

Collective Agreement

between

Eden Mental Health Centre

and

Manitoba Government and General Employees' Union

(Health Care Support Services)

Local 84

April 1, 2012 to March 31, 2017

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*All changes appear in **bold**.

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This Agreement made this 23rd day of November, 2015

between

Eden Mental Health Centre

(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, realizing that the first consideration is the welfare of the patients/residents/trainees of the Employer, and further that the Union recognizes that the Employer is an organization which reflects Christian values in support of its mission and services.

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 the salary schedule.

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 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 14.
- 3:03** A “part-time” employee is one who regularly works less than full-time hours, as per Article 14, 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 and filled in accordance with Article 9. All employees within the department 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 22:01. 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, Article 22:01 shall apply wherever possible.

For situations related to Parental Leave, the Employer shall state on the job posting that the said term position will expire subject to two (2) weeks written notice of return of the current incumbent to her position. The employee occupying the said term position shall receive notice equivalent the amount of notice the employee returning from leave provides the Employer, as referenced above.

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.

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 22:01. The terms of this Agreement do not apply to the casual employee, except as specified hereinafter:
- (a) Casual employees shall receive vacation pay biweekly 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 the salary schedule. 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 20.
 - (d) Casual employees required to work on a recognized holiday shall be paid at the rate of time and one-half (1½ x) their basic rate of pay.

- (e) Casual employees shall be entitled to compensation for overtime worked in accordance with Article 15.
- (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) Institutional 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 9:07. Such casual institutional seniority will not take priority over full-time or part-time employee institutional seniority.

Regular hours worked for seniority purposes shall also include any hours worked in a term position.

- (i) Articles 6 and 7 herein apply only with respect to the terms of this Article.
- (j) **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 on each pay cheque.**

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/Centre” shall mean Eden Mental Health Centre.

3:09 The term “Union” shall mean the Manitoba Government and General Employees’ Union Eden Mental Health Centre - Health Care Support Services as per Manitoba Labour Board Certificate Number MLB 5591.

- 3:10** The word “promotion” shall mean a change from one (1) classification to another classification with a higher maximum rate of pay in the salary schedule.
- 3:11** The word “demotion” shall mean a change from one (1) classification to another classification with a lower maximum rate of pay in the salary schedule.
- 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 the salary schedule.
- 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 call out premiums, retroactive 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 provision that such an assessment shall normally be limited to one (1) per calendar year.
- 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.
- 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) 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 institutional 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 institutional seniority, in accordance with layoff procedures specified in this Agreement.
- 5:02** (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 paid 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. 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 institutional 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) working 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) working 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) working days, submit the grievance in writing to the Department Head or designate.

6:06 **Step Two**

Failing settlement of the grievance within ten (10) working days after submission under Article 6:05, the Union may within the ensuing ten (10) working 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.

Article 7 Arbitration Procedure

7:01 Failing settlement of the grievance within ten (10) working 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 ten (10) working days.

7:02 Unless both parties agree to the selection of a Sole Arbitrator within ten (10) working days following the matter being referred to Arbitration, each party shall in the next ten (10) working 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) working days, name a third (3rd) member of the Board who shall be Chairperson.

7:04 In the event of a failure to agree upon a third (3rd) person, the Minister of Labour for the Province of Manitoba shall be requested to appoint a third (3rd) 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) working 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) working 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) working 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: Institutional 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 to the last time her name appears on the payroll.

8:02 Institutional 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.

8:03 Institutional 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.

8:04 Institutional 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;
- (e) Is on any period of full Workers Compensation (WCB), **Manitoba Public Insurance (MPI) or Disability and Rehabilitation (D&R) benefits** up to two (2) years from the date of the first absence from work related to the initial injury or illness as determined by the WCB, **MPI or D&R;**
- (f) Is on maternity leave and/or parental leave;
- (g) Is assigned to temporarily relieve or replace an employee in an out of scope position;**
- (h) Is on an educational leave of absence up to two (2) years.**

8:05 Institutional seniority will be retained but will not accrue if an employee:

- (a) Is on unpaid leave of absence in excess of four (4) consecutive weeks;
- (b) Is absent on Workers Compensation (WCB), **Manitoba Public Insurance (MPI) or Disability and Rehabilitation (D&R)** for a period of more than two (2) years from the date of the first absence from work related to the initial injury or illness as determined by WCB, **MPI or D&R** and in receipt of the total disability benefit established by WCB, **MPI or D&R.**
- (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 on a term in an out-of-scope position;**
- (f) Is on an educational leave of absence in excess of two (2) years.**

8:06 An institutional seniority roster of all employees indicating the total institutional hours since the date of entry into the service of the Employer, shall be prepared by the Employer at 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 1st of each year. The roster shall be open for correction for a period of twenty (20) working 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 lists, as corrected within such twenty (20) days, shall be considered to be the accurate seniority lists and shall not be subject to further changes until the next posting.

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, include 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.

When a position becomes vacant, and the Employer chooses not to fill the vacancy, the Employer shall notify the Union.

- (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 a grievance with respect to other positions for which she applied and expressed lower preference.

9:02 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 19:03 or 22:07 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.

9:03 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 19, the subsequent increments, if any, shall be due upon the completion of full-time yearly hours worked in the new position as per Article 14.

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 19:03 shall apply.

9:04 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.

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

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.

9:05 New employees with less than six (6) months service in a given position will be eligible for promotion or transfer solely at the discretion of the Employer.

9:06 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 a 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 institutional seniority.

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 institutional seniority within their classification. When

reducing staff, senior employees may exercise their institutional seniority to displace a less senior employee in an equivalent or lower classification provided the employee has a satisfactory work record, possesses the necessary qualifications for the position, 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 9:07 of the Collective Agreement.
- 10:04** Employees laid off in accordance with Article 10:01 shall be recalled by order of institutional 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 layoff 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** The employee must communicate with the Employer within seven (7) working 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 8:03 (d).

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

- (a) In the event that an employee has his/her hours of work reduced by the Employer 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 by the Employer or whose position has been deleted, shall be entitled to exercise their institutional seniority within the same grade, provided the employee has a satisfactory work record, possesses the qualifications relatively equal to the incumbent, and meets the physical requirements of the position in question. Where it is not possible, employees shall be entitled to exercise their institutional 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.
- (c) Employees who have had their hours reduced and who have not exercised their institutional seniority to obtain an alternate position as per the provisions of 10:08 (2) above, shall be given consideration, on a seniority basis, to restoration of those hours when additional hours become available within their classification and department, if such hours become available within twenty-four (24) months from the time of initial reduction of hours.

10:09 Notwithstanding Article 22:01, 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, before part-time and casual employees, provided she possesses the qualifications, basic training 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 layoff cannot exceed the employee's EFT prior to layoff. Such available shifts shall be distributed on an institutional 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 22:04 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	
<u>Worked by the laid off employee X</u>	<u>Entitlement of a Fulltime</u>
Full-time hours	Employee

- (c) The employee shall be to 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 Workplace Reorganization

If workplace restructuring will result in the deletion(s) of occupied MGEU positions, 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 Maternity Leave

11:01 An employee shall receive Maternity Leave of seventeen (17) weeks without pay, subject to the following conditions:

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. Plan A

- (a) An employee must have completed **six (6)** months employment as of the intended date of leave unless otherwise agreed to by the Employer.
- (b) A written request must be submitted not later than the end of the twenty-second (22nd) 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.
- (c) In the interest of job performance or employee health, as verified by a qualified practitioner, the Employer will have the right to place the employee on Maternity Leave.
- (d) 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 Unemployment Insurance.

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 17:12.

B. Plan B

Effective April 1, 2010 the following (Plan B) provision, upon application, is applicable to employees commencing a maternity leave on or after April 1, 2010.

- (1) In order to qualify for Plan B, a pregnant employee must:
 - (a) Have completed six (6) continuous months of employment with the Employer;
 - (b) 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;
 - (c) 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;
 - (d) Provide the Employer with proof that she has applied for Employment Insurance benefits and that the **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.

- (2) An applicant for Maternity Leave under Plan B must sign an agreement with the Employer providing that:
 - (a) 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

- (b) 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
 - (c) Should she fail to return to work as provided under (a) and/or (b) 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.
- (3) An employee who qualifies is entitled to a maternity leave consisting of:
- (a) A period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate, as in Article 11.01 B 1 (c).
 - (b) 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 11.01 B 1 (c).
 - (c) The Employer shall vary the length of maternity leave upon proper certification by the attending physician or recommendation by the Department Head.
- (4) During the period of maternity leave, an employee who qualifies is entitled to a maternity leave allowance with the SUB Plan as follows:
- (a) For the first two (2) weeks an employee shall receive ninety-three percent (93%) of her weekly rate of pay;
 - (b) 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.

(c) All other time as may be provided under Article 11.01 B (3), shall be on a leave without pay basis.

- (5) An employee may end her Maternity Leave earlier than the date specified by giving her Employer written notice at least two weeks or one pay period, whichever is longer, before the date she wishes to end the leave.
- (6) Plan B does not apply to temporary employees.
- (7) 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.
- (8) **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.

11:02 During the period of leave, sick leave and vacation benefits will not accrue.

11:03 An employee on a regular maternity leave will be guaranteed the right to return to his/her former position. An employee who elects to extend this leave will be guaranteed the right to a comparable position within the bargaining unit.

- 11:04** The Employer shall use best efforts to approve requests for leaves of absence for parenting purposes.
- 11:05** An employee required to **attend jury selection or** serve as a juror or 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.**
- 11:06** 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.

Article 12 Parental Leave

- 12:01** In order to qualify for Parental Leave, an employee must:
- (a) Be the natural mother of a child; or
 - (b) Be the natural father of a child or he must assume actual care and custody of his newborn child; or
 - (c) Adopt a child under the law of a province.
- 12:02** An employee who qualifies must:
- (a) Have completed **six (6)** continuous months of employment and
 - (b) Submit to the employing authority 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.
- 12:03** An employee who qualifies is entitled to Parental Leave without pay for a continuous period of up to thirty-seven (37) weeks.

- 12:04** Parental Leave must commence no later than the first anniversary date of the birth or adoption of the child or the date on which the child comes into the actual care and custody of the employee.
- 12:05** Where an employee takes Parental Leave in addition to Maternity Leave, the employee must commence the Parental Leave immediately on expiry of the Maternity Leave without a return to work unless otherwise approved by the employing authority.
- 12:06** An employee on a regular parental leave will be guaranteed the right to return to his/her former position. An employee who elects to extend this leave will be guaranteed the right to a comparable position within the bargaining unit.

Article 13 Leave of Absence

- 13:01** 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) days in advance, specifying the reason for requested leave and the proposed dates of departure and return.

Article 14 Hours of Work

- 14:01** Regular hours of work for full-time employees will be:
- (a) Seven and one-quarter ($7\frac{1}{4}$), or eight (8) hours per day, excluding meal periods and including rest periods;
 - (b) Thirty-six and one-quarter ($36\frac{1}{4}$), or forty (40) hours per week;
 - (c) Seventy-two and one-half ($72\frac{1}{2}$), or eighty (80) hours biweekly;
 - (d) One hundred and sixty (160) hours in a four (4) week rotation.
- 14:02** The unpaid meal period away from the workstation will be scheduled by the Employer and will not be less than one-half ($\frac{1}{2}$) hour.

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.

- 14:03** 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 at such times as specified by the employees immediate supervisor, or unless otherwise mutually agreed to between the Employer and the employee.
- 14:04** 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.

- 14:05** Shift schedules shall be planned by the Employer in consultation with the Union and shall, unless otherwise mutually agreed between the Union and the Employer, observe the conditions listed hereinafter. Alternate weekends off shall be granted as often as reasonably possible with each employee receiving a minimum of every third weekend off, and will have two (2) consecutive days off except on a shift changeover from day to evening shift, a single day will be allowed.
- 14:06** 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.

