

COLLECTIVE AGREEMENT

BETWEEN

**REGISTERED NURSES' ASSOCIATION
OF ONTARIO**

AND

**CANADIAN OFFICE & PROFESSIONAL
EMPLOYEES UNION,
LOCAL 343**

November 1, 2018 to October 31, 2021

This Agreement made this 11th, day of February 2019

BETWEEN:

REGISTERED NURSES' ASSOCIATION OF ONTARIO

(Hereinafter called "the Employer")

AND

CANADIAN OFFICE & PROFESSIONAL EMPLOYEES

UNION, LOCAL 343

(Hereinafter called "the Union")

November 1, 2018 to October 31, 2021

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ARTICLE 1. - PURPOSE

1.01 a) The general purpose of this agreement is to establish and maintain mutually harmonious relations between the Employer and employees covered by this Agreement, to establish ongoing means of communication and to promote co-operation to the fullest extent in all matters having to do with the successful operation of the organization.

1.01 b) The Employer agrees to negotiate with the Union, or any of its authorized committees, concerning all matters affecting the relationship between the parties, aiming towards a peaceful and amicable settlement of any differences that may arise between them.

ARTICLE 2. - MANAGEMENT RIGHTS

2.01 The Union recognizes that it is the right of the Employer to manage its operations and to direct the working forces, subject to the terms of this Agreement. The question of whether any of these rights is limited by this agreement shall be decided through the grievance and arbitration procedure.

ARTICLE 3. - RECOGNITION

3.01 a) The Employer recognizes the Canadian Office & Professional Employees Union, Local 343 as the sole and exclusive collective bargaining agent for all of its employees in the City of Toronto save and except Directors, persons above the rank of Director, Executive Assistant to the Chief Executive Officer, Accounting Manager, Board Affairs Coordinator, Human Resources Manager, Registered Nurses occupying positions with a bona fide requirement to hold a nursing certification and students employed during the school vacation period.

b) The parties agree that employees who work less than twenty-one (21) hours per week shall be included in the bargaining unit and shall be entitled to all provisions of the collective agreement except those outlined in Article 20 - Benefits.

c) The parties hereby agree that only registered nurses who occupy positions where there is a bona fide requirement for them to hold a registered nurses' designation shall be exempt from inclusion in the Union. It is understood by the parties that the position of Policy Analyst (nursing) and Nurse Career Counsellor hold bona

vide requirements for RN designations and that these positions do not form part of the bargaining unit at this time nor will they in the future.

3.02 WORK OF THE BARGAINING UNIT

- a) RNAO employees outside the bargaining unit will not perform work normally performed by bargaining unit employees except where instruction or training is taking place and in emergency situations which are mutually agreed upon in writing by the parties.
- b) Unless it is otherwise agreed to by the Union in advance, there shall be no contracting out of work normally performed by a bargaining unit member where such contracting out would result in the lay-off or reduction in hours of that bargaining unit employee.
- c) The Employer shall notify the Union in writing of all temporary agency employees performing bargaining unit work and the expected duration of their temporary employment.

3.03 NO OTHER AGREEMENTS

No bargaining unit employee shall be required or permitted to make a written or verbal agreement with the Employer which conflicts with the terms of this Collective Agreement except with the consent of the Union.

3.04 UNION REPRESENTATION

No individual employee or group of employees shall undertake to represent the Union in dealings with the Employer without proper authorization of the Union. The Employer, therefore, recognizes the right of the Union to elect or appoint a steward and agrees to recognize two (2) stewards. The stewards shall be authorized by the Union to represent the Union in dealings with the Employer and shall be the Union representative which the Employer agrees to recognize and deal with in connection with the handling of grievances through the grievance procedure.

ARTICLE 4 COMMITTEES

4.01 The Employer shall recognize the following committees:

- a) A negotiating committee which shall consist of not more than three (3) employees
- b) The selection of the stewards is the function of the Union
- c) A grievance committee comprised of not more than two (2) employees
- d) A Health and Safety Committee comprised of such equal members of the Union and Employer. The Committee shall discuss health and safety issues of concern.

The Union and the Employer shall cooperate in promoting and improving rules and practices which promote a safe occupational environment.

- e) Labour Management Committee consisting of the Union stewards and representatives of the Employer.

The Committee shall meet not more than once per month at the request of either party on matters of mutual concern.

The Committee shall not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions.

Time spent on this committee shall be considered time worked. Joint minutes shall be kept by both parties.

- f) The Union shall notify the Employer in writing of the name of the steward(s) and the members of the committees, before the Employer will be required to recognize him/her.

4.02 UNION OFFICERS AND COMMITTEE MEMBERS

Union stewards shall be entitled to leave their work during working hours in order to carry out their functions under this Collective Agreement in order to process grievances. Permission to leave work during working hours for such purposes shall first be obtained

from the immediate supervisor. Such permission shall not be unreasonably withheld.

4.03 An outside business representative employed by the Union shall have reasonable access to the Employer's premises to meet with representatives of the Employer concerning grievances provided he/she first obtains the permission of the Chief Executive Officer which permission shall not be unreasonably withheld.

4.04 An employee required to attend a Board of Arbitration or a Board of Conciliation shall be granted leave with pay to fulfill such duties.

4.05 The Union shall be allowed to meet with all employees in the bargaining for a period of one (1) hour, every six (6) months, during regular working hours.

ARTICLE 5. - UNION SECURITY

5.01 The Employer shall deduct from each pay of each employee in the bargaining unit such union dues as prescribed by the Constitution of the Union.

For newly hired employees, the Employer shall commence dues deduction in the first month following commencement of employment.

The Employer further agrees to deduct initiation fees and assessments as specified by the Union from the pay of each employee in of the bargaining unit.

5.02 DEDUCTIONS

The Employer shall remit the amounts so deducted, prior to the fifteenth (15th) day of the month following, by cheque to: COPE Ontario.

5.03 The monthly remittance shall be accompanied by a statement showing the names of each employee from whose pay deductions have been made and also any changes in employment status and the total amount deducted for the month.

The Employer shall provide the Union with the current home addresses and personal telephone number for all employees in the bargaining unit upon the ratification of the Memorandum of Settlement. Thereafter, the Employer will provide the Union with the home address and personal telephone number for all new hires and for employees who resign.

5.04 The Union agrees to indemnify and save the Employer harmless against all claims or other forms of liability that may arise out of, or by reason of, deductions made or payments made in accordance with this Article.

5.05 DUES RECEIPTS

The Employer will add the amount of Union dues deducted to the employees' T-4 slips.

