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NOMBRE D'EMPLOYES	100



COLLECTIVE AGREEMENT

BETWEEN: The Corporation of the County of Lanark

Concerning its operation at

Lanark Lodge, Perth, Ontario

**AND: Canadian Union of Public Employees
and its Local 2976**

January 1, 1997 - December 31, 1998

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This Agreement made this _____ day of _____, 199__.

BETWEEN: The Corporation of the County of Lanark
Concerning its operation at
Lanark Lodge, Perth, Ontario

Hereinafter called "the Employer"

Party of the First Part

AND: Canadian Union of Public Employees
and its Local 2976

Hereinafter called "the Union"

Party of the Second Part

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ARTICLE 1 - PREAMBLE

- 1.01 The purpose of this Agreement is to maintain harmonious and mutually beneficial relationships between the Employer, the Employees and the Union, to set forth certain terms and conditions of employment relating to pay, hours of work, Employee benefits and general working conditions affecting Employees covered by this Agreement and to ensure that all reasonable measures are provided for the safety and occupational **health** of the Employees.
- 1.02 The parties to this Agreement share a desire to improve the quality, to promote well-being and increase the productivity of the Employees of the Home. Accordingly, the parties are determined to establish, within the framework provided by law, an effective working relationship at all levels in which members of the bargaining unit are employed.

ARTICLE 2 - MANAGEMENT RIGHTS**2.01 Management Rights**

The Union recognizes that the management function of the Employer to determine the size of the work force rests exclusively with the Employer except as specifically limited by the express provisions of the Agreement. Without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive right of the Employer to:

- (a) Hire, discharge for just cause, direct, promote, demote, classify, transfer, lay-off, recall, suspend or otherwise discipline Employees.
- (b) Maintain order, discipline and efficiency.
- (c) Promulgate and alter from time to time reasonable rules, regulations and policies to be observed by the Employees.
- (d) All of the above shall not be inconsistent with the terms of this Collective Agreement.

ARTICLE 3 - RECOGNITION AND NEGOTIATION

3.01 Bargaining Unit

As per the certificate and the decision issued by the Ontario Labour Relations Board dated May 29th, 1985, the Employer recognizes the Canadian Union of Public Employees and its **Local 2976** as the sole and exclusive bargaining agent for all Employees at its **Lanark** Lodge Home for the Aged, **Lanark** County, save and except Department Heads, persons above the **rank** of Department Head, Registered and Graduate Nurses and the Office and Clerical **Staff**.

3.02 Work in the Bargaining Unit

Employees whose jobs are not in the bargaining unit shall not perform the functions of jobs in the bargaining unit except in emergencies, in instances when Employees in the bargaining unit are not immediately available, or for training purposes. There will be no reduction in the number of employees due to the use of volunteers in the facility.

3.03 No Other Agreements

No Employee **shall be** required or permitted to **make a written** or verbal agreement with the Employer or her representatives which **may conflict with** the terms of this Collective Agreement.

ARTICLE 4 - NO DISCRIMINATION

4.01 No Discrimination

The parties agree that there shall be no discrimination, interference, restriction or coercion exercised or practised **with** respect to any Employee by reason **of age**, race, creed, colour, national origin, political or religious affiliation, place of residence, **sex, sexual** orientation, **marital** status, handicap **as** defined by the Ontario Human Rights Code nor by reason of her membership or legal activities in the Union.

ARTICLE 5 - UNION MEMBERSHIP**5.01 All Employees to be Members**

Any Employee covered by this Agreement who was in the employ of the Employer prior to the Canadian Union of Public Employees being ~~certified~~ as the Collective Bargaining Agent for the Employees shall become a member of the Union and pay dues as established by the Union.

5.02 Any Employee who is eligible for membership and has commenced employment subsequent to the Canadian Union of Public Employees being ~~certified~~ as the Collective Bargaining Agent, shall become a member of the Union and pay dues as established by the Union.

ARTICLE 6 - CHECK-OFF OF UNION DUES**6.01 Check-Off Payments**

The Employer shall deduct from **every** Employee any dues, initiation fees, or assessments levied by the Union on **its** members in accordance with Article 5.01.

6.02 Deductions

Deductions shall be made from each pay and shall be forwarded by the Employer to the National Secretary-Treasurer of the Canadian Union of Public Employees not later than the fifteenth (15th) day of the following month. The dues deduction cheque shall be accompanied by a list of names, addresses and classifications of Employees from whose wages the deductions have been made.

6.03 Dues Receipts

At the same time that Income Tax (T-4) slips are made available, the Employer shall indicate the amount of union dues paid by each Union member in the previous year.

ARTICLE 7 - EMPLOYER AND UNION SHALL ACQUAINT POTENTIAL EMPLOYEES

7.01 New Employees

The Employer agrees to acquaint new Employees with the fact that a union agreement **is** in effect, and explain the conditions of employment set out in the articles dealing with Union Security and Dues Check-Off.

7.02 Copies of Agreement

The Union and the Employer desire every Employee to be familiar **with** the provisions of this Agreement and her rights and obligations under it. For this reason, the Employer shall provide her with a copy of the Collective Agreement.

7.03 Interview with Representative

On commencing employment, ~~the~~ Employee's immediate supervisor shall introduce the new Employee to the designated Union Representative. This representative shall have the right to interview the new Employee within regular hours, without **loss** of **pay**, for ~~a~~ maximum of fifteen **(15)** minutes during the Employee's first month of employment.

ARTICLE 8 - CORRESPONDENCE

8.01 Correspondence

All correspondence between the parties, **arising** out of this Agreement or incidental thereto, shall **pass** to and from the Director **of** Homes for Senior Citizens, or his designate, and the Secretary **of** the Union.

A copy of any correspondence between the Employer, or his/her designate and any Employee in the bargaining unit, pertaining to the interpretation, administration or application of any **part** of this Agreement shall be forwarded to the Secretary of the Union or her designate.

ARTICLE 9 - LABOUR MANAGEMENT BARGAINING RELATIONS9.01 Representation

The Employer shall not **bargain** with or enter into any agreement with an Employee or group of Employees in the bargaining unit. No Employee or group of Employees shall undertake to represent the Union at meetings with the Employer without the proper authorization of the Union. In representing an Employee or group of Employees, an elected or appointed representative of the Union shall be the spokesperson.

In order that this may be *carried* out, the Union will supply the Employer with the names of its officers. Likewise, the Employer shall supply the Union with a list of its supervisory personnel with whom the Union may be required to transact business.

9.02 Union Bargaining Committee

A Union Bargaining Committee shall be elected or appointed and consist of not more **than four (4)** members **of** the Union. The Union will advise the Employer of the Union members **of** the Committee.

9.03 Function **of** the Bargaining Committee

All matters pertaining to the negotiation **of** changes to this Collective Agreement shall be referred by the Union Bargaining Committee to the Employer for discussion and settlement in accordance with the provisions of this Agreement.

9.04 Representative of Canadian Union

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such representative(s)/advisor(s) shall have access to the Employer's premises at any reasonable time in order to investigate and assist in the settlement of a grievance on the condition that the Director of Homes for Senior Citizens, or his designate, is given advance notice.

9.05 Meeting of Committee

In the event either party wishes to call a bargaining meeting, the meeting shall be held **at** a time and place **fixed** by mutual agreement. However, such meeting must be held not later ~~than~~ fourteen **(14) calendar** days after the request **has** been given.

9.06 Time Off for Meeting

A member of the Bargaining Committee, **as** described in Article 9.02, shall have the right to attend meetings held within working hours.

Two (2) members of the Union Bargaining Committee, shall have the right to attend negotiating meetings **up** to and including conciliation meetings, held within working hours without loss of pay.

9.07 Health and Safety Committee

- (a) Recognizing their responsibility under the Occupational ~~Health~~ and Safety **Act**, the parties agree that they will take the **necessary** steps to comply **with** relevant legislation.
- (b) The Union will have two **(2)** members on the Committee. These representatives should represent the various departments in ,theHome.
- (c) The Union will provide the Employer **with** the names of its representatives on the Committee by March 1st ~~of~~ each year.
- (d) Meetings should be held bi-monthly.

9.08 Labour/Management Committee

- (a) The Employer recognizes four (4) members of the Union, to sit on a Labour/Management Committee.
- (b) The Employer agrees to pay for time spent during regular working hours for the representatives of the Union attending meetings of the Labour/Management Committee.
- (c) The Committee shall meet as required by either party. Such meetings shall take place at a mutually agreeable time and place.
- (d) Agenda items shall be exchanged at least three (3) working days prior to the meeting.
- (e) An Employer and a Union Representative shall be designated as joint chairpersons and shall alternate in presiding over the meetings.
- (f) Minutes of the meeting shall be taken and reflect the Agenda items discussed along with a resumé of the discussions that have taken place on every agenda item as well as the resolutions agreed to each agenda item.
- (g) The Purpose of the Committee
 - i) Promoting and providing, effective and meaningful communication of information and ideas to enhance the quality of life for the Residents;
 - ii) Dealing with concerns and complaints with the policies, procedures and general working conditions;
 - iii) Working towards eliminating conditions causing grievances and misunderstandings;
 - iv) Reviewing suggestions from Employees and the Employer concerning working conditions and service.

Cont'd.

9.08 - Cont'd.

(h) Jurisdiction of the Committee

- i) The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this collective agreement.
 - ii) The Committee shall not supersede the activities of the Union or the Employer and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.
- (i) The Employer agrees to discuss with and inform the Union of changes in personnel policies and procedures prior to their effective date. These changes in policies and procedures shall be posted.

9.09 Modified Work

The **Corporation** of the County of Lanark **undertakes** to provide meaningful employment for both permanently and temporarily disabled employees, thereby returning valuable human resources, benefits, and productivity to the Corporation.