14:07 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. Upon request, and at the discretion of the Employer, an employee may be permitted to work permanently on evening shift or night shift.

14:08 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.

14:09 **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 15 Overtime

15:01 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 14. Overtime shall be compensated at one and one-half ($1\frac{1}{2}$ x) times the basic rate for the first three (3) overtime hours worked, and double time (2 x) for all overtime hours worked thereafter.

- 15:02** All overtime worked on a General Holiday shall be paid at two and one-half (2 ½ x) times the employee's basic rate of pay.
- 15:03** Overtime may be accumulated to a maximum of 77.5 hours (i.e. 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 31st 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.
- 15:04** When overtime is required, it shall be offered to the most senior qualified employees on duty. When there are no employees who accept, such duties shall be assigned starting with the most junior employee in the area, on duty, that is qualified.
- 15:05** 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.
- 15:06** Overtime worked as a result of the changeover from Daylight Savings Time to Central Standard Time shall be deemed to be authorized overtime.
- 15:07** 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 if mutually agreed to between the Employer and the employee. Failing agreement, payment at straight time rates shall apply, subject to 15:03.
- 15:08** 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.

- 15:09** Employees working two (2) consecutive shifts will be paid at double time for the second shift.
- 15:10** 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 16 General Holidays

- 16:01** 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 days 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.

- 16:02** An employee required to work on a general holiday will be paid at the rate of one and one-half (1½ x) times her basic rate of pay for all hours worked.
- 16:03** 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 after the holiday, an additional days pay at the basic rate shall be granted in lieu.
- 16:04** 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 after the holiday, a days' pay at the basic rate shall be granted in lieu.

- 16:05** 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.
- 16:06** 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 31st, of any year, the employee shall receive her regular rate of pay for all days banked.
- 16:07** **General Holidays**
The Employer agrees to distribute time off as equitably as possible over Christmas and New Year's, endeavoring to grant each employee as many consecutive days off as is reasonably possible over either Christmas Day or New Year's Day.
- 16:08** (a) Wherever practicable the Employer shall not require an employee to work past one o'clock in the afternoon (1:00 p.m.) on December 24th when that day falls on Monday through Friday. This day shall be considered a full workday for purposes of calculation.
- (b) Where the Employer requires an employee to work a regular workday on December 24th when that day falls on Monday through Friday inclusive, such employee shall be entitled to one-half ($\frac{1}{2}$) day of compensatory leave with pay.

Article 17 Income Protection/Family Related Leave/Compassionate Leave

17:01 It is agreed by both parties that income protection will only be granted where an employee is unable to be at work and perform his or her regular duties as a result of legitimate illness or injury. On the basis of the foregoing, the Centre shall authorize income protection with pay to an employee.

- (a) Time off for medical, dental and chiropractic examinations or treatments, including reasonable travel time shall be granted and such time off shall be chargeable against the employees accumulated income protection credits, providing the following conditions are met:

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.

- (b) If the employee chooses a doctor, dentist or chiropractor outside of her community, such time off with pay will be granted to a maximum of three (3) hours. Increased time may be considered by the Employer in extenuating circumstances on an individual basis.

17:02 Applicable to employees hired prior to May 27, 2003, income protection shall accumulate:

- (a) During the first four (4) years of service at the rate of one-half ($\frac{1}{2}$) working day per biweekly pay period; and
- (b) After the first (4) four years of service, at the rate of one (1) working day per biweekly pay period.
- (c) Income protection shall not accumulate beyond two hundred and eight (208) working days.

17:03 Applicable to employees hired on or after May 27, 2003:

- (a) Income protection shall accumulate at the rate of one and one-quarter ($1\frac{1}{4}$) working days per full month of employment with no maximum accumulation.

17:04 An on any date other than the first working day of a biweekly pay period shall be eligible to accumulate income protection credits from the first full biweekly pay period following the date of his or her appointment.

17:05 Income protection may be granted in advance of it being earned by a new employee during the first six months of service provided that the amount advanced, when combined with credits already accumulated, does not exceed five (5) working days. If an employee has used more income protection than he or she has earned and his or her services are terminated for a reason other than layoff or death, the salary overpayment resulting from the use of unearned income protection shall be recovered by the Centre.

17:06 Income protection shall not accumulate during periods, which an employee is:

- (a) Absent on income protection and/or absent on Workers Compensation for a period of more than **four (4) weeks**; or
- (b) Absent without leave; or
- (c) On a leave of absence without pay.

Sub-sections (b) and (c) to apply where the period of absence is greater than one-half ($\frac{1}{2}$) of the biweekly period.

17:07 Where an employee is absent because of illness, he or she shall endeavour to notify his or her immediate supervisor of the absence due to illness at least one (1) hour prior to and not more than thirty minutes after the normal hour of beginning work, or as soon thereafter as the means of communication permit.

17:08 An employee who has been absent because of sickness for three (3) or more consecutive days shall furnish, when requested by the Centre, during or after

this period of sickness, a medical certificate or sworn statutory declaration certifying that the employee is or was unable to be present at work because of illness. When an employee fails to produce a medical certificate or statutory declaration acceptable to the Centre, he/ she shall not be entitled to be paid for the period of absence. Any salary over-payment resulting from unverified income protection shall be recovered by the Centre.

- 17:09** Where an employee becomes ill during the period of scheduled annual vacation, the Centre may grant income protection and credit the employee with alternate days' vacation equivalent to the number of days approved income protection providing the illness over three days and may require hospitalization. The employee will be responsible to provide proof of hospitalization satisfactory to the Centre.
- 17:10** When an employee is unable to work and is in receipt of an income replacement indemnity (IRI) from the Manitoba Public Insurance (MPI) as a result of an injury incurred in a vehicle accident, the employee may elect to be paid an additional amount, which when combined with the IRI benefit, shall ensure the maintenance of net salary consistent as if they were in receipt of regular income protection. Such additional amount shall be chargeable to the employee's income protection credits accrued at the time the employee commenced receipt of the IRI and such additional payment shall be payable until the employee's accrued income protection credits have been exhausted.
- 17:11** **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 (exclusive of overtime), less the employee's usual income tax deductions, Canada Pension Plan contributions, and E.I. 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 (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, Disability and Rehabilitation 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) In accordance with Section 41(6) (b) of the Workers Compensation Act of Manitoba, the Employer shall make application to the Workers Compensation Board so that the WCB may determine whether or not the supplements referenced in (B)(i) above shall continue in effect.
 - (vi) 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 the Manitoba Public Insurance (MPI). 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 MPI benefits and where a loss of normal salary would result while awaiting a MPI 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 (exclusive of overtime), less the employee’s usual income tax deductions, Canada Pension Plan contributions, and E.I. 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 MPI 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 MPI 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 MPI directly to the employee.
 - (D) In the event that the MPI 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 the amount of advance payment(s) made and repayment(s) received by the Employer.
- (D) (i) Subject to (B), an employee who has accumulated sufficient income protection credits may elect to submit an application to the Employer requesting that the Employer supplement the MPI 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 (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 the Manitoba Public Insurance that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by the 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 MPI, the Employer shall make every reasonable effort to arrange for such assessment/return subject to the MPI covering all related costs.

17:12 An employee may use income protection for illness of a spouse, child or parent.

17:13 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, 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, 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 employee is required to attend a funeral more than two hundred and 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 and fifty (250) kilometres from the respective facility. The employee shall receive pay at the basic rate for each scheduled hour of work within these two (2) days.

17:14 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.

17:15 (a) 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:

- (A) An employee must have completed at least thirty (30) days of employment as of the intended date of leave.

- (B) 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.
- (C) An employee may take no more than two (2) periods of leave, totaling 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.
- (D) For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
 - (1) 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
 - (2) 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:
 - (1) A spouse or common-law partner of the employee;
 - (2) A child of the employee or a child of the employee's spouse or common-law partner;
 - (3) A parent of the employee or a parent of the employee's spouse or common-law partner;

- (4) 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;
 - (5) A current or former foster parent of the employee or of the employee's spouse or common-law partner;
 - (6) A current or former foster child, ward or guardian of the employee, or of the employee's spouse or common-law partner;
 - (7) The spouse or common-law partner of a person mentioned in any of the clauses (3), (4) (5) and (6);
 - (8) 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 8:02 (c) and 8:04 (d).
- (H) Subject to the provisions of Article 17:12, 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 17:13.

Article 18 Annual Vacation

18:01 The vacation year shall be from the 1st day of April in the one year to the 31st day of March 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.**

18:02 An employee who has completed less than one (1) years continuous employment as of March 31st will be granted vacation based on a percentage of regular hours worked, in the new vacation year.

18:03 Annual vacation shall be earned at the rate of:

- Fifteen (15) working days per year commencing in 1st year of employment, to be taken in the year in which one (1) year of employment is completed.
- Twenty (20) working days per year commencing in the 2nd year of employment, to be taken in the year in which two (2) years of employment is completed.
- Twenty-five (25) working days per year commencing in the 9th year of employment, to be taken in the year in which nine (9) years of employment is completed.
- Thirty (30) working days per year commencing in the 19th year of employment, to be taken in the year in which nineteen (19) years of employment is completed.

18:04 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 prorate portion of this benefit.

- 18:05** 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.
- 18:06** The Employer will post a projected vacation entitlement list not later than two (2) months prior to the vacation cut-off date as per Article 18:01. Employees shall indicate in writing their preferences as to vacation dates within thirty (30) working days of posting their projected entitlement list. Vacation request that will run longer than a three (3) week time frame must be approved by the Centre. Priority in the selection of dates shall be given to the employees having the most institutional seniority within each department. An employee who fails to indicate her choice of vacation within the above thirty (30) working 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.
- 18:07** 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.
- 18:08** Vacation earned in any vacation year is to be taken in the following vacation year.
- 18:09** 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.

- 18:10** 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.
- 18:11** Vacation entitlement will be payable at the employee's regular rate of pay.
- 18:12** 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.
- 18:13** **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 19 Salaries and Increments

- 19:01** Employees shall be paid in accordance with the salary schedule attached to and forming part of this Agreement. The granting of the employee's annual increment shall be contingent upon the employee having performed her duties in a satisfactory fashion and completion of a performance appraisal. Employee performance appraisals shall be conducted by supervisory staff at two (2) year intervals for employees who have reached the top increment in their respective classification as per the salary schedule.
- 19:02** (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 (7.75 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 (7.75 hours) of regular pay, the employee shall, upon request, be paid by supplemental pay or manual deposit as soon as possible within the three (3) calendar days following the day the error was reported.

19:03 Individual salary increases resulting from the granting of an increment 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.

19:04 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, beginning with the first full shift worked.

19:05 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, beginning with the first full shift worked.

19:06 (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 a the step that they had previously attained in the lower paid classification.**

19:07 Transportation

- (a) An employee required to return to the facility on a callback will have:
- (i) Return transportation provided by the Employer; or
 - (ii) Reimbursement by the Employer 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 for all mileage thus accrued for out-of-town trips and three dollars (\$3.00) for in-town trips.
- (c) Employees required to attend meetings outside the facility shall be reimbursed applicable transportation and mileage rates as outlined above.

Article 20 Premiums

- 20:01** (a) Employees required to work the majority of their hours on any shift between 1600 hours and 2400 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 0001 hours and 0800 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.

20:02 Shift premium and weekend premium will not be payable while an employee is off duty for any reason.

20:03 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 0001 hours on the Saturday and 2400 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.