5.06 POTENTIAL EMPLOYEES

- a) The Employer agrees to acquaint potential employees with the fact that a union agreement is in effect.
- b) The Employer agrees that a Union Steward shall be allowed fifteen (15) minutes during the employee(s) orientation period to apprise newly hired employees of Union matters.

ARTICLE 6 - NO DISCRIMINATION

6.01 Neither the Employer, the Union, representatives of either party or any employee shall intimidate, interfere with, use coercion against or practice discrimination against any employee because of that employee's membership or non-membership or activity or lack of activity in the Union.

6.02 The Employer and the Union agree to be bound by any applicable provisions of the *Ontario Human Rights Code* and any violation shall be subject to the Grievance Procedure.

6.03 It is agreed that there will be no discrimination by either party on the basis of race, creed, colour, place of origin, sex, sexual orientation, age, ethnic origin, ancestry, gender identity, gender expression, marital status, family status, disability, citizenship, and record of offense.

6.04 Every person who is an employee has a right to freedom from harassment and discrimination in the workplace. Harassment means engaging in a course of conduct that is known or ought reasonably to be known to be unwelcome. No employee shall be

discriminated against or harassed because of race, ancestry, place of origin, ethnic origin, gender identity, gender expression, citizenship, creed, sex, sexual orientation, age, marital status, family status, disability and or record of offense.

No employee who files a complaint or testifies concerning another person's complaint shall suffer any reprisals.

6.05 The Employer and the Union recognize their joint duty to accommodate disabled employees in accordance with the *Ontario Human Rights Code*.

6.06 Workplace Harassment

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker that is known or ought to reasonably to be known to be unwelcome.

The Employer agrees to develop a policy against personal harassment and violence and make all management personnel and employees aware that violations of the policy shall be subject to disciplinary action. The Employer also agrees to include the subject of personal harassment and violence in staff or management training sessions.

Violence:

Workplace Violence means:

- a) the exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker,
- b) an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker
- c) a statement or behavior that is reasonable for an employee to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the employee.

Cases of personal harassment or violence shall be eligible to be processed as grievances. Where the alleged harasser is the person who could normally deal with the first step of such grievances, the grievance will automatically be sent forward to the next step.

The Employer recognizes the principle that it is its responsibility to maintain a harassment and violence free workplace and to comply with the provisions of the *Occupational Health and Safety Act R.S.O. 1990*.

ARTICLE 7. - GRIEVANCE PROCEDURE

7.01 DEFINITION OF GRIEVANCE

A grievance shall be defined as any difference arising out of the interpretation, application, administration, or alleged violation of the Collective Agreement.

7.02 SETTLEMENT OF GRIEVANCES

An earnest effort shall be made to settle grievances in the following manner:

STEP 1

An individual grievance shall first be taken up orally with the employee's Director by the employee personally or by his/her steward if the employee so requests.

STEP 2

Failing a satisfactory settlement being reached at Step 1, the grievance must be presented in writing to the Director within fifteen (15) working days after the occurrence of the incident giving rise to the grievance. The Director shall render his/her decision within five (5) working days after receipt of such grievance.

STEP 3

Failing a satisfactory settlement in Step 2, the grievance shall be submitted to the Chief Executive Officer in writing within ten (10) working days of delivery of the Director's decision in Step 2. Upon receipt of the grievance the Chief Executive Officer, the grievor,

the steward and the union representative shall meet to discuss the grievance. The Chief Executive Officer shall render his/her decision within seven (7) working days of such meeting.

STEP 4

Failing satisfactory settlement at Step 3, the Union may within twenty (20) working days of the Chief Executive Officer's decision, refer the grievance to arbitration.

7.03 POLICY GRIEVANCE

Where a dispute involving a question of general application which affects all or substantially all members of the bargaining unit or a particular department, a policy grievance will be filed at Step 3 of the grievance procedure.

7.04 EMPLOYER GRIEVANCE

The Employer may submit a grievance in writing to the Union and such grievance shall commence at Step 3 of the grievance procedure.

7.05 GROUP GRIEVANCE

Where two (2) or more employees have identical grievances a group grievance may be filed at Step 2 of the grievance procedure within fifteen (15) working days after the occurrence of the incident giving rise to the grievance.

7.06 DISCHARGE AND SUSPENSION GRIEVANCE

A claim by an employee that she has been unjustly discharged or suspended shall be treated as a grievance if the grievance is lodged by the employee at Step 3 within ten (10) working days of the suspension or discharge.

The Employer shall provide the employee with written reasons for the suspension or discharge at the time of the discharge or suspension.

7.07 It is understood that the Union and not any individual employee or group of employees has carriage of all grievances throughout the grievance procedure and arbitration procedure. All agreements reached under the grievance procedure between

representatives of the Employer and representatives of the Union will be final and binding upon the Employer and the Union and the employee(s).

ARTICLE 8. - ARBITRATION

8.01 COMPOSITION OF BOARD OF ARBITRATION

When either party requests that a grievance be submitted to arbitration, the requests shall be made by mail, addressed to the other party of the Agreement, indicating the name of its nominee on an arbitration board. Within ten (10) days thereafter, the other party shall answer by mail indicating the name and address of its appointee to the arbitration board.

The two appointees shall within ten (10) days of receipt of the appointment of the second of them select a chairperson.

8.02 FAILURE TO APPOINT

If the party receiving the notice fails to appoint a nominee, or if the two (2) appointees fail to agree upon a chairperson the appointment shall be made by the Minister of Labour upon request of either party.

8.03 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 Chairperson shall be the decision of the Board. The decision of the Board of Arbitration shall be final, binding and enforceable on all parties, and may not be changed. The Board of Arbitration shall not have the power to change this agreement or to alter, modify or amend any of its provisions or make any decision contrary to the provisions of this Agreement.

8.04 EXPENSES OF THE BOARD

Each Party shall pay:

- 1) The fees and expenses of the nominee it appoints
- 2) One-half (1\2) of the fees and expenses of the Chairperson

8.05 AMENDING OF TIME LIMITS

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

8.06 WITNESSES

The RNAO will cooperate with the Union's preparation for grievances in accordance with Articles 3.04 and 4.02.

8.07 SINGLE ARBITRATOR

The parties shall have the option of referring a grievance to a single Arbitrator as follows;

- a) The Employer and the Union may agree in writing to the appointment of a person as a single Arbitrator. The single Arbitrator shall have the same powers and be subject to the same limitations as a Board of Arbitration hereunder, save and except as expressly provided herein;
- b) The Union and the Employer shall each be responsible for one-half (1\2) of the expenses and fees payable to the Arbitrator.

