

**COLLECTIVE AGREEMENT between
START RIGHT CHILD CARE CENTRE and CUPE LOCAL 2484-37
Term: January 1, 2022 – December 31, 2024**

FIRST COLLECTIVE AGREEMENT

between

START RIGHT CHILD CARE CENTRE

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
and its LOCAL 2484-37**

(hereinafter referred to as "The Union")

JANUARY 1, 2022 – TO – DECEMBER 31, 2024

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Article 1 – Preamble

1.01 It is the purpose of both parties to this Agreement:

- 1) to maintain and improve harmonious relations and settled conditions of employment between the Employer and the Union;
- 2) to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, service and other matters mutually agreed to;
- 3) to promote the morale, well-being and security of all employees in the bargaining unit of the Union;
- 4) to maintain a high standard of care for children and promoting their intellectual, physical and emotional development;
- 5) to encourage and promote co-operation and mutual support between day care workers, the Employer and parents, recognizing that all these groups have an essential interest in obtaining the best conditions for day care generally and are adversely affected by attempts to restrain or cut back government expenditures for day care;
- 6) to encourage and promote the development of accessible, affordable, quality day care as a universal right for all parents and children.

1.02 It is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in a collective agreement.

Article 2 – Management Rights

2.01 The Union recognizes that it is the right of the Employer to exercise the regular and customary functions of management and to direct the working forces, subject to the terms of this Agreement and in accordance with the Child Care and Early Years Act, 2014, the guidelines of the Ministry of Children and Youth Services (MCYS) and the Toronto Children’s Services (TCS). The question of whether any of these rights is limited by this Agreement shall be decided through the grievance and arbitration procedures.

2.02 Non-Discriminatory

The Employer shall exercise its rights in a fair and reasonable manner. The management rights shall not be used to direct the working force in a Discriminatory manner. Nor shall these rights be used in a manner, which would deprive any present employee of her/his employment, except through just cause.

- 2.03** It is understood that Bargaining Unit Employees have the right to grieve under the grievance procedure in this Collective Agreement if they believe that the Daycare has violated their rights under this Collective Agreement.

Article 3 – Recognition and Negotiations

3.01 Bargaining Unit

The Employer recognizes the Canadian Union of Public Employees and its Local 2484 as the sole and exclusive collective bargaining agent for all of its employees save and except Assistant Director, persons above the rank of Assistant Director, and hereby agrees to negotiate with the Union, or any of its authorized committees, concerning all matters affecting the relationship between the parties, aiming towards a peaceful and amicable settlement of any differences that may arise between them.

3.02 Work of the Bargaining Unit

Persons whose jobs are not in the bargaining unit shall not work on any jobs which included in the bargaining unit, except in cases mutually agreed upon by the parties.

3.03 Definition of Employees

This Collective Agreement is fully applicable to all Full-time, part-time, casual and temporary employees, unless otherwise specified.

Definition of Employees

A full-time employee is a person employed by the Day Care who regularly works thirty-five (35) hours per week or more.

A part-time employee is a person employed by the Day Care who regularly works less than thirty-five (35) hours per week.

Where additional hours result in a Part-time Employee working full time hours this will not constitute a change from Part-time to Full-time status.

A temporary employee is one who is employed for a specific period of time to replace an employee who is on leave of absence, for example short term and long term illness, personal or maternity leave. The time period shall not be less than one (1) month. Temporary employees may work up to eighteen (18) months unless otherwise agreed to by the Employer and the Union in the case of pregnancy and/or parental leave. Temporary employees may work up to twelve (12) months when replacing an employee on any other kind of leave, unless otherwise agreed to by the Employer and the Union.

Casual employees are employees who are called in on an on call or day to day basis to replace a permanent employee who is absent or employed for a specific period of time to replace an employee who is ill or on a short term leave of up to one (1) month. The Employer agrees to maintain a list of casual staff of eight (8) employees, three (3) of whom must be RECE. Hours shall be assigned in order of seniority. Casual employees are members of the union.

3.04 No Other Agreements

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

ARTICLE 4 – No Discrimination

4.01 Human Rights Code

The Union and the Employer agree that neither shall discriminate in the employment or in the administration of this Collective Agreement in a manner which violates the Ontario Human Rights Code.

4.02 Ontario Labour Relations Act

The Union and the Employer agree that neither shall take any action against any employee (whether or not the employee is a Bargaining Unit Employee) that contravenes the Ontario Labour Relations Act. There shall be no discrimination or reprisals against an employee who is exercising their rights under law or this collective agreement.

4.03 Harassment contrary to Ontario Occupational Health and Safety Act

The Union and the Daycare agree that neither the Daycare nor any employees of the Daycare shall engage in harassment contrary to the Occupational Health and Safety Act or regulations under that statute (OHSA). The Union and the Daycare shall cooperate in an effort to resolve a complaint raised by a member of the bargaining unit, which alleges harassment contrary to the OHSA by another member of the bargaining unit or another employee of the Daycare.

Article 5 – Union Membership Requirement

5.01 Employees to be Members

As a condition of employment, all employees of the Employer shall remain members in good standing of the Union according to the Constitution and Bylaws of the Union. As a condition of employment, all new employees who are members of the bargaining

unit as defined in Article 3 shall become and remain members in good standing of the Union within ninety (90) days of employment.

Article 6 - Union Dues and Deductions

6.01 Check Off Payments

The Employer shall deduct from every employee, any dues, assessments or initiation fees levied by the Union on its members. The Union shall inform the Employer in writing of the authorized monthly deductions to be checked off as defined above.

6.02 Deductions

Deductions shall be made from each payroll and shall be forwarded to the Secretary-Treasurer of the Union no later than the fifteenth (15th) day following the end of the month, accompanied by a list of the names, addresses and classifications of employees from whose wages the deductions have been made.

6.03 Receipts

At the same time that Income Tax (T-4) slips are made available, the Employer shall type on the amount of Union dues paid for each Union member in the previous year or any other reporting requirement which replaces the requirement to report dues remitted on a T-4 slip in the future.

6.04 In the event that legislation is enacted that alters the current dues deduction or remittance language as set out in this collective agreement or existing legislation, the Employer will continue to provide all of the information set out in Article 6.02 above.

Article 7 - New Member Orientation

7.01 Potential Employees

The Employer agrees to acquaint potential employees with the fact that a Union agreement is in effect, and with the conditions of employment set out in the articles dealing with Union security and dues check off.

7.02 Offers of Employment

An offer of employment for a bargaining unit position shall state that the terms and conditions of employment are governed by a Collective Agreement between the Union and the Daycare.

7.03 Introduction to Union Steward

Every new Bargaining Unit employee shall be given an opportunity to meet with the Union Steward during regular working hours, without loss of pay for a maximum of

thirty (30) minutes during the first month of employment for the purpose of acquainting the employee with the Collective Agreement.

The meeting shall be scheduled with and approved by the Supervisor/Director in advance so that it does not interfere with program time for the children or the maintenance of classroom ratio requirements. If the Supervisor/Director schedules the meeting to take place after regular working hours of the new Bargaining Unit Employee, the new employee and the steward shall be paid up to one-half hour of paid time at their respective regular rates for the time they spend in attendance at the meeting.

Article 8 – Correspondence

8.01 All correspondence between the parties, arising out of this agreement or incidental thereto, shall pass to and from the employer and the secretary of the Union, with copies to the Union's Regional Office in Toronto.

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

Article 9 – Labour Management Bargaining Relations

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

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

9.02 Union Bargaining Committee

There will be two (2) Bargaining Unit Employee on the Union Bargaining Committee. The Union will inform the Employer in writing of the name of the employee who will be on the Union Bargaining Committee.

Only two (2) bargaining committee members can attend meetings which are scheduled during their regular work day.

9.03 Function of Bargaining Team

Matters pertaining to performance of work, operational problems, rates of pay, hours of work, collective bargaining and other working conditions may be referred by the Union bargaining team to the Employer for discussion and settlement.

9.04 Representatives of Canadian Union

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees or any other advisors when dealing or negotiating with the Employer. Such representative(s) shall have access to the Employer's premises at a mutually convenient time with prior arrangement with the Employer in order to represent employees, investigate and assist in the settlement of a grievance.

9.05 Meeting of Team

In the event either party wishes to call a bargaining meeting, the meeting shall be held at a time and place fixed by mutual agreement. Generally, such meeting must be held no later than-thirty-one (31) calendar days after the request has been given, with the understanding that no meetings will be held in July and August, except in the case of an emergency.

9.06 Time off for Meetings

While meetings will normally be held outside of working hours, any representative of the Union or the bargaining team, who is in the employ of the Employer, shall have the right to attend bargaining meetings with the Employer, held within working hours. Time spent at bargaining meetings during hours the employee would otherwise be working on a given day will be paid half (0.5) by the Employer and half (0.5) by the Union. The Employer will continue to pay for the time and invoice the Union for 50% of wages and benefits.

9.07 Technical Information

Prior to the meeting referenced in 9.05, either party shall make available to the Union or the Employer, any required information such as case documents, correspondence, agreements, budgets, job descriptions, positions in the bargaining Unit, job classifications, wage rates, financial and actuarial information pertaining to pension and welfare plans which are pertinent for collective bargaining purposes.

