will continue. The Employer and employee will continue to pay the applicable premiums.

PT.8.4 During pregnancy and parental leave, an employee who participates in any Benefit Plan may continue to do so unless he or she elects in writing not to do so. Unless an employee gives the Employer this written notice, the Employer and the employee shall continue to pay the applicable premiums.

PT.8.5 The benefits contained in the Benefit Plans are supplemented by the provisions of Article 32 and Articles PT9, PT10, PT11, PT12. Where a conflict exists between the provisions of a Benefit Plan and this Agreement, the provisions of this Agreement shall prevail.

PT.8.6 Where an existing OPS employee permanently moves into or from a position not covered by a Benefit Plan (as defined in Article PT8.1) coverage for Basic, Supplementary and Dependent Life Insurance shall continue without there being any requirement for the employee to provide evidence of insurability. In addition, in the case of a bargaining unit employee moving to a permanent position not covered by the Benefit Plans, coverage under the Benefit Plans shall cease on the date on which coverage under any new insurance plan covering the employee in the new permanent position commences. In the case of existing OPS employees moving into a permanent position covered by the Benefit Plans, coverage shall commence on the date on which coverage under any previous insurance plans ceases.

PT.8.7 Employees are entitled to a full explanation from the Carrier(s) when claims are refused under a benefit plan.

PT8.8 Family coverage for the following benefits shall include coverage for same-sex partners; Supplementary and Dependant Life Insurance (Article PT.9), Supplementary Health and Hospital Insurance (Article PT.10), Dental Plan (Article PT.11).

**PT.9 Life Insurance**

PT.9.1 The Employer shall pay one hundred percent (100%) of the monthly premium for basic life insurance coverage for RPT employees covered by this Collective Agreement.

PT.9.2 Employees, at their option, are entitled to purchase supplementary and/or dependent

life insurance. Employees must pay the full premium for this coverage.

PT.9.3 Where on termination of employment there is a right to convert life insurance into another form of life insurance policy, the Employer shall advise all terminating employees of their right to make this conversion in writing prior to the employee's last day of employment.

## **PT.10 Supplementary Health and Hospital Insurance Plan**

Effective March 1, 2002 Article PT.10.1 is amended to provide as follows:

PT.10.1 The Employer shall pay forty percent (40%), fifty percent (50%), sixty percent (60%), seventy percent (70%) or eighty percent (80%) of the monthly premium for the Supplementary Health and Hospital Insurance Plan for each participating RPT employee, whichever is closest to the percentage that the RPT employee's weekly hours of work bear to full-time employment. The RPT employee shall pay the balance of the monthly premium through payroll deduction.

PT.10.2 The Employer shall pay eighty per cent (80%) and sixty per cent (60%) of the percentage calculated under Article PT10.1 of the monthly premiums for Vision and Hearing Aid coverage respectively, of the Supplementary Health and Hospital Insurance Plan for each participating RPT employee. The RPT employee shall pay the balance of the monthly premium through payroll deduction.

PT.10.3 The Supplementary Health and Hospital Insurance Plan shall include reimbursing employees for the following:

- (a) ninety percent (90%) of the cost of all prescription drugs that by law require a physician's prescription, including injectable drugs, and medicines prescribed by a licensed physician or other licensed health professional who is legally authorized to prescribe such drugs, and dispensed by a licensed pharmacist or by a physician legally authorized to dispense such drugs and medicine. For clarity, life-sustaining drugs or medicines shall continue to be covered on the same basis as under the previous collective agreement. Provided that a generic drug is listed in the Canadian Pharmaceutical Association Compendium of Pharmaceuticals and Specialities, reimbursement for drugs covered by the Plan will be based on the cost of the lowest priced generic version of the drug that the dispensing pharmacist can readily provide, unless the prescribing physician or health professional stipulates no substitution, in which case the reimbursement will be based on the cost of the drugs prescribed.
- (b) Reimbursement for hospital care for private or semi-private room and board shall be up to one hundred and twenty dollars (\$120.00) per day beyond the cost of standard ward care.

- (c) one hundred percent (100%) of the cost of diagnostic procedures, and radiology;
- (d) vision and hearing aid coverage shall include reimbursing employees for the following, subject to a ten dollar (\$10) deductible per person per calendar year, to a maximum of twenty dollars (\$20) per family per calendar year. Vision and hearing aid coverage shall be reimbursed:
  - up to three hundred dollars (\$300.00) per person in any consecutive twenty-four (24) month period following the date the expense is incurred, for the purchase, fitting or repair of spectacle lenses, frames or contact lens prescribed by an Ophthalmologist or Optometrist.
  - up to twenty-five hundred (\$2500.00) dollars per person in a five (5) year period for the purchase and/or repairs of hearing aids (excluding batteries) prescribed by a physician certified as an otolaryngologist or by a qualified audiologist.
- (e) paramedical services include the following coverage per employee and each of their dependants:
  - (iv) the services of an acupuncturist, at the rate of thirty-five dollars (\$35) per visit, to an annual maximum of twelve hundred dollars (\$1200);
  - (v) the services of a speech therapist, at the rate of forty dollars (\$40) per half hour, to an annual maximum of fourteen hundred dollars (\$1400);
  - (vi) the services of a chiropractor, osteopath, naturopath, podiatrist, chiropodist, physiotherapist and masseur, if licensed and practising within the scope of their license to a maximum of thirty-five dollars (\$35) per visit for each visit not subsidized by OHIP and to an annual maximum of twelve hundred dollars (\$1200) for each type of service.
- (f) the services of a psychologist, at the rate of forty dollars (\$40) per half hour, to an annual maximum of fourteen hundred dollars (\$1400). Coverage shall also include services rendered by a social worker with a Master's Degree in Social Work, where such services are equivalent to the services that would otherwise be provided by a psychologist;
- (g) Orthopaedic Shoes: seventy-five percent (75%) of the cost of one pair or one repair per year to a maximum of five hundred dollars (\$500) per year;
- (h) Orthotic Appliances: one hundred percent (100%) of the cost of one pair or

one repair per year to a maximum of five hundred dollars (\$500) per year.

PT.10.4 If the coverage of an employee or an employee's dependent for Supplementary Health and Hospital Insurance terminates when the employee or the dependant is pregnant, benefits shall be payable for pregnancy related expenses until the date of the baby's delivery.