ARTICLE 9 - DISCHARGE, SUSPENSION AND DISCIPLINE

9.01 DISCIPLINE PROCEDURE

The Employer agrees to follow the principle of progressive discipline and the Employer shall not impose disciplinary penalties which are unjust.

9.02 BURDEN OF PROOF

In cases of discharge and/or discipline, the burden of proof of just cause shall rest with the Employer.

9.03 RIGHT TO HAVE STEWARD PRESENT

- a) Any employee has the right if he/she so desires to have a Union steward present at any meeting with a member or members of management where the employee

is being disciplined, suspended or discharged.

- b) Where the Employer schedules a disciplinary meeting with an employee, the Employer shall provide reasonable notice of such meeting to the employee and the Union. Such disciplinary meeting shall be scheduled at a time when both the Employer and the Union representatives are available to attend the disciplinary meeting.

9.04 PERSONNEL RECORDS

An employee shall have the right in the presence of a management representative, during business hours, to have access to and review his/her personnel record. Any disagreement as to the accuracy of information contained in record may be subject to the grievance procedure and the eventual resolution thereof shall become part of the employee's record.

No document which is disciplinary in nature shall be put in an employee's disciplinary record without the employee's prior knowledge. An employee shall have the right to make copies of any material contained in his/her personnel record.

9.05 Any letter of reprimand, suspension or other sanction shall be removed from the record of an employee sixteen (16) months following the receipt of such letter, suspension or other sanction provided that the employee's record has been discipline free for eighteen (18) months.

ARTICLE 10. - NO STRIKES OR LOCKOUTS

10.01 There shall be no strikes or lockouts during the term of this agreement.

ARTICLE 11. - SENIORITY

11.01 Seniority for full-time employees is defined as length of continuous service with the Employer and shall be accorded to each employee at the completion of the probationary period effective to the first day of employment. Seniority for part-time employees shall be based on hours paid effective to the first day of employment.

11.02 a) SENIORITY LIST

- a) The Employer shall maintain a seniority list showing the current classification

and the date upon which the employment of each employee in the bargaining unit commenced. Where two (2) or more employees commence work on the same day, preference shall be in accordance with the date of application. 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.

- b) The Employer shall provide the Union with the current status of the seniority of all employees in the bargaining unit, in the event of a long-term lay off. The seniority list shall also include the name, and classification of all employees in the bargaining unit.

11.03 PROBATION FOR NEWLY HIRED EMPLOYEES

An employee shall be considered on probation and will hold no seniority until she\he has worked one hundred and twenty days (four (4) months) in the bargaining unit. The probationary period of an employee maybe extended for up to an additional ninety (90) days upon agreement of the Employer and the Union. The Employer shall notify the Union and the employee in writing when an employee has completed their probationary period.

If, after the probationary period an employee who is retained on a permanent basis, she/he shall be placed on the seniority list and her/his seniority shall date and accrue from the date of hiring.

11.04 LOSS OF SENIORITY

An employee shall lose his/her seniority and his/her employment with the Employer shall automatically terminate for any of the following reasons:

- i) If he/she voluntarily quits;
- ii) If he/she is laid off and fails to return to work within five (5) days after he/she has been notified to do so by registered mail to his/her last known address;
- iii) If he/she absents her/himself from work for a period greater than three (3) working days without notifying the Employer unless cause acceptable to the Employer is established for both the absence and lack of notification.

- iv) If he/she is on lay-off for eighteen (18) consecutive months or the period of his/her accumulated seniority (whichever is less);
- v) If he/she is discharged for just cause and is not reinstated;

11.05 An employee who is transferred to a position outside of the bargaining unit for a period of not more than twelve (12) months shall retain, but not accumulate seniority held at the time of the transfer. In the event the employee is returned to a position in the bargaining unit, within the twelve (12) months, the employee shall be credited with seniority held at the time of transfer and resume accumulation from the date of return to the bargaining unit.

In the event that an employee is transferred to a position outside of the bargaining unit for a period in excess of twelve (12) months, the employee will lose all seniority held at the time of transfer. In the event the employee is returned to a position in the bargaining unit, the employee's seniority will accrue from the date of return to the bargaining unit.

ARTICLE 12. - PROMOTIONS AND STAFF CHANGES

JOB POSTINGS

12.01 When a position is created, or when a vacancy of a permanent nature which shall include the resignation of an incumbent inside the bargaining unit, and a pregnancy\parental leave which is expected to exceed six (6) months, the Employer shall immediately notify the Union in writing and post notice of the position in the Employer's offices via e-mail for a minimum one (1) week.

12.02 INFORMATION IN POSTINGS

Such notice shall contain the following information: classification, qualifications and salary rate.

12.03 ROLE OF SENIORITY IN PROMOTIONS

In promotions and transfers, where ability, experience and qualifications are equal, seniority will govern.

12.04 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.

ARTICLE 13. - LAY-OFFS AND RECALLS

13.01

a) A lay off shall be defined as a reduction of the number of the number of employees in the bargaining unit, or the elimination of a position.

b) ROLE OF SENIORITY IN LAY-OFFS AND RECALLS

In matters relating to lay-off and recalls, seniority within the classification will be the governing factor if the senior employee has the skill and ability to perform the work. An employee who has been notified of his/her layoff may either accept the layoff or displace an employee who has lesser seniority in an identical or lower paying classification if the employee originally subject to the layoff has the ability to perform the work in that position. Subject to the foregoing probationary employees shall be laid off first.

13.02 RECALLS PRIOR TO HIRING

The Employer shall recall laid off employees in accordance with Article 13.01 prior to hiring new employees to fill vacant bargaining positions.

13.03 STATUS OF LAID OFF EMPLOYEES

Employees who are on lay-off shall be deemed not to be active employees and shall not be eligible for any benefits under the Collective Agreement (other than the right to recall) except they shall be entitled to have their benefits paid as per Article 20.01 for three (3) months following the commencement of the lay-off

Employees who are recalled from lay-off, within three (3) months from the start of the layoff, shall be credited with full seniority for the period of the lay-off upon return to work.

13.04 NOTICE OF LAY-OFF

- a) In all cases of lay-off except for those which do not exceed twenty (20) working days and lay-offs necessitated by emergency or other conditions over which the Employer has no control, the Employer shall provide written notice to the Union and affected employees one (1) weeks' notice of lay off for each fully completed year of employment with the Employer to a maximum of twelve (12) weeks, with a minimum of two (2) weeks.

- b) The Employer agree to provide the Union and the employee(s) affected with thirty (30) days' notice of a short-term lay off. A short term lay off shall be defined as a layoff of less than thirteen (13) weeks.

