



## SEIU-West/Extendicare Collective Agreement Highlights for New Employees

See your Copy of the Collective Agreement (CA). You will note the term is April 1, 2012 to March 31, 2017. This feature sheet is not intended to replace the CA: please read your Agreement so that you understand it and know your rights and responsibilities.

**Call your Member Resource Centre with any questions or for help 1-888-999-7348.**

### **Probationary Period (Article 10)**

New employees must serve a probation period of 480 hours worked or a 6 month period, whichever comes first. Seniority accrues based on hours of work, and other eligible hours, from your date of hire (see Article 9). Please note that this is the time that Employers assess whether you are suitable for the job. Use this time to make sure you understand your job duties. If you don't know –Ask. If the employer wishes to meet with you during your probationary period to discuss your performance we recommend you take a union representative with you.

### **Union Representation (Article 3.03 a, b)**

Employees are required to have a Union Representative present with them, in meetings with the Employer regarding discipline, or any investigation meetings which could lead to discipline.

Employees are entitled to Union Representation when the Employer is meeting with them to discuss work performance. Employees shall be informed of the nature of the discussion prior to the meeting.

If you do get called into a meeting without a steward remember this important 'Weingarten Statement'

*'If this discussion could in any way lead to me my being disciplined or terminated I respectfully request that a shop steward be present at the meeting. Without Union representation present, I choose not to respond to questions or statements.'*

### **Grievance Procedure (Article 7)**

The grievance is the means by which we enforce the CA and is the agreed process to resolve disputes. This is important because the interests of union members are protected and guaranteed. Speak with your shop steward immediately if you have a question or concern with respect to your workplace. The shop steward will investigate, determine if it is a grievance, and help you through the process. It is very important to stay within the timelines stated in this article. For example, any grievance must be submitted within fourteen (14) calendar days from discovery of the cause for complaint. (For call-in errors you only have **7 days** to report an error to your supervisor.)

### **Sick Leave (Article 24)**

Credits are earned at the rate of fifteen (15) days per year (1 & ¼ days per month) for employees who work full-time hours. For those who work less than full-time, credits are earned on a pro-rated basis. So if you work half-time, your annual accrual would be 7 ½ days per year.

In order to access sick leave, you must notify your Supervisor as soon as possible and prior to your scheduled shift, indicating the expected duration of your illness.

### **Family Illness Leave (Article 15.05)**

The purpose of Family Illness leave is for the employee to access paid time away from work to care for a sick family member. Employees are entitled to access up to 45 hours per calendar year (March – February). You cannot access this benefit until you have successfully completed your probationary period and the benefit will be calculated at the rate of three point seven five (3.75) hours per month for the remainder of the entitlement period (March – February). All

employees, regardless of status, are entitled to access this benefit. To access this leave there are three key pieces of information you give to your supervisor – Who is the family member (as defined in article 15.08), the general nature of our involvement, and how much time you need. E.g, My child is sick, I will staying with him to provide care and I will need today's shift off. Do not volunteer extra information.

### **Bereavement Leave Article (15.08)**

The purpose of Bereavement Leave is to provide a paid leave of absence from work from the date of the death until 2 days after the funeral. Four (4) days for parent, spouse, brother, sister, child, common law spouse, former guardian, grandchild or someone with whom the employee has a similar relationship. Two (2) days for mother in-law, father in-law, sister in-law, brother-in-law, son in-law, daughter -in-law, grandparent, grandparent in-law, niece or nephew.

There is also a provision for two days off if an employee is required to administer bereavement responsibilities for a non-family member. As well, the CA provides additional time for travel beyond five (5) hundred kilometres one way.

### **Job Postings (Article 11.02)**

Vacancies or newly created positions are required to be posted. Find out how to access job postings and how to bid on jobs in your facility.

### **Rates of Pay Issues**

See Wage Schedule A – April 1, 2016 rates; Articles 13.14 (Shift Premium) and 13.15 (Weekend Premium).

### **Article 13.16 – Weekends Off**

Employees are entitled to receive double time pay if they are scheduled to work more than 2 consecutive weekends.

**Additional Hours of work - 3<sup>rd</sup> Weekend Premium Waiver –** employees can waive the above third weekend overtime rate, if they wish to maximise their hours by working additional hours on their third weekend. This only applies to additional hours of work, not guaranteed or scheduled hours. Signing the weekend premium waiver is voluntary and members decide for themselves whether they want the opportunity to pick up more hours this way. If you do not sign the waiver, the employer will offer those hours to others on the seniority list who may be junior in seniority but have signed the waiver.

### **Extended Health Benefits (EHB)**

If you are a casual employee or a part-time employee, in order to qualify for enrolment and coverage you have to work a minimum of 390 hours during the first 26 week period of your employment. If you do not become eligible after this first 26 week period, you may qualify for enrolment and coverage if you work a minimum of 780 hours in a calendar year (January 1 to December 31).

### **SEIU Disability Income Plan**

You must enroll in the plan if you are a permanent full-time or part-time employee. If you are a casual employee you must join the plan if you work a minimum of 390 hours during the first 26 week period of your employment or if you work a minimum of 780 hours in a calendar year (January 1 to December 31). Temporary employees are not eligible to join the plan.

**\*Please note that copies of the Commentary booklets for all SAHO administered benefit programs are available through the Employer at the Human Resources or Benefits Department.**

**\*\*If you wish to be considered as a casual employee in any other department, you must approach the manager in that department and request to be added. Occasionally there may be a courtesy posting; however, there is no requirement for this.**