20:04 Effective date of ratification, the evening shift premium shall also be applicable to each hour worked after 1600 hours on a modified Day or evening shift during which at least two (2) hours are worked after 1600 hours.

Article 21 Terminations

21:01 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.

21:02 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.

21:03 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.

21:04 The employee agrees to return all equipment, keys, identification and materials belonging to the Employer prior to the termination date.

Article 22 Special Provisions Re: Part-time Employees

- 22:01** (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 institutional seniority within the ward or 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 institutional seniority.
- (iii) Additional hours worked by a part-time employee shall be included when determining an employee's earned vacation, accumulated income protection credits, and general holiday pay.
- (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.

22:02 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:

Income Protection in Case of Illness

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

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

22:03 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 22:02.

22:04 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 18:03.

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 18:05. 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 18:05.

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 18:05 dealing with operational requirements apply equally to the selection procedures set out in subsection (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 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 or at the applicable overtime rate and the vacation day will be rescheduled as mutually agreed.

22:05 General Holidays

Part-time employees will be paid at four 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.

22:06 Overtime

Part-time employees shall be entitled to overtime rates when authorized to work in excess of the daily or biweekly hours of work as specified in Article 15.

22:07 Increments

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

22:08 Part-time employees shall be entitled to alternate weekends off, as often as reasonably possible.

22:09 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:

- (a) An employee must have completed at least thirty (30) days of employment as of the intended date of leave.
- (b) 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.
- (c) An employee may take no more than two (2) periods of leave, totaling 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.
- (d) For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
 - (i) A family member of the employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
 - (A) The day the certificate is issued, or

(B) If the leave was begun before the certificate was issued, the day the leave began; and

- (ii) 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:
- (i) A spouse or common-law partner of the employee;
 - (ii) A child of the employee or a child of the employee's spouse or common-law partner;
 - (iii) A parent of the employee or a parent of the employee's spouse or common-law partner;
 - (iv) 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;
 - (v) A current or former foster parent of the employee or of the employee's spouse or common-law partner;
 - (vi) A current or former foster child, ward or guardian of the employee, or of the employee's spouse or common-law partner;
 - (vii) The spouse or common-law partner of a person mentioned in any of the clauses (3), (4) (5) and (6);
 - (viii) 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 8:02 (c) and 8:04 (d).
- (h) Subject to the provisions of Article 17:12, 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 17:13.

Article 23 Committees

- 23:01** 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.
- 23:02** 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 and may at any time have a representative from The Manitoba Government and General Employees' Union.
- 23:03** 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.
- 23:04** 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.

- 23:05** 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.
- 23:06** Safety Committee, as per the Manitoba Health and Safety Act, shall be established to examine all aspects of safety and health measures within the Facility.

Article 24 Pre-Retirement Bonus

- 24:01** 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.
- 24:02** 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.

24:03 Employees retiring in accordance with the conditions of Article 24:01 shall be granted retirement bonus as specified on the following basis. Calculations will be based on the following formula:

$$\frac{\text{Total paid hours actually worked from date of hire}}{\text{Full-time hours}} \times \text{Four (4) days}$$

24:04 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.

24:05 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.

24:06 Effective April 1, 2008, 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 25 Employee Benefits

25:01 The Employer agrees to the provision of Group Benefit plans that were in effect as at the date of signing this agreement. These benefits include Pension, Group Health, Group Life and Employee Assistance Plan, and Dental Plan. The Dental Plan is currently 50/50 Employer/Employee paid.

This does not prohibit the Employer from introducing/amending benefit plan premiums in future. Should this be necessary, the Employer will meet with the Union to discuss potential options that may be available.

25:02 Disability and Rehabilitation Plan

The Disability and Rehabilitation Plan with benefit levels, as determined by the HEBP 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 the 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.

25:03 The Employer agrees to continue to participate in the HEB Manitoba jointly trusteed pension plan and the benefit plan in accordance with the provisions of the applicable plan text.**Article 26 Changes in Classification**

- 26:01** (a) 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.
- (b) The Employer agrees to provide to the Union a complete set of the respective MGEU Bargaining Unit job descriptions within ninety (90) days of the signing of this Collective Agreement.

- 26:02** 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 the salary schedule of this Agreement.
- 26:03** If the Union files written objection, as per Article 26:02, then the parties hereto shall commence negotiations forthwith and attempt to reach agreement as to an appropriate salary range.
- 26:04** Failing agreement, the matter may be referred to arbitration in accordance with Article 7.
- 26:05** 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 27 Sub-Contracting

- 27:01** 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.

Article 28 Duration

- 28:01** (a) This Agreement shall be in full force and effect from April 1, **2012** to 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.
- 28:02** 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.
- 28:03** This Agreement may be amended during its term by mutual agreement.
- 28:04** 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 29 Union Representation/Rights of Stewards/Union Business

- 29:01** 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.

- 29:02** 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.
- 29:03** 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 two (2) representatives. By mutual agreement between the Employer and the Union, employees required to make special presentations shall be allowed leave of absence with pay.
- 29:04** 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 sought or withheld. To the extent possible and practical, all such union activities shall be conducted during off duty hours.

Rights of Stewards

- 29:05** The Centre recognizes the Union's rights to select Stewards to represent employees.
- 29:06** The Union shall determine the number of Stewards and the jurisdiction of each Steward having regard to the plan of organization, and the distribution of employees in the workplace.
- 29:07** The Union agrees to provide the Centre with a list of Stewards and any subsequent changes for each work location. The Union shall provide appropriate identification for Stewards.
- 29:08** Stewards and employees shall not conduct Union business during their working hours.
- 29:09** Leave of absence to attend to Union business may be granted to employees based on the following conditions:

- (a) Requests for such leave shall be made in writing by the Union to the Employer with reasonable advance notice and shall be granted only where operational requirements permit and pursuant to the foregoing, such requests will not be unreasonably denied; and
- (b) Where such leave of absence has been granted under sub-section (a), the Union shall reimburse the Employer one hundred percent (100%) of the wages and associated expenses paid to such employees during the approved absence.

Union staff members shall not visit employees at their place of work unless prior approval has been obtained from the employee's Supervisor.

Article 30 Respectful Workplace

30:01 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.

30:02 **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.

- 30:03** The parties agree that all employees are entitled to a respectful and safe workplace, which is free from discrimination, harassment and violence.
- 30:04** 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 31 Bulletin Boards

- 31:01** 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 32 Discharge, Suspension, Discipline and Access to Personnel Files

- 32:01** 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 Representative.
- 32:02** 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 he/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.

- 32:03** 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.
- 32:04** 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.
- 32:05** An employee accompanied by a Union Representative if she so elects, may examine her personnel file on request as per Article 32:04 of the Collective Agreement.
- 32:06** There shall be one (1) personnel file maintained by the Employer for each employee.
- 32:07** 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 33 Maintenance and Engineering Employees

- 33:01** The Employer shall provide gloves as well as an annual safety shoe allowance of up to two hundred dollars (\$200.00) every twenty-four (24) months for maintenance and engineering personnel only (receipt must be submitted).

Article 34 Civil Liability

- 34:01** In case of a civil action against any staff employed by Eden Mental Health Centre the insurance coverage provided by the Centre will be used to defend the employee within legitimate parameters.

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 of 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 Storm/Disaster Pay

- 36:01** 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 worked missed, however, on written request, he/she will be allowed to use banked time in lieu of overtime, banked statutory holiday or vacation time.

36:02 If an employee is able to attend at work in spite of the above conditions, and they do so as soon as is possible and within one (1) hour of the scheduled start time, they shall be entitled to pay for the full shift.

Article 37 Safety and Health

37:01 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.

37:02 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.

37:03 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 30 days.

37:04 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.

37:05 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.

37:06 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 38 Overpayments

38:01 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 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.

38:02 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 39 Education Leave

39:01 Upon written request, the Employer shall give due consideration to an employee's request for education leave of absence without pay.

Article 40 Standby

40:01 An employee who is designated in writing by the Employer to be on standby shall be entitled for payment of one (1) hours basic pay for each eight (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.

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.

Article 41 Special Provisions Regarding Employees Occupying More Than One Position

41:01 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.

- 41:02 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.
- 41:03 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.
- 41:04 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.
- 41:05 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.
- 41:06 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.
- 41:07 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.

41:08 Where an approved arrangement is later found to be unworkable, the affected employee will be required to relinquish one (1) of the positions occupied.

IN WITNESS WHEREOF A representative of Eden Mental Health Centre has hereunto set their hand for, and on behalf of, Eden Mental Health Centre; and Sheila Gordon, Staff Representative of Manitoba Government and General Employees' Union has set her hand for, and on behalf of, Manitoba Government and General Employees' Union.

Signed this 23rd day of Nov, 2015.

[Signature]
On Behalf of Eden Mental Health Centre

[Signature]
On Behalf of Eden Mental Health Centre

[Signature]
On Behalf of Manitoba Government
and General Employees' Union

[Signature]
On Behalf of Manitoba Government
and General Employees' Union

Schedule "A"

NOTES #1:

Effective April 1, 2014	2.5 % increase on hourly rates for all classifications
Effective April 1, 2015	2.5 % increase on hourly rates for all classifications
Effective April 1, 2016	2.0 % increase on hourly rates for all classifications

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

Full-time Employee Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
Daily	Annual						
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

- (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:
 - (a) Twenty (20) or more years of continuous service, and
 - (b) The employee has been at the maximum step of their salary scale for a minimum of twelve (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.

Note #1: 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

**Eden Mental Health Centre
(hereinafter referred to as “the Employer”)**

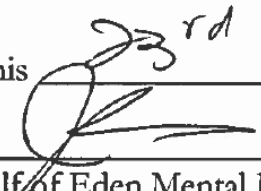
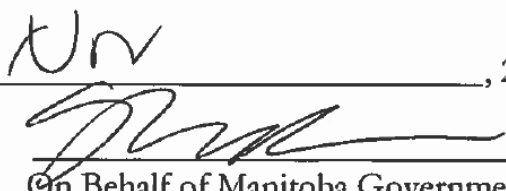
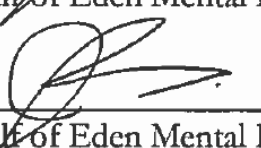
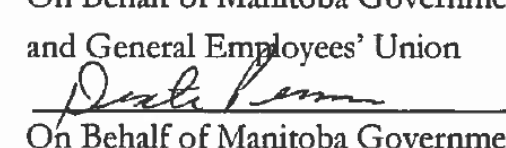
and

**Manitoba Government and General Employees’ Union
(hereinafter referred to as “the Union”)**

Re: Article 4:02- Union Security and Dues Check-Off

The Parties agree that in application of the terms of Article 4:02, the following will apply:

The Employer shall also provide the following data to the Union at the time of remission of Union dues: employee’s bargaining unit, 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.

Signed this	<u>23rd</u>	day of	<u>Nov</u>	, 2015.
				
On Behalf of	Eden Mental Health Centre	On Behalf of	Manitoba Government and General Employees’ Union	
				
On Behalf of	Eden Mental Health Centre	On Behalf of	Manitoba Government and General Employees’ Union	

Memorandum of Understanding

between

**Eden Mental Health Centre
(hereinafter referred to as “the Employer”)**

and

**Manitoba Government and General Employees’ Union
(hereinafter referred to as “the Union”)**

Re: Working Short

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 23rd day of Nov, 2015.