- c) The Employer agrees to meet with the Union to discuss the following:
 - i) the reasons causing the layoff,

 - ii) the services which the Employer will undertake after the layoff,

 - iii) the method of implementation including the areas of cut-back and the employee(s) to be laid off

 - iv) alternatives to lay off which may include early retirement, leaves of absence, etc. in order to reduce the impact of lay off, and

 - v) ways in which the Employer and the Union can assist employees to find alternate work.

- d) Full-time and part-time lay off and recall rights shall be separate.

- e) Employees who receive notice of lay off must exercise their bumping rights within ten (10) calendar days of notification of lay off.

- f) Prior to implementing a short-term lay off, employees will first be offered, in order of seniority, the opportunity to take vacation day(s), utilize any compensating time off or take unpaid leaves in order to minimize the impact of a short-term lay off.

- g) An employee shall be entitled to have Union representation at the time of being issued a notice of lay off and when exercising their bumping rights.
- h) An employee who has received notice of lay off shall be entitled to receive up to two (2) working days paid orientation\training in the job the employee is bumping into provided it is within the same department.

An employee who has received notice of lay off shall be entitled to receive up to five (5) working days paid orientation\training in the job the employee is bumping into provided it is in a different department.

- i) An employee who has received notice of recall shall be entitled to receive up to two (2) working days paid orientation\training in the job the employee is being recalled to provided it is within the same department.

An employee who has received notice of recall shall be entitled to receive up to five (5) working days paid orientation\training in the job the employee is being recalled to provided it is in a different department.

- j) No reduction in hours or work shall take place to prevent or reduce the impact of a layoff, without the consent of the Union.
- k) The Employer shall provide adequate outplacement services to any employee who has received notice of permanent lay off, which shall include vocational\career counselling, resume-writing, interviewing skills and assistance with job searches. The Employer will pay a maximum of five hundred dollars (\$500.00) for each full-time employee and two hundred dollars (\$200.00) for each part-time employee.

13.05 Grievance(s) concerning lay-offs and recalls shall be initiated at Step 3 of the grievance procedure.

13.06 Severance Pay

In addition to the notice of lay-off outlined in Article 13.04, the Employer shall pay severance pay to those employees who are laid off for a period longer than a short-term lay-off as that term is defined in Article 13.04 b) and who have at least three (3) years of service with the Employer as of the date of lay-off. Such severance pay shall be an amount equal to one week's pay for each year of service to a maximum of twenty-six (26) weeks,

excluding any overtime, multiplied by the number of the employee's fully completed years of employment with the Employer as of the date of lay-off. Such severance pay shall only be payable if the employee entitled to it elects to abandon any recalls rights and seniority rights which he or she may have pursuant to this Collective

Agreement and so indicates to the Employer in writing. Upon payment of such severance pay to such employee by the Employer, the employee shall lose his/her seniority and his/her employment with the Employer shall automatically terminate at that time.

ARTICLE 14. - BULLETIN BOARD

14.01 The Employer agrees to provide bulletin board space for the Union for the Purpose of posting Union notices which must have the prior approval of the Chief Executive Officer. The Union shall not in any manner amend, add to or delete from a notice posted in accordance with this Article without the prior approval of the Chief Executive Officer.

The Employer also agrees that the collective agreement, benefits booklet and the seniority list shall be posted on the intranet.

ARTICLE 15. - HOURS OF WORK AND OVERTIME

15.01 The business hours of the Association are 8:30 am to 4:30 pm. The regular hours of work per week shall be thirty-five (35) hours, exclusive of lunch.

Requests for regular 0800 to 1600 hours of work shall not be unreasonably withheld, providing that the business functions of the Association are maintained during the Association's regular business hours. Where there is a conflict, seniority shall be the determining factor.

An unpaid lunch of one (1) hour will be provided as well as two (2) paid coffee breaks of fifteen (15) minutes each, one in the morning, and the other in the afternoon. Coffee and/or tea will be provided free of charge at these times.

15.02 OVERTIME

- a) Overtime (time worked in excess of thirty-five (35) hours per week or in excess of seven (7) hours per day) must be authorized in advance by the immediate supervisor

and payment will be made on the basis of time-and-one-half (1 1/2). The Supervisor

- b) and employee will mutually agree in advance whether the employee will be compensated for the overtime work in cash or in lieu time at the appropriate premium rate.
- c) In the event that an employee is called or contacted regarding work of the Employer outside of their regularly scheduled hours, s\he shall be paid one and one half (1 1/2) times her regular rate for all time worked with a minimum guarantee of one and one half (1 1/2) hours' pay.

15.03 PYRAMIDING OF OVERTIME

There shall be no pyramiding of overtime or premium payments under this Agreement.

ARTICLE 16. - PAID HOLIDAYS

16.01 a) The following paid holidays will be recognized:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	Three (3) Floating Days
Family Day (3 rd Monday in February)	

and/ or the day proclaimed to be a general holiday by the appropriate level of government. Should any of the above holidays fall on a Saturday or Sunday and another day is established by statute or decreed by the Employer for its observance, it shall be deemed to be the holiday for the purpose of this agreement.

- b) Employees are entitled to a leave of absence, if required, by the tenets of their religious faith to observe a spiritual or holy day. Such leave shall not be unreasonably denied. The employee shall provide the Employer with four (4) weeks written notice when requesting time off. For each hour of leave the employee may choose to use accrued paid time such as overtime, vacation, or a leave of absence without pay.

16.02 FLOATING HOLIDAYS

- a) Floating holidays will be mutually agreed upon between the individual employee and the applicable Director.

- b) Floating holidays must be taken within the calendar year and only those assigned a specific date applying to all staff will apply during an employee's probationary period.

ARTICLE 17. - VACATIONS

17.01 Employees covered by this agreement will be entitled to:

- three (3) weeks (fifteen (15) working days) after one (1) years' service
- four (4) weeks (twenty (20) working days) after four (4) years' service
- five (5) weeks (twenty-five (25) working days) after ten (10) years' service
- six (6) weeks (thirty (30) working days) after twenty (20) years' service

Part-time employees shall have their vacation calculated on a pro-rata basis in accordance with the above vacation entitlement. For example, an employee working three (3) days will be entitled to three fifths (3/5) of the above vacation entitlement.

17.02 Entitlement to vacation shall be calculated as of an employee's anniversary date. All vacation must be taken within the calendar year except in those instances in which approval has been given by the Director for a portion of it to be taken within the next calendar year.

17.03 If a paid holiday falls during an employee's vacation, an extra day will be added to the vacation or an extra day will be taken at such time as is mutually agreed upon between the employee and applicable Director.

