

COLLECTIVE AGREEMENT

BETWEEN

**FAMILY AND CHILDREN'S
SERVICES OF FRONTENAC,
LENNOX AND ADDINGTON**

(hereinafter called "the Employer")

AND

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 7548**

(hereinafter called "the Union")

APRIL 1, 2022 - MARCH 31, 2026

TABLE OF CONTENTS

Contents

ARTICLE 1 - PURPOSE	3
ARTICLE 2 - RECOGNITION	3
ARTICLE 3 - MANAGEMENT RIGHTS	5
ARTICLE 4 - NO DISCRIMINATION	6
ARTICLE 5- UNION DUES AND MEMBERSHIP	7
ARTICLE 6 - UNION REPRESENTATION	8
ARTICLE 7 - COMMITTEES	10
ARTICLE 8 - NO STRIKES AND LOCKOUTS	12
ARTICLE 9 - GRIEVANCE PROCEDURE	12
ARTICLE 10 - ARBITRATION	14
ARTICLE 11 - DISCIPLINE, SUSPENSION AND DISCHARGE	15
ARTICLE 12 - SENIORITY	16
ARTICLE 13 - JOB POSTINGS AND STAFF CHANGES	20
ARTICLE 14 - LAYOFF AND RECALL	22
ARTICLE 15 - LEAVES OF ABSENCE	26
ARTICLE 16 - HOURS OF WORK	31
ARTICLE 17 - OVERTIME	33
ARTICLE 18 - AFTER HOURS	34
ARTICLE 19 - HOLIDAYS	37
ARTICLE 20 - VACATIONS	39
ARTICLE 21 - LEAVE	42
ARTICLE 22 - PAYMENT OF WAGES AND ALLOWANCES	45
ARTICLE 23 - BENEFITS	48
ARTICLE 24 - LEGAL LIABILITY	51
ARTICLE 25 - GENERAL	53
ARTICLE 26 - HEALTH AND SAFETY	56
ARTICLE 27 - JOB SECURITY	57
ARTICLE 28 - RECRUITMENT AND RETENTION - MOBILITY OF EMPLOYEES IN THE CHILD WELFARE SECTOR	58
ARTICLE 29 - PROCESS OF PDI REFERRAL TO LOCAL TABLES AND DISPUTE	59
ARTICLE 30 - TERM OF AGREEMENT	60

APPENDIX "B" - HUMAN RESOURCE ADJUSTMENT PLANS (HRAP).....	61
APPENDIX "C" JOINT WORKLOAD COMMITTEE - TERMS OF REFERENCE.....	67
LETTER OF UNDERSTANDING - RE: WORKLOAD.....	71
LETTER OF UNDERSTANDING - RE: ADDITIONAL FUNDING.....	73
LETTER OF UNDERSTANDING - RE: SELF-FUNDED LEAVE PLAN	74
LETTER OF UNDERSTANDING - RE: RESTRUCTURING, MERGERS OR AMALGAMATION	76
LETTER OF UNDERSTANDING - RE: PROVINCIAL DISCUSSION TABLE AND SUB-COMMITTEES.....	79
LETTER OF UNDERSTANDING - RE: BENEFITS SAVINGS	80
LETTER OF UNDERSTANDING - RE: LOCAL SUPERIOR PROVISIONS.....	81
LETTER OF UNDERSTANDING - RE: USE OF CONTRACT EMPLOYEES IN ADMINISTRATIVE SUPPORT.....	82
LETTER OF UNDERSTANDING - RE: BILL 124.....	83
LETTER OF UNDERSTANDING - RE: FLOAT DAY.....	84
WAGES - Union Salary Grids	85

ARTICLE 1 - PURPOSE

1.01 It is agreed that the purpose and intent of this Agreement is:

- (a) To establish and maintain collective bargaining relations between the Employer and its Employees and to secure for the Parties the full benefits of orderly collective bargaining and to provide an amicable method for the prompt disposition of all grievances.
- (b) To give service to the public in accordance with the Child, Youth and Family Services Act, 2017 as amended from time to time.
- (c) To promote efficiency in the delivery of quality services.
- (d) To establish working conditions, hours of work and wages for all Employees who are subject to the provisions of this Agreement.
- (e) To recognize the mutual value of joint discussions and provide a channel through which information and problems may be communicated from one to the other.

1.02 The Employer will recognize and encourage the attendance of a representative of the bargaining unit as a non-voting observer at Employer Board meetings, except for those portions of meetings held "in camera".

ARTICLE 2 - RECOGNITION

2.01 The Employer recognizes the Canadian Union of Public Employees and its Local 7548 as the sole and exclusive bargaining agent of all Employees of Family and Children's Services of Frontenac, Lennox and Addington, save and except Supervisors and persons above the rank of Supervisor, Human Resources Administrator, Training Coordinator, Senior Human Resources Generalist, Cultural Co-ordinator, Wellness Health and Safety Specialist, Senior Administrative Assistants, Executive Assistant to the Executive Director, Data Base Administrator, Regional IT Supervisor (formerly the Network Administrator), Systems Administrator & Graphics Web Developer, Fund Development Coordinator, lawyers and students.

Clarity Note: Students shall include participants in the Canada Summer Jobs Program.

- 2.02 All references to the singular or the male gender in this Agreement shall read as applying to the plural or the female gender where the context would apply.
- 2.03 The Union and the Employer desire every Employee to be familiar with the provisions of this Agreement and their rights and duties under it. The Employer agrees to acquaint new Employees with the fact that a Union Agreement is in effect. The Employer will post an accessible electronic version of the Collective Agreement on the agency intranet and provide each new Employee with the link. In addition, the Employer shall supply the Union Executive with a minimum of ten (10) printed copies of the Agreement within thirty (30) days of ratification.
- 2.04 No Employee shall be required or permitted to make a written or verbal agreement with the Employer or its representatives which may conflict with the terms of this Collective Agreement except with the consent of the Union. No part nor term of this Agreement can be amended or changed without the written consent of both the Union and the Employer.
- 2.05 A full-time Employee is one whose normal work week averages thirty-five (35) hours per week. Part-time Employees are defined as all Employees who will be regularly scheduled to work on average less than thirty-five (35) hours per week.
- 2.06 Temporary Employees are hired for a specific period of time as set out in the offer of employment. Temporary Employees may be hired to replace regular permanent Employees who are absent due to a leave of absence or illness or disability. Temporary Employees may also be hired to perform temporary projects or assignments not to exceed twelve (12) months in length unless mutually agreed to an extension in writing by the parties to this Collective Agreement.

Temporary Employees may be terminated at any time during the period of employment and such termination shall be deemed to be for just cause unless the Union claims a breach of applicable legislation. A temporary Employee will not accumulate seniority unless they are the successful applicant for a regular permanent position and successfully completes the probationary period, in which case seniority will be made retroactive to the last date of hire as a temporary Employee, provided no break in service has occurred.

2.06 Continued

Temporary Employees shall be paid sixteen percent (16%) of their regular straight time wages on each pay in lieu of benefits in Articles 20, 21 and 23, with the exception of 23.04. Temporary Employees shall be entitled to paid holidays in accordance with article 19 and the Health Spending Account in accordance with article 23.06.

Subject to other provisions in this article, temporary Employees shall be covered by all articles of the Collective Agreement except articles 12, 14, 15, 20, 21, 23 and 27.

Temporary Employees may not be employed for more than thirty (30) consecutive months. A break in service between temporary assignments of less than thirty (30) working days shall be considered consecutive service.

- 2.07 A casual Employee is one who is not regularly scheduled but is called in on an as needed basis. The casual Employee will be required to indicate availability for hours to work and may be scheduled to work those hours as required to meet service demands.

ARTICLE 3 - MANAGEMENT RIGHTS

- 3.01 The Union recognizes and acknowledges that the management of the Employer's operations and direction of the Employees are fixed exclusively in the Employer and without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Employer to:
- (a) maintain order and efficiency;
 - (b) hire, promote, demote, classify, transfer, lay off, suspend and retire Employees and to discipline or discharge any Employee for just cause provided that a claim by an Employee who has acquired seniority that they have been discharged or otherwise disciplined without just cause may be the subject of a grievance and dealt with as hereinafter provided;

3.01 Continued

- (c) make, enforce and alter, from time to time, rules and regulations to be observed by the Employees, and the Employer will discuss these with the Executive Committee of the Union before implementation. A copy of such rules and regulations, and as amended from time to time, shall be sent to the Secretary of the Union. The Employer agrees that any such rules and regulations shall not conflict with the provisions of this Agreement.

ARTICLE 4 - NO DISCRIMINATION

- 4.01 The Parties agree that there shall be no intimidation or discrimination practiced by either of them or by any of their representatives or members by reason of the protected grounds of *The Ontario Human Rights Code*, as amended from time to time, or by reason of their membership or activity in the Union. For the purposes of information, the current protected grounds of *The Ontario Human Rights Code* are: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability.
- 4.02 The Employer recognizes that no Employee shall be subject to harassment. Reference to harassment is as set out in *The Ontario Human Rights Code*, and the *Occupational Health and Safety Act*, as amended from time to time.
- 4.03 "Harassment" as defined in the Human Rights Code means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome on a protected ground. "Workplace Harassment" as defined in the *Occupational Health and Safety Act* means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.
- 4.04 The proper exercise of managerial responsibilities is not harassment or workplace harassment.

- 4.05 The Employer will provide Employees with information and training on the contents of its harassment policies and programs as well as legislation pertaining to harassment and discrimination.
- 4.06 The parties agree that the preferred method of handling complaints is to follow the procedures outlined in the Employer's policy and procedure regarding Workplace Harassment.
- 4.07 When a complaint is dealt with under the Employer's policy and procedure regarding Workplace Harassment, the timelines for the grievance and arbitration procedures shall be automatically extended until the processes under the Policy have been completed

ARTICLE 5- UNION DUES AND MEMBERSHIP

- 5.01 The parties hereto mutually agree that the deduction and remittance of Union dues in accordance with Article 5.02 shall be a condition of employment for all Employees covered by this Collective Agreement.
- 5.02 The Employer agrees to deduct from every Employee covered by the recognition clause any monthly dues in accordance with the Union Constitution and/or By-Laws, such deductions to be made from every pay period of the month and remitted to the National Secretary-Treasurer of the Union not later than the 15th day of the month following, accompanied by a list of the names of Employees from whose wages the deductions have been made and the amount of wages they have been calculated on. Deductions will be made from the pay of probationary and temporary Employees.
- 5.03 At the same time that Income Tax (T-4) slips are made available, the Employer shall include on it the amount of Union dues paid by each Union member in the previous year.
- 5.04 The Union shall advise the Employer in writing of the amount of its dues for Employees covered by the Collective Agreement. The amount so advised shall continue to be deducted until changed by further written notice to the Employer signed by authorized officials of the Union.

- 5.05 The Employer agrees to provide the Union with a list of Employees including mailing addresses and home phone numbers on an annual basis.
- 5.06 The Union shall indemnify and save the Employer harmless against all claims or other forms of liability that may arise as a result of any actions taken by the Employer in compliance with this Article.

ARTICLE 6 - UNION REPRESENTATION

- 6.01 The Employer agrees to recognize:
- (a) The President, Vice-Presidents, Recording Secretary, Treasurer, Lead Steward and Stewards.
 - (b) A Union Negotiating Committee of not more than four (4) members of the bargaining unit plus the President. The Union has the right to add one (1) additional member at its cost.
 - (c) A Labour/Management Committee of four (4) members of the bargaining unit and up to four (4) members of management.
 - (d) Subject to Ministry of Labour approval there shall be one (1) Joint Health & Safety Committee. The Committee shall include four (4) members of the bargaining unit, at least two (2) of which work out of the main office location in Frontenac County, and the other two (2) members of the bargaining unit from the main office location in Lennox and Addington County.
 - (e) A Job Evaluation Committee comprised of equal members of Union and Employer representatives having a membership consistent with the Terms of Reference of the committee.
 - (f) A Joint Workload Committee comprised of equal members of Union and Employer representatives having a membership consistent with the Terms of Reference of the committee.
- 6.02 For the purpose of this Article, the name and position of each of the committee members, from time to time elected or selected, shall be given to the Employer in writing, and the Employer shall not be required to recognize any such committee members until it has been notified.

