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COLLECTIVE AGREEMENT

BETWEEN

ST. JOSEPH'S VILLA

DUNDAS, ONTARIO

AND

CANADIAN UNION OF PUBLIC EMPLOYEES

AND ITS LOCAL 1404

JULY 3, 1997 TO JULY 2, 1999

RECEIVED

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COLLECTIVE AGREEMENT

THIS AGREEMENT MADE AND ENTERED

BETWEEN

ST. JOSEPH'S VILLA, DUNDAS

(HEREINAFTER **CALLED** THE "EMPLOYER")

OF THE FIRST PART

AND

CANADIAN UNION OF PUBLIC EMPLOYEES

AND ITS LOCAL 1404

(**HEREINAFTER** CALLED THE "UNION")

OF THE SECOND PART

WHEREAS the right of the resident to receive uninterrupted, *skillful* and efficient care cannot be questioned, and it is the responsibility of the Employer to ensure efficient operations and to therefore require the complete cooperation of its employees;

AND WHEREAS it is important that harmonious relations be continued between the Employer and its Employees, the **parties** hereto are entering into a collective agreement **as** set out hereafter for the purpose **of** providing **an** orderly arrangement for the handling of any grievances which may properly arise, and to set forth those wages and working conditions which have been **mutually** agreed upon.

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

ARTICLE 1 - RECOGNITION

- 1.01 The Employer agrees to recognize ~~the~~ Union as ~~the~~ sole and exclusive bargaining agent of all lay employees of St. Joseph's Villa at 56 Governor's Road, Dundas, Ontario, save and except professional and medical staff, graduate nursing staff, undergraduate nurses, graduate pharmacists, undergraduate pharmacists, graduate dieticians, student dieticians, supervisors, persons above the rank of supervisor, technical personnel and office staff and persons for whom any trade union held bargaining rights as of February 9, 1988.
- 1.02 For the purpose of this collective Agreement, the categories of employees are defined as follows:
- (a) Regular Part-time Employee
One who is scheduled on a regular basis for less than 24 hours per week
 - (b) Casual Part-time Employee
One who is employed on a random basis to fill in for any other employee.
 - (c) Temporary Full-time Employee
One who is employed not less than 24 hours each week for a specific period of time in excess of one (1) month and not exceeding six (6) months.
 - (d) Full-time Employee
One who is employed regularly for more than 24 hours per week.
- 1.03 It is understood that where the general term "part-time" is used within this agreement, and unless otherwise stated, it shall be taken to mean all regular and casual part-time, as well as temporary full-time employees.

ARTICLE 2 - RELATIONSHIP

- 2.01 The Employer and the Union agree that there shall be no discrimination based on any of the prohibited grounds covered by the Ontario Human Rights Code.
- 2.02 It is agreed that the Union and the employees will not engage in union activities except as provided in this agreement during working hours or hold meetings at any time on the premises of the Employer without the permission of the Director of Human Resources.
- 2.03 The Employer and the Union agree that they shall observe and support existing government legislation,

- 2.04 The Employer and the Union further agree that a claim by an employee that he/she has been **sexually** harassed, and the matter not resolved through the established Villa policy, shall **be treated as** a grievance commencing at step 3 of the grievance procedure. Where the alleged harasser is the person who would be responsible for administering the Villa's Policy, the matter will be referred to step 3 immediately.

ARTICLE 3 - RESERVATION OF MANAGEMENT RIGHTS

- 3.01 The Union recognizes and acknowledges that ~~the management~~ of the ~~institute~~ and direction of the ~~working~~ force are ~~fixed~~ exclusively in ~~the~~ Employer and, without restricting the generality of ~~the~~ foregoing the Union acknowledges that it is the exclusive function of the Employer to:
- (a) ~~Maintain~~ order and efficiency,
 - (b) Determine the nature and kind of business and locations of premises, equipment and materials to **be** used, the control of materials and equipment, the methods and techniques of work, the content of jobs, scheduling of work, the number of employees to be employed, the extension, limitation, curtailment or cessation of operations or any part thereof, and to determine and exercise generally those functions which remain with the Employer except as limited by the provisions of this agreement;
 - (c) Make, enforce and alter, from ~~time~~ to **time**, rules and regulations to be observed by the employees, provided that when new **rules** are enacted a copy shall be given to the Union and an opportunity given to them to make representations;
 - (d) To hire, retire, classify, direct, promote, demote, transfer, discipline, suspend and discharge employees, to assign employees to **shifts**, and to increase and decrease working forces, provided that a claim of improper classification, promotion, demotion, transfer, discipline or suspension or a claim by an employee that he **has** been **disciplined** without reasonable cause, may become the subject of a grievance and be dealt with **as** hereinafter provided.
 - (e) All matters concerning the operation of the Villa not specifically dealt with in ~~this~~ Agreement shall be reserved to management and **shall** be its exclusive responsibility.

ARTICLE 4 - (i) UNION SECURITY

4.01 The Union will identify as union dues a sum **equal** to the regular monthly amount which will be deducted by *the* Employer **from** each employee covered by this Agreement, save and except persons employed under a **special** government program

It is understood that any wages paid **directly** by **the Villa** to persons employed **under** government programs will be subject to union dues deductions. It is **further** understood that **there will** be no **loss** of **hours** for regular staff **as** a result of persons being employed under such programs.

4.02 Such dues shall be deducted **bi-weekly** and **remitted** to the secretary of the Local Union not later than the **fifteenth** (15th) day of the month following. Such deductions so remitted shall be accompanied by a **list** of those employees **from** whom such deductions have been made.

4.03 (i) In the case of new employees hired **after the effective date** of this Agreement, check off of dues shall **commence** in the employee's **first** pay period following the date of employment.

All offers of employment made to successful external applicants shall include information that a collective agreement is in effect and that source deductions **will** be made from their pay for union **dues**.

(iii) The Employer shall distribute to each new employee, an information sheet outlining rights and duties of union membership as well as the employee's responsibilities and obligations to the Employer and to the Union. Such information sheet shall be prepared by the Union and made available to the Employer for distribution.

(iv) The Employer further agrees to include an introductory presentation of not more than 15 minutes to unionized workers at the scheduled general orientation session. The Employer shall inform the union in **advance** of the scheduled session so that arrangements can be made for a representative of the union to attend without loss of pay.

4.04 The Union shall notify the Employer of **any** changes in the amount of the monthly union dues and such notification shall be the Employer's conclusive authority to make the deduction **specified**.

4.05 In consideration of the deduction of **Union** dues by the Employer, the Union agrees to indemnify and save harmless the Employer against any claims or liabilities arising or resulting from the operation of **this** Article.

4.06 At the same **time** that Income **Tax** (T4) **slips** are made available, the Employer shall **type** on the amount of Union Dues **paid** by each Union member in the previous year.

ARTICLE 4 - (ii) CONTRACTING OUT

4.07 In order to provide **job security** for **the members of the bargaining unit**, the Employer agrees that no employee will be laid off or have **his/her** employment terminated by the result **of contracting out work or services of the kind performed** by its employees. Contracting out to **an employer** who is organized and who will employ the employees **of the bargaining unit** who would otherwise be laid off or terminated, with similar **terms** and conditions **of employment**, is not a breach of **this agreement**.

4.08 It is agreed that the above provision shall not apply to work contracted out **as a result of an emergency or mechanical breakdown**.

ARTICLE 5 - NO STRIKES OR LOCKOUTS

5.01 In view of the orderly procedures established by this agreement for the settling of disputes and the handling of grievances, the Union agrees that it **will** not cause, direct, or consent to any strike, slowdown or stoppage of work, either complete or partial, on the part of any of the employees represented by the Union, and if such action is taken by the employees the Union **will** instruct the said employees to return to work, and perform their usual **duties** in the usual manner and to resort to the Grievance Procedure established herein for the settlement of any complaint or grievance.

5.02 The Employer **agrees** that there will be no lock-outs during the life of this Agreement.

5.03 The word "strike" and the word "lock-out" shall have the meaning **as** set forth in the **Labour Relations Act**, as amended.

ARTICLE 6 - (i) NOTICE

6.01 All correspondence between the parties hereto, arising out of **this agreement** or incidental hereto, **shall** pass to and **from** the Director of **Human Resources** of the Employer or **his/her** appointee and the Secretary or other appropriate recognized representatives of **the Union**,

ARTICLE 7 - UNION REPRESENTATION

- 7.01 The Employer agrees to recognize the following representatives of the Union:
- (a) Eight (8) **stewards from** among ~~the employees~~ and one **alternate**;
 - (b) A negotiating committee of not ~~more~~ that two **(2)** full-time employees, two **(2)** part-time employees, and a **chairperson** of ~~the~~ committee;
 - (c) A grievance committee of not ~~more than~~ three (3) employees and **one** (1) alternate in ~~the~~ event of the absence of another grievance committee member.
- 7.02 The Union shall notify the Employer in writing of the **names** of such representatives and of any changes in personnel of their representatives before the Employer shall recognize them
- 7.03 Probationary employees shall not be eligible to serve **as** stewards or union committee **members**.
- 7.04 Union representatives **may** leave their work without loss of basic pay to attend to Union business on the following conditions:
- (a) Such business must be between the Union and the Management; the ~~time~~ shall be devoted to the prompt handling of necessary business;
 - (b) The steward concerned shall obtain the permission of the supervisor or designate before leaving his/her **work**. Such permission shall not be unreasonably withheld.
 - (c) The ~~time~~ away from work shall be reported to the supervisor in accordance with the ~~time-keeping methods~~ of the department in which the steward is employed;
 - (d) The Employer reserves the right to **limit** such ~~time~~ if it **deems** the ~~time~~ so taken to **be** excessive;
 - (e) The Union Negotiations **Committee may** leave work without loss of basic **pay** to attend negotiations between **Union** and Management, up to conciliation **and** inclusive of interest arbitration.