The parties agree to establish a consultative process to expedite the establishment of a **"Modified Work"** program.

The Employer agrees to make every reasonable effort to provide suitable **modified** work to any employee who is unable to perform his/her essential duties as a consequence of disability.

The Union agrees to counsel its members on the benefits of cooperating in a "Modified Work" program.

ARTICLE 10 - GRIEVANCE PROCEDURE**10.01 Election of Stewards**

In order to provide an orderly and timely procedure for the settling of grievances, the Employer acknowledges the right of the Union to appoint or elect up to a total of six (6) stewards who must be Employees of the Employer during their term of office and report to the Same Supervisors as the Employees they represent. One (1) additional Employee may be appointed or elected and shall be designated **as** Chief Steward. The Union reserves the right to appoint a co-chief Steward to assume the duties of the Chief Steward in her absence or when she **is** unavailable.

10.02 Names of Stewards

The Union shall notify the Employer in **writing** of the name of each steward and the department(s) she represents and the name of the Chief Steward, before the Employer shall be required to recognize her.

10.03 Grievance Committee

The Grievance Committee shall consist of **two** (2) representatives of the Union, one (1) of which **may be** the President.

10.04 Permission to Leave Work

The Employer agrees that Stewards shall not be hindered, coerced, restrained or interfered with in any way in the normal **performance** of their duties, while investigating disputes and presenting adjustments as provided in this article. The Union recognizes that each Steward is employed by the Employer and that she will not leave her work during working hours except to perform her duties under this Agreement. Therefore, no Steward shall leave her **work** without obtaining the permission of her supervisor. The Employee/Steward will inform her Supervisor upon her return to duty. Such permission shall not be unreasonably withheld.

10.05 Definition of a Grievance

Nothing herein shall prevent an individual Employee from discussing a complaint with her immediate Supervisor or Department Head. A grievance shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of the Collective Agreement. No grievance shall be considered where the circumstances giving rise to the grievance occurred or originated more than fourteen (14) calendar days before the filing of the grievance unless the Employee has not been notified in writing of the Occurrence.

10.06 Settling of Grievances

An earnest effort shall be made to process and settle grievances fairly and promptly in the following manner:

Step 1

The aggrieved Employee(s) shall submit the grievance to her Steward.

Step 2

If the Steward considers the grievance to be justified, the Employee(s) concerned, together with her Steward, shall first seek to settle the dispute with the Employee's Supervisor.

Step 3

Failing a satisfactory decision and settlement of the matter within two (2) working days after the matter was presented at Step 2, the Employee(s) concerned, with the Chief Steward, may, within five (5) further working days, submit the grievance to the Director of Homes for Senior Citizens or his designate and at the same time advise the Director of the redress sought. The Director or his designate shall render a decision in writing within six (6) working days after receipt of the grievance.

Step 4

Failing to reach settlement in Step 3, the Union may submit the grievance to the County Chief Administrative Officer, or his designate, who may convene a meeting prior to the submission to the Legislation and Personnel Committee within six (6) working days after the decision in Step 3 is made. The County Chief Administrative Officer, acting on behalf of the Legislation and Personnel Committee, shall give his written reply within ten (10) calendar days of the union's submission.

Cont'd.

10.06 - Cont'd.

Step 5

Failing satisfactory settlement being reached in Step 4, the Union may refer the matter to arbitration in accordance with the provisions of Article 11, providing such is done within ten (10) working days from the date the Employer's answer in Step 4 is made.

10.07 Policy Grievance

Where a dispute involving a question of general application or interpretation of this Agreement occurs, or where a group of Employees of the Union has a grievance, Steps 1 and 2 of this article may be by-passed. Like other grievances, a policy grievance must be submitted to the Employer in writing within fourteen (14) calendar days of the incident being grieved.

10.08 Union May Institute Grievance

The Union and its representatives shall have the right to originate a grievance on behalf of an Employee, or group of Employees and to **seek** adjustment **with** the Employer in the manner provided in the Grievance Procedure. **Such** a grievance shall commence at Step 2.

10.09 Facilities for Grievances

The Employer shall supply the necessary facilities for the grievance meeting.

ARTICLE 11 - ARBITRATION

11.01 Composition of Board of Arbitration

When either **party** requests that **a** grievance be submitted to arbitration, the request shall be made by registered mail addressed to the other party of this Agreement, indicating the name of the nominee to an arbitration board. Within five (5) days thereafter, the other party shall answer by registered mail indicating the name and address of its appointee to the Arbitration Board. The two (2) arbitrators shall then meet to select an impartial Chairman.

11.02 Failure to Appoint

If the recipient of the notice fails to appoint an Arbitrator, or if the two (2) appointees fail to agree **upon** a Chairman within ten (10) days of their appointment, the appointment shall be made by the Minister of Labour upon the request of either party.

11.03 Decision of the Board

The decision of the majority shall be the decision of the **Board**, Where there **is** no **majority** decision, the decision **of** the Chairman shall be the decision of the Board. The decision of the **Board** of Arbitration shall be **final** and binding **and** enforceable on all **parties**, but in no event shall the Board **of** Arbitration **have** the power to change this Agreement. However, the Board shall have the power to dispose of a discharge or suspension grievance in a manner which it **deems** just.

11.04 Disagreement on Decision

Should the **parties** disagree **as** to the meaning of the **Board's** decision, either party may apply to the **Chairman** of the Board of Arbitration to reconvene the Board to clarify the decision, which he shall attempt to do within five (5) days,

11.05 Expenses of the Board

Each party shall pay:

- 1) Fees and expenses of the Arbitrator it appoints;
- 2) One-half ($\frac{1}{2}$) of the fees and **expenses** of the Chairman.

11.06 Amending of Time Limits

The time limits fixed in both the grievance and arbitration procedure may be extended by mutual consent of the parties.

11.07 Witnesses

At any stage of the grievance or arbitration procedure, the parties shall have the assistance of any Employee(s) concerned as witnesses. All reasonable arrangements will be made to permit the conferring parties or Arbitrator(s) to have **access** to the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

ARTICLE 12 - DISCHARGE, SUSPENSION AND DISCIPLINE

12.01 Discharge and Discipline Procedure

An Employee who has completed her probationary **period** may be dismissed, but only for just cause, upon the authority of the Employer. A Department **Head** or designate **may** suspend an Employee. When being advised of discipline or discharge, an Employee may be accompanied by her Steward or, Union Representative. Such Employee and the Union shall be advised promptly, in writing, by the Employer of the reason for such discipline or discharge.

The value of progressive discipline **with** the aim of being corrective in application is recognized by both parties. Except in extreme cases, discharge for cause should be preceded by a documented record of counselling, warnings and/or suspensions.

12.02 May Omit Grievance Steps

An Employee considered by the Union to be wrongfully or unjustly discharged or suspended shall be entitled to a hearing under Article 10 (Grievance Procedure). Steps 1, 2 and 3 of the Grievance Procedure may be omitted in such cases.

12.03 Unjust Suspension or Discharge

When it has been determined that an Employee has been unjustly suspended or discharged, she shall be immediately reinstated in her former position without loss of seniority. She shall be compensated for all time lost in an amount equal to her normal earnings during the pay ~~period~~ next preceding such discharge or suspension, or by any other arrangement as to compensation which is just in the opinion of the parties or in the opinion of a Board of Arbitration, if the matter is referred to such a Board,

12.04 Warning

Whenever the Employer or his authorized agent deems it necessary to censure an Employee in a manner indicating that dismissal or discipline may follow any further infraction, or may follow if such Employee fails to bring her work up to a required standard by a given date, the Employer shall, within ten (10) days thereafter, give written particulars of such censure to the Secretary of the Union, with a copy to the Employee involved.

12.05 Adverse Report

Upon written ~~notification~~ to the Director or his designate, an Employee shall have access to her personnel file and shall have the right to ~~respond~~ in writing to any document contained therein within fourteen **(14)** days of the date of viewing the record. That response becomes ~~part~~ of the record. ~~Access~~ shall be limited to once in a twelve **(12) month period**. The Employee may request copies of any new adverse reports in her personnel file. The Employee will indicate viewing each report in the file by dating and initialling.

12.06 Discharge, Suspension and Discipline

The record of an Employee shall not be used against her at any time after twelve (12) months following the probation ~~period~~, a suspension or other disciplinary action including letters of reprimand or adverse reports.

ARTICLE 13 - SENIORITY13.01 Seniority Defined - Lanark Lodge - Local 2976

Seniority is defined as the length of service from the last date of hire with the Employer. An Employee who has completed her probationary period, ~~as~~ set out in clause 13.03 below, shall have her name placed on the seniority list with the seniority effective on the date the Employee commenced to work for the Employer. Length of service for part-time Employees is calculated on the basis of hours worked for the Employer. On the basis of this method of calculation, a part-time Employee will be credited with one (1) year of seniority once she has worked a total of 1,760 hours.

13.02 Seniority List

The Employer shall maintain a seniority list showing the date upon which each Employee's service commenced. Where two (2) or more Employees commenced work on the same day, preference shall be in accordance with the date of application for employment. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in January and July of each year. The Union will have fifteen (15) working days from the date of the posting to grieve the accuracy of the list.

13.03 Probation for Full ~~Time~~ Employees

Newly hired Employees shall be on a probationary basis for a ~~period~~ of ~~up~~ to three (3) months from the date of hiring, during which time she may be released at the discretion of the Employer. During the probationary period, the Employee shall, with the exception of the grievance procedure pertaining to discharge, be entitled to all rights ~~and~~ benefits of this Agreement unless otherwise provided in this Agreement. After completion of the probationary ~~period~~, seniority shall be effective from the original date of employment. The probationary ~~period~~ may be extended by mutual agreement of the Employer and the Union.