9.08 Education on the Job

The Employer recognizes that education is a continuing process. Accordingly, the Employer shall allow the Union to sponsor education functions such as seminars, workshops, lectures, Union meetings on topics related to employment to be held on the Employer's premises during the employees' lunch period or following the regular working day. Prior arrangement for such function shall be made with the

Employer and no such function shall be permitted where it will interfere with the normal operation of the centre.

Article 10 - Resolutions and Reports of the Employer

10.01 Any reports or recommendations of the Employer about to be made to the Municipal, Regional or Provincial governments or their respective advisory committees dealing with matters of the day care policy and/or conditions of employment and which affect employees within this bargaining unit shall be communicated by the Employer to the Union within a reasonable amount of time, in order to afford the Union a reasonable opportunity to consider them and if deemed necessary, of speaking to them before they are dealt with by the respective government body. Similarly, any submissions prepared by the Union shall be given to the Employer to allow time for mutual discussion if desired.

10.02 Copies of all proposed or adopted motions, briefs, resolutions, bylaws or rules and regulations by the Municipal, Regional, or Provincial governments or their respective advisory committees which affect the members of this Union and/or the general provisions of day care received by either party shall be maintained in an open file to which the employees have access.

10.03 The Daycare shall notify the Union Steward in writing, if the Daycare:

a) Gives approval to a Full-time or Part-time Employee for a leave of absence, where the leave of absence is anticipated to last 3 or more months;

b) Lays off a Bargaining Unit Employee or gives a Bargaining Unit Employee notice of a layoff; or,

c) Has posted a vacancy and has selected a candidate who has applied to fill a vacancy posted under this Collective Agreement.

d) Provide the name, classification and employment status of an employee prior to the start date for an external employee who will be part of the bargaining unit.

Article 11 - Grievance Procedure

11.01 Recognition of Union Stewards and Grievance Committee

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the right and duties of the Union stewards. The steward shall assist any employee whom the steward represents, in preparing and presenting her/his grievance in accordance with the grievance procedure.

11.02 Union Stewards

The Union may designate one (1) Steward and one (1) alternate Steward for the Daycare. The Union shall notify the Employer in writing of any changes to the designation of the Bargaining Unit Employee appointed as Steward or alternate.

11.03 Permission to Leave Work

The Employer agrees that stewards shall not be hindered, coerced, restrained or interfered with in any way in the performance of their duties while investigating disputes and presenting adjustments as provided in this Article. The Union recognizes that each steward is employed full-time by the Employer and that she/he will not leave her/his work during working hours except to perform her/his duties under this Agreement. Therefore, no steward shall leave her/his work without previously obtaining permission from her/his Director. Time for steward duties shall be granted within the next working day.

11.04 Definition of a Grievance

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

11.05 Settling of Grievances

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

Step 1

The aggrieved employee(s) will submit the grievance to her/his steward not later than ten (10) working days after the occurrence of the event which gave rise to the grievance. If the employee's steward is absent she/he may submit her/his grievance to the alternate steward. At each step of the grievance procedure the grievor shall have the right to be present.

Step 2

If the steward considers the grievance to be justified she/he will not later than ten (10) working days after the occurrence of the event which gave rise to the grievance first seek to settle the dispute with written notice to the Director, the Co-ordinator or Supervisor of the Day Care Centre, or with the appropriate committee, as designated by the centre and communicated to the Union in writing immediately following the signing of this Agreement. The grievance will be in writing. Employer representative shall provide a written response within ten (10) working days of their discussion.

Step 3

Failing satisfactory settlement within ten (10) working days after the Step 2 response, the steward will submit a written statement of the particulars of the

grievance and the redress sought to the Board of the Day Care Centre. The Board shall render its decision, in writing, within ten (10) working days after receipt of such notice.

Step 4

Failing a satisfactory settlement being reached in Step 3, the Union may, within ten (10) working days, refer the dispute to arbitration.

11.06 Policy Grievance

Where a dispute involving a question of general application or interpretation occurs, or where a group of employees or the Union has a grievance, Step 2 of this Article may be by-passed.

11.07 Union May Institute Grievances

The Union shall have the right to initiate the grievance procedure on behalf of any Union member or group of Union members and to seek adjustment with the Employer in the manner provided in the grievance procedure. Such a grievance shall be made in writing by the union and shall commence at Step 2.

11.08 Grievance on Health and Safety

An employee or a group of employees who is requested to work under alleged unsafe or unhealthy conditions shall have the right to file a grievance in the third step of the grievance procedure for preferred handling.

11.09 Replies in Writing

Replies to grievances stating reasons shall be in writing at all stages.

11.10 Facilities for Grievances

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

Article 12 – Arbitration

12.01 Composition of the Board of Arbitration

When either party requests that a grievance be submitted to arbitration, the request shall be made by registered mail addressed to the other party of the agreement, indicating the name of its nominee to an arbitration board. Within ten (10) days thereafter, the other party shall answer by registered mail, indicating the name and address of its appointee to the arbitration board. The two (2) appointees shall then meet to select an impartial chairperson.

12.02 Failure to Appoint

If the party receiving the notice fails to appoint an arbitrator, or if the two appointees fail to agree upon a chairperson within seven (7) days of their appointment, the appointment shall be made by the Minister of Labour upon request of either party.

12.03 Board Procedure

The Board shall determine its own procedure but shall give full opportunity to all parties to present evidence and make representations. In its attempt at justice, the Board shall, as much as possible, follow a layman's procedure and shall avoid legalistic or formal procedures.

12.04 Decision of the Board

The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the chairperson shall be the decision of the Board. The decision of the Board of Arbitration shall be final, binding and enforceable on all parties, and may not be changed. The Board of Arbitration shall not have the power to change this Agreement or to alter, modify or amend any of its provisions. However, the Board shall have the power to modify penalties or dispose of a grievance by any arrangement which it deems just and equitable.

12.05 Disagreement on Decisions

Should the parties disagree as to the meaning of the Board's decision, either party may apply to the chairperson of the Board of Arbitration to reconvene the Board to clarify the decision, which it shall do within ten (10) working days.

12.06 Expenses of the Board

Each party shall pay:

- 1) the fees and expenses of the arbitrator it appoints;
- 2) one-half of the fees and expenses of the chairperson.

12.07 Amending Time Limits

The time limits fixed in both the grievance and arbitration procedures may be extended by consent of the parties. Such extensions shall be in writing. The time limits in this Agreement are mandatory.

12.08 Single Arbitrator

A single Arbitrator may be requested by either the Employer or the Union and will be subject to mutual agreement.

In this case the party electing arbitration shall submit the names of at least one (1) or more Arbitrators to the other party in the letter proceeding to arbitration. If the parties are not able to agree on the choice of an Arbitrator after twenty (20) days the appointment shall be made by the Ministry of Labour upon the request of either party.

The single Arbitrator shall have the same powers as the Board.

12.09 Authority of an Arbitrator

An Arbitrator shall not have the authority to alter, amend or change in any way the wording of the Collective Agreement or the content of the grievance.

Article 13 - Discharge, Suspension and Discipline

13.01 Principle of Innocence

- a. Both parties agree that an employee is considered innocent until proven guilty. Therefore, in the event the Employer initiates a disciplinary action against an employee who has completed her/his probationary period and which may result in the suspension or discharge of the employee, the following procedure shall be followed.
- b. In cases of discipline up to and including disciplinary discharge, the burden of proof of just cause shall rest with the Employer. In the subsequent grievance or arbitration, evidence shall be limited to the grounds stated in the discharge or discipline notice to the employee.
- c. The Parties agree that a bona fide assessment by the Daycare of the work performance, operational needs of the Daycare, shall constitute just cause for the termination of a Probationary employee or a Temporary or Contract Employee.

13.02 Warning

A record of disciplinary action shall be in writing and placed in the employee's file. The Daycare shall provide the affected employee with a copy of the disciplinary record being placed in her/his file. The employee and the steward shall each sign a copy of the record to acknowledge receipt of same.

13.03 Discipline

Discipline will follow investigation and discussion with the employee, and will proceed through the following steps:

- Step 1: Oral warning
- Step 2: Written warning
- Step 3: Unpaid suspension
- Step 4: Discharge

Disciplinary measures shall be proportional to the seriousness of the issue and shall normally increase in severity with repetition of the same or similar occurrences. The Employer reserves the right to repeat or skip one or more steps outlined above, having regard for the severity of the conduct in question and the relevant mitigating and aggravating factors, if any.

13.04 Copy of Warning to Steward

The Daycare shall provide a notice and copies of any written documentation pertaining to discipline to the Union Steward.

13.05 Steward Representation at Meetings

An employee shall have the right to have her/his Steward present at any meeting with representative(s) of the Employer, in which the matter under investigation or discussion may become the subject of disciplinary action. The employer shall compensate Union stewards for attendance at meetings.

13.06 Access to Personnel File

At reasonable intervals, but not more than two (2) times per calendar year, an employee may request, by giving forty- eight (48) hours' notice in writing to her Assistant Director or Director to inspect the contents of her personnel file during her lunch period in the presence of the Assistant Director or Director. Employees may also request to inspect the contents of their personnel file, by giving forty-eight (48) hours' notice in writing to their Assistant Director or Director, where related to the implementation of progressive discipline or in exceptional circumstances that relate to information in the employee's personnel file.

In the event that both the Assistant Director and Director are absent the employee shall have access to their file on the first day either the Assistant Director or Director return.