- 6.03 The Union undertakes to secure from its committee members and members their co-operation with the Employer and with all persons representing the Employer in a managerial capacity.
- 6.04 The Employer undertakes to instruct all members of its managerial staff to cooperate with the committee members in the carrying out of the terms and requirements of this Agreement.
- 6.05 The Employees on any of the committees listed above, or any other committee agreed upon by the Employer, shall suffer no loss of wages or benefits when meeting with the Employer during their regular working hours.
- 6.06 The Union shall have the right to have the assistance of Representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer.
- 6.07 All correspondence between the Parties, arising out of this Agreement or incidental thereto, shall pass to and from the Executive Director or designate, and the Secretary of the Union, with copies to the President of the Union.
- 6.08 The Union will be allowed to hold meetings on the Employer's premises provided such meetings are known about in advance by the Employer and permission is granted. Such permission will not be unreasonably withheld.
- 6.09 Employees whose jobs are not in the bargaining unit shall not perform duties normally performed by bargaining unit Employees that would directly result in the layoff of the bargaining unit Employees.
- 6.10 The Employer agrees not to contract out work normally performed by members of the bargaining unit if such contracting out would directly result in the layoff of the bargaining unit Employee who would normally have done the work. The Union recognizes that the use of residential resources by the Employer is not contract out work and is not limited by the provisions of this Article. This Article shall not restrict the Employer from contracting out work where the government and/or a funding body requires the Employer to contract out work.

- 6.11 The Employer agrees that when the Employer hires new Employees, it will incorporate a twenty (20) minute segment for a Union representative to talk to the new Employees about the Collective Agreement into the new Employees' orientation to the workplace.

ARTICLE 7 - COMMITTEES

7.01 Labour Management Committee

The Union and the Employer agree that the consultation and communication on matters of joint interest are desirable to promote constructive and harmonious relations.

Therefore, the Parties agree that a Labour Management Committee composed of up to (4) representatives from the Union and four (4) representatives from the Employer shall be established as a Labour Management Committee. The Committee shall normally meet six (6) times per year on a schedule to be mutually agreed to between the Parties.

The Committee may meet more or less with the consent of both Parties. An agenda shall be agreed in advance of the meeting. The Labour Management Committee shall consider and attempt to resolve all problems of mutual concern with the object of promoting positive relations between the Employer and its Employees. It is understood that this Committee shall not have the power to alter, amend, add or modify the terms of the Collective Agreement. Employees shall suffer no loss of wages when meeting during normal working hours.

The Union members shall have up to one (1) hour preparation time before a Labour Management Committee meeting. This time shall be considered regular work time and shall be scheduled at a time mutually agreed by the Parties.

7.02 Negotiating Committee

The Employer shall not bargain with or enter into any agreement with an Employee or group of Employees in the bargaining unit on matters which may conflict with this Collective Agreement. No Employee or group of Employees shall undertake to represent the Union at meetings relating to the Collective Agreement without the proper authorization of the Union.

The members of the Union Negotiating Committee shall suffer no loss of regular wages or benefits for time spent in meeting with the Employer to negotiate a Collective Agreement as well as for two (2) days to meet and prepare their proposals.

7.03 Health and Safety Committee

The Parties agree to adhere to the provisions of the *Occupational Health and Safety Act*, as amended from time to time. The Parties commit to maintaining a Joint Occupational Health and Safety Committee in accordance with the *Occupational Health and Safety Act* at the workplace

The Union Committee shall be given one (1) hour to meet prior to the Joint Health and Safety Committee meeting during working hours. This time shall be considered regular work time and shall be scheduled at a time mutually agreed by the Parties.

7.04 Job Evaluation Committee

The Parties agree to continue the Joint Job Evaluation process under the Terms of Reference agreed to and signed between the Parties. The process will address the evaluation of all classifications in the bargaining unit, the evaluation of any new positions created by the Employer and re-evaluate positions that have undergone a substantive enough change that it changes the job description that was created for it from the last evaluation.

Employees on this committee will suffer no loss of regular wages when meeting during regular working hours.

The Employer agrees to draw up job descriptions for all positions for which the Union is the bargaining agent. These descriptions shall mirror the evaluations and be provided to the Union.

7.05 Joint Workload Committee

The Parties will follow the Terms of Reference: Joint Workload Committee attached hereto as Appendix "C" and forming part of this Collective Agreement.

ARTICLE 8 - NO STRIKES AND LOCKOUTS

- 8.01 The Employer agrees that there will be no lockout of Employees and the Union agrees that there will be no strike. The words "strike" and "lockout" shall bear the meaning given them in the *Ontario Labour Relations Act*, as amended from time to time.

ARTICLE 9 - GRIEVANCE PROCEDURE

- 9.01 For purposes of this Agreement, a grievance is defined as a difference arising between the Parties relating to the interpretation, application, administration or alleged violation of the Agreement, including any question as to whether a matter is arbitrable.
- 9.02 It is the mutual desire of the Parties that all complaints and grievances be adjusted as quickly as possible. It is understood that any Employee may present an oral complaint at any time to their immediate Manager. If the Employee has a grievance, as defined in Article 9.01, it may be grieved and disposed of in the following manner:

STEP No. 1:

The Employee may submit a written grievance to the immediate Manager. Such grievance must be submitted within ten (10) working days of the occurrence of the event which gave rise to the grievance and must be signed by the Employee claiming to be aggrieved. The Employee may be accompanied by their Steward. The immediate Manager will convene a meeting to discuss the grievance within five (5) working days of the date the grievance is submitted. The member of management to whom the grievance is submitted shall submit the answer in writing within ten (10) working days of the date of the meeting at Step No. 1.

9.02 Continued

STEP No. 2

Failing settlement of the grievance at Step No. 1, or failure of the appropriate member of management in Step No. 1 to submit the reply within the prescribed period, the grievance shall be presented in writing to the Director or designate within ten (10) working days from the time the reply is received or should have been received in Step No. 1. The Director or designate will convene a meeting to discuss the grievance within five (5) working days of the date the grievance is submitted at Step No. 2. The Director or designate shall have ten (10) working days from the date of the meeting to render a decision. Such decision shall be in writing.

STEP No. 3

Failing settlement of the grievance at Step No. 2, or failure of the Director or designate to respond within the prescribed period, the grievance shall be presented in writing to the Executive Director or designate within ten (10) working days from the time the reply is received or should have been received in Step No. 2. The Executive Director or designate will convene a meeting to discuss the grievance within five (5) working days of the date the grievance is submitted at Step No. 3. The Executive Director or designate shall have ten (10) working days from the date of the meeting to render a decision. Such decision shall be in writing.

9.03 The parties may agree, in writing, to skip any step(s) of the grievance process.

9.04 Policy/Group Grievance

The Union shall have the right to process policy grievances. Therefore, where a dispute involving a question of general application or interpretation of this Agreement occurs or where a group of Employees has a grievance, Step 1 of this Article may be bypassed. The Union agrees that such a Policy Grievance shall not be submitted where an individual Employee could have filed a grievance and a Policy Grievance shall not be submitted to circumvent the normal Grievance Procedure provided for in Article 9.02 of this Agreement.

9.05 The time limits specified herein are strictly mandatory but may be extended by mutual agreement of the parties in writing.

- 9.06 Should any Employee's grievance not be submitted within the time limits specified, it shall be deemed to have been settled and/or withdrawn. If no written decision has been given to the Employee within the time limits specified, the Union shall be entitled to submit the grievance to the next step up to and including arbitration.
- 9.07 For purposes of Articles 8 and 9 of this Agreement, all time limits herein shall be deemed to be exclusive of Saturdays, Sundays and Paid Holidays.

ARTICLE 10 - ARBITRATION

- 10.01 Where a difference arises between the parties relating to the interpretation, application, or administration of this Agreement, including any question as to whether a matter is arbitrable, or an allegation is made that this Agreement has been violated, either of the parties, after exhausting the Grievance Procedure outlined in Article 9, shall notify the other party in writing of its desire to submit the difference or allegation to arbitration. The notice shall contain the name of the first party's appointee to the arbitration board. The notice must be given to the other party within twenty (20) working days from the time the reply is received or should have been received in Step No. 3.
- 10.02 The board of arbitration will be composed of one (1) person appointed by the Employer, one (1) person appointed by the Union, and a third person to act as Chairperson chosen by the other two members of the board.
- 10.03 Within ten (10) working days of the request by either party for a board, the other party shall notify the party requesting arbitration in writing of the name of its nominee. Should the nominees fail to agree to a third person, the Ministry of Labour may be asked to nominate a person to act as Chairperson.
- 10.04 Single Arbitrator
The parties may agree to the appointment of a single arbitrator and such single arbitrator shall have the same power as a three-person arbitration board. If the parties are unable to agree on the choice of a single arbitrator, either party may request the Ministry of Labour to appoint a single arbitrator to the dispute.

- 10.05 The arbitrator/arbitration board shall hear and determine the difference or allegation and shall issue a decision and the decision shall be final and binding upon the parties and upon any Employee affected by it. The decision of a majority shall be the decision of the arbitration board, but if there is no majority, the decision of the chairperson governs.
- 10.06 No person shall be appointed as an arbitrator who has been involved in any attempt to negotiate or settle the subject grievance.
- 10.07 The arbitrator/arbitration board shall not have any authority to alter or change any of the provisions of this Agreement or to substitute any new provisions in lieu thereof or to give any decision contrary to the express intent of this Agreement.
- 10.08 Each of the parties to this Agreement shall pay the fees and disbursements of its appointee to the arbitration board and shall share equally the fees and disbursements of the chairperson/arbitrator.
- 10.09 The parties may decide to use the services of a mediator after giving notice pursuant to Article 10.01, while awaiting the arbitration hearing. The parties shall each pay one-half (1/2) of the fees and expenses of the mediator.
- 10.10 Any matter which has not been properly processed through the grievance procedure is not arbitrable.

ARTICLE 11 - DISCIPLINE. SUSPENSION AND DISCHARGE

- 11.01 An Employee who has completed their probationary period may be dismissed for just cause. When an Employee is discharged or suspended, they shall be given the reason in the presence of their Steward. Such Employee shall be advised promptly in writing by the Employer of the reason for such discharge or suspension. The Employer agrees to provide the Steward with a copy of the notice.

11.02 A claim by an Employee that they have been discharged or suspended without just cause shall be treated as a grievance if a written statement of such grievance is lodged with the Executive Director at Step No. 3 of the grievance procedure within ten (10) working days after the Employee receives written notice of discharge or suspension. For the purposes of this Article, Steps No. 1 and 2 shall be waived.

11.03 Whenever the Employer deems it necessary to discipline an Employee in a manner indicating that dismissal or suspension may follow, the Employer shall within five (5) days thereafter give written reasons of such censure to the Employee involved.

11.04 An Employee is entitled upon request to be accompanied by a Union Steward or other Union local representative during any meetings that the Employer has called in order to impose discipline on the Employee.

ARTICLE 12 - SENIORITY

12.01 Seniority, as referred to in this Agreement, shall be on a bargaining unit wide basis and shall mean length of service in the bargaining unit for full-time Employees and hours worked in the bargaining unit for part-time Employees where one thousand eight hundred and twenty (1,820) hours worked equals one (1) year of seniority and will operate on a bargaining unit wide basis. For clarity, no one may earn more than one (1) year's seniority in one (1) year of employment.

12.02 Newly hired Employees shall be on probation and seniority shall become effective only after the Employee has worked:

(a) Pay bands 4 and below	full-time	3 months
	Part-time	455 hours
(b) All other pay bands	full-time	6 months
	Part-time	910 hours

12.02 Continued

During the probationary period, Employees shall be entitled to all rights and privileges of this Agreement, with the exception of Article 11.01 and that they shall not grieve with respect to discharge or lay-off.

The probation period may be extended by agreement between the Employer and the Union for up to three (3) months. The Union will be notified prior to the end of the second (2nd) month of probation for employees in (a) above, and prior to the end of the fourth (4th) month of probation for employees in (b) above, if there is an extension required. The Employer will provide confirmation to each Employee who completes their probation within three (3) working days after such completion of probation. A copy of the confirmation will also be provided to the Union.

Upon successful completion of the Child Welfare Pathway to Authorization Training Program required for the position, the Child Protection Workers shall begin the probation period set out above.

The Employee and the Union will be notified when the Employee has successfully completed the training program and has begun the probation period.

The Union shall be advised if a probationary employee, who is enrolled in the Pathway to Authorization Training Program, fails to meet a formal expectation of the Program. Following successful completion of the Pathway to Authorization Training Program, the probationary employee shall receive regular supervision during the course of the probationary period including formal written feedback on their work performance at or around the end of the third (3rd) month of the six (6th) month probationary period.

12.03 The Employer shall maintain a seniority list showing the date of hire, current full time equivalent, seniority date and accrued seniority.

Where two (2) or more Employees commenced work on the same day, their names shall be drawn in the presence of the Union President or designate, to determine placement on the seniority list.

Seniority lists shall be revised April 1st and October 1st of each year; the revised list will be posted on the intranet and a copy given to the Union within thirty (30) days of the revision.

If an Employee or the Union does not challenge the position of his/her name on the seniority list within the first thirty (30) working days from the date his/her name first appears on a seniority list, provided they are at work when the list is posted, then they shall be deemed to have proper seniority standing.