13.04 Probationary Period for Part-Time Employees

Newly hired part-time Employees shall be on probation for a period of up to 487.5 hours from the date of hiring, during which time she may be released at the discretion of the Employer. During the probationary period, the part-time Employee shall, with the exception of the grievance procedure pertaining to discharge, be entitled to all rights and benefits of this Agreement enjoyed by other part-time Employees. Upon completion of the probationary period, seniority shall be effective from the original date of employment. The probationary period may be extended by mutual agreement of the Employer and the Union.

13.05 Loss of Seniority

An Employee shall not lose seniority rights if she is absent from work because of sickness, disability, accident, lay-off, or leave of absence approved by the Employer. This shall not contravene contract language as to sick leave and lay-off articles.

An Employee shall only lose her seniority in the event:

- 1) **She is discharged** for just cause and **is** not reinstated;
- 2) She resigns in writing and **does** not withdraw within three (3) days;
- 3) She fails to return to work within five (5) working days following a lay-off and after receiving **notice** by registered **mail** to do so, unless through sickness or other just cause. The refusal of an Employee to **accept** recall to such employment will not result in termination of seniority and will not prejudice her right to recall in the future. Laid off Employees engaged in alternate employment and who are recalled **shall** be permitted to give their current employer reasonable notice of termination to accept the recall;
- 4) She is absent from work in excess of three (3) working days without sufficient cause or without notifying the Employer, unless such **notice** was not reasonably possible;
- 5) She is laid off for a **period** longer **than** twenty-four (24) months.

13.06 Transfer and Seniority Outside Bargaining Unit

An Employee who is transferred with her consent to a position outside the bargaining unit shall retain her accumulated seniority for three (3) months from the date of leaving her unit, but will not accumulate any further seniority.

If the Employee returns to the bargaining unit within three (3) months, she shall be placed in a job consistent with her classification. Such return shall not result in the lay-off or bumping of an Employee holding greater seniority or being placed on probation.

13.07 Change of Status

(a) Change of Status: Part-Time to Full-Time

In the event an Employee changes her status from Part-Time to Full-Time service, her seniority shall be converted into Full-Time equivalent, using a conversion factor of seven and one-half (7½) hours worked equals one (1) day worked, effective March 1st, 1987.

(b) **In the event a Full-Time Employee's status is changed to Part-Time, she will carry her seniority and continue to accumulate seniority as defined in Article 13.01 of this Agreement.**

ARTICLE 14 - PROMOTIONS AND STAFF CHANGES

14.01 Job Postings

- a) When a vacancy occurs, or a new position is created inside the bargaining unit, including temporary vacancies or new positions that are anticipated to be of twenty-five working days duration or more or once an employee on leave has not returned to her position after 25 working days, the Employer shall post notice of the position on the bulletin board designated for such purpose, at **Lanark** Lodge and Fairview Manor, for a minimum of one (1) week and send a copy of the notice to the Union.
- b) When the initial request for leave is extended six months or longer the position shall be re-posted for the extended duration.

14.02 Information in Postings

Such notice shall contain the following information:

- a) Nature of position, duration, qualifications, **required** knowledge and education, **skills**, shift, hours of work, wage or *salary* rate or range.
- b) For internal use, within the Home, the job posting shall identify the employee who regularly holds the rotation.

14.03 (a) Postings at Lanark Lodge

Applications from members of Local 3022, Fairview Manor, shall not be considered as outside advertising in the context of Article 14.04. These applications shall be **processed as per** Article 14.05 only when applicants at Lanark Lodge have been fully considered.

(b) Postings at Fairview Manor

Applications **from members** of Local 2976, **Lanark Lodge**, shall not be **considered as outside advertising in the context of Article 14.04**. These applications shall **be processed as per Article 14.05 only** when applicants **at Fairview Manor have been fully considered**.

14.04 Outside Advertising;

Applications from present **Local 2976** and **Local 3022** members **will** be processed prior to the Employer processing applications from outside advertising.

14.05 Role of Seniority in Promotions, Transfers and Staff Changes

~~Both~~ parties recognize:

- (a) The principle of promotion within the service of the Employer;
- (b) That job opportunity should increase in proportion to length of service.

Therefore, in making staff changes, transfers or promotions, appointment shall be made of the applicant with the greatest seniority and having the required qualifications in accordance ~~with~~ Article 14.02.

For the purposes of this Article, seniority shall be determined from the "date of hire".

Any Employee who was an unsuccessful applicant for that position shall have the right to grieve the Employer's decision in her case.

14.06 Trial Period - Full-Time

The successful applicant shall be notified and placed on ~~trial~~ for a period of up to ~~three (3) months~~. Conditional upon satisfactory trial ~~period~~, the Employee shall be declared permanent. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the Employee is unable to perform the duties of the new job classification, she shall be returned to her former position, wage or salary rate, without loss of seniority. Any other Employee promoted or transferred because of the rearrangement of positions shall also be returned to her former position, wage or salary rate, without loss of seniority.

14.07 Trial Period - Part-Time

The successful applicant shall be notified and placed on trial for a ~~period~~ of up to 487.5 hours. Conditional upon a satisfactory trial ~~period~~, the Employee shall be declared permanent. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the Employee is unable to perform the duties of the new job classification, she shall be returned to her former position, wage or salary rate, without loss of seniority. Any other Employee promoted or transferred because of the rearrangement of positions shall also be returned to her former position, wage or salary rate, without loss of seniority.

14.08 Notification to Employee and Union

Within seven (7) calendar days of the date of appointment to a vacant position, the name of the **successful** applicant shall be sent to each applicant and a copy posted on all bulletin boards. The Union shall be notified of all promotions, hirings, **lay-offs**, demotions, transfers, recalls, resignations, retirements, deaths or other terminations of employment within the bargaining unit.

14.09 Full-time Positions

No full-time position (37.5 hrs) within the bargaining unit shall be assigned to one or more part-time employee(s) because of attrition or layoff.

14.10 To ensure that employees are not being by-passed when applying for positions at either Fairview Manor or **Lanark** Lodge, the Employer shall provide a letter to both CUPE Local 2976 and CUPE Local 3022 listing:

- a) all employees presently on lay off at both Homes;
- b) **names of** all applicants;
- c) **successful** applicant;
- d) updated seniority list from both Homes.

14.11 Orientation

The County agrees to **keep** the Union informed on matters relating to the Employer's orientation program.

Both the Union **and** the Employer wish to ensure that each employee is familiar with all aspects of his/her new work environment and job responsibilities.

Therefore, to assist each employee to meet the expectation and requirements of his/her new position and to ensure that safe and productive working conditions are maintained for all employees and residents, the Employer agrees that:

- (a) New **employees** will participate in an orientation program which is both general and job-specific (departmental).

cont'd.

14.11 - cont'd.

- (b) **Employees transferring** between departments and facilities will participate in an orientation program which is job-specific (departmental).
- (c) **Employees changing status** within a department (e.g. part-time to full-time) involving a change in job-related responsibilities will receive a job-specific (departmental) orientation which will focus on the employee's new duties.

ARTICLE 15 - LAY-OFFS AND RECALLS

15.01 **Definition of a Lay-Off**

Lay-off shall ~~mean~~ the discontinuation and/or reduction in hours of a position(s) due to lack of work or reduction or discontinuation of service or services. This discontinuation of services may be due to the elimination of a program or programs or to inadequate funding or to technological change.

15.02 **Advance Notice of Layoff**

- a) In the event of a **proposed** layoff or the elimination of a position within the bargaining unit, the Employer shall:
 - 1) provide the Union with no less ~~than~~ fourteen **(14)** days written notice of the proposed layoff or elimination of position.
- b) Unless legislation **is** more favourable to the Employees, the Employer shall notify Employees who are **about** to be laid off with a minimum of fifteen (15) working days prior to the effective date of layoff. Notice of layoff shall be in accordance with the Employment Standards Act.

If the Employee has not had the opportunity to work the days as provided in this article, she shall be paid for the days which work was not made available.

15.03 **Role of Seniority in Layoffs**

- a) No full-time Employee within the bargaining unit shall be **laid** off by reason of his/her duties being assigned to one or more part-time Employees.

cont'd.

15.03 - cont'd.

- b) In the event of a layoff, Employees shall be laid off in reverse order of their bargaining unit seniority. **An** Employee about to be laid off may bump any Employee with less seniority, (the right to bump shall also include the right to bump up), providing the Employee exercising the right **is** qualifiable to perform the work of the less senior Employee.

15.04 Redeployment Committee

- a) **A** Redeployment Committee will be convened no later ~~than~~ two (2) ~~weeks~~ after the notice referred to in 15.02 a) and will ~~meet~~ thereafter as frequently as is necessary.

- i) Committee mandate

The mandate of the Redeployment Committee is to:

- 1) Identify and **propose** possible alternatives to the **proposed** layoff(s) or elimination of **position(s)**, including, **but** not limited to, identifying **work** which would otherwise be bargaining unit work and **is** currently **work** contracted-out by the Homes which **could** be performed by bargaining unit Employees who **are** or would otherwise be laid off;
- 2) Identify vacant positions in the Homes or positions which are currently **filled** but which will become vacant within a twelve month **period** and which are either:
 - a) within the bargaining unit; or
 - b) within another CUPE bargaining unit; or other bargaining units
 - c) not covered by a collective agreement
- 3) Any dispute relating to the foregoing **procedure** may be filed as a grievance commencing at **Step** three (3).

cont'd.