Employees have the right to request a copy of anything in their file.

13.07 Disciplinary Records

The record of an employee shall not be used against her/him at any time after eighteen (18) consecutive clear months following a suspension or disciplinary action, including letters of reprimand or any adverse reports.

Within thirty (30) calendar days of the ratification of this Collective Agreement, disciplinary notations more than eighteen (18) consecutive clear months old will be removed from the files of all bargaining unit employees, based on the paragraph above.

Failure to grieve previous discipline, or to pursue such a grievance to arbitration, shall not be considered an admission that such discipline was justified. The

Employer shall advise the employee of the need for a disciplinary meeting sufficiently in advance of the interview in order that the employee may arrange for her/his steward to attend the interview.

13.08 Use of Demotion as Discipline

Demotion shall not be used as a disciplinary measure.

Article 14 – Seniority

14.01 Seniority Defined

Seniority is defined as the length of continuous service in the employ of the Employer calculated from the employee's most recent date of hire and shall be used as set out in other provisions of this Agreement.

14.02 Seniority

The Employer shall maintain a seniority list showing the date upon which each Full-time employee's service commenced. Part time employees who normally work twenty-five (25) hours and more will have a seniority date based on date of hire. Part-time employees who normally work less than twenty-five (25) hours shall accumulate seniority at the rate of 1820 hours worked equivalent to one (1) year of service. Temporary and casual employees shall accumulate seniority at the rate of 1820 hours worked equivalent to one (1) year of service.

Existing part-time employees shall be grandparented in as of the date of signing this Collective Agreement and all previous years of service shall be recognized for purposes of seniority.

An up-to-date seniority list shall be posted on the union board, a copy shall be sent to the Union every January of each year and kept on file at the Day Care Centre.

14.03 Probation for Newly Hired Employees

- a. A newly hired employee (other than Casual staff) shall be on probation for a period of three (3) months from the date of hiring. After six (6) weeks, the Employer shall review the work performance of the employee and submit a written evaluation to the employee. Days worked need not be consecutive for purposes of calculating the period of probation.
- b. The probationary period for Casual staff shall be four hundred and fifty (450) hours worked from the day of hiring. Hours worked need not be consecutive for the purposes of calculating the period of probation. After two hundred (250) hours worked the employer shall review the work performance of the employee and submit the evaluation to the employee. During the first four hundred fifty-five hours worked the employee shall not be entitled to all rights and benefits of this

Agreement. After completion of the probationary period seniority shall be calculated from the original date of employment.

14.04 Loss of Seniority.

An employee shall not lose seniority rights if she/he is absent from work because of sickness, disability, accident, lay-off or leave of absence approved by the Employer.

An-employee will lose her/his seniority and employment with the Daycare shall cease for any of the following reasons if she/he:

- a) Quits her/his employment;
- b) Is absent from work without authorization for 3 days or more unless there is a reason acceptable to the employer.
- c) Does not return to work immediately upon the expiry of a leave of absence;
- d) Is dismissed for cause, and the dismissal is not reversed through the grievance procedure or an arbitration under this Collective Agreement;
- e) is laid off and fails to return to work within 14 calendar days from the date on which the Daycare has sent notice of recall to the employee by courier or express post to the address listed in the employee's personnel file at the Daycare, and by email to the email address listed in the employee's personnel file at the Daycare;
- f) retires;
- g) Has their ECE licence suspended for disciplinary reasons by the College of Early Childhood Educators for a period of at least twenty-four (24) months, or as long as an appeal process is active, whichever is longer. Disciplinary reasons do not include administrative issues, such as non payment or late payment of fees or incorrect paperwork. In the event that there is delay in the turnaround of paperwork/documentation by the College that results in a suspension, this clause will not apply. In addition, for this clause to apply there must have been direction from the College that the employee is not to be in the workplace;
- h) is not recalled to work within an eighteen (18) month period after being placed on layoff.

Article 15 - Promotions and Staff Changes

15.01 Job Postings

When a vacancy occurs or a new position is created inside the bargaining unit, the Employer shall immediately notify the Union in writing and post notice of the

position on a bulletin board for a minimum of one (1) week so that all members will know about the vacancy or new position.

Where a vacancy of a Temporary nature which is, based on information provided to the Daycare, anticipated to last more than one-month, the Employer shall promptly notify the Union in writing and post the vacancy on the bulletin board. For clarification, the Daycare will not be required to post a temporary vacancy to cover a Full-time or Part-time position of an incumbent who is away for reasons of illness or injury, until the incumbent is absent for more than one (1) month or provides the Daycare with written confirmation from her treating physician that her absence is likely to exceed 1 month in duration.

Positions shall be advertised within one (1) week of the Employer declaring a vacancy. However, vacancies arising from normal retirement or parental or maternity leave shall be posted sixty (60) days prior to the employee's actual/anticipated last day of work. The employer shall endeavour to fill all positions within Four (4) weeks. All positions shall be filled within eight (8) weeks after the initial posting date.

Vacancies shall be posted and filled as per staffing model (i.e., RECE positions must be posted and filled by RECE applicants).

It is understood that the Employer cannot fail to post any vacancy which must be filled in order to meet the requirements of the CCEYA.

15.02 Information in Postings

Such notice shall contain the following information:

- Nature of Position
- Qualifications
- Required knowledge and education
- Skills
- Shift
- Salary rate or range.

All job postings shall state, "Start Right Childcare Center is an equal opportunity employer".

Such information and qualifications may not be established in an arbitrary or discriminatory manner.

15.03 Union Preference

Outside applications for any advertised vacancy shall not be considered until such time as present employee's who have applied, have been interviewed and fully processed.

15.04 Role of Seniority in Promotions and Transfers

Both parties recognize:

- 1) the principle of promotion within the service of the Employer;
- 2) that job opportunity should increase in proportion to length of service.

Therefore, in making staff changes, transfers or promotions, appointment shall be made of the applicant with the greatest seniority and having the required qualifications in accordance with Article 15.02. Appointments from within the bargaining unit shall be made within four (4) weeks of posting. The job shall be filled within eight (8) weeks of appointment.

Where current employees move one classification to another, they shall move to the next wage level for the new classification.

15.05 Trial Period

The successful applicant shall be notified within four (4) weeks following the end of the posting period. She/he shall be placed on trial for a period of three (3) months. Conditional on satisfactory service, the employee shall be declared permanent after the period of three (3) months. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the employee is unable to perform the duties of the new job classification, she/he shall be returned to her/his former position, wages, salary rate, without loss of seniority. Any other employee temporarily promoted or transferred because of the rearrangement of positions shall also be returned to her/his former position, wage or salary rate, without loss of seniority.

15.06 Notification to Employee and Union

Within seven (7) working days of the date of appointment to a vacant position, the name of the successful applicant shall be posted on a bulletin board and shall be announced at the next staff meeting.

15.07 Transfer between Full-time/Part-time and casual staff classifications

Upon written request, full/part-time Employees shall be entitled to transfer to the casual employee classification for a period of time not exceeding one (1) year. Such request will be treated as a transfer and the employee will not have first rights of recall. The Employee will be offered casual hours as they become available in order of their seniority. Any vacancy created by the transfer of the employee shall be posted and filled in accordance with Article 15.01 of the collective agreement.

Employees who transfer to a casual staff classification, shall be compensated for wages and benefits as per that classification for the time as employed.

For employees hired after the date of ratification, the time period for such a transfer will not exceed six (6) months in duration, with the understanding that the leave may be extended to one (1) year, if mutually agreed between the Employer, Employee and the Union.

15.08 Reference Checks

All employment at the Daycare is conditional upon the employee providing a criminal reference check in accordance with any requirement set by the provincial government. The Employer will pay for the cost of obtaining the document.

15.09 Employees Addresses

The Daycare will maintain each employee's mailing address and email address in the employee's personnel file. It is the responsibility of the employee to provide the Daycare with written confirmation of any change in mailing address and email address. Once an employee provides confirmation of any such change, the Daycare will update the applicable information in the employee's personnel file.

Article 16 - Layoff and Recall

16.01 Definition of Layoffs

For the purpose of article 16.02 a layoff shall be defined as any reduction in the workforce or in the regular hours of work due to lack of work or a temporary reduction in the workforce.

16.02 Order of Layoffs

The Daycare shall offer Full and Part-time Employees the opportunity to accept a lay off, in order of greatest seniority. A senior employee who elects to accept a lay off ahead of a junior employee shall give up the right to subsequently displace (i.e. bump into the position of) another Bargaining Unit Employee until they are recalled.

In the event no one accepts the offer of layoff, the Daycare shall lay employees off in the following order, provided the remaining employees have the skill and qualifications to meet the operational needs of the Daycare in accordance with the requirements of the CCEYA:

- a) Temporary Part time Employees
- b) Temporary Full-time Employees
- c) Probationary Part-Time Employees
- d) Probationary Full-Time Employees
- e) Part-time Employees and Full-Time Employees in reverse order of seniority (that is most junior first).

16.03 Recalls

In the event of a recall, provided the laid off Employee possesses the necessary qualifications and skills for the position, the Daycare shall recall Bargaining Unit Employees with seniority in order of seniority.

16.04 Hiring During Layoff

The Daycare shall not use Temporary or Contract Employees to avoid recalling a Part-time or Full-Time employee who has been laid off.

