

COLLECTIVE AGREEMENT

BETWEEN:

THE CORPORATION OF THE COUNTY OF BRUCE

Gateway Haven Home for the Aged

- and -

Brucelea Haven Home for the Aged

- AND -

SERVICE EMPLOYEES UNION, LOCAL 210

CHARTERED WITH SERVICE EMPLOYEES INTERNATIONAL UNION

AND AFFILIATED WITH AFL-CIO-CLC

EXPIRY DATE: December 31, 1998

TABLE OF CONTENTS

ARTICLE 1 - PURPOSE	1
ARTICLE 2 - RECOGNITION	1
ARTICLE 3 - MANAGEMENT RIGHTS	2
ARTICLE 4 - UNION SECURITY	3
ARTICLE 5 - NO DISCRIMINATION	4
ARTICLE 6 - UNION INTERVIEWS	4
ARTICLE 7 - SENIORITY	5
ARTICLE 8 - NEGOTIATING COMMITTEE AND STEWARDS	9
ARTICLE 9 - LEAVE OF ABSENCE, BEREAVEMENT LEAVE, PREGNANCY LEAVE	10
ARTICLE 10 - JOB POSTING	12
ARTICLE 11 - GRIEVANCE PROCEDURE	14
ARTICLE 12 - ARBITRATION	17
ARTICLE 13 - DISCHARGE OR SUSPENSION	18
ARTICLE 14 - WAGES	19
ARTICLE 15 - NO STRIKES AND LOCK-OUTS	20
ARTICLE 16 - HOURS OF WORK, OVERTIME AND OTHER WORKING CONDITIONS	20
ARTICLE 17 - SICK LEAVE	22
ARTICLE 18 - BULLETIN BOARDS	24
ARTICLE 19 - PAID HOLIDAYS	24
ARTICLE 20 - VACATIONS	26
ARTICLE 21 - HEALTH AND WELFARE	28
ARTICLE 22 - UNIFORMS	31
ARTICLE 23 - SHIFT PREMIUM	31
ARTICLE 24 - HEALTH AND SAFETY COMMITTEE	31
ARTICLE 25 - GENERAL	31
ARTICLE 26 - DURATION AND TERMINATION	32
SCHEDULE A	33
LETTER OF UNDERSTANDING RE: MEDICAL SPECIALIST APPOINTMENTS	34
LETTER OF UNDERSTANDING RE: USE OF PAGERS AND BEING ON CALL	35
LETTER OF UNDERSTANDING RE: GROUP BENEFITS	36

COLLECTIVE AGREEMENT

BETWEEN

THE CORPORATION OF THE COUNTY OF BRUCE,

Gateway Haven Home for the Aged

- and -

Brucelea Haven Home for the Aged

(hereinafter called the "Employer")

- AND -

SERVICE EMPLOYEES' UNION, LOCAL 210

(hereinafter called the "Union")

ARTICLE 1 - PURPOSE

1.01 This Agreement is undertaken to establish mutually satisfactory relations between the Employer and its employees, to secure prompt and equitable disposition of grievances and to maintain mutually satisfactory hours, wages, and working conditions for the employees covered by this Agreement, to promote the successful operation of the Employer in the maintenance of high standards of employment as well as the maintenance of responsibility on the part of the Union and management alike. The conditions of the Agreement shall not be construed to deprive any employee of the right he has by law to discuss with the Employer any personal matter provided that this shall not conflict with the grievance procedure or any term of this Agreement.

It is recognized that the employees wish to work together with the Employer to secure the highest quality of life and health protection for the residents.

ARTICLE 2 - RECOGNITION

2.01 The Employer recognizes the Union as the sole bargaining agent for all employees of the Corporation of the County of Bruce employed at Gateway Haven and Brucelea Haven, Home for the Aged, save and except supervisors, persons above the rank of supervisor, registered nurses, office staff, temporary employees, students, and persons employed under government sponsored programs. The Employer undertakes that it will not enter into any other agreement with employees represented by the Union either individually or collectively which will conflict with the provisions of this Agreement.

2.02 A full-time employee is one who works more than twenty-four (24) hours per week on a regularly scheduled basis.

2.03 (a) A part-time employee is one who is scheduled to work twenty-four (24) hours or less per week.

(b) Before temporary employees are hired part-time employees in order of seniority shall be given first opportunity to fill temporary vacancies in their Department provided they are immediately available for work and there is no overtime cost to the Employer.

(c) Part-time employees selected to fill a temporary vacancy or to temporarily fill a vacant permanent position or to temporarily work more than twenty-four (24) hours per week shall retain their part-time status for the purposes of this Agreement.

2.04 A student is a person attending a scholastic institution on a full time basis.

2.05 (a) No work covered by this Agreement shall be done by anyone other than the employees of the Employer covered by this Agreement.

(b) Supervisors and all other persons including those persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit except in cases of training, emergency, safety, experimental work, or instances mutually agreed upon by the parties.

(c) This does not exclude the activities of the Auxiliary to the Home, nor to students receiving practical training for their school courses nor to persons not within the bargaining unit who are employed as student employees as defined in Article 2, subsection 2.04, or temporary employees as defined in subsection 2.06, or persons employed under Government sponsored programs as defined in subsection 2.01.

2.06 Subject to paragraph 2.03, a temporary employee is one who is required to temporarily replace a regular employee who is on an approved leave of absence, vacation, sick leave, long term disability, Workers Compensation, or temporarily filling another position.

2.07 A permanent employee is a full-time or part-time employee who is not a temporary employee.

ARTICLE 3 - MANAGEMENT RIGHTS

3.01 (a) The union acknowledges that subject to the provisions of this Agreement, it is the exclusive function of the Employer to hire, retire, classify, promote, transfer, suspend, discipline or discharge employees, to assign employees to shifts, and/or to increase and decrease the working force, provided that there is always a sufficient number of employees on duty to perform the work required to be done.

(b) To maintain order, discipline and efficiency and to make and alter rules and regulations to be observed by the employees which are not expressly contrary to any other article of this Collective Agreement.

(c) Generally to manage the Home without restricting the generality of the foregoing, to select, install and require the operation of any equipment it decides it is necessary to use. However, if any jobs within the bargaining unit are affected by the installation of any equipment, then the Management and Union shall meet forthwith to negotiate the resulting effect on such jobs and the employees concerned.

(d) The normal retirement age of all employees is sixty-five (65).

3.02 The Employer may discharge a probationary employee at any time. The discharge of a probationary employee shall not be the subject matter of a grievance or arbitration pursuant to this Agreement.

3.03 The foregoing enumeration of management's rights shall not be deemed to exclude other functions not specifically set forth, the Employer, therefore retaining all rights not otherwise specifically and expressly covered in this Agreement.

3.04 The Employer agrees that it will not exercise its functions in a manner inconsistent with the express provisions of this Agreement.

3.05 Failure by the Employer to exercise any of its management rights at anytime shall not be considered to be an abandonment of such rights.

ARTICLE 4 - UNION SECURITY

4.01 Present employees who are covered by this Agreement and who are members of the Union and

new employees who are covered by this Agreement and who voluntarily become members of the Union, shall remain members of the Union as a condition of employment.

4.02 (a) The Employer shall deduct each month from the wages of employees in the bargaining unit as designated in Article 2 - Recognition such monthly dues, initiation fees and other assessments as may be certified in writing by the Union to the Employer.

(b) The Employer shall send to the Union office in Goderich each month a list of names, addresses and classifications of all new employees.

4.03 Dues deducted pursuant to paragraph 4.02 together with a list of names, classifications and addresses of the employees from whom such deductions have been made shall be remitted by the Employer to the Secretary-Treasurer of the Union, Windsor Office, not later than the twenty-fifth (25th) day of the month.

4.04 The Union shall indemnify and save the Employer harmless from any and all claims for amounts deducted from pay and remitted to the Union under the terms of this Article.