- (f) Employees who are required to attend negotiations on their regularly scheduled day off, shall be paid at their straight ~~time~~ hourly rate, regardless of the number of hours worked in the pay period, to a maximum of 7.5 hours. In the event that negotiations extend beyond 7.5 hours on the employee's scheduled day off, there shall be no further compensation paid or owing to the employee. Such employees will however, be granted a lieu day off without pay within the same pay period.

- 7.05 (a) An employee shall have the right to have a steward present, if the employee so requests, when being *disciplined*. In the event that a steward is not working during that shift, the employee shall have the right to select another employee of his/her choice to be present at the meeting. The Employer will endeavour to discuss any problems with an employee within a reasonable time frame.
- (b) A steward may be present for non-disciplinary meetings if mutually agreed to between the parties.

- 7.06 The negotiating committee shall have the right to have the assistance of a representative of the Canadian Union of Public Employees. It is also understood that such representative may assist the grievance committee as provided herein.

ARTICLE 8 - (i) SENIORITY AND PROBATION

- 8.01 (a) Employees shall be probationary employees until they have completed forty-five (45) working days. If, at the option of the employer, an employee is retained for the aforementioned period, the employee's name shall be placed on the seniority list consistent with the employee's category of employment and the seniority earned since date of hire.
- (b) While probationary employees appear on the seniority list for convenience and record-keeping purposes only, it is understood that probationary employees do not have seniority status until they have first Completed their probationary period.
- 8.02 Seniority shall accumulate on the following basis:
- (a) **Full-time**
A full-time employee shall accumulate seniority on the basis of the total number of calendar years worked as a full-time employee. Adjustments to the seniority list shall be made four (4) times per year and such adjustments shall be calculated as follows:

Total number of calendar **days** within the adjustment period as a **full-time** employee divided by 365 days.

(b) **Part-time**

Effective July 1, 1990, a **part-time** employee shall accumulate seniority on the basis of one year for each 1950 **hours** worked. Adjustments to the seniority list **shall be** made four **(4)** times per year and such adjustments **shall** be calculated as follows:

Total number of hours worked within the adjustment **period** divided by 1950 hours (Effective July 1, 1990).

(c) Where two **(2)** or more employees commence work on the same day and time, seniority preference will be determined by a draw. A non-probationary member of the bargaining unit will be present to **witness** the draw.

8.03 The Employer **shall** maintain the seniority **lists and shall** supply the union with up-to-date copies four **(4)** times per year for posting on all bulletin boards. The seniority lists shall be supplied during the months of January, April, July, and October and will be effective the last day of the **final** pay period of the month ending closest to, but not extending past March 31st, June 30, September 30, and December 31st. The seniority list shall indicate the employee's seniority and most recent date of hire.

8.04 Seniority shall operate on a bargaining Unit wide basis. The seniority of **an** employee shall be given preference when considering promotion, demotions (except in the case of *disciplinary* demotion), lay-offs, and in **recalling** employees from lay-offs, provided the senior employee already possesses the necessary knowledge, qualifications, skills and efficiency to perform the work available, **as well as** or better than the **less** senior employee.

8.05 The release or discharge of **an** employee during the probationary period **shall** not be the subject of a grievance or arbitration. The Employer will inform the union of the release or discharge of a probationary employee.

8.06 No employee shall be **transferred** to a position outside the bargaining unit without his/her consent. In the event **an** employee transfers out of the bargaining unit and returns to the bargaining unit within a **period** of six **(6)** calendar months, the employee shall accumulate seniority **during** the period of time outside the bargaining unit. Seniority **shall** not accrue for subsequent transfers outside of the bargaining unit that occur within six **(6)** months from the date of the employee's return to the bargaining unit. If **an** employee **is** transferred out of the bargaining unit for a period in excess of six **(6)** months, he/she shall retain seniority

accumulated up to the date of leaving the unit, but will not accumulate any further seniority. If **such an** employee later **returns** to the **bargaining** unit, he/she shall **be** placed in **a** job consistent with his/her seniority. Such return shall not result in the lay-off or bumping **of** an employee **holding** greater seniority.

8.07 **An** employee **transferring** laterally from **one department** to another shall maintain vacation **preference** according to unit wide **seniority**. Such employee **shall** not be placed at the bottom **of** the vacation priority list **posting**.

8.08 In the event that **an** employee **transfers** between full-time and part-time employment categories, **as defined** in **Article 1:02**, **his/her** seniority **shall** be **adjusted** to include seniority earned **while** working in the previous category.

8.09 **An** employee **shall** lose his/her seniority standing and his/her **name** shall be removed from the seniority listing and employment **deemed** terminated for any of the following reasons:

- (a) If the employee is dismissed for just cause;
- (b) If the employee voluntarily resigns or quits the employ of the Employer;
- (c) If the employee is absent without permission for two **(2)** or more consecutive scheduled working days, or overstays a permitted leave of absence and fails in either **case** to furnish the Employer with a reason acceptable to the employer for such absence;
- (d) If the employee **has** been continuously laid off, due to lack of work, for the lesser of his/her length of seniority or eighteen **(18)** months;
- (e) If the employee is retired;
- (f) If the employee who is recalled to work fails to advise the Employer, **within** three **(3)** working days exclusive of Saturday and Sunday or statutory holidays, of the giving of notice sent by registered **mail** to the employee's last address on record with the Employer, that he/she intends to return to work;
- (g) If the employee **fails** to return to work **within** a period of five **(5)** working days of being so notified to do so by **the** Employer;
- (h) In the case of **part-time** employees, if *the* employee has not worked or received payment by the Employer for work **performed** for a period of six **(6)** months for any reason, unless covered by 8.09 (d) above;

- (i) In the case of part-time employees, failure to respond regularly to calls for reporting to **duty and/or regularly being unavailable** to work when called.

ARTICLE 8 - (ii) TECHNOLOGICAL CHANGE

- 8.10 The Villa undertakes to notify the Union ninety (90) days in advance, as far as is practical, of any technological changes which the Villa has decided to introduce which will significantly change the status of employees within the bargaining unit.
- 8.11 The Villa agrees to discuss with the Union the effect of such technological changes on the employment status of employees and to consider practical ways and means of minimizing the adverse effect, if any, upon employees concerned.

ARTICLE 9 - GRIEVANCE PROCEDURE

- 9.01 A grievance may arise only from a dispute concerning the interpretation, application, administration, or alleged violation of this Agreement, it being understood that no such grievance shall challenge the discharge of a probationary employee.
- 9.02 It is the mutual desire of the parties hereto that complaints of employees shall be adjusted as quickly as possible, and it is understood that an Employee has no grievance until he/she has first given the immediate supervisor the opportunity of adjusting the complaint. Such complaint shall be discussed with the immediate supervisor within four (4) working days after the circumstances giving rise to it have occurred and failing settlement within four (4) working days it shall be taken up as a grievance, at Step 1, within four (4) working days following advice of the supervisor's decision. Working day under this article shall exclude Saturday, Sunday, recognized holidays, vacations or days off of the grievor.
- 9.03 Step No. 1
- The employee and the steward shall, within four (4) working days following the advice of the employee's immediate supervisor's decision not to adjust the complaint, submit the grievance in writing signed by the employee directly involved to the employee's supervisor. Such grievance shall set out the specific article that is alleged to have been violated. The supervisor shall reply to the grievance in writing. If a settlement satisfactory to the employee concerned is not reached within four (4) working days or within any longer time that might be agreed upon, then Step 2 may be invoked provided such later action has commenced within two (2) working days after the completion of Step 1.

Step No. 2

Failing a satisfactory settlement of the **dispute** under Step 1, the employee concerned may submit **the** grievance to the union grievance committee who may then take the grievance up with **the** Department Director or his/her appointee, at a meeting arranged for that purpose. The Department Director or his/her appointee shall reply to the grievance in writing. If a satisfactory settlement at **this** stage of procedure is not reached within four **(4)** working days or such **additional time** as may be mutually agreed upon, then Step 3 may be invoked provided such later action **has commenced** within two **(2)** working days after Step 2 **has been** completed.

Step No. 3

Failing a satisfactory settlement under Step 2, the grievance committee may then refer the grievance to **the** Director of **Human** Resources of the employer for the purpose of arranging a meeting within five **(5)** working days with a view to settling the grievance. The Director of **Human** Resources or his/her appointee shall make a mutually convenient arrangement for such a meeting. It is understood that either party, if it wishes, may arrange for the attendance of its representatives who met on the grievance at the earlier steps. It is further understood that the Union shall limit their representatives to three **(3)** employees. The Director of Human Resources or appointee shall reply to the grievance in writing. If final settlement is not reached within five **(5)** working days following the day upon which deliberation commenced, or such additional **time** as may be mutually agreed upon then the grievance may be referred to a board of arbitration **as** herein provided.

9.04 **Any** difference arising directly between the Employer and the Union involving the interpretation or alleged violation of **this Agreement** must be discussed between the parties at a meeting established for that purpose prior to it becoming a grievance. Failing a satisfactory settlement following the meeting, either party may submit the issue in writing to be dealt with **as** a grievance commencing at Step 3 of the grievance procedure. Such grievance shall be submitted no later than four **(4)** days following the date of the meeting unless an agreement **has been** reached between both parties to extend the **time** limits.

9.05 The parties acknowledge that the **time limits** set out in both the grievance and arbitration procedures must be strictly complied with except by written agreement to extend them **and** failure to so comply shall result in the grievance being deemed to have been abandoned notwithstanding the provision of Section 48(16) of the **Labour** Relations Act.

- 9.06 Where there is **more** than one grievance **on the same** issue, the parties may consolidate the grievance in order to have **the grievances** processed through the grievance procedure **as a single** grievance. Such **grievances shall** commence at Step 2.