15.04 - cont'd.

b) Committee Composition

The Redeployment Committee shall be comprised of equal numbers of representatives of the Employer and the Union. The number of representatives will be 2 Union and 2 Employer. Meetings of the Redeployment Committee shall be held during normal working hours. Time spent attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Employer at his or her regular or premium rate as may be applicable. Each party shall appoint a co-chair for the Redeployment Committee. Co-chairs shall chair alternative meetings of the Committee and will be jointly responsible for establishing the agenda of the Committee meetings, preparing minutes and writing such correspondence as the Committee may direct.

c) Disclosure

The Employer shall provide to the Redeployment Committee all pertinent staffing **and** financial information.

d) Alternatives

Where there is no consensus, the committee members **may** propose alternatives to cutbacks in **staffing** to the County's Chief Administrative Officer.

15.05 Recall Procedure

- a) An Employee shall have opportunity of recall from a layoff to an available opening, in order of seniority, provided he or she has the ability to perform the work. The posting procedure in the collective agreement shall apply before the recall process begins. An Employee who refuses recall, shall not lose his/her recall rights.
- b) An Employee recalled to permanent work in a different classification from which she was laid off shall have the privilege of returning to the position she held prior to the layoff should it become vacant within **six (6) months** of being **recalled**.
- c) New Employees shall not be hired until those laid off have been given an opportunity of recall within twenty-four (24) months of the lay-off.

15.06 Grievances on Lay-Off and Recalls

Grievances concerning lay-offs and recalls shall be initiated at Step 4 of the Grievance Procedure.

15.07 Preferential Hiring (Application to Local 2976 Only)

- (a) ~~Once~~ Employees on lay-off status have **been** recalled at **Lanark** Lodge, no new Employees shall be hired or present Employees promoted until those Employees on lay-off status at Fairview Manor have been given the opportunity to be recalled at **Lanark** Lodge. When such recall takes place, Articles 14 and 13.03 shall not apply, and Article 13.01 and 13.02 shall be amended to reflect the Employee's seniority from her date of hire at Fairview Manor.
- (b) **An** Employee that refuses to be **recalled** at Lanark Lodge under the provisions of this article, shall not lose her recall right and thus **is** subject to recall at Fairview Manor in accordance with Article 15.05.

15.08 Preferential Hiring (Application to Local **3022** Only)

- (a), Once Employees on lay-off status have been **recalled** at Fairview Manor, no **new** Employees shall be hired or present Employees promoted until those Employees on lay-off status at **Lanark** Lodge have been given the opportunity to be recalled at Fairview Manor. When such recall takes place, Articles 14 and 13.03 shall not apply, and Articles **13.01** and **13.02** shall be amended to reflect the Employee's seniority from her date of hire **at** Lanark Lodge.
- (b) An Employee that refuses to be recalled at Fairview Manor under the provisions of this article, shall not lose her recall **rights** and thus is subject to recall at Lanark Lodge in accordance **with** Article 15.05.

ARTICLE 16 - HOURS OF WORK

16.01 Definitions

- (a) A "full-time" employee shall be **deemed** to be an employee who is regularly scheduled to work more **than** twenty-four (24) hours per week, who makes a commitment to be available on a pre-scheduled basis as required, and in respect of whom there is advance scheduling.
- (b) A "part-time" employee shall be deemed to be an employee who is regularly scheduled to work not more **than** twenty-four (24) hours per week, who makes a commitment to be available on a pre-scheduled basis as required, and in respect of whom there is advance scheduling.
- (c) A "part-time on call" employee shall be deemed to be an employee so designated who works on an unscheduled basis when available and called upon to do so. This applies only after Article 16.07(c)iii has been exhausted.

16.02 (a) Regular Daily Hours - Full-Time

The regular daily hours of work shall be seven and one-half (7½) hours per day, plus a thirty (30) minute unpaid **meal period**.

(b) Scheduling - Full-Time

The present scheduling system of maximum consecutive work days shall not be increased during the life of the Collective Agreement.

16.03 Working Schedule - Full-Time

- (a) The Employer shall make its best efforts to allow Employees every second weekend off.
- (b) There shall be no split shifts.
- (c) The hours and days of work of each Employee shall be posted in an appropriate place at least four **(4)** weeks in advance.
- (d) Once posted, schedules shall not be changed unless by mutual agreement between the Employer, the Employee and the Union.

16.04 Paid Rest Periods - Full-Time

An Employee shall be permitted a rest **period** of fifteen (15) consecutive minutes in both the first half and the second half of a shift in an **area** made available by the Employer.

16.05 Paid Rest Periods - Part-Time

A part-time Employee will be entitled to a fifteen (15) minute rest period for every four (4) hours consecutively worked.

16.06 Change of Shift

Upon a change of shift, a minimum period of two (2) shifts shall elapse between the end and the resumption of **work** by an Employee and failing this, the Employee shall be renumeralated at the overtime rate for the hours the interval is short of two (2) shifts. Following a night shift, a minimum period of three (3) shifts shall be scheduled.

16.07 Hours of Work For ~~Part~~ Time Employees

- a) Pre-scheduled Master Rotation hours shall be distributed to part-time employees with seniority being the determining factor. These schedules shall be prepared in consultation with the Union.
- b) Part-time employees shall be scheduled for work in the same manner as full-time employees.
- c) i) Additional hours, that is hours that are not scheduled because of replacement of full-time and of part-time employees on vacation, sick leave or in the case of emergencies, will be offered to all part-time employees.

Cont'd.

16.07 - cont'd.

- c) ii) All departments shall keep **a** record of additional hours (a "call-in sheet") and shall make this record accessible to all employees.

There shall be two separate call-in sheets for each department. One for immediate call-in, and a second for future call-in. Future call-ins shall not exceed a maximum of three **(3)** shifts per call.

The "floating star" system shall be the method of operation.

Information recorded on each call-in sheet shall include date and time of call, shift offered, and response.

Employees name and phone number shall be listed in order of seniority as per date of hire.

Where there is a dispute in allocating additional hours, seniority shall be the determining factor.

Once posted, schedules shall not be changed unless by mutual agreement between the Employer, the **affected** employee and the Union.

- c) iii) P.O.C. (part-time on call) employees shall have a separate call in list which shall be managed in the same manner **as** the permanent part-time list. The P.O.C. call-in list shall be used only when the **part-time** call-in list has been exhausted. Therefore, the only hours a P.O.C. may receive are those hours for which part-time employees are unavailable. Notwithstanding the above, P.O.C. hours may be rescheduled for vacation periods where draft schedules are prepared in accordance with Article 20.06.

- d) i) When a part-time employee is scheduled to work and subsequently sent home, the employee shall be paid for all hours that she would have worked.

- ii) **A** part-time employee shall not be required to lay-off during her scheduled regular hours to compensate for any shifts for which she was paid and did not have to work.

16.08 The Employer agrees to pay employees for time spent at in-services required by the Employer at their regular hourly rate. The overtime rate shall apply when provisions of Article 17.01 are met.

16.09 The Employer agrees to allow employees to exchange shifts **with** forty-eight (48) hours notice of such exchange. The form used for such request shall be signed by the **affected** employees and the supervisor. The County shall not be responsible or liable for overtime claims that might arise or accrue **as a** result of such exchange of shifts. .

ARTICLE 17 - OVERTIME

17.01 Overtime Defined

When required by the Employer, any time worked by an Employee in addition to seven and one-half (7½) hours in a shift or 75 hours in **a** pay **period** shall **be** considered to **be overtime** and **shall be** paid for **at** the rate of **time** and one-half (1½) **the** Employee's basic **straight time** hourly **rate of** pay.

The exception **is** when **such** overtime is **worked** by the Employee **as a** result of an **exchange of** shift **with** another Employee or when such hours **have** been mutually agreed to between the Employee, the Union and **the** Employer.

17.02 Weekend Overtime - Full-Time

The Employer agrees to pay time and one-half (1½) for any full-time Employee who **was** required to work on a third or subsequent consecutive weekend, save and except when:

- (a) such weekend has been worked by the Employee to satisfy specific days off, requested by such an Employee, or
- (b) such Employee has requested weekend work, or
- (c) such weekend is worked as a result of an exchange of shift with another Employee.

17.03 Call-Back Guarantee

If an Employee is called back to work after leaving the premises of the Employer, she shall be paid **a** minimum of **three (3)** hours at time and one-half (1 **U**) her regular hourly rate.

17.04 Standby

An Employee required to be on standby by the Employer shall be paid five dollars (\$5.00) per shift for all such shifts they are not on duty at the Employer's premises. An Employee on standby who **is** required to return to the Employer's premises shall receive a minimum of **three (3)** hours pay at the rate of ~~time~~ and one-half (1½) their regular hourly earnings. When an Employee **is** called in to **work**, the standby allowance per shift shall remain payable. In lieu of five dollars (\$5.00) per shift, the Employee shall have the option of having one (1) day off with pay every two (2) weeks on call.

17.05 Time Off in Lieu of Overtime - Full-Time

Operational requirements permitting, in lieu of cash payment for overtime, an Employee may choose to receive compensatory time **off** at the appropriate overtime rate **at a** time selected by the Employee. Time **owing** shall **be used** or **paid** out before the end of each quarter unless otherwise mutually agreed **upon**.

ARTICLE 18 - SHIFT WORK18.01 Payment of Shift Premium

The shift premium of sixty cents (60¢) per hour will be paid, and shall apply to all shifts in which the majority of hours fall between 5:00 P.M. and 7:00 A.M. The premium is to be paid for all hours worked.

ARTICLE 19 - PAID HOLIDAYS

19.01 **Paid Holidays - Full-Time**

The Employer recognizes the following days **as** paid holidays, subject to the conditions established in this Article:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
-First Monday in August	Boxing Day

and any other day proclaimed by the Federal, Provincial or Municipal Government, The above holidays shall be enjoyed on the day they are proclaimed by the Federal, Provincial or Municipal Government.

In addition, there shall be two (2) floating holidays per year which will be designated by mutual agreement between the Employer and the employees for all employees who have completed their probationary **period**.