17.04 On termination of employment, an employee will be paid any outstanding vacation pay.

Vacation scheduling for each employee shall be authorized by the applicable Director. Where possible, every effort will be made to accommodate an employee's choice of vacation time, subject to the maintenance of efficient operations. Subject to the foregoing,

if two (2) or more employees request the same time for vacation, preference will be given to the employee with the greatest seniority.

17.05 a) An employee who falls ill or suffers a disability during her vacation for at least three (3) days and who provides medical certification to the Employer of the illness or disability and, provided that she has notified the Employer of her circumstances immediately upon being taken ill or disabled, shall be permitted to treat the period of illness or disability as a period of sick leave and to schedule a substitute vacation period later in the vacation year as per Article 17.

b) Where an employee's scheduled vacation is interrupted due to a bereavement, the employee shall be entitled to bereavement leave in accordance with Article 18.02.

The portion of the employee's vacation which is deemed to be bereavement leave under the agreement, will not be counted against the employee's vacation credits.

The Employer may ask an employee for verification of a death in their immediate family.

ARTICLE 18 LEAVE OF ABSENCE

18.01 JURY DUTY

An employee who is required by law to serve as a juror shall be entitled to receive the difference in pay between the jury duty pay and the regular pay, he/she would have received from the Employer for his/her scheduled hours of work missed (exclusive of overtime) which he/she is absent serving as a juror. This provision will not apply if the employee is receiving pay under any other provision of this agreement for such time missed from work. The employee shall furnish proof to the Employer of the hours engaged in jury duty and proof of jury duty payment prior to being paid the difference in pay as outlined above.

18.02 BEREAVEMENT LEAVE

a) An employee at the time of the death of his/her parent, current step parent, spouse (including same-sex spouse and common-law spouse) and child, will be granted five (5) consecutive working days and up to three (3) consecutive working days off at the time of death of his/her brother, sister, mother-in-law, father-in-law,

grandparent, current step-grandparents, grandchild, current step brother and current step sister with pay at his/her regular rate and at the time of the death of his/her brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, spouse's grandparent, niece or nephew will be granted one (1) day off at the time of bereavement with pay at his/her regular rate, provided that the employee is not receiving pay for such day or days under any other provision of this Agreement and that the pay for such day or days of absence is limited to the day or days which the employee was scheduled to work but missed working because of the bereavement.

The Employer may ask an employee for verification of a death in their immediate family.

- b) An employee may request and shall be granted additional time off as an unpaid leave of absence in addition to the leave referred to in Article 18.02 a) above. Such requests shall not be unreasonably withheld.
- c) Notwithstanding the above, employees shall be granted flexibility to distribute their bereavement leave entitlement over two (2) occasions, in order to accommodate religious and cultural diversity. Such bereavement leave entitlement will be taken within eighteen (18) months,

18.03 LEAVE OF ABSENCE FOR UNION FUNCTIONS

Upon request to the Employer, an employee elected or appointed to represent the Union at conventions shall be allowed leave of absence with pay and benefits. Total amount of leave for the bargaining unit shall be five (5) days per year.

18.04 PREGNANCY AND PARENTAL LEAVE

- a) The Employer shall grant pregnancy/parental leave in accordance with the provisions of the *Employment Standards Act*.
- b) Pregnancy leave is a leave of absence without pay by reason of the employee's pregnancy for a period of seventeen (17) weeks and shall be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this Article.
- c) An employee who becomes a parent of a child is eligible to take a parental leave in

accordance with the provisions of the **Employment Standards Act**, except where amended in this Article. An employee who has taken a pregnancy leave is eligible to be granted a parental leave of up to sixty-one (61) or sixty-three (63) weeks when pregnancy leave is not taken in accordance with the **Employment Standards Act**. An employee is eligible for a parental leave who is the natural father or is an adoptive parent.

- d) Upon the employee's return to work the employee shall be reinstated to her or his former position, unless that position has been discontinued, in which case the employee shall be given a comparable job.
- e) An employee on leave as set out above who has applied for and is in receipt of or is serving the waiting period for Employment Insurance benefits pursuant to Section 18 of the **Employment Insurance Act**, shall be paid a supplemental unemployment benefit. In order for an employee to be eligible for the supplemental employment benefit an employee must have six (6) months service with the Employer. That benefit will be equivalent to the difference between eighty percent (80%) of the employee's weekly earnings and the weekly rate of unemployment insurance benefits. Such payments shall commence at the beginning of the pregnancy or parental leave and shall continue while the employee is in receipt of such benefits for a maximum period of seventeen (17) weeks for pregnancy and fifteen (15) weeks for parental leave.
- f) The employee does not have any vested right except to receive payment for the covered unemployment period. Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan
- g) This plan is financed by the Employer and separate accounting will be kept. The Employer will inform in writing the Canada Employment and Immigration Commission of any changes to the plan within thirty (30) days after the effective date of change.
- h) During the pregnancy and parental leave seniority and service shall continue to accrue.

18.05 Employment Standards Leaves

Employees are entitled to all leaves set out under Part XIV of the *Employment Standards Act*, except to the extent the collective agreement provides for a greater right or benefit. If granted, a leave under the *Act* will be without pay except as otherwise provided by the *Act*. Seniority and service shall continue to accumulate during a leave of absence under the *Act*.

18.06 Educational Leave of Absence

A leave of absence without pay for educational purposes may be granted to an employee on written application to the Chief Executive Officer, provided the employee has been employed for at least twenty-four (24) consecutive months.

During such leave of absence, the employee may continue to participate in the benefit plans as set out in Article 20, provided the employee pays the full premium of the benefit plans at least one (1) week in advance of the first of the month of coverage.

An employee upon return from an educational leave of absence shall be reinstated to their former position unless the position has been discontinued, in which case they shall be reinstated to a comparable position.

18.07 Family Leave

An employee shall be granted up to thirty-five (35) hours per calendar year for the purpose of arranging for the care of a spouse, dependents or parents, or to accompany them in cases of a medical emergency. For each hour of leave under this provision, the employee may choose to use accrued paid time, such as overtime, vacation, or a leave of absence without pay, if, no accrued paid time is available.

18.08 Upon conclusion of an employee's leave of absence, the employee shall be reinstated to the position mostly recently held by the employee with the Employer, if it still exists, or to a comparable position, if it does not exist.

18.09 Employee Benefits

The Employer shall continue to make the Employer's contributions for the benefit plans,

(i.e. pension plans, life insurance plans, accidental death plans, extended health plans, dental plans and any prescribed type of benefit plan) unless the employee gives the Employer a written notice that the employee does not intend to pay the employee's contribution, if any.

ARTICLE 19. - SALARIES

19.01 The Employer agrees to pay for the term of this Agreement the salaries as outlined in Schedule "A", attached hereto and forming part of this Agreement.