**PT.10.5 Coverage For Employees Who Are Totally Disabled**

Where a totally disabled employee is not eligible for the Long Term Income Protection Plan, the employee's Supplementary Health and Hospital Insurance coverage shall continue so long as the employee is receiving benefits under the Short Term Sickness Plan or is using accumulated credits or, beyond that point, if the employee chooses to pay the full premium for continued coverage. In such cases, if the employee is subsequently approved for benefits under the Long Term Income Protection Plan, the employee will be reimbursed for any premiums paid directly by the employee.

**PT.11 Dental Plan**

PT.11.1 The Employer shall pay forty percent (40%), fifty percent (50%), sixty percent (60%), seventy percent (70%) or eighty percent (80%) of the monthly premium for the Dental Plan for basic dental care services, denture services, orthodontic services and major restorative services for each participating RPT employee, whichever is closest to the percentage that the RPT employee's weekly hours of work bear to full-time employment. The RPT employee shall pay the balance of the monthly premium through payroll deduction.

PT.11.2 Employees shall pay the cost of dental care directly and the insurance carrier shall reimburse the employee, based on the current Ontario Dental Association fee schedule at the time the dental work is performed, at the following percentages:

- (a) eighty-five percent (85%) for basic dental care services, which effective March 1, 2002 shall include the following coverage:
  - (i) pit and fissure sealant treatment shall be added to the Plan for eligible dependant children; and
  - (ii) the dental recall period shall be extended to nine (9) months except for dependant children age twelve (12) and under.
- (b) fifty percent (50%) for denture services with a lifetime maximum amount payable of three thousand dollars (\$3,000) per person;
- (c) fifty percent (50%) for orthodontic services for dependent children between



the ages of six (6) and eighteen (18) with a lifetime maximum amount payable of three thousand dollars (\$3,000) per child;

- (d) fifty percent (50%) for major restorative services with an annual maximum amount payable of two thousand dollars (\$2,000) per person.

**PT.12 Long-Term Income Protection**

PT.12.1 The Employer shall pay eighty-five percent (85%) of the monthly premium costs for every part time employee who participates in the plan, and the employee shall pay the balance of the premium costs through payroll deduction.

PT.12.2 Effective December 31, 1993 and annually thereafter, the total monthly payment of LTIP under the Plan shall be increased by up to 2% based on the average annual increase in the Ontario Consumer Price Index (CPI) as published by Statistics Canada each January.

PT.12.3 Every employee appointed to the civil service on or after March 1, 1971 shall participate in the plan. An employee who was appointed to the civil service before March 1, 1971,

- (a) where the employee was participating in the Plan on December 19, 1975, is entitled to continue to participate in the Plan or to cease participating in the Plan; or
- (b) where the employee was not participating in the Plan on December 19, 1975, is, upon producing evidence of medical eligibility satisfactory to the insurer under the Plan, entitled to participate in the Plan, and is thereafter entitled to cease participating in the Plan.

PT.12.4 Where the Employer is paying all or part of the premiums for an employee who participates in one or more of the Benefit Plans and the employee is approved for benefits under the Long Term Income Protection Plan, the employee's coverage under the Plans shall continue at the Employer's cost in respect of the time for which the employee is receiving or is qualified to receive LTIP benefits. In addition, the Employer will make all pension contributions on behalf of the employee and on its own behalf in respect of the time for which the employee is receiving or is qualified to receive LTIP benefits.

PT.12.5 The LTIP benefits commence after a qualification period of six (6) months from the date the employee becomes totally disabled, unless the employee elects to continue to use accumulated attendance credits on a day-to-day basis after the six (6) month period.

PT.12.6 Rehabilitative employment for employees receiving LTIP benefits, whether with the

OPS or another Employer, shall be available in keeping with the existing practice. In arranging such employment, the Employer will take into account the employee's training, education and experience.

PT.12.7 The Employer shall not permanently fill the position of an employee during the qualifying period and the first twenty-four (24) months of the benefit period.

PT.12.8 Where, during the benefit period, the employee is able to perform the essential duties of his or her position, and the position has not been declared surplus, he or she shall resume work, as directed by the Employer, within two (2) weeks of the date that LTIP benefits cease. Where, for accommodation reasons, an employee cannot be returned to his or her position within the two (2) week period, the Employer shall grant a leave of absence with pay pending the completion of the accommodation requirements, but in no event shall the leave of absence with pay exceed three (3) months. The employee shall return to work, when accommodations are completed, on the date specified by the Employer. In order to be eligible for leave of absence with pay, the employee shall co-operate with the Employer regarding the return-to-work arrangements.

PT.12.9.1 When an employee who has been receiving or was eligible to receive LTIP benefits is deemed able to perform the essential duties of his or her position but the position is no longer available due to the application of Article PT12.7, the employee shall have all rights and entitlements under Article 27. Where no direct assignment, bump or unreduced pension/pension bridge is identified for and/or chosen by the employee on his or her return, he or she shall be eligible immediately for a temporary assignment, if available (despite Article 27.10.1 limiting eligibility for temporary assignments). The employee will be eligible for one temporary assignment only. If the employee refuses the offer of a temporary assignment, no further temporary opportunities will be sought for him or her.

PT.12.9.2 The temporary assignment can be extended at the Employer's discretion except as limited by Article 18.7.2. Time spent on the temporary assignment does not constitute a hiatus in the employee's notice period. Therefore, should no direct assignment be found for the employee, his or her employment ends at the termination of either the notice period or the temporary assignment, whichever is later. The employee will receive salary protection, if applicable, only during the six (6) month notice period.

PT.12.10 A record of employment, if required in order to claim Employment Insurance sickness and disability benefits, will be provided to an employee and this document shall not be considered as termination of employment.

**PT.13 Pay Administration (amended only as follows):**

PT.13.1 The "basic hourly rate" of pay is the weekly rate of the class divided by thirty-six and

a quarter (36¼).

PT.13.2 The "weekly rate of pay for regular part-time employees is the basic hourly rate times the applicable weekly hours of work.

PT.13.3 "Weekly hours of work" shall be the average of the regularly scheduled weekly hours of a position calculated over a period of four (4) consecutive weeks.

PT.13.4 Despite the definition of "regular part-time employee", an employee who immediately before the coming into force of the *Public Service Act Regulation 977 1(3)(a)* was working fewer than 36¼ hours per week and who was receiving benefits as if he or she was a full-time employee shall be deemed to continue as a full-time employee for purposes of the receipt of benefits so long as he or she occupies the same position.

## **UC.1 UNCLASSIFIED EMPLOYEES**

UC.1.1 The only terms of this Agreement that apply to employees who are not civil servants are those that are set out in this Article.