16.05 Casual Opportunities for Laid off Employees

An employee who has been laid off may make himself/herself available for, and be offered, casual work in accordance with the Daycare's usual procedures for arranging for casual staff. Where the Daycare informs a laid-off employee of available casual work under this sub-article, the employee shall not be considered to have been recalled and may decline the opportunity without affecting his/her right of recall under article 16.03 of this Collective Agreement. Rate of pay for laid off employees working as casual staff will be at their regular rate of pay.

16.06 Notice of Permanent Layoff

The Employer shall provide notice of layoff on the following basis

Number of Years of Employment	Number of Weeks of Notice or Pay in Lieu of Notice
Less than one (1) year	One (1) week
One (1) year, but less than three (3) years	Two (2) weeks
Three (3) years but less than four (4) years	Three (3) weeks
Four (4) years but less than five (5) years	Four (4) weeks
Five (5) years but less than six (6) years	Five (5) weeks
Six (6) years but less than seven (7) years	Six (6) weeks
Seven (7) years but less than eight (8) years	Seven (7) weeks
Eight (8) years and more	Eight (8) weeks

Article 17 – Hours of Work

17.01 Hours of Work

The regular full time weekly working hours shall be up to forty (40) paid hours per week inclusive of breaks. An employee shall be at her/his work station at the start of her/his shift.

17.02 Shifts and Schedules

There will be rotating shifts in each program. The full-time shifts will be rotated between the full-time employees in each program weekly. Before the start and end time of a shift are changed, the employees in the program will be consulted. A minimum of forty-eight (48) hours notice will be provided. If an employee has an appointment already booked, the Employer will accommodate the employee to allow them to attend. Also, if an employee needs accommodation related to family care, the employee will be accommodated up to the point of undue hardship in accordance with human rights legislation.

17.03 Meal Breaks and Paid Breaks

Full-time Bargaining Unit Employees are paid eight (8) hours per day, which includes a forty-five (45) minute paid lunch break and a fifteen (15) minute paid break.

Bargaining Unit Employees who work at least seven (7) hours per day and less than eight (8) hours per day shall be entitled to a forty-five (45) minute paid lunch break.

Bargaining Unit Employees who work at least five (5) hours and less than seven (7) hours per day shall be entitled to a one-half hour (0.5) paid lunch break.

Bargaining Unit Employees who work at least three (3) hours and less than five (5) hours per day shall be entitled to a fifteen (15) minute paid break.

Bargaining Unit Employees who work less than three (3) hours per day shall not be provided any formal breaks.

17.04 Program Time

Full-time Employees shall be allowed two (2) hours of program/preparation time per room, per week during regular hours. In addition, each program will be allowed up to one half-hour (0.5 hours) per week to complete observations and documentation, only if they are unable to complete observations and documentation during the two (2) hours of weekly program/preparation time and during regular programming time. Other staff shall cover program time for the maintenance of ratios required under the Early Years Act or the operations of the Daycare. Program/preparation time will be scheduled by the Supervisor/Director in accordance with the operational needs of the Daycare.

17.05 Additional Hours and Part-Time Employees

Available hours/work will be offered to part-time employees in order of greatest seniority if all of the following criteria apply:

- The additional work/hours are for a full-time shift;
- The part-time employee being offered the shift is qualified to perform the underlying role for the additional hours.
- The number of hours available are more than the part-time employee is scheduled to work on the day the hours/work are/is available.

Additional hours shall not be distributed to any employee where to do so would place that employee in the position of accumulating overtime additional hours under Article 18 in the pay period.

Where additional hours result in a Part-time Employee working full time hours this will not constitute a change from Part-time to Full-time status.

17.06 Scheduling Additional Hours

When employees are offered additional hours, whether recall from layoff or through the ordinary course, they will be paid at their then-current rate, except where such hours are to replace a Non-ECE whose primary duties are non-classroom related, in which case the employee will be paid at the then-prevailing Non-ECE rate according to the Wage Grid in the Collective Agreement.

The following process will apply:

1. Additional hours will be offered in order of seniority, to the point where the most senior employee is paid forty (40) hours in the week.
2. In the event that the hours available constitute full time hours, the full shift will be offered to part-time employees who are not scheduled to work a full shift during that day. It is understood that, in the event an employee is to be off for a number of days, that part-time person will continue in that position for all the days.
3. The shift of the part-time employee will then be offered to the more junior part-time employees before being offered to casual employees.
4. The Employer will not be required to split a shift to in order to comply with this Article.

Article 18 - Overtime

18.01 Extra Hours Rate

Employees requested to work more than forty (40) hours per week, including paid and break time (excluding staff meetings) shall be compensated in the following manner:

a) Overtime work shall be compensated at a rate of time and one-half (1 1/2) for all hours worked in excess of forty- four (44) hours per week.

b)-Employees will be paid, at their regular straight time rate for time spent in attendance at meetings that take place after the normal hours of operation, where their attendance is mandatory.

18.02 Extra Hours Assignment

Subject to the operational needs of the Daycare and the requirements of the CCEYA, extra hours will be canvassed by asking first for volunteers from those employees at work at the Daycare (with the exception of late pick up duty). If an insufficient number of employees in attendance volunteer for extra hours required, the Daycare shall direct the most junior employee in attendance at the Daycare, who is qualified to perform the work required, to stay in order to work the extra hours required.

18.03 Pick Up

In the event a child is picked up after the established closing time, staff will record the time that the child was picked up in a "late fee log book". The Employer will address any late pick-up fees directly with the parents/families. Compensation will be at the rate of three dollars \$3.00 per minute which will be shared by all employees (may be up to 3 employees) who stayed to provide care if the Centre receives payment from the parents within one (1) month of the late pick-up hours worked. If the Centre does not receive payment for the late pick-up hours within one (1) month of the hours worked, the employee(s) who worked the late pick-up hours shall be compensated for their time at their regular hourly rate, with the time worked for which they are compensated by their regular hourly rate being rounded up to the nearest quarter-hour (e.g. even if the parents pick up the children only 2 minutes late, the employee(s) will receive pay for 15 minutes of work at their regular rate). Payment must be made to the employees within one (1) month of the occurrence-on their payroll, subject to applicable deductions and withholdings, and shall be identified separately on the pay stub.

Article 19 - Paid Holidays

19.01 Paid Holidays

The Employer recognizes the following as paid holidays:

- New Year's Day
- Family Day
- Victoria Day
- Civic Holiday (August)
- Good Friday
- Easter Monday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Canada Day
- Boxing Day

The observance of religious holidays will be permitted. Staff electing, in writing, to take such time shall either take it without pay or use vacation time.

The Daycare will close at noon on Christmas and New Year's Eve, with no loss of pay for the employees.

19.02 Compensation for Holidays on Saturday or Sunday

When any of the above-noted paid holidays fall on a Saturday or Sunday and is not proclaimed as being observed on some other day, one (1) other day, mutually agreed upon by the Union and the Employer, shall be deemed to be the Holiday for the purpose of this Agreement.

Article 20 – Vacations

20.01 Vacation with Pay

Full Time and Part Time employees shall receive an annual vacation with pay in accordance with her/his years of employment as follows:

Less than one year	1 working day for each month to a maximum of ten (10) days
One year or more but less than six years	10 working days
Six years or more but less than ten years	16 working days
Ten years or more but less than fifteen years	20 working days
Fifteen years or more	27 working days

Vacation entitlements shall not accrue during any period of layoff or unpaid leave. Vacation entitlements will be pro-rated during any year during which an employee is laid off or takes unpaid leave.

Casual employees shall be paid four percent (4%) up to and including year five; six percent (6%) after five years or more.

Only one (1) employee per room shall be granted vacation at the same time. An employee in a room who is absent as a result of illness/injury will not be counted as an employee on vacation, and this will not be used as a reason to deny an employee their vacation entitlement.

Employees will provide the employer with any known vacation requests by January 15 of each year.

The Employer will provide a response not later than January 31 of each year. In the event there are requests with overlapping dates, that result in more than one employee from a room being on vacation at the same time, the employee with the most seniority will have their vacation approved.

Vacation requested after January 15 will be approved on a first requested basis, but vacation requested between January 16-31 will be considered only after requests made by January 15 are considered and scheduled. In the event that two employees request the same vacation period on the same day, the employee with the most seniority will have their vacation approved. Vacation requests for dates in June through September (inclusive) shall be submitted no later than March 31 of that same calendar year. All other vacation requests shall be made with at least one month's notice.

Vacation time will not normally be carried over past December 31 of the vacation year unless there is a special event. Any request for vacation carryover must be made to the employer by October 31 at the latest. Upon receipt of a request for vacation carryover, the employer will provide a response to the request within one (1) calendar month. The Employer will act reasonably, fairly and non arbitrarily in approving or not approving a request for carryover of vacation.

In the event that a Full-time or Part-time employee is unable to schedule their vacation in the calendar year because operational requirements did not allow for them to take their full vacation entitlement and has not requested to carry over any unused vacation, shall be paid for such unused vacation days in the last pay period of the year. For clarity, employees are required to take their full vacation entitlement each year unless they are granted special permission to carryover some of their entitlement. Similarly, if operational requirements do not allow the Centre to permit staff to take their full vacation entitlement in a given year, the staff will be permitted to carry over their vacation to take it the following year.