ARTICLE 10 - DISCHARGE/SUSPENSION

- 10.01 A claim by an Employee, who **has completed his/her** probationary period and has acquired **seniority standing**, that **he/she** has been **discharged** or suspended without reasonable cause **from his/her employment shall be treated as** a grievance if a written statement of such grievance is lodged **with the** Executive Director or his/her **Appointee** within three (3) working days of **the alleged** grievance. Such special grievance **shall** commence at **Step 3**, and may be settled by confirming the Employer's action in dismissing or suspending the Employee, or by another arrangement which is just and equitable in the opinion of the conferring parties or, if necessary the board of arbitration.

ARTICLE 11 - ARBITRATION

- 11.01 In the event that arbitration of a grievance which has been properly processed through the grievance procedure is desired by either party, then the other party shall be notified in writing not later than fourteen (14) calendar days after the Employer's response to the Step 3 meeting. Such notice shall contain the name of the appointee to a board of arbitration named by the **party** invoking arbitration. It is understood that any question **as to** whether a matter is arbitrable may also become a subject for arbitration. The recipient of the notice **shall, within five (5) days**, advise the other party of the name of its appointee to the board of arbitration. The two (2) appointees so selected **shall, within five (5) days** of the appointment of the second of them, appoint a third (3rd) person, who shall be the chairperson. If the two (2) appointees fail to agree upon a chairperson **within the time** limit, the **Ministry of Labour** of the Province of Ontario, upon the request of either party, **within three (3) days** thereof, shall appoint an **impartial** chairperson. The majority decision of the board of arbitration shall be final and binding upon the **parties and** upon any employee affected by it.
- 11.02 The Board of arbitration shall not have jurisdiction or authority to alter or **modify** any of the provisions in **lieu** thereof, or to give any decision inconsistent with the terms and provisions of **this** agreement.
- 11.03 Each of the parties hereto **will bear** the expense of the arbitrator appointed by it, and the parties will **equally** share the expenses of **the** chairperson.

ARTICLE 12 - JOB POSTING

12.01 **A** vacancy **shall be** defined **as** a position which is **placed** on the master schedule on a continuous basis. When a vacancy occurs in the department, it shall be **filled** on the following basis:

- (a) seniority;
- (b) knowledge, qualifications, **skills** and **efficiency**.

Where factors **listed** in (b) are relatively **qual** among applicants, the seniority shall govern.

12.02 (a) When a vacancy occurs or a new position is created ~~within~~ the bargaining unit, the Employer **shall** post for five **(5)** working days a notice of such vacancy or position on all bulletin boards, in order that employees may have the opportunity to apply for such position. No posting will be made in the case of temporary vacancies, which are not expected to exceed one (1) month, which vacancies shall include those caused by illness, vacation periods, leaves of absence, etc. Notices shall contain the following information:

- (i) General nature of position;
- (ii) Required knowledge and education;
- (iii) **Shift** and hourly rate.

(b) When the Employer fills the vacancy outlined in 12.02 (a) internally by way of posting, the Employer agrees to post the next vacancy created **as** a result of the first posting. The Employer will, however, be allowed to **fill** all vacancies created, if any, by way of temporary transfer **until** the filling of the original vacancy outlined in 12.02 (a) is established.

(c) No outside advertising for the original vacancy outlined in 12.02 (a) shall be placed **until** the job has been posted. Bargaining unit employees shall be considered before outside applicants.

(d) ~~Casual part-time~~ positions **shall** not be posted.

(e) The Union shall be notified of **all** ~~appointments~~, hirings, lay-offs, transfers, recalls, ~~terminations~~ of employment, verbal and written disciplinary warnings.

12.03 **An** employee who is awarded a job **as** a result of a job posting within the bargaining unit shall **be** given a **trial period** of twenty (20) scheduled working days. If during the **trial period** it is determined that the employee does not demonstrate the ability to do the new job, or the need for the job no longer exists, he/she shall revert to **his/her** former

job and rate with no loss of, or interruption in, seniority. It is understood that no further **job** posting is required if **there are** other applicants to the original job posting who possess the knowledge, **qualifications, skills** and **efficiency** to perform the job.

- 12.04 The **Villa** is not obligated to consider applicants to **full-time** positions who have **been** awarded a **full-time** position, **through the job bidding** procedure, within **six (6)** months of their appointment to their most recent position.

ARTICLE 13 - HOURS OF WORK. OVERTIME. TIME OFF

- 13.01 It is understood and **agreed** that **the** Employer does not guarantee to provide **employment** or work for any hours.
- 13.02 (a) The standard work week shall be thirty-seven and one-half (**37 1/2**) hours of five (**5**) days on a seven and one-half (**7 1/2**) hours shift **basis** for all full-time employees.
- (b) Regular Part-time Employees
Regular **Part-time** employees must be available to work at least:
- i) Four (**4**) shifts per pay **period**
 - ii) One (1) weekend per pay period
 - iii) Either Christmas Day, Boxing Day or the following New Year's Day
 - iv) Four (**4**) recognized holidays during the year (other than Christmas Day, Boxing Day or New Year's Day)
 - v) Ten (10) months of the year which must include December and a total of four (**4**) weeks during **July** and August,
- (c) Casual Part-time Employees
If required **by** the Employer, casual **part-time** employees **may** be required to work **up** to and including all of the above provisions.
- 13.03 Schedules will **be** posted at least two (**2**) weeks in advance of the week to which they apply. This **will** be done, however, on the understanding that **adjustments** to the schedule **may** be required in response to the attendance of regular staff. The schedules of work, once posted, shall not be changed without the knowledge of the employee.
- 13.04 Requests for specific days off shall be submitted in writing to the supervisor five (**5**) weeks prior to the date requested. The Villa **will** consider emergency requests on a case by case basis.

- 13.05 Requests for change in **posted** work **schedules** must be submitted in writing and co-signed by **the** employee willing to **exchange** days off or shifts and are **subject** to the discretion of **the** supervisor. In **any** event, it is understood that such a change ~~initiated~~ by the employee and approved by **the** Employer **shall** not result in any overtime, compensation or payment, or any other claims on the Employer by any employee under the terms of ~~this agreement~~.
- 13.06 Pay is based on **actual** hours worked.
- 13.07 There shall be no pyramiding of any **premium** pay (overtime and **paid** holiday pay etc.). Any hour for which overtime is **paid shall** not be **utilized** in any other overtime calculation.
- 13.08 **Any** hours worked by an employee in excess of seven and one-half (**7.50**) hours per day, or in excess of seventy-five (**75**) hours in a two (**2**) week pay period shall be **paid** for at the rate of ~~time~~ and one-half of the employee's basic rate of pay.
- 13.09 When overtime is required, senior employees on duty in that classification shall be offered any overtime before the work is allocated to junior employees in that classification. The employee ~~with~~ the least seniority on duty in that classification may be required by the employer to work overtime.
- 13.10 To **satisfy** the requirement of **Article 13.09** above, the procedure to be used for overtime allocation when scheduled employees are not available will be to offer the work first to full-time employees who are on duty, in the classification, in the department/work unit when the call is received, by seniority, and secondly to part-time employees utilizing the same procedure.
- 13.11 With the exception of students, all employees will be paid a shift premium of \$0.29 per hour for each shift worked between the hours of 3:00 p.m. and 7:00 a.m. This premium also does not apply to employees whose normal shift commences between 6:00 a.m. and 3:00 p.m.
- 13.12 There will be two (**2**) rest periods of **fifteen (15)** minutes in each **shift** exceeding 6.5 hours and one (1) rest period for each shift exceeding **3.25** hours but not exceeding 6.5 hours.
- 13.13 **i) FULL-TIME (SCHEDULING)**
- (a) Whenever it is possible to do so, the Employer will arrange times off in each department so as to permit all employees in each classification to have **an** equal number of week-ends off.

- (b) No employee shall be normally **scheduled** to work more than seven (7) consecutive days in a row, and ~~the~~ Employer will make every effort to keep split days off to a **minimum**.
- (c) When scheduling **normal shift** rotation changes, there shall be not **less than sixteen (16) hours between the finish and start** of such changes unless mutually agreed to by ~~the~~ Employer and **Employee**.
- (d) ~~The~~ **schedules** of work once **posted shall** not be changed **without** the knowledge of ~~the~~ employee. **Where five (5) calendar** days notice of such change is not given the employee, ~~he/she~~ **shall** receive ~~time~~ and one-half of his/her basic rate for **all** such work **performed**. This provision shall not apply to employees requesting shift changes.

13.13

(ii) PART-TIME (SCHEDULING)

- (a) Any **shifts** which were **known** to be available prior to the posting of the schedules, shall be assigned on the schedule on the basis of equal distribution provided that a more junior employee does not receive more scheduled hours than a more senior employee.
- (b) The Employer shall establish a call-in list of casual and regular part-time employees for each department/work unit. From this list shall be removed, those regular part-time employees who have given written notice to the Employer that they do not wish to work call-in shifts/hours.
- (c) **Shifts which** have become available after the schedule has been posted will be offered to employees on the call-in list ~~within~~ the required classification in the order of their seniority. A notation shall be made for each employee called. The Employer is not required to call the next senior employee on this list if that employee has already been scheduled or assigned to work ~~within~~ a twenty-four **(24)** hour period from the commencement of the required shift(s), or if the assignment of that shift(s) will result in overtime **pay**.
- (d) The exception to Article 13:13 **(ii)** (c) above are vacancies which are to be assigned in accordance with Article 12 of this Agreement.
- (e) The provisions of 13:13 **(ii)**, b and c shall apply **only** to calls made to employees ~~within~~ normal Villa business hours, 8:00a.m. to 4:00p.m. Monday to Friday. Beyond these times, the **Villa** cannot guarantee that employees shall ~~be~~ called in, per the procedure outlined in 13:13 **(ii)** b **and**

c above. It is understood, however, that the call-in list shall be supplied to the department/work units.