4.05 The Employer shall indicate on each employee's T-4 slip the amount of dues deducted in the applicable year.

4.06 It is agreed that upon commencement of employment new employees shall be advised by a representative of the Employer of the existence of the Union and of the conditions surrounding their employment as contained in the herein Collective Agreement.

ARTICLE 5 - NO DISCRIMINATION

5.01 The Parties agree that in accordance with the provisions and definitions of the Ontario Human Rights Code, there shall be no discrimination against any employee by the Union and the Employer for reasons of age, sex, marital status, race, creed, colour, religious affiliation, national origin or Union activities.

5.02 The parties agree that there shall be no intimidation, interference, restraint or coercion exercised or practised by them or their representatives upon employees because of membership or non-membership in the Union.

ARTICLE 6 - UNION INTERVIEWS

6.01 During the term of this Agreement, the Employer agrees to furnish the Union monthly with a written list of all new employees who have completed their probationary period and have become members of the regular staff; this list to include the employee's name and the department in which he or she is working and a copy of said list to be furnished to the Chief Steward. This said list to further contain the date, time and place for interviewing such employees.

6.02 The Employer agrees that a representative of the Union will interview each employee after completion of his probationary period for the purpose of ascertaining whether the employee wished to become a member of the Union, and further agrees to designate the time and place for such interview as provided in paragraph 6.01, on the Employer's premises. Each such employee shall be present for this interview which shall not exceed ten (10) minutes in duration for each employee.

6.03 Subject to paragraph 6.02, the Union agrees that there shall be no solicitation of members or other Union activities on the premises of the Employer during working hours except as permitted by this

Agreement. It is further understood that no meeting by the Union or its members will be held on the premises of the Employer at any time without the prior approval of the Employer.

ARTICLE 7 - SENIORITY

7.01 (a) Seniority for a permanent full time employee shall be based on the length of continuous employment as a permanent full time employee within the bargaining unit since the last date of hire.

(b) Seniority for a permanent part-time employee shall be based on the number of hours worked as a permanent part-time employee within the bargaining unit since the last date of hire.

7.02 A permanent employee shall be considered a probationary employee until he has worked forty-five (45) working days within any continuous period of employment as a permanent employee since the date of last hire, or such extended period as may be mutually agreed upon by Management and the Union. It is expressly understood by both parties that during the probationary period an employee shall be considered as being employed on a trial basis and may be discharged at any time at the sole discretion of the Employer. The discharge of a probationary employee shall not be the subject of a grievance and/or arbitration pursuant to this Agreement.

7.03 (a) After completion of the probationary period as defined in paragraph 7.02, a permanent full time employee shall have his name placed on the full time seniority list.

(b) After completion of the probationary period as defined in paragraph 7.02, a permanent part-time employee shall be credited with the number of hours worked for seniority.

7.04 The Employer shall keep up to date separate seniority lists for full-time and part-time employees. Seniority shall operate separately for full-time and part-time employees.

7.05 Seniority for part-time employees shall accumulate in accordance with the number of hours worked since placement of the names on the seniority list in accordance with subsections 7.02 and 7.03, such that 1,600 hours worked is equivalent to one (1) year of seniority. Effective upon ratification, no employee shall be credited with more than one (1) year of seniority for any twelve (12) month period, and in any event employees at the time of ratification can not be credited with a seniority date prior to the employee's last date of hire.

7.06 Seniority for part-time employees transferring to a full time position or for full time employees transferring to a part-time position shall be slotted on the date of transfer, in accordance with their seniority as calculated under paragraph 7.05.

7.07 (a) The parties agree that in the event a temporary is hired for a full time permanent position in the bargaining unit, all hours worked as a temporary employee within the department of hire shall, up to a maximum of thirty-five (35) working days, count towards the forty-five (45) working day probationary period.

(b) The parties agree that in the event a student employee is hired for a permanent position in the bargaining unit, any time spent while working as a student employee shall not be counted towards the forty-five (45) day probationary period.

(c) A temporary or student employee hired for a permanent position within the bargaining unit shall be considered a new employee with a service date effective the date of hire to the permanent position and shall not receive credit for any time worked as a temporary or student employee in the calculation of the employee's seniority under this Agreement.

(d) In the event a student is hired to a regular part time position in the bargaining unit on completion of the probationary period, the part time regular employee's seniority shall be credited with 100% of all hours worked since his last date of hire as a student to a maximum of 300 hours, provided there is no break in service.

7.08 Each employee coming within the scope of this Agreement shall be classified as a member of one of the following departments:

Dietary, Nursing, Laundry, Housekeeping, Maintenance.

7.09 (a) An Institutional wide seniority list for full time permanent employees and part time permanent employees shall be posted by the Employer every January and July. In the event of a layoff, or job postings, the above seniority lists shall be updated to the last shift prior to the layoff or job posting being awarded.

(b) The seniority lists shall be posted where they will be accessible to the members of the Union. Copies of said seniority lists shall be mailed to the Union office on such date or soon thereafter. The Chief Steward shall be entitled to a copy of such lists. The lists shall include the seniority standing and job classifications.

(c) Complaints regarding the accuracy of the initial seniority list shall be made within sixty (60) days of posting and if no complaint is received within that time, the list will be deemed to be accurate.

7.10 (a) In the event of a layoff, the most junior employee on the appropriate seniority list within the classification within the department shall be laid off first. An employee laid off shall be given the opportunity to displace the most junior employee on his seniority list provided the employee; (i) can perform the work required after a ten (10) working day orientation period; and (ii) has more institutional seniority than the employee he displaced.

In the event the laid off employee cannot perform the work required after the ten (10) working day orientation period, the employee can displace in order the next most junior employee on the employee's seniority list provided he meets the two conditions noted above.

(b) It is understood that for the purpose of this paragraph probationary and temporary employees shall be deemed to have zero seniority.

(c) In the event the employer requires additional employees, the employer shall recall the most senior permanent full time employee on layoff provided the employee can perform the work required with an orientation period of ten (10) working days.

In the event there are no qualified permanent full time employees or all permanent full time employees have been offered a recall opportunity, and the Employer requires additional employees, the Employer shall recall the most senior permanent part-time employee on layoff provided the employee can perform the work required with an orientation period of ten (10) working days.

(d) Notwithstanding the above a permanent full time employee who is laid off under the provisions of this article may, if he has sufficient seniority, transfer to a part-time position and his name shall be deleted from the full time seniority list and added to the part-time seniority list. Employees who transfer from the full time list to the part-time list shall retain their respective recall rights to a full time position for a period of one year.

(e) The Employer shall provide the Union with as much advance notice of a layoff as possible, and agrees to meet with the union to discuss said layoff prior to its implementation.

(f) The Employer shall provide employees notice of a layoff in accordance with the Employment Standards Act.

(g) No new employee shall be hired until all laid off employees have been given the opportunity to return to work.

7.11 Seniority shall determine the choice of vacation of full time employees within a department.

7.12 An employee's seniority shall be forfeited and his employment shall be deemed to have terminated if he:

(a) Voluntarily quits the employ of the Employer. An employee shall be deemed to have resigned when he gives notice of his desire to leave the Employer's employment and he completes his final shift;

(b) Retires or is retired;

(c) Is discharged for cause and the discharge is not reversed through the grievance procedure subject to paragraph 12.09;

(d) Is laid off for a period of more than one (1) year;

(e) i) Fails to report for work within seven (7) days after being notified by registered mail, to the last address registered with the Employer, to return to work following a layoff; and

ii) Fails to notify the Employer within three (3) days after receipt of such notice of his intention to report for work;

(f) Is absent for three (3) working days without notifying the Employer unless a reason satisfactory to the Employer is given;

(g) Fails to return to work upon termination of an authorized leave of absence without justifiable cause, or uses a leave of absence for a purpose other than for which it was granted;

(h) Is absent from work because of illness or injury for a period in excess of one (1) year, or three (3) years in the event of an injury covered by Worker's Compensation.