If Heritage Day or any other day is legislated, one **of** the floating holidays will be observed on the day proclaimed.

This floating holiday must be taken, in the year in which it is *earned*.

A minimum of forty-eight (48) hours advance **notice** shall be required when requesting floating holidays.

19.02 **Pay for Holiday on a Regularly Scheduled Day Worked**

- (a) **An** Employee who works on a holiday **as** defined in this article shall be paid **at** the rate of time and one-half (1½).
- (b) The premium rate of pay shall apply to those shifts in which the majority of hours worked fall on the holiday. This premium shall apply for all hours of the shift.

19.03 Compensation for Holidays - Full-Time

When any full-time employee works on one of the designated holidays defined in this Article or is on a day off, she shall be allowed, operational requirements permitting, within the following sixty (60) day **period**, the equivalent time off with pay at a time selected by the employee. A minimum of forty-eight (48) hours advanced notice shall be required when requesting statutory holidays.

19.04 Pay for Holidays - Part-Time

- a) This Article shall apply to part-time employees providing they have been employed for three (3) months and have earned wages on at least twelve (12) days in the last four (4) weeks and have worked their last scheduled day after the holiday.
- b) Employees working **part** shifts shall be compensated for the holiday by having the total hours worked in the last four (4) weeks before the holiday, averaged by the number of days worked.

Where employees have worked twelve (12) full shifts in the qualifying **period**, they shall **receive** compensation for a full shift for the statutory holiday.

- 19.05 The Employer **agrees** to pay time and one-half for all hours worked on a statutory holiday. If an employee works in excess of their scheduled shift on Statutory holiday, they shall receive double **time** for **all** hours worked in **excess** of the original scheduled shift. The employee remains entitled to another day off in lieu of working the statutory holiday.

ARTICLE 20 - ANNUAL VACATIONS

20.01 Length of Vacation

Annual leave will be based on earned credits **as** follows:

- (a) Leave credits will be granted at the rate of 5/6 day per month (ten (10) working days per year) until the completion of the second (2nd) year of employment;
- (b) One and one-quarter (1¼) days per month (fifteen (15) working days per year) will be granted to Employees commencing the third (3rd) year of employment but less than eight (8) years of continuous service;
- (c) One and two-thirds (1 2/3) days per month (twenty (20) working days per year) will be granted to Employees commencing the eighth (8th) year but less than sixteen (16) years of continuous service;
- (d) **Two** and one-twelfths (2 1/12) days per month (twenty-five (25) working days per year) **will** be granted to ~~Employees~~ commencing their sixteenth (16th) year of continuous service;
- (e) **Two and** one-half (2½) days per month (thirty (30) working days per year) will be granted to Employees commencing their twenty-fifth (**25th**) year **of** continuous service to retirement;
- (f) The Vacation Year will be June 15th to June 15th.
- (g) Employees starting to work full time will be able to take the vacation days *earned up* to June 15th following their **start** date.

Ten (10) days vacation may be carried over each year upon written request and approval of the Supervisor. **Carry** over must be used within the following year.

20.02 Corn-pensation for Holidays Falling Within Vacation Schedule

If **a** paid holiday falls or is observed during an Employee's vacation period, she shall be allowed an additional day of vacation with pay, operation requirements permitting, at **a** time selected by the Employee.

20.03 Vacation Pay

Vacation pay shall be at the rate of 4%, 6%, 8%, 10% or 12% depending on length of service under Article 20.01, of the gross annual earnings, excluding overtime for those enjoying more than two (2) weeks vacation.

20.04 Vacation Pay on Termination

An Employee whose employment is terminated at a time when she has earned vacation to her credit, shall be paid the unused portion of her annual leave vacation credits.

20.05 Preference in Vacations

Preference for vacation periods shall be given to Employees in accordance with the Employee's seniority with the Employer.

20.06 Vacation Schedule

Vacation schedules shall be made available to all **staff** by June 15 of **each year** and shall not be changed unless **by** agreement between the Employer and the **affected** employee. Employees shall assist **with** the preparation of vacation schedules by advising their supervisor **of** preferable dates for annual vacation prior to May 15 of each year. Notwithstanding the aforementioned, requests for vacations between June 15 and September 30 shall be **made by January 30**. This summer schedule shall be made available to all **staff** in draft by March 1 and finalized by March 15. A draft Christmas schedule shall be prepared and made available to all staff by July 1 and finalized by July 15. These schedules shall be prepared in consultation with the Union.

20.07 Unbroken Vacation Period

An Employee shall be entitled to receive her annual vacation in an unbroken period unless otherwise agreed upon between the Employer and the Employee.

20.08 Vacation Pay - Part-Time

Further to Article 20.03, the Employer shall pay all part-time Employees their vacation entitlement on the final pay in June of each year.

ARTICLE 21 - SICK LEAVE - Full-Time Only (except for 21.04 Full-Time and Part-Time)**Short Term/Long Term Disability Plan**21.01 **Old Sick Leave Bank**

Employees **who** have **accrued** sick leave shall have the number of days to which they are entitled recorded, and this record shall be known **as** the Employee's "old sick leave **bank**", The number of days in the old sick leave bank shall remain constant except as provided in clause 21.12 of this agreement.

21.02 Upon termination of employment for any reason, except for just cause, an Employee in the employ of the Employer for a minimum of five (5) years, shall be paid one-half (%) of the balance of sick days remaining in his old sick leave **bank** at her regular rate of **pay** immediately prior to her termination.

21.03 Sick leave shall be the **period** of time an Employee is absent from **work** due to disability **caused** by either injury or illness, **exposed** to a contagious disease or under examination or treatment of a physician, chiropractor or dentist, Each full shift or **part** thereof an Employee is absent, shall be referred to **as a "sick leave day or part thereof"**.

21.04 The Employer may require certification of illness or disability from the Employee's physician, chiropractor or dentist when sick leave exceeds three (3) sick leave days.

21.05 Full-time Employees shall **earn** sick leave at the rate of one (1) sick leave day for each **month** of employment. Month of employment shall be interpreted as a month during which an Employee is employed in excess of ten (10) working days.

21.06 Accumulation of sick leave days shall not exceed twelve (12) and such accumulation shall be referred to as the Employee's "new sick leave **bank**".

21.07 **An** Employee on sick leave shall be entitled to receive full wages at his normal rate of pay immediately prior to the **sick** leave for the number of days equal to the number of sick leave days in the Employee's new sick leave bank.

21.08 An Employee on sick leave in excess of five (5) consecutively scheduled work days shall be entitled to receive seventy-five percent (75%) of wages at his normal rate of pay immediately prior to the sick leave **up** to and including the eighty-fifth (85th) sick leave day.

21.09 Recurrent Disability

A successive disability as certified by a physician, chiropractor or dentist is considered to be the same disability if separated by less than three (3) months of active full time work or separated by less than one (1) month of active full time work and due to a wholly different cause.

21.10 L.T.D. (Long Term Disability)

An Employee on sick leave in excess of eighty-five (85) working days shall be entitled to receive a gross benefit **up** to sixty percent (60%) of wages at his normal rate of pay immediately prior to the sick leave from an **Insurance Carrier retained** by the Employer for this purpose and under the terms and conditions of a policy of insurance in effect for this purpose.

21.11 Terms and conditions **of** the **insurance** policy referred to in Article 21.10 shall include but not be restricted **to** the following:

- (a) The Plan shall provide that the Employee will be entitled to the payment of Long Term Disability Benefit (L.T.D.) for disability due to either illness or injury after the Employee has been disabled for eighty-five (85) continuous sick leave days.
- (b) Benefits will be payable during the continuance of the disability up to **age** sixty-five (65).
- (c) An Employee **is** considered disabled if:
 - (i) during this **sick** leave **period** and the subsequent twenty-four (24) month **period**, she is continuously and completely unable to perform her regular occupation; and
 - (ii) thereafter if she is completely unable to perform any occupation that she is reasonably suited to perform by reason of education, training or experience.

21.11 - cont'd.

- (d) Benefits available to the Employee from the L.T.D. insurance arranged by the Employer will be provided in compliance with this contract entered into by the Employer and the Insurance Carrier.

21.12 An Employee having sick leave days in her old sick leave bank may use them to supplement income under clauses 21.07 and 21.08 as follows:

- (a) In the event that the Employee does not have sufficient days in her new sick leave bank to provide payment of the first five (5) days of sick leave, the Employee may request that the Employer deduct days from her old sick leave bank. A deduction of one (1) day shall be made for each day **used** in this manner.
- (b) Further, an Employee having sick leave days in her old **sick** leave bank may request the Employer to increase his entitlement under Article 21.08 to one hundred percent (100%). A deduction of one-quarter ($\frac{1}{4}$) day shall be made for each day so adjusted.

21.13 A female employee **who** becomes eligible for **sick** leave **as** a result of pregnancy is entitled to all benefits outlined above. **However**, benefits are suspended during the **period** of pregnancy/parental leave **as** provided under Article 22.04. **If, as a** result of the pregnancy, an employee becomes totally disabled **as** outlined in **Article 21.11**, **the days of** pregnancy/parental leave shall be considered in reaching entitlement as provided in Article 21.10.

- 21.14 (a) An Employee shall be considered as being employed by the Employer and entitled to Employee benefits **until** eligible for Long Term Disability.
- (b) An Employee shall be considered **as** being employed by the Employer for twenty-four **(24)** months following approval for Long Term Disability and will continue during this **period** to receive the same level of employee benefits as they were entitled to on the last day worked, vision, dental and medical.
- (c) An Employee on Long Term Disability may request additional special leave and if granted, the terms of (b) above shall apply during special leave.