[Signature]
On Behalf of Eden Mental Health Centre

[Signature]
On Behalf of Eden Mental Health Centre

[Signature]
On Behalf of Manitoba Government
and General Employees' Union

[Signature]
On Behalf of Manitoba Government
and General Employees' Union

Memorandum of Understanding

between

**Eden Mental Health Centre
(hereinafter referred to as “the Employer”)**

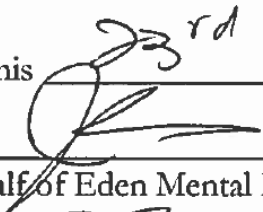

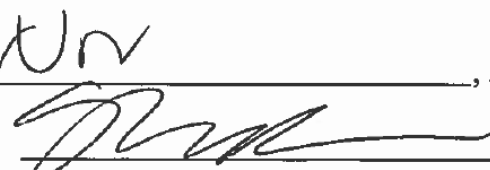
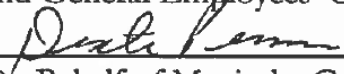
and

**Manitoba Government and General Employees’ Union
(hereinafter referred to as “the Union”)**

Re: Shift Rotations

Employees who are required to rotate shifts for a specific position within a specific department shall be assigned to work either day shift and evening shift or day shift and night shift. To the greatest extent possible, there shall be at least as great a number of day shifts as there are night or evening shifts within each standard rotation.

Employees within said department shall have the opportunity to bid on positions on a seniority basis within the department provided they are qualified to perform the required duties. It is agreed that prior to implementing any position or departmental restructuring, the Employer shall meet with the Local Union in order to discuss said restructuring.

Signed this	<u>23rd</u>	day of	<u>Nov</u>	, 2015.
				
	On Behalf of Eden Mental Health Centre			
				
	On Behalf of Eden Mental Health Centre			
				
			On Behalf of Manitoba Government and General Employees’ Union	
				
			On Behalf of Manitoba Government and General Employees’ Union	

Letter of Understanding

between

Eden Mental Health Centre
(hereinafter referred to as “the Employer”)

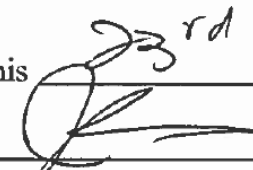
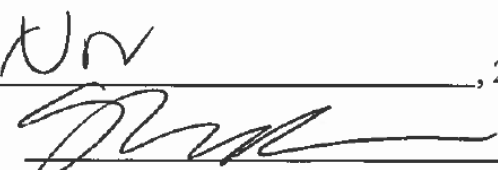
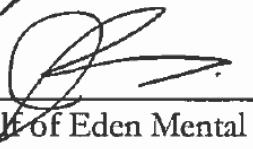
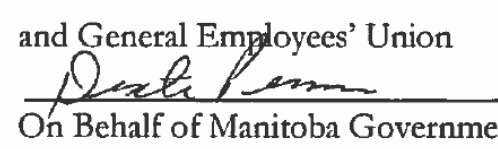
and

Manitoba Government and General Employees’ Union
(hereinafter referred to as “the Union”)

Re: Civil Liability

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 23rd day of Nov, 2015.

 _____ On Behalf of Eden Mental Health Centre	 _____ On Behalf of Manitoba Government and General Employees’ Union
 _____ On Behalf of Eden Mental Health Centre	 _____ On Behalf of Manitoba Government and General Employees’ Union

Letter of Understanding

between

**Eden Mental Health Centre
(hereinafter referred to as “the Employer”)**


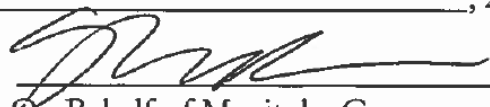

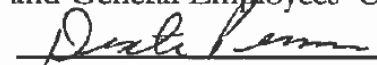
and

**Manitoba Government and General Employees’ Union
(hereinafter referred to as “the Union”)**

Re: Expanded Staff Mobility

The parties agree to participate in a multi-union, multi-employer committee to discuss expanding the scope of the current staff mobility agreement in order to facilitate the movement of staff within and across the acute, long term, and community health care sectors as required to address systemic needs.

Signed this 23rd day of Nov, 2015.

 _____ On Behalf of Eden Mental Health Centre	 _____ On Behalf of Manitoba Government and General Employees’ Union
 _____ On Behalf of Eden Mental Health Centre	 _____ On Behalf of Manitoba Government and General Employees’ Union

Memorandum of Understanding

between

**Eden Mental Health Centre
(hereinafter referred to as “the Employer”)**

and

**Manitoba Government and General Employees’ Union
(hereinafter referred to as “the 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 15.

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 23rd day of Nov, 2015.



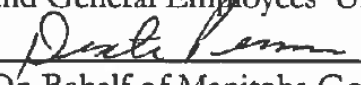
On Behalf of Eden Mental Health Centre



On Behalf of Manitoba Government
and General Employees’ Union



On Behalf of Eden Mental Health Centre



On Behalf of Manitoba Government
and General Employees’ Union

Memorandum of Understanding

between

Eden Mental Health Centre

(hereinafter referred to as “the Employer”)

and

Manitoba Government and General Employees’ Union

(hereinafter referred to as “the Union”)


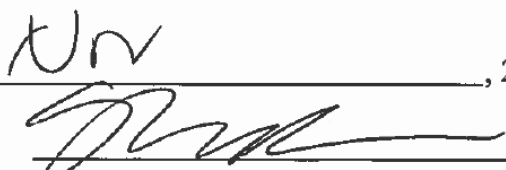
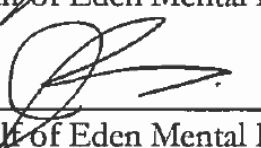
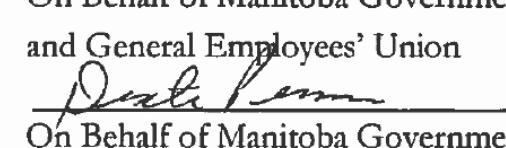
Re: Retroactive Pay

All applicable retroactive wage and benefit adjustments shall be processed as soon as possible following ratification of the settlement by both parties and the provision of the approved wage scales to the Employer. 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.

Where ever possible retroactive pay will be made by separate deposit.

Signed this 23rd day of Nov, 2015.

 _____ On Behalf of Eden Mental Health Centre	 _____ On Behalf of Manitoba Government and General Employees’ Union
 _____ On Behalf of Eden Mental Health Centre	 _____ On Behalf of Manitoba Government and General Employees’ Union

Memorandum of Understanding

between

**Eden Mental Health Centre
(hereinafter referred to as “the Employer”)**

and

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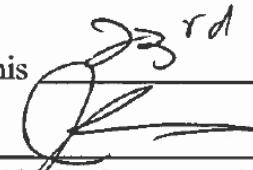
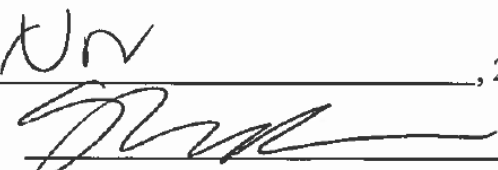
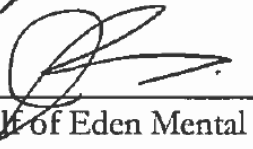
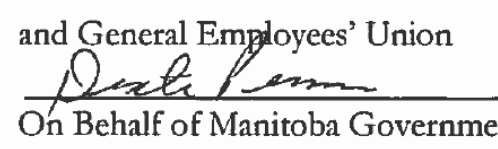
Re: Escort Duty

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 4 hours or more, upon presentation of an appropriate receipt, the employee shall be reimbursed up to a maximum of \$7.00 for the purchase of a meal.

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

Signed this 23rd day of Nov, 2015.

 _____ On Behalf of Eden Mental Health Centre	 _____ On Behalf of Manitoba Government and General Employees’ Union
 _____ On Behalf of Eden Mental Health Centre	 _____ On Behalf of Manitoba Government and General Employees’ Union

Memorandum of Understanding

between

**Eden Mental Health Centre
(hereinafter referred to as “the Employer”)**

and

**Manitoba Government and General Employees’ Union
(hereinafter referred to as “the 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.

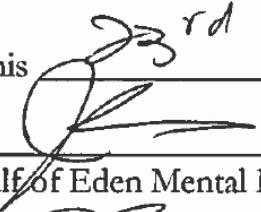
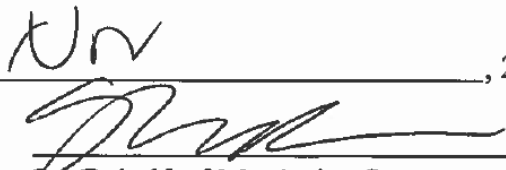

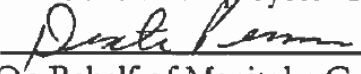
Therefore the parties agree to establish a Provincial Facility Support Sector Advisory Committee with representation from the Employers and the Unions. Union representation shall be a maximum of 6 Business Representatives or elected union officials. The Committee shall meet quarterly, the purpose of 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 23rd day of Nov, 2015.

 _____ On Behalf of Eden Mental Health Centre	 _____ On Behalf of Manitoba Government and General Employees' Union
 _____ On Behalf of Eden Mental Health Centre	 _____ On Behalf of Manitoba Government and General Employees' Union

Letter of Understanding

between
Eden Mental Health Centre
(hereinafter referred to as “the Employer”)

and
Manitoba Government and General Employees’ Union
(hereinafter referred to as “the Union”)

Re: Wage Adjustment – Trades Component Classifications

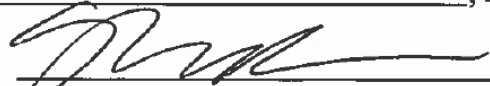
For the continued maintenance of wage standardization, and to ensure the salary scales of Trades classifications as represented by MGEU maintain an appropriate relationship to salary scales of the same classifications represented by OEM, application of current and future wage adjustment will be as follows:

1. Effective April 1, 2008 and thereafter, classifications listed herein shall have wages adjusted in accordance with the rates and effective dates as established within the OEM 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:

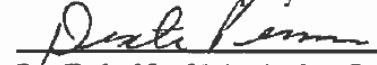
Standardization Group Number	MGEU Classification Title	OEM Comparable Classification
91	Carpenter	Carpenter
92	4 th Class Engineer & Electrician	Electrician
93B	3 rd Class Engineer	Engineer 3 rd Class
93C	4 th Class Engineer	Engineer 4 th Class
94	Painter	Painter
95	Maintenance/Groundskeeper	Groundskeeper

Signed this 23rd day of Nov, 2015.


On Behalf of Eden Mental Health Centre


On Behalf of Manitoba Government
and General Employees' Union


On Behalf of Eden Mental Health Centre


On Behalf of Manitoba Government
and General Employees' Union

Memorandum of Understanding

between

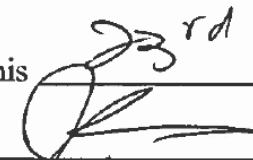

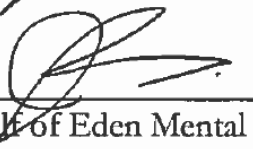
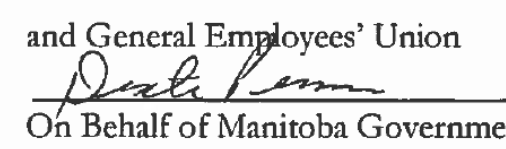
**Eden Mental Health Centre
(hereinafter referred to as “the Employer”)**

and

**Manitoba Government and General Employees’ Union
(hereinafter referred to as “the Union”)**

Re: Pension or Benefit Plan Improvements

During the term of the **2012 to 2017** 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 <u>23rd</u> day of <u>Nov</u> , 2015.	
 _____ On Behalf of Eden Mental Health Centre	 _____ On Behalf of Manitoba Government and General Employees’ Union
 _____ On Behalf of Eden Mental Health Centre	 _____ On Behalf of Manitoba Government and General Employees’ Union

Memorandum of Intent

between

Eden Mental Health Centre

and

Manitoba Government and General Employees' Union

Re: Maintenance of Wage Standardization

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;

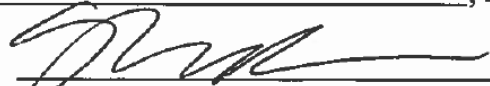
AND WHEREAS the parties agree that Wage Standardization must be maintained while at the same time recognizing that bona fide and significant changes to an employee’s or group of employees job content may result in a request for review of the wage scale;

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 23rd day of Nov, 2015.