20.02 Compensation for Holidays falling within Vacation Schedule.

If a paid holiday falls on or is observed during an employee's vacation period, he/she shall be allowed an additional vacation day with pay at a time mutually agreed upon by the Employer and employee.

20.03 Vacation Pay on Termination

A Bargaining Unit Employee whose employment with the Daycare is terminated at any time in the vacation year shall be entitled to payment of salary or wages in lieu of any earned vacation leave.

If an employee is terminated, the Employer reserves the right to deduct from the employee's final pay cheque an amount equal to the unearned vacation leave taken by the employee.

20.04 Hospitalization During Vacation

If a Bargaining Unit Employee is admitted to hospital for twenty-four (24) hours or more while on vacation, she may substitute any available paid personal/sick leave days for the days during which she is in hospital and receive an off-setting credit of vacation pay and vacation time off, to be requested and scheduled in accordance with this Article. Employees must provide proof of hospitalization and/or illness for the period in which they are requesting to substitute paid personal/sick leave for vacation time.

20.05 Vacation Records

An employee is entitled to be informed of the balance of her/his vacation credits every six (6) months or upon request. The Employer shall continue the practice of noting vacation and sick days on the employee's calendar.

21 - Sick Leave Provisions

21.01 Sick/Personal Leave Defined

Sick leave means the period of time an employee is absent from work by virtue of being sick or disabled, exposed to a contagious disease, or under examination or treatment of a physician, chiropractor or dentist, or because of an accident for which compensation is not payable under the Workers' Compensation.

Personal leave is the period of time an employee is absent from work by virtue of attending to personal or family responsibilities. Employees must provide the Centre with at least one (1) week of advanced notice prior to taking personal leave, unless it is not possible to do so.

21.02 Amount of Paid Sick/Personal Leave

For Full-Time Employees sick and personal leave shall be earned at the rate of one and one quarter (1 1/4) days of for every completed calendar month a Full-time employee is employed. All days shall be granted on Jan 1 of each year.

Part-Time Employees - Sick and personal leave shall be earned at the rate of one (1) day every month for every completed calendar month an employee is employed, for a total of twelve (12) per calendar year. All days shall be granted on January 1 of each year.

21.03 Illness in the Family.

Where no one other than the employee can provide for the needs during illness of a member of her/his family an employee shall be entitled, after notifying her/his supervisor, to use sick/personal leave days for this purpose.

21.04 Deductions from Sick Leave.

A deduction shall be made from accumulated sick leave of all normal working days (exclusive of holidays) an employee is absent for sick leave.

21.05 Effect of Lay off on Leave.

An employee who is temporarily laid off or is on an unpaid leave under this Collective Agreement shall not accrue sick/personal leave credits during the period of layoff or leave as the case may be.

21.06 Record of Sick Leave Credits.

An employee is entitled to be informed of the balance of her/his sick credits every six (6) months.

21.07 Cost of Independent Exam Report

If the Employer requires a Bargaining Unit Employee to undergo an independent medical exam for the purposes of assessing the employee's medical restrictions in relation to the employee's employment, the employer will cover the costs.

21.08 Proof of Illness

An employee may be required to produce a certificate from a medical practitioner for any illness in excess of three (3) working-days, certifying that she/he was unable to carry out her/his duties due to illness.

Where the illness lasts eight (8) weeks or more, the employee shall produce such certificate every eight (8) weeks if requested by the Employer. The Employer shall pay half the cost up to a maximum of ten dollars (\$10.00) of such a certificate. In the event the Employer requests a non-WSIB Functional Abilities Form, the Employer will pay the full cost, and the Employer can request a functional abilities form as

often as necessary as determined by the Employer. The information that the Employer may request will be limited to information reasonably required by the employer to assess any requested or required accommodation.

21.09 CCEYA Requirements

In accordance with the Child Care and Early Years Act, 2014, all employees are required to provide a medical certificate once per year. The employee shall be responsible for the cost of obtaining this certificate. Failure to provide a medical certificate, when requested will result in a loss of salary for the period of time off work.

Article 22 – Leave of Absence

22.01 Grievance and Arbitration Pay Provisions

The aggrieved employee and the steward of the Union shall not suffer any loss of pay or benefits for the total time involved in the processing of a grievance.

Representatives of the Union shall not suffer any loss of pay or benefits for the total time involved in arbitration procedures.

22.02 Leave of Absence for Union Functions

Upon request to the Employer, an employee elected or appointed to represent the Union at conventions, conferences or special meetings shall be allowed an unpaid leave of absence. Benefits shall be continued during such leave of absence which shall be for a maximum of thirteen (13) days per calendar year.

22.03 Leave of Absence for Union or Public Duties

a) The Employer recognizes the right of an employee to participate in public affairs. Therefore, upon written request, the Employer shall allow leave of absence so that the employee may be a candidate in Federal, Provincial or Municipal elections.

b) An employee who is elected to public office shall be allowed leave of absence without pay, but with no loss of seniority during her term(s) of office.

c) An employee who is elected or selected for a full-time position with the Union shall be granted leave of absence without pay, but with no loss of seniority for a period of six (6) months. Such leave may be renewed each six (6) months during her/his term of office, at the sole discretion of the Employer.

d) An employee who is on a leave of absence under clauses a), b) or c) above shall give the Employer four (4) weeks notice, in writing of their intent to return to work. Such notice shall include the proposed date of return.

e) Benefits will be continued for six (6) months. An employee who is on such a leave who wishes to continue their benefit coverage after six (6) months shall pay one hundred percent (100%) of the premiums. An employee will be required to provide payment not less than two (2) weeks prior to the date on which the Employer must remit payment for benefits. This can be done via cheque.

Employees who elect to continue benefits beyond six (6) months are responsible for making timely premium payments during their leave, and benefits will cease upon nonpayment of premiums. Should an employee fail to meet the deadline for payment, the employee will be provided with a one-week grace period to make payment on the first instance of nonpayment. Failure to make payment by the extended one week deadline will result in cessation of benefits. Any subsequent failure to meet deadline for premium payments will result in cessation of benefits without a grace period.

22.04 Paid Bereavement Leave

Full Time and Part Time employees shall be allowed a maximum of five (5) paid consecutive working days, without loss of seniority and benefits to attend the funeral, grieve the death or deal with family issues in the event of the death of parents, spouse, common law spouse, brother, sister, child, mother in law, father in law, grandparent, grandchild, fiancé or any other relative residing in the same home as the employee at the time of their death.

Full Time and Part Time-employees may request an additional one (1) paid day, and two (2) unpaid days if the funeral is located four hundred (400 km) kilometres or more from the Start Right workplace. In addition, the employee may request up to three (3) months' unpaid leave if the death occurred outside of the country. However, employees can use paid vacation days, paid personal leave days and other paid leaves that may be available under the Collective Agreement to be paid for part of the three (3) months.

22.05 Pregnancy and Parental Leave

The Daycare shall grant pregnancy and parental leave without pay to a Bargaining Unit Employee in accordance with the requirements of the Employment Standards Act, 2000.

A Bargaining Unit Employee who is seeking to take a pregnancy or parental leave, or is seeking to return to work after the expiry of a pregnancy or parental leave shall notify the Daycare in accordance with the requirements of the Employment Standards Act, 2000.

A Bargaining Unit Employee who does not intend to work after the expiry of a pregnancy or parental leave, shall notify the Daycare in accordance with the requirements of the Employment Standards Act, 2000.

Bargaining Unit Employee shall have the right to return to work after the expiry of a pregnancy/parental leave in accordance with the Employment Standards Act, 2000.

For clarity, the Employment Standards Act, 2000 shall govern employee pregnancy and parental leave entitlements, despite any interpretation of the contrary in this Agreement.

22.06 Jury Duty Leave

The Employer shall provide a top up to the employee's regular salary for up to one (1) week and an unpaid leave of absence without loss of seniority or benefits thereafter to an employee who serves as a juror or witness in any court.

22.07 Other Leave

A Bargaining Unit Employee shall be allowed during their service with the day care one (1) unpaid day of absence for any of the following reasons:

- a) Household emergency;
- b) To move his/her household; or,
- c) To attend a Formal Hearing to become a Canadian Citizen.

22.08 Leave for Diseases Harmful for Pregnancy

A pregnant Bargaining Unit Employee shall, upon request, be granted an immediate unpaid leave of absence in the event that a known or reasonably suspected outbreak of German Measles or any other contagious disease, which is known to be harmful to pregnancy, occurs in the Daycare. This leave shall continue until the risk of contagion from such a disease at the Daycare is reasonably believed to have subsided.

The Daycare will pay the regular wages to a Bargaining Unit Employee on a leave under this Article for as long as the risk of contagion of the disease known to be harmful to pregnancy persists at the Daycare, up to a maximum of 1 (one) week. If the risk of contagion still exists the employee shall have the option of being paid using sick days, vacation days or request that a Record of Employment be issued immediately to allow the employee to apply for Employment Insurance.

Benefits will be continued for three (3) months. An employee who is on such leave who wishes to continue their benefit coverage past three (3) months shall pay one hundred percent (100%) of the premiums. An employee will be required to provide payment not less than two (2) weeks prior to the date on which the Employer must remit payment for benefits. This can be done via cheque.

