

# **Collective Agreement**

*between*

**Southeast Personal Care Home**

*and*

**Manitoba Government and General Employees' Union**

**(Health Care Support Services)**

**Local 386**

**April 1, 2012 to September 30, 2017**

## Table of Contents

|            |  |    |
|------------|--|----|
| Article 1  | Scope of Recognition .....                       | 2  |
| Article 2  | Management Rights.....                           | 2  |
| Article 3  | Definitions .....                                | 2  |
| Article 4  | Union Security and Dues Check Off.....           | 6  |
| Article 5  | Technological Change .....                       | 8  |
| Article 6  | Grievance Procedure .....                        | 9  |
| Article 7  | Arbitration Procedure.....                       | 10 |
| Article 8  | Seniority .....                                  | 12 |
| Article 9  | Vacancies, Promotions and Transfers.....         | 15 |
| Article 10 | Layoff and Recall.....                           | 17 |
| Article 11 | Leave of Absence.....                            | 20 |
| Article 12 | Hours of Work.....                               | 30 |
| Article 13 | Overtime .....                                   | 32 |
| Article 14 | General Holidays.....                            | 34 |
| Article 15 | Income Protection.....                           | 35 |
| Article 16 | Annual Vacation .....                            | 43 |
| Article 17 | Salaries and Increments .....                    | 45 |
| Article 18 | Premiums.....                                    | 47 |
| Article 19 | Terminations .....                               | 48 |
| Article 20 | Special Provisions Re: Part-time Employees ..... | 49 |
| Article 21 | Staff/Management Committees .....                | 57 |
| Article 22 | Retirement Bonus .....                           | 58 |
| Article 23 | Employee Benefits .....                          | 60 |
| Article 24 | Changes in Classification.....                   | 61 |
| Article 25 | Sub-contracting .....                            | 61 |
| Article 26 | Duration.....                                    | 63 |
| Article 27 | Union Representation .....                       | 63 |

|   |  |    |
|---|--|----|
| Article 28  | Respectful Workplace .....   | 64 |
| Article 29  | Bulletin Boards.....   | 65 |
| Article 30  | Discharge, Suspension, Discipline and Access to Personnel<br>Files.....          | 66 |
| Article 31  | Trades and Engineering Employees .....   | 67 |
| Article 32  | Standby .....  | 67 |
| Article 33  | Storm/Disaster Pay.....  | 67 |
| Article 34  | Education Leave.....   | 68 |
| Article 35  | Loss Of or Damage To Personal Effects.....                                       | 68 |
| Article 36  | Safety and Health.....   | 69 |
| Article 37  | Overpayments.....  | 71 |
| Article 38  | Special Provisions Regarding Employees Occupying More<br>Than One Position ..... | 72 |
| Schedule "A"  | .....  | 75 |
| Memorandum of Agreement.....                              |  | 76 |
| Re: Working Short   |  |    |
| Memorandum of Agreement.....                              |  | 78 |
| Re: Retroactive Pay                                       |  |    |
| Memorandum of Agreement.....                              |  | 79 |
| Re: Job Descriptions                                      |  |    |
| Memorandum of Agreement.....                              |  | 80 |
| Re: Escort Duty   |  |    |
| Memorandum of Agreement.....                              |  | 81 |
| Re: Emergencies   |  |    |
| Memorandum of Agreement.....                              |  | 82 |
| Re: Civil Liability                                       |  |    |
| Memorandum of Agreement.....                              |  | 83 |
| Re: Provincial Facility Support Sector Advisory Committee |  |    |
| Memorandum of Agreement.....                              |  | 85 |
| Re: Maintenance of Wage Standardization                   |  |    |

**Memorandum of Agreement..... 87**  
Re: Pension or Benefit Plan Improvements

**Memorandum of Agreement..... 88**  
Re: Seniority, Income Protection and Annual Vacation Accruals

**Memorandum of Agreement..... 89**  
Re: Wage Adjustment - Technical/Professional Component  
Classifications

**Memorandum of Agreement..... 91**  
Re: Vacation Transition - April 1, 2012 to March 31, 2013 Vacation  
Year

**Letter of Understanding..... 93**  
Re: Representative Workforce

**Salary Schedule..... 96**

\*All changes appear in **bold**.

## Alphabetical Table of Contents

|            |   |    |
|------------|---|----|
| Article 16 | Annual Vacation .....   | 43 |
| Article 7  | Arbitration Procedure.....  | 10 |
| Article 29 | Bulletin Boards.....  | 65 |
| Article 24 | Changes in Classification.....  | 61 |
| Article 3  | Definitions .....   | 2  |
| Article 30 | Discharge, Suspension, Discipline and Access to Personnel<br>Files..... | 66 |
| Article 26 | Duration.....   | 63 |
| Article 34 | Education Leave.....  | 68 |
| Article 23 | Employee Benefits .....   | 60 |
| Article 14 | General Holidays.....   | 34 |
| Article 6  | Grievance Procedure .....   | 9  |
| Article 12 | Hours of Work.....  | 30 |
| Article 15 | Income Protection.....  | 35 |
| Article 10 | Layoff and Recall.....  | 17 |
| Article 11 | Leave of Absence.....   | 20 |
| Article 35 | Loss Of or Damage To Personal Effects.....                              | 68 |
| Article 2  | Management Rights.....  | 2  |
| Article 37 | Overpayments.....   | 71 |
| Article 13 | Overtime .....  | 32 |
| Article 18 | Premiums.....   | 47 |
| Article 28 | Respectful Workplace .....  | 64 |
| Article 22 | Retirement Bonus .....  | 58 |
| Article 36 | Safety and Health.....  | 69 |
| Article 17 | Salaries and Increments .....   | 45 |
| Article 1  | Scope of Recognition .....  | 2  |
| Article 8  | Seniority .....   | 12 |
| Article 20 | Special Provisions Re: Part-time Employees .....                        | 49 |

|                   |  |           |
|-------------------|--|-----------|
| <b>Article 38</b> | <b>Special Provisions Regarding Employees Occupying More Than One Position .....</b> | <b>72</b> |
| <b>Article 21</b> | <b>Staff/Management Committees .....</b>   | <b>57</b> |
| <b>Article 32</b> | <b>Standby .....</b>   | <b>67</b> |
| <b>Article 33</b> | <b>Storm/Disaster Pay .....</b>  | <b>67</b> |
| <b>Article 25</b> | <b>Sub-contracting .....</b>   | <b>61</b> |
| <b>Article 5</b>  | <b>Technological Change .....</b>  | <b>8</b>  |
| <b>Article 19</b> | <b>Terminations .....</b>  | <b>48</b> |
| <b>Article 31</b> | <b>Trades and Engineering Employees .....</b>  | <b>67</b> |
| <b>Article 27</b> | <b>Union Representation .....</b>  | <b>63</b> |
| <b>Article 4</b>  | <b>Union Security and Dues Check Off .....</b>                                       | <b>6</b>  |
| <b>Article 9</b>  | <b>Vacancies, Promotions and Transfers .....</b>                                     | <b>15</b> |
|                   | <b>Schedule "A" .....</b>  | <b>75</b> |
|                   | <b>Memorandum of Agreement.....</b>  | <b>76</b> |
|                   | Re: Working Short  |           |
|                   | <b>Memorandum of Agreement.....</b>  | <b>78</b> |
|                   | Re: Retroactive Pay  |           |
|                   | <b>Memorandum of Agreement.....</b>  | <b>79</b> |
|                   | Re: Job Descriptions   |           |
|                   | <b>Memorandum of Agreement.....</b>  | <b>80</b> |
|                   | Re: Escort Duty  |           |
|                   | <b>Memorandum of Agreement.....</b>  | <b>81</b> |
|                   | Re: Emergencies  |           |
|                   | <b>Memorandum of Agreement.....</b>  | <b>82</b> |
|                   | Re: Civil Liability  |           |
|                   | <b>Memorandum of Agreement.....</b>  | <b>83</b> |
|                   | Re: Provincial Facility Support Sector Advisory Committee                            |           |
|                   | <b>Memorandum of Agreement.....</b>  | <b>85</b> |
|                   | Re: Maintenance of Wage Standardization  |           |
|                   | <b>Memorandum of Agreement.....</b>  | <b>87</b> |
|                   | Re: Pension or Benefit Plan Improvements   |           |

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**Salary Schedule..... 96**

\*All changes appear in **bold**.

This Agreement made this 2<sup>nd</sup> day of September, 2015

between

**Southeast Personal Care Home**

(hereinafter referred to as the “Employer”)

of the first part

and

**Manitoba Government and General Employees’ Union**

(hereinafter referred to as the “Union”)

of the second part.

**Preamble**

WHEREAS it is the desire of both parties to this Agreement to maintain harmonious relations between the Employer and its employees, to recognize the mutual value of joint discussion and negotiations in matters pertaining to working conditions, hours of work and scales of wages paid, to encourage efficiency of operations and to promote the morale, well-being, security and efficiency of all the employees covered by the terms of this Agreement, and further that the Union recognizes that the Employer is an Aboriginal organization whose first consideration is to the welfare of the residents of the facility and the respect of holistic Aboriginal values and cultural traditions that nurture the health and well-being of each person.

AND WHEREAS it is the desire of both parties that these matters be drawn up in an agreement;

NOW THEREFORE, this Agreement witnesseth that the parties hereto in consideration of mutual covenants hereinafter contained, agree each with the other as follows:



## **Article 1     Scope of Recognition**

- 1:01**     The Employer recognizes the Union as the sole and exclusive bargaining agent for employees in classifications included in the bargaining unit as certified by the Manitoba Labour Board under specific certificates, or as may be granted voluntary recognition by the Employer and identified in Schedule “A”.
- 1:02**     Persons whose jobs are not classified within the bargaining unit shall not work on jobs on a regular and recurring basis which have been determined as being within the bargaining unit except where it has been mutually agreed upon by both parties or in the case of training or emergency.

## **Article 2     Management Rights**

- 2:01**     The Union recognizes the sole right of the Employer, unless otherwise provided in this agreement, to exercise its function of management under which it shall have among others, the right to maintain efficiency and quality of patient/resident care; the right to direct the work of its employees; the right to hire, classify, assign to positions and promote; the right to determine job content; the right to demote, discipline, suspend, layoff and discharge for just cause; the right to make, alter and enforce rules and regulations in a manner that is fair and consistent with the terms of this Agreement.
- 2:02**     In administering the Collective Agreement, the Employer agrees to acknowledge employee’s rights, act reasonably, fairly, in good faith and in a manner consistent with the terms and conditions of the Collective Agreement as a whole.

## **Article 3     Definitions**

- 3:01**     An employee is a person employed by the Employer and covered by this Agreement.
- 3:02**     A “Full-time” employee is one who regularly works the hours specified in Article 12.

**3:03** A “Part-time” employee is one who regularly works less than full-time hours, as per Article 12:01, on a regular and recurring basis.

**3:04** A “Term Position” shall be for a specific time period or until completion of a particular project within a specific department, of a minimum duration of three (3) months and a maximum duration of one (1) year. This period may be extended if the Employer so requests and the Union agrees.

When the Employer determines that a term position, as described above exists, the position shall be posted in accordance with Article 9 and filled in accordance with Article 8. All employees may apply for the term position. The parties agree to two (2) additional term postings resulting from the original term posting as referenced above. Any additional hours occurring as a result of filling of the last position posted, shall be offered to part-time employees in accordance with Article 20:01. Upon completion of the original term position, the employees shall be returned to their former positions.

For situations related to Workers Compensation and/or illness and/or accident or where a definitive expiry date cannot be specified, the Employer shall state on the job posting that the said term position will expire subject to twenty-four (24) hours’ notice of return of the current incumbent to her position. The employee occupying the said term position shall receive notice equivalent to the amount of notice the employee returning from leave provides the Employer, as referenced above.

Where the Employer determines that staff are to be replaced during periods of less than three (3) months, Articles 20:01 and 17:04 shall apply, wherever possible.

An employee in a term position may be required to complete the term before being considered for other term positions within the bargaining unit.

**Once an employee leaves a term position they have no rights to subsequently return to that same term position.**

In case an employee on maternity or parental leave wants to exercise her right to return from such leave earlier than anticipated, having given appropriate notice as per Article 11:02, the Employer shall state on the job posting that the said term position is a “maternity or parental leave of absence term” which may expire sooner than indicated, subject to minimum notice of two (2) weeks or one (1) pay period, whichever is longer. Any term positions directly resulting from the filling of such a term position will be posted in the same manner.

A term employee, who applies for and is awarded a permanent position prior to the end of her period of term employment, shall have her service connected for seniority purposes.

A term employee who applies for and is awarded a term position prior to the end of her period of term employment, shall have her service connected for seniority purposes, provided the subsequent position commences within four (4) weeks of the expiry of the original term position.

- 3:05** All new full-time employees shall be on probation for three (3) calendar months with provision for an extension of the probationary period for another three (3) months, and all new part-time employees shall be on probation for six (6) calendar months from the day of their employment. During this period, the Employer may, in its sole discretion, dismiss, suspend, discipline or demote such employees. A written appraisal of employee progress will be conducted after the first two (2) calendar months for full-time employees and after the first four (4) calendar months for part-time employees and discussed with the affected employee.
- 3:06** A “Casual Employee” is one called in occasionally by the Employer to replace an absent employee or to supplement regular staff coverage, subject to Article 20:01. The terms of this Agreement do not apply to the casual employee, except as specified hereinafter:
- (a) Casual employees shall receive vacation pay bi-weekly at the rate of six percent (6%) of the regular hours worked in a biweekly pay period.

- (b) Casual employees are paid in accordance with the salaries specified in Schedule "A". Increments will be earned in accordance with the number of hours worked.
- (c) Casual employees are entitled to the shift premium(s) outlined in Article 18.
- (d) Casual employees required to work on a recognized holiday shall be paid at the rate of one and one-half times (1½x) their basic rate of pay.
- (e) Casual employees shall be entitled to compensation for overtime worked in accordance with Article 13:01 and 13:02.
- (f) The Employer agrees to deduct union dues in an amount specified by the Union in any pay period for which the casual employee receives any payment in accordance with Article 4.
- (g) In the event that no payment is made during the pay period, the Employer shall have no responsibility to deduct and submit dues for that period.
- (h) **Regular hours worked for seniority purposes shall also include any hours worked in a term position.**
- (i) Seniority shall accumulate on the basis of all regular hours worked for the sole purpose of attaining a permanent position or term position, subject to Article 8:02. Such casual seniority will not take priority over full-time or part-time employee seniority.
- (j) Articles 6 and 7 herein apply only with respect to the terms of this Article.
- (k) A casual employee will be paid four-point six two percent (4.62%) of their basic pay in lieu of time off on general holidays. Such holiday pay shall be included in each pay **deposit**.

**3:07** Where the context so requires, masculine and feminine genders and singular and plural numbers shall be considered interchangeable.

- 3:08** The term “Employer” and/or “Facility” shall mean the Southeast Personal Care Home.
- 3:09** The term “Union” shall mean the Manitoba Government and General Employees’ Union, Health Care Support Services, as per Manitoba Labour Board Certificate No. MLB-6865.
- 3:10** The word “Promotion” shall mean a change from one (1) grade to another grade with a higher maximum rate of pay.
- 3:11** The word “Demotion” shall mean a change from one (1) grade to another grade with a lower maximum rate of pay.
- 3:12** The word “Transfer” shall mean a change by an employee from one (1) position in a grade to another position within the same grade in Schedule “A”.
- 3:13** A full time or part time employee who resigns and who within thirty (30) calendar days, is rehired as a casual employee shall be paid at the same increment step as she received in her former position.

#### **Article 4 Union Security and Dues Check Off**

- 4:01** The Employer agrees to deduct the amount of monthly dues as determined by the Union from **all earnings negotiated under the terms of the Collective Agreement and includes regular wages overtime, shift and callout premiums, retro pay sick leave vacation pay and any or all other forms of income from** each and every employee covered by this Agreement. The Employer also agrees to deduct from each and every employee covered by this Agreement the amount of any general assessment levied by the Union, with the proviso that such an assessment shall be limited to one (1) per calendar year, and that such assessment formula can be operated through the Employer’s present payroll system

- 4:02** The Employer will remit to the Union monthly, any monies deducted with a list of employees and casual employees from whom deductions have been made.
- (a) The Employer shall also provide the following data to the Union at the time of remission of Union dues: Employee's bargaining unit, **employee number**, classification, work location and home address. The Employee's address shall be excepted only when an employee has expressly instructed the Employer in writing that due to security concerns personal information should not be disclosed to any third party.
- (b) **This information may only be used by the Union for the purpose of communicating with its members.**
- (c) **The Union commits to have in place reasonable administrative and physical safeguards to ensure the confidentiality and security of this information in accordance with FIPPA.**
- 4:03** The Union shall notify the Employer in writing of any changes in the amount of dues at least one (1) month in advance prior to the effective date of such change.
- 4:04** In consideration of the foregoing clauses, the Union shall hold the Employer harmless with respect to all dues so deducted and remitted and with respect to any liability which the Employer may incur as a result of such deductions.
- 4:05** The Employer shall include the amount of Union dues paid by each employee during the relevant year on the Income Tax T4 slips.
- 4:06** All new employees shall, as a condition of employment, become and remain members in good standing in the Union as of the date of hire.

The Union will provide the Employer with Union membership application forms. The Employer shall distribute said application forms within its employment process and advise new employees that they must be a member

of the Union to work in the facility. The new employee will be directed to fill out the form and give it to the Union's designated officer at the facility.

- 4:07** The Union representative or designate shall have up to fifteen (15) minutes either at a time mutually agreeable with the Employer, or up to thirty (30) minutes at the facility orientation sessions, to acquaint new employees falling within the scope of this Agreement with the fact that a Collective Agreement is in effect and to indicate the general conditions and obligations as they relate to employees.

### **Article 5    Technological Change**

- 5:01** Technological change shall mean the introduction by an Employer into his work, undertaking or business of equipment or material of a different nature or kind than that previously used by him in the operation of the work, undertaking or business, and a change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material. In the event of a technological change which will displace or affect the classification of employees in the bargaining unit:

- (a) The Employer shall notify the Union at least one hundred and twenty (120) days before the introduction of any technological change, with a detailed description of the project it intends to carry out, disclosing all foreseeable effects and repercussions on employees.
- (b) Negotiations on the effects of the technological change will take place not later than ninety (90) days prior to the intended date of implementation.
- (c) If the Union and the Employer fail to agree upon measures to protect the employees from any adverse effects, the matter may be referred by either party to arbitration as provided for under the terms of this Agreement.

- 5:02** An employee who is displaced from her job as a result of the technological change shall be given an opportunity to fill any vacancy for which she has seniority and for which she has the qualifications and ability to perform. If there is no vacancy, she shall have the right to displace employees with less seniority, in accordance with layoff procedures specified in this Agreement.
- 5:03** (a) Where new or greater skills are required than are already possessed by affected employees under the present methods of operations as a result of the technological change, the Employer agrees that employees shall be trained on the new equipment or new methods of operation, and said training shall be provided and paid for by the Employer during normal working hours if possible. In addition, at the option of the Employer, the employee may be trained in a new area in respect of which there is a demand within the facility for individuals possessing such skills. A reasonable training period (not to exceed twelve [12] months) will be provided by the Employer. During the above training periods the employees shall be paid at their current rate of pay.
- (b) The Employer agrees that where two (2) or more employees require training in (a) above, first consideration shall be given to the employee with the most seniority.

## **Article 6     Grievance Procedure**

- 6:01** A grievance shall be defined as any dispute arising out of interpretation, application, or alleged violation of the Agreement.
- 6:02** An earnest effort shall be made to settle grievances fairly and equitably in the following manner; however, nothing in this Agreement shall preclude the Employer and the Union from mutually agreeing to settle a dispute by any means other than those described in the following grievance procedures without prejudice to their respective positions.
- 6:03** Local Union representatives, upon request to their immediate supervisor and subject to operational requirements, shall be granted necessary time off with



pay to meet with the Employer for the purpose of processing grievances subject to a maximum cost to the Employer of maintaining salaries of two (2) employees, or more employees so engaged if mutually agreed upon. Such permission shall not be unreasonably withheld.

**6:04 Discussion Stage**

Within ten (10) calendar days of the occurrence of the grievance, the employee shall attempt to resolve the dispute with his immediate supervisor who is outside the bargaining unit.

**6:05 Step One**

If the grievance is submitted but not resolved within ten (10) calendar days from the time the grievance was first discussed with the supervisor, the grievor and/or the Union representative may, within the ensuing ten (10) calendar days, submit the grievance in writing to the department head or designate.

**6:06 Step Two**

Failing settlement of the grievance within ten (10) calendar days after submission under Article 6:05, the Union may, within the ensuing ten (10) calendar days, submit the grievance in writing to the designated Administrative Officer.

**6:07** The foregoing time limits may be extended by written mutual agreement between the Employer and the Union.

**6:08** An employee may choose to be accompanied by a Union representative at any stage of the grievance procedure.

**6:09** Policy grievances and grievances filed as a result of dismissal, suspension or demotion shall be submitted at Step Two.