UC.1.2 The following sections in this Article shall apply only to unclassified staff:

### **UC.2 Salary**

UC.2.1 The salary rate of the equivalent civil service classification shall apply. If there is no equivalent classification, the rate shall be set by the Employer and the Association shall have the right to negotiate the rate during the appropriate salary negotiations.

UC.2.2 A full time unclassified employee covered by this Section shall be entitled to the same provisions regarding retroactivity of salary revisions and progression through the salary range as those agreed upon for the Civil Service Salary Category to which they correspond.

### **UC.3 Holidays**

UC 3.1 Unclassified employees will be entitled to the paid holidays listed in Article 29.1 (Holidays).

UC 3.2 When the employee is required to work on any holidays listed in Article 29.1 (Holidays), he or she is entitled to a compensating day as a holiday in lieu thereof.

### **UC.4 Vacation Pay**

UC.4.1 An unclassified employee is entitled to vacation credits at the rate of 1¼ days for each full month in which he or she is at work or is on vacation leave of absence or leave

of absence with pay.

- UC.4.2 An unclassified employee who leaves the public service prior to the completion of six months service is entitled to vacation pay at the rate of four percent (4%) of the earnings of the employee during the period of his or her employment.
- UC.4.3 An unclassified employee who has completed six (6) or more months of continuous service in the public service shall be paid for any unused vacation standing to his or her credit at the date he or she ceases to be an employee.
- UC.4.4 Where an unclassified employee is appointed to the classified service, vacation credits accumulated under this Article shall continue to stand to the credit of the employee.
- UC.4.5 Upon the completion of six (6) months continuous service in the public service, an employee with the approval of his or her manager or designee, may take vacation to the extent of his or her earned vacation credits and his or her earned vacation credits shall be reduced by the vacation taken. Such approval will be subject to operational requirements, but, it is also agreed that such approval will not be unreasonably withheld.

## **UC.5 Attendance Credits And Sick Leave**

- UC.5.1 An unclassified employee is entitled to an attendance credit of 1¼ days for each full month in which he or she is at work or is on vacation, bereavement or jury/witness leave. An employee is entitled to use attendance credits only in the event that he or she is unable to attend his or her official duties by reason of illness or injury.
- UC.5.2 An unclassified employee who is unable to attend to his or her duties in the public service due to sickness or injury is entitled to leave of absence with pay at the rate of one working day for each day of accumulated attendance credits and his or her accumulated attendance credits shall be reduced by the leave taken.
- UC.5.3 Where an unclassified employee is appointed to the classified service, attendance credits accumulated under this Article cease to stand to the credit of the employee.
- UC.5.4 After seven (7) consecutive calendar days absence caused by sickness or injury, no leave with pay shall be allowed unless a certificate of a legally qualified medical practitioner is forwarded to the employee's manager or designee, certifying that the employee is unable to attend to official duties.
- UC.5.5 Despite Article UC 5.4, where the Employer has reason to suspect that there may be an abuse of sick leave, the manager may require an employee to submit the medical certificate required by Article UC5.4 for any period of absence.

## **UC.6 Pregnancy and Parental Leave**

UC.6.1 Pregnancy and parental leaves will be granted to employees under the terms of the *Employment Standards Act*. Pregnancy leave shall be granted for up to seventeen (17) weeks and may begin no earlier than seventeen (17) weeks before the expected birth date.

UC.6.2 Parental leaves shall be granted for up to thirty-five (35) weeks for biological mothers and up to thirty-seven (37) weeks for biological fathers and adoptive parents.

## **UC.7 Filling of Positions with Unclassified Employees**

UC.7.1 Where a temporary assignment was not posted, and an employee has continuously been in the position since the initial assignment, the assignment shall be posted and filled competitively within eighteen (18) months of the initial assignment, where the Employer determines that the work is continuing either on a temporary or permanent basis.

UC.7.2 Where the same work has been performed by an employee in the Unclassified Service for a period of at least two (2) consecutive years, (except for situations where the unclassified employee is replacing a classified employee on a leave of absence authorized by the Employer or otherwise absent as provided for under the collective agreement), and where the ministry has determined that there is a continuing need for that work to be performed on a full time basis, the ministry shall establish a position within the Classified Service to perform that work.

UC.7.3 Where the ministry has determined that it will convert a position in accordance with Article UC.7.2, the status of the incumbent in the position will be converted from unclassified to classified, provided that the incumbent has been in the position in question for at least two (2) years.

## **UC.8 Bereavement Leave**

UC 8.1 An employee who is scheduled to work more than twenty-four (24) hours during a week and who would otherwise have been at work, shall be allowed up to three (3) days of leave-of-absence with pay in the event of the death of his or her spouse, mother, father, mother-in-law, father-in-law, son, daughter, brother, sister, ward or guardian. However, in the event of the death of his or her sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent or grandchild, foster child or foster parent, he or she shall be allowed only one (1) day's leave-of-absence with pay.

## **UC.9 Religious Accommodation**

UC 9.1 With reasonable notice, an unclassified employee is entitled to use vacation credits or is entitled to an unpaid leave of absence for the purpose of religious accommodation for an equal number of days as provided in Article 23.4.

**UC.10 Payment in Lieu of Benefits**

UC.10.1 All full-time unclassified employees shall, upon completion of one (1) month of continuous service, receive in lieu of all Benefit Plan entitlements in Articles 31 to 36, save and except holiday and vacation pay, an amount equal to two per cent (2%) of their basic hourly rate for all hours worked exclusive of overtime.

**UC.11 Termination of Employment**

UC.11.1 Employment may be terminated by the Employer at any time with a minimum two (2) weeks' notice, or pay in lieu thereof.

**UC.12 Other Articles Applicable to Unclassified Employees**

- 1 Recognition
- 2 No Discrimination
- 3 Management Rights
- 4 Information to New Employees
- 6 No Discrimination for Association Activities
- 7 Employee's Right to Representation
- 8 Leaves for Association Activities
- 9 Rights of Workplace Representatives
- 10 Dues
- 12 Employer/Employee Relations Committees
- 13 Ministry & Local Negotiations
- 15 Dispute Resolution/Arbitration
- 16 Seniority (16.3.1 and 16.3.2)
- 17 Appointment to Classified Staff (Articles 17.3.1 and 17.3.2)
- 18 Posting and Filling of Vacancies & New Positions (18.1, 18.4 and 18.7.1)
- 20 Discipline and Discharge
- 21 Personnel Files and Disciplinary Records
- 23 Leaves - Articles 23.2.1(without pay), and 23.7 (jury/witness)
- 25 Health & Safety
- 27 Job Security - Article 27.1.1(b)
- 41 Meal Allowances
- 42 KM - Use of Private Vehicle
- 45 Merit Pay/Pay for Performance Bonus
- 46 Hours of Work
- 47 CWW/Flex Hours and Job Sharing
- 48 Reclassification to Another Bargaining Unit
- 50 Shift Premium
- 51 Term and Renewal