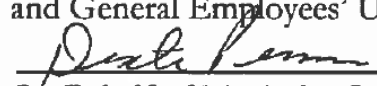
On Behalf of Eden Mental Health Centre



On Behalf of Manitoba Government
and General Employees' Union



On Behalf of Eden Mental Health Centre



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	Service Worker 2 - SK2	2080	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
				Monthly	2,509.69	2,584.92	2,662.57	2,742.48	2,824.64	2,909.40
				Annual	30,116.32	31,019.04	31,950.88	32,909.76	33,895.68	34,912.80
15	Dietetic Aide	Service Worker 2 - SK2 - PIO	2080	Hourly	17.053	17.521	17.989	18.494	19.038	19.556
				Monthly	2,955.85	3,036.97	3,118.09	3,205.63	3,299.92	3,389.71
				Annual	35,470.24	36,443.68	37,417.12	38,467.52	39,599.04	40,676.48
22	Cook I - Uncertified	Cook 1 - CK1	2080	Hourly	15.441	15.904	16.381	16.873	17.379	17.900
				Monthly	2,676.44	2,756.69	2,839.37	2,924.65	3,012.36	3,102.67
				Annual	32,117.28	33,080.32	34,072.48	35,095.84	36,148.32	37,232.00
22	Cook I - Uncertified	Cook 1 - CK1 - PIO	2080	Hourly	17.407	17.862	18.317	18.836	19.392	19.973
				Monthly	3,017.21	3,096.08	3,174.95	3,264.91	3,361.28	3,461.99
				Annual	36,206.56	37,152.96	38,099.36	39,178.88	40,335.36	41,543.84
23	Cook II - Certified	Cook 3 - CK3	2080	Hourly	17.818	18.353	18.903	19.470	20.054	20.656
				Monthly	3,088.45	3,181.19	3,276.52	3,374.80	3,476.03	3,580.37
				Annual	37,061.44	38,174.24	39,318.24	40,497.60	41,712.32	42,964.48
23	Cook II - Certified	Cook 3 - CK3 - PIO	2080	Hourly	20.656	21.162	21.718	22.299	22.881	23.488
				Monthly	3,580.37	3,668.08	3,764.45	3,865.16	3,966.04	4,071.25
				Annual	42,964.48	44,016.96	45,173.44	46,381.92	47,592.48	48,855.04
28	Housekeeping Aide	Housekeeping Aide	2080	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
				Monthly	2,509.69	2,584.92	2,662.57	2,742.48	2,824.64	2,909.40
				Annual	30,116.32	31,019.04	31,950.88	32,909.76	33,895.68	34,912.80
42	Health Care Aide (Certified / Trained)	Psych Nurse Assistant 2 - SN2	2080	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
				Monthly	2,954.29	3,042.87	3,134.21	3,228.16	3,325.05	3,424.89
				Annual	35,451.52	36,514.40	37,610.56	38,737.92	39,900.64	41,098.72
42	Health Care Aide (Certified / Trained)	Health Care Aide	2080	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
				Monthly	2,954.29	3,042.87	3,134.21	3,228.16	3,325.05	3,424.89
				Annual	35,451.52	36,514.40	37,610.56	38,737.92	39,900.64	41,098.72
42	Health Care Aide (Certified / Trained)	Ward Clerk	2080	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
				Monthly	2,954.29	3,042.87	3,134.21	3,228.16	3,325.05	3,424.89
				Annual	35,451.52	36,514.40	37,610.56	38,737.92	39,900.64	41,098.72
45	Activity Worker (Certified)	O.T. Technician	2080	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
				Monthly	2,954.29	3,042.87	3,134.21	3,228.16	3,325.05	3,424.89
				Annual	35,451.52	36,514.40	37,610.56	38,737.92	39,900.64	41,098.72
61	Pharmacy Clerk & Aide	Dispensing Tech - DIT	1885	Hourly	14.654	15.093	15.546	16.012	16.493	16.988
				Monthly	2,301.90	2,370.86	2,442.02	2,515.22	2,590.78	2,668.53
				Annual	27,622.79	28,450.31	29,304.21	30,182.62	31,089.31	32,022.38
61	Pharmacy Clerk & Aide	Dispensing Tech - DIT - PIO	1885	Hourly	15.574	16.055	16.522	17.053	17.546	18.115
				Monthly	2,446.42	2,521.97	2,595.33	2,678.74	2,756.18	2,845.57
				Annual	29,356.99	30,263.68	31,143.97	32,144.91	33,074.21	34,146.78
73A	Finance / Accounting Clerk II	Accounting Clerk 2 - AK2	1885	Hourly	18.442	18.995	19.565	20.152	20.756	21.379
				Monthly	2,896.93	2,983.80	3,073.34	3,165.54	3,260.42	3,358.29
				Annual	34,763.17	35,805.58	36,880.03	37,986.52	39,125.06	40,299.42
76	Secretary	Business Office Secretary	1885	Hourly	17.470	17.994	18.534	19.090	19.663	20.253
				Monthly	2,744.25	2,826.56	2,911.38	2,998.72	3,088.73	3,181.41
				Annual	32,930.95	33,918.69	34,936.59	35,984.65	37,064.76	38,176.91
76	Secretary	Admin Secretary	1885	Hourly	17.470	17.994	18.534	19.090	19.663	20.253
				Monthly	2,744.25	2,826.56	2,911.38	2,998.72	3,088.73	3,181.41
				Annual	32,930.95	33,918.69	34,936.59	35,984.65	37,064.76	38,176.91

Stand. Group #	Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
78	Medical Transcriptionist II - Supervisor	Med Records Tech - MRT	1885	Hourly	20.683	21.303	21.942	22.601	23.279	23.977
				Monthly	3,248.96	3,346.35	3,446.72	3,550.24	3,656.74	3,766.39
				Annual	38,987.46	40,156.16	41,360.67	42,602.89	43,880.92	45,196.65
78	Medical Transcriptionist II - Supervisor	Med Records Tech - MRT - PIO	1885	Hourly	23.551	24.120	24.752	25.422	26.092	26.812
				Monthly	3,699.47	3,788.85	3,888.13	3,993.37	4,098.62	4,211.72
				Annual	44,393.64	45,466.20	46,657.52	47,920.47	49,183.42	50,540.62
104	Clerk III	Clerk-Typist 2 - CT2	1885	Hourly	16.766	17.269	17.787	18.320	18.870	19.436
				Monthly	2,633.66	2,712.67	2,794.04	2,877.77	2,964.16	3,053.07
				Annual	31,603.91	32,552.07	33,528.50	34,533.20	35,569.95	36,636.86
12	Purchasing Agent	Purchasing Clerk I	1885	Hourly	19.129	19.703	20.294	20.903	21.530	22.176
				Monthly	3,004.85	3,095.01	3,187.85	3,283.51	3,382.00	3,483.48
				Annual	36,058.17	37,140.16	38,254.19	39,402.16	40,584.05	41,801.76
93D	Engineer (5th class)	Power Engineer - OE2	2080	Hourly	21.074					
				Monthly	3,652.83					
				Annual	43,833.92					
93D	Engineer 5th Class	Power Engineer - OE2 - PIO	2080	Hourly	22.679	23.538	24.373	25.295		
				Monthly	3,931.03	4,079.92	4,224.65	4,384.47		
				Annual	47,172.32	48,959.04	50,695.84	52,613.60		

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	Service Worker 2 - SK2	2080	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
				Monthly	2,509.69	2,584.92	2,662.57	2,742.48	2,824.64	2,909.40
				Annual	30,116.32	31,019.04	31,950.88	32,909.76	33,895.68	34,912.80
15	Dietetic Aide	Service Worker 2 - SK2 - PIO	2080	Hourly	17.053	17.521	17.989	18.494	19.038	19.556
				Monthly	2,955.85	3,036.97	3,118.09	3,205.63	3,299.92	3,389.71
				Annual	35,470.24	36,443.68	37,417.12	38,467.52	39,599.04	40,676.48
22	Cook I - Uncertified	Cook 1 - CK1	2080	Hourly	15.441	15.904	16.381	16.873	17.379	17.900
				Monthly	2,676.44	2,756.69	2,839.37	2,924.65	3,012.36	3,102.67
				Annual	32,117.28	33,080.32	34,072.48	35,095.84	36,148.32	37,232.00
22	Cook I - Uncertified	Cook 1 - CK1 - PIO	2080	Hourly	17.407	17.862	18.317	18.836	19.392	19.973
				Monthly	3,017.21	3,096.08	3,174.95	3,264.91	3,361.28	3,461.99
				Annual	36,206.56	37,152.96	38,099.36	39,178.88	40,335.36	41,543.84
23	Cook II - Certified	Cook 3 - CK3	2080	Hourly	17.818	18.353	18.903	19.470	20.054	20.656
				Monthly	3,088.45	3,181.19	3,276.52	3,374.80	3,476.03	3,580.37
				Annual	37,061.44	38,174.24	39,318.24	40,497.60	41,712.32	42,964.48
23	Cook II - Certified	Cook 3 - CK3 - PIO	2080	Hourly	20.656	21.162	21.718	22.299	22.881	23.488
				Monthly	3,580.37	3,668.08	3,764.45	3,865.16	3,966.04	4,071.25
				Annual	42,964.48	44,016.96	45,173.44	46,381.92	47,592.48	48,855.04
28	Housekeeping Aide	Housekeeping Aide	2080	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
				Monthly	2,509.69	2,584.92	2,662.57	2,742.48	2,824.64	2,909.40
				Annual	30,116.32	31,019.04	31,950.88	32,909.76	33,895.68	34,912.80
42	Health Care Aide (Certified / Trained)	Psych Nurse Assistant 2 - SN2	2080	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
				Monthly	2,954.29	3,042.87	3,134.21	3,228.16	3,325.05	3,424.89
				Annual	35,451.52	36,514.40	37,610.56	38,737.92	39,900.64	41,098.72
42	Health Care Aide (Certified / Trained)	Health Care Aide	2080	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
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				Annual	35,451.52	36,514.40	37,610.56	38,737.92	39,900.64	41,098.72
42	Health Care Aide (Certified / Trained)	Ward Clerk	2080	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
				Monthly	2,954.29	3,042.87	3,134.21	3,228.16	3,325.05	3,424.89
				Annual	35,451.52	36,514.40	37,610.56	38,737.92	39,900.64	41,098.72
45	Activity Worker (Certified)	O.T. Technician	2080	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
				Monthly	2,954.29	3,042.87	3,134.21	3,228.16	3,325.05	3,424.89
				Annual	35,451.52	36,514.40	37,610.56	38,737.92	39,900.64	41,098.72
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				Monthly	2,301.90	2,370.86	2,442.02	2,515.22	2,590.78	2,668.53
				Annual	27,622.79	28,450.31	29,304.21	30,182.62	31,089.31	32,022.38
61	Pharmacy Clerk & Aide	Dispensing Tech - DIT - PIO	1885	Hourly	15.574	16.055	16.522	17.053	17.546	18.115
				Monthly	2,446.42	2,521.97	2,595.33	2,678.74	2,756.18	2,845.57
				Annual	29,356.99	30,263.68	31,143.97	32,144.91	33,074.21	34,146.78
73A	Finance / Accounting Clerk II	Accounting Clerk 2 - AK2	1885	Hourly	18.442	18.995	19.565	20.152	20.756	21.379
				Monthly	2,896.93	2,983.80	3,073.34	3,165.54	3,260.42	3,358.29
				Annual	34,763.17	35,805.58	36,880.03	37,986.52	39,125.06	40,299.42
76	Secretary	Business Office Secretary	1885	Hourly	17.470	17.994	18.534	19.090	19.663	20.253
				Monthly	2,744.25	2,826.56	2,911.38	2,998.72	3,088.73	3,181.41
				Annual	32,930.95	33,918.69	34,936.59	35,984.65	37,064.76	38,176.91
76	Secretary	Admin Secretary	1885	Hourly	17.470	17.994	18.534	19.090	19.663	20.253
				Monthly	2,744.25	2,826.56	2,911.38	2,998.72	3,088.73	3,181.41
				Annual	32,930.95	33,918.69	34,936.59	35,984.65	37,064.76	38,176.91