In the event the Employee is not at work when the list is posted, they must object to their seniority standing within thirty (30) working days from the date they return to work.

12.04 Seniority shall accumulate in the following circumstances:

- (a) When absent from work due to sickness or accident, in which case seniority will continue to accumulate for a period of time equal to one (1) year.
- (b) When off the payroll due to leave of absence, then seniority will continue to accumulate for the first six (6) months of such leave except for pregnancy and/or parental leave, in which case the seniority will continue for the length of the pregnancy and/or parental leave, notwithstanding Article 15.08 (g).
- (c) When absent on vacation or on paid holidays.
- (d) When actually at work for the Employer.

12.05 Seniority shall terminate, and an Employee shall cease to be employed by the Employer when they:

- (a) voluntarily quits his/her employment with the Employer;
- (b) is discharged and is not reinstated through the grievance procedure or arbitration;
- (c) is off the payroll for a continuous period of twenty-four (24) months due to lay-off;
- (d) is absent from work due to illness or injury for a period of two (2) years and has otherwise retained his/her status as an Employee during that period;
- (e) fails to return to work upon termination of an authorized leave of absence within seven (7) days unless a reason acceptable to the Employer is given;
- (f) accepts gainful employment while on a paid leave of absence without first obtaining the consent of the Employer to be confirmed in writing. Consent is not to be unreasonably withheld;
- (g) uses a leave of absence for a reason other than the reason for which the leave was granted;
- (h) is absent without leave for three (3) consecutive working days during which time they have not contacted the Employer directly when they have had an opportunity to do so. Proof of the matter is the responsibility of the Employee;
- (i) fails to report for work within ten (10) working days after day of receipt of registered letter from the Employer following a lay-off, unless absent for a reason satisfactory to the Employer.

12.06 An Employee who transfers from part-time to full-time shall be credited with seniority on the basis of one thousand, eight hundred and twenty (1820) hours equals one (1) year of seniority for an Employee who normally works seven (7) hour shifts. The seniority for an Employee who does not have one thousand, eight hundred and twenty (1820) hours, or a multiple thereof, shall have his/her seniority pro-rated on an equivalency basis. An Employee who transfers from full-time to part-time shall be given seniority credit by translating the length of service into hours where one (1) year of service is equivalent to one thousand, eight hundred and twenty (1820) hours from an Employee who normally works seven (7) hour shifts. Part years shall be pro-rated.

- 12.07 An Employee who accepts a temporary position outside of the bargaining unit shall continue to accumulate seniority for the period they are outside the bargaining unit for up to twelve (12) months. If the Employee remains outside the bargaining unit beyond twelve (12) months in a temporary position their seniority shall be frozen. The Employer will deduct and remit Union dues, based on the rate that the Employee was paying prior to assuming the position outside the bargaining unit. When the Employee returns to the bargaining unit they shall resume accumulating seniority.
- 12.08 An Employee who accepts a permanent position outside the bargaining unit shall have their seniority frozen for a period of six (6) months. If the Employee remains outside of the bargaining unit beyond the six (6) month period they shall lose their seniority.

ARTICLE 13 - JOB POSTINGS AND STAFF CHANGES

- 13.01 When a permanent vacancy occurs or a newly created position inside the bargaining unit occurs, which the Employer wishes to fill, the Employer shall notify the Union in writing and post a notice of the position on the intranet for five (5) working days so that all members will know about the vacancy or new position. Such notice shall contain the following information: job title, nature of position, qualifications, required knowledge and education, location, wage or salary rate or range.

If the Employer chooses not to refill any vacated position (permanent or temporary) they will advise the Union of the reasons for this within twenty (20) working days of position becoming vacated.

- 13.02 Vacancies up to six (6) months will be considered temporary vacancies and may be filled at the discretion of the Employer.

For temporary vacancies known to be greater than six (6) months that the Employer intends to fill, the Employer shall post and fill the position in accordance with this article. If no suitable candidates are found through the posting process, the Employer may use temporary Employees to fill these positions.

13.03 When a secondary vacancy occurs due to the provisions in 13.02 and is known to be greater than six (6) months, and if the Employer wishes to fill the vacancy, it may hire temporary Employees or otherwise fill it at its discretion.

13.04 External Applicants

The Employer agrees not to consider any applicant outside the bargaining unit until all Employees who have applied have been considered under Article 13.01 in order of permanent Employee, temporary Employee and casual Employee, and the Employer has decided that none of the Employees who so applied are suitable. The Employer may advertise externally at the same time as the internal posting.

For the purposes of this article, a temporary Employee must have completed six (6) continuous months of work and a casual Employee must have completed seven hundred and fifty (750) hours of work to be considered an internal applicant.

13.05 Notification

The Union shall be notified of all appointments, hiring's, lay-offs, transfers, recalls, reassignments and terminations of employment of Employees subject to this Agreement.

13.06 Successful and unsuccessful applicants shall be so advised. The name of the successful applicant will be posted.

13.07 All cases of vacancy, promotion and transfer shall be based on the following factors:

- (a) skill, competence, and qualifications; and
- (b) seniority.

The Employer shall consider the factors in (a) first. Where, in the judgement of the Employer, the factors in (a) are relatively equal, seniority shall govern. Such judgement shall be made in a fair, impartial and consistent manner.

If all applicants for a posted position are in the same classification, as the posted position, a competition would not be required, and the vacancy would be offered to the most senior applicant. The applicant's classification for the purposes of this Article is their permanent one.

13.08 The successful applicant shall have a trial period of three (3) months. In the event the successful applicant proves unsatisfactory in the position during the familiarization period, they shall be returned to their former position, if it still exists, or to a similar position if it does not, without loss of seniority or former salary.

If the Employee wishes to revert back to their former position within thirty (30) calendar days of starting in the position, they shall be returned without loss of seniority and wage or salary to the former position or an equivalent position.

13.09 Employees who are going to be absent on leave or vacation may file a notice with the Human Resources Department indicating a desire to be considered for vacancies that arise during their absence.

Permanent reassignments are considered movement by the Employer of an Employee within their job classification, to another team or work location. When the Employer is considering a reassignment, they shall seek out volunteers to be reassigned from the team or work location identified. Where there are multiple volunteers, the Employer shall select the most senior volunteer. Where there are no volunteers, then the least senior Employee on the identified team shall be reassigned.

13.10 Successful applicants to a posting will remain in their position for a minimum of six (6) months before becoming eligible for further postings.

Notwithstanding the above, the Parties may agree to waive or extend the six (6) month period by mutual consent.

ARTICLE 14 - LAYOFF AND RECALL

14.01 A lay-off is defined as the elimination of a part-time or full-time position which is occupied by a bargaining unit employee at the time notice of layoff is issued.

14.02 Where a lay-off is necessary, the Employer shall first meet with the representatives from the Union prior to the effective date of layoff to discuss the effects of such reduction on unionized Employees and the parties will consider possible redeployment opportunities available for the affected employees. The Employer shall inform the Union before notifying any affected Union Employee of their decisions regarding reduction of complement.

Note: Where a proposed layoff results in the subsequent displacement of any member(s) of the bargaining unit, the original notice to the Union provided in 14.02 above shall be considered notice to the Union of any subsequent layoff.

14.03 In the event of a layoff, the layoff notice shall be issued to the least senior Employee(s) in the classification. The Employee in receipt of the notice may accept the layoff or exercise their bumping rights in the following manner:

- i) Bump the most junior Employee in their group; OR
- ii) Bump the most junior Employee in another group in their pay band; OR
- iii) Bump any temporary Employee in their pay band, provided the temporary Employee's assignment is for three (3) months or more at the time of the bump; OR
- iv) Bump the most junior part-time Employee in their pay band; OR
- v) Bump the most junior Employee in a lower-paying group.

For the purpose of the exercise of bumping rights, full-time Employees bump other full-time Employees and part-time Employees bump other part-time Employees. A part-time Employee cannot bump a full-time Employee.

In all cases of bumping the Employee exercising the bump must have the skill, ability and qualifications to perform the work and have greater seniority than the Employee being bumped.

This process shall continue until there are no longer any junior Employees in a lower paying classification who may be bumped.

Employees who bump into another position must demonstrate ability to perform the work within a two (2) week job familiarization period.

14.03 Continued

Employees shall have five (5) working days to make his/her decision known in writing to the Employer regarding their choice of bump.

Once all of the bump decisions are known, the Employer may reassign Employee(s) to another team or work location in the classification having received the notice of layoff which gave rise to the bumps.

- 14.04 No new Employee will be hired in the bargaining unit until those laid off have been given an opportunity of recall, provided they have the skill, ability, and qualifications to perform the available work.
- 14.05 Employees shall be recalled in order of their seniority, provided those recalled have the skill, ability, and qualifications to perform the work of the position without additional training.
- 14.06 In the event of a lay-off, the Employer shall notify Employees who are to be laid off thirty (30) working days before the lay-off is to be effective. If the Employee laid off has not had the opportunity to work thirty (30) full days after notice of lay-off, they shall be paid in lieu of work for that part of thirty (30) days during which work was not made available.
- 14.07 The Employer agrees to pay its share of all benefits for a period of three (3) months following the month of lay-off. In the event of a longer lay-off, Employees affected shall have the right to continue coverage by paying the full cost of the benefit to the Employer, provided the benefit plans permit it for as long as the Employee has seniority rights.
- 14.08 It shall be the duty of each Employee to notify the Employer, in writing, promptly of any change in address and telephone number. If an Employee fails to do this, the Employer will not be held responsible for failure of a notice to reach such Employee.
- 14.09 The following chart indicates the classifications contained in the groups within a pay band. For the purposes of bumping your 'group' would be the one that indicates your classification in it.

14.09 Continued

Pay Band	Classifications in Groups
1	Scanning Clerk
2	Receptionist Receptionist - Scanning Clerk Receptionist - FL Receptionist -Administrative Support
3	Legal Administrative Support, Administrative Support Court Services Worker Finance Clerk Data Analyst Quality Assurance Data Integrity Clerk
4	Help Desk Technician
5	Payroll Administrator Case Aide
6	Enhanced Support Services Worker Enhanced Support Services Worker - DS Enhanced Support Services Worker - FL Volunteer Coordinator OPR Placement Support Worker Foster Care Resource Recruitment Worker Telecommunications and Data Support Specialist Access Worker
7	Finance Analyst Property Coordinator Referral Coordinator Referral Coordinator - FL Kin Finder, Kin Finder -Adoption Subsidy

8	Resource Worker Kin Services Worker Rapid Response Worker Rapid Response Worker - FL Children's Services Worker, Adoption Worker, Children's Services Worker- CCSY Children's Services Worker - FNIM Family Services Worker Family Services Worker - FNIM Family Services Worker - FL
---	---

14.10 When a new classification is created, or a current classification has a change in pay band, the Union and Employer will meet to determine the group in which the classification is to be placed. The parties will agree who will participate in that discussion.

ARTICLE 15 - LEAVES OF ABSENCE

15.01 Union Leave

- (a) Leave of absence without pay will be granted to attend Union Conventions or Conferences, seminars, trainings or meetings, provided however that no more than five (5) persons shall be granted leave at any one time. No more than two (2) persons from each team may be absent at the same time. Request for such leave is to be given to the Executive Director at least ten (10) working days in advance.

- (b) An Employee who is elected or selected for a position with the Union, or anybody with which the Union is affiliated, may be granted leave of absence without loss of seniority and without pay for a period of up to two (2) years. Such leave may be renewed, on request, during his/her term of office.

15.01 Continued

- (c) The Employer will pay Employees on Union leave and the Union shall reimburse the Employer for the amount of wages and benefits paid to and on behalf of the Employee during the leave of absence upon request from the Employer within forty-five (45) days.

15.02 Public Office

An Employee who is elected to public office may be granted a leave of absence without loss of seniority and without pay for the term of such office. Such leave may be renewed, upon written request.

- 15.03 An Employee shall be allowed the necessary time off with pay to process his/her Canadian Citizenship Application, not exceeding a total of one (1) day

15.04 Bereavement Leave

In the case of bereavement in the immediate family, full time Employee's shall be entitled from the date of death to and including the day of the funeral to bereavement leave with pay granted by the Executive Director or their designate for a period of up to five (5) working days. Employees other than full time, shall have their time off prorated.

Immediate family is defined as an Employee's parent, in loco parentis, grandparent, wife, husband, common law spouse, child, brother, brother in law, sister, sister in law, father-in-law, mother-in-law, son-in-law, daughter-in-law, step parent, foster parent, step child, foster child and grandchild.

Additional travel time may be granted at the discretion of the Employer.

At the discretion of the Employer, such bereavement leave outlined above may be extended without pay. Such request shall not be unreasonably denied.