## **Article 7 Arbitration Procedure**

**7:01** Failing settlement of the grievance within ten (10) calendar days after submission under Article 6:06, either party may refer the matter to arbitration

by serving written notice to the other party within the ensuing thirty (30) calendar days.

- 7:02** Unless both parties agree to the selection of a sole arbitrator within ten (10) calendar days following the matter being referred to Arbitration, each party shall in the next ten (10) calendar days give notice to the other party in writing naming its nominee to the Arbitration Board.
- 7:03** The two (2) named members of the Board shall, within ten (10) calendar days, name a third member of the Board who shall be Chairperson.
- 7:04** In the event of a failure to agree upon a third person, the Minister of Labour for the Province of Manitoba shall be requested to appoint a third member.
- 7:05** The Arbitration Board or the sole arbitrator shall not be empowered to make any decision inconsistent with the provisions of this Agreement, or to modify or amend any portion of this Agreement.
- 7:06** The Board shall determine its own procedures, but shall provide full opportunity to all parties to present evidence and make representations. The Board shall hear and determine the difference(s) or allegation(s) and render a decision within ten (10) calendar days from the time it holds its final meeting.
- 7:07** The decision of the majority or the sole arbitrator 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 or the sole arbitrator shall be final and binding and enforceable on all parties.
- 7:08** **Clarification on Decision**  
Within ten (10) calendar days following receipt of the award, should the parties disagree as to the meaning of the decision of the Board or the Sole Arbitrator, either party may apply to the Chairperson of the Board of Arbitration or sole arbitrator to reconvene. Within ten (10) calendar days, the Board of Arbitration or the Sole Arbitrator shall reconvene to clarify the decision.

**7:09**    **Expenses of the Board**

Each party shall pay:

- (a) The fees and expenses of the Nominee it appoints.
- (b) One-half (1/2) the fees and expenses of the Chairperson or sole arbitrator.

**7:10** Nothing in this Agreement shall preclude settlement of a grievance by mutual agreement in any manner whatsoever.

**7:11** The foregoing time limits may be extended by written mutual agreement between the Employer and the Union.

### **Article 8    Seniority**

**8:01** An employee's seniority shall consist of the following:

- (a) Seniority shall mean the total of all hours paid at the employee's regular rate of pay from the time the employee last entered the service of the Employer in the Health Care Support Services to the last time her name appears on the payroll.

**8:02** In order to be eligible for a vacant position, an employee must first possess the qualifications prescribed by the Employer for the position concerned, possess satisfactory employment record and meet the physical requirements of the position in question. Where more than one (1) employee possesses the above selection criteria, the vacancy selection shall be based upon seniority.

**8:03** Seniority will determine the level of benefit entitlement of such benefits as vacation. Actual entitlement in any calendar year of benefits such as vacation and income protection is based strictly on regular paid hours including any period of:

- (a) Paid leave of absence.
- (b) Paid income protection.

- (c) Unpaid leave of absence up to four (4) weeks. In the event that the unpaid leave is in excess of four (4) weeks, accrual of benefits ceases effective at the commencement of such leave.
- (d) Workers Compensation up to two (2) years in that appropriate time period.

**8:04** Seniority will terminate if an employee:

- (a) Resigns;
- (b) Is discharged for just cause and not reinstated under the grievance or arbitration procedure;
- (c) Is laid off and fails to report for duty as instructed as per Article 10:06;
- (d) Is laid off for more than twenty-four (24) months;
- (e) Fails to report for work as scheduled at the end of an approved leave of absence, suspension, or vacation, without an explanation satisfactory to the Employer;
- (f) Is promoted or transferred out of the bargaining unit and has completed the trial period in the new position;
- (g) Is absent for two (2) consecutive work days and does not provide the Employer with an acceptable explanation.

**8:05** Seniority will continue to accrue if an employee:

- (a) Is on any period of paid leave of absence;
- (b) Is on any period of paid income protection;
- (c) Is on any period of paid vacation;
- (d) Is on any period of unpaid leave of absence up to four (4) consecutive weeks except those referenced in 8:05(e);

- (e) Is on an unpaid leave of absence due to injury or illness which may be compensable by Workers Compensation, MPI or **D&R** for a period of up to two (2) years from the date of the first absence from work related to the injury or illness;
- (f) Is on parenting leave;
- (g) Is assigned to temporarily relieve or replace an employee in an out of scope position;
- (h) She/he is on an educational leave of absence up to two (2) years.

**8:06** Seniority will be retained but will not accrue if an employee:

- (a) Is on any unpaid leave of absence in excess of four (4) consecutive weeks; except those referenced in Article 8:06(b);
- (b) Is on an unpaid leave of absence due to injury or illness which may be compensable by Workers Compensation, MPI or **D&R** for a period of more than two (2) years from the date of the first absence from work related to the injury or illness;
- (c) Is laid off for less than twenty-four (24) months;
- (d) Is on the trial period of an out-of-scope position;
- (e) Is in a term in an out of scope position;
- (f) Is on an educational leave of absence in excess of two (2) years.

**8:07** A seniority roster of all employees indicating the total seniority hours since the date of entry into the service of the Employer, in the Health Care Support Services shall be prepared by the Employer at an effective date of the end date of the last pay period of the calendar year. This roster will be posted on the employees' bulletin board no later than February 1 of each year. The roster shall be open for correction for a period of twenty (20) calendar days from the date of the initial posting, on presentation of proof of error by an employee or the Union Representative. At the expiration of the twenty (20)

days, the above seniority list, as corrected within such twenty (20) days, shall be considered to be the accurate seniority list and shall not be subject to further changes until the next posting.

A seniority list shall be distributed, upon written request, to the local/site Union representative on a semi-annual basis.

### **Article 9 Vacancies, Promotions and Transfers**

- 9:01**
- (a) Vacant positions which fall within the scope of this Agreement shall be posted for at least seven (7) calendar days. Such postings shall be numbered, including position number where applicable, state required qualifications, current location and shift, hours of work and wage rate. A copy of each posting shall be given to the Union Local President at the time of posting. The Union shall, upon request be informed in writing of the names and seniority of the applicants. When a position becomes vacant, and the Employer chooses not to fill the vacancy, the Employer shall notify the Union. The Union shall be informed in writing of the name of the successful applicant.
  - (b) **An employee on vacation when a vacancy occurs shall be considered for the promotion or transfer, provided she has submitted the prescribed application form prior to her departure.**
  - (c) When more than one (1) vacancy is posted at the same time, an employee shall have the right to bid on any or all, stating preference. Should she be awarded any of the positions for which she applied, she shall not have the right to file grievance with respect to other positions for which she applied and expressed lower preference.
  - (d) An employee on leave of absence or income protection shall be considered for promotion or transfer along with other applicants, provided that, during such absence, the employee advises the HR / Administration Department of her request for promotion or transfer, by

telephone during normal business hours, and the employee shall provide written confirmation of her request within twenty-four (24) hours.

- 9:02** As per the posting provisions contained in Article 9:01, within five (5) working days the Employer will select the person for the position and will post her name in the same location where the position was previously posted, providing there are qualified applicants as per Article 8:02.
- 9:03** All promotions and voluntary transfers to a new department / program / site, as determined by the Employer, are subject to a three (3) month trial period (six [6] months for part-time employees), and if an employee is found by the Employer to be unsatisfactory in her new position or if she wishes to revert voluntarily to her former position, during this trial period, she shall be returned to her former position at her previous increment step, with increment adjustments as may have been applicable as per Article 17:03 or 20:08 during the trial period, and without loss of seniority as per Article 8:01. All other employees so affected may be returned to their former positions as required without any notice requirement. In addition, the parties agree that the Employer may extend the above referenced trial period by up to three (3) months for full-time and up to six (6) months for part-time employees if it deems it appropriate.

Voluntary transfers within the same department / program / site, as determined by the Employer, and within the same classification, shall not be subject to a trial period. In these circumstances, an employee who wishes to revert to her former position shall do so at the discretion of the Employer.

- 9:04** When an employee is promoted, her new and future salary will be determined as follows:
- (a) The new salary will be the rate of her new job title which is at least the next higher to her rate on her former job title.
  - (b) Subject to Article 17:03, subsequent increments, if any, shall be due upon completion of full-time yearly hours worked in the new position, as per Schedule "A" and Article 12.

When an employee is promoted to a new position while maintaining their original position in a lower classification, increment hours for the original position shall be maintained separately until the next increment is due; thereafter Article 17:03 shall apply.

- 9:05** Where an employee is voluntarily demoted from a position in a higher grade to a position in a lower grade, she shall be placed on the same increment step of the lower graded position.

Where an employee is involuntarily demoted from a position in a higher grade to a position in a lower grade, she shall be placed on the increment step of the lower graded position which is closest to, but not higher than, her present rate of pay.

Should an employee who has been demoted return to her former **classification** in the higher grade, she shall be placed in accordance with the above or on the increment step she had achieved prior to her demotion, whichever provides for the higher rate.

**The employee will be entitled to their next increment increase after working 2,015 hours from their last increment.**

- 9:06** New employees with less than six (6) months service in a given position with the Employer in the Health Care Support Services will be eligible for promotion or transfer solely at the discretion of the Employer.

## **Article 10 Layoff and Recall**

- 10:01** In the event of a layoff, employees shall receive four (4) weeks' notice or pay in lieu of such notice. Written notice shall be given by personal service or registered mail to the employee(s) concerned and a copy of the notice shall be forwarded to the Union.
- 10:02** In the event of a reduction in the work force, employees will be laid off in reverse order of seniority within their occupational grade. When reducing staff, senior employees may exercise their seniority to displace a less senior



employee in an equivalent or lower grade provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.

- 10:03** No new employee shall be hired until those laid off have been given an opportunity to bid on vacated positions as per Article 8:02 of the Collective Agreement.
- 10:04** Employees laid-off in accordance with Article 10:01 shall be recalled by order of seniority to available positions in equal or lower paid occupational grade/classification provided they are qualified to perform the required work.
- 10:05** To be eligible for recall, prior to the employee's last shift before being placed on lay-off status, the employee must provide the Employer with their current address, and further, during the layoff period, must inform the Employer immediately of any address changes.
- 10:06** As per Article 10:05 above, the employee must communicate with the Employer within seven (7) calendar days of his notice of recall being delivered to his recorded address. Further, the employee must be prepared to begin work at the time designated by the Employer.
- 10:07** The right of a person who has been laid off to be rehired under this Agreement will be forfeited and shall be considered terminated in the following circumstances:
- (a) If the person did not communicate with the Employer as specified in Article 10:06.
  - (b) If the person did not report to work when instructed to do so and fails to provide a written explanation satisfactory to the Employer.
  - (c) A twenty-four (24) month period has elapsed since the date of layoff, as per Article 8:04.

**10:08 Reduction of Hours/Deletion of an Occupied Position:**

- (a) In the event that an employee has his/her hours of work reduced or her position is deleted, the employee shall be given four (4) weeks' notice or four (4) weeks' pay in lieu thereof and a copy of such notice shall be forwarded to the Union.
- (b) Employees whose hours of work have been reduced or whose position has been deleted, shall be entitled to exercise their seniority within the same grade, provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question. Where it is not possible, employees shall be entitled to exercise their seniority to displace a less senior employee in an equivalent or lower grade within the scope of this Agreement provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.

**10:09** Notwithstanding Article 20:01, providing the employee has indicated to the Employer a desire to work additional available shifts in writing, such shifts shall be offered to an employee on layoff, or an employee who has had her hours reduced, before part-time and casual employees, provided she possesses the qualifications and orientation prescribed by the Employer for the position concerned and meets the physical requirements of the position in question. The available shifts accepted by the employee on lay-off or an employee who has had her hours reduced cannot exceed the employee's EFT prior to layoff, or reduction in hours. Such available shifts shall be distributed on a seniority basis.

In the event the employee accepts additional available shifts, the provisions of the Collective Agreement shall be applicable except as modified hereinafter:

- (a) Vacation pay shall be calculated in accordance with Article 20:05 and shall be paid at the prevailing rate for the employee on each pay **deposit**, and shall be prorated on the basis of hours paid at regular rate of pay.
- (b) Income protection accumulation shall be calculated as follows:

Additional available hours  
worked by the laid-off employee x Entitlement of a full-time employee  
 Full-time hours

- (c) The employee shall be paid four point six two percent (4.62%) of the basic rate of pay in lieu of time off on recognized general holidays. Such holiday pay shall be calculated on all paid hours and shall be included in each pay **deposit**.
- (d) Participation in benefit plans is subject to the provisions of each plan.
- (e) Seniority shall be calculated in accordance with regular hours worked for these additional available shifts.

**10:10** Notwithstanding the provisions of Article 10:08 or any other of the provisions of Article 10, nothing contained therein shall be used for the purpose of affecting an across the board reduction of hours in the facility or the region.

**10:11** **Workplace Reorganization**

If workplace restructuring will result in the deletion(s) of occupied MGEU position(s), the Employer will notify the Union. A Joint Workforce Adjustment Committee will be established, with a minimum of two (2) representatives from management and a minimum of two (2) from the Union, to review the proposed changes and develop recommendations to minimize impact on the affected employees. Such recommendations shall not be in violation of the Collective Agreement.

**Article 11 Leave of Absence**

**11:01** Leaves of absence with or without pay may be granted for a period for a good and sufficient reason at the discretion of the Employer. Except in emergency circumstances, all requests for leave of absence must be made in writing to the department head at least thirty (30) calendar days in advance, specifying the reason for requested leave and the proposed dates of departure and return.

**11:02 Parenting Leave**

Parenting leave consists of maternity leave and parental leave. Parental leave includes paternity and adoption leave.

An employee who qualifies for maternity leave may apply for such leave in accordance with Maternity Leave Plan A or Maternity Leave Plan B but not both.

(a) Maternity/Parental Leave

(A) Plan A

An employee shall receive maternity leave of seventeen (17) weeks and parental leave of thirty-seven (37) weeks without pay, subject to the following conditions:

- (i) An employee must have completed six (6) months employment as of the intended date of leave unless otherwise agreed to by the Employer.
- (ii) A written request must be submitted not later than the end of the twenty-second (22<sup>nd</sup>) week of pregnancy, indicating length of time required. In cases where an earlier leave is required, a written request must be submitted not less than four (4) weeks before the intended date of leave, indicating length of time requested.
- (iii) In the interest of job performance or employee health, as verified by a qualified medical practitioner, the Employer will have the right to place the employee on maternity leave.
- (iv) Where an employee takes parental leave in addition to maternity leave, the employee must commence the parental leave immediately on the expiry of the maternity leave without a return to work unless otherwise approved by the Employer.
- (v) A full-time employee may choose to receive up to five (5) days payment of normal salary from accumulated income

protection credits before or after the period covered by Employment Insurance. Such days that may be utilized for this purpose will be as set out in Article 15:11.

A part-time employee may choose to receive income protection credits similar to full-time employees but prorated to reflect her paid hours of work within the previous fifty-two (52) weeks. Such days that may be utilized for this purpose will be as set out in Article 15:11.

(B) Plan B

Effective the beginning of the first pay period following the date of ratification the following (Plan B) provision, upon application, is applicable to employees commencing a maternity leave on or after the beginning of the first pay period following the date of ratification.

- (i) In order to qualify for Plan B, a pregnant employee must:
  - (1) Have completed six (6) continuous months of employment with the Employer;
  - (2) Submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave;
  - (3) Provide the Employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery;
  - (4) Provide the Employer with proof that she has applied for Employment Insurance benefits and that **Employment and Social Development Canada (ESDC)** has agreed that the employee has qualified for and is entitled to such

Employment Insurance benefits pursuant to the Employment Insurance Act.

- (ii) An applicant for maternity leave under Plan B must sign an agreement with the Employer providing that:
  - (1) She will return to work and remain in the employ of the Employer for at least six (6) months following her return to work, except that where an employee is the successful applicant for a part-time position which commences on the date of her return from maternity leave or at any time during the six (6) months following her return from maternity leave, she must remain in the employ of the Employer, and work the working hours remaining in the balance of the six (6) months of the full-time employment; and
  - (2) She will return to work on the date of the expiry of her maternity leave and where applicable, her parental leave, unless this date is modified by the Employer; and
  - (3) Should she fail to return to work as provided under (1) and/or (2) above, she is indebted to the Employer for the full amount of pay received from the Employer as a maternity allowance during her entire period of maternity leave.
- (iii) An employee who qualifies is entitled to a maternity leave consisting of:
  - (1) A period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate, as in Article 11.02(a)(B)(i)(3).
  - (2) A period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery

specified in the certificate and the actual date of delivery, if delivery occurs after the date mentioned in that certificate, as in Article 11.02(a)(B)(i)(3).

- (3) The Employer shall vary the length of maternity leave upon proper certification by the attending physician or recommendation by the department head.
- (iv) During the period of maternity leave, an employee who qualifies is entitled to a maternity leave allowance with the SUB Plan as follows:
  - (1) For the first two (2) weeks an employee shall receive ninety-three percent (93%) of her weekly rate of pay;
  - (2) For up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the EI benefits the employee is eligible to receive and ninety-three percent (93%) of the employee's normal weekly earnings.
  - (3) All other time as may be provided under Article 11.02(a)(B)(i)(3), shall be on a leave without pay basis.
- (v) An employee may end her maternity leave earlier than the date specified by giving her Employer written notice at least two (2) weeks or one (1) pay period, whichever is longer, before the date she wishes to end the leave.
- (vi) Plan B does not apply to temporary employees.
- (vii) A leave of absence under Plan B shall be considered to be an unpaid leave of absence. Income protection credits and vacation entitlement shall not accrue.
- (viii) **Where maternity and/or parental leave exceeds thirty-seven (37) weeks, the employee may elect to carry over to**

**the next vacation year, up to five (5) days of current annual vacation (prorated for part time). The balance of the current annual vacation will be paid out at a time immediately following the period during which EI benefits were payable (even if this period extends into the following vacation year).**

**Any vacation earned up to the time of the commencement of leave will be retained and will be available to be taken in the following vacation year.**

(C) Sections 52 through 57.1(2) inclusive and Section 60 of the Employment Standards Code respecting maternity leave shall apply.

(b) Parental Leave - Paternity

An employee shall receive parental leave of thirty-seven (37) weeks, subject to the following conditions:

- (A) He becomes the natural father of a child and assumes actual care and custody of his child.
- (B) He has completed six (6) months employment as of the date of the intended leave.
- (C) He submits to the Employer an application in writing for parental leave at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence the leave.
- (D) Parental leave must be completed not later than the anniversary date of the birth of the child or the date on which the child came into the actual care and custody of the employee.

(c) Parental Leave - Adoption

An employee shall receive Parental Leave of up to thirty-seven (37) weeks without pay, subject to the following conditions:



- (A) An employee must adopt a child under the laws of the province.
  - (B) An employee may commence adoption leave upon one (1) days' notice provided that application for such leave is made when the adoption has been approved and the Employer is kept informed of the progress of the adoption proceedings.
  - (C) An employee has completed six (6) months employment as of the date of the intended leave.
  - (D) Parental leave must be completed no later than the first anniversary date of adoption of the child or the date on which the child comes into actual care and custody of the employee.
- (d) An employee wishing to return to work after maternity and/or parental leave shall notify the Employer in writing at least four (4) weeks in advance of her return. On return from maternity and/or parental leave, the employee shall be placed in her former position and shift at the same increment step.
  - (e) An employee may end her parental leave earlier than the thirty-seven (37) weeks by giving the Employer written notice at least two (2) weeks, or one (1) pay period, whichever is longer before the day the employee wishes to end the leave. On return from maternity and/or parental leave, the employee shall be placed in her former classification and shift at the same increment step.

**11:03 Bereavement Leave**

- (a) An employee shall be granted four (4) regularly scheduled working days leave without loss of pay and benefits, one (1) of which shall be the day of interment or cremation, in the case of the death of a parent, spouse, same-sex partner, child, brother, sister, mother-in-law, father-in-law, common-law spouse, daughter-in-law, son-in-law, sister or brother of spouse, the wife or husband of the spouse's sister or brother, grandparent, grandparent-in-law, grandchild, step children, step parents, latest foster parents, former legal guardian, fiancé, sister's husband/

brother's wife, and any other relative or foster child who was residing in the same household at the time of his/her death.

One (1) day may be retained for use in the case where actual interment or cremation is at a later date.

- (b) **Bereavement** leave as referenced in (a) above, shall be extended by up to two (2) additional consecutive days provided the employee is required to attend a funeral more than two hundred fifty (250) kilometres from the respective facility, or may be granted at the Employer's discretion if the travel required is less than two hundred fifty (250) kilometres from the respective facility.
- (c) The time off referenced to in (a) above shall not be considered as needed during periods when an employee was not scheduled to be on duty, i.e. days off, vacation periods, holidays and days during which income protection is being utilized.
- (d) Compassionate Care Leave  
An employee shall receive compassionate care leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:
  - (i) An employee must have completed at least thirty (30) days of employment as of the intended date of leave.
  - (ii) An employee who wishes to take a leave under this section must give the employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
  - (iii) An employee may take no more than two (2) periods of leave, totalling no more than eight (8) weeks, which must end not later than twenty-six (26) weeks after the day the first period of leave began. No period of leave may be less than one (1) week's duration.
  - (iv) For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:

- (A) A family member of the employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
  - (I) The day the certificate is issued; or
  - (II) If the leave was begun before the certificate was issued, the day the leave began; and
- (B) The family member requires the care or support of one (1) or more family members.