Stand. Group #	Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
78	Medical Transcriptionist II - Supervisor	Med Records Tech - MRT	1885	Hourly	20.683	21.303	21.942	22.601	23.279	23.977
				Monthly	3,248.96	3,346.35	3,446.72	3,550.24	3,656.74	3,766.39
				Annual	38,987.46	40,156.16	41,360.67	42,602.89	43,880.92	45,196.65
78	Medical Transcriptionist II - Supervisor	Med Records Tech - MRT - PIO	1885	Hourly	23.551	24.120	24.752	25.422	26.092	26.812
				Monthly	3,699.47	3,788.85	3,888.13	3,993.37	4,098.62	4,211.72
				Annual	44,393.64	45,466.20	46,657.52	47,920.47	49,183.42	50,540.62
104	Clerk III	Clerk-Typist 2 - CT2	1885	Hourly	16.766	17.269	17.787	18.320	18.870	19.436
				Monthly	2,633.66	2,712.67	2,794.04	2,877.77	2,964.16	3,053.07
				Annual	31,603.91	32,552.07	33,528.50	34,533.20	35,569.95	36,636.86
12	Purchasing Agent	Purchasing Clerk I	1885	Hourly	19.129	19.703	20.294	20.903	21.530	22.176
				Monthly	3,004.85	3,095.01	3,187.85	3,283.51	3,382.00	3,483.48
				Annual	36,058.17	37,140.16	38,254.19	39,402.16	40,584.05	41,801.76
93D	Engineer (5th class)	Power Engineer - OE2	2080	Hourly	21.074					
				Monthly	3,652.83					
				Annual	43,833.92					
93D	Engineer 5th Class	Power Engineer - OE2 - PIO	2080	Hourly	22.679	23.538	24.373	25.295		
				Monthly	3,931.03	4,079.92	4,224.65	4,384.47		
				Annual	47,172.32	48,959.04	50,695.84	52,613.60		

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	Service Worker 2 - SK2	2080	Hourly	14.841	15.286	15.745	16.217	16.704	17.205
				Monthly	2,572.44	2,649.57	2,729.13	2,810.95	2,895.36	2,982.20
				Annual	30,869.28	31,794.88	32,749.60	33,731.36	34,744.32	35,786.40
15	Dietetic Aide	Service Worker 2 - SK2 - PIO	2080	Hourly	17.480	17.959	18.438	18.957	19.514	20.045
				Monthly	3,029.87	3,112.89	3,195.92	3,285.88	3,382.43	3,474.47
				Annual	36,358.40	37,354.72	38,351.04	39,430.56	40,589.12	41,693.60
22	Cook I - Uncertified	Cook 1 - CK1	2080	Hourly	15.827	16.302	16.791	17.294	17.813	18.348
				Monthly	2,743.35	2,825.68	2,910.44	2,997.63	3,087.59	3,180.32
				Annual	32,920.16	33,908.16	34,925.28	35,971.52	37,051.04	38,163.84
22	Cook I - Uncertified	Cook 1 - CK1 - PIO	2080	Hourly	17.842	18.309	18.775	19.307	19.877	20.473
				Monthly	3,092.61	3,173.56	3,254.33	3,346.55	3,445.35	3,548.65
				Annual	37,111.36	38,082.72	39,052.00	40,158.56	41,344.16	42,583.84
23	Cook II - Certified	Cook 3 - CK3	2080	Hourly	18.264	18.811	19.376	19.957	20.556	21.172
				Monthly	3,165.76	3,260.57	3,358.51	3,459.21	3,563.04	3,669.81
				Annual	37,989.12	39,126.88	40,302.08	41,510.56	42,756.48	44,037.76
23	Cook II - Certified	Cook 3 - CK3 - PIO	2080	Hourly	21.172	21.691	22.261	22.857	23.453	24.075
				Monthly	3,669.81	3,759.77	3,858.57	3,961.88	4,065.19	4,173.00
				Annual	44,037.76	45,117.28	46,302.88	47,542.56	48,782.24	50,076.00
28	Housekeeping Aide	Housekeeping Aide	2080	Hourly	14.841	15.286	15.745	16.217	16.704	17.205
				Monthly	2,572.44	2,649.57	2,729.13	2,810.95	2,895.36	2,982.20
				Annual	30,869.28	31,794.88	32,749.60	33,731.36	34,744.32	35,786.40
42	Health Care Aide (Certified / Trained)	Psych Nurse Assistant 2 - SN2	2080	Hourly	17.470	17.994	18.534	19.090	19.663	20.252
				Monthly	3,028.13	3,118.96	3,212.56	3,308.93	3,408.25	3,510.35
				Annual	36,337.60	37,427.52	38,550.72	39,707.20	40,899.04	42,124.16
42	Health Care Aide (Certified / Trained)	Health Care Aide	2080	Hourly	17.470	17.994	18.534	19.090	19.663	20.252
				Monthly	3,028.13	3,118.96	3,212.56	3,308.93	3,408.25	3,510.35
				Annual	36,337.60	37,427.52	38,550.72	39,707.20	40,899.04	42,124.16
42	Health Care Aide (Certified / Trained)	Ward Clerk	2080	Hourly	17.470	17.994	18.534	19.090	19.663	20.252
				Monthly	3,028.13	3,118.96	3,212.56	3,308.93	3,408.25	3,510.35
				Annual	36,337.60	37,427.52	38,550.72	39,707.20	40,899.04	42,124.16
45	Activity Worker (Certified)	O.T. Technician	2080	Hourly	17.470	17.994	18.534	19.090	19.663	20.252
				Monthly	3,028.13	3,118.96	3,212.56	3,308.93	3,408.25	3,510.35
				Annual	36,337.60	37,427.52	38,550.72	39,707.20	40,899.04	42,124.16
61	Pharmacy Clerk & Aide	Dispensing Tech - DIT	1885	Hourly	15.020	15.471	15.935	16.413	16.905	17.412
				Monthly	2,359.39	2,430.24	2,503.12	2,578.21	2,655.49	2,735.14
				Annual	28,312.70	29,162.84	30,037.48	30,938.51	31,865.93	32,821.62
61	Pharmacy Clerk & Aide	Dispensing Tech - DIT - PIO	1885	Hourly	15.964	16.456	16.935	17.480	17.985	18.568
				Monthly	2,507.68	2,584.96	2,660.21	2,745.82	2,825.14	2,916.72
				Annual	30,092.14	31,019.56	31,922.48	32,949.80	33,901.73	35,000.68
73A	Finance / Accounting Clerk II	Accounting Clerk 2 - AK2	1885	Hourly	18.903	19.470	20.054	20.656	21.275	21.914
				Monthly	2,969.35	3,058.41	3,150.15	3,244.71	3,341.95	3,442.32
				Annual	35,632.16	36,700.95	37,801.79	38,936.56	40,103.38	41,307.89
76	Secretary	Business Office Secretary	1885	Hourly	17.907	18.444	18.998	19.567	20.154	20.759
				Monthly	2,812.89	2,897.25	2,984.27	3,073.65	3,165.86	3,260.89
				Annual	33,754.70	34,766.94	35,811.23	36,883.80	37,990.29	39,130.72
76	Secretary	Admin Secretary	1885	Hourly	17.907	18.444	18.998	19.567	20.154	20.759
				Monthly	2,812.89	2,897.25	2,984.27	3,073.65	3,165.86	3,260.89
				Annual	33,754.70	34,766.94	35,811.23	36,883.80	37,990.29	39,130.72

Stand. Group #	Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
78	Medical Transcriptionist II - Supervisor	Med Records Tech - MRT	1885	Hourly	21.200	21.836	22.491	23.166	23.861	24.576
				Monthly	3,330.17	3,430.07	3,532.96	3,638.99	3,748.17	3,860.48
				Annual	39,962.00	41,160.86	42,395.54	43,667.91	44,977.99	46,325.76
78	Medical Transcriptionist II - Supervisor	Med Records Tech - MRT - PIO	1885	Hourly	24.140	24.723	25.371	26.057	26.744	27.483
				Monthly	3,791.99	3,883.57	3,985.36	4,093.12	4,201.04	4,317.12
				Annual	45,503.90	46,602.86	47,824.34	49,117.45	50,412.44	51,805.46
104	Clerk III	Clerk-Typist 2 - CT2	1885	Hourly	17.185	17.700	18.232	18.778	19.342	19.922
				Monthly	2,699.48	2,780.38	2,863.94	2,949.71	3,038.31	3,129.41
				Annual	32,393.73	33,364.50	34,367.32	35,396.53	36,459.67	37,552.97
12	Purchasing Agent	Purchasing Clerk I	1885	Hourly	19.607	20.195	20.801	21.425	22.068	22.730
				Monthly	3,079.93	3,172.30	3,267.49	3,365.51	3,466.52	3,570.50
				Annual	36,959.20	38,067.58	39,209.89	40,386.13	41,598.18	42,846.05
93D	Engineer (5th class)	Power Engineer - OE2	2080	Hourly	21.601					
				Monthly	3,744.17					
				Annual	44,930.08					
93D	Engineer 5th Class	Power Engineer - OE2 - PIO	2080	Hourly	23.246	24.127	24.982	25.928		
				Monthly	4,029.31	4,182.01	4,330.21	4,494.19		
				Annual	48,351.68	50,184.16	51,962.56	53,930.24		