15.05 Personal Leave

Full time Employees will be provided with an allotment of up to thirty-five (35) hours with pay per fiscal year which may be granted by the Employer for taking care of ill family members, personal or family emergencies.

15.06 Jury Duty or Court Witness Duty Leave

The Employer shall grant leave of absence without loss of seniority to an Employee who serves as a juror. The Employer shall pay such an Employee their regular wages for the time spent in jury duty, provided that the Employee presents to the Employer any payment they receive for jury service, excluding payments for travelling, meals or other expenses. The Employee will present proof of service and the amount received. The foregoing shall not apply to proceedings between the Employer and the Union and/or any person represented by the Union. An Employee who is released from jury duty during normal work hours is required to return to work.

Time spent by an Employee required to serve as a court witness in any matter arising out of his/her employment shall be considered as time worked at the appropriate rate of pay. Where the court site is outside of the Counties of Lennox and Addington or Frontenac, the Employer agrees to pay for travel time, meals and other relevant expenses in accordance with this Collective Agreement and the Employer policy, unless otherwise provided.

15.07 Paternity Leave

The Employer agrees to grant three (3) days leave of absence with pay and without loss of seniority to prospective parents for the purposes of paternity leave. Such leave shall be arranged in consultation with the Manager. Two additional days may be granted subject to the approval of the Executive Director.

15.08 Pregnancy, Parental and Adoption Leave

(a) After three (3) months of employment, an Employee, upon written request no less than 2 weeks prior to the commencement of the leave (where possible), shall be granted up to seventeen (17) weeks unpaid leave of absence for pregnancy. An Employee who is entitled to pregnancy leave shall be granted up to sixty-one (61) weeks unpaid leave of absence for parental leave, to be taken immediately following completion of the pregnancy leave where the Employee provides two (2) weeks written notice of their intention to take parental leave.

15.08 (a) Continued

An Employee who has completed at least three (3) months of employment who is the parent of a child and is not entitled to pregnancy leave shall be granted up to sixty-three (63) weeks unpaid leave of absence for parental leave, to commence no earlier than the child coming into the care and control of the parent and no later than the end of the mother's pregnancy leave, where the Employee provides 2 weeks written notice of their intention to take parental leave.

- (b) The period of leave will be considered as continuous service for purposes of seniority, annual increments and length of vacation entitlement.
- (c) It is understood that the Employee who wishes adoption leave will have notified the Employer in writing of approval of his/her application to adopt at the time of such approval.
- (d) The Employee returning to work after pregnancy, parental or adoption leave shall provide the Employer with at least four (4) weeks' notice. On return from leave, the Employee will be placed in his/her former position, unless otherwise agreed between the Employer, the Employee and the Union.
- (e) The Employer will continue to make any Employer contributions to the benefits premiums in which the Employee is enrolled for the period of the pregnancy and parental or adoption leave provided that the Employee continues to make any Employee contributions to the benefit plans.
- (f) An Employee on pregnancy leave, or on adoption leave, who is entitled to receive Employment Insurance pregnancy or parental benefits pursuant to the Employment Insurance Act, as amended, shall be paid a supplemental employment benefit provided that the Employee is in receipt of Employment Insurance pregnancy or parental benefits.

15.08 (f) Continued

That benefit will be equivalent to eighty-five percent (85%) of the Employee's regular weekly earnings for the one (1) week Employment Insurance waiting period of the leave. In addition, the Employee who is on pregnancy leave, or on adoption leave, shall be paid a supplemental employment benefit equivalent to the difference between eighty-five percent (85%) of the Employee's regular weekly earnings and the sum of her weekly Employment Insurance Benefits and any other earnings for the first week of benefits.

For the next fifteen (15) weeks of Employment Insurance benefits, the Employee who is on pregnancy leave, or on adoption leave, shall be paid a supplemental employment benefit equivalent to thirty (30%) percent of the Employee's regular weekly earnings upon receipt by the Employer of the Employee's Employment Insurance cheque stub as proof that the Employee is in receipt of such benefits.

- (g) An Employee may apply in writing to the Executive Director to extend her/his leave for up to an additional twelve (12) months. Application for such extension must be made at least three (3) months prior to the date it would begin. Approval of the additional leave request shall be at the discretion of the Employer. Seniority and service shall be frozen and shall not accrue for any purpose during the period of the additional leave. The Employee must pay the full cost of any benefit premiums during the period of the additional leave.
- (h) The period of pregnancy, parental and/or adoption leave shall not count toward any probation period.

15.09 Other Leave

Where an Employee makes a written request for a leave of absence not otherwise identified under this Article for the Employer to consider, the Employer may grant the leave of absence and may grant such leave with pay or without pay. Leave with pay will include benefits subject to the provision of the respective benefit plans. Leave without pay shall not include benefits in Article 23. The Employee will pay the deemed premium to maintain enrolment in health, dental and life group insurance plans, subject to the applicable insurance plan, if they wish to maintain benefit coverage.

15.10 Leave for Required Educational Upgrading

Where Statute or Regulation amends the education requirements for the position occupied by the Employee such that upgrading educational qualifications would be required for the Employee to continue in the position, the Employee may be granted a leave of absence without pay to attend school, and the Employer shall maintain enrolment in benefits in Article 23.03 and 23.06 for the duration of the leave, subject to the terms of the benefit plan.

ARTICLE 16 - HOURS OF WORK

16.01 The following paragraphs and sections are intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or per week or of days of work per weeks.

16.02 Normal Work Week

- (i) Subject to the provisions in this article, the normal work week for full-time Employees, other than After Hours Workers and Access Workers, shall consist of five (5) seven (7) hour workdays exclusive of meal periods from Monday to Friday inclusive, for a total of thirty-five (35) hours per week. It is understood a normal workday shall be between 8:30 am and 4:30 pm.
- (ii) Access workers shall be scheduled daily hours of work between 8:00 am and 8:00 pm inclusive, Monday to Saturday. It is understood that the daily hours of work shall not normally exceed seven (7) consecutive hours per day or seventy (70) hours over a two (2) week pay period, exclusive of meal periods. The scheduling will allow for no less than two (2) weekends off in a four (4) week period. The schedule will be posted for the Access Workers at least one (1) month in advance of any changes being made.
- (iii) Notwithstanding 16.02 (i) above, a maximum of seven (7) ESS, and/or Case Aide positions, may be regularly scheduled to work up to seven (7) hours per day, exclusive of meal periods, Monday to Friday, between the hours of 10:00 am and 8:00 pm.

Should a vacancy occur in the ESS or Case Aide classifications, the Employer may utilize 13.09 to transition such positions to be eligible for scheduling in accordance with the above-noted hours of work.

16.02 (iii) Continued

Under no circumstance shall an employee who posted into an ESS or Case Aide position(s) before May 16, 2017, be required to work the above-noted daily hours of work.

- (iv) At the present time most Employees work on a Monday to Friday schedule. Work outside of this schedule will be in accordance with article 16.03 below and no Employees will be regularly scheduled to work other than Monday to Friday. Notwithstanding this article, the parties agree that if, at some time in the future, the Employer decides that it needs to schedule weekend work on a regular basis it will meet with the Union to negotiate the schedule and compensation.

16.03 Flexible Working Hours

Subject to the agreement of the Manager, flexible working hours may be arranged by and for individual Employees when required to meet client service needs. Subject to the agreement of the Manager, flexible working hours may be arranged by and for administration Employees when required to meet Employer service needs.

Flexible working hours may be arranged for individual Employees at their request to meet Employees' personal requirements, in which case the flexible working hours shall be mutually agreed between the Manager, or their designate and the Employee concerned.

16.04 The offices shall normally be open to the public from 8:30 a.m. to 4:30 p.m. Monday to Friday.

16.05 Employees are entitled to an unpaid lunch break of one (1) hour each day.

16.06 All Employees shall be permitted a rest period or coffee break of fifteen (15) consecutive minutes both in the first and the second half of a shift.

16.07 Hours of work for part-time and casual Employees shall be determined in accordance with the needs of the Employer.

16.08 For Employees required to accompany and supervise a child for no less than a twenty-four (24) hour continuous period, shall be credited with twenty-four (24) hours worked for each continuous twenty-four (24) hour period.

16.09 On Call/Call back

Where Property Coordinators are required by the Employer to be on call after their normal hours of work in a day, the on-call Property Coordinator shall be paid the sum of two hundred and fifty dollars (\$250) per seven (7) day week. When this on call is providing coverage over a paid holiday, an additional amount of fifty dollars (\$50) for each paid holiday in the week will be paid to the Employee. The Employer shall prepare an on-call schedule, after consulting with the Property Coordinators, where the on-call period shall not start or end on a Saturday or Sunday. In the event the Property Coordinator is required to return to the work site, they shall be paid time and a half of their regular rate for all hours worked during the on call period.

ARTICLE 17 - OVERTIME

17.01 All hours worked in excess of seventy (70) hours in a two (2) week pay period shall be considered overtime.

17.02 Except in cases of emergency, all overtime shall be authorized and approved in advance by the Employer. Where approval in advance is not possible, then the Employee shall inform the Manager by telephone. If the Employee is not able to request approval for overtime because the Manager is not available by telephone, the Employee shall inform the Manager the following working day. Emergency overtime shall be submitted to the Employer within two (2) working days for approval.

17.03 If an Employee works more than seventy (70) hours in a two (2) week pay period, but less than eighty (80) hours in a two (2) week pay period, with the written approval of the Manager, the Employee will bank such overtime worked on the basis of one (1) hour in the bank for each overtime hour worked unless the Manager has directed the overtime to be done due to an emergency, in which case, such time will be banked at one and one-half (1 ½) for each hours worked.

17.03 Continued

If the Employee works in excess of eighty (80) hours in the two (2) week pay period, with the written approval of the Manager, the Employee will bank this overtime worked on the basis of one and one-half (1-1/2) hours for each overtime hour worked.

It is understood that the scheduling of time off from the overtime bank will be mutually agreed between the Employee and their Manager within ten (10) weeks from the end of the week in which the overtime hours were worked. If the Employee and their Manager cannot agree to a schedule for the time off within the ten (10) weeks from the end of the week in which the overtime hours were worked, the Manager reserves the right to require the Employee to schedule the time off within the (10) ten-week period. The Employer shall pay out overtime hours existing for more than the ten (10) week period from the end of the week in which the overtime hours banked were worked, with the following exception:

Should the Employee go on vacation or leave of absence in excess of twenty (20) consecutive working days during the ten (10) week period, the ten (10) weeks will be extended by one pay period for every ten (10) days or part thereof.

17.04 Travel time to attend training or go to conferences shall be included in the definition of time worked.

17.05 An Employee required to work in excess of 10 hours in a day shall receive an amount of up to twenty dollars (\$20.00) to purchase a meal. A receipt will be required.

ARTICLE 18 - AFTER HOURS

18.01 The Employer may schedule on-call hours for After Hours Workers at times it deems necessary.

- 18.02 (a) The Employer will post for the After Hour Workers required. The Employer reserves the right to limit the number of staff for after-hours work and to ensure they are qualified and able to perform the available work. The Employer reserves the right to determine reasonable response times and to deny Employees the ability to do the After Hour work based on their ability to meet those reasonable times. The Employer may also hire externally to create a pool of available After Hour Workers if the internal pool falls below the Employer's need to ensure after hours coverage.
- (b) The Employer will create a schedule for After Hours Workers. An After Hour Worker, shall not be scheduled for more than one weeknight shift per week and one weekend in five (5). However, After Hours Workers may pick up one additional weeknight shift, or switch a shift, which would result in working two (2) shifts in a one (1) week period. The work week is defined as Monday 8:30 am to 8:30 am the following Monday.
- (c) In the event that the scheduled After Hour worker is not available to do the work, the following steps shall be taken:
- i) If the absence(s) is/are known about in advance and the worker scheduled is able to switch with another After Hours Worker, they may arrange this on their own and advise the Manager. If the After Hours Worker provides no less than thirty (30) days' notice, unless the Manager and the After Hours Worker agree otherwise, of a need to change their shift and has made reasonable attempts to find a replacement but are unable to arrange coverage, the After Hours Program Manager will find a replacement using the process outlined as if the absence is immediate.
 - ii) If the absence is immediate the After Hour Program Manager will:
 - (a) find a replacement from the workers on the After Hour Team subject to the limitations in 18.02 (b).
 - (b) If the replacement is not found in (a) above, then the Program Manager will find a replacement from the list of staff who are on the After Hours backup roster. This list of staff on the After Hours backup roster will be arranged in order of seniority. Calls to Employees on the list will be made on a rotating basis so that all Employees on the list will have equitable opportunity to perform the available work.
 - (c) If the replacement is not found in (a) or (b) above, the Program Manager will canvas for other qualified and authorized workers to volunteer for the shift.