7.13 In the event an employee is permanently transferred to a position outside the bargaining unit and is then transferred back to the bargaining unit, the employee shall retain seniority previously acquired. No employee shall be transferred outside the bargaining unit without his/her consent.

7.14 In the event of an employee suffering a major disability, exception may be made to the restrictive provision of the Article in favour of such employee by the Home after consultation with the Union Committee.

7.15 Definition for Seniority

"Continuous Service" shall mean unbroken employment and shall include:

- Vacations and Holidays
- Scheduled Days Off
- Approved Leave of Absence Without Pay
- Absence because of illness or injury for a period of up to one (1) year, or three (3) years in the event of an injury covered by Worker's Compensation
- Layoffs for a period of up to one (1) year
- Suspensions

ARTICLE 8 - NEGOTIATING COMMITTEE AND STEWARDS

8.01 The Employer acknowledges the right of the Union to appoint or otherwise select a Negotiating Committee composed of three (3) employees to represent Gateway Haven, and three (3) employees to represent Brucelea Haven Home, and Union Representatives, and the Employer will recognize and deal with said Committee with respect to any matter which properly arises for its consideration during negotiation of the Collective Agreement as outlined in paragraph 8.04.

Each such employee of the Negotiating Committee shall be an employee of the Home who has completed the probationary period.

8.02 The Employer acknowledges the right of the Union to appoint or otherwise select three (3) Stewards and one (1) Chief Steward of the Gateway Haven Home and four (4) Stewards and one (1) Chief Steward of the Brucelea haven Home, to assist in their respective Homes in presenting their grievances to the representatives of the Employer.

8.03 The Union acknowledges that the Stewards have regular duties to perform on behalf of the Employer and that such persons will not leave their regular duties without first notifying their immediate supervisor. Permission from the supervisor shall not be unreasonably withheld and when resuming their regular duties, they will report to their immediate supervisor so that the length of time they are absent from their regular duties will be under reasonable control. In accordance with this understanding such employees shall not suffer loss of pay for regularly scheduled hours of work while dealing with grievances. This does not apply to time spent on such matters outside the regular working hours.

8.04 It is clearly understood that the Negotiating Committee is a separate entity from the Steward Committee and it will deal only with such matters as are properly the subject of negotiations including proposals for the renewal or modification of this Agreement at the proper time.

In accordance with this understanding, such employees shall not suffer loss of pay for regularly scheduled hours of work while negotiating the Agreement. This does not apply to time spent in such matters outside the regular working hours and at Arbitration.

8.05 In order to facilitate the operation of this Agreement, the Employer will supply to the Union, a written list of employees acting in a supervisory capacity over employees within the aforementioned bargaining unit, and will indicate appropriate job titles and departments under their supervision. The Union will supply the Employer with a written list of its representatives and stewards. Both parties agree that these lists will be properly revised from time to time whenever changes become necessary.

8.06 The Union Management Committee shall meet at a time mutually agreed upon for the purpose of discussing matters arising out of the administration of this Agreement. The Party requesting such a meeting shall supply an agenda of the matters to be discussed and the meeting between the Parties will be held as soon as possible following the request for such a meeting.

ARTICLE 9 - LEAVES OF ABSENCE

9.01 Leave of Absence

(a) The Employer may grant leave of absence without pay to any employee for legitimate reasons. Employees who are absent resulting from such leave of absence shall not be considered to be laid off and their seniority shall continue to accumulate during such absence. Request for leave of absence shall not be unreasonably withheld.

(b) The Employer shall grant leave of absence without pay to employees to attend Union conventions, seminars, educational classes, or other Union business. In making applications for a leave

of absence for Union business, it is understood that the leave of absence shall be for no longer than a two (2) week period, and will not be requested on more than two (2) occasions in one (1) calendar year. Where leave of absence for Union business is requested, it is understood that the Union will not request a leave of absence for more than two (2) employees at one (1) time and each employee shall be from a separate department as defined in paragraph 7.08. The Union shall reimburse the Home for the gross wages paid during the time of absence.

(c) A full time permanent employee who is selected to a full time position within the International Union shall be granted, upon written request at least thirty (30) days prior to taking office, a leave of absence without pay and without benefits of up to one (1) year. The employee agrees to notify the Employer in writing of his intention to return to work within two (2) weeks of the earlier of the termination of office or one (1) year. In the event the employee does not notify the Employer of his intention to return to work, or in fact does not return to work, within the two (2) weeks of the termination of his term of office or one (1) year, the employee will cease to be an employee of the Corporation.

(d) Employees who are on leave of absence will not, without permission of the Employer, engage in gainful employment while on such leave and if an employee does engage in gainful employment while on such leave of absence, he may be disciplined.

9.02 Bereavement Leave

In the event of a death in the immediate family of a permanent full time or permanent part-time employee who has completed the probationary period, said employee shall be granted bereavement leave of up to a maximum of three (3) consecutive days without loss of pay or benefits for the purpose of attending the funeral. The employee shall only receive pay for regularly scheduled work days. Immediate family shall mean parent, husband, wife, or common-law spouse as defined under the Family Law Act, child, brother, sister, parent-in-law, brother-in-law, sister-in-law, grandparent, and grandchild. Additional leave without pay but without loss of seniority may be granted at the discretion of the Employer.

9.03 Pregnancy/Parental/Adoption Leave

(a) Pregnancy/Parental/Adoption Leave shall be granted in accordance with the provisions of the Employment Standards Act.

(b) The Employer may grant additional leave without pay or benefits for up to one (1) year in total inclusive of the Statutory leave, provided the employee submits a request for extended leave in writing at least four (4) weeks in advance of the expiration of the Statutory leave and provided that the Union agrees that a temporary replacement shall be hired during her absence.

(c) Seniority shall accrue during any extended Maternity or Adoption leave granted under paragraph 9.03 (b).

(d) The employee returning to work after such leave shall provide the Employer with at least two (2) weeks notice.

(e) On return from pregnancy/parental or adoption leave, the employee shall be placed in her former position subject to the terms of this Agreement.

(f) Nothing contained in this Clause 9.03 shall prevent the Employer from requiring a pregnant employee to take a leave of absence at an earlier date if it is considered that her condition is a hazard to herself or fellow employees or if she cannot perform the normal requirements of her job.

9.04 Jury Duty

If any employee is required to serve as a juror or is subpoenaed as a witness, the Employer agrees to pay to the employee the difference between the money received for acting as juror or witness

(not including transportation or out-of-pocket expenses) to be evidenced by production of court payment, and the pay, at the employee's basic rate (plus shift premium, if applicable) which the employee should have received if he had worked his normal shift. Provided that this clause shall not be construed so as to permit any employee to recover the equivalent of overtime pay.

ARTICLE 10 - JOB POSTING

10.01 (a) The term "vacancy" as used in this Agreement shall be defined as any job opening of more than fifteen (15) working days duration.

(b) A "temporary vacancy" shall be defined as any job opening of less than fifteen (15) working days duration or longer with the approval of the Union except that vacancies of more than fifteen (15) working days caused by employee's being on vacation, off sick, on Worker's Compensation, or on an approved leave of absence shall be considered temporary also.

(c) The Employer may fill at its discretion a temporary vacancy, or temporarily fill a vacant permanent position pending the outcome of the posting procedure, subject to the provisions of Article 2.03 (b).

10.02 (a) In order to ensure that the employees are given the opportunity of applying for interdepartmental transfers or promotions, the Employer agrees to comply with the following procedures:

(b) The Employer shall post all vacancies (except temporary vacancies) which it wishes to fill and all new jobs which come within the scope of this Agreement in the following manner:

The Employer shall post the position on the bulletin board where all full time and part-time employees may see them for a period of seven (7) calendar days. Employees shall have the right to apply for such vacancies or new jobs within the seven (7) day posting period and they shall be filled from applications received on the basis of seniority and ability to perform the work required.