Employees who elect to continue benefits beyond three (3) months are responsible for making timely premium payments during their leave, and benefits will cease upon nonpayment of premiums. Should an employee fail to meet the deadline for

payment, the employee will be provided with a one week grace period to make payment on the first instance of nonpayment. Failure to make payment by the extended one (1) week deadline will result in cessation of benefits. Any subsequent failure to meet deadline for premium payments will result in cessation of benefits without a grace period.

22.09 Procedure upon Return from Maternity Leave

When an employee decides to return to work after maternity leave, she shall provide the Employer with at least four (4) weeks' notice in writing. On return from maternity leave or adoption leave, the employee shall be placed at least in her former position. If the former position no longer exists, she shall be placed in an equivalent position.

22.10 General Leave

An employee shall be entitled to a leave of absence without pay and without loss of seniority when she/he requests such leave for good and sufficient cause. Such request shall not exceed one (1) calendar year and shall be in writing and subject to approval by the Employer. Such approval shall not be withheld without just cause. Such requests shall be limited to one (1) time during the employee's service.

While on general leave requested by the employee, if the employee requests the continuation of benefits, the employee shall contribute the full cost of the premiums for the entire period of absence. Employees who elect to continue benefits during the leave are responsible for making timely premium payments by cheque during their leave by paying the full premium cost each month at least two (2) weeks prior to the date the employer is required to remit premiums, and benefits will cease upon nonpayment of premiums. Should an employee fail to meet the deadline for payment, the employee will be provided with a one week grace period to make payment on the first instance of nonpayment. Failure to make payment by the extended one-week deadline will result in cessation of benefits. Any subsequent failure to meet deadline for premium payments will result in cessation of benefits without a grace period.

22.11 Extended Sick Leave

Employees shall be entitled to sick leave without pay, but including benefits, when they provide a medical note indicating such a leave is necessary. Benefits will be continued for any period required by the ESA. For all other periods of leave not covered by the ESA, benefits will be continued by the employer for twelve (12) months following the commencement of the leave, after which if the employee asks to continue her/his benefits it shall be her/his responsibility to pay the total cost of the benefits. Any employee on sick leave exceeding twelve (12) months at the time of ratification of the first collective agreement will be grandparented, such that their

benefits will continue for twelve (12) months at the employer's expense following ratification. An employee will be required to provide payment not less than two (2) weeks prior to the date on which the Employer must remit payment for benefits. This can be done via cheque.

Employees who elect to continue benefits beyond twelve (12) months are responsible for making timely premium payments during their leave, and benefits will cease upon nonpayment of premiums. Should an employee fail to meet the deadline for payment, the employee will be provided with a one week grace period to make payment on the first instance of nonpayment. Failure to make payment by the extended one-week deadline will result in cessation of benefits. Any subsequent failure to meet deadline for premium payments will result in cessation of benefits without a grace period.

Employees who are on short or long term sick leave, may be required to provide ongoing medical notes and/or functional abilities forms when requested.

22.12 Placement

It is understood that occasionally employees may require time off in order to complete the "placement" requirement for an Early Childhood diploma.

When an employee requests such time off, a leave of absence without pay shall be granted unless an employee requests the use of vacation time.

Such time off shall be taken at a time mutually agreeable to the Employer and the employee. It is further agreed that the time shall be scheduled in advance, and it shall be taken in half days, whole days or blocks of days.

In the event that an employee participates in a placement of less than three (3) months, Start Right will pay for their benefits for up to one month of placement leave, after which the employee will be responsible for paying for their own benefits if they choose to continue them, in accordance with the procedure below. In the event that an employee is required to participate in a placement full-time, which requires them to be away from the Start Right workplace for more than three (3) months, the employee may ask to continue their benefits and it shall be her/his responsibility pay the total cost of the benefits. Employees who elect to continue benefits during a placement that exceeds three months, or beyond the first month of a placement that is less than three months, are responsible for making timely premium payments by cheque during their leave by paying the full premium cost each month at least two (2) weeks prior to the date the employer is required to remit premiums, and benefits will cease upon nonpayment of premiums. Should an employee fail to meet the deadline for payment, the employee will be provided with a one week grace period to make payment on the first instance of nonpayment. Failure to make payment by the extended one week deadline will result in cessation

of benefits. Any subsequent failure to meet deadline for premium payments will result in cessation of benefits without a grace period.

22.13 Education Leave

The Employer will grant an employee an unpaid Education Leave to a maximum of one (1) year. Unpaid Education Leave shall only be for education that relates to Early Childhood Education. Employees must provide at least three (3) months of advanced notice prior to commencing such leave.

If the employee wishes continuation of benefits during such leave, it will be her/his responsibility to pay the total cost of these group insurance benefits during the education leave. Employees who elect to continue benefits during the leave are responsible for making timely premium payments during their leave by paying the full premium cost each month at least two (2) weeks prior to the date the employer is required to remit premiums, and benefits will cease upon nonpayment of premiums. Should an employee fail to meet the deadline for payment, the employee will be provided with a one week grace period to make payment on the first instance of nonpayment. Failure to make payment by the extended one-week deadline will result in cessation of benefits. Any subsequent failure to meet deadline for premium payments will result in cessation of benefits without a grace period.

The employee shall give the Employer four (4) weeks notice of their intent to return to work.

Article 23 - Payment of Wages and Allowances

23.01 Pay Days

The Employer shall pay salaries bi-monthly on the 15th and the last day of the month and in accordance with the applicable Schedule "A" attached hereto and forming part of this Agreement. On each pay, each employee shall be provided with an itemized statement of her/his salary, overtime and other supplementary pay and deductions.

23.02 Direct Deposits

The Daycare's payment of wages shall be provided by way of a direct deposit to the respective payroll accounts of Bargaining Unit Employees.

In the event that an employee is not paid for all hours worked in the pay period, the employee will receive pay for the hours worked not later than five (5) business days after the mistake is identified.

23.03 Equal Pay

Employees shall receive equal pay for work of equal value, regardless of gender, gender orientation or gender identification

23.04 Rate of Pay on Promotion or Reclassification

An employee assigned, promoted, or reclassified to a higher paying position a single rate of pay shall receive the rate of pay and benefits for that position for the time she/he performs that job.

The date of promotion to the new classification shall become the anniversary date for application of the salary progression.

For clarity, an employee who is performing the work of a higher position, as a result of the absence of another employee or for any other reason, will receive the pay and benefits of that position for the entire time she/he is performing the job.

23.05 Rate of Pay – Transfer – Lower Rated Job

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

23.06 Designated ECE Rate

Unless the Daycare establishes and fills a position of Assistant Director/Supervisor, on a day where the Director/Supervisor is absent from the Daycare for longer than one day at a time, the Designated ECE shall receive a premium equal to \$1.75 /hour for up to eight (8) hours per day.

23.07 Allowances

- a) Mileage rates paid to an employee using her/his own automobile for the Employer's business shall be as follows:

Forty-nine cents (\$0.49) per kilometre. All mileage shall be calculated from the first day to the last day of each calendar month. Mileage is only payable if an employee is designated and approved by the Director to drive an automobile for the Centre for work-related purposes.

- b) The Employer shall pay an honorarium towards the tuition cost for an employee who has successfully completed an Early Childhood Education diploma or degree up to a maximum total of \$500 during the employee's employment. An employee must provide verification that the employee has successfully completed the diploma or degree and a receipt that demonstrates they have paid at least \$500 towards the amount of the tuition fee.

Article 24 – College of Early Childhood Education

24.01 Registration

The employer will either pay full-time and part-time ECE employees' annual College of Early Childhood Educators licensing fees directly or reimburse those employees for the cost of their annual licensing fees upon providing a receipt or other proof of payment. The employer shall determine in its discretion whether it will pay the fees directly or reimburse employees. Reimbursement, where applicable, shall take effect within one month of the Employee providing written proof of payment.

24.02 Denial or Suspension of License

Should an employee be denied a license or be suspended by the College of ECE, the employee shall be placed on a leave of absence/layoff for a period of up to one (1) year or until such time as they are re-admitted to the College, whichever is sooner. Their position shall be posted and filled with a temporary contract. Such employee shall provide at least four (4) weeks written notice of their expected return date and shall produce proof of registration with the College of ECE. For clarification, a suspension or permanent layoff of a Bargaining Unit RECE employee because the College of RECE has revoked, suspended or restricted his/her license does not entitle the affected employee to notice of lay-off, pay in lieu of notice of the lay-off or right of recall.

24.03 Professional Standards

- a. The parties recognize the importance of the professional standards and obligations of RECE employees with respect to the College of ECE. In the event a RECE employee believes he or she is being asked to violate or contravene the professional standards of practice or code of ethics instituted by the College of ECE, that employee shall discuss the issue with his or her Director in order to resolve the issue, with specific reference to the standard or obligation at issue. Should the issue not be resolved, the RECE employee shall not be required to perform the task(s) in dispute.
- b. Where in a) above, the employee and the Director are not able to resolve the issue in dispute, the Employer and the Union will be informed in writing before any action is taken and will together examine the issue in dispute to clarify each party's position in order to come to a resolution. Should no resolution be achieved, either party may contact the College or Provincial Licensing Consultant to get a final and binding decision.

24.04 RECE Credentials

Bargaining Unit Employees, who are working in a position in which accreditation as a Registered Early Childhood Educator and membership in the College of Early Childhood Educators is required, shall as a condition of employment maintain their ECE credentials and membership in the College of RECE's in good standing.