21.15 New Employees will not be eligible for **paid** sick leave while on probation. On **successful** completion of three (3) months probation, new Employees shall be credited with three (3) sick leave days in her new sick leave **bank**.

- 21.16 The Employer shall provide during **January** of each year, a list indicating the Employee's accrued sick leave in both the old sick leave bank, if applicable, and the new sick leave bank, as of December 31st of the previous year. The Employee shall indicate her approval by initialling said record before February 15th.

21.17 Long Term Disability Insurance

(a) Definition and Benefits

Long Term Disability Insurance provides an Employee with regular income to replace *salary* or wages lost because of a lengthy disability due to accident or sickness.

(b) Commencement and Duration of Benefits

The Employee's first benefit **is** payable after she has been disabled for more than one hundred and nineteen (119) days (called the Elimination Period), and she will continue to receive L.T.D. payments for as long as her disability continues, but not beyond her sixty-fifth (65th) birthday.

(c) Amount of Monthly L.T.D. Benefits

The Plan will provide the Employee with **a** monthly benefit, before ~~co-~~ordination with other income, of **sixty** percent (60%) of her regular monthly *salary* or wages, up to **a** maximum benefit of three thousand dollars (\$3,000.00) per month.

The L.T.D. Insurance payments will be reduced by any amount payable from:

- Workers' Compensation or similar Program
- the Canada or ~~Quebec~~ Pension Plan
- No-Fault ~~Auto~~ Insurance
- other employers (excluding fifty percent (50%) of earnings during the first twenty-four **(24)** months of rehabilitation employment)
- other disability income and retirement plans available through employment.

It is further provided that total income from all sources including the L.T.D. benefit under this Plan and the rehabilitative employment income, cannot exceed eighty percent (80%) of the pre-disability income.

Once benefits commence under this Plan, the L.T.D. benefit will not be further reduced by any increases in the Employee's Canada or Quebec Pension Plan benefits which result from an increase in the Pension Index,

21.17 - cont'd.

(d) Rehabilitation Feature

As an incentive to encourage the Employee to return to gainful employment, prior to full recovery after a total disability, the Employee may perform certain work without forfeiting benefits under this program. This Plan allows the Employee to receive increased income in connection with work performed in an approved rehabilitative program. The Insurance **Company** co-ordinates the L.T.D. Insurance with only fifty percent (50%) of the earnings the Employee receives during the first twenty-four **(24)** months of rehabilitation employment, provided the Employee's total income during a rehabilitative program does not **exceed** eighty percent (80%) of the pre-disability income.

(e) Pre-Existing Conditions

Benefits for disability from **a** health condition which exists on the date the coverage commences will be paid only if the Employee **has** not received any treatment, services or supplies because of disability resulting from such pre-existing condition for an uninterrupted **period** of three **(3)** months ending on or after the date the **Employee** became **covered** or the total disability **begins** after she **has been** insured under this **Plan** for twenty-four **(24) months**.

(f) Other Benefit Provisions and Limitations

- (i) To qualify for L.T.D. benefits, the Employee need not be confined to her home, but she must be under the continuous care and personal attendance of **a** physician (M.D.).
- (ii) While the Employee is receiving benefits, she will not be required to pay premiums on the L.T.D. insurance.
- (iii) This Plan provides coverage for disability resulting from an accident or from sickness (except certain mental disorders). While the Plan does cover absence from work due to psychosis (i.e. a serious mental disease or derangement) for which continuous treatment is received from a physician who is **certified** in psychiatry, it does not cover absence from work due to any other mental illness, such as psychoneurosis, emotional disorders, personality problems, behavioural disorders or anxiety reaction.

cont'd.

21.17 (f) - cont'd.

- (iv) Benefits for disability due to pregnancy will also be paid. However, no Long Term Disability benefits will be paid during the period the Employee receives or is entitled to receive U.I.C. benefits or during the period she is on pregnancy/parental leave.
- (v) This Plan does not provide benefits for disability resulting from intentionally self-inflicted injury, war or injury sustained while working for another employer or while committing or attempting to commit an assault or crime.

(g) Successive Disabilities

Successive absences from work are considered to be in the same **period** of disability unless separated by:

- (i) six (6) months of active full-time work while insured; or
- (ii) one (1) full month of work while insured and due to wholly different **causes**.

Work performed under a rehabilitation program will not be considered in determining successive periods of disability.

(h) Conversion Privilege

If you change jobs, you may apply for an individual L.T.D. policy (one of the standard conversion policies offered by the Insurance Company) without taking a medical examination. The Employee must apply within one (1) month of the date she **starts** her new job, however, she must **start** her new job within six (6) months of the date she leaves the present one.

21.18

Disease Protocol

The Employer agrees that any requirement in relation to a communicable disease surveillance protocol, implemented or required physician report forms or certificates shall be at no cost to the employee,

ARTICLE 22 - LEAVE OF ABSENCE**22.01 Absence for Union Representatives**

Employees who are representatives of the Local on the ~~various~~ Union committees or are Union Stewards shall not suffer any loss of pay when required to leave their places of employment temporarily in order to meet with the Employer concerning the processing or resolution of grievances. The grievor will be released with pay for arbitration proceedings. Employees must apply for, and receive permission from the Employer, prior to leaving their places of employment for such **purposes**.

22.02 Leave of Absence for Union Functions

Operational requirements permitting, leave of absence without **pay** will be granted, upon request, to Employees elected to represent the Local Union at Union functions. Such leave shall not **exceed** a total of thirty (30) days per year for any individual Employee. No more ~~than two~~ (2) Employees may leave at any one time. No more than one (1) Employee will be given leave from one (1) department at any one time. Where possible, applications for such leave must ~~be~~ received by the Employer not **less than two (2) weeks** in advance ~~of~~ the date ~~of~~ commencement of the leave.

22.03 Bereavement Leave

An employee shall be **granted** five **(5)** consecutive calendar days of leave, without loss of pay or benefits, in the case of death of a parent, wife, husband, common-law spouse, brother, sister or child. Three **(3)** consecutive days of paid leave will be granted in the case of death of a niece, nephew, god-child, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, grandchild or fiancé. One (1) day for aunt and/or uncle, and one (1) day for any other relative who has been residing in the same household, or any other relative for whom an employee is required to administer bereavement responsibilities. Time off without **pay** may be granted in the case of the death of a friend.

22.04 Pregnancy/Parental Leave - Full-Time

(a) Pregnancy/Parental Leave Entitlement

An Employee shall be entitled to pregnancy/parental leave as herein provided. **An** Employee shall not be denied the right to continue employment during the **period** of pregnancy unless the duties of her position cannot be reasonably performed by a pregnant woman, or the performance of her work is materially affected by the pregnancy. However, work may only be performed if the Employee submits a medical certificate to the Director of Homes for Senior Citizens stating that she is fit to resume work.

(b) Commencement and Duration of Pregnancy/Parental Leave

- (i) An Employee who is pregnant shall, upon application to the Supervisor, be entitled to an unpaid leave of absence of at least seventeen (17) weeks. An employee who **is** a parent of a child is entitled to an unpaid parental leave of at least eighteen (18) weeks. It is understood that an Employee ~~can~~ extend this **period** upon application **of** Article 22.04 (b) (iii).
- (ii) The Employee will give the Employer **at** least **two (2)** weeks notice in writing of the day upon which she intends to commence her leave **of** absence and may be required to furnish **a** medical certificate from a legally qualified medical practitioner **stating** that she is pregnant and indicating the estimated day upon which, in his/her opinion, delivery will occur.
- (iii) Where a doctor's certificate **is** provided stating that a longer **period** of pregnancy/parental leave is required for health reasons, an extension up to a maximum of one (1) additional year shall be allowed. During the above one (1) year **period**, seniority shall continue to accumulate.

- 22.04 (c) All paid employee benefits contained in Article 24 shall be continued during the thirty-five weeks of pregnancy/parental leave and these benefits shall be paid one hundred percent (100%) by the Employer.

When an employee is granted an extension of pregnancy/parental leave under Article 22.04(b)(iii), the employee will become responsible for the full cost of the employee benefit plans as described in Article 25, and such employee may arrange payment for such plans with the Employer.

22.04 - cont'd.

(d) Procedure For Return to Work Upon Completion of Pregnancy/Parental Leave

- (i) An Employee who proposes to return to work at the expiration of her pregnancy/parental leave shall so advise the Supervisor at least two **(2)** weeks in advance.
- (ii) Such Employee shall, **upon** return to work, be reinstated to her position in her current classification, at not less than her wages (as may be adjusted by reason of her accrual of seniority) with full benefits and seniority as **accrued** in Article 22.04 (a).

22.05 Adoption Leave - Full-Time

An Employee who adopts a child shall be granted leave of absence without pay upon satisfactory proof of adoption being provided to the Supervisor prior to the departure on leave. Adoption leave shall not **exceed** six (6) months and the Employee will **enjoy** the same benefits **as** those granted to an Employee on pregnancy/parental leave.

22.06 Paternity Leave

Upon request, a male Employee may be granted one (1) day off **with** pay for the birth or adoption of **a** child and this day is to be taken within one (1) week of said event.

22.07 (a) Paid Jury or Court Witness Duty Leave - Full-Time

The Employer shall grant leave of absence without loss of seniority or benefits to an Employee who serves as a juror or is subpoenaed as a witness in any court, The Employer shall pay such an Employee the difference between normal earnings and the payment received for jury service, excluding payment for travelling, meals, or other expenses. The Employee will present proof of service and the amount of pay received. Time spent by an Employee required to serve as **a** court witness in any legal procedures in which the Employer is a party to such proceedings, shall be considered **as** time worked at the regular rate of **pay**.

22.07 - cont'd.