(c) Full time employees shall be given first opportunity for all posted vacancies. In the event there are no qualified full time employee applicants, part-time employee applicants shall be considered in accordance with their seniority and ability to perform the work required.

(d) In the event none of the applicants are qualified or there are no applications to fill such vacancies received from employees in the bargaining unit, then the Employer may fill the vacancy in any manner it sees fit.

(e) In the event the successful applicant, within thirty (30) working days of commencing work in the posted position, proves unsatisfactory or requests a return to his former position, he shall be returned to his former position without loss of seniority or privileges. Any other employee who changed classifications as a result of the posting shall return to his former position without loss of seniority subject to the terms of this Agreement.

(f) In interpreting this clause, it shall be deemed to mean that only the original vacancy or the newly created job and first succeeding vacancy arising from the original vacancy or newly created job shall be posted and further vacancies arising from such transfers shall be filled at the discretion of the Employer.

(g) The Employer agrees to give the unsuccessful applicants the reasons for failing to make the grade required for such jobs and vacancies.

10.03 In the event an employee is promoted or permanently transferred from one classification to another classification where the hourly wage rate is equal to or higher than his previous rate, the employee shall receive the rate in the wage schedule for such new classification such that the employee

will not receive a lower hourly rate than he received prior to the change in classification.

In the event the new wage rate is less than the previous wage rate the employee shall be placed at the same increment level on the wage grid for the new classification that he was on the previous grid. (i.e. the corresponding rate vertically in the new classification).

ARTICLE 11 - GRIEVANCE PROCEDURE

11.01 It is the mutual desire of the parties hereto that complaints of the employees shall be adjusted as quickly as possible without stoppage of work, and it is understood that an employee may present an oral complaint at anytime, without recourse to the grievance procedure herein.

11.02 A grievance shall be defined as a complaint regarding the interpretation, application or alleged violation of the terms of this Agreement, or in the case of an employee who has acquired seniority under this Agreement, a complaint that he has been discharged or disciplined without just cause.

11.03 It is understood that an employee has no grievance until he has first given his immediate supervisor or his designate an opportunity to adjust his complaint.

If any employee has a complaint, he shall have the right to have the assistance of a steward if desired and discuss it with his immediate supervisor or his designate. In order to be considered a grievance such discussion must take place within five (5) working days from the time the aggrieved employee should reasonably have known of the incident giving rise to the grievance. The immediate supervisor or his designate shall communicate his reply to the complaint within two (2) working days.

If such complaint is not settled to the satisfaction of the employee concerned, the complainant may file a written grievance in the following manner and sequence:

STEP 1

The employee shall with the assistance of a steward if he desires, submit a signed, dated, written statement of such grievance (on a form supplied by the Union) to the Supervisor or designate within five (5) working days after he has received the reply of the Supervisor or his designate. The nature of the grievance, the Article of the Agreement that has been violated, misapplied or misinterpreted, and the relief or remedy sought shall be clearly set out in the grievance. The Supervisor or designate shall deliver his decision in writing within five (5) working days following the day on which the grievance was presented to him. Failing settlement, then:

STEP 2

Within five (5) working days following the decision under Step No. 1, the employee may, with the assistance of the steward if he desires, present the written grievance to the Administrator or his designate. The Administrator or his designate shall arrange a meeting with the steward and the grievor to discuss the grievance within seven (7) working days following the day on which the grievance was presented to him to discuss the grievance. It is understood that a staff representative of the union as well as an International representative of the Union and representatives from Management may also be present at the meeting, at the request of either party. The Administrator or his designate shall give his decision in writing within ten (10) working days from the date of the meeting.

11.04 It is expressly understood that an employee who has a complaint or a grievance shall follow the procedures as outlined in this Article and pending the investigation and determination of the validity of such claim shall continue to perform the duties assigned to him by management (unless he has been suspended or discharged), providing such duties do not jeopardize the life, health or safety of the employee.

11.05 Group Grievance

Should two (2) or more employees have similar grievances resulting from the same incident, then it may be grieved as one grievance through the grievance procedure provided such group grievance is presented in writing within ten (10) working days of the incident giving rise to the grievance, to the Administrator or in his absence, his designate, at Step 2.

11.06 Policy Grievance

(a) The Union may file a "Policy Grievance" at Step 2 of the grievance procedure. A "Policy Grievance" may not be used to bypass the regular grievance procedure. A policy grievance is defined as one which alleges a misinterpretation or violation of a provision of this Agreement and which, because of the nature or scope of the subject matter, could not otherwise be instituted as an individual employee grievance commencing at step 1. Such policy grievance shall be filed in writing within ten (10) working days of the initial incident giving rise to the complaint. The grievance must be signed by a Union Official.

(b) The Employer shall have the right to lodge a grievance with the Union concerning the meaning, application or interpretation of any provision of this Agreement commencing at Step 2 of the grievance procedure. The grievance shall be filed in writing with the Union by the Administrator or his designate within ten (10) working days of the initial incident giving rise to the complaint. A meeting shall be held between representatives of the Employer and the Union within seven (7) working days of filing of the grievance. The grievance shall be answered in writing by the Union within ten (10) working days from the date of such meeting.

11.07 Suspension or Discharge Grievance

An employee, other than a probationary employee, claiming that he has been discharged or suspended from employment without cause shall file a signed, dated, written statement of such grievance setting out the nature of the grievance and the specific remedy sought at Step 2 of the Grievance Procedure providing such grievance is lodged with the Administrator or his designate within five (5) working days of the receipt by the employee of the notice of the discharge or suspension.

11.08 The parties expressly agree that this Article does not apply in the case of the discharge for any reason whatsoever of a probationary employee as defined in Article 7 - Seniority, paragraph 7.02.

11.09 Time Limits

Any time limits referred to in the Grievance and Arbitration Procedures within which any procedure is required to be taken or notice required to be given shall be calculated exclusive of Saturdays, Sundays, or Paid Holidays and for the aggrieved employee, his time off.

11.10 Any complaint or grievance which is not commenced or processed through the next stage of the Grievance Procedure within the time specified shall be deemed to have been dropped and considered to have been settled on the basis of the Employer's reply to the grievance. However, time limits specified in the Grievance Procedure may be extended by mutual agreement in writing between the Employer and the union. If no written answer has been given to the grievance within the time limits specified, the employee shall be entitled to submit the grievance to the next stage including arbitration. However failure of the grievor or the Union to process a grievance to the next step in the grievance procedure within the time limit specified shall not be deemed to have prejudiced the Union or the grievor in any future similar grievance.

11.11 Any step of the Grievance Procedure may be waived by mutual agreement in writing between the Employer and the Union.

11.12 Decisions arrived at between the Employer, the employee and the Union on the disposition of

any specific employee, Union or Employer grievance shall be final and binding upon the Employer, the Union and the employee or employees concerned.

11.13 If final settlement of the grievance is not reached at Step 2, or 11.06 then the grievance may be referred in writing by either party to arbitration as provided in Article 12 - Arbitration, at any time within fifteen (15) working days after the final decision is given in Step 2 or 11.06. If no such written request for arbitration is received within the time limits then the grievance shall be deemed abandoned.

ARTICLE 12 - ARBITRATION

12.01 Both parties to this Agreement agree that a properly constituted grievance as defined in Article 11 - Grievance Procedure, paragraph 11.02 and 11.06, which has been properly carried through all the requisite steps of the Grievance Procedure outlined in Article 11 and which has not been settled or abandoned, may be referred to a Board of Arbitration, at the written request of either of the parties hereto.

12.02 The Board of Arbitration shall be composed of one (1) person appointed by the Employee, one (1) person appointed by the Union and the third (3rd) person to act as Chairman chosen by the other two members of the Board.