The employee must give the Employer a copy of the physician's certificate as soon as possible.

- (e) A family member for the purpose of this Article shall be defined as:
  - (a) A spouse or common-law partner of the employee;
  - (b) A child of the employee or a child of the employee's spouse or common-law partner;
  - (c) A parent of the employee or a parent of the employee's spouse or common-law partner;
  - (d) A brother, sister, step-brother, step-sister, uncle, aunt, nephew, niece, grandchild or grandparent of the employee or of the employee's spouse or common-law partner;
  - (e) A current or former foster parent of the employee or of the employee's spouse or common-law partner;
  - (f) A current or former foster child, ward or guardian of the employee, or of the employee's spouse or common-law partner
  - (g) The spouse or common-law partner of a person mentioned in any of the clauses (c), (d) (e) and (f);

(h) Any other person whom the employee considers to be like a close relative, whether or not they are related by blood, adoption, marriage or common-law relationship.

(f) An employee may end their compassionate leave earlier than eight (8) weeks by giving the Employer at least forty-eight (48) hours' notice. Where an employee has been provided necessary time off under this section, and where the Employer has made arrangements for alternate staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.

(g) Seniority shall accrue as per Article 8:03(c) and 8:05(d).

(h) Subject to the provisions of Article 15:11, an employee may apply to utilize income protection to cover part or all of the two (2) week Employment Insurance waiting period.

(i) In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for compassionate leave as outlined in Article 11:03 and 20:10.

**11:04** Necessary time off up to one (1) day at basic pay shall be granted to an employee to attend a funeral as a pallbearer or mourner. Additional travel time shall not be compensated as per Article 11:03(b).

**11:05** An employee required to **attend jury selection or** serve as a juror or one subpoenaed as a witness in any court of law, other than a proceeding resulting from an employee's conduct or affairs shall be granted a leave of absence without loss of basic pay **and shall remit to the Employer any payment received except reimbursement of expenses.**

**An employee required to attend a court proceeding as a party to that proceeding, occasioned by the employees' private affairs shall receive a leave of absence without pay for the required absence; or, in the**

**alternative, the employee may use banked time in lieu of overtime, banked statutory holiday or vacation time.**

**11:06** Employees shall be allowed the necessary time off without loss of basic pay to attend citizenship court to become a Canadian citizen up to a maximum of one (1) calendar day.

**11:07** An employee requesting to be absent from work on approved Union business shall be granted a reasonable leave of absence for such purpose, subject to operational requirements. The Employer shall continue to pay the employee in a regular manner and the Union will reimburse the Employer for the salary and benefits accruing to the employee during her leave of absence and for any other extra cost incurred by the Employer.

**Should an employee requesting Union leave be scheduled for vacation at that time, the Employer shall credit the employee with alternate days of vacation equivalent to the number of days of approved Union leave..**

**11:08** Except in cases of emergency, at least three (3) days advance notice of request for such leave will be given by the employee or the Union.

**11:09** Three (3) days of paid leave of absence shall be granted to a full-time employee prior to the commencement of maternity, parental, or adoption leave to replace scheduled hours of work immediately prior to the Sunday of the week the leave commences.

**11:10** Upon request, up to three (3) days' income protection shall be paid to the parent on the occasion of a birth or adoption of a child. Such leave shall be paid from the family illness income protection bank as stipulated in Article 15:12, provided the full provisions of 11:02(e) are not utilized.

## **Article 12 Hours of Work**

**12:01** Regular hours of work for full-time employees will be:

- (a) Seven and three-quarters ( $7\frac{3}{4}$ ) hours per day excluding meal periods and including rest periods;

- (b) Thirty-eight and three-quarters ( $38\frac{3}{4}$ ) hours per week; and
- (c) Seventy-seven and one-half ( $77\frac{1}{2}$ ) hours biweekly.

**12:02** The unpaid meal period away from the work station will be scheduled by the Employer and will not be less than one-half ( $\frac{1}{2}$ ) hour as per Article 12:01.

An employee whose meal period is cancelled and not rescheduled will be entitled to receive pay at overtime rates for the missed time.

An employee who is required to remain in the work site during the meal period shall receive pay at overtime rates for the entire meal period.

**12:03** A rest period of fifteen (15) minutes, away from the work station, will be allowed by the Employer during each consecutive three (3) hour period of work, or unless otherwise mutually agreed to between the Employer and the employee.

**12:04** Shift schedules for a minimum of a two (2) week period shall be posted at least two (2) weeks in advance of the beginning of a scheduled period. Except in cases of emergency, shifts within the minimum two (2) week period shall not be altered after posting except by mutual agreement between the employee and the Employer.

**Once a shift schedule has been posted, employees may request time off. Such requests will not be unreasonably denied.**

**12:05** Full-time employees shall be assigned every second weekend off, weekend being defined as Saturday and Sunday. By mutual agreement employees may alternate the weekends on which they are not required to work.

**12:06** For identification purposes, shifts will be named as follows:

- (a) The shift commencing at or about 23:30 hours shall be considered the first/night shift;
- (b) The shift commencing at or about 07:30 hours shall be considered the second/day shift;

(c) The shift commencing at or about 15:30 hours shall be considered the third/evening shift.

**12:07** Requests for interchanges in posted shifts shall be submitted in writing co-signed by the employee willing to exchange shifts with the applicant. These requests are subject to the approval of the department head or designate and shall not result in overtime costs to the facility.

**12:08** Except for training purposes or evaluation where there is just cause, the employee's existing shift may be changed only by mutual agreement between the employee and the Employer.

For the purpose of this Article "Shift" shall mean day, evening or night shift. Nothing in this Article shall prevent the Employer from designating certain positions as floats which can be required to work more than one (1) shift, providing that these positions are posted as such and provided that such positions are not used to circumvent the intent of this Article which is to provide for fixed shifts whenever possible.

**12:09** **Cancelled Shifts**

An employee who reports for work as scheduled and finding no work available shall be paid a minimum of three (3) hours at her basic rate of pay. However, when such employee works any portion of her scheduled shift, she shall receive pay for that entire shift.

### **Article 13 Overtime**

**13:01** Overtime shall be all time authorized by the Employer and worked in excess of regular daily or biweekly hours of work as specified in Article 12:01. Overtime shall be compensated at one and one-half times (1½x) the basic rate of pay for the first three (3) overtime hours worked and double time (2x) for all overtime hours worked thereafter.

**13:02** All overtime worked on a general holiday shall be paid at two and one-half times (2½x) the employee's basic rate of pay.

- 13:03** Overtime may be accumulated to a maximum of seventy-seven and one-half (77½) hours (i.e. ten [10] work days), and may be compensated for by the granting of equivalent time off at applicable overtime rates. Such time shall be taken by the employee prior to March 31 of any year, or will be paid out at the end of the current fiscal year. Except in unique circumstances, two (2) weeks' notice of requests will be provided.
- 13:04** When overtime is required, it shall be offered to the most senior qualified volunteer employees, and when there are no volunteer employees, such duty shall be assigned starting with the most junior employee in the area, on duty, that is qualified.
- 13:05** Full-time employees required to report back to work outside her regular working hours shall be paid at overtime rates for all hours worked with a minimum of three (3) hours at overtime rates. Where an employee is called back within two (2) hours prior to the commencement of her next scheduled shift, she will be paid at overtime rates for all time worked prior to the starting time of the next scheduled shift.
- 13:06** Overtime worked as a result of the changeover from daylight saving time to Central Standard Time shall be deemed to be authorized overtime.
- 13:07** An employee required by the Employer to attend classes of instruction or interdepartmental meetings outside his regular hours shall be paid straight time rates for time spent in attendance at such courses or meetings or be given equivalent time off, subject to Article 13:03.
- 13:08** Effective the date of ratification, a meal shall be provided or **eight** dollars (**\$8.00**) in lieu of shall be paid to an employee when said employee works in excess of two (2) hours following her normal shift.
- 13:09** Employees working two (2) consecutive shifts will be paid at double time (2x) for the second shift.
- 13:10** A full-time employee who works on a scheduled day off shall be paid two times (2x) the employee's rate of pay.



**13:11** In every period of overtime, a paid rest period of twenty (20) minutes shall occur during each continuous three (3) hours, unless the overtime worked is a full shift, in which case regular meal/rest periods shall occur.

#### **Article 14 General Holidays**

**14:01** The following are recognized as general holidays for purposes of this Agreement and either they or an alternate day off in lieu will be given at the basic rate. Failing this, an additional day's pay at the basic rate shall be granted in lieu.

|                        |                        |
|------------------------|------------------------|
| New Year's Day (Jan 1) | August Civic Holiday   |
| Louis Riel Day         | Labour Day             |
| Good Friday            | Thanksgiving Day       |
| Easter Monday          | Remembrance Day        |
| Victoria Day           | Christmas Day (Dec 25) |
| Canada Day (July 1)    | Boxing Day             |

And any other day proclaimed as a holiday by federal or provincial authorities.

**14:02** An employee required to work on a general holiday will be paid at the rate of one and one-half times ( $1\frac{1}{2}x$ ) her basic rate of pay for all hours worked up to seven and three-quarters ( $7\frac{3}{4}$ ) hours.

**14:03** Subject to Article 14:06, an employee required to work on a general holiday will also be granted an alternate day off with basic pay at the mutual convenience of the Employer and the employee. If an agreement cannot be reached that would allow the employee to take an alternate day off within thirty (30) working days before or after the holiday, an additional day's pay at the basic rate shall be granted in lieu.

**14:04** Subject to Article 14:06 below, if a general holiday falls on the regular day off of an employee or during her annual vacation, she shall be granted an alternate day off with basic pay at the mutual convenience of the Employer and the employee. If an agreement cannot be reached that would allow the

employee to take an alternate day off within thirty (30) working days before or after the holiday, a day's pay at the basic rate shall be granted in lieu.

- 14:05** If a general holiday falls on a day on which an employee is receiving income protection benefits, it shall be paid as a holiday and not deducted from income protection credits.
- 14:06** Full-time employees shall be allowed to maintain up to five (5) alternative days off in lieu of general holidays, for the employee's future use, at a time mutually agreed to between the employee and the Employer. The employee shall submit her request for time off at least two (2) weeks ahead of the day(s) wanted. Approval will be based on operational requirements and will be granted whenever possible. If compensating time off is impractical to schedule by March 31<sup>st</sup>, of any year, the employee shall receive her regular rate of pay for all days banked.
- 14:07** Where the Facility determines that work is to be performed on a general holiday, the employee whose regular scheduled shift that falls on the general holiday shall have the option to work on that shift, provided the employee submits a written request to her supervisor prior to the posting of a schedule as per Article 12:04. Such request shall not be unreasonably denied.
- Where more than one (1) employee is involved, the most senior employee on each unit in that classification shall be given preference.
- 14:08** The Employer agrees to distribute time off as equitably as possible over Christmas and New Year's, endeavouring to grant an employee as many consecutive days off as is reasonably possible over either Christmas Day or New Year's Day.

### **Article 15    Income Protection**

- 15:01** The provision of income protection is for the sole purpose of insuring an employee a continuing income during periods of bona fide sickness.

**15:02** An employee who is absent from scheduled work due to illness, disability, quarantine, or because of an accident for which compensation is not payable under The Workers Compensation Act or Manitoba Public Insurance as a result of a motor vehicle accident, shall receive her regular basic pay to the extent that she has accumulated income protection credits.

- (a) Time off for medical, dental and chiropractic examinations or treatments, including reasonable travel time within the City of Winnipeg, shall be granted and such time off shall be chargeable against the employees accumulated income protection credits, providing the following conditions are met:
- (b) Whenever possible, appointments are to be made on the employee's day off or at a time when she is not on duty. If the above is not possible, the employee will endeavour to make the appointment at a time which is least disruptive to the area.

**15:03** An employee who will be absent under the conditions outlined in Article 15:01 shall inform her supervisor prior to the commencement of her next scheduled shift(s). An employee who fails, without valid reason, to give notice as specified below will not be entitled to receive income protection benefits for the shift(s) in question:

|                         |                 |
|-------------------------|-----------------|
| Prior to the Day Shift: | One (1) Hour    |
| Prior to Evening Shift: | Three (3) Hours |
| Prior to Night Shift:   | Three (3) Hours |

Reasonable notice for pre-scheduled medical, dental or chiropractic examination or treatment will be seventy-two (72) hours. An employee undergoing elective surgery must give seven (7) days' notice except in cases of emergency.

An employee returning to work following an absence of one (1) or more scheduled shifts shall notify the Employer as soon as possible but no later than the following:

Day Shift: Notify the Employer by 14:00 hours the day prior to returning to work.

Evening Shift: Notify the Employer by 10:00 hours the day returning to work.

Night Shift: Notify the Employer by 12:00 hours the day returning to work.

If an employee reports for work after a period of illness and has not given proper notification, she may be sent home with no pay.

- 15:04** Income protection shall accumulate at the rate of one and one-quarter (1¼) days for each full month of service.
- 15:05** A committee comprised of Management and Union personnel will review payments of income protection to employees in order to minimize the abuse of income protection. Disciplinary action will be at the sole discretion of the Employer.
- 15:06** Income protection credits will accumulate on the same basis as seniority is accrued under Article 8.
- 15:07** During the probationary period, as per Article 3:05, an employee may claim accumulated income protection credits. However should an employee be terminated prior to the expiry of the above referenced probationary period, income protection credits paid to the employee will be recovered by the Employer.
- 15:08** The Employer reserves the right to require a certificate from a qualified medical practitioner as proof of the employee's fitness to return to work, or to determine the approximate length of illness, or in the case of suspected abuses, as proof of illness in regard to any claim for income protection. Failure to provide such a certificate when requested may disqualify an employee from receiving income protection benefits.
- 15:09** If an employee is to be absent for illness for a period exceeding her income protection, including EI credit, she must request, or cause someone on her

behalf to request a leave of absence in writing for the expected duration of convalescence within ten (10) days of her last paid day of income protection.

In such cases, an employee shall be granted an unpaid leave of absence for a period of one (1) month per year of service up to a maximum of twelve (12) months. The employee will be responsible to notify the department every month to update the Employer regarding her medical status as well as her expected date of return.

**15:10 Income Protection and Workers Compensation**

- (a) (i) An employee who becomes injured or ill in the course of performing his/her duties must report such injury or illness as soon as possible to his/her immediate supervisor.
- (ii) An employee unable to work because of a work-related injury or illness will inform the Employer immediately in accordance with established procedures, so that a claim for compensation benefits can be forwarded to the Workers Compensation Board (WCB). Workers Compensation payment will be paid directly to the employee by WCB.
- (iii) Where an employee has applied for WCB benefits and where a loss of normal salary would result while awaiting a WCB decision, the employee may elect to submit a written application to the Employer requesting an advance subject to the following conditions:
  - (A) Advance payment(s) shall not exceed the employee's basic salary as defined in Article 17:02 (exclusive of overtime), less the employee's usual income tax deductions, Canada Pension Plan contributions, and EI contributions.
  - (B) The advance(s) will cover the period of time from the date of injury until the date the final WCB decision is received, however, in no case shall the total amount of the advance exceed seventy percent (70%) of the value of the employee's accumulated income protection credits.

- (C) The employee shall reimburse the Employer by assigning sufficient WCB payments to be paid directly to the Employer to offset the total amount of the advance.
  - (D) In the event the WCB disallows the claim, including any appeal, the employee shall be paid for the absence in accordance with the income protection provisions of this Collective Agreement and the Employer shall recover the total amount of the advance by payroll deduction.
  - (E) Upon written request, the Employer will provide a statement to the employee indicating the amount of advance payment(s) made and repayment(s) received by the Employer.
- (b) (i) An employee who has accumulated sufficient income protection credits may elect to submit a written application to the Employer requesting that the Employer supplement the WCB payments. The amount of such supplement will equal ten percent (10%) of the employee's regular net salary not earned due to the time loss. Regular net salary will be based on the employee's basic salary as defined in Article 17:02 of the Collective Agreement (exclusive of overtime), less the employee's usual income tax deduction, Canada Pension Plan contributions and Employment Insurance contributions.
- (ii) The Employer's supplement shall be charged to the employee's accumulated income protection credits and such supplement shall be paid until the employee's accumulated income protection credits are exhausted, or until one hundred and nineteen (119) calendar days have elapsed since the first day of supplement, whichever occurs first.
- (iii) Subject to the provisions of each plan the employee may request in writing that the Employer deduct from the supplement, if sufficient, the contributions which would have been paid by the

employee to the Employer's pension plan, dental care plan, long term disability plan and group life insurance plan as if the employee was not disabled. If the supplement is not sufficient, or where the employee elects to receive an advance, the employee may, subject to the provisions of each plan, forward self-payments to the Employer to ensure the continuation of these benefit plans. The Employer will contribute its usual contributions to these benefit plans while the employee contributes.

- (iv) Further to this, the Employer shall notify the Workers Compensation Board of salary adjustments at the time they occur.
  - (v) If at any time it is decided by the Workers Compensation Board that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by the Workers Compensation Board, then such payment shall not be payable.
- (c) (i) Where an employee is unable to work because of injuries sustained in a motor vehicle accident she must advise her supervisor as soon as possible and she must submit a claim for benefits to Manitoba Public Insurance. The employee shall be entitled to receive full income protection benefits for any period of time deemed to be a waiting period by MPI.
- (ii) Subject to (i) above, where an employee has applied for benefits and where a loss of normal salary would result while awaiting a decision, the employee may submit an application to the Employer requesting an advance subject to the following conditions:
- (A) Advance payment(s) shall not exceed the employee's basic salary as defined in Article 17:02 (exclusive of overtime), less the employee's usual income tax deductions, Canada Pension Plan contributions, and EI contributions.
  - (B) The advance(s) will cover the period of time from the date of injury in the motor vehicle accident until the date the final

decision is rendered. In no case shall the total amount of the advance exceed seventy percent (70%) of the value of the employee's accumulated income protection credits.

- (C) The employee shall reimburse the Employer by assigning sufficient payments to be paid directly to the Employer to offset the total amount of the advance or by repayment to the Employer immediately upon receipt of payment made by directly to the employee.
  - (D) In the event that disallows the claim, including any appeal, the employee shall be paid for the absence in accordance with the income protection provisions of this Agreement and the Employer shall recover the total amount of the advance by payroll deduction.
  - (E) Upon request, the Employer will provide a statement to the employee indicating amount of advance payment(s) made and repayment(s) received by the Employer.
- (d) (i) Subject to (B) above, an employee who has accumulated sufficient income protection credits may elect to submit an application to the Employer requesting that the Employer supplement the payments.
- (ii) The amount of such supplement will equal ten percent (10%) of the employee's regular net salary not earned due to the time loss. Regular net salary will be based on the employee's basic salary as defined in Article 17:02 of the Collective Agreement (exclusive of overtime), less the employee's usual income tax deduction, Canada Pension Plan contributions and Employment Insurance contributions.
- (iii) The Employer's supplement shall be charged to the employee's accumulated income protection credits and such supplement shall be paid until the employee's accumulated income protection credits are exhausted.



- (iv) If at any time it is decided by Manitoba Public Insurance that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by Manitoba Public Insurance, then such payment shall not be payable.
- (e) Where a work assessment period or a modified return to work period is recommended by, the Employer shall make every reasonable effort to arrange for such assessment/return subject to covering all related costs.

The Employer agrees to actively participate and facilitate the rehabilitation and return to work of ill, injured or disabled employees. The Union shall be notified and involved if there is a request for a Rehabilitation and Return to Work Program for employees. The Employer and the Union shall review the provisions of the program and ensure that the work designated is within her/his restrictions and limitations.

**15:11** For each one and one-quarter ( $1\frac{1}{4}$ ) days of income protection accumulated, one (1) day (eighty percent [80%]) shall be reserved exclusively for the employee's personal use as outlined in Article 15:02. The remaining one-quarter ( $\frac{1}{4}$ ) of a day (twenty percent [(20%)]) shall be reserved for either the employee's personal use as outlined in Article 15:02, or for use in the event of family illness as specified in Article 15:12. The Employer shall maintain an up to date record of the balance of income protection credits reserved for each of these purposes. In the employee's first year of employment, amend one (1) day to read three-quarters ( $\frac{3}{4}$ ) of a day, and amend one-quarter ( $\frac{1}{4}$ ) of a day to read one-half ( $\frac{1}{2}$ ) of a day.