19.02 RATE OF PAY ON PROMOTION OR RECLASSIFICATION

If any employee is assigned to a higher paid bargaining unit position for one (1) week or more, the employee shall be paid at a rate next higher than the current rate.

19.03 PAY DAYS

Salaries will be deposited in the employees' bank account every second Friday.

19.04 NEW CLASSIFICATIONS

In the event of the establishment of a new classification or where an existing job description is altered, the Employer and the Union shall jointly determine the rate for such new classification. Failing agreement on the appropriate rate, the Union may refer the matter to Arbitration as provided in the Agreement within twenty (20) days of the meeting. Any change mutually agreed to shall be retroactive to the date the employee's job changed.

ARTICLE 20. - BENEFITS

20.01 a) The Employer shall continue to make the same contributions towards the present cost of premiums in order to provide active employees with the following benefits: short term disability plan: long term disability plan: semi-private\private hospitalization/supplementary expense plan: group life insurance plan, accidental death and dismemberment plan; dental plan and vision plan (Industrial Alliance).

b) In addition, the Employer will continue to make Employer contributions to a group retirement savings plan on behalf of participating employees in this plan as outlined in the plan.

- c) Eligibility to participate in all of the above-noted plans will be governed by their terms.

The Employer may change carriers provided there is no change in benefits.

- d) Paramedical services shall be up to six hundred dollars (\$600.00) maximum per paramedical discipline per calendar year for physiotherapy, psychologist, chiropractor, osteopath, podiatrist\chiropodist, naturopath, registered massage therapist, speech therapist, registered nutritionist, registered dietician and acupuncturist.

The orthotic benefit shall be four hundred and seventy-five dollars (\$475.00) per person every two (2) years.

- e) The Employer shall pay for a vision plan that includes: four hundred and twenty five dollars (\$425.00), effective December 19, 2013, every twenty four (24) months (every twelve (12) months for dependent children age seventeen (17) and under) for prescription eye glasses and/or contact lenses every twenty four (24) months (every twelve (12) months for dependent children age seventeen (17) and under).

The Employer shall pay for one (1) eye examination per insured person every consecutive twenty-four (24) months period.

f) Dental Plan

The maximum for the dental plan shall be one thousand five hundred dollars (\$1,500.00) per insured person per calendar year, as per Industrial Alliance life group benefit Plan.

No deductible
Current ODA fee schedule.

The Employer will provide a dental rider for dependent children up to age nineteen (19) on the basis of 50/50 co-insurance to a maximum of one thousand dollars (\$1,000.00) per year per child for orthodontics coverage. The maximum lifetime benefit payable will be two thousand five hundred dollars (\$2,500.00) per eligible dependent child.

20.02 The Employer shall not be responsible for payment of any benefits as provided in

the above-noted benefit plans and the actual payment of benefits pursuant to such plans is a matter exclusively between the employee and the applicable insurer.

a) Short-Term Sick Leave Benefit

Employees who have completed their probationary period shall be entitled to short-term sick leave benefits as follows:

Length of Service	Disability period at 100% of salary	Disability period at 70% of salary
Less than 3 months	nil	nil
3 months but less than 1 year	2 weeks	13 weeks
1 year but less than 2 years	4 weeks	11 weeks
2 years but less than 3 years	6 weeks	9 weeks
3 years but less than 4 years	8 weeks	7 weeks
4 years but less than 5 years	10 weeks	5 weeks
5 years but less than 6 years	12 weeks	3 weeks
6 years but less than 7 years	14 weeks	1 week
7 years or more	15 weeks	nil

Employees must provide medical evidence for the purpose of verifying their absence after three (3) consecutive work days. An employee may be required periodically to provide additional medical evidence of their continued disability.

- b)** Employees who are off sick and are receiving weekly indemnity benefits or long term disability benefits shall not be eligible for statutory holiday pay or vacation pay and shall only be entitled to have their benefits covered under this Agreement for the period of time up to that point when they lose their seniority and are terminated pursuant to Article 13.

Employees who are on a leave of absence shall not be eligible for statutory holiday pay or vacation pay and shall only be entitled to have their benefits covered under

this Agreement for a period of thirty (30) days following the commencement of such leave, unless the employees wish to pay the cost of premiums of maintaining such benefits at their own expense.

20.03 Short Term Sick Leave

If the Employer is not satisfied with the medical evidence or information submitted by or on behalf of the employee, the Employer and the Union shall meet to discuss the need for an independent assessment. At this meeting, the Employer and the Union shall agree on a physician to perform the independent medical assessment. The Employer shall pay for the full cost of the independent medical assessment

20.04 Employees who are absent due to pregnancy and/or parental leave shall be Entitled to have their benefit coverage maintained as outlined in the ***Employment Standards Act***.

20.05 The Employer shall make available to the employees a group registered retirement savings plan, by means of payroll deduction, to which employees may voluntarily make contributions. For participating employees, the Employer shall contribute to the group registered retirement savings plan a pro-rated amount calculated as six and one half per cent (6.5%) of the employees gross annual base salary as follows; in the first year of employment no contribution; in the second year of employment twenty five per cent (25%) of the amount calculated above; in the third year of employment fifty per cent (50%) of the amount calculated above and in the fourth year of employment and beyond one hundred percent (100%) of the amount calculated above. The Employer contributions shall be made monthly. The employee may withdraw from the plan at any time upon notice to the Employer and the Employer's contributions will also cease at that time.

20.06 The Employer shall pay an employee who has a membership in a health club as follows:

- i) two hundred and fifty dollars (\$250.00) during the employee's first year of service
- ii) three hundred dollars (\$300.00) after two (2) years' service
- iii) four hundred dollars (\$400.00) after four (4) years' service
- iv) four hundred and fifty dollars (\$450.00) after eight (8) years' service
- v) five hundred dollars (\$500.00) after sixteen (16) years' service

The employee shall submit a receipt to the Employer verifying their membership in the health club.

20.07 The Employer shall continue to provide full benefits coverage as set out in Article 20 for employees who continue to work beyond the age of sixty-five (65).

20.08 Workers' Safety and Insurance Board (WSIB)

- a) The Employer shall provide coverage for all employees through the Workers' Safety and Insurance Board (WSIB).
- b) When an employee has completed any portion of her\his regular hours of work and reports off work due to illness or an injury compensable under the Workplace Safety Insurance the employee shall be paid for the balance of the shift at her\his regular straight time hourly rate.

20.09 Healthcare of Ontario Pension Plan

Employees shall as a condition of employment enroll in the Plan when eligible in accordance with its terms and conditions.