12.03 Either party may notify the other party in writing of its desire to submit the difference or allegation to arbitration, and the notice shall contain the name of the first party's appointee to a Board of Arbitration. The recipient of the notice shall within (10) working days inform the other party of the name of its appointee to the Board of Arbitration. The two appointees shall, within ten (10) working days of the appointment of the second appointee, appoint a third person who shall be Chairman.

12.04 Should the appointees fail to agree on a Chairman the Ministry of Labour of the Province of Ontario shall be asked to nominate a person to act as Chairman in accordance with the provisions of the Ontario Labour Relations Act.

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

12.06 The Arbitration Board shall have the power to waive formal procedural irregularities in the processing of a grievance, in order to determine the real matter in dispute and the giving of a decision according to the very right and justice of the case.

12.07 The decision of the Board of Arbitration, including any decision as to whether the matter is arbitrable, shall be final and binding upon the parties and upon any employee affected by it. In the absence of a unanimous decision the majority decision shall be accepted as the decision of the Board. In the event there is no majority decision, the decision of the Chairman will be final.

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

12.09 The Board of Arbitration shall have no jurisdiction to hear a discharge grievance put forth by or on behalf of a probationary employee.

12.10 The Arbitration Board shall make such decisions as it may, in the circumstances, deem just and equitable and in the event an employee who has completed his probationary period has been discharged or otherwise disciplined by the Employer, the Board may confirm, vary or set aside any penalty or discipline imposed by the Employer including the reinstatement in employment with full or partial pay.

12.11 If an Arbitration Board finds that the Employer has violated the Agreement, it shall have the

power to award compensation to any and all employees affected by the violation.

12.12 Each of the parties hereto will bear the fee and expenses of the nominee appointed by it and the parties will equally share the fee and expenses of the Chairman of the Board of Arbitration.

12.13 Time Limits fixed in this Article may be extended by mutual agreement in writing between the Employer and the Union.

12.14 Where both parties agree, a single Arbitrator with the same limitations and powers as a Board of Arbitration may be substituted for a Board of Arbitration. In such cases the parties shall endeavour to agree on the selection of an Arbitrator. In the event the parties are unable to agree, the parties may jointly request the Minister to appoint a single Arbitrator. If the parties agree to the use of a single Arbitrator, then the cost of such Arbitrator shall be shared equally by the parties.

12.15 At any stage of the Arbitration procedure, the parties may have the assistance of the employee (or employees) concerned as a witness, and all reasonable arrangements will be made to permit the conferring parties or the Board of Arbitration to have access to any part of the Home to view any working conditions which may be relevant to the settlement of the grievance, at a reasonable time and so as not to interfere with the function of the Home.

ARTICLE 13 - DISCHARGE OR SUSPENSION

13.01 All disciplinary warnings or reprimands against an employee and the reasons for shall be in writing and one (1) copy given to the Employee and (1) mailed to the business agent of the Union. All written disciplinary warnings or reprimands shall be void after one (1) year from their date. The employee is required to sign an acknowledgement of having received same.

13.02 In the event an employee is to receive a suspension or other form of discipline as per Article 13.01, he shall have the right to the presence of a steward.

In the event an employee is to be discharged he shall have the right to request the presence of a steward.

13.03 An employee, upon prior written request, shall be granted the opportunity to view his personal file. Information to be viewed will be:

- i) Application form;
- ii) Written warnings and evaluations;
- iii) Incident reports;
- iv) Medical file.

ARTICLE 14 - WAGES

14.01 The Parties agree that the schedules of wages, as set forth in Schedule "A" attached hereto, shall be maintained during the duration of this Agreement.

14.02 Any error in computation of pay by the Employer of seven and one-half (7.5) hours or more shall be paid by separate cheque unless waived by the employee. Errors of less than seven and one-half (7.5) hours may be corrected on the following pay.

14.03 The Employer agrees that the job content of all classifications within the bargaining unit shall not be altered without the agreement of the Union. It also agrees that none of the normal work performed in any such classifications shall be transferred to any other existing or new classification without mutual

agreement with the Union. This shall not apply to any changes of minor or inconsequential nature. The Union will not unreasonably withhold its agreement to changes to job duties within classifications in accordance with this paragraph.

14.04 The regular payday shall be every second Friday via direct deposit. Each pay period shall be one (1) week in arrears.

14.05 It is agreed that if any new classifications within the bargaining unit are created during the term of this Agreement, wage rates for same shall be negotiated between the Employer and the Union, and if the parties are unable to agree to said wage rates, management may implement the new classification but the matter may be arbitrated in a manner as set out in Article 12.

ARTICLE 15 - NO STRIKES AND LOCK-OUTS

15.01 In view of the orderly procedures established by this Agreement for the settling of disputes and the handling of the grievances, the Union and its members agree that, during the life of this Agreement there will be no strike, interruption, slow down or stoppage of work either complete or partial or any other interference which will halt, disrupt, limit or interfere with normal service or work.

15.02 The Employer agrees that there will be no lockout of employees during the life of this Agreement.

15.03 The Union, by one of its Local officers, shall repudiate any strike or other concerted cessations of work whatsoever by any group or number of employees which takes place contrary to the provisions of the Agreement, shall request the employees concerned to immediately return to work and shall declare that any picket line (with the exception of an informational picket) set up in connection therewith is illegal and not binding on members of the Union. The repudiation and declaration shall be communicated to the Employer and the membership in writing as soon as possible but no later than twenty-four (24) hours after the cessation or limitation of work by the employees, or the forming of the picket line respectively.

ARTICLE 16 - HOURS OF WORK, OVERTIME AND OTHER WORKING CONDITIONS

16.01 (a) The following paragraphs are intended to define the normal hours of work and shall not be construed as a guarantee of employment, hours of work per day, or per week nor of days of work per week nor of overtime.

(b) It is agreed that the normal and recognized working hours of all full-time employees within the bargaining unit shall be thirty seven and a half (37.5) hours per week averaged over a four (4) week period.

(c) The recognized work day for all full-time employees shall consist of seven and a half (7.5) hours exclusive of meal periods.

(d) All employees within the bargaining unit shall be allowed fifteen (15) minutes rest period during each four (4) hour half shift without reduction in pay and without increasing the working hours.

(e) In the event an employee on the night shift is not permitted to leave the floor for the employee's lunch break, the employee shall be paid for said break at the employee's straight time hourly rate. No hours paid under this provision shall be counted in the computation of hours worked for the purpose of overtime entitlement.

16.02 (a) The Employer will prepare work schedules for a four (4) week period and post such

schedules at least four (4) weeks in advance of the effective date.

(b) It is acknowledged that it is the intention of the Employer, as a matter of policy, that such work schedules shall provide for the following:

- i) Employees shall not be scheduled to work more than six (6) consecutive days;
- ii) Permanent full time employees shall be granted one (1) weekend off in two (2). However, it is recognized that exceptions to the policy are and shall be recognized by the Union where it is not practical or possible to adhere to same because of the necessity of replacing employees absent without notice or during a change in any rotation of employee's days off.

(c) If employees are, in fact, scheduled to work beyond six (6) consecutive days or, if a full time employee is required to work on his scheduled day off, they shall be paid at the rate of time and one-half (1-1/2) for work on such days.

(d) Employees may exchange shifts provided they receive prior written consent from their supervisor.

(e) The Employer shall provide at least twenty-four (24) hours notice to a part-time employee prior to the date of any change in the employee's posted schedule. This notice provision does not apply in the event of an emergency or call-in.

(f) No employee shall be required to work both Christmas and New Year's Day and the Home shall make every effort to ensure that each employee shall have a minimum of five (5) days off in connection with such holiday. No employee may take his yearly vacation between December 15th and January 15th in any year. In order to accommodate this provision, the regular scheduling provisions shall be waived for the period December 15th to January 15th.