**15:12** **Subject to the provisions of Article 15:11, an employee may use income protection for illness of a spouse, child or parent.**

**Article 16 Annual Vacation**

- 16:01** The vacation year shall be from the April 1 in the one year to March 31 in the next year. Notwithstanding these dates, vacation entitlement shall be calculated as at the end of the last full pay period of the vacation year.
- 16:02** An employee who has completed less than one (1) year's continuous employment as of March 31 will be granted vacation based on a percentage of regular hours worked, in the new vacation year.
- 16:03** Annual vacation shall be earned at the rate of:
- 15 working days per year commencing in 1<sup>st</sup> year of employment.
  - 20 working days per year commencing in the 4<sup>th</sup> year of employment.
  - 25 working days per year commencing in the 11<sup>th</sup> year of employment.
  - 30 working days per year commencing in the 21<sup>st</sup> year of employment.
- Vacation entitlement for the vacation year following completion of the 1<sup>st</sup>, 3<sup>rd</sup>, 10<sup>th</sup> and 20<sup>th</sup> years of continuous employment shall be determined by a pro-rata calculation based upon the two (2) rates of earned vacation.
- In recognition of length of service each full-time employee shall receive one additional week of vacation (five [5] days) on completion of twenty (20) years of continuous service, and on each subsequent fifth (5th) (i.e. 25th, 30th, 35th, 40th, etc.) anniversary of employment.
- The additional five (5) days shall be granted in the vacation year in which the anniversary date falls and are not cumulative.
- Part-time employees shall be entitled to a pro-rata portion of this benefit.
- 16:04** Employees may receive their vacation pay not later than the date preceding the day their vacation commences if application has been made to the Employer, in writing, two (2) weeks in advance.

**16:05** Employer will post a projected vacation entitlement list not later than two (2) months prior to the vacation cut-off dates as per Article 16:01. Employees shall indicate in writing their preferences as to vacation dates within thirty (30) calendar days of posting of the projected entitlement list. Priority in the selection of dates shall be given to the employees having the most seniority within each department. An employee who fails to indicate her choice of vacation within the above thirty (30) calendar day period shall not have preference in the choice of vacation time, where other employees have indicated their preference.

Employees in term positions, as per Article 3:04, will be considered to be assigned to the ward or area they will be working in on the dates they select for their respective vacation.

All requests for vacation leave will be subject to approval of the employee's supervisor or the designated Administrative Officer based on operational requirements.

**16:06** The Employer will post an approved vacation schedule of the projected vacation entitlement list no later than the first day of the new vacation year. Vacation shall not be changed unless mutually agreed upon by the employee and the Employer.

**16:07** Vacation earned in any vacation year is to be taken in the following vacation year as per Article 16:01.

**16:08** In the event that an employee is hospitalized during her vacation, it shall be incumbent upon the employee to inform the Employer as soon as possible. In such circumstances the employee may utilize income protection credits to cover the hospitalization period and the displaced vacation shall be rescheduled at a time mutually agreed upon between the Employer and the employee within the available time periods remaining during the vacation year. Proof of such hospitalization shall be provided if requested.

**16:09** Where an employee is subpoenaed for jury duty or in receipt of WCB benefits during her period of vacation, there shall be no deduction from

vacation credits and the period of vacation so displaced shall be rescheduled at a time mutually agreed between the employee and the Employer within the available time periods remaining during the vacation year, subject to Article 16:07.

- 16:10** Vacation entitlement will be payable at the employee's regular rate of pay.
- 16:11** An employee who transfers to a different unit or department after vacation requests have been approved will have her/his vacation scheduled by the manager of the new unit in consultation with the employee within the time periods remaining during the vacation year.
- 16:12** **An employee requested to report to work on a scheduled day of vacation shall receive two times (2x) for all hours worked and the vacation day will be rescheduled.**

**An employee who volunteers to work on a scheduled vacation day will be paid at the straight time rate and the vacation day will be rescheduled as mutually agreed.**

### **Article 17 Salaries and Increments**

- 17:01** Employees shall be paid in accordance with Schedule "A" attached to and forming part of this Agreement. The granting of increases shall be contingent upon the employee having performed her duties in a satisfactory fashion.
- 17:02** (a) Salaries shall be paid biweekly to each employee in accordance with his grade listed in Schedule "A".
- (b) Upon discovery of a payroll error, the employee/Employer is responsible to report such error in pay to the Employer/employee as soon as possible.
- (c) Errors in pay equivalent to one (1) full day (**seven and three-quarters [7<sup>3</sup>/<sub>4</sub>] hours**) of regular pay or less made by the Employer shall be corrected on the next payday.

- (d) Where there is money owing to the employee in excess of one (1) day (**seven and three-quarters [7¾] hours**) of regular pay, the employee shall, upon request, be paid by supplemental pay or manual cheque as soon as possible within the seven (7) calendar days following the day the error was reported.

- 17:03** Individual salary increases resulting from the wage schedule shall be implemented on the employee's increment date, regardless of position or classification. When an unpaid leave of absence in excess of four (4) weeks is granted, the annual increment for the employee shall move forward in direct relation to the length of the leave.
- 17:04** Employees temporarily assigned to relieve or replace employees in positions covered by this Collective Agreement that are higher than their normal class, shall be paid sixty-five cents (\$0.65) per hour for hours so assigned.
- 17:05** An employee assigned, in writing by the Employer, to temporarily relieve or replace an employee whose position is outside of the bargaining unit will be paid eighty cents (\$0.80) per hour above their existing rate of pay.
- 17:06** (a) **When an employee reports to work and is requested to work in a lower paid classification the employee shall be paid her current rate of pay.**
- (b) **When an employee voluntarily works a shift in a lower paid classification the employee shall be paid at the same increment step on the lower paid classification as they are paid on their current classification.**
- (c) **When an employee voluntarily works a shift in accordance with (b) above, and the employee has previously attained a higher increment level in that classification than what (b) provides, the employee will be paid at the step that they had previously attained in the lower paid classification.**

**17:07** **Transportation**

- (a) An employee required to return to the facility on a callback as referenced in Article 13:05 will have:
  - (i) Return transportation provided by the Employer; or
  - (ii) Reimbursement in accordance with the Province of Manitoba Mileage rates if she uses her own car.
- (b) Employees who are required to use their own personal vehicle for facility business which has been pre-authorized by the Employer shall be reimbursed by the Employer in accordance with the Province of Manitoba mileage rates.
- (c) Employees required to attend meetings outside the facility shall be reimbursed applicable transportation and mileage rates as outlined above.

**17:08** Where employees are required by the Employer to wear uniforms while on duty, the Employer shall provide a uniform allowance of eight cents (\$0.08) per hour for all hours worked.

### **Article 18 Premiums**

- 18:01**
- (a) Employees required to work the majority of their hours on any shift between 16:00 hours and 24:00 hours, shall be paid an evening shift premium of one dollar (\$1.00) per hour for that shift.
  - (b) Employees required to work the majority of their hours on any shift between 00:01 hours and 08:00 hours, shall be paid a night shift premium of one dollar and seventy five cents (\$1.75) per hour for that shift.

**Effective April 1, 2016, the night shift premium shall increase to one dollar and ninety cents (\$1.90) per hour.**

**Effective October 1, 2016, the night shift premium shall increase to two dollars and five cents (\$2.05) per hour.**

**18:02** Shift premium and weekend premium will not be payable while an employee is off duty for any reason.

**18:03** A weekend premium of one dollar and thirty-five cents (\$1.35) per hour shall be paid to an employee for all hours worked on any shift where the majority of hours on that shift fall between 00:01 hours on the Saturday and 24:00 hours on the following Sunday.

**Effective April 1, 2016, the weekend premium shall increase to one dollar and fifty cents (\$1.50) per hour.**

**Effective October 1, 2016, the weekend premium shall increase to one dollar and sixty-five cents (\$1.65) per hour.**

**18:04** The evening shift premium shall also be applicable to each hour worked after 16:00 hours on a modified day or evening shift during which at least two (2) hours are worked after 16:00 hours.

**Article 19 Terminations**

**19:01** An employee may terminate her employment with the Facility by giving the following written notice:

- (a) One (1) week before the date of termination, if the employee’s service is less than one (1) year; or
- (b) Two (2) weeks before the date of termination, if the employee’s service is one (1) year or more.

**19:02** Employment may be terminated by the Employer with written notice provided as follows:

| <u>Period of Employment</u> | <u>Notice Period</u> |
|-----------------------------|----------------------|
| Less than one (1) year:     | One (1) week         |

|  |                 |
|--|-----------------|
| At least one (1) year and less than three (3) years:   | Two (2) weeks   |
| At least three (3) years and less than five (5) years: | Four (4) weeks  |
| At least five (5) years and less than ten (10) years:  | Six (6) weeks   |
| At least ten (10) years:                               | Eight (8) weeks |

Employment may be terminated with lesser notice:

- (a) By mutual agreement between the Employer and the employee; or
- (b) During the probationary period of a new employee; or
- (c) In the event an employee is dismissed for sufficient cause to justify lesser or no notice.

**19:03** The Employer will make available, within ten (10) calendar days after termination, all amounts due to the employee, including unpaid wages and pay in lieu of unused vacation entitlement.

## **Article 20 Special Provisions Re: Part-time Employees**

- 20:01**
- (a) Part-time employees who indicate in writing to the Employer that they wish to work additional hours shall be offered such work when available providing they are able to perform the required duties. Such additional hours shall be allocated as per seniority within a department amongst those employees who have requested additional hours. It is further understood that such additional hours shall be offered only to the extent that they will not incur any overtime costs to the Employer.
  - (b) Should a part-time employee as described in (a) above refuse to report for work on three (3) occasions in a calendar year when requested and without an explanation satisfactory to the Employer, she will henceforth be offered additional hours at the sole discretion of the Employer until the next seniority list is posted.



- (c) (i) Where a part-time employee is unable to work all or part of any additional hours for any reason, payment shall be made only in respect of hours actually worked.
- (ii) Additional hours worked by a part-time employee shall be included in the determination of seniority.
- (iii) Additional hours worked by a part-time employee shall be included when determining an employee's earned vacation pay, accumulated income protection credits, and general holiday pay in accordance with Article 20:07.
- (iv) When a part-time employee is scheduled to work additional shifts for a period of time as described under Article 3:04 (Term Position), she shall be entitled to income protection benefits and bereavement leave.
- (d) Whenever an employee is called in to work within one (1) hour of the start of the shift and reports for duty within one (1) hour of the start of the shift, she/he shall be entitled to pay for the full shift. In such circumstances the scheduled shift hours shall not be extended to equal a full shift.

**20:02** Part-time employees are entitled to the benefits provided for under this Collective Agreement on a pro rata basis based on their regular hours worked. Without limiting the generality of the forgoing, the following provisions shall apply.

**20:03 Income Protection in Case of Illness**

Part-time employees shall accumulate income protection credits on a pro rata basis, in accordance with this formula:

$\frac{\text{Hours paid at regular rate of pay}}{\text{Full-time hours}} \times \text{Entitlement of a full-time employee}$

**20:04** Part-time employees may claim payment from accumulated income protection credits only for those hours they were regularly scheduled to work but were unable to work due to illness, consistent with Article 20:01(c)(i).

**20:05** **Annual Vacations**

(a) Entitlement to Vacation Pay

Part-time employees shall earn and accrue entitlement to vacation pay on a pro rata basis in accordance with the following formula:

$$\frac{\text{Hours paid at regular rate}}{\text{Full-time hours}} = \text{Prorating factor}$$

Example of Entitlement to Vacation Pay

Employee A is a part-time employee, listed as .5EFT. In the previous year, A worked more than .5 of the full-time hours, and in fact worked 1,410 hours. A's entitlement to vacation pay would be based on a prorating factor of:

$$\frac{1,410}{2,015} = .7 \text{ Pro-rating factor}$$

(b) Entitlement to Vacation Time

Actual entitlement to vacation time for part-time employees shall be based on years of service as provided for in Article 16:03.

Example of Entitlement to Vacation Time

Employee A is in his/her fifth year of employment. Employee A is entitled to twenty (20) working days per year of vacation time. For greater certainty, the term "Working Days" means days on which Employee A is regularly scheduled to work.

(c) Entitlement to Receive Vacation Pay and Vacation Time

(i) Initial Selection of Vacation Time

Part-time employees shall have an initial right to indicate their preference to dates on the basis of the procedure set out at Article 16:05. During this initial procedure for vacation selection, part-time employees shall be allowed to indicate their preference up

to a maximum on the basis of the prorating of their vacation time entitlement in accordance with the following formula:

$$\text{Prorating factor} \times \frac{\text{Entitlement to vacation time}}{\text{vacation time}} = \frac{\text{Number of vacation days}}{\text{(working days)}}$$

Example of Initial Selection

During the initial selection procedure set out at Article 16:05, Employee A shall have the right to indicate in writing his/her preference as to the following maximum number of vacation dates:

$$.7 \times 20 = 14 \text{ working days}$$

(ii) Selecting the Balance of the Vacation Time

After the initial selection set out in subsection (i) above has been completed, the selection of the balance of vacation time shall be at the option of the part-time employee but shall be governed by the last sentence of paragraph 1 of Article 16:05.

Example of Selecting the Balance of Vacation Time

Employee A would have the option to select the following number of working days in order to exhaust his/her vacation time entitlement:

$$.3 \times 20 = 6 \text{ working days}$$

Alternate Example

In the event that Employee A chose to select twelve (12) working days of vacation time in the initial selection, Employee A would have the option to later select up to eight (8) working days in order to exhaust his/her vacation time entitlement.

(iii) Operational Requirements

The provisions of Article 16:05 dealing with operational requirements apply equally to the selection procedures set out in sub-sections (i) and (ii) above.

(iv) Receipt of Vacation Pay

Unless a part-time employee requests to be paid in accordance with one of the four (4) options set out below, and to the extent that he or she still has unused vacation pay, a part-time employee shall be paid his or her regular rate of pay for the number of hours he or she was scheduled to work on the working day taken as vacation time. An employee may choose to request to receive vacation pay in accordance with the one of the four options:

- (A) Partial pay divided equally over his/her entire vacation time entitlement; or
- (B) Full pay for vacation days up to such point as his or her vacation pay is exhausted; or
- (C) A combination of (A) or (B) above; or
- (D) Partial or full vacation pay as set out above for a portion of the vacation time and the balance of vacation pay in a lump sum regardless of whether the part-time employee intends to take any unused vacation time at a future date in the vacation year.

- (d) **An employee requested to report to work on a scheduled day of vacation shall receive double time (2x) for all hours worked and the vacation day will be rescheduled.**

**An employee who volunteers to work on a scheduled vacation day will be paid at the straight time rate or at the applicable overtime rate and the vacation day will be rescheduled as mutually agreed.**

**20:06** General Holidays

Part-time employees will be paid four-point-six-two percent (4.62%) of their basic pay in lieu of time off on general holidays. Such holiday pay shall be included in each regular pay deposit.

General holiday pay earned in accordance with the above shall be considered as paid hours for the purpose of accruing seniority.

**20:07 Overtime**

Part-time employees shall be entitled to overtime rates when authorized to work in excess of the daily or bi-weekly hours of work as specified in Article 12.

**20:08 Increments**

Salary increments for part-time employees will be granted after completion of the hours dictated in Schedule "A" until the maximum of the appropriate salary schedule (scale) is attained (see attached).

**20:09 Bereavement Leave**

(a) A part-time employee shall be allowed to take up to four (4) consecutive calendar days off, one (1) of which shall be the day of interment or cremation, in the case of the death of a parent, spouse, same-sex partner, child, brother, sister, brother's wife, sister's husband, mother-in-law, father-in-law, common-law spouse, daughter-in-law, son-in-law, sister or brother of spouse, the wife or husband of the spouse's sister or brother, grandparent, grandparent-in-law, grandchild, step children, step parents, latest foster parents, former legal guardian, fiancé, sister's husband/brother's wife, and any other relative or foster child who was residing in the same household at the time of his/her death; she shall receive pay at the basic rate for each scheduled hour of work within those four (4) days.

One (1) day may be retained for use in the case where actual interment or cremation is at a later date.

(b) **Bereavement** leave as referenced in (a) above, shall be extended by up to two (2) additional consecutive days provided the part-time employee is required to attend a funeral more than two hundred fifty (250) kilometres from the respective facility, or shall be granted at the Employer's discretion if the travel required is less than two hundred fifty (250) kilometres from the respective facility. The part-time employee shall receive pay at the basic rate for each scheduled hour of work within these two (2) days.

- (c) The time off referenced to in (a) above shall not be considered as needed during periods when a part-time employee was not scheduled to be on duty, i.e. days off, vacation periods, holidays and days during which income protection is being utilized.
- (d) Compassionate Care Leave  
An employee shall receive compassionate care leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:
- (i) An employee must have completed at least thirty (30) days of employment as of the intended date of leave.
  - (ii) An employee who wishes to take a leave under this section must give the employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
  - (iii) An employee may take no more than two (2) periods of leave, totalling no more than eight (8) weeks, which must end not later than twenty-six (26) weeks after the day the first period of leave began. No period of leave may be less than one (1) week's duration.
  - (iv) For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
    - (A) A family member of the employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
      - (I) The day the certificate is issued; or
      - (II) If the leave was begun before the certificate was issued, the day the leave began; and
    - (B) The family member requires the care or support of one (1) or more family members.

The employee must give the Employer a copy of the physician's certificate as soon as possible.

- (v) A family member for the purpose of this article shall be defined as:
  - (A) A spouse or common-law partner of the employee;
  - (B) A child of the employee or a child of the employee's spouse or common-law partner;
  - (C) A parent of the employee or a parent of the employee's spouse or common-law partner;
  - (D) A brother, sister, step-brother, step-sister, uncle, aunt, nephew, niece, grandchild or grandparent of the employee or of the employee's spouse or common-law partner;
  - (E) A current or former foster parent of the employee or of the employee's spouse or common-law partner;
  - (F) A current or former foster child, ward or guardian of the employee, or of the employee's spouse or common-law partner;
  - (G) The spouse or common-law partner of a person mentioned in any of the clauses (C), (D), (E), and (F);
  - (H) Any other person whom the employee considers to be like a close relative, whether or not they are related by blood, adoption, marriage or common-law relationship.
  
- (vi) An employee may end their compassionate leave earlier than eight (8) weeks by giving the Employer at least forty-eight (48) hours' notice. Where an employee has been provided necessary time off under this section, and where the Employer has made arrangements for alternate staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.

- (vii) Seniority shall accrue as per Article 8:03(c) and 8:05(d).
- (viii) Subject to the provisions of Article 15:11, an employee may apply to utilize income protection to cover part or all of the two (2) week Employment Insurance waiting period.
- (ix) In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for **Bereavement** Leave as outlined in Article 11:03 and 20:10.

**20:10** Necessary time off up to one (1) day at basic pay shall be granted to an employee to attend a funeral as a pallbearer or mourner. Additional travel time shall not be compensated as per Article 20:09(b).

## **Article 21 Staff/Management Committees**

- 21:01** The parties hereto agree to a joint committee being established to deal with such matters of mutual concern as may arise from time to time in the operation of the Facility.
- 21:02** The Committee shall be composed of equal representation from the Employer and the local Union with the total committee representation not to exceed four (4) members, unless mutually agreed otherwise. The local Union committee shall be appointed by the local Union Executive may at any time have a Representative from the Manitoba Government and General Employees' Union.
- 21:03** The Committee shall meet as and when required at a mutually agreeable time upon written notice being given by either party. An agenda will be prepared by the calling party and shall be submitted five (5) working days prior to the meeting taking place.
- 21:04** The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Collective Agreement. The Committee shall not supersede the activities of any committee of the Union or of the Employer and does not have the power to



bind either the Union or its members or the Employer to any decision or conclusions reached in their discussions. The Committee may make recommendations to the Union and the Employer with respect to its discussions and conclusions.

The parties agree that it is within the jurisdiction of the Labour Management Committee to review and make recommendations relative to those unresolved issues relating to workload and staffing including documented workload staffing reports.

- 21:05** It is agreed that both parties will cooperate to the fullest extent in the matter of safety and accident prevention and the Employer agrees to provide safety equipment where required and to install safety devices where necessary.
- 21:06** A Safety Committee, as per The Workplace Safety and Health Act, shall be established to examine all aspects of safety and health measures within the Facility.

## **Article 22 Retirement Bonus**

- 22:01** Employees retiring in accordance with the following:
- (a) Retire at age sixty-five (65) years; or
  - (b) Retire after age sixty-five (65) years; or
  - (c) Have completed at least ten (10) years continuous employment and retire after age fifty-five (55) years but before age sixty-five (65) years;
  - (d) Employees who have completed at least ten (10) years continuous service with the Employer, whose age plus years of that service equal eighty (80);
- shall be granted retirement bonus on the basis of four (4) days per year of employment.