13.14

REQUESTS TO WORK LESS THAN 37.5 HOURS PER WEEK

- a) Where a **full-time** employee requests to work less than 37.5 hours per week, but no less than 30 hours per week, the **Villa** shall consider such requests subject to the following:
- L The request is submitted in **writing** to ~~the~~ employee's **immediate** supervisor.
 2. If the request is for reasons acceptable to the **Villa** and does not interfere with the **efficient** operation of the **Villa** and/or department.
 3. **An** employee **may** submit a Written request to return to work 37.5 hours per week. Approval of such request shall be granted provided that there is a vacancy and that the return to work 37.5 hours per week does not interfere with the efficient operation of the **Villa** and/or department. Such request must also be received by the Villa no later than six months from the date that the employee commenced to work a shorter work week.
 4. **A minimum** of one year must elapse, from the date that the employee returned to a standard work week of 37.5 hours per week, before he/she can submit another request to work reduced hours.
 5. In the event that the employee works up to the 37.5 hours per week, such hours shall be worked at his/her regular hourly rate of pay.
 6. A full-time employee who requests to work less than 37.5 hours per week, but not less than 30 hours per week, shall be entitled to benefits pro-rated to hours worked as follows:
 - i) Extended Health Care - per Article 29.01 (a) and (e)
 - ii) Dental - per Article 29.01 (d)
 - iii) Group Life Insurance - per Article 29.01 (b)
 - iv) Pension - per Article 29.01 (c)
 - v) Vacation

Vacation shall be pro-rated to the number of hours worked on a regular basis.

The number of **paid** vacation **days shall** be calculated as follows:

$$\text{Paid vac} \quad \text{Avg\# of Days} \quad \text{\# of Days in} \quad \text{Vacation} \\ \text{*Days} = \text{Worked/week} + \text{Standard Work} \times \text{Category} \\ \text{Week}$$

***An** employee will, however, be allowed to **take** the full **number** of vacation **days** in **his/her** category **but** actual **pay** for **these days shall** not exceed what the employee normally would have received if he/she had been at work.

Actual vacation pay **shall** be calculated as follows:

$$\text{Vacation Pay} = \text{Average \# of} \quad \text{Paid} \quad \text{Hourly} \\ \text{Hours Per} \quad \times \quad \text{Vacation} \quad \times \quad \text{Rate} \\ \text{Day Worked} \quad \text{Days}$$

Consider the following examples:

Example 1

An employee with 3 years seniority works 5 days per week at 6.5 hours per day on a regular basis at an hourly rate of \$12.00.

$$\text{Paid Vac} \quad \text{Avg\# of Days} \quad \text{\# days in} \quad \text{Vacation} \\ \text{Days} = \text{Worked/Week} + \text{Standard Work} \times \text{Category} \\ \text{Week} \\ - \quad 5 \quad + \quad 5 \quad \times \quad 15 \\ = \quad 15$$

$$\text{Vacation} = \text{Avg\# of Hours} \quad \text{Paid Vacation} \quad \text{Hourly} \\ \text{Pay} \quad \text{Worked/Day} \times \text{Days} \quad \times \quad \text{Rate} \\ = \quad 6.5 \quad \times \quad 15 \quad \times \quad \$12.00 \\ = \quad \$1170.00$$

Example 2

Employee with 3 years of seniority works 4 days per week at 7.5 hours per day at an hourly rate of \$12.00.

$$\begin{array}{rclclcl}
 \text{Paid VAC} & & & & & & \\
 \text{Days} & = & \text{Avg\# of days} & + & \text{\# of days in} & \text{X} & \text{Vacation} \\
 & & \text{Worked/Week} & & \text{Standard Work} & & \text{Category} \\
 & & & & \text{Week} & & \\
 & & = & 4 & + & 5 & \text{X} & 15 \\
 & & = & 12 & & & &
 \end{array}$$

$$\begin{array}{rclclcl}
 \text{Vacation} & & & & & & \\
 \text{Pay} & = & \text{Avg\# of Hrs.} & \text{X} & \text{Paid Vacation} & \text{X} & \text{Hourly} \\
 & & \text{Worked/Day} & & \text{Days} & & \text{Rate} \\
 & & = & 7.5 & \text{X} & 12 & \text{X} & \$12.00 \\
 & & = & \$1,080.00 & & & &
 \end{array}$$

vi) Sick-Leave

Sick-leave shall be pro-rated to the number of hours worked on a regular basis. The number of sick days earned per month shall be calculated as follows:

$$\begin{array}{rclclcl}
 \text{Monthly} & = & \text{Avg\# of hrs.} & + & 37.5 & \text{X} & 1.5 \\
 \text{Sick Days} & & \text{worked per week} & & & & \\
 \text{Earned} & & & & & &
 \end{array}$$

- b) Where a full-time employee requests to work on a regular part-time basis, the Villa shall consider such requests subject to 13.14 (a) 1 and 2, above. It is agreed and understood that no regular part-time job posting is required to enable the employee to transfer once approval has been granted by the Villa, Once transferred the employee shall be considered part-time.
- c) The following shall apply to full-time employees who normally and regularly work shifts of varying duration, eg. 5.5 hour/7.5 hour shift combinations.
 - i) Vacation - vacation pay shall not exceed what the employee normally would have received if he/she had been at work. For example, if vacation was taken when the employee normally would have worked 5.5 hour shifts, then vacation pay for each shift would be for 5.5 hours only. Conversely, if the employee normally would have worked 7.5 hour shifts then vacation pay for each of those shifts would be for 7.5 hours.

- ii) **Sick-Pay** - Sick pay shall not exceed what the employee normally would have received if he/she had been at work. The method for sick leave payment shall be the same as in vacation payment set out in the previous paragraph.
- iii) **Statutory Holiday Pay** - as set out in 13.14 (c) (i) above.
- iv) With respect to the cash value of unused sick-leave credits under Article 16.07 (d), the cash value shall be based on the number of hours the employee normally works, as well as the current level of pay, at the time that the employee terminates his/her employment.

ARTICLE 14 - HOLIDAYS

- 14.01 (a) The following public holidays will be recognized for full-time employees:
- | | |
|----------------|------------------|
| New Year's Day | Civic Holiday |
| Heritage Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | Remembrance Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |

The Employer shall endeavour to schedule the work of Christmas and New Year's Days so that employees will be off duty either New Year's Day or Christmas Day.

- (a) (i) Heritage Day is to be taken on the 3rd Monday of February unless legislated to be observed on another day.
- (b) Pay for recognized holidays will be at the employee's basic rate of pay or the employee shall be given a lieu day off with pay at some other time which is mutually convenient if he/she so desires.
- (c) In addition to holiday pay covered under Article 14.01 (b), all work performed by an employee on a recognized holiday will be paid for at the rate of time and one-half of the employee's basic rate of pay.
- (d) When a recognized holiday falls on an employee's scheduled day off, he/she shall be given a lieu day off at his/her basic rate of pay at a time mutually agreeable to both parties provided it does not interfere with efficient operations of the Employer.

- (e) **An** employee who is not **scheduled** to work on a holiday but who **is** required to work more ~~than~~ his/her **normal** hours by the Employer during the same two week pay period in which such holiday occurs **shall** have the hours he/she would have otherwise worked on ~~the~~ holiday counted **as** hours worked for the **sole** purpose of computing **any** overtime premium entitlement.

14.02

- (a) The following public holidays will be recognized for **part-time** employees:

New Year's Day	Civic Holiday
Good Friday	Labour Day
Victoria Day	Thanksgiving Day
Canada Day	Christmas Day
	Boxing Day

Employees who work on these public holidays will be paid at the rate of one and one-half times their basic rate.

- (b) In addition, regular **part-time** employees and casual employees who work on the following days **will** be paid at the rate of one and one half times their basic rate:

Heritage Day	Easter Monday	Remembrance Day
--------------	---------------	-----------------

No **lieu** days will be **paid** for these days.

14.03

When any of the above-noted holidays **fall** on a Saturday or Sunday, and is not proclaimed **as** being observed on ~~some~~ other day, the preceding Friday or the following Monday shall be designated to be the Holiday for the purpose of this Agreement.

14.04

An Employee shall not be paid for any recognized holiday if he/she:

- (a) Does not work on such a **holiday** if scheduled to do so, unless a reason satisfactory to the Employer is provided.
- (b) **Is** absent the scheduled **shift** ~~immediately~~ preceding or the scheduled shift ~~immediately~~ following the holiday, unless a reason acceptable to the Employer has been submitted to the Employer, or has been absent from work by any reason or any rights **granted** him/her under other provisions of this Agreement.
- (c) Does not, upon request, produce a **medical** certificate for illness occurring on the scheduled shift **immediately** preceding or following the holiday.
- (d) **Has** not worked twelve (12) days in the preceding four **(4)** weeks.

14.05 Unless otherwise provided herein, all holiday benefits shall be in accordance with the Employment Standards Act.

ARTICLE 15 (i) VACATION - FULL-TIME

15.01 For the purpose of calculating vacations and eligibility, the vacation year shall be from January 1st of any year to December 31st of the same year.

15.02 (a) Employees must submit vacation requests by April 1st of each year. The Villa cannot guarantee that preferred vacation requests can be granted for those employees who do not meet the April 1st deadline. Vacation schedules shall be posted on May 1st of each year. Vacations shall be taken during the current calendar year. Seniority within a given group will prevail when there is a work requirement conflict affecting the scheduling of vacations.

(b) Following the posting of vacation schedules per Article 15:02 (a), employees who have not been assigned their vacation preference as a result of their seniority standing may submit another vacation preference provided that the request is submitted in writing no later than 1 week from the posting of the schedule.