## **Schedule 1 – List of Classifications**

05724 Intelligence Officer OP Commission (**AMAPCEO Unit**)  
13AFA Financial Administration (**AMAPCEO Unit**) AFA13  
14AFA Financial Administration (**AMAPCEO Unit**) AFA14  
15AFA Financial Administration (**AMAPCEO Unit**) AFA15  
16AFA Financial Administration (**AMAPCEO Unit**) AFA16  
17AFA Financial Administration (**AMAPCEO Unit**) AFA17  
18AFA Financial Administration (**AMAPCEO Unit**) AFA18  
19AFA Financial Administration (**AMAPCEO Unit**) AFA19  
20AFA Financial Administration (**AMAPCEO Unit**) AFA20  
21AFA Financial Administration (**AMAPCEO Unit**) AFA21  
22AFA Financial Administration (**AMAPCEO Unit**) AFA22

20AFL French Language Services (**AMAPCEO Unit**) AFL20

11AGA General Administration (**AMAPCEO Unit**) AGA11  
12AGA General Administration (**AMAPCEO Unit**) AGA12  
13AGA General Administration (**AMAPCEO Unit**) AGA13  
14AGA General Administration (**AMAPCEO Unit**) AGA14  
15AGA General Administration (**AMAPCEO Unit**) AGA15  
16AGA General Administration (**AMAPCEO Unit**) AGA16  
17AGA General Administration (**AMAPCEO Unit**) AGA17  
18AGA General Administration (**AMAPCEO Unit**) AGA18  
19AGA General Administration (**AMAPCEO Unit**) AGA19  
20AGA General Administration (**AMAPCEO Unit**) AGA20  
21AGA General Administration (**AMAPCEO Unit**) AGA21  
22AGA General Administration (**AMAPCEO Unit**) AGA22

18AIF Information (**AMAPCEO Unit**) AIF18  
19AIF Information (**AMAPCEO Unit**) AIF19  
20AIF Information (**AMAPCEO Unit**) AIF20

12ALA Law Administration (**AMAPCEO Unit**) ALA12  
13ALA Law Administration (**AMAPCEO Unit**) ALA13  
14ALA Law Administration (**AMAPCEO Unit**) ALA14  
15ALA Law Administration (**AMAPCEO Unit**) ALA15  
16ALA Law Administration (**AMAPCEO Unit**) ALA16  
17ALA Law Administration (**AMAPCEO Unit**) ALA17  
18ALA Law Administration (**AMAPCEO Unit**) ALA18  
19ALA Law Administration (**AMAPCEO Unit**) ALA19  
20ALA Law Administration (**AMAPCEO Unit**) ALA20  
21ALA Law Administration (**AMAPCEO Unit**) ALA21  
22ALA Law Administration (**AMAPCEO Unit**) ALA22  
23ALA Law Administration (**AMAPCEO Unit**) ALA23

12ALC Law Court Administration (**AMAPCEO Unit**) ALC12  
13ALC Law Court Administration (**AMAPCEO Unit**) ALC13  
14ALC Law Court Administration (**AMAPCEO Unit**) ALC14

16APA Program Analysis (**AMAPCEO Unit**) APA16  
17APA Program Analysis (**AMAPCEO Unit**) APA17  
18APA Program Analysis (**AMAPCEO Unit**) APA18  
19APA Program Analysis (**AMAPCEO Unit**) APA19  
20APA Program Analysis (**AMAPCEO Unit**) APA20  
21APA Program Analysis (**AMAPCEO Unit**) APA21

12APL Personnel Administration (**AMAPCEO Unit**) APL12  
13APL Personnel Administration (**AMAPCEO Unit**) APL13  
14APL Personnel Administration (**AMAPCEO Unit**) APL14  
15APL Personnel Administration (**AMAPCEO Unit**) APL15  
16APL Personnel Administration (**AMAPCEO Unit**) APL16  
17APL Personnel Administration (**AMAPCEO Unit**) APL17  
18APL Personnel Administration (**AMAPCEO Unit**) APL18  
19APL Personnel Administration (**AMAPCEO Unit**) APL19  
20APL Personnel Administration (**AMAPCEO Unit**) APL20

16APR Property Administration (**AMAPCEO Unit**) APR16  
17APR Property Administration (**AMAPCEO Unit**) APR17  
18APR Property Administration (**AMAPCEO Unit**) APR18  
19APR Property Administration (**AMAPCEO Unit**) APR19  
20APR Property Administration (**AMAPCEO Unit**) APR20

14APS Purchasing and Supply (**AMAPCEO Unit**) APS14  
15APS Purchasing and Supply (**AMAPCEO Unit**) APS15  
16APS Purchasing and Supply (**AMAPCEO Unit**) APS16  
17APS Purchasing and Supply (**AMAPCEO Unit**) APS17  
18APS Purchasing and Supply (**AMAPCEO Unit**) APS18  
19APS Purchasing and Supply (**AMAPCEO Unit**) APS19  
20APS Purchasing and Supply (**AMAPCEO Unit**) APS20

15ASL Social Programs Administration (**AMAPCEO Unit**) ASL15  
16ASL Social Programs Administration (**AMAPCEO Unit**) ASL16  
17ASL Social Programs Administration (**AMAPCEO Unit**) ASL17  
18ASL Social Programs Administration (**AMAPCEO Unit**) ASL18  
19ASL Social Programs Administration (**AMAPCEO Unit**) ASL19  
20ASL Social Programs Administration (**AMAPCEO Unit**) ASL20

13ASY Systems Services (**AMAPCEO Unit**) ASY13  
14ASY Systems Services (**AMAPCEO Unit**) ASY14  
15ASY Systems Services (**AMAPCEO Unit**) ASY15



16ASY Systems Services (**AMAPCEO Unit**) ASY16  
17ASY Systems Services (**AMAPCEO Unit**) ASY17  
18ASY Systems Services (**AMAPCEO Unit**) ASY18  
19ASY Systems Services (**AMAPCEO Unit**) ASY19  
20ASY Systems Services (**AMAPCEO Unit**) ASY20  
21ASY Systems Services (**AMAPCEO Unit**) ASY21