- 22:02** Calculation of pre-retirement bonus entitlement shall begin from the date of the employee's last commencing employment at the Facility and shall be based on the employee's total seniority on the date of retirement.
- 22:03** Employees retiring in accordance with the conditions of Article 22:01 shall be granted retirement bonus as specified on the following basis. Calculations will be based on the following formula:
- $$\frac{\text{Total paid hours actually worked from date of hire}}{\text{Full-time hours}} \times \text{Four (4) days}$$
- 22:04** Payment shall, at the option of the employee, be made in a lump sum or as a continuation of salary until the scheduled retirement date. The retirement date shall be the last day worked in cases where an employee chooses lump sum payment.
- 22:05** Permanent employees who terminate employment at any time due to permanent disability shall be granted pre-retirement leave, payable in a lump sum, on the basis of four (4) days per year of employment and in accordance with the calculation methods prescribed in this Collective Agreement.
- 22:06** Pre-retirement pay may be utilized to directly fund the buyback of pension service in accordance with Revenue Canada limits and restrictions. Contributions for this purpose must also conform to the Healthcare Employees Pension Plan (HEPP) Trust Agreement, HEPP Plan Text, and other applicable written HEPP policies and guidelines.
- 22:07** Where an employee is entitled to pre-retirement bonus in accordance with the conditions listed above, and the employee dies prior to receiving this benefit, it is understood that the pre-retirement bonus benefit shall be paid to her/his estate.

## Article 23 Employee Benefits

### 23:01 Dental Plan

The parties agree that during the life of this Agreement, Healthcare Employees Benefit Plan (HEB Manitoba) sponsored Dental Plan will be cost-shared on a fifty-fifty (50/50) basis.

### 23:02 Disability and Rehabilitation Plan

The Disability and Rehabilitation Plan with benefit levels, as determined by the Board of Trustees, shall continue to be implemented for all eligible employees.

The Employer will contribute to a maximum of two point three percent (2.3%) of base salary to fund the Provincial Disability and Rehabilitation Plan.

The Employer agrees to fund its share of costs on an administrative service basis as required and in addition, the Employer will provide a net reserve to cover future benefits for employees on the disability plan.

The parties agree that income protection will be used to offset the elimination period. Once the elimination period has been exhausted, the eligible employee will commence drawing disability benefits. An employee may claim income protection for a period of time not to exceed the elimination period.

It is understood that the elimination period for the Disability Rehabilitation Plan is one hundred nineteen (119) calendar days.

**23:03** Employer will provide full-time and part-time employees, within their first three (3) months of employment, information related to the current available benefits plans; or upon request the same information may be provided through the appropriate administrative contact.

**23:04** The Employer agrees to continue to participate in the **HEB Manitoba** jointly trusted Pension Plan and the Benefit Plan () in accordance with provisions of the applicable plan text.

## **Article 24 Changes in Classification**

- 24:01** In the event that the Employer establishes or proposes to establish a new classification, or if there is a substantial change in the job content or qualifications of an existing classification and providing that the new or revised classification falls within the bargaining unit, the Union shall receive a copy of the job description and accompanying salary range.
- 24:02** Unless the Union objects in writing within thirty (30) calendar days following such notification, the classification and salary range shall become established and form part of Schedule "A" of this Agreement.
- 24:03** If the Union files written objection, as per Article 24:02, then the parties hereto shall commence negotiations forthwith and attempt to reach agreement as to an appropriate salary range.
- 24:04** Failing agreement, the matter may be referred to arbitration in accordance with Article 7.
- 24:05** At any time after an employee has been in a classification for three (3) months, she shall have the right to request a review of her classification if she feels that the duties of the job have substantially changed from those of the classification job description.

The Employer will examine the duties of the employee, compare them with the job description and give a decision as to the validity of the request.

If the decision given is not satisfactory to the employee, she may then treat this request for change in classification as a grievance as laid out in Article 6.

If at any time the Employer changes an existing job description, the employee(s) and Union will receive the revised copy of same.

## **Article 25 Sub-contracting**

- 25:01** It shall not be considered as sub-contracting should the Employer:

- (a) Merge or amalgamate with another health care facility or health care related facility; or
- (b) Transfer or combine any of its operations or functions with another health care facility or health care related facility; or
- (c) Take over any of the operations or functions of another health care facility.

**25:02** In accordance with Article 25:01, Employees will be given ninety (90) days' notice, and where the Employer is unable to provide alternate employment for which the employee possesses qualifications and ability sufficient to perform the required duties within a fifty (50) kilometre radius of the employee's originating facility, the employee shall be entitled to a choice of either:

- (a) Severance pay on the basis of two (2) weeks' pay at the regular basic rate for the position last occupied, for each year of employment with the Employer; or
- (b) The exercise of their seniority to displace a less senior employee in an equivalent or lower classification within the scope of this Agreement, provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.

**25:03** If the Employer intends to sub-contract work which results in the displacement of one (1) or more employees, the Employer will notify the Union at least ninety (90) days in advance of such change and will make every reasonable effort to find suitable alternative employment with the Facility for those employees so displaced and will guarantee to offer alternative employment with the Facility to those employees who have thirty-six (36) months or more continuous service with the Employer. Any employee with more than thirty-six (36) months' service accepting a position in a lower paid grade will continue at the salary of his/her present grade and will receive an

increase only when the rate in his/her new scale, corresponding to his/her years of service, provides for an increase over his/her current rate.

### **Article 26 Duration**

- 26:01** (a) This Agreement shall be in full force and effect from April 1, **2012** until March 31, **2017**.
- (b) The provisions of the Agreement shall continue in effect following the expiry date until replaced by a new agreement or until the declaration of a strike or lockout, whichever occurs first.
- (c) The Union agrees to give the Employer at least two (2) weeks (fourteen [14] days) written notice as to the intended time and date of strike action.
- (d) The Employer agrees to give the Union at least two (2) weeks (fourteen [14] days) written notice as to the intended time and date of lockout.
- 26:02** Should either party desire to propose changes to this Agreement, they shall give notice in writing, to the other party not more than ninety (90) calendar days and not less than thirty (30) calendar days prior to the date of termination. Within thirty (30) calendar days of the receipt of proposals, the other party shall be required to enter into negotiations for the purpose of discussing the changes and the formation of a new Agreement.
- 26:03** This Agreement may be amended during its term by mutual agreement.
- 26:04** It is agreed that neither the Union nor the Employer shall sanction or consent to any strike or lockout during the term of this Agreement and further no employee in the unit shall strike during the term of this Agreement.

### **Article 27 Union Representation**

- 27:01** The Union agrees to exchange with the Employer a current list of officers and authorized representatives and to notify the Employer in writing within fourteen (14) days of any change or changes in Union representation.

**27:02** The Employer agrees that the bargaining unit shall have the right to assistance from representatives of the Manitoba Government and General Employees' Union when negotiating or dealing with matters concerning the Agreement.

**27:03** When meeting with the Employer to conduct negotiations, the maximum number of employees who will be entitled to leave of absence without loss of basic pay or benefits shall be three (3) representatives.

By mutual agreement between the Employer and the Union, employees required to make special presentations shall be allowed leave of absence with pay.

**27:04** Union local officers and stewards, with their respective supervisor(s) permission, may visit employees for the purpose of investigating complaints and the administration of the Collective Agreement but only with the prior authorization of the supervisor(s) of the employees involved. Such authorization shall not be unreasonably withheld. To the extent possible and practical, all such union activities shall be conducted during off duty hours.

## **Article 28 Respectful Workplace**

**28:01** It is agreed that there shall be no discrimination against any employee by the Employer or the Union based on:

- Ancestry, including colour and perceived race.
- Ethnic background or origin.
- Age.
- Nationality or national origin.
- Political belief, association or activity.
- Religion or creed.
- Sex, including pregnancy.
- Marital status or family status.
- Sexual orientation/**gender identification.**

- Physical or mental disability.
- Place of residence.
- Membership or non-membership or activity in the union, except as may be allowed under the Manitoba Human Rights Code.

**28:02** **Harassment**

The Employer and the Union agree that no form of harassment shall be condoned in the workplace and it is further agreed that both parties will work together in recognizing and dealing with such problems, should they arise. Situations involving harassment shall be treated in strict confidence by both the Employer and the Union.

The definition of harassment shall consist of the definition contained in the Human Rights Code **and The Workplace Safety and Health Act** and shall further include the definition of harassment set out in the Respectful Workplace Policy as may be amended by the Employer from time to time.

Employees are encouraged to review the Respectful Workplace Policy.

**28:03** The parties agree that all employees are entitled to a respectful and safe workplace, which is free from discrimination, harassment and violence.

**28:04** The Employer, in consultation with its employees, will develop a respectful workplace policy or review an existing policy to be included in the Employer's policy manual.

**Article 29 Bulletin Boards**

**29:01** A bulletin board for the use of the Union will be provided by the Employer. All material posted must be submitted to the designated Administrative Officer and is subject to his/her approval.



**Article 30 Discharge, Suspension, Discipline and Access to Personnel Files**

- 30:01** An employee may be discharged or suspended for just cause. Such employee shall be advised promptly in writing of the reason for her dismissal or suspension, with a copy being sent to the Union Staff Representative.
- 30:02** In all instances where the Employer considers that an employee warrants disciplinary action, the Employer shall make every effort to take such action at a meeting with the employee. The employee may be accompanied at the meeting by a Union representative if she so desires.
- Where possible, the Employer shall give the employee prior notice of the nature of the complaint.
- No disciplinary document shall be placed on an employee's personnel file without the employee being given the opportunity to read the document.
- 30:03** If the action referred to in the above clause results in a written warning, suspension, demotion or dismissal of an employee, the Employer shall notify the employee in writing of the action taken and the reasons either by registered mail or personal service.
- 30:04** Upon written request and at a mutually agreeable time, an employee shall be given the opportunity to examine any document which is placed in her personnel file, provided no part thereof is removed from the file, and her reply to any such document shall also be placed in her personnel file. Upon written request the employee shall also receive an exact copy of any document forming part of her file.
- 30:05** An employee accompanied by a Union representative if she so elects, may examine her personnel file on request as per Article 30:04 of the Collective Agreement.
- 30:06** There shall be one (1) personnel file maintained by the Employer for each employee.

**30:07** Where the facility makes a written assessment of an employee's work performance, the employee shall be entitled to receive a copy. The employee shall sign the assessment indicating only that she has read and understands the contents. The employee may respond in writing to the assessment which shall become part of her record.

Any dispute relative to the substance of the written evaluation must be in writing and submitted within seven (7) days of the date of the employee's acknowledgement of the evaluation.

### **Article 31 Trades and Engineering Employees**

**31:01** The Employer shall provide gloves as well as a safety shoe allowance of up to two hundred (\$200) every twenty-four (24) months for maintenance, engineering and trades personnel only (receipt must be submitted).

### **Article 32 Standby**

**32:01** Effective the beginning of the first full pay period following the date of ratification:

Effective April 1, 2010, an employee who is designated in writing by the Employer to be on standby shall be entitled for payment of two (2) hours basic pay for each (8) hour period or a pro rata payment for any portion thereof.

Standby allowance shall not be paid during any time during which an employee is actually called back to work.

### **Article 33 Storm/Disaster Pay**

**33:01** If an employee is unable to attend work due to bad weather conditions and there are actual blizzard conditions, as declared by Environment Canada, or the Employer, or due to road closures as declared by the police agencies or the Department of Highways, staff shall not be paid for such work missed,

however, on written request, he/she will be allowed to use banked time in lieu of overtime, banked statutory holiday or vacation time.

- 33:02** If the employee is able to attend at work in spite of the above conditions, and they do so as soon as possible and within one (1) hour of the scheduled start time, they shall be entitled to pay for the full shift.

#### **Article 34 Education Leave**

- 34:01** The Employer, where possible, will attempt to accommodate scheduling requests for employees who have been accepted into an educational program and wish to maintain an employment relationship with the Employer.
- 34:02** Upon written request, the Employer shall give due consideration to an employee's request for educational leave of absence without pay.

#### **Article 35 Loss Of or Damage To Personal Effects**

- 35:01** In recognition of the fact that during the performance of their duties, employees may have their clothing or other personal property damaged, the Employer agrees to make appropriate compensation for replacement of same.
- 35:02** No claims for compensation will be considered where an employee has or will receive adequate compensation from insurance or otherwise for the loss or theft or damage to the employee's tools, equipment or personal effects, or for luxury items.
- 35:03** Employees are responsible for any personal effects that are brought to their place of work and are not specifically required in the course of their employment and no claim for compensation will be considered for loss or theft of or damage to such personal effects.

## Article 36 Safety and Health

- 36:01** The Employer shall in accordance with the objects and purposes of The Workplace Safety and Health Act:
- (a) Ensure so far as is reasonably practicable, the safety, health and welfare at work of all workers; and
  - (b) Comply with The Workplace Safety and Health Act and Regulations.
- 36:02** It is agreed that both parties will cooperate to the fullest extent in the matter of safety and accident prevention and the Employer agrees to provide safety equipment where required and to install safety devices where necessary.
- 36:03** A joint Safety and Health Committee, as per The Workplace Safety and Health Act, shall be established within each facility to examine all aspects of safety and health measures within the facility. The joint Safety and Health Committee shall hold meetings at least quarterly for jointly considering, monitoring, inspecting, investigating, and reviewing safety and health conditions and practices within in the site. The duties of the committee include:
- (a) The receipt, consideration and disposition of concerns and complaints respecting the safety and health of workers;
  - (b) Participation in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace;
  - (c) The development and promotion of measures to protect the safety and health and welfare of persons in the workplace, and checking the effectiveness of such measures;
  - (d) Co-operation with the occupational health service, if such a service has been established;
  - (e) Co-operation with a safety and health officer exercising duties under this Act or the regulations;

- (f) The making of recommendations to the employer or prime contractor respecting the safety and health of workers;
- (g) The inspection of the workplace at regular intervals;
- (h) The participation in investigations of accidents and dangerous occurrences at the workplace;
- (i) The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and
- (j) Such other duties as may be specified in this Act or prescribed by regulation.

Minutes of the Workplace Safety and Health Committee meetings shall be recorded, provided to committee members, posted on the Safety and Health bulletin boards, and supplied to the Workplace Safety and Health Division. Recommendations for corrective actions shall be referred, in writing, to the CEO or designate and a response shall be provided to the Workplace Safety and Health Committee within thirty (30) days.

**36:04** The Employer and the Union agree that harassing and violent behaviour shall not be condoned in the workplace and is further agreed that both parties will work together in recognizing and resolving such problems should they arise.

- (a) When the Employer is aware that a resident/patient has a history of aggressive behaviour the Employer will make such information available to employees who provide service to those residents.
- (b) Where such a program does not exist, the Employer shall develop an Aggressive Resident/Patient Conduct Program. Prior to implementing such a program, the Employer shall receive a recommendation from the Safety and Health committee. Such a program will include instruction and dissemination of information.

**36:05** The Employer shall provide information and preventative measures for those employees in contact with known infectious diseases where medically necessary to protect the employee or other residents.

**36:06** An employee may refuse to perform particular work where the employee has reasonable grounds to believe and does believe that the work is dangerous to his/her safety or health or the safety or health of another worker or another person. Where the employee refuses particular work, he/she shall immediately report the refusal and reasons therefore to his/her immediate supervisor. The Employer shall ensure that employees subsequently asked to perform this work are made aware of the original refusal. The immediate supervisor in conjunction with the appropriate authorities will ensure that the employee is not required to continue working under dangerous conditions.

Should any provisions of this Article be or become inconsistent with the applicable legislation, the legislation will supersede.

### **Article 37 Overpayments**

**37:01** The Employer may not make deductions from wages unless authorized by statute, by Court Order, by Arbitration Award, by this Agreement, by the Union or to correct an overpayment error made in good faith. Where an error has been made in good faith, the Employer shall be entitled to recover any overpayment made, for a period of time that does not extend further back than twelve (12) months from date of discovery, provided:

- (a) Once the error is discovered, notice and a detailed breakdown of the error is given by the Employer to the affected employee and the Union as soon as practicable;
- (b) The proposed recovery is made in as fair and reasonable a manner as possible, and;
- (c) The proposed recovery is made over a period of time which is no less than the period during which the overpayment was made unless otherwise agreed between the Employer and employee.

**37:02** In the event the employee retires from, or leaves the employ of, the Employer before the Employer is able to fully recover an overpayment as contemplated in this Article, the Employer shall be entitled to make a full recovery at the time of retirement or termination of employment of that employee and reduce accordingly any payments that might be owing to that employee to recover the overpayment.

### **Article 38 Special Provisions Regarding Employees Occupying More Than One Position**

**38:01** Part-time employees shall be eligible to apply for and occupy more than one (1) part-time position with the Employer. It is understood that at no time will the arrangement result in additional cost to the Employer. Where it is determined that it is not feasible for the employee to work in more than one (1) position, the employee will have the option of assuming the position applied for and relinquishing their former position.

**38:02** At no time shall the sum of the positions occupied exceed the equivalent of one (1) EFT, however, it is recognized that daily hours of work may be exceeded by mutual agreement between the Employer, the employee and the Union.

**38:03** Where the sum of the positions occupied equals one (1) EFT, the status of the employee will continue to be part-time (i.e. status will not be converted to full-time) and the provisions of Article 20 will apply based on the total of all active positions occupied unless otherwise specified in this Article.

**38:04** All salary-based benefits, i.e. Group Life, Pension, D&R, as applicable, will be combined and calculated on the basis of the total of all active positions occupied.

- 38:05 All accrued employee benefits, i.e., vacation, income protection, shall be maintained and utilized on the basis of the total of all active positions occupied.
- 38:06 Requests for scheduling of vacation, paid or unpaid leaves of absence, etc. shall be submitted to each departmental supervisor/manager, and will be considered independently based on the operational requirements of each department.
- 38:07 Employees taking on an additional position will be subject to a six (6) month trial period in that position. If during the trial period the applicant is found by the Employer to be unsatisfactory in her new position, she shall relinquish that position.
- 38:08 Where an approved arrangement is later found to be unworkable, the effected employee will be required to relinquish one (1) of the positions occupied.



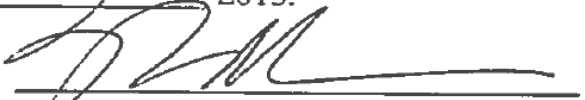
IN WITNESS WHEREOF: A representative of Southeast Personal Care Home has hereunto set their hand for, and on behalf of, Southeast Personal Care Home, and Sheila Gordon, Staff Representative of Manitoba Government and General Employees' Union, has hereunto set her hand for, and on behalf of, Manitoba Government and General Employees' Union.

Signed this 2nd day of Sept 2015.

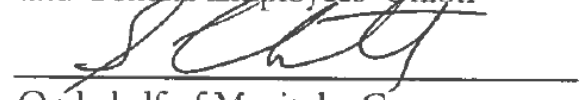
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On behalf of Southeast Personal Care Home

  
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On behalf of Southeast Personal Care Home

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On behalf of Southeast Personal Care Home

  
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On behalf of Manitoba Government and General Employees' Union

  
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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union

## Schedule "A"

### NOTES #1:

|                                |   |
|--------------------------------|---|
| <b>Effective April 1, 2014</b> | <b>2.5 % increase on hourly rates for all classifications</b> |
| <b>Effective April 1, 2015</b> | <b>2.5 % increase on hourly rates for all classifications</b> |
| <b>Effective April 1, 2016</b> | <b>2.0 % increase on hourly rates for all classifications</b> |

### Increment Steps (In Hours) Effective April 1, 2006

#### Full-time Employee Hours

| Daily | Annual | Start | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-------|--------|-------|--------|--------|--------|--------|--------|
| 7.25  | 1,885  | 0     | 1,885  | 3,770  | 5,655  | 7,540  | 9,425  |
| 7.50  | 1,950  | 0     | 1,950  | 3,900  | 5,850  | 7,800  | 9,750  |
| 7.75  | 2,015  | 0     | 2,015  | 4,030  | 6,045  | 8,060  | 10,075 |
| 8.00  | 2,080  | 0     | 2,080  | 4,160  | 6,240  | 8,320  | 10,400 |

#### Long Service Step – Facility Support

- (1) **Effective October 1, 2014 a Long Service Step equivalent to two percent (2%) shall be added to Schedule A. Employees shall be eligible for the Long Service Step identified in Schedule A upon completion of the following:**
  - (i) **Twenty (20) or more years of continuous service, and**
  - (ii) **The employee has been at the maximum step of their salary scale for a minimum of 12 consecutive months.**
- (2) **Employees who do not meet the above criteria on October 1 2014 shall be eligible for the Long Service Step on the employee's anniversary date in which the employee meets both conditions outlined in (1) above.**

**For the purpose of (1) and (2) continuous service shall be calculated based on continuous calendar years of service in an EFT position (FT, PT or Term).**

#### Long Service Step – Prof/Tech

- (1) **Effective October 1, 2012 Long Service Step equivalent to two percent (2%) shall be added to Schedule A. Employees shall be eligible for the Long Service Step identified in Schedule A upon completion of the following:**
  - (i) **Twenty (20) or more years of continuous service, and**
  - (ii) **The employee has been at the maximum step of their salary scale for a minimum of 12 consecutive months.**
- (2) **Employees who do not meet the above criteria on October 1, 2012, will be eligible for the Long Service Step on the employee's anniversary date in which the employee meets both conditions outlined in (1) above.**

**For the purpose of (1) and (2) continuous service shall be calculated based on continuous calendar years of service in an EFT position (FT, PT or Term).**

**Memorandum of Agreement**

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union****Re: Working Short**

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The parties agree that staffing levels affect care for patients/residents, and employees working conditions. The parties therefore agree:

- (a) The Employer is responsible to review and determine staffing requirements.
- (b) The Employer shall strive to maintain base staffing levels in the units wherever reasonable and practicable.
- (c) In the event that the Employer determines that a vacant shift will not or cannot be filled, the Department Head/Supervisor/Charge Nurses shall, in consultation with the staff:
  - (i) Evaluate and reorganize the workload;
  - (ii) Provide direction to staff as to which activities take priority, and where appropriate, functions that they will not be able to complete.