18.02 (ii) Continued

(d) If the replacement is not found in (a), (b) or above, the Program Manager will assign the shift to one of the five (5) least senior qualified and authorized workers on a rotating basis.

18.03 In the event that an After Hours Worker experiences call out volumes and/or intensity that may impact on their regular daily work, the Employee may seek to flex their regular daily work time with the approval of their Manager.

18.04 Each after hours weeknight shift, scheduled from Monday to Thursday shall normally be from 4:30 p.m. each day until 8:30 a.m. the following day. The After Hours shifts for the weekend shall normally be the period commencing 4:30 p.m. Friday until 8:30 a.m. Monday.

18.05 (a) The on-call rates shall be as follows:

	November 6, 2023 (with 1 st AH evening shift)	April 1, 2024	April 1, 2025
AH Hourly Rate	\$13.00	\$13.50	\$14.00
AH Hourly Holiday Rate	\$19.50	\$20.00	\$21.00

The above-noted rates shall be increased by the same percentage increases as in Schedule A.

Should the Employer close the office, during a regular workday that is not a paid holiday, the hours covered in this case by After Hours Workers that are also regular Employees shall not be considered after hours and will be considered part of the normal work schedule, in which case their hourly rate shall apply, and the on-call rate shall not apply.

At no time shall the employee be in receipt of the on-call rate and other hourly rates for the same time periods.

18.05 Continued

- (b) When an Employee who also holds another regular position with the Employer is on call, and is required to perform work by attending at a situation in the field and completing the subsequent documentation, and has been granted approval to do so by the Manager or designate, the hourly rate of pay for such work shall be the hourly rate in the other regular position they hold and shall be paid a minimum of three (3) hours' pay.
- (c) For After Hours Workers, who do not hold a regular position with the Employer or holds another regular position with the Employer that makes less, these hours in the field and the completion of the subsequent documentation will be paid at the minimum rate which is equivalent to the hourly starting rate in Pay Band 9 for each hour worked and apply to any time the Employer requires them to perform work outside of any on-call periods. A minimum of three (3) hours' pay will be paid for this work.

18.06 The following shall apply to After Hours Workers:

- (a) On-call shifts and time worked as an After Hours Worker shall not be deemed as hours worked for the purposes of this Collective Agreement.
- (b) For those After Hours Workers also holding regular part-time or casual positions with the Employer, the on-call shifts and time worked as an After Hours Worker shall not be deemed work or scheduled hours for the purposes of Article 23 (benefits).

ARTICLE 19 - HOLIDAYS

19.01 (a) The Employer shall recognize the following Paid Holidays for its full-time Employees:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Remembrance Day

19.01 Continued

- (b) The Employer shall grant one (1) day between the last working day before Christmas Day and New Year's Day to all full-time staff as an Employee Paid Holiday (EPH), in consultation with the Union. When the Employer designates the EPH, it will identify, by March 1 of each year the date chosen.
- (c) One (1) float day per contract year to be taken at a time mutually agreeable between the Employee and the Employer. The float day may not be carried over from contract year to contract year.

19.02 In order to be entitled for payment for the paid holidays, an Employee must have worked the full scheduled working day immediately preceding the holiday and the full scheduled working day immediately following the holiday unless absent with the permission of the Manager or for a bona fide illness.

An Employee shall not be paid for the holiday if the Employee is in receipt of, or eligible for, short term disability benefits, long-term disability benefits, Workplace Safety and Insurance Board benefits, Employment Insurance benefits, is laid off, or is on a leave of absence. The Employer may request a certificate for proof of illness.

19.03(a) Full-time Employees shall be paid their regular daily rate for the paid holiday. Part-time Employees shall be paid in accordance with the Employment Standards Act based on the part-time Employee's regular wages earned by the Employee in the four weeks before the work week in which the holiday falls.

(b) When any of the Paid Holidays fall on a day other than a regular working day, then the Employer shall designate either the preceding Friday or the following Monday as the day upon which the Paid Holiday will be celebrated.

19.04 Where a Paid Holiday falls upon a working day, the Employer and the Employee or Employees may agree to substitute another working day for the Paid Holiday and the day so substituted shall be deemed to be the Paid Holiday.

19.04 Continued

Where, however, the Employer and the Employee or Employees are unable to substitute a lieu day and the Employee or Employees are required to work on the day designated as the Paid Holiday, the Employee or Employees so affected shall be paid time and one-half (1½X) for all hours worked in addition to the Paid Holiday pay.

- 19.05 An Employee who wishes to observe other religious holidays, will notify the Employer by February 28th of these holidays. The request will be given priority and be granted, provided that adequate service coverage can be maintained as per existing policy. The Employee will be required to make up the time for the religious holiday by the substitution of vacation time or other compensatory time.

ARTICLE 20 - VACATIONS

- 20.01 New Employees shall commence to accumulate annual leave credits from the date of their appointment, whether on probation or not, at the rate of one and one quarter (1.25) days per month. During the first six (6) months of service, an Employee may request vacation which may be granted, but which shall not exceed their total accumulation credits. It is understood that any days taken as vacation days during the probationary period shall result in the probationary period being extended by that number of days.

- 20.02 The vacation year shall be April 1 to March 31. Vacation shall be taken in the vacation year in which it is deemed to be earned. If an Employee leaves prior to the end of the vacation year, the Employer shall deduct any excess vacation from the Employee's last pay.

Employees may carry over up to ten (10) days of vacation entitlement to the following vacation year provided they have taken no less than 10 days of vacation in the vacation year. Any days in excess of these ten (10) days are subject to the approval of the Executive Director or designate.

20.03 Vacation shall be granted at the discretion of the Employer, considering the Employer's operational requirements, the wishes of the Employees and the seniority of the Employees within the work unit. Employees shall notify the Employer, in writing, no later than February 28th of each year of their preferred vacation dates. If two (2) or more Employees request the same vacation and the Employer is not willing to grant all the requests, seniority within the work unit will be the deciding factor. The Employer shall provide a vacation schedule by March 31st. Requests for vacation submitted after February 28th shall be considered on a first-come-first-serve basis.

From June 30th to Labour Day no Employee may be allowed to request more than twenty (20) days. After the vacation schedule has been posted, and provided operational requirements are fulfilled, additional days may be requested.

For the purposes of this article, a work unit shall be a group of workers under a single manager for vacation approval. During the week between Boxing Day and New Years Day, Family Service Workers and Children Service Workers shall each be considered a work unit. The rest of the work units will remain the same.

20.04 All full-time employees shall earn vacation on the following basis:

- One and one-quarter (1.25) days per month of active service in the first two (2) years of service (equivalent of three (3) weeks);
- One and two-thirds (1.67) days per month of active service from the beginning of the third (3rd) to the end of the seventh (7th) year of service (equivalent of four (4) weeks);
- Two and one-twelfth (2.08) days per month of active service from the beginning of the eighth (8th) year of service to the end of the fourteenth year of service (equivalent of five (5) weeks);
- Two and one-half (2.5) days per month of active service from the beginning of the fifteenth year of service (equivalent of six (6) weeks).

An Employee is not entitled to earn any vacation days under this Article during a month in which the Employee is absent from duty for the whole month for any reason other than vacation, leave of absence with pay, pregnancy/adoption leave, parental leave or sick leave paid by the Employer as set out in Article 21.

20.04 Continued

Part-time Employees' vacation pay shall be pro-rated to equal the vacation entitlement listed above, where one hundred and fifty-two (152) hours worked equals one (1) month worked and one thousand eight hundred and twenty (1820) hours worked equals one (1) year of service for part-time Employees who normally work seven (7) hour shifts.

20.05 Where an Employee who is leaving the employ of the Employer has used more vacation than was accumulated, the number of days owing will be deducted from the final payroll cheque of the staff member, calculated at their regular daily rate of pay. Similarly, payment for unused vacation credits will be added to the Employee's final payroll cheque.

20.06 Where an Employee qualifies for sick leave paid by the Employer (certified by a doctor's certificate) or bereavement during their period of vacation, there shall be no deduction from vacation credits for such absence. By mutual agreement, the period of vacation so displaced shall either be added to the vacation period or be reinstated for use at a later date.

20.07 Employees who must appear in court or are called in to work on Society related business while on vacation will be allowed to add such time worked to their vacation.

20.08 Vacations may be taken in single days or half days. With the advanced agreement of their manager, the employee may take vacation in increments of one (1) hour.

ARTICLE 21 - LEAVE

21.01 Sick Leave

Full-time Employees will be credited with ten (10) working days (70 hours) sick leave credits at the commencement of each fiscal year. Employees on an unpaid leave of absence in excess of thirty (30) days shall not accumulate sick leave credits and shall have such sick leave credits pro-rated for the fiscal year to account for the absence. Persons who cannot attend work because of illness or need to leave work during the business day because they have fallen ill, must report their absence to their direct Manager or designate as soon as practicable.

Sick leave may be used in half-hour units. Periods less than that will be counted as one-half (1/2) hour. Employees will not be able to carry over unused sick leave credits or be compensated for unused sick leave credits under any conditions.

Sick leave credits for part-time Employees shall be pro-rated based on their regularly scheduled hours of work.

21.02 Short Term Disability

STD benefits will commence on the 6th consecutive scheduled day of absence resulting from illness or on the first day of an absence resulting from an accident or hospitalization. To claim benefits, you must be under doctor's care, and you and your doctor must complete and return the required forms to your Human Resources Representative. The Union shall be made aware of any changes to the forms at the Labour Management Committee.

The Employer may seek the support of a qualified disability management provider. It is agreed that Employees will cooperate with the qualified disability manager should they be engaged with their absence from work.

The Employer shall provide a short-term disability plan at its expense.

Short-term sick leave plan provides benefits to all full-time permanent Employees who as a result of illness or injury are disabled and unable to work. The fiscal aggregate STD benefits of 525 hours are determined by the Employee's length of service as set out in the following schedule.

21.02 Continued

YEARS OF SERVICE AT APRIL 1	STD ALLOTMENT (100%)	STD ALLOTMENT (75%)
Less than 3 months	35 hrs	No benefit
3 months but less than 1 year	70 hrs	455 hrs
1 year but less than 3 years	140 hrs	385 hrs
3 years but less than 5 years	210 hrs	315 hrs
5 years but less than 7 years	280 hrs	245 hrs
7 years but less than 9 years	350 hrs	175 hrs
9 years but less than 10 years	420 hrs	105 hrs
10 yrs and over	525 hrs	

A new allotment of 525 hours will be established each April pt for any absence due to illness or injury that commences during that fiscal year. Unused STD allotment is not carried forward from year to year

The STD plan will be administered in accordance with the elimination period of the LTD plan.

21.03 Proof of Illness

The Employer shall be entitled to necessary proof of illness. The Employee is required to submit a medical certificate signed by a qualified medical practitioner after three (3) consecutive days of illness. A medical certificate must provide the following:

- (a) that the Employee suffers from a medical condition that prevents the Employee from performing the essential duties of their job;
- (b) a prognosis about the Employee's likely date of return.

In addition, when an Employee is returning to work, the Employee may be required to provide additional information about restrictions, if any, on the Employee's performance of normal duties when the Employee returns to work.

21.03 Continued

If an illness lasts an extended period or the Employer requires more information than is provided in the medical certificate, the Employer has the authority to request that the Employee submit to a medical examination and may request additional information concerning the effect of any treatment program. The Employer shall maintain the confidentiality of any information that is provided by the Employee.

In selecting a physician for an independent medical examination of the Employee, the Employer shall offer no less than three (3) names to be chosen from by the Employee. The exam will be paid for by the Employer.

It is agreed that reasonable costs incurred for the completion of the required medical forms will be borne by the Employer upon submission of invoice or receipt.

Notwithstanding the above, the Employer may, in circumstances of a pattern of sick leave absences giving rise to a suspicion of possible misuse, inform the Employee that any further absences may require them to submit a medical certificate or the required forms.

Employees on short term disability may use accrued unused lieu time, and/or earned, unused vacation time available to the Employee to top up this pay to the rate of their regular salary.

21.04 Long Term Disability

The Employer shall pay one hundred percent (100%) of the premium cost of a Long Term Disability Plan that will provide for 66 2/3% of earnings.

The Long Term Disability plan commences on the one hundred and five (105th) consecutive calendar day of disability.

The Long Term Disability Plan provisions cease at the earlier of retirement or age sixty-five (65), or upon return to work. Long Term disability benefits will be consistent with the terms and conditions of the contract of insurance with the Long Term Disability carrier.

21.04 Continued

An Employee who has exhausted her/his sick leave benefit and does not have enough to bridge them to the first day of eligibility for long term disability benefits may use accrued unused lieu time, and/or earned, unused vacation time available to the Employee.