Temporary suspensions of ECE credentials or membership with the College of RECEs due to administrative errors by the College for which the Employee is not responsible, such as the College not processing payments in a timely manner, shall not constitute a breach of this condition.

Article 25 - Job Descriptions/Classifications

25.01 Job Description

The Employer agrees to draw up job descriptions for all Bargaining Unit Positions. A copy of these descriptions shall be provided to the Union, after they have been prepared or updated by the Daycare. Whenever the Employer amends a job description or creates a new job description, there will be a meeting with the Union prior to the implementation of the changes. The changes in the updated job description, as well as the classification of positions in accordance with Article 25.02 will be reviewed.

25.02 Classification of Positions

The Bargaining Unit Positions will be classified and be placed on the Wage Grid.

If the parties do not agree to the classification of a newly established position, the classification of a materially updated job description for a pre-existing position, or the wage rate for a newly created classification, either of the parties may refer the matter of the classification of the position or the wage rate applicable to a new classification to grievance arbitration under this Collective Agreement.

25.03 Existing Classifications

Classifications listed on Schedule A (Wage Grid) shall not be eliminated or changed without prior notification to the Union.

Article 26 - Employer Contribution to Hospital & Medical Insurance

26.01 Benefit Premiums

The Employer shall pay the full cost of individual coverage (with the exception of LTD) for the group benefits as provided in the Community Services Benefits Trust/Ontario Coalition for Better Childcare, Class 01 in effect January 2021 (or any newer version of this benefits plan as may be in effect from time to time), for employees who normally work twenty (20) hours or more per week, subject to approval by the benefits carrier. Employees are responsible for LTD premiums, which will be deducted from employees' pay on a regular basis.

In addition, the Employer will pay premiums for the Community Network of Childcare Programs (CNCP), Occupational Accident Benefits, in place of March 17, 2022 (or any newer version of this benefits plan as may be in effect from time to time).

26.02 Change of Carriers

The Daycare may change insurance carriers of the plans or implement a newer version of the plans set out in Article 26.01 from time to time provided the group benefits coverage remains substantially the same as the coverage under the existing group plan.

26.03 Administration of Benefits Responsibility of Insurance Carrier

The administration of the group insured benefits plan is the responsibility of the plan's insurance carrier. Entitlements to any particular benefit under any of the insured group benefits plan are subject to and shall be governed by the applicable insurance policy.

26.04 Sole Obligation to Pay Premiums

The Daycare's sole responsibility with respect to the insured group plan shall be to pay its share of the premiums required on a timely basis for the duration of this Agreement.

26.05 Registered Retirement Savings Plan Contributions (RRSP)

- a. Bargaining unit employees will receive a lump sum RRSP contribution to their personal RRSP account equal to 1% of their wages earned from the date of certification (April 12, 2019) until December 31, 2021.
 - i. To be eligible for this contribution, each employee will be required to provide the necessary information for this contribution to be paid into their RRSP account and will also be required to confirm (with evidence as may be required by the Centre) that they have sufficient room in their RRSP account for the contribution. If any employee does not have an RRSP account set up, they will be required to take steps at their own time and expense to set up the account—it is the employees' sole responsibility to ensure the account is set up for the contributions prior to the date of payment to be eligible for the contribution. Employees will bear the sole responsibility/liability related to ensuring there is sufficient contribution room in their RRSP accounts, and with respect to any tax implications of these contributions.
 - ii. These contributions will be made by September 30, 2022 (the Centre will endeavour to make these as soon as possible).
- b. Bargaining unit employees will also, on an annual basis beginning in 2022, receive a lump sum RRSP contribution to their personal RRSP account equal to 1.5% of the wages earned in each calendar year. For clarity, this will be based on employee wages beginning January 1, 2022.
 - i. As a condition of receiving this, employees must contribute at least 1% of their own wages earned in the year in question to their RRSP that year. Such contributions will be deducted each pay period.

- ii. As a one-time exception for the year 2022, in recognition of the fact that employees may not have been accounting for this in their finances to this point, for the year 2022, employees will only need to contribute 1% of the wages they earned *post-ratification* to be eligible for the full 1.5% contribution from the employer for 2022. However, in all future years, the 1% will be based on their full year's wages.
- c. Additionally, to be eligible for this contribution, each employee will be required to provide the necessary information for this contribution to be paid into their RRSP account and will also be required to confirm (with evidence as may be required by the Centre) that they have sufficient RRSP contribution room for the contribution. If any employee does not have an RRSP account set up, they will be required to take steps at their own time and expense to set up the account—it is the employees' sole responsibility to ensure the account is set up for the contributions prior to the date of payment to be eligible for the contribution. Employees will bear the sole responsibility/liability related to ensuring there is sufficient contribution room in their RRSP accounts, and with respect to any tax implications of these contributions.
- d. Contributions will be made only once per year, at which time both the employees' contributions which have been withheld throughout the year and the employer contribution will be paid to the employees' personal RRSP accounts. These contributions will be paid not later than January 31 of the year after the year on which the contribution is based. The Centre reserves the right to make these contributions before the end of the calendar year if it determines that doing so is preferable from a budgeting perspective.

Article 27 - Health and Safety

27.01 Cooperation on Safety

The Union and the Employer shall co-operate in establishing a joint health and safety committee under *Occupational Health and Safety Act*, as may be amended from time to time ("OHSA").

27.02 Right to Refuse and no Reprisal

The Employer shall not discipline a Bargaining Unit Employee who has engaged in a lawful work refusal in accordance with the OHSA.

27.03 Injury Pay Provision

An employee who is injured during working hours in the course of performing their job and is required to leave for treatment as a result of such injury shall receive payment for the remainder of the shift at her/his regular rate of pay, without deduction from sick leave, unless a doctor or nurse states that the employee is fit for further work on that shift.

Article 28 – General Conditions

28.01 Staff Area

The Daycare shall provide an area where Bargaining Unit members may, at their own risk, store their personal belongings.

28.02 Bulletin Boards

The Employer shall provide a bulletin board, which shall be placed so that all employees will have access to them. There shall be a separate bulletin board on which the Union may, with the approval of the Daycare, post notices of Union meetings or other information intended for the benefit of the Bargaining Unit.

28.03 Letter of Confirmation of Employment

If the employment of a Bargaining Unit Employee terminates for any reason, the Daycare shall, upon written request, issue a current-dated letter to the employee addressed, "To Whom it May Concern", that confirms the employee's first date of hire, position(s) the employee held and the employee's last date of employment with the Daycare.

28.04 Professional Development

During the term of this Collective Agreement, the Daycare will make available for each Employee up to the amount of \$500 per calendar year for the purpose of professional development initiatives, including Centre-sponsored course/workshops, CPR training, and other work-related courses/workshops which have been approved in advance by the Director in writing. An employee shall enroll in a minimum of two (2) initiatives per year. Payment for registration shall be paid upfront to the employee or course/workshop provider. The employee shall provide proof of successful completion to the employer within sixty (60) days of completing the initiative. If no proof is provided, the employer may deduct the costs from the employee's pay cheque.

28.05 Mutually Agreed Changes

Any mutually agreed changes to this Collective Agreement shall form part of this Collective Agreement and are subject to the grievance and arbitration procedures.

Article 29 - Job Security

29.01 Restrictions on Contracting Out

In order to provide job security for the members of the bargaining unit, the Employer agrees that all work or service performed by the employees shall not be sub-contracted, transferred, leased, assigned or conveyed, in whole or in part, to any other plant, person, company or non-bargaining unit employee, including workfare participants.

Article 30 – Child/Adult Ratio

- 30.01** The Employer and the Union agree that a reasonable ratio of adults to children in a Day Care Centre is essential if the children's physical, intellectual and emotional needs and potentials are to be given proper attention. Therefore, the Employer agrees that the child/adult ratio shall not exceed the maximum established by the Child Care and Early Years Act, 2014, as amended from time to time.
- 30.02** If there is a proposal to change the ratios set out in the Childcare and Early Years Act, 2014, the Board and union shall meet prior to the implementation of such changes to discuss the impact of the changes.
- 30.03** The Employer and the Union recognize that, for the purposes of calculating ratios under the Child Care and Early Years Act, 2014, effective February 14, 2009 all Early Childhood Educators are required to be registered with the College of Early Childhood Educators. Accordingly, only Registered Early Childhood Educators in good standing with the College of Early Childhood Educators can occupy those positions in the Daycare which the Employer uses to calculate and maintain ratios under the Child Care and Early Years Act, 2014.

For clarity, this means that effective February 14, 2009, positions for which the previous requirement was only an Early Childhood Educator Diploma (or Ministry Approval), require that the incumbent be a Registered Early Childhood Educator in good standing with the College of Early Childhood Educators (or an individual with valid Ministry Approval), in order for the Employer to maintain the proper ratios under the Child Care and Early Years Act, 2014.

Article 31 – General Conditions

31.01 Proper Accommodation.

An employee lounge and storage space for personal belongings shall be provided.

31.02 Transfer of Employees

In the event the Employer is planning a possible transfer of an employee to a different program, the Director will invite an employee to provide input, which will be considered before the transfer is made. Transfers by the Employer will not be done in an arbitrary or discriminatory manner.