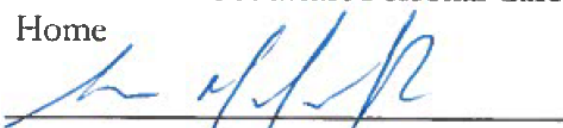
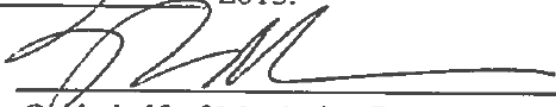
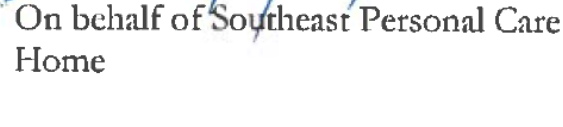
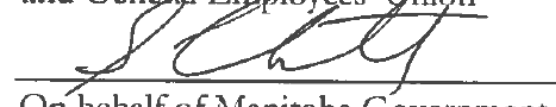
The issue of workload concerns / working short will be a standing agenda item under the Joint Committee established under Article 21:01. Topics of discussion may include:

- (a) Review and discuss staffing levels/workload issues such as:
  - Sick replacement processes
  - Recruiting
  - Current vacancies

- Workload distribution
  - Shift duration
  - Other
- (b) Establish a mechanism for monitoring staffing levels/workload issues, including the development of jointly approved working short and overtime forms (examples to be tabled).
- (c) Review and make recommendations to facility management regarding the above.

The Committee will meet within thirty (30) days following ratification of the Collective Agreement and shall jointly determine the frequency of meetings.

Signed this 2nd day of Sept 2015.

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|---|--|
| <hr/>   | <hr/>  |
| On behalf of Southeast Personal Care Home   | On behalf of Manitoba Government and General Employees' Union                        |
|  |   |
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| On behalf of Southeast Personal Care Home   | On behalf of Manitoba Government and General Employees' Union                        |
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| On behalf of Southeast Personal Care Home   | On behalf of Manitoba Government and General Employees' Union                        |

**Memorandum of Agreement**

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union**

**Re: Retroactive Pay**

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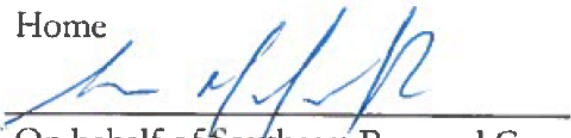
**All applicable retroactive wage and benefit adjustments shall** be processed as soon as possible following ratification of the settlement by both parties. The anticipated timelines for processing of retroactive pay will be communicated to all current employees in an appropriate format.

**Former employees are eligible to apply for applicable retroactive pay provided that they apply in writing within ninety (90) days after the ratification date.**

Wherever possible retroactive pay will be made by separate cheque.

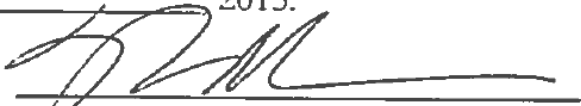
Signed this 2nd day of Sept 2015.

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On behalf of Southeast Personal Care Home

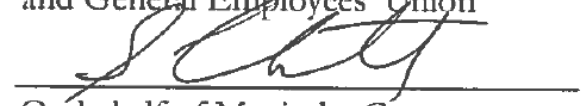


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On behalf of Southeast Personal Care Home

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On behalf of Southeast Personal Care Home



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On behalf of Manitoba Government and General Employees' Union



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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union

**Memorandum of Agreement**

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union**


**Re: Job Descriptions**

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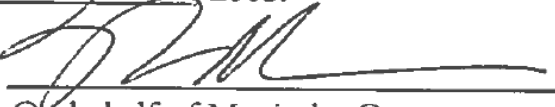
The Employer agrees to provide to the Union a complete set of the respective MGEU (Health Care Support Services) Bargaining Unit job descriptions within ninety (90) days of the signing of this Collective Agreement.

Signed this 2nd day of Sept 2015.

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On behalf of Southeast Personal Care Home

  
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On behalf of Southeast Personal Care Home

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On behalf of Southeast Personal Care Home

  
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On behalf of Manitoba Government and General Employees' Union

  
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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union

**Memorandum of Agreement**

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union**

**Re: Escort Duty**

---


An employee reporting for work as called in for escort duty shall be paid at the appropriate rate of pay for time worked with a minimum guarantee of three (3) hours pay.

Where such escort duty results in the employee being away from the work site for four (4) hours or more, upon presentation of an appropriate receipt, the employee shall be reimbursed up to a maximum of seven dollars (\$7.00) for the purchase of a meal.

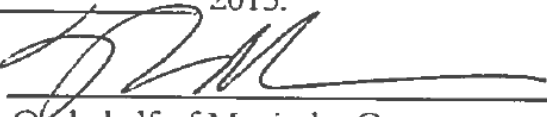
Reasonable transportation costs will be provided by the employer as required.

Signed this 2nd day of Sept 2015.

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On behalf of Southeast Personal Care Home

  
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On behalf of Southeast Personal Care Home

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On behalf of Southeast Personal Care Home

  
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On behalf of Manitoba Government and General Employees' Union

  
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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union

**Memorandum of Agreement**

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union**

**Re: Emergencies**

---

In any emergency declared by the Facility or disaster declared by EMO, employees are required to perform duties as assigned notwithstanding any contrary provision in the Collective Agreement.

Compensation for unusual working conditions related to such emergency or disaster will be provided in accordance with the Collective Agreement.

Where overtime is worked by reason of a disaster plan exercise or fire drill, overtime will be paid in accordance with Article 13.

The importance of disaster plan exercises and fire drills is mutually acknowledged by the Employer and the Union and, to this end, participation of all employees is encouraged.

Signed this 2nd day of Sept 2015.

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On behalf of Southeast Personal Care Home

[Signature]  
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On behalf of Southeast Personal Care Home

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On behalf of Southeast Personal Care Home

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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union



**Memorandum of Agreement**

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union**

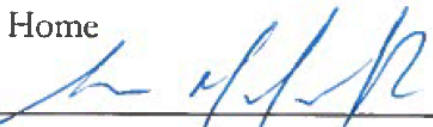
**Re: Civil Liability**

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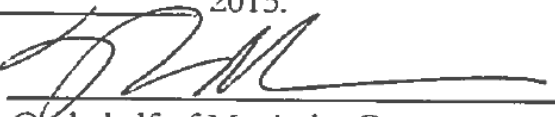
Upon written request from the Union, the Employer will meet with the bargaining unit representatives to outline current civil liability coverage for MGEU employees.

Signed this 2nd day of Sept 2015.

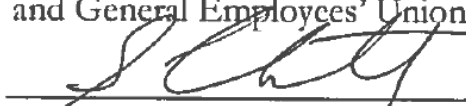
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On behalf of Southeast Personal Care Home

  
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On behalf of Southeast Personal Care Home

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On behalf of Southeast Personal Care Home

  
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On behalf of Manitoba Government and General Employees' Union

  
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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union

**Memorandum of Agreement**

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union****Re: Provincial Facility Support Sector Advisory Committee**

---

The parties acknowledge that in order to support the delivery of effective patient/resident care, it is necessary to have an adequate supply of trained employees. The parties acknowledge that availability of qualified employees may differ throughout the province and there may need to be consideration of unique regional challenges.

Therefore the parties agree to establish a Provincial Facility Support Sector Advisory Committee with representation from the Employers and the Unions. Union representation shall be a maximum of six (6) Business Representatives or elected Union officials. The Committee shall meet quarterly, the purpose of which will be:


- To identify classifications that are experiencing current or anticipated shortages of trained staff including, but not limited to, Health Care Aide, Sterile Processing Technician and Coding Technologist.
- To identify training requirements in order to address current or anticipated shortages.
- To recommend strategies to facilitate the availability and accessibility of training programs.
- To consider other systemic staffing issues that may be raised by Committee members.
- To present its findings and recommendations to the Regional Health Authorities of Manitoba (RHAM) prior to the expiration date of the Collective Agreement.

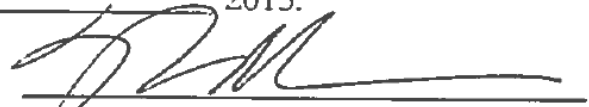
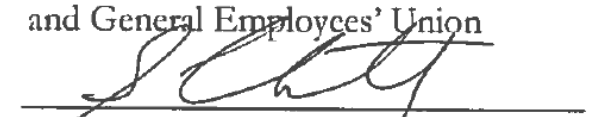
The Provincial Facility Support Sector Advisory Committee will commence meeting within ninety (90) days of all Unions' ratification of the 2008 negotiated Agreement.

The committee will determine process issues including the circumstances in which individuals including employees may be invited to present or share information with the Committee for its consideration.

The Provincial Facility Support Sector Advisory Committee will be in existence for the duration of the collective agreement and will be extended if agreed to between the parties.

Signed this 2nd day of Sept 2015.

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On behalf of Southeast Personal Care Home  
  
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On behalf of Southeast Personal Care Home  
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On behalf of Southeast Personal Care Home

  
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On behalf of Manitoba Government and General Employees' Union  
  
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On behalf of Manitoba Government and General Employees' Union  
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On behalf of Manitoba Government and General Employees' Union

**Memorandum of Agreement**

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union**

**Re: Maintenance of Wage Standardization**

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WHEREAS Healthcare Employers represented by the Labour Relations Secretariat and Health Care Unions (hereinafter “the parties”) have negotiated provisions to work toward the attainment of wage standardization in the facility support sector for classifications performing the same duties;

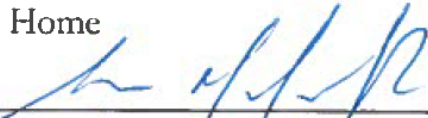
AND WHEREAS Phase II of the Wage Standardization initiative will be concluded on March 31, 2009;

AND WHEREAS the parties agree that Wage Standardization must be maintained while at the same time recognizing that bona fide and significant changes to an employee’s or group of employees job content may result in a request for review of the wage scale;

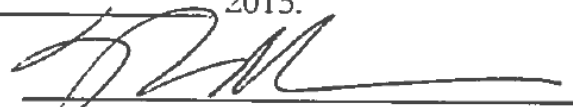
THEREFORE the parties agree to establish a joint committee within sixty (60) days of ratification of the final facility support Collective Agreement in 2008. The mandate of the joint committee is to develop a process, including a dispute resolution mechanism, to deal with changes in job content or qualification requirements consistent with the stated purpose of ensuring the maintenance of wage standardization. The time frame for the joint committee to conclude its deliberations is ninety (90) days from its first meeting.

Signed this 2nd day of Sept 2015.


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On behalf of Southeast Personal Care Home

  
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On behalf of Southeast Personal Care Home

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On behalf of Southeast Personal Care Home

  
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On behalf of Manitoba Government and General Employees' Union

  
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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union

**Memorandum of Agreement**

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union**

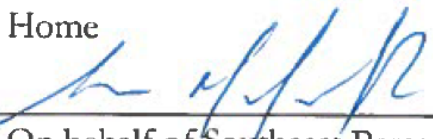
**Re: Pension or Benefit Plan Improvements**

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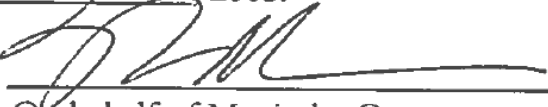
During the term of the current Collective Agreement, should another healthcare union receive enhanced pension or benefit plan improvements, the facility support Unions will also receive the same enhancements at the same time.

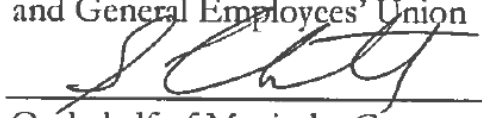
Signed this 2nd day of Sept 2015.

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On behalf of Southeast Personal Care Home

  
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On behalf of Southeast Personal Care Home

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On behalf of Southeast Personal Care Home

  
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On behalf of Manitoba Government and General Employees' Union

  
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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union

**Memorandum of Agreement**

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union**

**Re: Seniority, Income Protection and Annual Vacation Accruals**

---

The parties herein agree to the following:

**Article 8 Seniority**

- 1. All regular hours paid from the date of hire to the date of ratification of this Collective Agreement shall be included into all employee's seniority calculation.

**Article 15 Income Protection**


- 2. All unused income protection accrued prior to the date of ratification of this Collective Agreement shall remain credited to employees.

**Article 16 Annual Vacation**

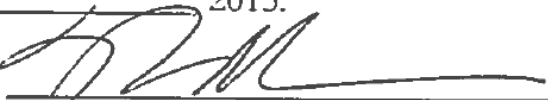
- 3. All unused vacation accrued prior to the date of ratification of this Collective Agreement shall remain credited to employees.

Signed this 2nd day of Sept 2015.

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On behalf of Southeast Personal Care Home

  
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On behalf of Southeast Personal Care Home

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On behalf of Southeast Personal Care Home

  
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On behalf of Manitoba Government and General Employees' Union

  
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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union

## Memorandum of Agreement

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union**

**Re: Wage Adjustment - Technical/Professional Component Classifications**

---

For the continued maintenance of wage standardization, and to ensure the salary scales of Professional/Technical classifications as represented by MGEU maintain an appropriate relationship to salary scales of the same classifications represented by Manitoba Association of Health Care Professionals (MAHCP), application of current and future wage adjustments will be as follows:

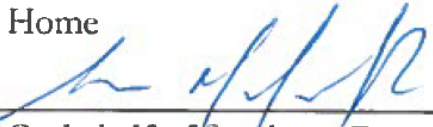
1. Effective April 1, 2012 and thereafter, classifications listed herein shall have wages adjusted in accordance with the rates and effective dates as established within the MAHCP central table Collective Agreement.
2. Classifications listed herein may be revised to remove or include additional classifications, as deemed necessary by the parties, for the continued maintenance of wage standardization.
3. Affected classifications:

| <u>Standardization</u> | <u>MGEU</u>                 | <u>MAHCP</u>                     |
|------------------------|-----------------------------|----------------------------------|
| <u>Group Number</u>    | <u>Classification Table</u> | <u>Comparable Classification</u> |
|                        | Clinical Dietician          | Dietician                        |
|                        | Social Worker               | Social Worker                    |
|                        | Recreation Supervisor (PIO) | Recreation Coordinator           |



Signed this 2nd day of Sept 2015.

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On behalf of Southeast Personal Care Home

  
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On behalf of Southeast Personal Care Home

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On behalf of Southeast Personal Care Home

  
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On behalf of Manitoba Government and General Employees' Union

  
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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union

**Memorandum of Agreement**

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union****Re: Vacation Transition - April 1, 2012 to March 31, 2013 Vacation Year**

---

In order to facilitate the transition to the new vacation year with an effective date of April 1, 2012, it is agreed that the vacation earned during the 2011/12 vacation year shall reflect actual vacation earned from date of hire to March 31, 2012.

If an employee wished to take a longer period of vacation time off between April 1, 2012 and March 31, 2013 without sufficient vacation earnings, the employee will be allowed to borrow up to a maximum of five (5) vacation days from the subsequent vacation year for this one (1) vacation year alone, subject to the following conditions:

- The paid vacation time available for said employee to take as vacation in the April 1, 2013 to March 31, 2014 vacation year will be reduced to reflect the exact amount of vacation time that was borrowed into the previous vacation year.
- If an employee resigns their employment prior to the next vacation year and the vacation advance taken is in excess of the vacation accrued for the April 1, 2013 to March 31, 2014 vacation year, the Employer may recover the outstanding vacation advance from any other monies owed to the employee.
- Full-time employees may request up to the maximum of five (5) vacation days. Part-time employees may request a prorated number of vacation days based on the EFT that they hold (i.e.: an employee holding a 0.6 EFT position may request up to a maximum of three (3) vacation days).
- The approval of the vacation advance for each individual employee is at the sole discretion of the Administrative Officer. Said discretion will be exercised fairly and reasonably and will consider the merits of each request.

- The denial of any vacation advance request is not subject to the grievance and arbitration procedures.

Signed this 2nd day of Sept 2015.

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On behalf of Southeast Personal Care Home

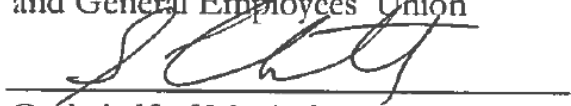


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On behalf of Southeast Personal Care Home

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On behalf of Southeast Personal Care Home



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On behalf of Manitoba Government and General Employees' Union



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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union

## Letter of Understanding

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union**

### **Re: Representative Workforce**

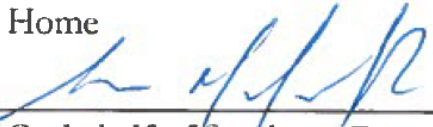
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The parties understand that Aboriginal persons are significantly underrepresented in the health care labour force and that additional actions are needed to promote and facilitate employment of Aboriginal persons in health care occupations at all levels. It is therefore mutually agreed that the undersigned parties will work in cooperation to:

- (a) Develop strategic initiatives and programs that:
  - (i) Foster mutual respect, trust, fairness, open communication and understanding;
  - (ii) Focus on recruiting, training and career development of Aboriginal workers;
  - (iii) Identify workplace barriers that may be discouraging or preventing Aboriginal workers from entering and remaining in the workforce;
  - (iv) Facilitate constructive race and cultural relations.
- (b) Promote and publicize initiatives undertaken to encourage, facilitate and support the development of a representative workforce;
- (c) Implement education opportunities for all employees to promote cultural awareness of Aboriginal peoples. This will include enhanced orientation sessions for new employees to ensure better understanding of respectful work practices to achieve a harassment free environment.

Signed this 2nd day of Sept 2015.

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On behalf of Southeast Personal Care Home

  
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On behalf of Southeast Personal Care Home

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On behalf of Southeast Personal Care Home

  
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On behalf of Manitoba Government and General Employees' Union

  
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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union

**Memorandum of Understanding**

between

**Southeast Personal Care Home**

and

**Manitoba Government and General Employees' Union**

**Re: Classification Review**

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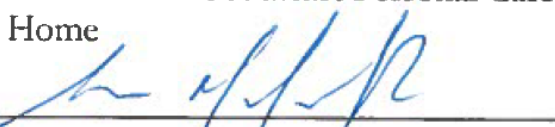
The following classifications will be reviewed as per current classification/evaluation provisions, including MWSC:

- Health Information Management Professional Group
- Tenant Companion
- Unit Clerk / HCA

Any reclassification (increase) which may apply to take effect April 1, 2015.

Signed this 2nd day of Sept 2015.