15.03 Eligibility for vacation with pay for work performed shall be calculated at the employee's attained rate on the following basis:

- (a) less than three (3) years seniority - .833 days per each completed calendar month to a maximum of 10 days in the current calendar year;
- (b) three (3) years or more seniority - 1.25 days for each completed calendar month to a maximum of 15 days in the current calendar year;
- (c) eight (8) years or more seniority - 1.667 days for each completed calendar month to a maximum of 20 days in the current calendar year;
- (d) seventeen (17) years or more seniority - 2.083 days for each completed calendar month to a maximum of 25 days in the current calendar year;
- (e) twenty-five (25) years or more seniority - 2.50 days for each completed calendar month to a maximum of 30 days in the current calendar year.

15.04 An employee whose vacation entitlement changes as a result of having completed 3 years, 8 years, 17 years or 25 years of seniority will begin to earn the new vacation entitlement commencing with the first day of the month of having achieved the new level of seniority. The maximum entitlement for the year shall be pro-rated accordingly.

- 15.05 **An** employee shall be entitled to receive **his/her** vacation in **an** unbroken period, unless otherwise **mutually** agreed upon between **the** Employee and **the** Employer. Such arrangements shall be subject to **the efficient** operation of **the Villa**.
- 15.06 Upon termination of employment, **an employee** shall be paid vacation pay according to **his/her** vacation *credit* earned and **unpaid** to **the date of** separation. Should **an** employee **die while** in the service of **the Villa**, **the** unused portion of his/her vacation credits shall be paid to the employee's estate.
- 15.07 When a recognized holiday falls **during an** employee's vacation, **the** employee shall be entitled to:
- (a) **An** additional day of vacation; or
 - (b) **An** additional day's pay at **the** employee's basic rate in **lieu** of the holiday.
- 15.08 **If an** employee so desires sick leave *can* be **substituted** for vacation, bereavement leave or leave of absence when it *can* be established that the employee was admitted to a hospital while on any of the aforementioned leaves.
- 15.09 Except where **mutually** agreed, no employee shall be required to **work** during his/her **scheduled** vacation period.

ARTICLE 15 (ii) VACATION - PART-TIME

- 15.10 **A part-time** employee shall receive vacation pay based on a percentage of his/her gross earnings for work performed on the following basis.
- | | |
|---------------------------------------------------|------------|
| less than three (3) years seniority | 4% |
| three (3) years or more seniority | 6% |
| eight (8) years or more seniority | 8% |
| seventeen (17) years or more seniority | 10% |
| twenty-five (25) years or more seniority | 12% |

ARTICLE 16 - LEAVES OF ABSENCE

16.01 **UNION LEAVE**

Leave of absence without pay **and** without loss of seniority **will** be granted upon request to the Employer by employees elected or appointed to represent the Union at union functions, provided such leave of absence does not interfere **with** efficient operations, **and** such request is made in writing at least eight (**8**) working days prior to the commencement of the leave. Such **time** shall not exceed:

(a) Full-time Employees

A total of forty-five **(45) days in** aggregate in any one (1) year and not more than four **(4)** employees shall be **permitted** to be absent at one time, not more than two **(2)** of which shall be **from any** one department. **An** additional ten (10) days shall be granted to the President, Vice-president, Treasurer, Secretary, Health and Safety Co-chairperson and Chief Grievance Officer. Additional leaves shall be granted to representatives to attend **Rights** Arbitration hearing(s).

(b) Part-time Employees

An equivalent of ten (10) scheduled days in any one (1) year for stewards and not more than four **(4)** employees shall be permitted to be absent at any one time, not more than one (1) of which shall be from any one department. **An** additional ten (10) days shall be granted to the President, Vice-president, Treasurer, Secretary, Health and Safety Co-chairperson and Chief Grievance Officer.

- (c) When an employee is absent due to a union leave under this article, the **Villa** shall pay the employee his/her normal wages and shall bill the union for an amount **equal** to the cost of wages and benefits received by the employee during the leave of absence. All such invoices shall be **paid** by the Union within 30 days from the date of invoice.

The conditions set out in (a) and (b) above apply provided that where there is leave for more than one (1) employee, it does not interfere with leave for any other such employee.

16.02

BEREAVEMENT LEAVE

Leave of absence without loss of pay shall be granted to **an** employee **up** to a maximum of three **(3)** consecutive working days confined to the period from the date of death **up** to **and** including the date of the funeral in the case of a death of a member of the employee's **family**. "Member of the employees family" shall mean a wife, husband, common-law spouse, child, parent of the employee's child/children, father, mother, stepfather, stepmother, step-child, son-in-law, daughter-in-law, father-in-law, mother-in-law, sister, brother, grandfather, grandmother, and grandchild. Additional leave of absence without pay **may** be granted for necessary travel **time**.

16.03 JURY AND WITNESS DUTY

- (i) If an employee is required to serve as a juror in any court of law, to attend as a witness in a court proceeding to which the Crown is a party, or is required by subpoena to attend a court of law in connection with a case arising from the employee's duties at the Villa, the employee shall not lose regular pay because of such attendance provided that the employee:
- (a) notifies the Employer immediately on receipt of notification that he/she will be required to attend court;
 - (b) presents proof of service requiring his/her attendance;
 - (c) deposits with the Employer the full amount of compensation received excluding mileage, travelling and meal allowance and an official receipt thereof.

The foregoing shall not apply to court proceedings between the parties to this contract.

- (ii) In addition to the foregoing, where an employee is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Villa on the employee's regularly scheduled day off, the Villa will attempt to reschedule the employee's regular day off. Where the employee's attendance is required during a different shift than he/she is scheduled to work that day, the Villa will attempt to reschedule the shift to include the time spent at such hearing. It is understood that any rescheduling shall not result in the payment of any premium pay.

Where the Villa is unable to reschedule the employee and, as a result, the employee is required to attend during other than his/her regularly scheduled paid hours, the employee shall be paid for all hours actually spent at such hearing at his/her straight time hourly rate subject to 16.03 (i) (a), (b) and (c) above.

16.04 MATERNITY, PARENTAL AND ADOPTIVE LEAVE

- (a) Maternity
- (i) The Employer shall grant a leave of absence up to thirty-five (35) weeks without pay and without loss of seniority accumulation, upon request, to female employees for reasons of pregnancy, provided such employee has completed thirteen (13) weeks of continuous service prior to the starting time of such leave, and provided such written request is made at least two (2) weeks prior to the proposed starting date of the leave.

(ii) **An** employee's **maternity** leave shall commence **up to** seventeen (17) weeks prior to **the** expected delivery date. **An** employee may end her leave as early as **six** (6) weeks **after** delivery, by **giving the Villa** four **(4)** weeks notice of her desire to return to work

(iii) Where **an** employee **ceases** work sooner due to complications arising from the **pregnancy**, she **must** provide **notice** of **the** circumstances and a supporting **medical** certificate to her supervisor within two (2) weeks of her last day of work. In **all** such **cases**, for **full-time** employees, **an** employee will be allowed to draw from her bank of unused **sick** leave credits **until** such **time** that all credits **are** used or **until** **the** date that the **maternity** leave would have otherwise **commenced**, whichever is **sooner**.

(iv) Upon **medical** advice, **the** Employer may require an employee to commence a leave of absence for pregnancy earlier than requested by the employee and in such case **additional** leave **as** is required will be granted.

(v) **An** employee returning to work after maternity leave shall provide the Employer with at least **(4)** weeks notice. On return from maternity leave, the employee shall be placed in her former position or in **an** equivalent position.

(b) Parental Leave (Father)

Having completed thirteen (13) weeks of continuous employment, a parental leave of up to eighteen (18) weeks shall be granted to a male employee following the birth of **his** child. Such leave shall commence **as** early as the end of the first seventeen (17) weeks of the mother's maternity leave, but no later than thirty-five (35) weeks after the child's birth. Such leave shall be without pay and without loss of **seniority** to the employee.

(c) Adoption Leave

i) Provided that **an** employee **has** completed thirteen (13) weeks of continuous service, he/she shall be granted a leave of absence without pay and without loss of seniority of up to eighteen (18) weeks for the legal adoption of a child.

Parental Leave of up to eighteen (18) weeks shall also be granted to an employee, **m** a **relationship** of some permanence with the natural or adoptive mother or father, who intends to treat the child as his/her **own**.

- ii) **An** employee who **has** completed at least twelve (12) months of continuous service *shall* be granted a **leave** of absence of **up to (6)** months without pay and without loss of seniority for the legal adoption of a child.
- iii) Adoption Leave may **commence** up to **one (1) week** prior to the date of the child's arrival into **the employee's home**.

(d) **Written Requests**

- i) All requests for **maternity and** parental leave shall be submitted in writing to the employee's **immediate supervisor** at least **two (2) weeks** prior to the proposed starting date of the leave.
- ii) It is recognized that in the *case of adoption*, sufficient notification cannot always be given. Requests for adoption leave shall be submitted in writing, with **as much notice as** possible, to the employee's **immediate** supervisor. Where at least two **(2)** weeks notice cannot be given due to the sudden arrival of the child, written confirmation of the request for leave must be submitted no later than two **(2)** weeks following the arrival of the child into the employee's home.

(e) **Change of Request**

- i) **An** employee who **has** given notice to **begin** a leave under this article may change to **an earlier** date by **giving** two **(2)** weeks notice; or to a **later** date by giving two **(2)** weeks notice before the leave was to begin.
- ii) Subject to **an** employee not extending his/her leave beyond what is set out in this agreement, **an** employee who has given notice to end a leave under **this article may** change to **an earlier** date by giving four **(4)** weeks notice; or to a **later** date by giving two **(2)** weeks notice before the leave was to end.

(f) **Employee Benefits**

For the duration of a **maternity**, parental, and/or adoption leave of absence, for which they are eligible **an** employee **may** continue to participate in the benefit plans (Pension, Life **Insurance, Extended Health** Care, Dental, Semi-Private Hospital), provided that **any** employee portion of contributions are continued to be paid by the employee. Failure to make a **payment** in the month for which it is due shall result in the cancellation of **the** benefit.