20ATR Translation (**AMAPCEO Unit**) ATR20

13CTR Transcription Services (**AMAPCEO Unit**) CTR13  
14CTR Transcription Services (**AMAPCEO Unit**) CTR14  
15CTR Transcription Services (**AMAPCEO Unit**) CTR15

14OAM Ambulance Services (**AMAPCEO Unit**) OAM14  
15OAM Ambulance Services (**AMAPCEO Unit**) OAM15  
16OAM Ambulance Services (**AMAPCEO Unit**) OAM16  
17OAM Ambulance Services (**AMAPCEO Unit**) OAM17  
18OAM Ambulance Services (**AMAPCEO Unit**) OAM18

14OHP Heating and Power (**AMAPCEO Unit**) OHP14  
15OHP Heating and Power (**AMAPCEO Unit**) OHP15  
16OHP Heating and Power (**AMAPCEO Unit**) OHP16  
17OHP Heating and Power (**AMAPCEO Unit**) OHP17

15OPR Printing (**AMAPCEO Unit**) OPR15

17OST Skills and Trades (**AMAPCEO Unit**) OST17  
18OST Skills and Trades (**AMAPCEO Unit**) OST18  
19OST Skills and Trades (**AMAPCEO Unit**) OST19

16PAC Actuarial Science (**AMAPCEO Unit**) PAC16  
17PAC Actuarial Science (**AMAPCEO Unit**) PAC17  
18PAC Actuarial Science (**AMAPCEO Unit**) PAC18  
19PAC Actuarial Science (**AMAPCEO Unit**) PAC19  
20PAC Actuarial Science (**AMAPCEO Unit**) PAC20  
21PAC Actuarial Science (**AMAPCEO Unit**) PAC21

16PAG Agriculture (**AMAPCEO Unit**) PAG16  
17PAG Agriculture (**AMAPCEO Unit**) PAG17  
18PAG Agriculture (**AMAPCEO Unit**) PAG18  
19PAG Agriculture (**AMAPCEO Unit**) PAG19  
20PAG Agriculture (**AMAPCEO Unit**) PAG20

14PAH Archival and Historical (**AMAPCEO Unit**) PAH14  
15PAH Archival and Historical (**AMAPCEO Unit**) PAH15

16PAH Archival and Historical (**AMAPCEO Unit**) PAH16  
17PAH Archival and Historical (**AMAPCEO Unit**) PAH17

16PEC Economics and Statistics (**AMAPCEO Unit**) PEC16  
17PEC Economics and Statistics (**AMAPCEO Unit**) PEC17  
18PEC Economics and Statistics (**AMAPCEO Unit**) PEC18  
19PEC Economics and Statistics (**AMAPCEO Unit**) PEC19  
20PEC Economics and Statistics (**AMAPCEO Unit**) PEC20  
21PEC Economics and Statistics (**AMAPCEO Unit**) PEC21

19PED Education (**AMAPCEO Unit**) PED19  
20PED Education (**AMAPCEO Unit**) PED20  
21PED Education (**AMAPCEO Unit**) PED21  
22PED Education (**AMAPCEO Unit**) PED22

17PGS General Scientific (**AMAPCEO Unit**) PGS17  
18PGS General Scientific (**AMAPCEO Unit**) PGS18  
19PGS General Scientific (**AMAPCEO Unit**) PGS19  
20PGS General Scientific (**AMAPCEO Unit**) PGS20  
21PGS General Scientific (**AMAPCEO Unit**) PGS21

10PHE Home Economics, Dietetics and Nutrition (**AMAPCEO Unit**) PHE10  
11PHE Home Economics, Dietetics and Nutrition (**AMAPCEO Unit**) PHE11  
12PHE Home Economics, Dietetics and Nutrition (**AMAPCEO Unit**) PHE12  
13PHE Home Economics, Dietetics and Nutrition (**AMAPCEO Unit**) PHE13  
14PHE Home Economics, Dietetics and Nutrition (**AMAPCEO Unit**) PHE14  
15PHE Home Economics, Dietetics and Nutrition (**AMAPCEO Unit**) PHE15  
16PHE Home Economics, Dietetics and Nutrition (**AMAPCEO Unit**) PHE16  
17PHE Home Economics, Dietetics and Nutrition (**AMAPCEO Unit**) PHE17  
18PHE Home Economics, Dietetics and Nutrition (**AMAPCEO Unit**) PHE18

14PLS Library Services (**AMAPCEO Unit**) PLS14  
15PLS Library Services (**AMAPCEO Unit**) PLS15  
16PLS Library Services (**AMAPCEO Unit**) PLS16  
17PLS Library Services (**AMAPCEO Unit**) PLS17

13PNR Nursing (**AMAPCEO Unit**) PNR13  
14PNR Nursing (**AMAPCEO Unit**) PNR14  
15PNR Nursing (**AMAPCEO Unit**) PNR15  
16PNR Nursing (**AMAPCEO Unit**) PNR16  
17PNR Nursing (**AMAPCEO Unit**) PNR17  
18PNR Nursing (**AMAPCEO Unit**) PNR18

13POC Occupational & Physical Therapy (**AMAPCEO Unit**) POC13  
14POC Occupational & Physical Therapy (**AMAPCEO Unit**) POC14

15POC Occupational & Physical Therapy (**AMAPCEO Unit**) POC15

16PPH Pharmacy (**AMAPCEO Unit**) PPH16  
 17PPH Pharmacy (**AMAPCEO Unit**) PPH17  
 18PPH Pharmacy (**AMAPCEO Unit**) PPH18  
 19PPH Pharmacy (**AMAPCEO Unit**) PPH19

19PPY Psychology (**AMAPCEO Unit**) PPY19  
 20PPY Psychology (**AMAPCEO Unit**) PPY20

14PRP Resources Planning and Management (**AMAPCEO Unit**) PRP14  
 15PRP Resources Planning and Management (**AMAPCEO Unit**) PRP15  
 16PRP Resources Planning and Management (**AMAPCEO Unit**) PRP16  
 17PRP Resources Planning and Management (**AMAPCEO Unit**) PRP17  
 18PRP Resources Planning and Management (**AMAPCEO Unit**) PRP18  
 19PRP Resources Planning and Management (**AMAPCEO Unit**) PRP19  
 20PRP Resources Planning and Management (**AMAPCEO Unit**) PRP20  
 21PRP Resources Planning and Management (**AMAPCEO Unit**) PRP21

17PRS Research Science (**AMAPCEO Unit**) PRS17  
 21PRS Research Science (**AMAPCEO Unit**) PRS21

16PSW Social Work (**AMAPCEO Unit**) PSW16  
 17PSW Social Work (**AMAPCEO Unit**) PSW17  
 18PSW Social Work (**AMAPCEO Unit**) PSW18