16.03 If employees are required to provide care and treatment to residents of the Home during their lunch or rest periods, the Employer agrees that any time so lost shall be provided to employees after such treatment is completed for the purpose of allowing employees concerned to finish their lunch and/or rest periods.

16.04 The Employer shall pay time and one-half (1-1/2) the regular rate of pay, calculated to the nearest fifteen (15) minutes worked for all time in excess of seven and a half (7.5) hours in any one day, for all time worked before the scheduled starting time and for all time worked after the scheduled finishing time. If a full time employee is not required to work on any paid holiday, such day shall count as seven and a half (7.5) hours of work for the purpose of computing overtime. Employees shall not be required to take time off in lieu of overtime worked. Work performed on a full time employee's scheduled time off shall be paid at the rate of time and one-half save as herein before provided in Article 16.02.

16.05 Except in the event of a proven emergency, employees who report for work for which they are scheduled but for whom no work is available at his regular job shall be paid four (4) hours time at his regular pay.

16.06 In the event an employee is called to work with less than one hour's notice from the beginning of the shift, he will be paid for the full shift provided he works until the completion of the shift and reports to work within one (1) hour of the scheduled commencement of the shift.

16.07 Employees who work on a higher rated job for more than four (4) hours shall be paid the higher rate of pay for all hours worked on that shift.

16.08 When an employee is called in to work outside his regular hours he shall receive time and one-half for all hours worked with a minimum guarantee of three (3) hours pay at his straight time rate except to the extent that such three (3) hour period overlaps and extends into his regular shift in which case he shall be paid time and one-half for all hours worked up to the commencement of his regular shift.

16.09 In no event shall overtime or premium compensation be duplicated, compounded or pyramided.

ARTICLE 17 - SICK LEAVE

17.01 Absence due to illness or injury, compensable by the Worker's Compensation Board, shall not be charged against sick leave entitlements.

17.02 Each claim of sick leave shall be supported by a certificate of a qualified Medical Practitioner provided, however, that such certificate shall not be required by the board if the period of such absence is not more than three (3) days. If the illness is the fourth or subsequent illness in any calendar year, a request for certificate may also be made by the Administrator or designate providing the employee was previously notified that such a certificate would be required.

17.03 Each full-time permanent employee who has completed his probationary period shall be entitled to one (1) week of Sick Leave at 100% of salary and fourteen (14) weeks at 60% of salary.

17.04 No employee shall be demoted, disciplined, or discharged because of absence caused by legitimate illness provided such illness does not exceed two (2) years.

17.05 In each succeeding year, an additional week at 100% of salary shall be granted up to a maximum of ten (10) weeks at one hundred percent (100%) and the remaining five (5) weeks at 60%.

17.06 For hourly-rated employees, a week's earnings shall be calculated on the basis of five (5) seven and a half (7.5) hour days.

17.07 Unused portions of sick leave from any year do not accumulate.

17.08 Long-term salary continuance insurance

All permanent full-time employees who have completed nine (9) months of continuous service as a permanent full-time employee and who are employed for a minimum of thirty (30) hours per week would be eligible and would be covered for any accident or sickness causing total disability anywhere at any time except in the case of:

- i) Suicide, self-destruction or any attempt thereof,
- ii) Declared or undeclared act of war,
- iii) Service in the armed forces of any country,
- iv) Flying-except as a passenger in an aircraft for which a certificate of airworthiness has been issued.

17.09 This policy will provide a monthly income equal to sixty-six and two-thirds percent (66-2/3%) of normal monthly earnings in effect immediately prior to disability.

17.10 In no event will benefits exceed three thousand dollars (\$3,000.00) per month.

17.11 Benefits begin on the one hundred and fifth (105th) day after total disability commences and are payable to age sixty-five (65) or recovery, whichever occurs first.

17.12 Benefits payable will be reduced by the amount the employee receives from the following sources: Any Federal, Provincial, or Municipal Government Plan; Any Group Insurance, Retirement or Pension Plan, in force with the County.

17.13 i) An employee during the first two (2) years that benefits are paid must be wholly and continuously disabled as a result of sickness or accident and be prevented from performing each and every duty pertaining to his occupation,

profit, ii) An employee must not engage in any other occupation or employment for wage or

physician or surgeon, iii) An employee must be under the regular care and attendance of a legally qualified

benefits. iv) An employee does not have to be confined to the house or hospital to collect

17.14 The employee may be given rehabilitation training designed to accommodate the ability of the individual and based on the availability of employment and resulting from consultations with the claimant and his attending physician. Should rehabilitation efforts not prove successful, the claimant would continue to receive full benefits.

17.15 The Employer shall assume the full cost of the sick leave plan and the full cost of the premiums for the Long Term Salary Continuance Insurance. Coverage under the Long Term Salary Continuance Insurance shall be subject to the terms and conditions of the governing master insurance plan or policy.

17.16 A part-time employee as defined in Article 2, subsection 2.03 shall not receive Sick Leave nor Long-Term Salary Continuance Insurance.

ARTICLE 18 - BULLETIN BOARDS

18.01 The Employer will provide a bulletin board for the convenience of the Union in posting notices of Union activity. All such notices must be signed by a proper officer of the Local and be submitted to the Administrator or his authorized representative for approval before being posted. Such approval shall not be unreasonably denied.

ARTICLE 19 - PAID HOLIDAYS

19.01 Each eligible full-time employee shall be paid seven and a half(7.5) hours' pay at his regular hourly rate for each of the following days provided the employee meets the conditions as set out in this Article:

New Years Day	Civic Day
Heritage Day (3rd Monday in February)	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

19.02 If any eligible full time employee is scheduled to work any paid holiday, the employee may elect either:

- i) Pay at one and one-half (1 1/2) the employee's regular rate of pay for work performed on such holiday in addition to the employee's regular pay; or

- ii) Pay at the rate of time and one-half (1 1/2) the employee's regular rate of pay for work performed on such holiday and an alternative day off with pay either fifteen (15) days prior to or following the holiday.
- iii) Notwithstanding (i) or (ii), up to five (5) days in lieu of paid holidays may be banked at any one time, to be taken at a mutually agreed time.

19.03 In order to qualify for payment for the above named holidays a full time employee must work his full regular scheduled working day prior to and his full regular scheduled working day following the holiday provided that he is not absent due to illness or injury.

19.04 In the event of absence due to illness or injury not covered by Worker's Compensation or Long Term Disability, full-time employees with one (1) or more years of seniority shall be paid for those paid holidays falling within the three (3) month period from the commencement of such illness provided an employee has sick credits available. Such payments for paid holiday shall not be charged to sick credits.

19.05 No employee who is absent from work due to being on lay-off, Worker's Compensation, Long Term Disability, Suspension, Pregnancy Leave, or Leave of Absence shall be eligible for holiday pay for any paid holiday occurring within such period.

19.06 (a) If in the event a holiday as specified in this Article falls within a full time employee's vacation period, it shall be mandatory to extend the vacation period by one (1) working day with seven and a half (7.5) hours pay.

(b) If the holiday occurs on a full time employee's day off, the employee will be granted a day off with seven and a half (7.5) hours pay at a time mutually agreed upon between the employee and the Department Head.

PART-TIME

19.07 The paid holidays as listed in paragraph 19.01 shall be granted to each eligible part-time employee who has earned wages for at least twelve (12) of the twenty-eight (28) calendar days immediately preceding the paid holiday subject to the provisions set out herein.

19.08 An eligible part-time employee shall receive pay at his regular hourly rate based on the average number of regular hours worked, including call-in hours but exclusive of overtime, during the twenty-eight (28) calendar days preceding the paid holiday, provided the employee meets the conditions set out in this Article.

19.09 To be eligible for holiday pay a part-time employee must work his full scheduled work day immediately preceding and his full scheduled work day immediately following such holiday, unless the employee is otherwise on an approved leave of absence with pay.