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	Service Worker 2 - SK2	2080	Hourly	14.841	15.286	15.745	16.217	16.704	17.205	17.549
				Monthly	2,572.44	2,649.57	2,729.13	2,810.95	2,895.36	2,982.20	3,041.83
				Annual	30,869.28	31,794.88	32,749.60	33,731.36	34,744.32	35,786.40	36,501.92
15	Dietetic Aide	Service Worker 2 - SK2 - PIO	2080	Hourly	17.480	17.959	18.438	18.957	19.514	20.045	20.446
				Monthly	3,029.87	3,112.89	3,195.92	3,285.88	3,382.43	3,474.47	3,543.97
				Annual	36,358.40	37,354.72	38,351.04	39,430.56	40,589.12	41,693.60	42,527.68
22	Cook I - Uncertified	Cook 1 - CK1	2080	Hourly	15.827	16.302	16.791	17.294	17.813	18.348	18.715
				Monthly	2,743.35	2,825.68	2,910.44	2,997.63	3,087.59	3,180.32	3,243.93
				Annual	32,920.16	33,908.16	34,925.28	35,971.52	37,051.04	38,163.84	38,927.20
22	Cook I - Uncertified	Cook 1 - CK1 - PIO	2080	Hourly	17.842	18.309	18.775	19.307	19.877	20.473	20.882
				Monthly	3,092.61	3,173.56	3,254.33	3,346.55	3,445.35	3,548.65	3,619.55
				Annual	37,111.36	38,082.72	39,052.00	40,158.56	41,344.16	42,583.84	43,434.56
23	Cook II - Certified	Cook 3 - CK3	2080	Hourly	18.264	18.811	19.376	19.957	20.556	21.172	21.596
				Monthly	3,165.76	3,260.57	3,358.51	3,459.21	3,563.04	3,669.81	3,743.31
				Annual	37,989.12	39,126.88	40,302.08	41,510.56	42,756.48	44,037.76	44,919.68
23	Cook II - Certified	Cook 3 - CK3 - PIO	2080	Hourly	21.172	21.691	22.261	22.857	23.453	24.075	24.556
				Monthly	3,669.81	3,759.77	3,858.57	3,961.88	4,065.19	4,173.00	4,256.37
				Annual	44,037.76	45,117.28	46,302.88	47,542.56	48,782.24	50,076.00	51,076.48
28	Housekeeping Aide	Housekeeping Aide	2080	Hourly	14.841	15.286	15.745	16.217	16.704	17.205	17.549
				Monthly	2,572.44	2,649.57	2,729.13	2,810.95	2,895.36	2,982.20	3,041.83
				Annual	30,869.28	31,794.88	32,749.60	33,731.36	34,744.32	35,786.40	36,501.92
42	Health Care Aide (Certified / Trained)	Psych Nurse Assistant 2 - SN2	2080	Hourly	17.470	17.994	18.534	19.090	19.663	20.252	20.658
				Monthly	3,028.13	3,118.96	3,212.56	3,308.93	3,408.25	3,510.35	3,580.72
				Annual	36,337.60	37,427.52	38,550.72	39,707.20	40,899.04	42,124.16	42,968.64
42	Health Care Aide (Certified / Trained)	Health Care Aide	2080	Hourly	17.470	17.994	18.534	19.090	19.663	20.252	20.658
				Monthly	3,028.13	3,118.96	3,212.56	3,308.93	3,408.25	3,510.35	3,580.72
				Annual	36,337.60	37,427.52	38,550.72	39,707.20	40,899.04	42,124.16	42,968.64
42	Health Care Aide (Certified / Trained)	Ward Clerk	2080	Hourly	17.470	17.994	18.534	19.090	19.663	20.252	20.658
				Monthly	3,028.13	3,118.96	3,212.56	3,308.93	3,408.25	3,510.35	3,580.72
				Annual	36,337.60	37,427.52	38,550.72	39,707.20	40,899.04	42,124.16	42,968.64
45	Activity Worker (Certified)	O.T. Technician	2080	Hourly	17.470	17.994	18.534	19.090	19.663	20.252	20.658
				Monthly	3,028.13	3,118.96	3,212.56	3,308.93	3,408.25	3,510.35	3,580.72
				Annual	36,337.60	37,427.52	38,550.72	39,707.20	40,899.04	42,124.16	42,968.64
61	Pharmacy Clerk & Aide	Dispensing Tech - DIT	1885	Hourly	15.020	15.471	15.935	16.413	16.905	17.412	17.760
				Monthly	2,359.39	2,430.24	2,503.12	2,578.21	2,655.49	2,735.14	2,789.80
				Annual	28,312.70	29,162.84	30,037.48	30,938.51	31,865.93	32,821.62	33,477.60
61	Pharmacy Clerk & Aide	Dispensing Tech - DIT - PIO	1885	Hourly	15.964	16.456	16.935	17.480	17.985	18.568	18.939
				Monthly	2,507.68	2,584.96	2,660.21	2,745.82	2,825.14	2,916.72	2,975.00
				Annual	30,092.14	31,019.56	31,922.48	32,949.80	33,901.73	35,000.68	35,700.02
73A	Finance / Accounting Clerk II	Accounting Clerk 2 - AK2	1885	Hourly	18.903	19.470	20.054	20.656	21.275	21.914	22.352
				Monthly	2,969.35	3,058.41	3,150.15	3,244.71	3,341.95	3,442.32	3,511.13
				Annual	35,632.16	36,700.95	37,801.79	38,936.56	40,103.38	41,307.89	42,133.52
76	Secretary	Business Office Secretary	1885	Hourly	17.907	18.444	18.998	19.567	20.154	20.759	21.174
				Monthly	2,812.89	2,897.25	2,984.27	3,073.65	3,165.86	3,260.89	3,326.08
				Annual	33,754.70	34,766.94	35,811.23	36,883.80	37,990.29	39,130.72	39,912.99
76	Secretary	Admin Secretary	1885	Hourly	17.907	18.444	18.998	19.567	20.154	20.759	21.174
				Monthly	2,812.89	2,897.25	2,984.27	3,073.65	3,165.86	3,260.89	3,326.08
				Annual	33,754.70	34,766.94	35,811.23	36,883.80	37,990.29	39,130.72	39,912.99

Stand. Group #	Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20	
78	Medical Transcriptionist II - Supervisor	Med Records Tech - MRT	1885	Hourly	21.200	21.836	22.491	23.166	23.861	24.576	25.068	
				Monthly	3,330.17	3,430.07	3,532.96	3,638.99	3,748.17	3,860.48	3,937.77	
				Annual	39,962.00	41,160.86	42,395.54	43,667.91	44,977.99	46,325.76	47,253.18	
78	Medical Transcriptionist II - Supervisor	Med Records Tech - MRT - PIO	1885	Hourly	24.140	24.723	25.371	26.057	26.744	27.483	28.032	
				Monthly	3,791.99	3,883.57	3,985.36	4,093.12	4,201.04	4,317.12	4,403.36	
				Annual	45,503.90	46,602.86	47,824.34	49,117.45	50,412.44	51,805.46	52,840.32	
104	Clerk III	Clerk-Typist 2 - CT2	1885	Hourly	17.185	17.700	18.232	18.778	19.342	19.922	20.321	
				Monthly	2,699.48	2,780.38	2,863.94	2,949.71	3,038.31	3,129.41	3,192.09	
				Annual	32,393.73	33,364.50	34,367.32	35,396.53	36,459.67	37,552.97	38,305.09	
12	Purchasing Agent	Purchasing Clerk I	1885	Hourly	19.607	20.195	20.801	21.425	22.068	22.730	23.185	
				Monthly	3,079.93	3,172.30	3,267.49	3,365.51	3,466.52	3,570.50	3,641.98	
				Annual	36,959.20	38,067.58	39,209.89	40,386.13	41,598.18	42,846.05	43,703.73	
93D	Engineer (5th class)	Power Engineer - OE2	2080	Hourly	21.601						22.033	
				Monthly	3,744.17							3,819.05
				Annual	44,930.08							45,828.64
93D	Engineer 5th Class	Power Engineer - OE2 - PIO	2080	Hourly	23.246	24.127	24.982	25.928			26.446	
				Monthly	4,029.31	4,182.01	4,330.21	4,494.19			4,583.97	
				Annual	48,351.68	50,184.16	51,962.56	53,930.24			55,007.68	

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	Service Worker 2 - SK2	2080	Hourly	15.212	15.668	16.139	16.623	17.121	17.635	17.988
				Monthly	2,636.75	2,715.79	2,797.43	2,881.32	2,967.64	3,056.73	3,117.92
				Annual	31,640.96	32,589.44	33,569.12	34,575.84	35,611.68	36,680.80	37,415.04
15	Dietetic Aide	Service Worker 2 - SK2 - PIO	2080	Hourly	17.917	18.408	18.899	19.431	20.002	20.546	20.957
				Monthly	3,105.61	3,190.72	3,275.83	3,368.04	3,467.01	3,561.31	3,632.55
				Annual	37,267.36	38,288.64	39,309.92	40,416.48	41,604.16	42,735.68	43,590.56
22	Cook I - Uncertified	Cook 1 - CK1	2080	Hourly	16.223	16.709	17.211	17.727	18.259	18.806	19.183
				Monthly	2,811.99	2,896.23	2,983.24	3,072.68	3,164.89	3,259.71	3,325.05
				Annual	33,743.84	34,754.72	35,798.88	36,872.16	37,978.72	39,116.48	39,900.64
22	Cook I - Uncertified	Cook 1 - CK1 - PIO	2080	Hourly	18.288	18.767	19.245	19.789	20.374	20.985	21.404
				Monthly	3,169.92	3,252.95	3,335.80	3,430.09	3,531.49	3,637.40	3,710.03
				Annual	38,039.04	39,035.36	40,029.60	41,161.12	42,377.92	43,648.80	44,520.32
23	Cook II - Certified	Cook 3 - CK3	2080	Hourly	18.720	19.282	19.860	20.456	21.070	21.702	22.136
				Monthly	3,244.80	3,342.21	3,442.40	3,545.71	3,652.13	3,761.68	3,836.91
				Annual	38,937.60	40,106.56	41,308.80	42,548.48	43,825.60	45,140.16	46,042.88
23	Cook II - Certified	Cook 3 - CK3 - PIO	2080	Hourly	21.702	22.233	22.817	23.428	24.039	24.677	25.170
				Monthly	3,761.68	3,853.72	3,954.95	4,060.85	4,166.76	4,277.35	4,362.80
				Annual	45,140.16	46,244.64	47,459.36	48,730.24	50,001.12	51,328.16	52,353.60
28	Housekeeping Aide	Housekeeping Aide	2080	Hourly	15.212	15.668	16.139	16.623	17.121	17.635	17.988
				Monthly	2,636.75	2,715.79	2,797.43	2,881.32	2,967.64	3,056.73	3,117.92
				Annual	31,640.96	32,589.44	33,569.12	34,575.84	35,611.68	36,680.80	37,415.04
42	Health Care Aide (Certified / Trained)	Psych Nurse Assistant 2 - SN2	2080	Hourly	17.907	18.444	18.997	19.567	20.154	20.759	21.174
				Monthly	3,103.88	3,196.96	3,292.81	3,391.61	3,493.36	3,598.23	3,670.16
				Annual	37,246.56	38,363.52	39,513.76	40,699.36	41,920.32	43,178.72	44,041.92
42	Health Care Aide (Certified / Trained)	Health Care Aide	2080	Hourly	17.907	18.444	18.997	19.567	20.154	20.759	21.174
				Monthly	3,103.88	3,196.96	3,292.81	3,391.61	3,493.36	3,598.23	3,670.16
				Annual	37,246.56	38,363.52	39,513.76	40,699.36	41,920.32	43,178.72	44,041.92
42	Health Care Aide (Certified / Trained)	Ward Clerk	2080	Hourly	17.907	18.444	18.997	19.567	20.154	20.759	21.174
				Monthly	3,103.88	3,196.96	3,292.81	3,391.61	3,493.36	3,598.23	3,670.16
				Annual	37,246.56	38,363.52	39,513.76	40,699.36	41,920.32	43,178.72	44,041.92
45	Activity Worker (Certified)	O.T. Technician	2080	Hourly	17.907	18.444	18.997	19.567	20.154	20.759	21.174
				Monthly	3,103.88	3,196.96	3,292.81	3,391.61	3,493.36	3,598.23	3,670.16
				Annual	37,246.56	38,363.52	39,513.76	40,699.36	41,920.32	43,178.72	44,041.92
61	Pharmacy Clerk & Aide	Dispensing Tech - DIT	1885	Hourly	15.395	15.857	16.333	16.823	17.328	17.848	18.204
				Monthly	2,418.30	2,490.87	2,565.64	2,642.61	2,721.94	2,803.62	2,859.55
				Annual	29,019.58	29,890.45	30,787.71	31,711.36	32,663.28	33,643.48	34,314.54
61	Pharmacy Clerk & Aide	Dispensing Tech - DIT - PIO	1885	Hourly	16.363	16.867	17.359	17.917	18.435	19.032	19.413
				Monthly	2,570.36	2,649.53	2,726.81	2,814.46	2,895.83	2,989.61	3,049.46
				Annual	30,844.26	31,794.30	32,721.72	33,773.55	34,749.98	35,875.32	36,593.51
73A	Finance / Accounting Clerk II	Accounting Clerk 2 - AK2	1885	Hourly	19.375	19.957	20.555	21.172	21.807	22.461	22.911
				Monthly	3,043.49	3,134.91	3,228.85	3,325.77	3,425.52	3,528.25	3,598.94
				Annual	36,521.88	37,618.95	38,746.18	39,909.22	41,106.20	42,338.99	43,187.24
76	Secretary	Business Office Secretary	1885	Hourly	18.355	18.905	19.472	20.057	20.658	21.278	21.704
				Monthly	2,883.27	2,969.66	3,058.73	3,150.62	3,245.03	3,342.42	3,409.34
				Annual	34,599.18	35,635.93	36,704.72	37,807.45	38,940.33	40,109.03	40,912.04
76	Secretary	Admin Secretary	1885	Hourly	18.355	18.905	19.472	20.057	20.658	21.278	21.704
				Monthly	2,883.27	2,969.66	3,058.73	3,150.62	3,245.03	3,342.42	3,409.34
				Annual	34,599.18	35,635.93	36,704.72	37,807.45	38,940.33	40,109.03	40,912.04