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On behalf of Southeast Personal Care Home

  
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On behalf of Southeast Personal Care Home

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On behalf of Southeast Personal Care Home

  
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On behalf of Manitoba Government and General Employees' Union

  
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On behalf of Manitoba Government and General Employees' Union

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On behalf of Manitoba Government and General Employees' Union

## Salary Schedule

Effective April 1, 2012 (0.00%)

| Stand. Group # | Occupational Group                      | Employer Classification                            | Annual Hours |         | Start     | Step 1    | Step 2    | Step 3    | Step 4    | Step 5    |           |           |           |
|----------------|---|--|--------------|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 15             | Dietetic Aide                           | Food Service Attendant                             | 2015         | Hourly  | 14.479    | 14.913    | 15.361    | 15.822    | 16.296    | 16.785    |           |           |           |
|                |   |  |              | Monthly | 2,431.27  | 2,504.14  | 2,579.37  | 2,656.78  | 2,736.37  | 2,818.48  |           |           |           |
|                |   |  |              | Annual  | 29,175.19 | 30,049.70 | 30,952.42 | 31,881.33 | 32,836.44 | 33,821.78 |           |           |           |
| 23             | Cook II - Certified                     | Cook   | 2015         | Hourly  | 17.818    | 18.353    | 18.903    | 19.470    | 20.054    | 20.656    |           |           |           |
|                |   |  |              | Monthly | 2,991.94  | 3,081.78  | 3,174.13  | 3,269.34  | 3,367.40  | 3,468.49  |           |           |           |
|                |   |  |              | Annual  | 35,903.27 | 36,981.30 | 38,089.55 | 39,232.05 | 40,408.81 | 41,621.84 |           |           |           |
| 28             | Housekeeping Aide                       | Housekeeping                                       | 2015         | Hourly  | 14.479    | 14.913    | 15.361    | 15.822    | 16.296    | 16.785    |           |           |           |
|                |   |  |              | Monthly | 2,431.27  | 2,504.14  | 2,579.37  | 2,656.78  | 2,736.37  | 2,818.48  |           |           |           |
|                |   |  |              | Annual  | 29,175.19 | 30,049.70 | 30,952.42 | 31,881.33 | 32,836.44 | 33,821.78 |           |           |           |
| 35             | Linen / Laundry Attendant               | Laundry Aide                                       | 2015         | Hourly  | 14.479    | 14.913    | 15.361    | 15.822    | 16.296    | 16.785    |           |           |           |
|                |   |  |              | Monthly | 2,431.27  | 2,504.14  | 2,579.37  | 2,656.78  | 2,736.37  | 2,818.48  |           |           |           |
|                |   |  |              | Annual  | 29,175.19 | 30,049.70 | 30,952.42 | 31,881.33 | 32,836.44 | 33,821.78 |           |           |           |
| 42             | Health Care Aide (Certified / Trained)  | Health Care Aide                                   | 2015         | Hourly  | 17.044    | 17.555    | 18.082    | 18.624    | 19.183    | 19.759    |           |           |           |
|                |   |  |              | Monthly | 2,861.97  | 2,947.78  | 3,036.27  | 3,127.28  | 3,221.15  | 3,317.87  |           |           |           |
|                |   |  |              | Annual  | 34,343.66 | 35,373.33 | 36,435.23 | 37,527.36 | 38,653.75 | 39,814.39 |           |           |           |
| 45             | Activity Worker (Certified)             | Recreation Worker                                  | 2015         | Hourly  | 17.044    | 17.555    | 18.082    | 18.624    | 19.183    | 19.759    |           |           |           |
|                |   |  |              | Monthly | 2,861.97  | 2,947.78  | 3,036.27  | 3,127.28  | 3,221.15  | 3,317.87  |           |           |           |
|                |   |  |              | Annual  | 34,343.66 | 35,373.33 | 36,435.23 | 37,527.36 | 38,653.75 | 39,814.39 |           |           |           |
| 46             | Supervisory Role - Activity Coordinator | Recreation Coordinator                             | 2015         | Hourly  | 18.001    | 18.541    | 19.098    | 19.670    | 20.261    | 20.868    |           |           |           |
|                |   |  |              | Monthly | 3,022.67  | 3,113.34  | 3,206.87  | 3,302.92  | 3,402.16  | 3,504.09  |           |           |           |
|                |   |  |              | Annual  | 36,272.02 | 37,360.12 | 38,482.47 | 39,635.05 | 40,825.92 | 42,049.02 |           |           |           |
| 73A            | Finance / Accounting Clerk II           | Administrative Clerk                               | 2015         | Hourly  | 18.442    | 18.995    | 19.565    | 20.152    | 20.756    | 21.379    |           |           |           |
|                |   |  |              | Monthly | 3,096.72  | 3,189.58  | 3,285.29  | 3,383.86  | 3,485.28  | 3,589.89  |           |           |           |
|                |   |  |              | Annual  | 37,160.63 | 38,274.93 | 39,423.48 | 40,606.28 | 41,823.34 | 43,078.69 |           |           |           |
| 104            | Clerk III                               | Receptionist                                       | 2015         | Hourly  | 16.766    | 17.269    | 17.787    | 18.320    | 18.870    | 19.436    |           |           |           |
|                |   |  |              | Monthly | 2,815.29  | 2,899.75  | 2,986.73  | 3,076.23  | 3,168.59  | 3,263.63  |           |           |           |
|                |   |  |              | Annual  | 33,783.49 | 34,797.04 | 35,840.81 | 36,914.80 | 38,023.05 | 39,163.54 |           |           |           |
| 90             | Maintenance Worker II                   | Maintenance Worker 2                               | 2015         | Hourly  | 17.284    | 17.802    | 18.336    | 18.886    | 19.453    | 20.037    |           |           |           |
|                |   |  |              | Monthly | 2,902.27  | 2,989.25  | 3,078.92  | 3,171.27  | 3,266.48  | 3,364.55  |           |           |           |
|                |   |  |              | Annual  | 34,827.26 | 35,871.03 | 36,947.04 | 38,055.29 | 39,197.80 | 40,374.56 |           |           |           |
| PIO            |   | Maintenance Coordinator                            | 2015         | Hourly  | 30.000    | 32.000    |           |           |           |           |           |           |           |
|                |   |  |              | Monthly | 5,037.50  | 5,373.33  |           |           |           |           |           |           |           |
|                |   |  |              | Annual  | 60,450.00 | 64,480.00 |           |           |           |           |           |           |           |
| Stand. Group # | Occupational Group                      | Professional / Technical - Employer Classification | Annual Hours |         | Start     | Step 1    | Step 2    | Step 3    | Step 4    | Step 5    | Step 6    | Step 7    | Step 8    |
|                | Dietician                               | Clinical Dietician                                 | 2015         | Hourly  | 25.981    | 26.871    | 27.869    | 28.879    | 29.945    | 31.049    | 32.275    | 33.512    | 34.794    |
|                |   |  |              | Monthly | 4,362.70  | 4,512.12  | 4,679.65  | 4,849.25  | 5,028.34  | 5,213.64  | 5,419.48  | 5,627.21  | 5,842.53  |
|                |   |  |              | Annual  | 52,352.45 | 54,145.43 | 56,155.80 | 58,191.01 | 60,340.10 | 62,563.72 | 65,033.73 | 67,526.50 | 70,110.38 |
|                | Social Worker                           | Social Worker                                      | 2015         | Hourly  | 24.414    | 25.517    | 26.667    | 27.897    | 29.158    | 30.436    | 31.623    | 31.911    |           |
|                |   |  |              | Monthly | 4,099.59  | 4,284.72  | 4,477.78  | 4,684.31  | 4,896.18  | 5,110.64  | 5,310.09  | 5,358.40  |           |
|                |   |  |              | Annual  | 49,195.07 | 51,416.62 | 53,733.42 | 56,211.70 | 58,754.17 | 61,327.69 | 63,721.09 | 64,300.80 |           |
| PIO            |   | Recreation Supervisor                              | 2015         | Hourly  | 22.342    | 23.212    | 24.110    | 25.060    | 26.041    |           |           |           |           |
|                |   |  |              | Monthly | 3,751.59  | 3,897.72  | 4,048.52  | 4,207.94  | 4,372.71  |           |           |           |           |
|                |   |  |              | Annual  | 45,019.05 | 46,772.69 | 48,582.23 | 50,495.29 | 52,472.53 |           |           |           |           |

### Effective October 1, 2012 (20 Yr Step)

| Stand. Group # | Occupational Group | Professional / Technical - Employer Classification | Annual Hours |         | Start     | Step 1    | Step 2    | Step 3    | Step 4    | Step 5    | Step 6    | Step 7    | Step 8    | Year 20   |
|----------------|--------------------|--|--------------|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                | Dietician          | Clinical Dietician                                 | 2015         | Hourly  | 25.981    | 26.871    | 27.869    | 28.879    | 29.945    | 31.049    | 32.275    | 33.512    | 34.794    | 35.490    |
|                |                    |  |              | Monthly | 4,362.70  | 4,512.12  | 4,679.65  | 4,849.25  | 5,028.34  | 5,213.64  | 5,419.48  | 5,627.21  | 5,842.53  | 5,959.38  |
|                |                    |  |              | Annual  | 52,352.45 | 54,145.43 | 56,155.80 | 58,191.01 | 60,340.10 | 62,563.72 | 65,033.73 | 67,526.50 | 70,110.38 | 71,512.59 |
|                | Social Worker      | Social Worker                                      | 2015         | Hourly  | 24.414    | 25.517    | 26.667    | 27.897    | 29.158    | 30.436    | 31.623    | 31.911    |           | 32.549    |
|                |                    |  |              | Monthly | 4,099.59  | 4,284.72  | 4,477.78  | 4,684.31  | 4,896.18  | 5,110.64  | 5,310.09  | 5,358.40  |           | 5,465.57  |
|                |                    |  |              | Annual  | 49,195.07 | 51,416.62 | 53,733.42 | 56,211.70 | 58,754.17 | 61,327.69 | 63,721.09 | 64,300.80 |           | 65,586.82 |
| PIO            |                    | Recreation Supervisor                              | 2015         | Hourly  | 22.342    | 23.212    | 24.110    | 25.060    | 26.041    |           |           |           |           | 26.562    |
|                |                    |  |              | Monthly | 3,751.59  | 3,897.72  | 4,048.52  | 4,207.94  | 4,372.71  |           |           |           |           | 4,460.17  |
|                |                    |  |              | Annual  | 45,019.05 | 46,772.69 | 48,582.23 | 50,495.29 | 52,472.53 |           |           |           |           | 53,521.99 |



### Effective April 1, 2013 (0.00%)

| Stand. Group # | Occupational Group                      | Employer Classification | Annual Hours |         | Start     | Step 1    | Step 2    | Step 3    | Step 4    | Step 5    |
|----------------|---|-------------------------|--------------|---------|-----------|-----------|-----------|-----------|-----------|-----------|
| 15             | Dietetic Aide                           | Food Service Attendant  | 2015         | Hourly  | 14.479    | 14.913    | 15.361    | 15.822    | 16.296    | 16.785    |
|                |   |                         |              | Monthly | 2,431.27  | 2,504.14  | 2,579.37  | 2,656.78  | 2,736.37  | 2,818.48  |
|                |   |                         |              | Annual  | 29,175.19 | 30,049.70 | 30,952.42 | 31,881.33 | 32,836.44 | 33,821.78 |
| 23             | Cook II - Certified                     | Cook                    | 2015         | Hourly  | 17.818    | 18.353    | 18.903    | 19.470    | 20.054    | 20.656    |
|                |   |                         |              | Monthly | 2,991.94  | 3,081.78  | 3,174.13  | 3,269.34  | 3,367.40  | 3,468.49  |
|                |   |                         |              | Annual  | 35,903.27 | 36,981.30 | 38,089.55 | 39,232.05 | 40,408.81 | 41,621.84 |
| 28             | Housekeeping Aide                       | Housekeeping            | 2015         | Hourly  | 14.479    | 14.913    | 15.361    | 15.822    | 16.296    | 16.785    |
|                |   |                         |              | Monthly | 2,431.27  | 2,504.14  | 2,579.37  | 2,656.78  | 2,736.37  | 2,818.48  |
|                |   |                         |              | Annual  | 29,175.19 | 30,049.70 | 30,952.42 | 31,881.33 | 32,836.44 | 33,821.78 |
| 35             | Linen / Laundry Attendant               | Laundry Aide            | 2015         | Hourly  | 14.479    | 14.913    | 15.361    | 15.822    | 16.296    | 16.785    |
|                |   |                         |              | Monthly | 2,431.27  | 2,504.14  | 2,579.37  | 2,656.78  | 2,736.37  | 2,818.48  |
|                |   |                         |              | Annual  | 29,175.19 | 30,049.70 | 30,952.42 | 31,881.33 | 32,836.44 | 33,821.78 |
| 42             | Health Care Aide (Certified / Trained)  | Health Care Aide        | 2015         | Hourly  | 17.044    | 17.555    | 18.082    | 18.624    | 19.183    | 19.759    |
|                |   |                         |              | Monthly | 2,861.97  | 2,947.78  | 3,036.27  | 3,127.28  | 3,221.15  | 3,317.87  |
|                |   |                         |              | Annual  | 34,343.66 | 35,373.33 | 36,435.23 | 37,527.36 | 38,653.75 | 39,814.39 |
| 45             | Activity Worker (Certified)             | Recreation Worker       | 2015         | Hourly  | 17.044    | 17.555    | 18.082    | 18.624    | 19.183    | 19.759    |
|                |   |                         |              | Monthly | 2,861.97  | 2,947.78  | 3,036.27  | 3,127.28  | 3,221.15  | 3,317.87  |
|                |   |                         |              | Annual  | 34,343.66 | 35,373.33 | 36,435.23 | 37,527.36 | 38,653.75 | 39,814.39 |
| 46             | Supervisory Role - Activity Coordinator | Recreation Coordinator  | 2015         | Hourly  | 18.001    | 18.541    | 19.098    | 19.670    | 20.261    | 20.868    |
|                |   |                         |              | Monthly | 3,022.67  | 3,113.34  | 3,206.87  | 3,302.92  | 3,402.16  | 3,504.09  |
|                |   |                         |              | Annual  | 36,272.02 | 37,360.12 | 38,482.47 | 39,635.05 | 40,825.92 | 42,049.02 |
| 73A            | Finance / Accounting Clerk II           | Administrative Clerk    | 2015         | Hourly  | 18.442    | 18.995    | 19.565    | 20.152    | 20.756    | 21.379    |
|                |   |                         |              | Monthly | 3,096.72  | 3,189.58  | 3,285.29  | 3,383.86  | 3,485.28  | 3,589.89  |
|                |   |                         |              | Annual  | 37,160.63 | 38,274.93 | 39,423.48 | 40,606.28 | 41,823.34 | 43,078.69 |
| 104            | Clerk III                               | Receptionist            | 2015         | Hourly  | 16.766    | 17.269    | 17.787    | 18.320    | 18.870    | 19.436    |
|                |   |                         |              | Monthly | 2,815.29  | 2,899.75  | 2,986.73  | 3,076.23  | 3,168.59  | 3,263.63  |
|                |   |                         |              | Annual  | 33,783.49 | 34,797.04 | 35,840.81 | 36,914.80 | 38,023.05 | 39,163.54 |
| 90             | Maintenance Worker II                   | Maintenance Worker 2    | 2015         | Hourly  | 17.284    | 17.802    | 18.336    | 18.886    | 19.453    | 20.037    |
|                |   |                         |              | Monthly | 2,902.27  | 2,989.25  | 3,078.92  | 3,171.27  | 3,266.48  | 3,364.55  |
|                |   |                         |              | Annual  | 34,827.26 | 35,871.03 | 36,947.04 | 38,055.29 | 39,197.80 | 40,374.56 |
| PIO            |   | Maintenance Coordinator | 2015         | Hourly  | 30.000    | 32.000    |           |           |           |           |
|                |   |                         |              | Monthly | 5,037.50  | 5,373.33  |           |           |           |           |
|                |   |                         |              | Annual  | 60,450.00 | 64,480.00 |           |           |           |           |

| Stand. Group # | Occupational Group | Professional / Technical - Employer Classification | Annual Hours |         | Start     | Step 1    | Step 2    | Step 3    | Step 4    | Step 5    | Step 6    | Step 7    | Step 8    | Year 20   |
|----------------|--------------------|--|--------------|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                | Dietician          | Clinical Dietician                                 | 2015         | Hourly  | 26.696    | 27.610    | 28.635    | 29.673    | 30.769    | 31.903    | 33.162    | 34.433    | 35.751    | 36.466    |
|                |                    |  |              | Monthly | 4,482.68  | 4,636.20  | 4,808.34  | 4,982.61  | 5,166.62  | 5,357.02  | 5,568.51  | 5,781.96  | 6,003.20  | 6,123.27  |
|                |                    |  |              | Annual  | 53,792.14 | 55,634.43 | 57,700.08 | 59,791.27 | 61,999.45 | 64,284.23 | 66,822.15 | 69,383.48 | 72,038.41 | 73,479.18 |
|                | Social Worker      | Social Worker *                                    | 2015         | Hourly  | 26.340    | 27.530    | 28.770    | 30.097    | 31.458    | 32.836    | 34.118    | 34.428    |           | 35.117    |
|                |                    |  |              | Monthly | 4,422.94  | 4,622.68  | 4,830.97  | 5,053.78  | 5,282.37  | 5,513.74  | 5,728.92  | 5,781.04  |           | 5,896.66  |
|                |                    |  |              | Annual  | 53,075.33 | 55,472.11 | 57,971.64 | 60,645.40 | 63,388.40 | 66,164.91 | 68,747.09 | 69,372.53 |           | 70,759.98 |
| PIO            |                    | Recreation Supervisor                              | 2015         | Hourly  | 22.956    | 23.851    | 24.773    | 25.749    | 26.757    |           |           |           |           | 27.292    |
|                |                    |  |              | Monthly | 3,854.76  | 4,004.91  | 4,159.85  | 4,323.66  | 4,492.96  |           |           |           |           | 4,582.82  |
|                |                    |  |              | Annual  | 46,257.07 | 48,058.94 | 49,918.24 | 51,883.91 | 53,915.53 |           |           |           |           | 54,993.84 |

\* Rates include Market Adjustment.

### Effective April 1, 2014 (2.50%)

| Stand. Group # | Occupational Group                      | Employer Classification | Annual Hours |         | Start     | Step 1    | Step 2    | Step 3    | Step 4    | Step 5    |
|----------------|---|-------------------------|--------------|---------|-----------|-----------|-----------|-----------|-----------|-----------|
| 15             | Dietetic Aide                           | Food Service Attendant  | 2015         | Hourly  | 14.841    | 15.286    | 15.745    | 16.217    | 16.704    | 17.205    |
|                |   |                         |              | Monthly | 2,492.05  | 2,566.77  | 2,643.85  | 2,723.11  | 2,804.88  | 2,889.01  |
|                |   |                         |              | Annual  | 29,904.62 | 30,801.29 | 31,726.18 | 32,677.26 | 33,658.56 | 34,668.08 |
| 23             | Cook II - Certified                     | Cook                    | 2015         | Hourly  | 18.264    | 18.811    | 19.376    | 19.957    | 20.556    | 21.172    |
|                |   |                         |              | Monthly | 3,066.83  | 3,158.68  | 3,253.55  | 3,351.11  | 3,451.70  | 3,555.13  |
|                |   |                         |              | Annual  | 36,801.96 | 37,904.17 | 39,042.64 | 40,213.36 | 41,420.34 | 42,661.58 |
| 28             | Housekeeping Aide                       | Housekeeping            | 2015         | Hourly  | 14.841    | 15.286    | 15.745    | 16.217    | 16.704    | 17.205    |
|                |   |                         |              | Monthly | 2,492.05  | 2,566.77  | 2,643.85  | 2,723.11  | 2,804.88  | 2,889.01  |
|                |   |                         |              | Annual  | 29,904.62 | 30,801.29 | 31,726.18 | 32,677.26 | 33,658.56 | 34,668.08 |
| 35             | Linen / Laundry Attendant               | Laundry Aide            | 2015         | Hourly  | 14.841    | 15.286    | 15.745    | 16.217    | 16.704    | 17.205    |
|                |   |                         |              | Monthly | 2,492.05  | 2,566.77  | 2,643.85  | 2,723.11  | 2,804.88  | 2,889.01  |
|                |   |                         |              | Annual  | 29,904.62 | 30,801.29 | 31,726.18 | 32,677.26 | 33,658.56 | 34,668.08 |
| 42             | Health Care Aide (Certified / Trained)  | Health Care Aide        | 2015         | Hourly  | 17.470    | 17.994    | 18.534    | 19.090    | 19.663    | 20.252    |
|                |   |                         |              | Monthly | 2,933.50  | 3,021.49  | 3,112.17  | 3,205.53  | 3,301.75  | 3,400.65  |
|                |   |                         |              | Annual  | 35,202.05 | 36,257.91 | 37,346.01 | 38,466.35 | 39,620.95 | 40,807.78 |
| 45             | Activity Worker (Certified)             | Recreation Worker       | 2015         | Hourly  | 17.470    | 17.994    | 18.534    | 19.090    | 19.663    | 20.252    |
|                |   |                         |              | Monthly | 2,933.50  | 3,021.49  | 3,112.17  | 3,205.53  | 3,301.75  | 3,400.65  |
|                |   |                         |              | Annual  | 35,202.05 | 36,257.91 | 37,346.01 | 38,466.35 | 39,620.95 | 40,807.78 |
| 46             | Supervisory Role - Activity Coordinator | Recreation Coordinator  | 2015         | Hourly  | 18.451    | 19.005    | 19.575    | 20.162    | 20.767    | 21.390    |
|                |   |                         |              | Monthly | 3,098.23  | 3,191.26  | 3,286.97  | 3,385.54  | 3,487.13  | 3,591.74  |
|                |   |                         |              | Annual  | 37,178.77 | 38,295.08 | 39,443.63 | 40,626.43 | 41,845.51 | 43,100.85 |
| 73A            | Finance / Accounting Clerk II           | Administrative Clerk    | 2015         | Hourly  | 18.903    | 19.470    | 20.054    | 20.656    | 21.275    | 21.914    |
|                |   |                         |              | Monthly | 3,174.13  | 3,269.34  | 3,367.40  | 3,468.49  | 3,572.43  | 3,679.73  |
|                |   |                         |              | Annual  | 38,089.55 | 39,232.05 | 40,408.81 | 41,621.84 | 42,869.13 | 44,156.71 |
| 104            | Clerk III                               | Receptionist            | 2015         | Hourly  | 17.185    | 17.700    | 18.232    | 18.778    | 19.342    | 19.922    |
|                |   |                         |              | Monthly | 2,885.65  | 2,972.13  | 3,061.46  | 3,153.14  | 3,247.84  | 3,345.24  |
|                |   |                         |              | Annual  | 34,627.78 | 35,665.50 | 36,737.48 | 37,837.67 | 38,974.13 | 40,142.83 |
| 90             | Maintenance Worker II                   | Maintenance Worker 2    | 2015         | Hourly  | 17.716    | 18.247    | 18.795    | 19.359    | 19.939    | 20.538    |
|                |   |                         |              | Monthly | 2,974.81  | 3,063.98  | 3,155.99  | 3,250.70  | 3,348.09  | 3,448.67  |
|                |   |                         |              | Annual  | 35,697.74 | 36,767.71 | 37,871.93 | 39,008.39 | 40,177.09 | 41,384.07 |
| PIO            |   | Maintenance Coordinator | 2015         | Hourly  | 30.750    | 32.800    |           |           |           |           |
|                |   |                         |              | Monthly | 5,163.44  | 5,507.67  |           |           |           |           |
|                |   |                         |              | Annual  | 61,961.25 | 66,092.00 |           |           |           |           |

| Stand. Group # | Occupational Group | Professional / Technical - Employer Classification | Annual Hours | Start   | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Year 20 |
|----------------|--------------------|--|--------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
|                | Dietician          | Clinical Dietician                                 | 2015         | Hourly  |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Monthly |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Annual  |        |        |        |        |        |        |        |        |         |
|                | Social Worker      | Social Worker                                      | 2015         | Hourly  |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Monthly |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Annual  |        |        |        |        |        |        |        |        |         |
|                | PIO                | Recreation Supervisor                              | 2015         | Hourly  |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Monthly |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Annual  |        |        |        |        |        |        |        |        |         |

<sup>1</sup>Subject to the negotiated settlement at the MAHCP Professional/Technical Central Table.