19.10 No employee who is on an unpaid leave of absence, Worker's Compensation, suspension, layoff or long term disability, shall be entitled to pay for any paid holiday occurring within such period.

19.11 An eligible part-time employee required to work on a paid holiday shall receive in addition to his payment as calculated in accordance with paragraph 19.08, payment at the rate of time and one-half (1-1/2) his regular rate of pay for each hour worked on the holiday.

19.12 Students covered under this agreement shall receive statutory holidays provided under the Employment Standards Act, 1974 as amended.

ARTICLE 20 - VACATIONS

20.01 (a) Vacations with pay for permanent full time employees shall be granted on the basis

of length of continuous service as a permanent full time employee of the Employer as of June 30 of each year as follows:

<u>Continuous Service as of June 30th</u>	<u>Vacation Entitlement</u>
i) less than 12 months, starting the 2nd month of continuous service.	a day per month up to a maximum of 9 days.
ii) 12 months but less than 8 years	3 weeks
iii) 8 years but less than 17 years	4 weeks
iv) 17 years but less than 25 years	5 weeks
v) 25 years or more	6 weeks

(b) Upon termination of employment permanent full time employees shall receive vacation pay on a pro rata basis calculated in accordance with the terms of this Agreement.

20.02 Vacation pay shall be calculated on the basis of two percent (2%) per week of vacation entitlement of the employee's wages less taxable benefits as recorded on the previous years T-4 slip.

20.03 The vacation period shall be from July 1st to June 30th of each year. Employees shall be granted vacations requested in accordance with Article 7.11 subject to the efficient operation of the Home.

20.04 Vacation pay, if requested in writing, at least fourteen (14) days prior to the last pay day prior to the commencement of vacation, shall be paid to the employee in advance of the employee's holiday period, and all normal deductions shall also be made from said vacation pay.

20.05 For the purpose of clarity, "continuous service" as it appears in this Article, shall mean unbroken employment and shall include:

- Approved leave of absence without pay,
- Absence because of illness or injury for a period of not more than twelve (12) months, or thirty-six (36) months in the event of an injury covered by Worker's Compensation.
- Scheduled days off,
- Vacations and Paid Holidays,
- Lay-offs not exceeding a period of twelve (12) months,
- Suspensions.

20.06 Employees will be notified of their vacation period two (2) weeks prior to May 1st in the vacation year.

20.07 If during a full time employee's vacation he becomes incapacitated and is confined to hospital or bed under the care of a medical doctor, the duration of such confinement shall be considered as sick time and any unused vacation will be rescheduled. The employee is responsible for notifying the department head of such incapacitation when it occurs unless impossible. The employee will be required to provide verification, at the employees expense, of the medical condition.

20.08 In the event that bereavement leave is required while a permanent full time employee is on

paid vacation, such paid vacation shall be recredited to the employee. Management reserves the right to request proof in all the above instances.

PART-TIME

20.09 Vacation entitlement for permanent part-time employees shall be calculated on the basis of length of continuous service as a permanent employee of the Employer as of June 30th of each year as follows:

<u>Continuous Service as of June 30th</u>	<u>Vacation Entitlement</u>
i) less than 12 months continuous service starting the second month	4%
ii) 12 months but less than 1 year	4%
iii) 1 year but less than 8 years	6%
iv) 8 years but less than 17 years	8%
v) 17 years but less than 25 years	10%
vi) 25 years or more	12%

20.10 Vacation pay shall be calculated on the basis of the part-time employee's bi-weekly earnings less taxable benefits, and shall be paid out in each regular bi-weekly pay period.

20.11 Vacation Entitlement - Permanent Part Time Employees - Permanent part time employees will be allowed time off for vacation purposes based on the following schedule of hours worked:

After 1,600 hours	3 weeks vacation
After 12,800 hours	4 weeks vacation
After 27,200 hours	5 weeks vacation
After 40,000 hours	6 weeks vacation

Vacation entitlement is to be taken from January 1st to December 31st of each year, and is not cumulative from year to year. Vacation pay will be paid out as per the provisions of Article 20.09 and 20.10. An employee is not required to take any time off for vacation purposes.

ARTICLE 21 - HEALTH AND WELFARE

21.01 The Employer agrees to pay on behalf of eligible permanent full time employees one hundred per cent (100%) of the full billed premiums for a comprehensive Medical Plan including a drug prescription plan, vision care and hearing aid plan.

21.02 The Employer agrees to continue to pay said premiums on behalf of eligible employees who are absent because of illness or injury for the first six (6) months of such illness or injury.

21.03 (a) Each eligible permanent full time employee as a condition of employment shall become a member of Bruce County Group No.074000 Pension Plan with the Ontario Municipal Employee's Retirement Board. The Employer shall deduct on each pay period from the wages of each member of the plan, the amount shown in the table of contributions prescribed from time to time by OMERS.

(b) The Employer will remit this deduction to OMERS together with an equal amount provided by the Employee.

(c) Any permanent full time employee may make optional contributions to the County of Bruce Group Registered Retirement Savings Plan with the North American Life Assurance Company.

(d) Part-time employees shall not be eligible to become a member of County of Bruce Group Registered Retirement Savings Plan.

(e) The Employer agrees to continue the present Canada Pension Plan with the Employer contributing an amount equal to the contribution made by the employee.

21.04 The Employer agrees to pay one hundred per cent (100%) of the premium for full time permanent employees of the County of Bruce Group Life Insurance Plan. The Plan is detailed as follows:

(a) All employees, as a condition of employment, must join after serving a period of nine (9) months;

(b) Each employee below the rank of Department Head is insured for Life Insurance with Double Indemnity in case of Accidental Death and benefits for Dismemberment and Loss of sight as follows:

Under Age 65 - 1 x annual salary

(c) Each employee with dependents may elect a Dependent Insurance Coverage. The term "Dependent" shall mean:

i) An insured employee's husband, wife or common law spouse as defined under the Family Law Reform Act.

ii) The unmarried children of an insured employee:
- Over fourteen (14) days and under twenty-one (21) years of age,
- Under twenty-five (25) years of age who are in full-time attendance at a school or university and who are dependent for support by the employee.

(d) The amount of Dependents Insurance is:

On death of 21.04 (c)(i) above - \$ 2,000
On death of Dependent child - \$ 1,000

21.05 The Employer shall introduce a dental plan with the O.D.A. fee schedule one year in arrears for eligible permanent full time employees, the premiums for said plan to be sixty percent (60%) Employer paid and forty percent (40%) paid by the employee. The insurance shall be subject to the terms and conditions of the governing master insurance plan or policy.

21.06 Any dispute as to entitlement to benefits under the insurance provided is between the employee and the insurer. The Employer agrees to use its best efforts on behalf of an employee where there is a dispute.

21.07 It is understood and agreed that in assessing the expense required for these negotiated employee benefits outlined within this Article, the parties have taken into account any and all savings on premiums or elimination of premiums that may be realized during the period of this Agreement under the Unemployment Insurance Act, O.H.I.P. or any other Government legislated plan, and the full employee's portion of any savings resulting from this assessment are included as part of the negotiated wage increases and improved benefits contained in this Collective Agreement.

21.08 The Employer may at any time substitute another carrier for any plan (other than O.H.I.P.) provided that the benefits provided are not less than the current benefits in effect at the time of any

change. The Employer must provide the Union with the proper information so as to determine the level of benefits.

21.09 Permanent part - time employees shall receive 12% of their regular hourly rate in lieu of the above insurance benefits and sick leave and Long term Continuance Insurance outlined in article 17.

ARTICLE 22 - UNIFORMS

22.01 All employees must wear the appropriate uniform at all times. Effective January 1, 1992, the Employer will pay actual cost of uniforms up to a maximum of \$100.00 per each eligible full time employee per calendar year and \$75.00 per each eligible part time employee per calendar year, to each employee who has completed his probationary period, in the first full pay period following December, in each year.