ARTICLE 21. - PAYMENT OF ALLOWANCES

21.01 EDUCATION ALLOWANCE

- a) The Employer will pay to an employee who has enrolled in and who satisfactorily completes an educational course, program, conference, seminar or workshop which, in the opinion of the Employer and the employee will enable the employee to upgrade the job skills required in his or her work with the Association and to increase the quality of his/her work performance, an education allowance as it determines in its discretion including a contribution towards the registration fee and related expenses in connection with such enrolment. No such allowance will be paid unless the employee receives written authorization from his or her Director for the payment of such allowance prior to enrolling in the course or program.

The Director shall reply in writing to an employee who has made a request to be paid educational allowance within three (3) weeks of the request. Such allowance will be paid upon formal proof of satisfactory completion of the course.

The Employer further agrees to provide leave with pay of no more than two (2) days per year for such program.

- b) The Employer and the Union recognize that educational development is a continuing process and that all employees should have equal access to work related educational opportunities. In accordance with this principle the Employer agrees to establish an educational development fund for the employees in the bargaining unit in the amount of seven hundred and fifty dollars (\$750.00) per person, per year.

The educational development fund shall be used to provide employees with an opportunity to enhance the range of the employee's skills and/or job-related professional skills. It may also be used to help the employee prepare for internal promotion.

ARTICLE 22. - HEALTH AND SAFETY

22.01 FIRST AID KIT

A first aid kit will be kept on the premises, to be made known and available to all employees.

22.02 The Employer and the Union both recognize their obligation in facilitating the early and safe return to work of disabled employees. When it has been medically determined that an employee is unable to return to the full duties of her/his position due to disability, the Employer shall notify the Union and the employee will be entitled to have a union representative present at any meeting where the employee's return to work is being discussed.

ARTICLE 23. - GENERAL CONDITIONS

23.01 PERSONNEL RECORDS

The personnel records of an employee, or former employee, shall not be shared in any manner with any other Employer or employment agency, without the prior written consent of the employee concerned.

23.02 COMMUNICATION TO MEMBERS

Union representatives may distribute literature and convene Union meetings in designated areas on the Employer's premises during non-working hours with the permission of the Chief Executive Officer.

23.03 LUNCH ROOM

Lunch room, lounge and kitchen facilities as presently provided will remain in effect.

ARTICLE 24 - FLEXIBLE HOURS

1. Employees working flex hours shall work seven (7) consecutive hours per day and thirty-five (35) hours per week.
2. Employees working flexible hours shall work their standard shift between the hours of 7:30 a.m. to 6 p.m.
3. Employees in any department may request to work flexible hours. Employee(s) shall be permitted to work flexible hours if such working arrangement can be accommodated within the department and provided that there is proper coverage in the department. Such requests shall not be unreasonably denied.
4. Any employee working flexible hours may request that the flexible hour arrangement be discontinued at any time. Where an employee working flexible hours has requested a discontinuation of flexible hours, the employee will revert to the hours in effect before commencing to work flexible hours.

Discontinuation:

5. Flexible hours may be discontinued when the employee(s) notifies the Employer in writing of their intention to revert to standard hours. The employee(s) shall provide the Employer with at least four (4) weeks written notification of their intention to revert to standard hours.
6. Flexible hours may be discontinued by the Employer upon four (4) weeks written notification to the Union and the employee (s) affected. The discontinuation of flexible hours shall not be discriminatory or arbitrary.

7. All provisions of the collective agreement shall apply to employees working flexible hours.

ARTICLE 25 - PRE-PAID LEAVE

The Employer agrees to introduce a pre-paid leave funded by the employee subject to the following terms and conditions:

- a) The plan is available to an employee wishing to take a one (1) year leave of absence, following four (4) years of salary deferral, and to finance the leave by spreading four (4) years' salary over a five (5) year period, in accordance with Part LXVII of the Income Tax Regulations, Section 6801.
- b) The employee must make written application to the Chief Executive Officer, prior to the intended commencement date of the plan, requesting to participate in the plan. The Employer has the right to establish quotas, for the number of employees who may be on pre-paid leave at one time. Requests to participate in the pre-paid leave shall be on a first come serve basis.
- c) The Employer shall respond to a request to participate in the plan within thirty (30) days following receipt of the request, in writing.
- d) During the four (4) year's salary deferral immediately preceding the leave, twenty per cent (20%) of the employee's gross earnings will be deducted and held for the employee and will not be accessible to her or him until commencement of the leave or withdrawal from the plan. The manner in which the deferred salary is held shall be at the discretion of the Employer.
- e) Service and seniority shall be retained during the one (1) year leave. Service for the purpose of vacation and salary progression and other benefits will be retained but will not accumulate during the period.
- f) Payments will be made to the employees in the pre-paid plan bi-weekly during the leave, starting with the first pay after completion of the deferral period. The

Employer and the employee may mutually agree to defer the pre-paid leave for up to twelve (12) months. Payments will be approximately 1\26th of the monies deferred.

- g) An employee may withdraw from the plan upon three (3) months written notice to the Employer. All deferred salary plus any interest accrued shall be returned to the employee, within thirty (30) days.
- h) If an employee resigns, the deferred salary and accrued interest shall be returned to the employee within thirty (30) days.
- i) Upon return from a Pre-Paid Leave, the employee shall be reinstated to her former or his former position, unless the position has been discontinued, in which case s\he shall be given a comparable position.
- j) An employee on Pre-Paid Leave shall become responsible for the full payment of premiums for any health and welfare plans in which they are participating for the period of the leave.
- k) Approval for entry into the plan will be the subject to a formal written agreement between the employee and the Employer authorizing the Employer to make the appropriate deductions, setting out the dates of the salary deferral and the period of the leave, and the manner in which the deferred salary is to be held.

ARTICLE 26 - CONFLICT RESOLUTION

The Parties agree that if an employee(s) raises a question including a question regarding workload the employee(s) shall raise the complaint with the Employer in the following manner:

1. The complaint shall be discussed by the employee(s) and their immediate supervisor. The employee(s) have the right to have a Union steward present.
2. Should this not be resolved, the complaint shall be reduced to writing by the Union, stating the nature of the complaint, the employee (s) and\or department(s) involved and suggested solution(s) to the issues(s).
3. This complaint shall be referred to the Labour\Management Committee. The committee will meet within thirty (30) calendar days, in an attempt to resolve the

complaint to the satisfaction of the parties.

4. Failing a satisfactory outcome, either party may forward the dispute to mediation within thirty calendar (30) days. The parties will agree upon a mediator.
5. It is understood that grievances will be dealt with in accordance with the grievance and arbitration provisions of the collective agreement.
6. It is understood and agreed that the parties will share the costs and expenses of the mediator.
7. The parties agree that the mediator shall be empowered to discuss and mediate the complaint.