(g) Vacation shall not **accrue during** any of the above leaves under this article. It is understood, however, that sick-leave credits shall continue to accrue.

(h) Seniority Accrual - Part-time Employees

A part-time employee who is on any of the leaves under this article shall continue to accrue **seniority** at **the same rate as** the average incremental **seniority adjustments as reflected** on each of **the 4** printed seniority lists immediately **preceding the commencement** of the leave.

16.05

ERS LEAVE

a) Full-time

An employee on leave due to an **injury** for which he/she is in receipt of Worker's Compensation Benefits, shall continue to be covered for extended health and dental benefits for up to twenty-four **(24)** months provided that the employee portion of contributions are continued to be paid by the employee in the month for which they are due. Sick leave shall accrue during this twenty-four **(24)** month period. Vacation shall also accrue during this period and shall be paid annually to employees provided that the total combined WCB benefit and vacation does not exceed fifty-two **(52)** weeks **by** year end. Excess vacation can not be carried over to subsequent **years**.

b) Part-time

An employee who is on Worker's Compensation leave of absence for a period in excess of one (1) month, shall continue to accrue seniority at the same rate as the average incremental seniority adjustments as reflected on each of the 4 printed seniority lists immediately preceding the commencement of the leave.

16.06

PERSONAL LEAVE

(a) The Employer may grant a leave of absence if an employee requests it in writing to his/her supervisor and if the leave is for acceptable personal reasons **and** does not unreasonably **interfere with the** efficient operation of the Villa. No such leave **will affect** any employee's rights based on seniority when used for the **purpose granted**. In the event that such leave is refused, **an** appeal may be made to **the** Director **of Human Resources**.

(b) **An** employee, **having been** granted a personal leave of absence shall continue to be covered for employee benefits, vacation **and** sick-leave accrual, provided that the leave of absence is for a period of less **than 3** weeks in duration.

16.07

SICK LEAVE (FULL-TIME)

- (a) Employees having **seniority** standing who have completed less than one (1) year of continuous **full-time employment** **will become** eligible for one and one-half (1-1/2) **days** of sick leave credit with pay for each completed month of employment.
- (b) Employees who have completed one or **more** years of full-time seniority **will be** eligible for **eighteen (18) days sick** leave *credit* with pay during each calendar **year** with accumulation of **unused sick** leave credit to a **maximum** of 200 days.
- (c) The **Villa** reserves **the** right to require **an** employee to provide proof of any sickness requiring absence by **medical certificate** from his/her attending physician.
- (d) On termination of **employment** for any reason other than discharge for cause, an employee, having completed five (**5**) years of **full-time** seniority, shall be paid 50% of the accumulated sick leave then standing to his/her credit. In the event of death the value of all accrued **sick** leave shall be paid to the employee's estate.
- (e) To ensure the safety of the resident and well-being of the employee, the **Villa** reserves the right to require the employee to provide information from his/her doctor in relation to the employee's ability to return to work and to carry out his/her regular job and/or to ensure that appropriate treatment has been taken during the period of sickness to **minimize** the on-going effect on his/her health.
- (f) A deduction shall be made **from** accumulated sick leave of all normal working days absent for sick leave. Absence on account of illness for less than half a day shall not be deducted. Absences for half a day or more and less than a full day, shall be deducted **as** one-half day.
- (g) Upon request, the employer shall verbally **advise an** employee of the amount of sick leave accrued to his/her credit. The Employer **shall advise** all employees in October, by **statement**, of the employee's **sick** leave credit accrual **as** of September 30th of each year.
- (h) In the event that a **full-time** employee **transfers** to a part-time category, all unused **sick** leave credits shall be frozen **until** such **time as** the employee reverts to full-time status or terminates **employment**.

- (i) An employee on extended sick-leave shall continue to be covered for extended health **and dental benefits** for **up to twenty-four (24)** months provided that **the** employee portion **of** contributions are continued to be paid by the employee in the month for which **they** are due. Such employees shall *also* continue to accrue sick leave *credits*, however, vacation shall not accrue.

ARTICLE 17 - LAY OFF AND TRANSFER

- 17.01 (a) The Employer **shall have the right, in** case of emergency, to lay-off employees without regard **to seniority standing in the event of** a lay-off **of** one working **day** or less in duration provided, however, that no one employee shall be laid-off **as a** result of such temporary lay-offs for more than one (1) working day **in any one** calendar year.
- (b) This **article** shall not apply to **casual** employees, or any other employees who are called in or **added** to the schedule **as** a result of a **special** function or to replace employees absent for any reason.

17.02 **ROLE OF SENIORITY IN LAY-OFFS**

In the event of lay-off, the Employer shall lay-off employees in the reverse order of their seniority within their category of employment, department/unit and job classification, subject to Article 8.04.

- a) A full-time employee who is subject to lay-off shall exercise his/her seniority in the order of the steps **outlined** below:
1. to accept the lay-off or,
 2. to displace the most junior employee in the classification, subject to **Article 8.04**,
 3. to **displace** the most junior full-time employee within the bargaining unit, in **an equal** or lesser classification, **as** determined by the Job **Rate**, subject to Article 8.04,
 4. to **accept** the **lay-off** or,
 5. to displace the **most** junior regular part-time employee in the classification, subject to **Article 8.04**,

6. to **displace** the most junior ~~part-time~~ employee within the bargaining Unit, **in an equal** or lesser **classification**, as determined by the Job Rate, subject to **Article 8.04**.

In the event that the employee does not accept the lay-off or was not able to be **placed** through any of ~~the~~ above steps, **he/she shall** then be laid-off.

- b) A ~~part-time~~ employee who is subject to **lay-off shall** exercise his/her **seniority** in the order of the **steps outlined** in section (a) commencing at Step 4.

17.03 **RECALL PROCEDURE**

Employees shall be recalled in the order of their seniority, subject to Article 8.04.

17.04 **NO NEW EMPLOYEES**

New Employees shall not be hired **until** those laid off have been given an opportunity of recall.

17.05 **ADVANCE NOTICE OF LAY-OFF**

Unless legislation is more favourable to the employees, the Employer shall notify employees who are to be laid off thirty (30) calendar days prior to the effective date of lay-off. If the employee **has** not had the opportunity to work the days as provided in this article, he/she shall be paid for the days for which the employee would have normally been scheduled.

17.06 **GRIEVANCES ON LAY-OFFS AND RECALLS**

Grievances concerning lay-offs and recalls **shall** be initiated at Step 3 of the Grievance Procedure.

- 17.07 If **an** employee is required to work for a **minimum** of two (2) hours in a higher paid classification in the bargaining unit, **he/she shall be paid** at the rate of pay in the new rate range which is closest to but higher than **his/her own** rate of pay.

- 17.08 When an employee is temporarily transferred for **the** convenience of the Employer to a lower rated classification in the bargaining unit, **he/she shall** receive not less than his/her own rate of pay.

- 17.09 **When an** employee is promoted to a higher rated classification he/she shall receive an increase in **salary to the first step** in **the** range of the new classification **immediately** above that **salary** which he/she is receiving in the old classification and **his/her** anniversary date **shall** change accordingly.
- 17.10 **An employee who has** been incapacitated at his/her work by injury or compensable occupational disease **or through** advancing years or temporary disablement, is unable to **perform** his/her regular duties, **will be** employed in appropriate work at the applicable **rate** of pay for that position if such is available, provided that the employee possesses the qualifications **and** ability to do **the** job.

ARTICLE 18 - OCCUPATIONAL HEALTH AND SAFETY

- 18.01 The Employer and the **Union** agree that they **mutually** desire to maintain standards of safety and health in the **Villa** in order to prevent accidents, i n . and illness.
- 18.02 Recognizing its **responsibilities** under the applicable legislation, the Employer agrees to accept **as** a member of its Joint Health and **Safety** Committee at least two representatives selected or appointed by the Union from amongst bargaining unit employees.
- 18.03 The Joint Health and Safety Committee **shall** identify potential dangers and hazards, institute means **of** improving health and safety programs, and recommend actions to be taken to improve conditions related to safety and health.
- 18.04 The Employer agrees to co-operate reasonably in providing necessary information to enable the Committee to fulfil these functions.
- 18.05 Meetings shall be held every second month or more frequently at the call of the co-chair, if required. The **Committee** shall maintain minutes of all meetings and make the **same** available for review.
- 18.06 Any representative appointed or selected in accordance with the above **shall** serve for a **term** of one calendar year from **the date** of appointment **which** may be renewed for further **periods of** one year. **Time** off for such representatives to attend such meetings **shall** be granted and any representatives attending such meetings during regularly scheduled hours **of** work **shall** not lose **regular** pay **as** a result of their attendance. **A** committee member attending an Occupational Health and Safety Committee meeting on his/her regularly **scheduled** day off **shall be** paid for such hours at his/her straight **time** hourly rate of pay **with the** understanding that there shall be no claims made by the employee for overtime compensation or payment.

- 18.07** The Employer will endeavour to provide educational sessions to employees as determined by ~~the~~ Joint Occupational Health and Safety Committee and/or legislation. The Union agrees to **obtain** the **full** co-operation of its membership in the observation of **all** safety rules and practices.

ARTICLE 19 - BULLETIN BOARDS

- 19.01** ~~Bulletin~~ Boards shall be in the following locations only: Staff Lunch Room, Outside ~~the Human Resources Office~~, outside ~~the~~ First Floor Staffing Clerk's Office, Second Floor Nurses' Station, Third Floor Nurses' Station, and Fourth Floor Nurses' Station. The use of Bulletin Boards in nursing stations shall be strictly limited to those persons and classifications duly authorized to enter those areas.