19PVT Veterinary Science (**AMAPCEO Unit**) PVT19  
 20PVT Veterinary Science (**AMAPCEO Unit**) PVT20

14TDD Drafting, Design & Estimating (**AMAPCEO Unit**) TDD14  
 15TDD Drafting, Design & Estimating (**AMAPCEO Unit**) TDD15  
 16TDD Drafting, Design & Estimating (**AMAPCEO Unit**) TDD16  
 17TDD Drafting, Design & Estimating (**AMAPCEO Unit**) TDD17  
 18TDD Drafting, Design & Estimating (**AMAPCEO Unit**) TDD18  
 19TDD Drafting, Design & Estimating (**AMAPCEO Unit**) TDD19

16TEN Engineering and Surveying Support (**AMAPCEO Unit**) TEN16  
 17TEN Engineering and Surveying Support (**AMAPCEO Unit**) TEN17  
 18TEN Engineering and Surveying Support (**AMAPCEO Unit**) TEN18  
 19TEN Engineering and Surveying Support (**AMAPCEO Unit**) TEN19  
 20TEN Engineering and Surveying Support (**AMAPCEO Unit**) TEN20

13TRT Resources Technical (**AMAPCEO Unit**) TRT13  
 14TRT Resources Technical (**AMAPCEO Unit**) TRT14  
 15TRT Resources Technical (**AMAPCEO Unit**) TRT15

16TRT Resources Technical (**AMAPCEO Unit**) TRT16  
17TRT Resources Technical (**AMAPCEO Unit**) TRT17  
18TRT Resources Technical (**AMAPCEO Unit**) TRT18

16TSS Scientific Support (**AMAPCEO Unit**) TSS16  
17TSS Scientific Support (**AMAPCEO Unit**) TSS17

OISMC Senior Specialist 1 (**AMAPCEO Unit**)  
O2SMC Senior Specialist 2 (**AMAPCEO Unit**)

**Letter of Understanding re: Recognition Clause in Article 1 of Collective Agreement**

May 5, 1998

The parties agree that the modified listing of classifications under the recognition clause is without prejudice to AMAPCEO's position that the scope of the recognition clause is not limited to the listed classification.

This letter of understanding forms part of the collective agreement.

Robert Stambula

For AMAPCEO

Nancy Fisher

For the Employer

**Letter of Understanding re: VRA Process for Determining Employee Status Disputes**

May 5 ,1998

The parties agree that disputes arising under Parts IV and V, and Schedules 3 and 4, of the Voluntary Recognition Agreement will continue to be governed by the specific provisions of the VRA relating to such disputes, and confirm that Kevin Burkett is the agreed mediator/arbitrator.

The letter of understanding forms part of the collective agreement.

Robert Stambula

Nancy Fisher

For AMAPCEO

For the Employer

**Letter of Understanding re: Part VI of the Voluntary Recognition Agreement**

May 5, 1998

The parties agree that, despite language to the contrary in the Voluntary Recognition Agreement, any dispute in respect of an alleged violation of Part VI of the Voluntary Recognition Agreement will be enforced under Article 15 of the Collective Agreement.

This letter of understanding forms part of the collective agreement.

Robert Stambula

Nancy Fisher

For AMAPCEO

For the Employer

**Letter of Understanding re: ASY 22 Classification**

February 11, 2002.

Mr. Bob Stambula, Vice-President,  
Chair, AMAPCEO Negotiating Team.

This is to acknowledge that the Employer is going to create an ASY22 classification during the term of this collective agreement, and the commitment that the classification will be placed within the AMAPCEO bargaining unit.

Yours truly,

Deborah-Anne Long,  
Lead Negotiator,  
Corporate Labour Relations/Negotiations Secretariat.



## **Letter of Understanding re: Job Classification / Job Evaluation System**

Date: February 11, 2002.

Mr. Bob Stambula, Vice President  
Chair, AMAPCEO Negotiating Team

The Employer and the Association have agreed on the need and desirability of undertaking a review of the AMAPCEO job evaluation and classification system for the bargaining unit during the term of the current Collective Agreement. Following the review, a determination would be made on a reformed or new job evaluation and classification system. A process would then take place wherein jobs in the bargaining unit would be classified and evaluated. Prior to any implementation of the new or reformed system, the rates and salaries and other monetary consequences of the new system would be negotiated by the parties in collective bargaining for the next collective agreement.

The parties agree that it would be desirable that there be a joint agreed to process to carry out these tasks. Accordingly the parties agree to jointly select a facilitator to assist them in a working group to attempt to agree on the process and time frame under which these tasks would be carried out. This facilitation will take place as soon as possible and in any event will be completed by March 31, 2002, or such later date as the parties may agree.

The parties will share the cost of the facilitator equally but will bear their own costs of any experts which they retain. If the facilitation is unsuccessful the Employer may decide not to proceed to review and commence implementation of a reformed or new job classification and evaluation system.

Yours truly,

Deborah-Anne Long  
Lead Negotiator  
Corporate Labour Relations / Negotiations Secretariat

## Letter of Understanding re: Time-Banked Credits

May 5, 1998

Robert Stambula  
Chair, AMAPCEO Negotiating Team

Re: Time-Banked Credits

Dear Mr. Stambula:

This will confirm that the Employer agrees to the retention of time-banked credits currently held by AMAPCEO employees now classified as Senior Specialist.

This agreement will be effective as of the date of ratification of this collective agreement and will apply only to the current incumbents of Senior Specialist positions who were previously classified in the Senior Management Compensation Plan. Affected employees will not be entitled to bank any further credits beyond the end of the calendar year in which this collective agreement is ratified.

This agreement in no way establishes a precedent for entitlement for time-banked credits for any other employees in the AMAPCEO bargaining unit.

It is agreed that this letter of understanding forms part of the collective agreement.

Nancy Fisher,  
Lead Negotiator, Negotiations Secretariat

## Letter of Understanding re: GSB Roster

March 19, 2002

Mr. Robert Stambula  
Chair, AMAPCEO Negotiating Team

Dear Mr. Stambula:

Re: GSB Roster

At the earliest opportunity following ratification of this collective agreement, the parties agree to decide upon a roster of arbitrators to determine disputes referred to arbitration under article 15 of the collective agreement. The roster shall be comprised of ten (10) arbitrators, who shall be mutually agreeable to the parties and who shall be chosen from among those arbitrators who are appointed as Vice Chairs of the Grievance Settlement Board at the time of compiling the roster. The parties agree to review the roster of arbitrators on an annual basis.