ARTICLE 27 MILEAGE

27.01 An employees who is authorized in advance by the immediate supervisor to use Their own vehicle while performing duties on behalf of the Employer, will be reimbursed for the use of their car in an amount equal to but not less than the Employer's current mileage policy.

8. Article 28 – JOB EVALUATION

28.01 Where there is substantial change in a job, the employee shall submit their request to re-evaluate their job to their immediate supervisor. The immediate supervisor shall respond to the request for re-evaluation within forty-five (45) days. The request shall then be forwarded to the Job Evaluation Committee. Re-evaluation shall be completed within two (2) months. Should a change in a job result in the employee receiving a higher rate of pay, such rate shall be retroactive to the date the job change was made, as determined by the Chief Executive Officer.

ARTICLE 29. - TERM OF AGREEMENT

29.01 DURATION

This agreement shall be binding and remain in effect from November 1st, 2018 to October 31st, 2021 and shall continue from year to year thereafter, unless either party gives to the

other party notice in writing of termination or a proposed revision. Such notification will be made not more than ninety (90) days to the expiry date of this Agreement.

29.02 RETROACTIVITY

Retroactivity shall be paid to all employees currently employed, employees who have retired and who may be on lay off, based on paid hours retroactive to November 1st, 2018, within two (2) pay periods following ratification by the Union.

Any employee(s) who have been hired since that time shall be entitled to a pro-rated increase from the date of their employment.

Dated at Toronto, Ontario this 11, day of February , 2019.

For the Union

For the Employer

SALARY SCHEDULE "A"

CANADIAN OFFICE & PROFESSIONAL EMPLOYEES UNION, LOCAL 343

Wage calculations: 2.2% in each year

		Start	1st	2nd	3rd	4th
Grade 11	Nov 1, 2018 to October 31, 2019	\$87,117	\$91,676	\$96,251	\$101,065	\$106,118
	Nov 1, 2019 to October 31, 2020	\$89,034	\$93,693	\$98,369	\$103,288	\$108,453
	Nov 1, 2020 to October 31, 2021	\$90,992	\$95,754	\$100,533	\$105,561	\$110,839
Grade 10	Nov 1, 2018 to October 31, 2019	\$79,371	\$84,120	\$87,504	\$91,880	\$96,474
	Nov 1, 2019 to October 31, 2020	\$81,117	\$85,971	\$89,429	\$93,901	\$98,596
	Nov 1, 2020 to October 31, 2021	\$82,902	\$87,862	\$91,397	\$95,967	\$100,766
Grade 9	Nov 1, 2018 to October 31, 2019	\$72,815	\$77,913	\$81,317	\$85,738	\$90,265
	Nov 1, 2019 to October 31, 2020	\$74,417	\$79,627	\$83,106	\$87,624	\$92,251
	Nov 1, 2020 to October 31, 2021	\$76,054	\$81,379	\$84,934	\$89,552	\$94,280
Grade 8	Nov 1, 2018 to October 31, 2019	\$66,196	\$70,659	\$75,130	\$79,596	\$84,060
	Nov 1, 2019 to October 31, 2020	\$67,652	\$72,213	\$76,783	\$81,347	\$85,909
	Nov 1, 2020 to October 31, 2021	\$69,141	\$73,802	\$78,472	\$83,137	\$87,799
Grade 7	Nov 1, 2018 to October 31, 2019	\$59,373	\$63,230	\$67,082	\$70,942	\$74,797
	Nov 1, 2019 to October 31, 2020	\$60,679	\$64,621	\$68,558	\$72,503	\$76,443
	Nov 1, 2020 to October 31, 2021	\$62,014	\$66,043	\$70,066	\$74,098	\$78,124
Grade 6	Nov 1, 2018 to October 31, 2019	\$53,487	\$56,828	\$60,175	\$63,519	\$66,861
	Nov 1, 2019 to October 31, 2020	\$54,664	\$58,078	\$61,499	\$64,916	\$68,332
	Nov 1, 2020 to October 31, 2021	\$55,866	\$59,356	\$62,852	\$66,345	\$69,835
Grade 5	Nov 1, 2018 to October 31, 2019	\$48,409	\$51,315	\$54,223	\$57,122	\$60,016
	Nov 1, 2019 to October 31, 2020	\$49,474	\$52,444	\$55,416	\$58,379	\$61,336
	Nov 1, 2020 to October 31, 2021	\$50,562	\$53,598	\$56,635	\$59,663	\$62,686
Grade 4	Nov 1, 2018 to October 31, 2019	\$44,002	\$47,636	\$51,265	\$52,698	\$54,126
	Nov 1, 2019 to October 31, 2020	\$44,970	\$48,684	\$52,393	\$53,857	\$55,317
	Nov 1, 2020 to October 31, 2021	\$45,959	\$49,755	\$53,545	\$55,042	\$56,534
Grade 3	Nov 1, 2018 to October 31, 2019	\$40,009	\$42,211	\$44,416	\$46,618	\$48,810

	Nov 1, 2019 to October 31, 2020	\$40,889	\$43,140	\$45,393	\$47,644	\$49,884
	Nov 1, 2020 to October 31, 2021	\$41,789	\$44,089	\$46,392	\$48,692	\$50,981
Grade 2	Nov 1, 2018 to October 31, 2019	\$36,376	\$38,279	\$40,186	\$42,095	\$44,003
	Nov 1, 2019 to October 31, 2020	\$37,176	\$39,121	\$41,070	\$43,021	\$44,971
	Nov 1, 2020 to October 31, 2021	\$37,994	\$39,982	\$41,974	\$43,968	\$45,960
Grade 1	Nov 1, 2018 to October 31, 2019	\$33,066	\$34,718	\$36,374	\$38,030	\$39,677
	Nov 1, 2019 to October 31, 2020	\$33,793	\$35,482	\$37,174	\$38,867	\$40,550
	Nov 1, 2020 to October 31, 2021	\$34,537	\$36,262	\$37,992	\$39,722	\$41,442

Letter of Understanding
BETWEEN
REGISTERED NURSES' ASSOCIATION
OF ONTARIO
AND
CANADIAN OFFICE & PROFESSIONAL EMPLOYEES UNION,
LOCAL 343

The Parties agree that Edsel Abat and Verity Scott shall continue to have the option of continuing to participate in the registered retirement savings plan. The Employer contributions shall be as per Article 20.05 of the collective agreement that expired October 31, 2018.

Dated at Toronto, Ontario, this 11 day of February, 2019.

For the Employer

For the Union