ARTICLE 20 - UNION/MANAGEMENT COMMITTEE

- 20.01 (a)** A representative or representatives of Management will meet with the Union representatives on a monthly basis at a mutually convenient time to discuss matters of mutual interest arising out of this Agreement, where either party submits to the other a written agenda five (5) working days in advance of the desired date for the meeting. It is also agreed that the Union representatives will be allowed to meet fifteen (15) minutes prior to each meeting.
- (b) In the event the Employer should merge, amalgamate or combine any of its operations or its functions with another Employer, the Villa will meet with CUPE Local 1404 to discuss the effect on Villa employees and shall consider any options which may minimize any adverse affects on the employees.

ARTICLE 21 - OCCUPATIONAL CLASSIFICATION AND WAGE RATES

- 21.01** Occupational Classification and Wage Rates are set out in Appendix "A". This appendix is attached hereto and forms part of this Agreement. An employee shall move to the second progression step upon completion of one (1) Seniority year and to the third progression step upon completion of two (2) Seniority years.
- 21.02** The Employer shall prepare a new job description for any new or revised positions. Once issued by the Employer, either the Union or the Employer may request a pay-equity review of the position within the current Pay Equity Plan between the Villa and the Union. In the event that a new rate of pay is established for the new or changed position, the new rate shall become effective upon the date that it was established between the parties. Any disagreements resulting from the Pay Equity review shall be referred to the Grievance procedure provided that this issue was not previously referred to other third party resolution bodies. Once the Grievance

procedure has **been** initiated beyond the 3rd step it is further agreed that this shall be the only avenue utilized to resolve the issue.

ARTICLE 22 - REPORTING ALLOWANCES

22.01 **An** employee who reports for work at **the starting time** of his/her scheduled full shift, not having **been** previously advised not to **so** report shall **be** given a minimum of three (3) hours work at **any** work available, or three (3) hours pay in lieu if no work is available at the employee's regular **rate** of **pay**. The Employer shall not be subject to this obligation in **the case** of **an** employee who fails to keep the Employer informed of a telephone number which may be used by **the** Employer to give notice, and in the case of fire, power failure, or **circumstances** beyond reasonable control of the Employer.

ARTICLE 23 - CALL IN PAY

23.01 If **an** employee is *called* back in case of emergency to work outside his/her normal working hours, he/she **shall be paid** at his/her regular rate, or at the overtime rate if he/she qualifies for overtime with a guaranteed **minimum** of three (3) hours at the appropriate rate for each call-back. When **an** employee is called back to work, no **lieu time** shall be substituted.

23.02 Stand-by refers to a ~~full-time~~ employee who by the nature of his/her duties is required to be available during the normal ~~time~~ off, should the **Villa** indicate that the employee's Services may be required. Such employee will be **paid** fifteen dollars (\$15.) per day - day means 4:00 p.m. one day to 8:00 a.m. the next day, or thirty-five dollars (\$35.) for a weekend - weekend **means** 4:00 p.m. Friday to 8:00 a.m. Monday. **An** employee called back from stand-by **will** be paid at the rate of one and one half (1-1/2) **times** his/her basic rate for the hours worked if he/she qualifies for overtime with a guarantee minimum of **three** (3) hours for each call-back. Stand-by pay will be reduced in proportion to the number of hours worked **as** a result of a call-back during which stand-by pay would otherwise be payable. Due to the availability requirement of **part-time** employees, ~~part-time~~ employees will not be eligible for stand-by pay.

ARTICLE 24 - CHARGE ALLOWANCE

24.01 **An** employee is assigned a charge function if, by **mutual** consent ~~with~~ his/her **department** head or unit manager, he/she is required to direct and assign duties within the **department** in the absence of a supervisor. Such assignment shall be in Writing.

An employee assigned to work in a charge function will be paid a premium of \$0.40 per hour during **the** assignment. No employee shall be entitled to this premium unless the assignment was first **confirmed** in writing.

ARTICLE 25 - CLOTHING ALLOWANCE

25.01 The employer agrees to pay \$0.06 for each hour worked to each employee required to wear a uniform **as** a condition of employment.

ARTICLE 26 - PAY FOR TRAINING

26.01 Where the Employer **requires** an employee to ~~take~~ further training, the Employer shall contribute to the cost of the required courses on ~~the~~ following basis:

- (a) Part-time employee - 50% of ~~the~~ cost
- (b) Full-time employee - 100% of the cost

ARTICLE 27 - SAFETY BOOTS OR SHOE ALLOWANCE

27.01 The Employer agrees to pay a **safety** boot allowance up to a **maximum** of sixty dollars (\$60.00) per year to each full-time employee **who** is required by the Employer to wear safety footwear **as** a condition of employment. **An** employee who purchases safety footwear shall be required to submit proof of the amount he/she has spent as a condition of reimbursement.

ARTICLE 28 - TOOL ALLOWANCE

28.01 The Employer agrees to provide a tool allowance of \$0.07 per hour to mechanic classifications.

ARTICLE 29 - HEALTH AND WELFARE

29.01 The Employer agrees to pay 100% of the premium cost and make available the following plans to full-time employees:

- a) Extended Health Care 10/20 plan or equivalent;
- b) Group Life Insurance equal to two **(2)** times the employee's annual salary to a maximum of \$50,000;
- c) Effective March 3, 1978, the Employer agrees to supply a private pension plan;
- d) The Employer shall pay **fifty percent (50%)** of the premium cost and make available the group dental plan (Greenshield No. 66 or a plan equivalent to Blue Cross No. 9) based on current O.D.A. **rates** in force from time to time. Such plan shall include dental examination and cleaning coverage every nine (9) months;
- e) Vision care coverage of **up** to \$150.00 every two **(2)** years.

29.02 Compensation in lieu of all fringe **benefits**, in the amount of \$0.65 for each hour worked, shall be paid to **each part-time** employee, with the exception of students employed at **the student rate as** set out in **Appendix "A"**. Such payment is in **lieu** of all benefits **which are provided** to all full-time employees except those specifically provided in this Agreement. It is understood and agreed that pension is included within the compensation in lieu of **fringe benefits**.

ARTICLE 30 - RETROACTIVITY

- 30.01 (a) Any **retroactive** increases contained in the **settlement** shall be paid to **all** employees of **St. Joseph's Villa** who worked at any **time** between July 2, 1997 and the **date** of the **settlement**, regardless of whether or not they are still in the employ of the Employer.
- (b) *All* payments of retroactivity shall be made within **thirty (30)** days of the **signing** or the taking into effect of the new collective agreement..
- (c) Notices of retroactivity payments shall be forwarded to **all** former employees of the Employer employed between July 2, 1997 and the date of the settlement by registered **mail** to their last known address and such payment shall be made to them provided that they make a claim in writing therefore within thirty (30) days **from** the date of **mailing** of such notice.
- (d) Retroactivity payments shall be paid on a payroll distribution separate **from** a normal pay date.

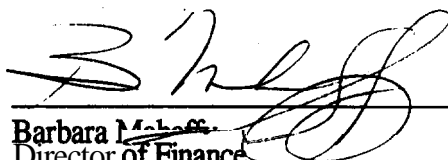
ARTICLE 31 - TERM OF AGREEMENT

31.01 This agreement shall be effective from the 3rd day of July, 1997, until the 2nd day of July, 1999, and shall continue in effect from **year to year** thereafter unless either **party** gives to the other **party** notice in writing within **three (3)** months next preceding the **expiry** day of the agreement of its desire to **bargain with** a view to the renewal, with or without modifications, of this agreement, or the making of a new agreement.

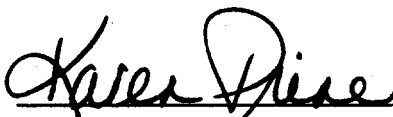
Signed on behalf of St. Joseph's Villa, Dundas:



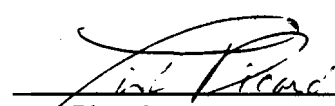
Sam Cino
Director of Human Resources



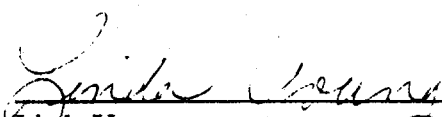
Barbara Mahaffey
Director of Finance




Karen Prine
Unit Manager



Tish Picard
Supervisor Housekeeping/Linen Services

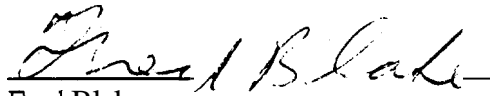


Linda Young
Manager of Food Services

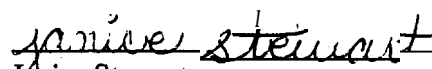


Linda Brown
Director of Nursing

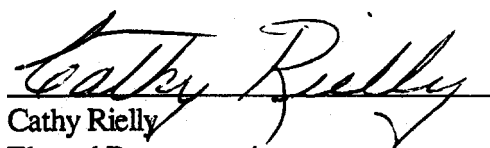
Signed on behalf of Local 1404, Canadian Union of Public Employees:




Fred Blake
CUPE National Representative




Janice Stewart
Chairperson, Negotiating Committee



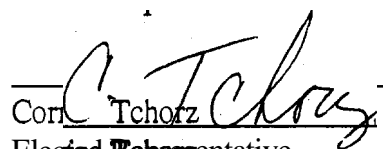
Cathy Rielly
Elected Representative



Deborah Davidson
Elected Representative



Cheryl Willis
Elected Representative



Cori Tchory
Elected Representative

St. JOSEPH'S
VILLA

OVER 100 YEARS OF
LOVE AND CONCERN

ST. JOSEPH'S VILLA
DUNDAS, ONTARIO

MEMO

TO: CUPE LOCAL 1404

FROM: ST. JOSEPH'S VILLA

DATE: December 3, 1997

SUBJECT: LETTER OF INTENT - RE: JOB DESCRIPTIONS

It is understood and **agreed** that when the **Villa** alters existing job descriptions related to unionized positions, or creates job descriptions for new positions within the union, the Union will be given the opportunity to make representation regarding the changes before such job descriptions are formally released.