Where an arbitrator is no longer appointed as a Vice Chair of the Grievance Settlement Board or where a vacancy exists on the roster for any other reason, the parties shall choose a mutually agreeable replacement.

Where the parties cannot agree to the initial roster of ten (10) arbitrators or to replacement arbitrators where a roster vacancy occurs, either party may apply to the Chair of the Grievance Settlement Board, who will appoint additional arbitrators to the vacant roster spots from the roster of appointed GSB arbitrators, after consultation with the parties. The parties may agree to expand the roster beyond ten (10) arbitrators.

Yours truly,

Deborah-Anne Long  
Lead Negotiator  
Corporate Labour Relations/Negotiations Secretariat

**Letter of Understanding re: Article 18.5.3**

May 5, 1998

Mr. Robert Stambula  
Chair, AMAPCEO Negotiating Team

Dear Mr. Stambula

Re: Article 18.5.3

I am writing to confirm that:

Pursuant to 18.5.3, the Employer will provide accessible electronic information on job postings. For greater clarity, this does not include the provision of computers or other electronic equipment to employees, or similar electronic access points in the workplace. Employees without equipment, as otherwise provided by the Employer, bear the responsibility for accessing the electronic information on their own.

It is understood that this letter of understanding forms part of the collective agreement.

Yours truly,

Nancy Fisher  
Lead Negotiator, Negotiations Secretariat

## **Letter of Understanding re: Article 18.8.1(h)**

The parties agree that the process and rules for exercising Article 18.8.1(h) entitlements are as follows and that the collective agreement shall be interpreted and applied accordingly:

### **PRECONDITIONS:**

1. The "precondition events" that trigger Article 18.8.1(h) entitlements are if, on or after March 6, 1996:
  - (a) an employee is directly assigned under Article 27/the Interim Agreement to a lower classification; or
  - (b) an employee's duties are changed because of a reorganization or reassignment of duties so that the position is reclassified to a lower classification.

The position the employee ends up in after the precondition event is herein after referred to as the "reclassified/redeployed position".

### **PROCESS:**

- 2.1 A permanent, classified AMAPCEO position is posted and an employee applies for the position and indicates that they wish to trigger their Article 18.8.1(h) entitlements and also identifies:
  - (a) what their position/class was immediately prior to the "precondition event" (to be referred to as "original position");
  - (b) what Branch/Ministry the "original position" was in;
  - (c) what is the "reclassified/redeployed position";
  - (d) what Branch/Ministry the "reclassified/redeployed position" is in; and
  - (e) date they were put into "reclassified/redeployed position";
  - (f) their current home position and Branch/Ministry if different than (c) or (d);
  - (g) whether they have been reassigned under Article 18.8.1(h) since they were put into the "reclassified/redeployed position".
- 2.2 The competition process for the posted position is held in abeyance and the criteria under 18.8.1(h) are reviewed to determine the applicant's eligibility to exercise rights under this article:
  - (a) Precondition 1(a) or 1(b) above occurred; and
  - (b) The position being applied for is in the Ministry where the applicant's current home position resides, including the applicant's Ministry as modified by Article 27.12, where applicable; and
  - (c) The position applied for is at a salary maximum higher than the home position the employee currently holds, but not higher than the salary maximum of the "original position".

- 2.3 If 2.2(a), (b) and (c) are not satisfied then the competition process continues and the applicant is given no special consideration, but is still considered an applicant for the position.
- 2.4 If 2.2(a), (b) and (c) are satisfied then the applicant may be interviewed and will be appointed to the position provided the "qualified to perform" criterion is met.
- 2.5 The Employer may decide that an interview is not necessary, in which case the Employer may waive the interview and approve the assignment.
- 2.6 If an applicant is not "qualified to perform", the competition process continues, and the applicant is given no special consideration but is still considered an applicant for the position.
- 2.7 If more than one AMAPCEO bargaining unit employee triggering this Article is "qualified to perform" in respect of the same position, the employee with greater seniority will be appointed to the position.
- 2.8 There is no limit on the number of times an employee can apply for such a placement.
- 2.9 An employee who applies for a placement under Article 18.8.1(h) and is accepted and then refuses the placement, has no rights under Article 18.8.1(h) unless one of the preconditions in 1(a) or (b) occurs again.
- 2.10 This settlement is without prejudice to any dispute between the parties concerning the interpretation and application of the term "qualified to perform" in Article 18.8.1(h).

This letter of understanding forms part of the collective agreement.

Signed at Toronto, Ontario, this 30<sup>th</sup> day of October, 2001.

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For the Association

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For the Employer

**Letter of Understanding re: Insured Benefit Policy**

February 12, 2002.

Mr. Robert Stambula  
Chair, AMAPCEO Negotiating Team

Dear Mr. Stambula:

Re: Insured Benefit Policy

For the term of this agreement, the Employer agrees it will not establish a separate pool for purposes of experience-rating the AMAPCEO-represented employees for the insured benefits applicable in the AMAPCEO agreement.

Notwithstanding the foregoing, the Association agrees to meet with the Employer to discuss the establishment of a separate benefits experience rating for employees in its bargaining unit.

It is understood that this letter forms part of the collective agreement.

Yours truly,

Deborah-Anne Long  
Lead Negotiator  
Corporate Labour Relations/Negotiations Secretariat.

**Letter of Understanding re: Flexible Benefits Plan**

The parties agree that during the life of this collective agreement they will meet to discuss the possible introduction of a Flexible Benefits Plan, Health Care Spending Account and/or an Employee Drug Card.

This letter of understanding forms part of the collective agreement.

Dated at Toronto, February 10, 2002.

Robert Stambula

For Association

Deborah-Anne Long

For the Employer



## Letter of Understanding re: 2003 Increase to Salary Maxima

February 12, 2002.

Mr. Robert Stambula  
Chair, AMAPCEO Bargaining Team

Dear Mr. Stambula:

Re: Increase to Salary Maxima (April 1, 2003)

It is understood that one percent (1%) (half) of the total 2% increase to the maxima of the salary ranges for AMAPCEO classifications on April 1, 2003 is being made in recognition of the Association's agreement to the following:

- (1) the Association's agreement to meet with the Employer to discuss the establishment of a separate benefits experience rating for employees in its bargaining unit;
- (2) the need for salary adjustments as a result of the Hay Group Study commissioned by the Association;
- (3) Association's policy of continuing to exercise carriage rights in respect of disputes lodged under Article 15 (Dispute Resolution Process);
- (4) the Association's support for the establishment of joint health and safety committees where the worker members of such committees are selected by the Association, other trade unions representing employees at that workplace, and, by employees themselves where there are employees who are not represented by a trade union;
- (5) the Association supports the establishment of a single joint health and safety committee at a workplace location where more than one ministry is located.