**Effective October 1, 2014 (20 Yr Step)**

| Stand. Group # | Occupational Group                      | Employer Classification | Annual Hours |         | Start     | Step 1    | Step 2    | Step 3    | Step 4    | Step 5    | Year 20   |
|----------------|---|-------------------------|--------------|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 15             | Dietetic Aide                           | Food Service Attendant  | 2015         | Hourly  | 14.841    | 15.286    | 15.745    | 16.217    | 16.704    | 17.205    | 17.549    |
|                |   |                         |              | Monthly | 2,492.05  | 2,566.77  | 2,643.85  | 2,723.11  | 2,804.88  | 2,889.01  | 2,946.77  |
|                |   |                         |              | Annual  | 29,904.62 | 30,801.29 | 31,726.18 | 32,677.26 | 33,658.56 | 34,668.08 | 35,361.24 |
| 23             | Cook II - Certified                     | Cook                    | 2015         | Hourly  | 18.264    | 18.811    | 19.376    | 19.957    | 20.556    | 21.172    | 21.596    |
|                |   |                         |              | Monthly | 3,066.83  | 3,158.68  | 3,253.55  | 3,351.11  | 3,451.70  | 3,555.13  | 3,626.33  |
|                |   |                         |              | Annual  | 36,801.96 | 37,904.17 | 39,042.64 | 40,213.36 | 41,420.34 | 42,661.58 | 43,515.94 |
| 28             | Housekeeping Aide                       | Housekeeping            | 2015         | Hourly  | 14.841    | 15.286    | 15.745    | 16.217    | 16.704    | 17.205    | 17.549    |
|                |   |                         |              | Monthly | 2,492.05  | 2,566.77  | 2,643.85  | 2,723.11  | 2,804.88  | 2,889.01  | 2,946.77  |
|                |   |                         |              | Annual  | 29,904.62 | 30,801.29 | 31,726.18 | 32,677.26 | 33,658.56 | 34,668.08 | 35,361.24 |
| 35             | Linen / Laundry Attendant               | Laundry Aide            | 2015         | Hourly  | 14.841    | 15.286    | 15.745    | 16.217    | 16.704    | 17.205    | 17.549    |
|                |   |                         |              | Monthly | 2,492.05  | 2,566.77  | 2,643.85  | 2,723.11  | 2,804.88  | 2,889.01  | 2,946.77  |
|                |   |                         |              | Annual  | 29,904.62 | 30,801.29 | 31,726.18 | 32,677.26 | 33,658.56 | 34,668.08 | 35,361.24 |
| 42             | Health Care Aide (Certified / Trained)  | Health Care Aide        | 2015         | Hourly  | 17.470    | 17.994    | 18.534    | 19.090    | 19.663    | 20.252    | 20.658    |
|                |   |                         |              | Monthly | 2,933.50  | 3,021.49  | 3,112.17  | 3,205.53  | 3,301.75  | 3,400.65  | 3,468.82  |
|                |   |                         |              | Annual  | 35,202.05 | 36,257.91 | 37,346.01 | 38,466.35 | 39,620.95 | 40,807.78 | 41,625.87 |
| 45             | Activity Worker (Certified)             | Recreation Worker       | 2015         | Hourly  | 17.470    | 17.994    | 18.534    | 19.090    | 19.663    | 20.252    | 20.658    |
|                |   |                         |              | Monthly | 2,933.50  | 3,021.49  | 3,112.17  | 3,205.53  | 3,301.75  | 3,400.65  | 3,468.82  |
|                |   |                         |              | Annual  | 35,202.05 | 36,257.91 | 37,346.01 | 38,466.35 | 39,620.95 | 40,807.78 | 41,625.87 |
| 46             | Supervisory Role - Activity Coordinator | Recreation Coordinator  | 2015         | Hourly  | 18.451    | 19.005    | 19.575    | 20.162    | 20.767    | 21.390    | 21.818    |
|                |   |                         |              | Monthly | 3,098.23  | 3,191.26  | 3,286.97  | 3,385.54  | 3,487.13  | 3,591.74  | 3,663.61  |
|                |   |                         |              | Annual  | 37,178.77 | 38,295.08 | 39,443.63 | 40,626.43 | 41,845.51 | 43,100.85 | 43,963.27 |
| 73A            | Finance / Accounting Clerk II           | Administrative Clerk    | 2015         | Hourly  | 18.903    | 19.470    | 20.054    | 20.656    | 21.275    | 21.914    | 22.352    |
|                |   |                         |              | Monthly | 3,174.13  | 3,269.34  | 3,367.40  | 3,468.49  | 3,572.43  | 3,679.73  | 3,753.27  |
|                |   |                         |              | Annual  | 38,089.55 | 39,232.05 | 40,408.81 | 41,621.84 | 42,869.13 | 44,156.71 | 45,039.28 |
| 104            | Clerk III                               | Receptionist            | 2015         | Hourly  | 17.185    | 17.700    | 18.232    | 18.778    | 19.342    | 19.922    | 20.321    |
|                |   |                         |              | Monthly | 2,885.65  | 2,972.13  | 3,061.46  | 3,153.14  | 3,247.84  | 3,345.24  | 3,412.24  |
|                |   |                         |              | Annual  | 34,627.78 | 35,665.50 | 36,737.48 | 37,837.67 | 38,974.13 | 40,142.83 | 40,946.82 |
| 90             | Maintenance Worker II                   | Maintenance Worker 2    | 2015         | Hourly  | 17.716    | 18.247    | 18.795    | 19.359    | 19.939    | 20.538    | 20.948    |
|                |   |                         |              | Monthly | 2,974.81  | 3,063.98  | 3,155.99  | 3,250.70  | 3,348.09  | 3,448.67  | 3,517.52  |
|                |   |                         |              | Annual  | 35,697.74 | 36,767.71 | 37,871.93 | 39,008.39 | 40,177.09 | 41,384.07 | 42,210.22 |
| PIO            |   | Maintenance Coordinator | 2015         | Hourly  | 30.750    | 32.800    |           |           |           |           | 33.456    |
|                |   |                         |              | Monthly | 5,163.44  | 5,507.67  |           |           |           |           | 5,617.82  |
|                |   |                         |              | Annual  | 61,961.25 | 66,092.00 |           |           |           |           | 67,413.84 |

## Effective April 1, 2015 (2.50%)

| Stand. Group # | Occupational Group                      | Employer Classification | Annual Hours |         | Start     | Step 1    | Step 2    | Step 3    | Step 4    | Step 5    | Year 20   |
|----------------|---|-------------------------|--------------|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 15             | Dietetic Aide                           | Food Service Attendant  | 2015         | Hourly  | 15.212    | 15.668    | 16.139    | 16.623    | 17.121    | 17.635    | 17.988    |
|                |   |                         |              | Monthly | 2,554.35  | 2,630.92  | 2,710.01  | 2,791.28  | 2,874.90  | 2,961.21  | 3,020.49  |
|                |   |                         |              | Annual  | 30,652.18 | 31,571.02 | 32,520.09 | 33,495.35 | 34,498.82 | 35,534.53 | 36,245.82 |
| 23             | Cook II - Certified                     | Cook                    | 2015         | Hourly  | 18.720    | 19.282    | 19.860    | 20.456    | 21.070    | 21.702    | 22.136    |
|                |   |                         |              | Monthly | 3,143.40  | 3,237.77  | 3,334.83  | 3,434.90  | 3,538.00  | 3,644.13  | 3,717.00  |
|                |   |                         |              | Annual  | 37,720.80 | 38,853.23 | 40,017.90 | 41,218.84 | 42,456.05 | 43,729.53 | 44,604.04 |
| 28             | Housekeeping Aide                       | Housekeeping            | 2015         | Hourly  | 15.212    | 15.668    | 16.139    | 16.623    | 17.121    | 17.635    | 17.988    |
|                |   |                         |              | Monthly | 2,554.35  | 2,630.92  | 2,710.01  | 2,791.28  | 2,874.90  | 2,961.21  | 3,020.49  |
|                |   |                         |              | Annual  | 30,652.18 | 31,571.02 | 32,520.09 | 33,495.35 | 34,498.82 | 35,534.53 | 36,245.82 |
| 35             | Linen / Laundry Attendant               | Laundry Aide            | 2015         | Hourly  | 15.212    | 15.668    | 16.139    | 16.623    | 17.121    | 17.635    | 17.988    |
|                |   |                         |              | Monthly | 2,554.35  | 2,630.92  | 2,710.01  | 2,791.28  | 2,874.90  | 2,961.21  | 3,020.49  |
|                |   |                         |              | Annual  | 30,652.18 | 31,571.02 | 32,520.09 | 33,495.35 | 34,498.82 | 35,534.53 | 36,245.82 |
| 42             | Health Care Aide (Certified / Trained)  | Health Care Aide        | 2015         | Hourly  | 17.907    | 18.444    | 18.997    | 19.567    | 20.154    | 20.759    | 21.174    |
|                |   |                         |              | Monthly | 3,006.88  | 3,097.06  | 3,189.91  | 3,285.63  | 3,384.19  | 3,485.78  | 3,555.47  |
|                |   |                         |              | Annual  | 36,082.61 | 37,164.66 | 38,278.96 | 39,427.51 | 40,610.31 | 41,829.39 | 42,665.61 |
| 45             | Activity Worker (Certified)             | Recreation Worker       | 2015         | Hourly  | 17.907    | 18.444    | 18.997    | 19.567    | 20.154    | 20.759    | 21.174    |
|                |   |                         |              | Monthly | 3,006.88  | 3,097.06  | 3,189.91  | 3,285.63  | 3,384.19  | 3,485.78  | 3,555.47  |
|                |   |                         |              | Annual  | 36,082.61 | 37,164.66 | 38,278.96 | 39,427.51 | 40,610.31 | 41,829.39 | 42,665.61 |
| 46             | Supervisory Role - Activity Coordinator | Recreation Coordinator  | 2015         | Hourly  | 18.913    | 19.480    | 20.064    | 20.666    | 21.286    | 21.925    | 22.363    |
|                |   |                         |              | Monthly | 3,175.81  | 3,271.02  | 3,369.08  | 3,470.17  | 3,574.27  | 3,681.57  | 3,755.12  |
|                |   |                         |              | Annual  | 38,109.70 | 39,252.20 | 40,428.96 | 41,641.99 | 42,891.29 | 44,178.88 | 45,061.45 |
| 73A            | Finance / Accounting Clerk II           | Administrative Clerk    | 2015         | Hourly  | 19.375    | 19.957    | 20.555    | 21.172    | 21.807    | 22.461    | 22.911    |
|                |   |                         |              | Monthly | 3,253.39  | 3,351.11  | 3,451.53  | 3,555.13  | 3,661.76  | 3,771.58  | 3,847.14  |
|                |   |                         |              | Annual  | 39,040.63 | 40,213.36 | 41,418.33 | 42,661.58 | 43,941.11 | 45,258.92 | 46,165.67 |
| 104            | Clerk III                               | Receptionist            | 2015         | Hourly  | 17.615    | 18.143    | 18.687    | 19.248    | 19.825    | 20.420    | 20.829    |
|                |   |                         |              | Monthly | 2,957.85  | 3,046.51  | 3,137.86  | 3,232.06  | 3,328.95  | 3,428.86  | 3,497.54  |
|                |   |                         |              | Annual  | 35,494.23 | 36,558.15 | 37,654.31 | 38,784.72 | 39,947.38 | 41,146.30 | 41,970.44 |
| 90             | Maintenance Worker II                   | Maintenance Worker 2    | 2015         | Hourly  | 18.159    | 18.704    | 19.265    | 19.843    | 20.438    | 21.051    | 21.472    |
|                |   |                         |              | Monthly | 3,049.20  | 3,140.71  | 3,234.92  | 3,331.97  | 3,431.88  | 3,534.81  | 3,605.51  |
|                |   |                         |              | Annual  | 36,590.39 | 37,688.56 | 38,818.98 | 39,983.65 | 41,182.57 | 42,417.77 | 43,266.08 |
| PIO            |   | Maintenance Coordinator | 2015         | Hourly  | 31.519    | 33.620    |           |           |           |           | 34.292    |
|                |   |                         |              | Monthly | 5,292.57  | 5,645.36  |           |           |           |           | 5,758.20  |
|                |   |                         |              | Annual  | 63,510.79 | 67,744.30 |           |           |           |           | 69,098.38 |

| Stand. Group # | Occupational Group | Professional / Technical - Employer Classification | Annual Hours | Start   | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Year 20 |
|----------------|--------------------|--|--------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
|                | Dietician          | Clinical Dietician                                 | 2015         | Hourly  |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Monthly |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Annual  |        |        |        |        |        |        |        |        |         |
|                | Social Worker      | Social Worker                                      | 2015         | Hourly  |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Monthly |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Annual  |        |        |        |        |        |        |        |        |         |
|                | PIO                | Recreation Supervisor                              | 2015         | Hourly  |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Monthly |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Annual  |        |        |        |        |        |        |        |        |         |

<sup>1</sup>Subject to the negotiated settlement at the MAHCP Professional/Technical Central Table.

### Effective April 1, 2016 (2.00%)

| Stand. Group # | Occupational Group                      | Employer Classification | Annual Hours |         | Start     | Step 1    | Step 2    | Step 3    | Step 4    | Step 5    | Year 20   |
|----------------|---|-------------------------|--------------|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 15             | Dietetic Aide                           | Food Service Attendant  | 2015         | Hourly  | 15.516    | 15.982    | 16.461    | 16.955    | 17.464    | 17.988    | 18.347    |
|                |   |                         |              | Monthly | 2,605.40  | 2,683.64  | 2,764.08  | 2,847.03  | 2,932.50  | 3,020.49  | 3,080.77  |
|                |   |                         |              | Annual  | 31,264.74 | 32,203.73 | 33,168.92 | 34,164.33 | 35,189.96 | 36,245.82 | 36,969.21 |
| 23             | Cook II - Certified                     | Cook                    | 2015         | Hourly  | 19.095    | 19.667    | 20.257    | 20.865    | 21.491    | 22.136    | 22.579    |
|                |   |                         |              | Monthly | 3,206.37  | 3,302.42  | 3,401.49  | 3,503.58  | 3,608.70  | 3,717.00  | 3,791.39  |
|                |   |                         |              | Annual  | 38,476.43 | 39,629.01 | 40,817.86 | 42,042.98 | 43,304.37 | 44,604.04 | 45,496.69 |
| 28             | Housekeeping Aide                       | Housekeeping            | 2015         | Hourly  | 15.516    | 15.982    | 16.461    | 16.955    | 17.464    | 17.988    | 18.347    |
|                |   |                         |              | Monthly | 2,605.40  | 2,683.64  | 2,764.08  | 2,847.03  | 2,932.50  | 3,020.49  | 3,080.77  |
|                |   |                         |              | Annual  | 31,264.74 | 32,203.73 | 33,168.92 | 34,164.33 | 35,189.96 | 36,245.82 | 36,969.21 |
| 35             | Linen / Laundry Attendant               | Laundry Aide            | 2015         | Hourly  | 15.516    | 15.982    | 16.461    | 16.955    | 17.464    | 17.988    | 18.347    |
|                |   |                         |              | Monthly | 2,605.40  | 2,683.64  | 2,764.08  | 2,847.03  | 2,932.50  | 3,020.49  | 3,080.77  |
|                |   |                         |              | Annual  | 31,264.74 | 32,203.73 | 33,168.92 | 34,164.33 | 35,189.96 | 36,245.82 | 36,969.21 |
| 42             | Health Care Aide (Certified / Trained)  | Health Care Aide        | 2015         | Hourly  | 18.265    | 18.813    | 19.377    | 19.958    | 20.557    | 21.174    | 21.597    |
|                |   |                         |              | Monthly | 3,067.00  | 3,159.02  | 3,253.72  | 3,351.28  | 3,451.86  | 3,555.47  | 3,626.50  |
|                |   |                         |              | Annual  | 36,803.98 | 37,908.20 | 39,044.66 | 40,215.37 | 41,422.36 | 42,665.61 | 43,517.96 |
| 45             | Activity Worker (Certified)             | Recreation Worker       | 2015         | Hourly  | 18.265    | 18.813    | 19.377    | 19.958    | 20.557    | 21.174    | 21.597    |
|                |   |                         |              | Monthly | 3,067.00  | 3,159.02  | 3,253.72  | 3,351.28  | 3,451.86  | 3,555.47  | 3,626.50  |
|                |   |                         |              | Annual  | 36,803.98 | 37,908.20 | 39,044.66 | 40,215.37 | 41,422.36 | 42,665.61 | 43,517.96 |
| 46             | Supervisory Role - Activity Coordinator | Recreation Coordinator  | 2015         | Hourly  | 19.291    | 19.870    | 20.466    | 21.080    | 21.712    | 22.363    | 22.811    |
|                |   |                         |              | Monthly | 3,239.28  | 3,336.50  | 3,436.58  | 3,539.68  | 3,645.81  | 3,755.12  | 3,830.35  |
|                |   |                         |              | Annual  | 38,871.37 | 40,038.05 | 41,238.99 | 42,476.20 | 43,749.68 | 45,061.45 | 45,964.17 |
| 73A            | Finance / Accounting Clerk II           | Administrative Clerk    | 2015         | Hourly  | 19.763    | 20.356    | 20.967    | 21.596    | 22.243    | 22.911    | 23.369    |
|                |   |                         |              | Monthly | 3,318.54  | 3,418.11  | 3,520.71  | 3,626.33  | 3,734.97  | 3,847.14  | 3,924.05  |
|                |   |                         |              | Annual  | 39,822.45 | 41,017.34 | 42,248.51 | 43,515.94 | 44,819.65 | 46,165.67 | 47,088.54 |
| 104            | Clerk III                               | Receptionist            | 2015         | Hourly  | 17.967    | 18.506    | 19.061    | 19.633    | 20.222    | 20.829    | 21.245    |
|                |   |                         |              | Monthly | 3,016.96  | 3,107.47  | 3,200.66  | 3,296.71  | 3,395.61  | 3,497.54  | 3,567.39  |
|                |   |                         |              | Annual  | 36,203.51 | 37,289.59 | 38,407.92 | 39,560.50 | 40,747.33 | 41,970.44 | 42,808.68 |
| 90             | Maintenance Worker II                   | Maintenance Worker 2    | 2015         | Hourly  | 18.522    | 19.078    | 19.650    | 20.239    | 20.847    | 21.472    | 21.901    |
|                |   |                         |              | Monthly | 3,110.15  | 3,203.51  | 3,299.56  | 3,398.47  | 3,500.56  | 3,605.51  | 3,677.54  |
|                |   |                         |              | Annual  | 37,321.83 | 38,442.17 | 39,594.75 | 40,781.59 | 42,006.71 | 43,266.08 | 44,130.52 |
| PIO            |   | Maintenance Coordinator | 2015         | Hourly  | 32.149    | 34.292    |           |           |           |           | 34.978    |
|                |   |                         |              | Monthly | 5,398.35  | 5,758.20  |           |           |           |           | 5,873.39  |
|                |   |                         |              | Annual  | 64,780.24 | 69,098.38 |           |           |           |           | 70,480.67 |

| Stand. Group # | Occupational Group | Professional / Technical - Employer Classification | Annual Hours | Start   | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Year 20 |
|----------------|--------------------|--|--------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
|                | Dietician          | Clinical Dietician                                 | 2015         | Hourly  |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Monthly |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Annual  |        |        |        |        |        |        |        |        |         |
|                | Social Worker      | Social Worker                                      | 2015         | Hourly  |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Monthly |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Annual  |        |        |        |        |        |        |        |        |         |
|                | PIO                | Recreation Supervisor                              | 2015         | Hourly  |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Monthly |        |        |        |        |        |        |        |        |         |
|                |                    |  |              | Annual  |        |        |        |        |        |        |        |        |         |

<sup>1</sup> Subject to the negotiated settlement at the MAHCP Professional/Technical Central Table.