This memoranda is not part of the Collective Agreement.



S. A. Cino
Director of **Human** Resources

Date: December 3, 1997

LETTER OF UNDERSTANDING

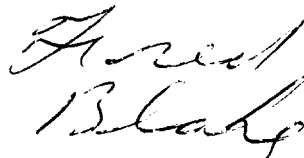
SUBJECT: BARGAINING

The parties agree to endeavour to commence negotiations prior to the requirement of Article 31.

This memoranda is not **part** of the Collective Agreement.



S. Cino
Director of **Human** Resources



F. Blake
CUPE National Representative

MEMO

TO: CUPE LOCAL 1404
FROM: ST. JOSEPH'S VILLA
DATE: December 3, 1997
SUBJECT: LETTER OF INTENT - RE: SCHEDULING

Article 13.13 (i), (b) of the existing Collective Agreement states:

No employee shall be normally scheduled to work more than seven (7) consecutive days in a row, and the Employer will make every effort to keep split days off to a minimum.

Both the Union and Villa Management recognize that while a schedule containing seven consecutive working days is not desirable for many reasons, the simultaneous elimination of seven day tours and split days off is not possible.

Therefore, the Villa expresses its intention to schedule full-time staff as far as possible in accordance with the following guidelines:

1. Seven day tours of duty shall be restricted to no more than one week in four.
2. Split days off will be eliminated.
3. Every effort will be made to ensure a reasonable distribution of days off with lengths of scheduled tours of duty.

In addition, the Villa will undertake to periodically re-examine these guidelines to ensure that they express the wishes of the majority of the affected staff in so far as these wishes are compatible with requirements for resident care and safety.



S.A. Cino
Director of Human Resources
for St. Joseph's Villa

St. JOSEPH'S VILLA

OVER 100 YEARS OF
LOVE AND CONCERN

Date: December 3, 1997

LETTER OF UNDERSTANDING

Re: 12 Hour Shifts

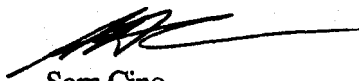
The Union and the Employer agree to permit a one (1) year **trial** of 12 hour shifts on the understanding that the **trial** be **limited** to only one nursing unit. It is further agreed that staff will be **polled** in writing and that employees working in the **trial unit** may be transferred to another unit during the trial period if he/she does not wish to participate in the trial. **Staff** from another unit who indicate a desire to participate in **this trial shall** be considered for a transfer to the trial unit.'

Both parties shall meet before the trial commences to enable the union to provide input and shall meet quarterly following commencement of the trial period to evaluate the effect on the **quality** of work life for the staff affected and the quality of resident care/service within the unit.

At any time during the trial period, the parties **may** jointly agree to either continue with this arrangement beyond the 12 month trial or to discontinue it prior to the expiration of the trial period. In the event that there is no agreement to extend or discontinue the trial, the trial shall end upon the completion of the **12** month period referred to above.

It **is** further understood and agreed that employees working a 12 hour shift arrangement shall be paid overtime at a rate of time and one-half of his/her basic rate of pay for **any** hours worked in excess of **12** hours in a shift.

This provision, if agreed to, is subject to the approval of the Director of the Employment Standards Branch.



Sam Cino
Director of **Human** Resources
for the Employer



Red Blake
CUPE National Representative
for the Union

Date: December 3, 1997

LETTER OF UNDERSTANDING

Re: 150 Hours In Any Two Consecutive Pay-Periods

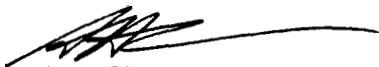
The Union and the Employer agree to permit a one year trial within the nursing department based on the scheduling of 150 hours in any two consecutive two week pay periods. This trial will include an understanding and agreement between the Villa and the Union that any hours worked by an employee, within this arrangement, in excess of 7.5 hours per day, with the exception of hours worked within a 12 hour per shift arrangement, or in excess of 150 hours in any two consecutive two week pay periods, shall be paid for at the rate of time and one half of the employee's basic rate of pay.

Both parties shall meet before the trial commences to enable the union to provide input and shall meet quarterly following commencement of the trial period to evaluate the effect on the quality of work life for the staff affected and the quality of resident care/service within the unit.

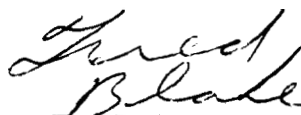
At any time during the trial period, the parties may jointly agree to either continue with this arrangement beyond the 12 month trial or to discontinue it prior to the expiration of the trial period. In the event that there is no agreement to extend or discontinue the trial, the trial shall end upon the completion of the 12 month period referred to above.

The Villa will endeavour to solicit volunteers to participate in the trial.

This provision, if agreed to, is subject to the approval of the Director of the Employment Standards Branch.



Sam Cino
Director of Human Resources
for the Employer



Fred Blake
CUPE National Representative
for the Union

Date: December 3, 1997

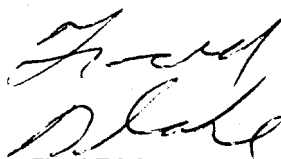
L C U N D I N G

The Employer agrees that during the term of the Collective Agreement, they will meet with representatives of the Union to review the existing **pension plan** and do a comparison study of other pension plans which could be available. Neither party will be precluded from proposing amendments to the existing plan or proposing a new pension plan in the next round of bargaining.

It is further agreed that both parties have the right to pension consultants/experts and may invite such a person to any meeting of the parties if giving the other party advance notice of such an invitation.



Sam Cino
Director of Human Resources



Fred Blake
CUPE National Representative

WAGES AND CLASSIFICATIONS

APPENDIX "A"

EFFECTIVE JULY 1, 1997

CLASSIFICATION	STEP 1	STEP2	STEP3
NURSING			
REGISTERED PRACTICAL NURSE	\$15.80	\$16.07	\$16.42
NON-REGISTERED PRACTICAL NURSE	\$14.96	\$15.22	\$15.55
CERTIFIED HEALTH CARE AIDE	\$13.09	\$13.36	\$13.47
NON-CERTIFIED HEALTH CARE AIDE	\$12.91	\$13.17	\$13.28
DIETARY			
COOK	\$15.80	\$16.07	\$16.42
ASSISTANT COOK	\$14.45	\$14.71	\$15.03
BAKER	\$13.17	\$13.35	\$13.44
DIETARY AIDE	\$13.17	\$13.35	\$13.44
DISHWASHER	\$13.17	\$13.35	\$13.44
CASHIER	\$13.17	\$13.35	\$13.44
STORESPERSON-POTWASHER	\$13.17	\$13.35	\$13.44
LAUNDRY			
WASHPERSON	\$13.66	\$13.77	\$13.98
SORTER	\$13.17	\$13.35	\$13.44
PRESSER	\$13.17	\$13.35	\$13.44
SEAMSTRESS	\$13.17	\$13.35	\$13.44
LINEN AIDE	\$13.17	\$13.35	\$13.44
HOUSEKEEPING			
FLOOR CLEANER	\$13.09	\$13.36	\$13.47
FLOOR CLEANER/SECURITY	\$13.09	\$13.36	\$13.47
HOUSEKEEPING AIDE	\$13.09	\$13.36	\$13.47
MAINTENANCE			
MECHANIC I	\$15.80	\$16.07	\$16.42
MECHANIC II	\$15.02	\$15.23	\$15.48
GARDENER	\$14.33	\$14.51	\$14.74
MAINTENANCE HELPER	\$13.09	\$13.36	\$13.47
STORES			
STORESPERSON (GENERAL)	\$13.21	\$13.38	\$13.52
STUDENTS			
			\$8.41

WAGES AND CLASSIFICATIONS

APPENDIX "A"

EFFECTIVE JULY 1, 1998

CLASSIFICATION

STEP 1 STEP 2 STEP 3

NURSING

REGISTERED PRACTICAL NURSE	\$16.12	\$16.39	\$16.75
NON-REGISTERED PRACTICAL NURSE	\$15.26	\$15.52	\$15.86
CERTIFIED HEALTH CARE AIDE	\$13.35	\$13.63	\$13.74
NON-CERTIFIED HEALTH CARE AIDE	\$13.17	\$13.43	\$13.55

DIETARY

COOK	\$16.12	\$16.39	\$16.75
ASSISTANT COOK	\$14.74	\$15.00	\$15.33
BAKER	\$13.43	\$13.62	\$13.71
DIETARY AIDE	\$13.43	\$13.62	\$13.71
DISHWASHER	\$13.43	\$13.62	\$13.71
CASHIER	\$13.43	\$13.62	\$13.71
STORESPERSON-POTWASHER	\$13.43	\$13.62	\$13.71

LAUNDRY

WASHPERSON	\$13.93	\$14.05	\$14.26
SORTER	\$13.43	\$13.62	\$13.71
PRESSER	\$13.43	\$13.62	\$13.71
SEAMSTRESS	\$13.43	\$13.62	\$13.71
LINEN AIDE	\$13.43	\$13.62	\$13.71

HOUSEKEEPING

FLOOR CLEANER	\$13.35	\$13.63	\$13.74
FLOOR CLEANER/SECURITY	\$13.35	\$13.63	\$13.74
HOUSEKEEPING AIDE	\$13.35	\$13.63	\$13.74

MAINTENANCE

MECHANIC I	\$16.12	\$16.39	\$16.75
MECHANIC II	\$15.32	\$15.53	\$15.79
GARDENER	\$14.62	\$14.80	\$15.03
MAINTENANCE HELPER	\$13.35	\$13.63	\$13.74

STORES

STORESPERSON (GENERAL)	\$13.47	\$13.65	\$13.79
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STUDENTS

\$8.58