Yours truly,

Deborah-Anne Long  
Lead Negotiator

**Letter of Understanding re: Article 47**

February 12, 2002.

Mr. Robert Stambula,  
Chair, AMAPCEO Bargaining Team.

Dear Mr. Stambula:

Upon ratification, the parties agree to meet to discuss the development of standardized templates for compressed work week, flexible hours, and job sharing arrangements.

Deborah-Anne Long,  
Lead Negotiator,  
Corporate Labour Relations/Negotiations Secretariat.

## Letter of Understanding re: Use of Employer Facilities and Equipment

May 5, 1998

Robert Stambula  
Chair, AMAPCEO Negotiating Team

Re: Use of Employer Facilities and Equipment

Dear Mr. Stambula:

This will confirm agreement that the Employer and the Association will enter into discussions on the use of Employer facilities and equipment in relation to access issues in the workplace, which may include the following:

- the identification of problems and concerns of the parties associated with access issues
- electronic communications between the parties
- terms of access to the Employer's facilities for the conduct of Association business
- Association use of Employer telecommunications resources to communicate to the Association's membership
- use of Employer's equipment and facilities for distribution of documents of interest to both the Association and the Employer
- costs to the Employer associated with access
- multiagent discussions on access issues

Administrative practices between the bargaining agent and the Employer will be updated as necessary as a result of these discussions.

Yours truly,

Nancy Fisher,  
Lead Negotiator, Negotiations Secretariat

**Letter of Understanding re: Definition of "days"**

This is to confirm the parties' agreement that a reference to a day or days in the Agreement means a reference to working days, unless otherwise specified.

This letter forms part of the collective agreement.

Robert Stambula

For AMAPCEO

Nancy Fisher

For the Employer

**Letter of Understanding re: Term Classified Employees under the *Public Service Act***

February 12, 2002.

Mr. Bob Stambula, Vice-President,  
Chair, AMAPCEO Negotiating Team.

The Employer undertakes that it will not rely on or implement, in the AMAPCEO bargaining unit, the provisions of Section 7.1 of the *Public Service Act*, while the terms and conditions of this collective agreement are in effect, and confirms that it may enter into negotiations respecting possible implementation of these provisions in a subsequent round of collective bargaining.

Yours truly,

Deborah-Anne Long,  
Lead Negotiator,  
Corporate Labour Relations/Negotiations Secretariat.

**Corporate Internship Program  
Memorandum of Agreement Between  
the Crown in Right of Ontario (Management Board of Cabinet) and the  
Association of Management, Administrative and Professional Employees of Ontario  
(AMAPCEO)**

Preamble:

- (1) The Province of Ontario introduced a Corporate Internship Program in 1999 to further support the goals of the Human Resource Strategy for the Ontario Public Service.
- (2) Each year, based on the needs of the organization, Management Board Secretariat (MBS) will review and identify key skill areas where recruitment should be focused. Positions will be assigned to a specific occupational group where there is an identified skill shortage. Interns will receive exposure to a range of key skill and core business areas. The following key skill areas will be targeted: labour relations, policy development, financial and business planning, and organizational development.
- (3) The internship program will provide each successful candidate with structured work experiences and learning opportunities through rotational assignments.
- (4) The internship program is not intended to adversely affect promotional, training and developmental opportunities of employees in the AMAPCEO bargaining unit.

Accordingly, the parties hereby agree as follows:

- (1) This agreement is intended to facilitate the implementation and operation of the Corporate Internship Program within the OPS.
- (2) For the duration of this agreement, the Province of Ontario will recruit up to 150 post secondary graduates each fiscal year.
- (3) Unless otherwise provided for in this agreement all terms of the AMAPCEO collective agreement apply. For clarity, where conflicts exist between the collective agreement and the Ontario Internship Program Guidelines (dated March 5, 1999 or as amended), the collective agreement shall prevail unless otherwise explicitly provided for by this agreement.
- (4) Interns will be hired by MBS on unclassified contracts for a period of up to two (2) years. Compensation will begin at the appropriate entry level rate for interns and reflect the developmental and training nature of the rotational assignments.
- (5) As training opportunities, the internship appointments will not be considered as vacant or new positions which otherwise require posting in accordance with the collective agreement. For clarity, the reporting requirements of Article 5.2 apply to interns.

- (6) Despite Article UC7.2 and UC7.3 of the Collective Agreement, there will be no conversion to classified status of an internship assignment or an intern.
- (7) Each year, the Employer will advise AMAPCEO of the internship assignments that the Employer has identified as being excluded from the bargaining unit.
- (8) The Employer agrees to consult with AMAPCEO through the AMAPCEO Central Employee Relations Committee on issues which arise through the implementation and operation of the Corporate Internship Program.
- (9) Internship assignments will not:
  - (a) Include the non-trivial work of an AMAPCEO employee in the work unit who has been designated surplus or an AMAPCEO position that has been abolished in a work unit within the preceding 24 months.
  - (b) Be in work units under pre-notice of layoff under Article 27. When a pre-notice occurs within the work unit, any intern in the work unit will be reassigned.
  - (c) Substitute for the recruitment of an AMAPCEO position.
  - (d) Adversely affect direct assignment / recall opportunities of employees in the bargaining unit.
  - (e) Be considered to have ended by reason of layoff. Article 27.1.1(b) is therefore, not applicable to interns.
10. Interns will be entitled to apply to restricted competitions for twelve (12) months after the expiry of their final contract.
- 11.1 Disputes that arise respecting this agreement shall be resolved by mediation/arbitration in accordance with Article 15.11 of the Collective Agreement in an expeditious and informal manner without prejudice.
- 11.2 If the parties are unable to settle the dispute in mediation, the mediator/arbitrator shall endeavour to assist the parties to agree upon the material facts in dispute and then shall determine the dispute by arbitration.
- 11.3 When determining the dispute, the mediator/arbitrator may limit the nature and the extent of evidence and submissions and may impose such conditions as he or she considers appropriate.
- 11.4 The mediator/arbitrator shall make a decision within five days after completing proceedings on the dispute submitted to arbitration.

12. The term of this agreement shall continue from April 1, 2001, until the expiry of the AMAPCEO Collective Agreement, March 31, 2004.

Agreed February 11, 2002

Robert Stambula

Deborah-Anne Long

For the Association

For the Employer