ARTICLE 23 - SHIFT PREMIUM

23.01 (a) Employees assigned to work the afternoon and midnight shift shall be paid a premium of forty-five cents (.45) per hour .

(b) There shall be no pyramiding of shift premium, overtime and overtime premium.

(c) Employees who work a steady shift for their own convenience shall not be entitled to the shift premium set out in a) above.

ARTICLE 24 - HEALTH AND SAFETY COMMITTEE

24.01 The parties agree to comply with the Occupational Health and Safety Act, as amended, including the formation of a Joint Management and Employees Health and Safety Committee.

ARTICLE 25 - GENERAL

25.01 The Employer agrees to pay the full cost of repair, or if necessary the full cost of replacement of employee's glasses or uniforms damaged as a result of actions by the Residents.

25.02 The Employer and the Union shall share equally the cost of preparing copies of the Collective Agreement in booklet form. A copy shall be given to all incumbent and new employees.

ARTICLE 26 - DURATION AND TERMINATION

26.01 This Agreement shall be effective from the 1st day of January, 1996, up to the 31st day of December, 1998, and shall continue in full force and effect until a new Agreement is reached either during the course of negotiations, conciliation or arbitration proceedings as required by the laws of the Province.

In the event that either party gives written notice to amend the Agreement or to make a new Agreement within ninety (90) days prior to the 31st day of December 1998, negotiations shall commence not later than fourteen (14) days after the date of such written notice. Such notice shall, as far as possible, list the subject matter of the proposed amendments or revisions but the parties shall have the right to alter said list before and during negotiations.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by their duly

authorized representatives this
_____ day of _____, 19__.

THE CORPORATION OF THE
COUNTY OF BRUCE

SERVICE EMPLOYEES' UNION
LOCAL 210 - AFL-CIO-CLC

SEIU HOMES SCHEDULE >A= - RATES OF PAY

CLASSIFICATION	START	P/TIME	6 MTHS	P/TIME	12 MTHS	P/TIME	24 MTHS	P/TIME
Maintenance Assistant								
January 1, 1996	14.41	16.14	14.51	16.25	15.23	17.06	15.39	17.24
January 1, 1997	14.55	16.30	14.66	16.42	15.38	17.23	15.54	17.40
January 1, 1998	14.70	16.46	14.81	16.59	15.53	17.39	15.70	17.58
Craft Director, Adjuvant, Activities Coordinator, Cook, Nursing Attendant, Orderly, Nurse Aide								
January 1, 1996	13.78	15.43	13.97	15.65	14.20	15.90	14.35	16.07
January 1, 1997	13.92	15.59	14.11	15.80	14.34	16.06	14.49	16.23
January 1, 1998	14.06	15.75	14.25	15.96	14.48	16.22	14.63	16.39
Kitchen, Dietary, Laundry & Housekeeping Aides, Cook's Helper								
January 1, 1996	13.36	14.96	13.48	15.10	13.70	15.34	13.86	15.52
January 1, 1997	13.49	15.11	13.61	15.24	13.84	15.50	14.00	15.68
January 1, 1998	13.62	15.25	13.75	15.40	13.98	15.66	14.14	15.84
Assistant Cook								
January 1, 1996	13.53	15.15	13.65	15.29	13.85	15.51	14.03	15.71
January 1, 1997	13.67	15.31	13.79	15.44	13.99	15.67	14.17	15.87
January 1, 1998	13.81	15.47	13.93	15.60	14.13	15.83	14.31	16.03
Ward Clerk								
January 1, 1996	11.58	12.97	11.68	13.08	11.87	13.29	12.01	13.45

January 1, 1997	11.70	13.10	11.80	13.22	11.99	13.43	12.13	13.59
January 1, 1998	11.82	13.24	11.92	13.35	12.11	13.56	12.25	13.72

NOTE: Employees shall progress through the wage grid based on date of hire

NOTE: Floor Maintenance Classification: The Parties agree to delete this classification and the current employee, June Stewart, will be red-circled at her current rate until such time as the classification of Housekeeping Aide rate reaches hers. All seniority for the classification of "Floor Maintenance" will now be under the classification of Housekeeping Aide.

**LETTER OF UNDERSTANDING
BETWEEN**

**THE CORPORATION OF THE COUNTY OF BRUCE (THE EMPLOYER)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION (THE UNION)**

Re: Sickness Insurance - Medical Specialist Appointments

This letter is to confirm the understanding reached between the parties at negotiations with regard to medical appointments. Both parties agree medical appointments should be arranged during the employee's non-working hours.

In the event an employee is unable to arrange an appointment with a medical specialist outside his working hours, he may use sick leave provided the employee:

- i) makes every effort to schedule the appointment to cause the least amount of disruption to the operation of the Home as possible; and
- ii) provides proof of visit and time of the appointment;
- iii) has sick leave credits; and
- iv) notifies his supervisor immediately upon receiving the appointment date, but in no event later than two (2) working days in advance of the scheduled medical appointment.

Dated at Walkerton, Ontario this ____ day of _____, 19__.

FOR THE UNION

FOR THE EMPLOYER

**LETTER OF UNDERSTANDING
BETWEEN**

**THE CORPORATION OF THE COUNTY OF BRUCE (THE EMPLOYER)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION (THE UNION)**

Re: Use of Pagers and Being On Call

This letter is to confirm the discussion and understanding reached between the parties with regard to maintenance staff being "on call" and carrying a pager when "on call". As a favour, and without obligation:

1. Each Maintenance Assistant will be "on call" on the Friday, Saturday and Sunday that he is normally scheduled to work (i.e. every other weekend, except vacations).
2. The Maintenance Assistant who is "on call" will carry a pager that has been provided by the Home. There is no remuneration for being "on call", and said time shall not be considered time worked.
3. When a page is received, the Maintenance Assistant shall contact the Home by telephone (if available) to determine the problem (reason for the emergency call). If the person "on call" is able to resolve the situation over the telephone, and is not required to go into the facility, he will receive one (1) hour pay at the regular rate, or one (1) hour lieu time, whichever he chooses.
4. If the Maintenance Assistant is unable to resolve the problem by telephone and required to report at the Home, he will receive the remuneration as outlined in Article 16.08 of the current SEIU Collective Agreement, however, he will not be entitled to the one (1) hour pay as outlined in paragraph 3 above.
5. The Maintenance Assistant will be responsible for the normal care of the pager, but is not responsible for the replacement of the pager in the event of loss or damage, unless loss or damage was through negligence.
6. The Maintenance Assistant who is "on call" will not be required to remain at his residence, but should be within one (1) hour drive to the facility in the event he is summoned. If the person "on call" knows he will be unable to respond to a call, he will contact the Registered Nurse at the Home to advise that he may not be able to be reached, and who they should contact in the event of an emergency (i.e. other Maintenance Assistant or Maintenance Supervisor).

Dated at Walkerton, Ontario this ____ day of _____, 19__.

FOR THE UNION

FOR THE EMPLOYER

**LETTER OF UNDERSTANDING
BETWEEN**

**THE CORPORATION OF THE COUNTY OF BRUCE (THE EMPLOYER)
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION (THE UNION)**

Re: Group Benefits

The Employer and the Union agree to the following changes to the Group Benefit Plan.

1. Change from brand name to generic prescription drugs wherever possible.
2. Eliminate coverage for anti-smoking products, fertility drugs and anti-obesity medications.
3. Change coverage for routine dental examinations from once every six months to once every nine months.
4. Change to "Direct Drug Plan", using a drug card system with a deductible of \$2.00 per prescription.

Dated at Walkerton, Ontario this ____ day of _____, 19__.

FOR THE UNION

FOR THE EMPLOYER