Stand. Group #	Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20	
78	Medical Transcriptionist II - Supervisor	Med Records Tech - MRT	1885	Hourly	21.730	22.382	23.053	23.745	24.457	25.191	25.695	
				Monthly	3,413.42	3,515.84	3,621.24	3,729.94	3,841.79	3,957.09	4,036.26	
				Annual	40,961.05	42,190.07	43,454.91	44,759.33	46,101.45	47,485.04	48,435.08	
78	Medical Transcriptionist II - Supervisor	Med Records Tech - MRT - PIO	1885	Hourly	24.743	25.341	26.005	26.709	27.413	28.170	28.733	
				Monthly	3,886.71	3,980.65	4,084.95	4,195.54	4,306.13	4,425.04	4,513.48	
				Annual	46,640.56	47,767.79	49,019.43	50,346.47	51,673.51	53,100.45	54,161.71	
104	Clerk III	Clerk-Typist 2 - CT2	1885	Hourly	17.615	18.143	18.687	19.248	19.825	20.420	20.829	
				Monthly	2,767.02	2,849.96	2,935.42	3,023.54	3,114.18	3,207.64	3,271.89	
				Annual	33,204.28	34,199.56	35,225.00	36,282.48	37,370.13	38,491.70	39,262.67	
12	Purchasing Agent	Purchasing Clerk I	1885	Hourly	20.097	20.700	21.321	21.961	22.620	23.298	23.764	
				Monthly	3,156.90	3,251.63	3,349.17	3,449.71	3,553.23	3,659.73	3,732.93	
				Annual	37,882.85	39,019.50	40,190.09	41,396.49	42,638.70	43,916.73	44,795.14	
93D	Engineer (5th class)	Power Engineer - OE2	2080	Hourly	22.141						22.584	
				Monthly	3,837.77							3,914.56
				Annual	46,053.28							46,974.72
93D	Engineer 5th Class	Power Engineer - OE2 - PIO	2080	Hourly	23.827	24.730	25.606	26.576			27.108	
				Monthly	4,130.01	4,286.53	4,438.37	4,606.51			4,698.72	
				Annual	49,560.16	51,438.40	53,260.48	55,278.08			56,384.64	

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	Service Worker 2 - SK2	2080	Hourly	15.516	15.982	16.461	16.955	17.464	17.988	18.347
				Monthly	2,689.44	2,770.21	2,853.24	2,938.87	3,027.09	3,117.92	3,180.15
				Annual	32,273.28	33,242.56	34,238.88	35,266.40	36,325.12	37,415.04	38,161.76
15	Dietetic Aide	Service Worker 2 - SK2 - PIO	2080	Hourly	18.275	18.776	19.277	19.819	20.402	20.957	21.376
				Monthly	3,167.67	3,254.51	3,341.35	3,435.29	3,536.35	3,632.55	3,705.17
				Annual	38,012.00	39,054.08	40,096.16	41,223.52	42,436.16	43,590.56	44,462.08
22	Cook I - Uncertified	Cook 1 - CK1	2080	Hourly	16.547	17.043	17.555	18.081	18.624	19.183	19.566
				Monthly	2,868.15	2,954.12	3,042.87	3,134.04	3,228.16	3,325.05	3,391.44
				Annual	34,417.76	35,449.44	36,514.40	37,608.48	38,737.92	39,900.64	40,697.28
22	Cook I - Uncertified	Cook 1 - CK1 - PIO	2080	Hourly	18.654	19.142	19.630	20.185	20.781	21.404	21.832
				Monthly	3,233.36	3,317.95	3,402.53	3,498.73	3,602.04	3,710.03	3,784.21
				Annual	38,800.32	39,815.36	40,830.40	41,984.80	43,224.48	44,520.32	45,410.56
23	Cook II - Certified	Cook 3 - CK3	2080	Hourly	19.095	19.667	20.257	20.865	21.491	22.136	22.579
				Monthly	3,309.80	3,408.95	3,511.21	3,616.60	3,725.11	3,836.91	3,913.69
				Annual	39,717.60	40,907.36	42,134.56	43,399.20	44,701.28	46,042.88	46,964.32
23	Cook II - Certified	Cook 3 - CK3 - PIO	2080	Hourly	22.136	22.678	23.274	23.897	24.520	25.170	25.674
				Monthly	3,836.91	3,930.85	4,034.16	4,142.15	4,250.13	4,362.80	4,450.16
				Annual	46,042.88	47,170.24	48,409.92	49,705.76	51,001.60	52,353.60	53,401.92
28	Housekeeping Aide	Housekeeping Aide	2080	Hourly	15.516	15.982	16.461	16.955	17.464	17.988	18.347
				Monthly	2,689.44	2,770.21	2,853.24	2,938.87	3,027.09	3,117.92	3,180.15
				Annual	32,273.28	33,242.56	34,238.88	35,266.40	36,325.12	37,415.04	38,161.76
42	Health Care Aide (Certified / Trained)	Psych Nurse Assistant 2 - SN2	2080	Hourly	18.265	18.813	19.377	19.958	20.557	21.174	21.597
				Monthly	3,165.93	3,260.92	3,358.68	3,459.39	3,563.21	3,670.16	3,743.48
				Annual	37,991.20	39,131.04	40,304.16	41,512.64	42,758.56	44,041.92	44,921.76
42	Health Care Aide (Certified / Trained)	Health Care Aide	2080	Hourly	18.265	18.813	19.377	19.958	20.557	21.174	21.597
				Monthly	3,165.93	3,260.92	3,358.68	3,459.39	3,563.21	3,670.16	3,743.48
				Annual	37,991.20	39,131.04	40,304.16	41,512.64	42,758.56	44,041.92	44,921.76
42	Health Care Aide (Certified / Trained)	Ward Clerk	2080	Hourly	18.265	18.813	19.377	19.958	20.557	21.174	21.597
				Monthly	3,165.93	3,260.92	3,358.68	3,459.39	3,563.21	3,670.16	3,743.48
				Annual	37,991.20	39,131.04	40,304.16	41,512.64	42,758.56	44,041.92	44,921.76
45	Activity Worker (Certified)	O.T. Technician	2080	Hourly	18.265	18.813	19.377	19.958	20.557	21.174	21.597
				Monthly	3,165.93	3,260.92	3,358.68	3,459.39	3,563.21	3,670.16	3,743.48
				Annual	37,991.20	39,131.04	40,304.16	41,512.64	42,758.56	44,041.92	44,921.76
61	Pharmacy Clerk & Aide	Dispensing Tech - DIT	1885	Hourly	15.703	16.174	16.660	17.159	17.674	18.204	18.569
				Monthly	2,466.68	2,540.67	2,617.01	2,695.39	2,776.29	2,859.55	2,916.88
				Annual	29,600.16	30,487.99	31,404.10	32,344.72	33,315.49	34,314.54	35,002.57
61	Pharmacy Clerk & Aide	Dispensing Tech - DIT - PIO	1885	Hourly	16.690	17.205	17.706	18.275	18.803	19.413	19.801
				Monthly	2,621.72	2,702.62	2,781.32	2,870.70	2,953.64	3,049.46	3,110.41
				Annual	31,460.65	32,431.43	33,375.81	34,448.38	35,443.66	36,593.51	37,324.89
73A	Finance / Accounting Clerk II	Accounting Clerk 2 - AK2	1885	Hourly	19.763	20.356	20.967	21.596	22.243	22.911	23.369
				Monthly	3,104.44	3,197.59	3,293.57	3,392.37	3,494.01	3,598.94	3,670.88
				Annual	37,253.26	38,371.06	39,522.80	40,708.46	41,928.06	43,187.24	44,050.57
76	Secretary	Business Office Secretary	1885	Hourly	18.722	19.283	19.862	20.458	21.072	21.704	22.138
				Monthly	2,940.91	3,029.04	3,119.99	3,213.61	3,310.06	3,409.34	3,477.51
				Annual	35,290.97	36,348.46	37,439.87	38,563.33	39,720.72	40,912.04	41,730.13
76	Secretary	Admin Secretary	1885	Hourly	18.722	19.283	19.862	20.458	21.072	21.704	22.138
				Monthly	2,940.91	3,029.04	3,119.99	3,213.61	3,310.06	3,409.34	3,477.51
				Annual	35,290.97	36,348.46	37,439.87	38,563.33	39,720.72	40,912.04	41,730.13

Stand. Group #	Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20	
78	Medical Transcriptionist II - Supervisor	Med Records Tech - MRT	1885	Hourly	22.164	22.829	23.514	24.220	24.946	25.695	26.208	
				Monthly	3,481.60	3,586.06	3,693.66	3,804.56	3,918.60	4,036.26	4,116.84	
				Annual	41,779.14	43,032.67	44,323.89	45,654.70	47,023.21	48,435.08	49,402.08	
78	Medical Transcriptionist II - Supervisor	Med Records Tech - MRT - PIO	1885	Hourly	25.238	25.848	26.525	27.243	27.961	28.733	29.308	
				Monthly	3,964.47	4,060.29	4,166.64	4,279.42	4,392.21	4,513.48	4,603.80	
				Annual	47,573.63	48,723.48	49,999.63	51,353.06	52,706.49	54,161.71	55,245.58	
104	Clerk III	Clerk-Typist 2 - CT2	1885	Hourly	17.967	18.506	19.061	19.633	20.222	20.829	21.245	
				Monthly	2,822.32	2,906.98	2,994.17	3,084.02	3,176.54	3,271.89	3,337.24	
				Annual	33,867.80	34,883.81	35,929.99	37,008.21	38,118.47	39,262.67	40,046.83	
12	Purchasing Agent	Purchasing Clerk I	1885	Hourly	20.499	21.114	21.748	22.400	23.072	23.764	24.239	
				Monthly	3,220.05	3,316.66	3,416.25	3,518.67	3,624.23	3,732.93	3,807.54	
				Annual	38,640.62	39,799.89	40,994.98	42,224.00	43,490.72	44,795.14	45,690.52	
93D	Engineer (5th class)	Power Engineer - OE2	2080	Hourly								
				Monthly								
				Annual								To be determined. ¹
93D	Engineer 5th Class	Power Engineer - OE2 - PIO	2080	Hourly								
				Monthly								
				Annual								To be determined. ¹

¹ Subject to the negotiated settlement at the IUOE Trades Central Table.