An Employee who uses accrued unused lieu time, and/or earned, unused vacation time to bridge to long term disability or to top up short term disability pay is deemed to continue to be on short term disability for the period of time that pay is bridged or topped up.

Subject to the medical or other limitations of the Employee, on return from long term disability, the Employee will be placed in their former position, unless otherwise agreed between the Employer, the Employee and the Union.

ARTICLE 22 – PAYMENT OF WAGES AND ALLOWANCES

- 22.01 The Employer shall pay wages and salaries every two (2) weeks in accordance with Schedule "A" attached hereto and forming part of this Agreement.
- 22.02 When an Employee, on the request of the Executive Director, temporarily substitutes in or performs the principal duties of a higher paying position, they shall receive the rate for that job. When an Employee is temporarily assigned to a position paying a lower rate, their classified rate shall not be reduced.
- 22.03 Each full-time Employee shall receive their annual increment yearly on the day of their anniversary of employment in their current pay grid. Annual increments shall be paid to each full-time Employee until they have reached their maximum salary. Annual increments are shown in Schedule "A" of the Wages. Each part-time Employee shall move on the grid when they have worked the equivalent number of full-time hours as set out in Article 12.01.
- 22.04 When a person is reclassified to a higher classification, their salary shall be the next higher amount in the new classification, i.e., to a step which is not less than the amount of the step they would have had, had they not been reclassified.

22.05 Expense Allowance

When an Employee incurs meal or other expenses in the course of the fulfilment of their job, the Employer shall pay for said expenses in compliance with the Employer's Policy.

Upon request, the Employer shall provide preliminary funds to an individual on submission of an approved travel agenda and expense estimate.

Upon return, individuals who have received an advance shall submit within two (2) weeks of the event a complete reconciliation of the advance, including receipts.

In all other instances, expenses must be submitted by the 10th day within the following month in which the expenses were incurred.

Unexpected expenses, upon approval, shall be reimbursed by the Employer upon submission of bills.

22.06 Car/Mileage Reimbursement

Mileage rates paid to Employees using their own cars on Employer business with the approval of the Employer shall be on the following basis:

- (a) Vehicle usage will be in accordance with Employer policy. Where possible, travel to conferences, courses, and/or meetings, Employees shall use the Employer vehicle.

However, public transportation shall be given consideration where the vehicle is not available and mileage will be paid as a last option.

- (b) The mileage rate paid to Employees who are required by the Employer to use their own personal automobile on Employer business shall be paid fifty-six cents (\$0.56) per kilometre. Effective April 1, 2024, the rate shall be adjusted to fifty-seven cents (\$0.57) per kilometre. Effective April 1, 2025, the rate shall be adjusted to fifty-eight cents (\$0.58) per kilometre. The Employer reserves the right to provide for a temporary rate of mileage reimbursement, from time to time, provided it is no less than the amount stipulated in this article.

22.07 Vehicle Insurance

- (a) Staff using their own cars for Employer purposes must carry one million dollars (\$1,000,000.00) Public Liability and Property Damage insurance for the purpose of protecting the Employer's clients against liability. An endorsement to this effect from the insurance company must be filed with the Employer.

In the event of an automobile accident when driving an Employer owned/leased/rented vehicle, the Employee shall be responsible for payment of up to five hundred dollars (\$500.00) of the deductible, where there has been a conviction under the Highway Traffic Act that demonstrates negligent or reckless behaviour.

- (b) The Employer will provide, at its own expense, emergency first aid kits to those Employees required to transport children/youth in their personal vehicles.
- (c) Employees required to carry infants and toddlers must provide a bolt for attachment of the infant and toddler seats. The Employer shall reimburse the Employee for the cost of seat bolt installation when required.

22.08 Subject to Article 22.07, the Employer agrees to reimburse in full, to a maximum of five hundred dollars (\$500.00), Employees for damage done to their automobiles as a direct result of the authorized discharge of their duties. Such reimbursement shall be paid within thirty (30) days from date of estimate of damages is submitted. This clause shall not apply where the Employee contributes to the cause or damage or did not take proper steps to prevent damages.

22.09 Cell Phones

The Employer agrees to provide Employees with cell phones who are required, by the Employer, to use them in the normal course of their duties for the Employer.

ARTICLE 23 - BENEFITS

23.01 The Employer will maintain its current benefit plans for permanent Employees who regularly work twenty (21) hours per week or more, who have completed three (3) months of employment.

23.02 For the benefits outlined in this Article, the Employer agrees to pay 100% of the premium. Part-time staff scheduled to work 21-35 hours per week shall pay a prorated share of premiums or deemed premiums to enroll in health, dental, and life insurance group insurance plans. Part time staff scheduled to work less than 21 hours per week and After Hours Employees who do not hold a regular position will receive 12% in lieu of benefits listed in this Article and sick leave.

23.03 All benefits are subject to the terms and limitations of the master contract with the carrier or carriers a copy of which will be provided to the Union on an annual basis.

Benefits will be consistent with Green Shield Canada Policy #15491 as set at October 15, 2014.

The Employer may substitute another carrier for any of the benefits provided that the level of benefits conferred is not decreased or removed.

Eligible employees and family members of employees who are receiving drug plan benefits through OHIP+ whose claim(s) is submitted to OHIP+ and rejected, may submit such claim to the benefits carrier in accordance with the terms of the benefit plan.

Furthermore, the Employer will advise the Union of any change in carrier at least sixty (60) days prior to implementing such a change.

The Employer will amend group insurance benefit plan to ensure paramedical benefits includes counsellor/social worker, psychotherapist, and occupational therapist.

NOTE: Out of Country travel insurance will be reduced from 180 days to 60 days.

23.03 Continued

For the sole purpose of the continuation of group insurance benefits, an eligible Employee who is in receipt of STD or LTD benefits, in accordance with the terms of the STD or LTD insurance plan, will be treated as being on a paid leave while absent from work.

23.04 Coverage for O.M.E.R.S., C.P.P., and E.I. shall be paid for in accordance with the applicable legislation. Subject to the terms of the OMERS plan, Temporary Employees may opt to participate in OMERS upon becoming eligible for such participation.

23.05 (a) The Employer agrees to arrange for coverage of all Employees under the Workplace Safety and Insurance Act (WSIA).

(b) An Employee may access uninsured and available sick leave credits and/or short-term disability benefits subject to the terms and conditions of the applicable Employer policies and/or Collective Agreement, until such time as the Employee's claim for benefits is approved by WSIB. It is agreed that any payments provided to the Employee is considered to be an advance on their WSIA benefits and, if the Employee is awarded WSIA benefits, that advance will be considered an overpayment owing by the Employee to the Employer.

The Employee and the Union will take all required steps to advise the WSIB of the advance paid by the Employer and to ensure that the WSIB reimburses the Employer for the overpayment made.

23.06 Health Spending Account

(i) The parties are committed to creating a workplace culture that supports wellness of all individuals working within the child welfare sector and agree that nurturing and caring for ourselves and one another are fundamental to the creation of an environment that enables quality service to children, youth and families.

23.06 Continued

(ii) Therefore, a Health Spending Account will be provided to all active full time and part time Employees (excluding casual) subject to the following conditions:

- April 1, 2022 - \$1000
- April 1, 2023 - \$1000
- April 1, 2024 - \$1250 and every fiscal year thereafter

Active employees shall include employees on a paid leave as of April 1 of each year. Excepting any unpaid leaves under the *Employment Standards Act*, employees who are on an unpaid leave as of April 1, shall have their amounts prorated following their return to work at the end of the unpaid leave of absence.

These amounts will be prorated for new staff hired throughout the fiscal year. For temporary Employees the amounts will be prorated based on the duration of their employment in each fiscal year.

The account would pay for CRA eligible expenses above benefit plan entitlements and may not be used to substitute for existing plan coverage. Further, it will:

- i) have a one-year roll-over consistent with CRA rules may be accumulated in a health spending account.
- ii) facilitate Employees to self-direct their wellness options and would be non-taxable as per CRA rules.
- iii) be administered by the respective Employers' benefits providers in accordance with the terms and conditions of their plans.
- iv) be governed, at all times by the Income Tax Act. The parties further recognize that this provision is subject to CRA rules and requirements, including its definitions regarding eligible expense.

ARTICLE 24 - LEGAL LIABILITY

24.01 This article shall only apply to situations where an Employee or former Employee is either named in a civil suit as defendant, or charged with a criminal offence, with the exception of the *Highway Traffic Act*, arising out of the authorized discharge of their duties as an Employee, where they acted in good faith and in a professional manner and following relevant statutes, standards and/or the directions of the Employer.

24.02 With respect to criminal offence coverage:

- (a) The Employer agrees to pay the premium costs of an insurance policy that provides criminal offence coverage;
- (b) The Employer will not require the payment of any insurance deductible by the Employee.

24.03 With respect to civil litigation coverage:

- (a) The Employee and the Employer will be entitled to review and jointly agree on the appointment of a solicitor from the list of the legal firms who provide civil litigation for the Insurance company.
- (b) The chosen solicitor will then jointly represent the interests of the Employee and the Employer.
- (c) The Employee will be involved with the Employer and the solicitor in determining the manner in which the matter is defended.
- (d) The Employee will be kept informed re: the defense of the matter and will receive information at the same time as the Employer.
- (e) In the event the Employee or former Employee is found liable, the Employer and/or the Insurer reserves the right to recover all or any portion of the legal costs paid. In the event costs are awarded to the Employee, such monies shall be paid to the Employer.
- (f) Where the Employee has been named as a defending party in a civil proceeding arising out of the course of their duties and provided the Employee has not committed a serious breach or dereliction of duties and/or responsibilities, the Employee shall suffer no loss of pay for time required to defend the civil proceeding.

24.04 With respect to insurance coverage of criminal offences:

- (a) The Employee and the Employer will be entitled to review and jointly agree on the appointment of a solicitor from the list of the legal firms who provide defense of criminal charges for the Insurance Company.
- (b) The Employer agrees to pay all legal costs for defense of the criminal charge that may exceed the limitations of the Insurance Policy.
- (c) In the event the Employee or former Employee is convicted, the Employer and/or the Insurer reserves the right to recover all or any portion of the legal costs paid.

24.05 The Employer agrees that in situations where criminal charges have been laid against an Employee and on review the Employer is satisfied that:

- (a) the Employee has carried out the Employer's mandate to provide child welfare and/or service in good faith and in a professional manner; and following relevant statutes, standards and/or the direction of the Employer, and;
- (b) the Employee has not committed a serious breach or dereliction of said duties and/or responsibilities.

The Employee may be placed on a leave of absence with full pay, benefits and seniority; or the Employee may be placed in another position within the Employer, if one can be found without displacing another Employee and without change of pay until the conclusion of the legal process, up to and including trial.

24.06 Where the Employee wishes to retain their own solicitor not on the list provided by the Insurance Company, it shall be at the cost and expense of the Employee.

24.07 In a situation where an Employee is assaulted in the course of or arising out of their duties, if they exercise their right to lay charges, then after consultation with the Employer, they shall be granted time off from work without loss of regular pay for any necessary related meetings with professionals/collaterals and/or court procedures.

24.08 If upon completion of the trial of the criminal charges, there is a conviction and the Employee or former Employee elects to appeal the conviction and requests that the Employer fund the legal expenses of the appeal, the Employer agrees to undertake a review of the merits of the appeal and once that review is completed, the Employer may elect to fund all or any portion of the appeal process.

24.09 In the event this article is triggered for any reason, the President of the Local or their designate shall be notified immediately.

The Employer shall supply the Union with a current copy of the Employer's insurance coverage for civil liability and criminal offence.

ARTICLE 25 - GENERAL

25.01 The Employer shall provide space on a bulletin board upon which the Union shall have the right to post notices of interest to its members.

25.02 The Memorandum of Agreement concerning Self-Funded Leave (also called the X/Y Plan) shall form part of this Agreement.

25.03 Personnel File

The Employer agrees that no document shall be placed in an Employee's personnel file without their knowledge.

The Employer agrees that an Employee who gives reasonable notice shall be allowed to see their personnel file in the presence of an HR Representative.

Discipline shall be removed from the Employee's file twenty-four (24) months from the issuance of a letter of discipline or suspension, provided the Employee remains discipline free for a continuous period of 24 months of active service.

If an Employee chooses to respond in writing to any discipline letter or document within their personnel file, the response will form part of their personnel file.

25.04 Professional Development

It is the intention of the Employer to provide opportunities for Employees to upgrade their skills and knowledge. Where these Employer approved training, opportunities are made available to Employees, the time spent by Employees in attendance will be paid for at the Employee's normal daily rate of pay, inclusive of travel time.