(b) Jury or Court Witness Duty Leave - Part-Time

A regular part-time Employee who is scheduled to work on a day on which he is required to serve as a juror or is subpoenaed as a witness in any court, shall be granted leave of absence without loss of Seniority or benefits. The Employer shall pay such regular part-time Employee the difference between normal earnings and the payment received for jury service, excluding payment for travelling, meals or other expenses. The regular part-time Employee will present proof of service and the amount of pay received. Time spent by a regular part-time Employee required to serve as a court witness in any legal procedures in which the Employer is a part to such proceedings, shall be considered as time worked at the regular rate of pay.

22.08 General Leave

The Employer may grant leave of absence without pay and without loss of seniority to an Employee requesting such leave for good and sufficient cause. Such request shall be in writing. No request for leave of absence shall be unreasonably denied,

An employee who proposes to return to work prior to the expiration of an approved leave, must request to do so in writing to the Director of Homes for Senior Citizens at least four weeks in advance.

ARTICLE 23 - WAGES AND ALLOWANCES

23.01 Pay Days

The Employer agrees that wages will be paid in accordance with Schedule "A" every second Friday by the Direct Deposit Payroll System. Employees shall be required to notify the Employer of the bank of the employee's choice. Employees will be paid wages for each **period** including overtime due to the employee.

The Employer agrees to provide each employee with an itemized statement of his/her wages, overtime and other supplementary pay and deductions and endeavour that the statements be made available prior to payday. The employees' hourly rate **is** to be placed on the cheque stub.

It is understood that any **pay** adjustments **will** be rectified during the next pay **period** without prejudice to the employee.

23.02 Rate of Pay on Promotion and Reclassification

An employee, promoted or reclassified to **a** higher paying position shall receive the rate **of** pay in the **new** classification in **accordance** to her seniority.

Notwithstanding the above, where an employee has reached the maximum rate in a classification and transfers to a new classification, they shall be paid at the maximum rate in the new classification.

23.03 Pay on Temporary Transfer, Higher Rated Job Outside Bargaining Unit

When an Employee temporarily relieves in or performs the principle duties of **a** higher paying position outside the bargaining unit for more than one **(1)** working day, she shall receive the next higher rate of pay of the job being performed.

23.04 Pay on Temporary Transfer, Higher Rated Job Inside Bargaining Unit

When an employee temporarily relieves in or performs the principle duties of a higher paying position inside the bargaining unit, she shall receive the rate of pay of the job being performed in accordance to her seniority.

When an employee is temporarily assigned to a lower paying position, her rate shall not be reduced.

23.05 Vacation Pay

An Employee may, upon giving at least fourteen **(14)** days' notice, receive, on the last office day preceding commencement of her annual vacation, any pay cheques which may fall due during the **period** of vacation.

23.06 Car Allowance

When the Employee is authorized to use her personal ~~car~~ for Employer business, she shall be granted the prevailing mileage allowance established for **Lanark** County Employees.

ARTICLE 24 - JOB CLASSIFICATION AND RECLASSIFICATION

24.01 Job Descriptions

The Employer agrees to draw up job descriptions for all positions for which the Union **is** the bargaining agent. These descriptions shall be presented and discussed **with** the Union.

24.02 Elimination of Present Classifications

Existing classifications shall not be eliminated or changed without prior discussion with the Union.

24.03 Changes in Classification

The Employer shall prepare **a** new job description whenever **a** job is created relating to work which is normally performed by members of the bargaining unit or whenever the duties of a job in the bargaining unit change significantly. When the duties of any job are so changed or increased, or where the Union and/or an Employee feels a job is unfairly or incorrectly classified, or when **a** new job is created and established in the bargaining unit, the rate of pay shall be subject to negotiations between the Employer and the Union. If the parties are unable to agree on the rate of **pay** for the job in question, such dispute shall be submitted to grievance and arbitration. The new rate shall become retroactive to the time the new position was first filled by an Employee or the date of change in job duties.

ARTICLE 25 - INSURED EMPLOYEE BENEFITS

25.01 Employer Contributions to Medical Insurance

The Employer shall pay one hundred percent (100%) of the premium cost for Extended Health Care Plan or equivalent and Vision Care up to one hundred and fifty dollars (\$150.00) every two (2) years, effective July 1st, 1990.

A "controlled formulary" plan will be a component of the extended health care plan program and will emulate the Ontario **Drug** Benefit Plan.

25.02 Employer Contributions to Group Life Insurance Program

The Employer shall pay one hundred percent (100%) of the cost of the premium for a mutually agreed upon Group Life Insurance and Accidental **Death** and Dismemberment Plan for **all** Employees in the bargaining unit providing a schedule of benefits of two (2) times an Employee's annual *salary*. This insurance program applies solely to full-time Employees.

25.03 Pension Plan

In addition to the Canada Pension Plan, **every** full-time Employee shall join the Ontario Municipal Employee's Retirement System, in accordance **with** Employer policy. The Employer and the Employees shall make contributions in accordance with the provisions **of** the Plan.

The Ontario Municipal Employees Retirement Plan is optional to **part** time Employees who meet the criteria of the Ontario Municipal Employees Retirement Plan.

25.04 Dental Plan - Full-Time

The Employer shall pay one hundred percent (100%) of the costs for **a** plan equivalent to Blue Cross Comprehensive Dental Plan (Dental #9 and Rider 2 & 4) to be maintained at current ODA fee schedule less two (2) years.

25.05 Shoe Allowance

Employees shall be reimbursed on June 1st of each year for one (1) pair of safety boots or duty **shoes**, up to a maximum of fifty dollars (\$50.00) for full-time and twenty-five dollars (\$25.00) for part-time employees.

25.06 In Lieu of Benefits

Part-time Employees shall receive a premium of twelve percent (12%) of the regular hourly rate for each hour worked, in lieu of all benefits not specifically extended.

- 25.07
- a) The Employer shall provide the Union with a copy of all employee benefits and Insured Benefits master plan texts and amendments and trust documents.
 - b) The Employer shall provide the Union with a copy of the master plan texts for the liability **insurance** of the Home.

ARTICLE 26 - GENERAL26.01 Restriction on Contracting-Out

The Employer **may** contract out work, provided that no Employee suffers a reduction in normal hours of work or layoff as a direct result of the contracting out.

26.02 Proper Accommodation

Proper accommodation shall be provided for Employees to have their **meals** and to store and change their clothes.

26.03 Bulletin Boards

The Employer shall provide bulletin boards which shall be placed so that all Employee will have access to them and upon which the Union shall have the right to post notices as may be of interest to the Employees once the posting has been approved by the Director of Homes or his designate.

26.04 Plural or Masculine Terms May Apply

Whenever the singular or feminine is used in this Agreement, it shall be considered as if the plural or masculine has been used, where the context so requires.

26.05 Copies of Agreement

The Union and the Employer desire every Employee to be familiar with the provisions of this Agreement and her rights and obligations under it. The Employer agrees to share the cost equally with the Union for the cost of printing sufficient copies of the Agreement within thirty (30) days of signing.

26.06 Volunteers

The Employer will inform and discuss with the Union the use of volunteers. All volunteers shall have some form of identification.

26.07 Drug Errors

The Employer agrees to stress education rather ~~than~~ discipline when investigating drug errors. The Employer agrees, also, to investigate all drug errors to determine whether or not the error resulted from internal systematic problems.

ARTICLE 27 - TERM OF AGREEMENT27.01 **Duration**

This Agreement shall be binding and remain in effect for a ~~period~~ of two (2) years, i.e. from January 1, 1997 to December 31st, 1998, and shall continue from year to year thereafter, unless either party gives to the other party notice in writing that it desires the collective agreement to be terminated or amended.

Such notice and preliminary proposal shall be given in writing by the party giving notice not earlier than ninety (90) days and not less than thirty (30) days before the expiry date of this Agreement, or any subsequent expiry date that this Agreement remains in force. Within fifteen (15) days of receipt of such notice by either party, the other party is required to enter into negotiations for renewal or revision of the Agreement.

27.02 **Changes in Agreement**

Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement.

Schedule "A"

<u>Position</u>	<u>Level</u>		
Dietary	Start	\$	13.13
Housekeeping	<i>One Year</i>		13.46
Laundry	<i>Two Years</i>		13.80
Seamstress	Start	\$	13.14
	One Year		13.48
	<i>Two Years</i>		13.89
Cook's Helper	Start	\$	13.36
	<i>One Year</i>		13.70
	<i>Two Years</i>		14.11
Maintenance	Start	\$	13.67
	<i>One Year</i>		14.11
	Two Years		14.58
Activation II	start	\$	14.26
	<i>One Year</i>		14.67
	<i>Two Years</i>		15.08
Cook I	Start	\$	13.93
	<i>One Year</i>		14.37
	<i>Two Years</i>		14.84
Ingredient Control	Start	\$	14.29
	<i>One Year</i>		14.63
	<i>Two Years</i>		15.04

Cont'd.

Schedule "A" - Cont'd.

<u>Position</u>	<u>Level</u>	
Health Care Aide	start	\$ 14.26
	One <i>Year</i>	14.67
	Two Years	15.08
Activation I Adjuvant	start	\$ 14.39
	One Year	14.90
	Two Years	15.39
R.P.N.	Start	\$ 15.50
	One Year	16.00
	Two Years	16.51

LETTER OF INTENT

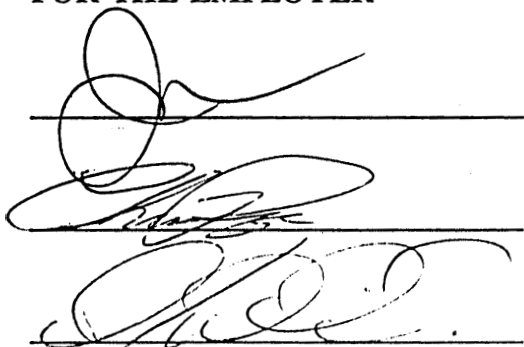
Re: Staffing Levels

The Employer agrees to return to staffing levels that existed on January 1, 1995.