In the event an employee wishes to transfer the employee will have the right to make a request to the Director, who will consider the request.

Article 32 - Present Conditions and Benefits

32.01 Continuation of Acquired Rights

All provisions of this agreement are subject to applicable laws now or hereafter in effect. If any law now existing or hereafter enacted, or proclamation or regulation shall invalidate or disallow any portion of this Agreement, the entire Agreement shall not be invalidated and the existing rights, privileges and obligations of the parties shall remain in existence.

Article 33 - Plural and Appropriate Gender

33.01 Whenever the singular, masculine or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine or appropriate gender has been used where the context of the party or parties hereto so require.

Article 34 - Term of Agreement

34.01 Term of Agreement

This Collective Agreement shall become effective the date of ratification (with wage rates and Schedule A effective January 1, 2022 and some compensation based on retroactivity set out in Schedule "A" and Article 26.04) and shall remain in full force and effect until December 31, 2024, and shall renew itself from year to year thereafter unless written notice to terminate or amend this Collective Agreement is given by either party within ninety (90) calendar days prior to the expiration date of any annual renewal thereof.

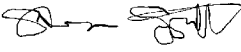
34.02 Changes in Agreement

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

**COLLECTIVE AGREEMENT between
START RIGHT CHILD CARE CENTRE and CUPE LOCAL 2484-37
Term: January 1, 2022 – December 31, 2024**


Dated this 7/20/2022 at Toronto, Ontario.

For the Employer

DocuSigned by:

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DocuSigned by:
Lona Gayle
870E2106BBS17A3...

For the Union

DocuSigned by:

4CE3739BA978449...

DocuSigned by:
*Clarence
Estanero*
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DocuSigned by:
Tammy Blair
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Schedule "A"

Wage Grids Effective January 1, 2022

Early Childhood Educators ("ECE")	2022
FT ECE Level 2 (1-4 yrs)	\$26.44
FT ECE Level 3 (5-6 yrs)	\$27.23
FT ECE Level 4 (7+ yrs)	\$28.03

Casual ECE	2022
Casual ECE Level 2 (1-4 yrs)	\$23.26
Casual ECE Level 3 (5-6 yrs)	\$24.05
Casual ECE Level 4 (7+ yrs)	\$24.86

Full Time Assistant	2022
FT Assistant Level 2 (1-4 yrs)	\$21.99
FT Assistant Level 3 (5-6 yrs)	\$22.64
FT Assistant Level 4 (7+ yrs)	\$23.39

Part Time Assistant	2022
PT Assistant Level 2 (1-4 yrs)	\$20.04
PT Assistant Level 3 (5-6 yrs)	\$20.64
PT Assistant Level 4 (7+ yrs)	\$21.26

Supply Assistant	2022
Supply Assistant Level 2 (1-4 yrs)	\$18.03
Supply Assistant Level 3 (5-6 yrs)	\$18.36
Supply Assistant Level 4 (7+ yrs)	\$18.93

- All current employees (as of date of ratification) to be placed on the grid at the 7 year level (highest)
- Employees will progress to the next step on the grid on the anniversary dates of their 5th and 7th years of employment
- The rates do not include Provincial Wage Enhancement Funding/Grants, which are to be paid in addition to the rates set out on the grids. It is understood that the Employer must follow the guidelines set out by the City of Toronto and Ministry of Education in paying out the PWE
- Employees will receive the rate for the classification in which they are working (including if they are temporarily working in the position (Article 23.04)
- Employees who are offered and accept to work in a shift that is identified as casual will be paid the rate of their base position (consistent with the intent of Article 23.05)
- Employees will receive an end of year bonus for FT and PT employees on the December 15 pay of each year of not less than \$500.00

Wages for 2023 and 2024:

For each of 2023 and 2024: The Centre will request a 5.5% wage increase from the City, and will pay out whatever the City approves (which will be paid out at 1% less than what the city approves because of pay equity – e.g. if the City approves a 5.5% increase, staff will receive a 4.5% increase plus pay equity; the pay equity

adjustment will be based on 1% of the prior year's payroll and will be distributed as an hourly increase then added to base rates as required.)

BUT the Centre will in no case pay less than a 2% increase plus pay equity increase for each of 2023 and 2024

Retroactive pay:

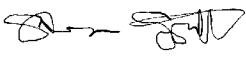
- The 2022 wage rates will be paid retroactive to January 1, 2022 on all hours paid to each bargaining unit employee. The parties agree that the 2022 rates are inclusive of pay equity.
 - The non-pay equity pay increases for the purpose of calculating future pay equity target rates will be **2%** for 2021 and **3.7%** for 2022.
- In lieu of retroactive pay up to December 31, 2021, \$43,511.68 to be paid to employees in the following manner:
 - \$14,503.89 of the amount to be divided between bargaining unit employees who worked in 2021 by calculating the total hours for which bargaining unit employees were paid in 2021 and distributing this money between those employees proportionate to the number of hours for which each employee was paid in 2021. Each employee will be compensated based on the percentage of the total hours they were paid.
 - In lieu of retroactive pay for 2020, \$14,503.89 – to be divided equally between bargaining unit employees who worked in 2020
 - In lieu of retroactive pay for 2019. \$14,503.89 – to be divided equally between bargaining unit employees who worked in 2019
- Additionally, \$6,721.28 to be distributed amongst bargaining unit employees who worked in 2019, with slightly higher hourly increases given to casual and ECA employees than ECE employees
- Additionally, \$6,546.23 to be distributed amongst bargaining unit employees who worked in 2020, with slightly higher hourly increases given to casual and ECA employees than ECE employees

Letter of Understanding #1

In the event that the Employer receives any other funding that is specifically intended for wages or benefits, it will be passed on to the bargaining unit employees. Implementation will be negotiated with the Union with the understanding that any requirements by the funders will need to be respected.


Dated this 7/20/2022 at Toronto, Ontario.

For the Employer

DocuSigned by:

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DocuSigned by:
Lona Gayle
670E2166BB814A5...

For the Union

DocuSigned by:

7CE3739BA978749...

DocuSigned by:
Esther
712C7E491A7D432...

DocuSigned by:
Tammy Blair
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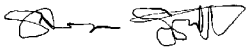
Letter of Understanding #2

The Employer agrees that it will request that the City provide an increase (beyond any increase that might otherwise be requested to cover increasing costs) to the budget line in 2023 that would cover the full cost of merging the PT Assistant and FT Assistant into one Wage Grid, with the PT Assistant Rate becoming the FT Assistant Rate. If an increase is provided for this purpose it will be applied to the PT Assistant Wage Grid.

If the City does not agree in 2023, the Employer agrees it will make the same submission in 2024.

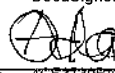
Dated this 7/20/2022 2022 at Toronto, Ontario.

For the Employer

DocuSigned by:

E908769BA02244C...

DocuSigned by:
Lana Gayle
67UE2166BB8T4A5...

For the Union

DocuSigned by:

7CE3739BA978449...

DocuSigned by:
Christina Evans
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DocuSigned by:
Tammy Blair
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Letter of Understanding #3: Regarding Field Trips

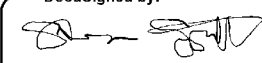
When the staff are required to attend field trips with the children away from the daycare premises, the Employer will hire additional staff to allow all employee to take their meal or rest break while on the trip.

Where additional staff cannot be hired employees who do not get their meal or rest breaks shall be allowed to leave early in relation to extra time worked during the trip.

If leaving early is not possible due to ratio or unavailability of other staff to cover, the employee shall be paid for all time worked during the trip.

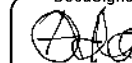
Dated this 7/20/2022 at Toronto, Ontario.

For the Employer

DocuSigned by:

E908769BA02244C...

DocuSigned by:
Lona Gayle
670E2166BB814A5...

For the Union

DocuSigned by:

4CE3739BA978449...

DocuSigned by:
Claudia
712C7E491A7D432...

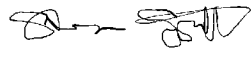
DocuSigned by:
Tammy Blair
F236296FC3A6405...

Letter of Understanding #4: – Agency Workers

Notwithstanding Article 28.01, the Employer may hire Agency Workers, directly from agencies when all bargaining unit employees have been offered work in accordance with Article 3.02 in order to meet ratio. Agency workers are not members of the bargaining unit.


Dated this 7/20/2022 at Toronto, Ontario.

For the Employer

DocuSigned by:

E908769BA02244C...

DocuSigned by:
Lona Gayle
670E2166BB814A5...

For the Union

DocuSigned by:

4CE3739BA978449...

DocuSigned by:
Claudia Chansiro
712C7E491A7D432...

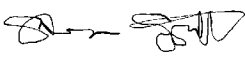
DocuSigned by:
Tammy Blair
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Letter of Understanding #5

In the event that the benefits carrier does not accept employees who normally work 20 hours or more per week into the Class 01 plan, it is understood that such employees will be covered under the Class 02 plan.


Dated this 7/20/2022 at Toronto, Ontario.

For the Employer

DocuSigned by:

E908769BA02244C...

DocuSigned by:
Lona Gayle
870E2166BB814A5...

For the Union

DocuSigned by:

4CE3739BA978449...

DocuSigned by:
Estanislao
712C7E491A7D432...

DocuSigned by:
Tammy Blair
F238296FC3A6408...