The necessary funds, subject to Agency Policy, will be made available for the Employee to attend, including expenses of the registration, meals, travel, and accommodation. Upon written request, the Employer shall provide preliminary funds to an individual on submission of an approved travel agenda and expense estimate.

Upon return, individuals who have received an advance shall submit within (2) two weeks of the event a complete reconciliation of the advance, including receipts.

25.05 Professional Fees and Affiliations

- (a) The Employer, for the duration of the collective agreement, will not require any bargaining unit employee to become a member of The Ontario College of Social Workers and Social Service Workers as a condition of employment or continued employment unless required by legislation, regulation or directive from the applicable Ministry.
- (b) Where membership in the Ontario College of Social Workers and Social Service Workers may be required by legislation, regulation or directive from the applicable Ministry, the Employer and the Union shall meet to discuss implementation and other issues.

25.06 Duty to Accommodate

- (a) The Parties shall comply with the terms of the collective agreement, *Human Rights Code*, and/or the *Workplace Safety and Insurance Act*.

25.06 Continued

- (b) It is the responsibility of persons with disabilities, who may require an accommodation, to:
- Cooperate in and provide the necessary medical and other information to assess their need for accommodation, if any, and the appropriate accommodation;
 - Participate in discussions about solutions;
 - Work with the Employer and, where applicable, the Union, disability benefits provider and/or WSIB, on an ongoing basis to manage the accommodation process.
- (c) The Union is required to:
- Take an active role as a partner in the accommodation process;
 - Share joint responsibility with the Employer to promote accommodation;
 - Support accommodation measures regardless of the collective agreement;
 - Maintain the confidentiality of persons with disabilities, with respect to medical information to the extent that is reasonable and practical in the circumstances.
- (d) The Employer is required to:
- Consider accommodation requests, in good faith;
 - Request necessary medical and other information to assess the Employee's need for accommodation, if any, and the appropriate accommodation;
 - Obtain expert advice or opinion where it deems necessary,
 - Where an accommodation is necessary, take an active role in reviewing and considering appropriate accommodation options;
 - Maintain the confidentiality of persons with disabilities, with respect to medical information, to the extent that is reasonable and practical in the circumstances;
 - Deal with accommodation requests in a timely way, in the circumstances;
 - Bear the cost of any required medical information or documentation.

ARTICLE 26 – HEALTH AND SAFETY

26.01 The Parties agree that the Employer has a responsibility to inform Employees about known unsafe working conditions or those which ought reasonably to be known. The Parties agree that Employees have the right to refuse to perform unsafe work in accordance with the Occupational Health & Safety Act. The Parties agree that Employees shall participate in the Joint Health and Safety process as outlined in Article 7.03 of this Collective Agreement. The Employer in conjunction with the JHSC will engage in a review of all Agency Health and Safety policies and revise as required.

26.02 The Employer and the Union recognize the importance of the emotional wellbeing of Employees and such issues shall be discussed at Labour Management meetings as the need arises.

26.03 Respectful Workplace

The Employer and the Union recognize their joint obligation to:

- Provide and maintain a safe and healthy workplace;
- Support and promote an environment that is free of disruptive workplace conflict and disrespectful behaviour, and;
- Comply with all duties and responsibilities under the *Occupational Health and Safety Act* as may be amended from time to time.

26.04 Violence In The Workplace

The Employer agrees that they will assess the workplace(s) for risks of violence that may arise on an ongoing basis through the Joint Health and Safety Committee and make recommendations with the aim of preventing and reducing risk.

The Employer agrees that they shall provide workers with information and instruction that is appropriate on the contents of the policy and program with respect to workplace violence.

If the Employer becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the Employer shall take every precaution reasonable in the circumstances for the protection of the worker.

26.05 Worker Safety Risks

Where a worker or Manager becomes aware that providing service to a client poses a safety risk that may expose the worker to physical injury, the worker and Manager will discuss the safety risk and develop a worker safety plan which may include co-teaming and/or other supports.

ARTICLE 27 - JOB SECURITY

27.01 Qualifications

(a) Should job qualifications be changed by the Employer, bargaining unit members will be deemed qualified for their current positions, and those qualifications for which an Employee has been deemed qualified will be transferable to any other position within the bargaining unit which requires those qualifications.

(b) Should job qualifications be changed as a result of legislation or government directives, MCYS shall work with the Employers and the Unions to develop a plan to mitigate any negative impact for staff.

27.02 Organizational Changes

(a) The Employer shall give the Union a minimum of two (2) months' notice in the event the Employer has determined a reduction in bargaining unit Employees and/or closure of programs, services or supports; layoffs; restructuring; or any other initiative, such as technological change, shared service arrangements, or mergers/amalgamations, that would impact the job security of bargaining unit members.

(b) The Employer shall meet with the Union within fifteen (15) working days of the notice at which time the Employer shall advise the Union of its plans.

(c) The Employer and the Union will continue to meet on an ongoing regular basis to minimize impact on service and Employees.

27.03 Permanent Layoff Entitlements

An Employee who is subject to permanent layoff shall have the following entitlements:

- (a) Be placed on a recall list for twenty-four (24) months from the date the actual layoff begins; or
- (b) Accept the layoff, waive the right to recall, resign, and receive any termination and severance pay of two (2) weeks salary for each year of continuous service to a maximum of twenty-six (26) weeks' pay inclusive of obligations under the Employment Standards Act, 2000.

Nothing in this article is intended to deprive an Employee of any other options upon layoff that may be available to that Employee under the Collective Agreement.

**ARTICLE 28 - RECRUITMENT AND RETENTION - MOBILITY OF EMPLOYEES
IN THE CHILD WELFARE SECTOR**

The parties to this agreement recognize the value of retaining experienced Employees. In order to provide mobility and enhanced service-based rights for Employees who may wish to relocate from one agency to another, the following measures are to be enacted:

- i) All bargaining unit vacancies that occur at a participating Employer, where the Employer has exhausted their normal internal posting and recruitment processes, shall be included in the job postings on the OACAS website.
- ii) Employees hired from one agency into another will be required to complete a full probation period as per the Collective Agreement of the hiring Employer.
- iii) Where an applicant from a participating Employer is successful in a job competition at another participating Employer, upon moving to the new Employer service-based entitlements for wages and vacation at the new Employer shall be based on the length of their most recent period of continuous service. The foregoing does not apply to seniority-based entitlements.

**ARTICLE 29 - PROCESS OF PDT REFERRAL TO LOCAL TABLES AND
DISPUTE**

29.01 The Employers group shall forward a copy of this agreement to the Executive Directors of all represented Employers and shall unanimously recommend that it be accepted by each Employer.

Each Union shall forward a copy to their local Presidents and shall unanimously recommend that it be accepted by each local union. The Parties shall agree on a joint release date.

29.02 Each Employer and Local that opts into the agreement will unanimously recommend ratification of the terms in Parts 9, 10, 11, 12, 13, 14, 15 and 16 of the PDT framework agreement by their local principals.

29.03 Where there is a dispute between local parties regarding the incorporation of any term(s) of this Consensus Agreement into a local Collective Agreement, the Employers group and Union group parties to this Consensus Agreement may each select one representative from their respective group to assist the local parties in resolving such dispute.

29.04 Where there is a dispute regarding language issues that are included in a Collective Agreement by virtue of the PDT agreement, the provisions of the local Collective Agreement shall be used to resolve such disputes.

29.05 Where there is a dispute between the Employers group and Union group parties to this Consensus Agreement regarding the interpretation, application or alleged violation of its terms, and that dispute does not arise under a local Collective Agreement such that Part 16 (d) applies to it, the dispute shall be referred to final and binding arbitration as follows:

- (a) A labour arbitrator will be selected by mutual agreement of the parties within thirty (30) days of the dispute arising. If agreement cannot be reached then, within that thirty (30) day period, either party may apply to the Ministry of Labour for the appointment of an arbitrator. This time limit may be extended by mutual agreement.

- 29.05 (b) Where the parties agree, the arbitrator may act as "mediator-arbitrator".
- (c) The arbitrator will have the same powers and authority as set out in section 48 of the Ontario Labour Relations Act. The arbitrator will not have the authority to add to, modify or delete any part of this Consensus Agreement. The fees and expenses of the arbitrator shall be divided equally among the parties to the dispute.
- 29.06 If the parties are unable to agree on an arbitrator as per 29.05 (a) above, the parties agree to appoint as arbitrator the person named by the Minister of Labour or their designate.

ARTICLE 30 - TERM OF AGREEMENT

- 30.01 This Agreement shall remain in full force and effect from April 1, 2022, to March 31, 2026, and shall continue in force from year to year thereafter unless not more than ninety (90) days and not less than thirty (30) days before the date of termination either Party furnishes the other with notice of termination or amendment of this Agreement.
- 30.02 Any changes deemed necessary in this Agreement may be made by written mutual agreement of the Parties at any time during the existence of this Agreement.

APPENDIX "B" - HUMAN RESOURCE ADJUSTMENT PLANS (HRAP)

ARTICLE 1 - SCOPE AND PURPOSE

- 1.01 This document is intended to set out general guidelines and principles regarding child welfare sector integrations during the term of this agreement which are mandated by the Ministry and for which local Human Resources Adjustment Plans (HRAP) are required to be negotiated. Subject to the following terms, these principles will serve as the framework for the treatment of bargaining unit Employees and will apply to subsequent negotiations with Unions, as may be required, as part of an integration arising within the context of the Ontario Labour Relations Act (OLRA) or PSLRTA, whichever is applicable.
- 1.02 Employees who may be impacted by an integration are valued and are to be treated fairly and respectfully. The parties agree that they will make reasonable efforts to reduce any negative effect on Employees as a result of an integration in accordance with the following.

ARTICLE 2 - GENERAL

- 2.01 Except as provided under applicable legislation, to the extent that a local HRAP conflicts with the terms of any subsisting Collective Agreements, the terms of the HRAP, where superior, shall prevail over the terms of the Collective Agreement. A local HRAP shall be negotiated where an integration takes place. When the Employers and local Unions affected by an integration agree to negotiate an HRAP, the provisions outlined herein shall be the minimum applicable to the integration and shall form the basis for the HRAP.
- 2.02 The principles set out in this document do not and are not intended to replace or override any legislative rights and obligations including, but not limited to, those set out under the OLRA, PSLRTA, the Employment Standards Act, and Collective Agreement rights and provisions, as may apply.

2.03 When the local parties decide to negotiate a local HRAP, the Ministry shall assume the costs associated with the negotiation and implementation of said HRAP in its funding allocation to the Predecessor and Successor Employers including, but not limited to, costs in excess of current legislative or contractual obligations associated with Labour Adjustment Options, the Dispute Resolution Process, Salaries, Benefits and Pay Equity Adjustments.

ARTICLE 3 - DEFINITIONS

3.01 "Predecessor Employer" is defined as an agency designated as a Children's Aid Society by the MCYS that is merged, amalgamated, transferred or discontinued in the course of an integration such that PSLRTA or the OLRA, if applicable to Children's Aid Societies, would apply to it.

3.02 "Successor Employer" is defined as the merged or amalgamated Children's Aid Society designated by the MCYS that results from integration and employs Employees of a Predecessor Employer such that PSLRTA or the OLRA, if applicable to Children's Aid Societies, would apply to it.

3.03 "Integration" is defined as the creation of a new agency designated as a Children's Aid Society from a process which would give rise to the application of PSLRTA or the OLRA, if applicable to Children's Aid Societies, including but not limited to the merger, amalgamation or transfer of existing Child Welfare Employers.

3.04 "Local parties" is defined as the local trade Union(s) and Employers directly impacted by an integration.

ARTICLE 4 - SENIORITY

4.01 Seniority will be recognized as set out under PSLRTA. Seniority will be recognized for all purposes provided for in the respective Collective Agreements and the following principles will apply:

- (a) Dovetailing of seniority shall prevail and all affected Employees will transfer all service and seniority to the Successor Employer.

4.01 Continued

- (b) Employees who are working simultaneously at two Employers prior to the integration shall transfer the seniority and service held at the Employer from whom they are transferred. In the event that an Employee is working simultaneously at two Employers who both integrate with the same Successor Employer (and the Employee is employed in both of the transferred programs), the Employee shall receive the greater amount of seniority and service held at either Predecessor Employer.
- (c) Employees transferred to a Successor Employer due to an integration will not be required to complete a new probationary period, however they will be required to complete any probationary period they are serving as of the effective date of integration (or changeover date).