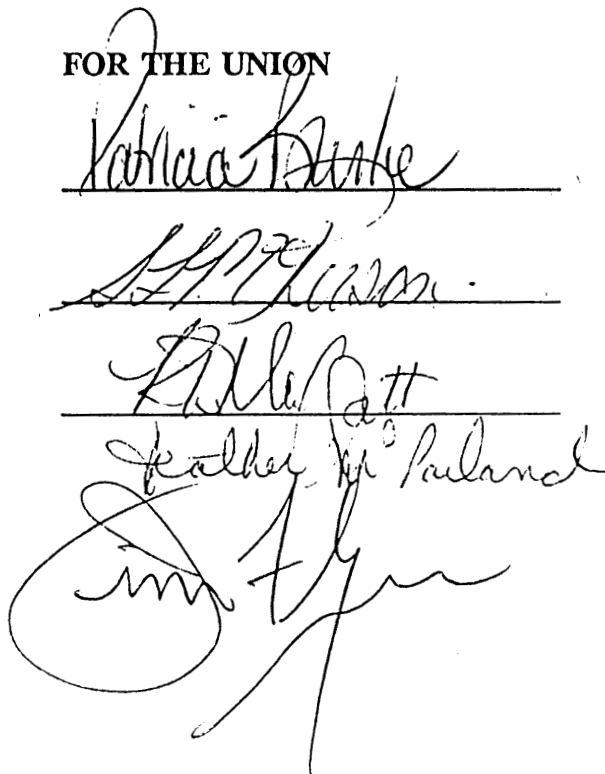
The Employer and the Union agree to meet to prepare schedules for September, 1997, which would include the staffing levels agreed to above.

Signed this 10th day of December, 1997.

FOR THE EMPLOYER

Three handwritten signatures in dark ink, each written over a horizontal line. The signatures are stylized and cursive.

FOR THE UNION

Five handwritten signatures in dark ink, each written over a horizontal line. The signatures are stylized and cursive. The names appear to be Patricia Burke, L. J. Wilson, L. M. Batt, Kathy M. Pauland, and Jim Flynn.

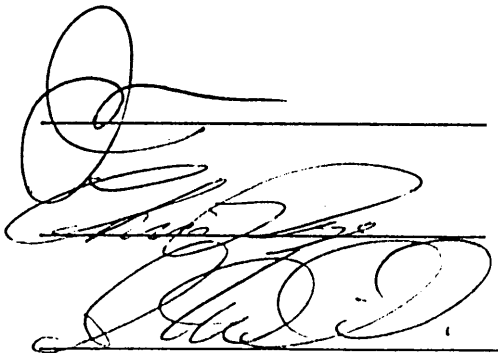
LETTER OF UNDERSTANDING**Re: Meetings**

Union and Management have a right to request a meeting with any Union or County Committee or Council at any time subject to scheduling.

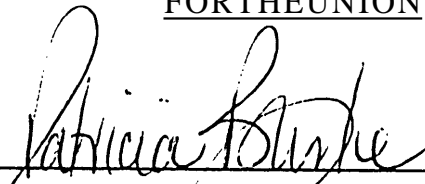
Such request will not be unreasonably denied.

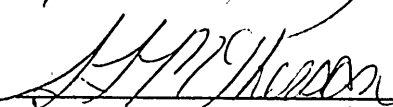
Signed this 10th day of December 1997.

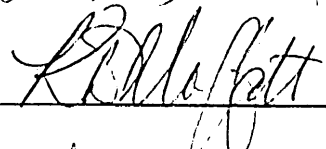
FOR THE EMPLOYER

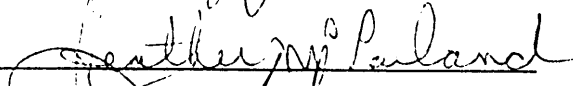



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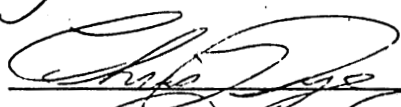
LETTER OF UNDERSTANDING**Re: Contracting-Out**

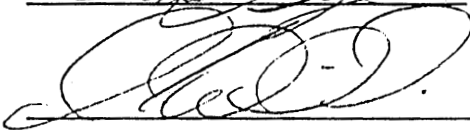
In the event that work not normally performed by bargaining unit members occurs, the Employer will endeavour to offer this work to the part-time bargaining unit employees able to perform the work as per seniority.

Signed this 10th day of December 1997.

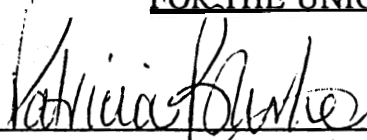
FOR THE EMPLOYER

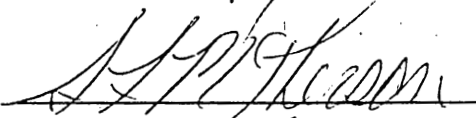


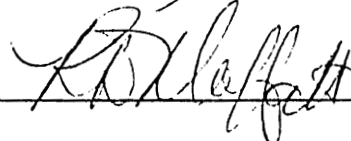


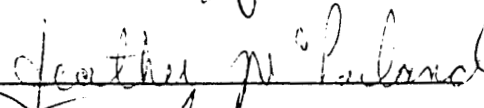


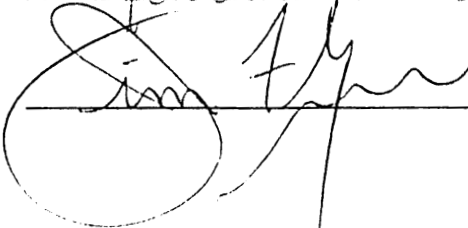
FOR THE UNION











LETTER OF UNDERSTANDING**Re: Sharing of Overtime**

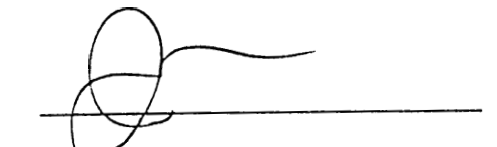
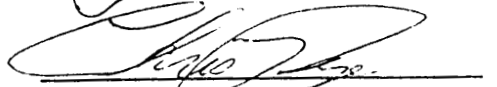

It is understood that overtime hours are additional hours and therefore shall be offered voluntarily to part-time employees as per seniority.

The method of offering overtime shall be as follows:

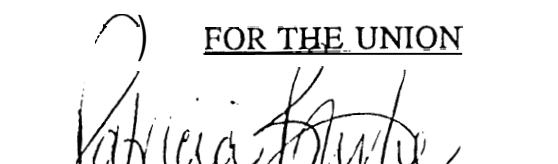
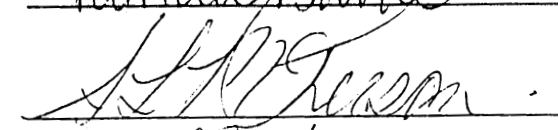
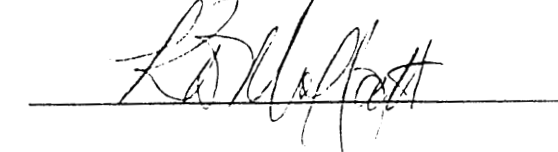
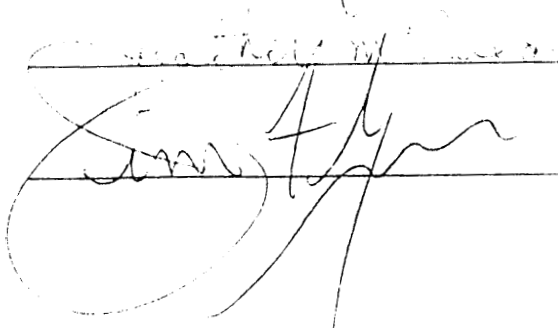
- 1) Overtime shall be offered to the most senior part-time employee on duty preceding the shift where the overtime is required.
- 2) Second by offering to the part-time employee already booked on either side of the shift you need to cover, **as** per seniority.
- 3) Third by offering to full-time employees on a day off, **as** per seniority.
- 4) No employee shall **be** required to lay-off their scheduled hours due to working overtime.

Signed this 10th day of December 1997.

FOR THE EMPLOYER

FOR THE UNION

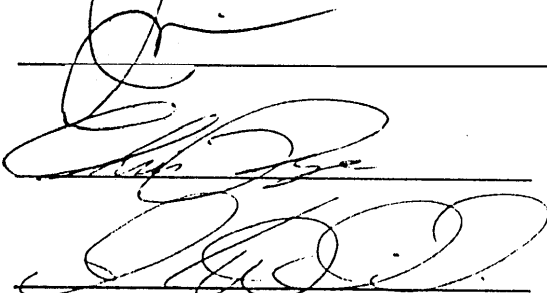





SIGNED IN COUNTY OF LANARK, PROVINCE OF ONTARIO

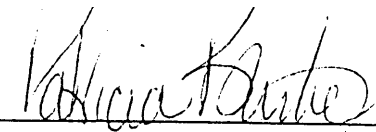
THIS 10th DAY OF December, 1997.

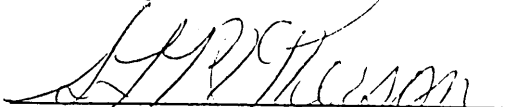
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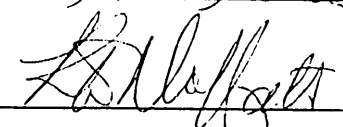
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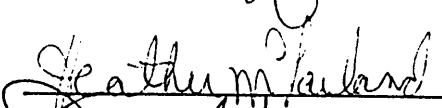



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September 10, 1997