ARTICLE 5 - ACCESS TO WORK

5.01 Subject to Article 2, the process for identifying access to work when there is an integration shall be as follows:

- (a) The Successor Employer shall determine the number of staff required and will identify the classifications, skills, abilities and qualifications required.
- (b) The projected staffing needs of the Successor Employer, will be made known to all of the affected Unions.
- (c) Both the Predecessor and Successor Employers will provide to the affected Unions the seniority and service lists including job classifications and job descriptions related to the integration. These lists will be updated to reflect staffing changes as necessary and will be provided to the affected Unions.
- (d) Where there is more than one Predecessor Employer with a Collective Agreement which provides that seniority plays a role in determining which Employees will be transferred to a Successor Employer, and those Collective Agreements contain different definitions of seniority, the local parties will agree on a common definition of seniority for that purpose. Employees at the predecessor Employer(s) affected by the transfer of services or programs will be given the opportunity to move with their work, subject to staffing requirements set out in paragraph (a), supra.

5.01 Continued

- (e) Should the Successor Employer and the affected Unions be unable to agree on the composition of the seniority lists either party may refer the matter to the Ontario Labour Relations Board as provided under PSLRTA, if applicable or, alternatively, the parties may agree to have the dispute resolved under the Disputes Resolution Process herein.
- (f) For purposes of clarity, Employees who were on layoff or approved leave of absence at the Predecessor Employer prior to, but not due to, the integration and who may be transferred to the Successor Employer will be included for purposes of placement on the aforementioned integrated seniority lists.
- (g) Unless otherwise provided in a Collective Agreement, the Successor Employer will honor the recall rights of any Employee of a Predecessor Employer who is transferred to the Successor.

5.02 Employees on layoff or in receipt of notice of layoff due to the integration from the Predecessor Employer who are not transferred to the Successor Employer may apply for vacancies at the Successor Employer for which they would not otherwise have recall rights for a period of 18 months from layoff date. These applications will be considered after the Successor Employer's normal job posting procedure is completed and there are no successful applications, but before other external applications are considered.

5.03 In the event of layoffs by a Predecessor Employer resulting from an integration, the layoff, recall and displacement rights and entitlements under the respective Collective Agreement(s) of the Predecessor Employer will apply, unless the provisions of this Agreement are superior.

ARTICLE 6 - BARGAINING UNIT REPRESENTATION

6.01 Upon an integration, Union representation rights with the Successor Employer will be determined in accordance with the processes set out in OLRA or PSLRTA, whichever is applicable.

ARTICLE 7 - LABOUR ADJUSTMENT OPTIONS

- 7.01 In the event of layoff due to an integration, the Employer shall lay off Employees in the reverse order of their seniority within their classification, providing that those Employees who remain on the job have the qualifications, skills and ability to perform the work.
- 7.02 An Employee who is subject to permanent layoff shall have the following entitlements:
- (a) be placed on a recall list for eighteen (18) months from the date the actual layoff begins; or
 - (b) accept the layoff, waive the right to recall, resign, and receive any termination and severance pay of two (2) weeks salary for each year of continuous service to a maximum of twenty-six (26) weeks' pay inclusive of obligations under the Employment Standards Act, 2000.

Nothing in this Article is intended to deprive an Employee of any other options upon layoff that may be available to that Employee under the applicable Collective Agreement.

ARTICLE 8 - TERMS OF EMPLOYMENT

- 8.01 Terms and conditions of employment including wages, insured benefits and pension, vacation entitlement, sick leave and long term disability benefits of Employees transferred as a result of an integration shall be addressed through the process set out under PSLRTA or the OLRA, if applicable. The Local HRAP shall address transition issues related to disabled Employees (short term or long term) of the Predecessor Employer, including those on WSIA benefits and modified work programs, who may be affected by the integration.
- 8.02 The Local HRAP shall include an article dealing with the qualifications required by the Successor Employer. Such agreement will address qualifications for existing Employees including those deemed qualified. Employees shall be deemed qualified for their current classification, subject to legislative requirements.

ARTICLE 9 - DISPUTE RESOLUTION PROCESS

- 9.01 Disputes between an Employer and a Union covered by this framework that are unresolved, and which arise from the interpretation or application of a local HRAP negotiated in response to an integration, will be processed as follows:
- (a) An arbitrator will be selected by mutual agreement of the parties within 30 days of the initial event giving rise to the dispute, failing which either party is free to apply to the Ministry of Labour for appointment of an arbitrator.
 - (b) Nothing prevents the particular parties to a dispute from agreeing to a substitute arbitrator for determination of that dispute only.
 - (c) Where the parties agree, the arbitrator may act as a "mediator-arbitrator".
 - (d) An arbitrator will have the same powers and authority as set out in section 48 of the OLRA. The arbitrator will not have the authority to add to, modify or delete any part of this Agreement, the locally negotiated HRAPs, or the applicable Collective Agreements.
 - (e) The fees and expenses of the arbitrator shall be divided equally among the parties to the dispute.
 - (f) Time limits may be extended in writing by mutual agreement.

ARTICLE 10 - TERM AND APPLICATION

- 10.01 The Term of this Collective Agreement is the same as the term of the CAS PDT Consensus Agreement.
- 10.02 The terms of this Framework HRAP are subject to approval by the principals of each party in accordance with their normal ratification procedures.
- 10.03 This Framework HRAP and any local HRAP will only apply to an integration if all of the local parties affected by the integration (i.e., Successor Employer, Predecessor Employer and Locals of the Successor and Predecessor Employer who have claims to successor rights) and who have ratified the PDT Agreement.

APPENDIX "C" JOINT WORKLOAD COMMITTEE - TERMS OF REFERENCE

Purpose:

As per Article 7.05 of the Collective Agreement, the Committee will follow the terms laid out in the Letter of Understanding. The Committee is accountable for the review of reports, and related indicators of workload issues associated with service delivery and administrative services provided by staff who are members of CUPE 7548.

Function:

The Employer and the Union recognize that the issues of workload are a serious concern. Further, the Employer recognizes its responsibility to provide services through Employees in accordance with the Child, Youth and Family Services Act and to conform to current Ministry standards.

Examine workloads and the reasons for workload associated concerns in the agency and to review opportunities to streamline work processes with a view to improving efficiency within the organization. The Committee should discuss potential ways to measure case weighting in assessing workload.

An additional role of the committee is to provide education to the entire organization on the issues of workload and to make recommendations to the Employer as to strategies to effectively manage workload within the agency.

Recommendations from the Joint Workload Committee will be a standing agenda item on each Labour Management meeting to ensure that the workload concerns can be addressed.

Committee Composition/Membership:

The Joint Workload Committee shall be composed of three (3) representatives from the Union and three (3) representatives from the Employer.

Committee Member Conduct:

Each committee member will:

- Be prepared for each meeting by reviewing Information In advance.
- Attend and participate in all meetings.
- Work collaboratively with all members in the meeting.

- Accept assignments in an effort to assist the resolution of the Issues considered by the committee.
- Make recommendations on broad workload issues to Senior Management and does not address an individuals' workload Issues,
- Members agree to move forward where there is not full agreement, and such items will be identified in the minutes to reflect as not having achieved consensus.
- Advise of availability for meetings five working days prior to the meeting if not able to attend.

Quorum:

A quorum for a Joint Workload Committee meeting shall be regarded as a total of four representatives, with not less than two from each of the Union and the Employer.

Meeting Schedule and Location:

- The Committee will meet every two (2) months unless the parties agree otherwise.
- Committee meetings will be held for one and a half hours as scheduled.

Term and Responsibilities of the Chair:

- The role of Chairperson will alternate in successive meetings between a representative of the Union and a representative of the Employer.
- Confirm the Agenda with the Human Resources Coordinator prior to the meeting.
- Confirm the draft minutes to release posting on the Intranet/Agency Drive.

Accountability for Time Use:

Bargaining Unit members shall have up to one (1) hour preparation time provided during normal working hours to meet and prepare in advance of the meeting.

Time spent preparing and attending the Committee meeting shall be considered time worked for Union members of the Committee and will be noted in the comments section of the Employee timesheets.

Reporting:

Committee reports to Senior Management team at the end of each fiscal year;

- A Statement of issues under consideration.
- Recommended action to be considered by Senior Management team.
- Implications of recommendations including costs.
- Records of minutes and/or reports shall be retained and made available to committee members as well as the agency through posting on the Intranet.

A week prior to scheduled Committee meetings, the employer shall submit to all committee members, workload data which will include a list of primary case owners in the bargaining unit broken down into children's, family, resource and kinship cases.

Agenda Distribution and Recorder for Meetings:

Agenda items are to be provided by either the Union or the Employer representatives to the Human Resources Administrator at least four (4) working days prior to a scheduled meeting. The HR Administrator will create the Agenda and provide copies with any attachments to all representatives at least three (3) day working days prior to a scheduled meeting.

Minutes:

Minutes of all committee meetings will be recorded by the HR Administrator. In the event of an absence, minutes will be recorded alternately by the Employer and by the Union. Minutes from a meeting are to be distributed to all representatives at least three (3) working days prior to the subsequently scheduled meeting, for review and approval at that meeting. Records of agendas, minutes or reports shall be retained by the Co-Chairs and made available to committee members as well as the agency as a whole through posting on the Intranet following each meeting.

Process

It is agreed that the following process for an Employee to seek a review of their workload is the following:

- The Employee initiates a dialogue with their manager, by presenting the Workload Review Request e-form.
- If quick resolution to the issue is not agreed upon between the Employee and the manager, the Employee completes and submits the Workload Review Request e-form to the Director.
- A structured dialogue will take place within 5 business days (unless an extension is mutually agreed to in writing) to attempt to resolve the workload issue.
- A copy of the Workload Review Request e-form, including response, will be stored in the Workload Database.
- This database is accessible to the Joint Workload Committee. The Joint Workload Committee will review these e-forms prior to each meeting and use this information to discuss and address workload concerns.
- At any step in this process, the Employee may have the assistance of a union representative.

The parties are committed to the ongoing promotion of the Workload Review Request e-form as a desired step to clarify a structured discussion between staff and the Employee and the manager in regards to workload concerns.

The parties are committed to developing training sessions for managers and Employees on the use of the process and thee-form as it may change from time to time.

LETTER OF UNDERSTANDING - RE: WORKLOAD

BETWEEN

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 7548**

AND

FAMILY AND CHILDREN'S SERVICES OF FRONTENAC, LENNOX AND ADDINGTON

The Employer and the Union recognize that the issue of workload is a serious concern. Further, the Employer recognizes its responsibility to provide services through Employees in accordance with the *Child and Family Services Act* and to conform to current Ministry standards.

- (1) The Employer undertakes to utilize a variety of methods in an ongoing effort to effectively manage workload demands. These methods may include but are not limited to the following:
 - (a) Assign cases based on a reasonable distribution of workload, the needs of the Employer, the individual skill level and experience, current workload and anticipated workload fluctuations. This will involve the Employer's knowledge of the following factors:
 - number of cases before the court
 - high risk
 - adoption/foster
 - number of supervised access visits
 - amount of required driving time
 - team coverage
 - coverage of leave of absence, including vacation and prolonged illnesses
 - complexity of cases
 - committee work/field instruction expectations
 - introduction of new technology and systems
 - mentoring new staff
 - number of training preparations and presentations
 - number of complaints

- (b) Ensure the scheduling of regular ongoing supervision.
- (c) Afford Employees vacating any positions reasonable opportunity to complete any documentation requirements prior to their last day of work, provided the Employee gives sufficient notice prior to termination;
- (d) Fill vacancies caused by retirements/resignations and planned leaves in excess of six months as soon as it is reasonably practicable.

In light of the review and resolution process set out in the Terms of Reference Joint Workload Committee, this Letter of Understanding is not subject to the grievance and arbitration provisions of the Collective Agreement.

LETTER OF UNDERSTANDING - RE: ADDITIONAL FUNDING

BETWEEN

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 7548**

AND

FAMILY AND CHILDREN'S SERVICES OF FRONTENAC, LENNOX AND ADDINGTON

During the operation of this collective agreement, the Employer commits to the following:

1. The Employer shall provide the Union with disclosure of levels of funding from the Ministry and any additional Ministry funding;
2. Where the Employer receives, from the Ministry, any wage gap funding or other funding which is specifically directed to wages beyond the negotiated adjustments in the Collective Agreement, the parties shall meet within 30 days to negotiate the allocation of such funding.
3. The parties shall meet, at a mutually convenient time, during the 4th quarter of each fiscal year, to review any anticipated budget surpluses for that fiscal year. The parties will discuss whether such surpluses may be distributed to bargaining unit Employees. For the sake of clarity, the Employer reserves the right to determine whether any surplus, or parts thereof, may be available for distribution to the bargaining unit.

This Letter shall automatically expire on March 31, 2022, and shall not be renewed except with the expressed written agreement of the parties.

LETTER OF UNDERSTANDING - RE: SELF-FUNDED LEAVE PLAN

BETWEEN

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 7548**

AND

**FAMILY AND CHILDREN'S SERVICES OF FRONTENAC, LENNOX AND
ADDINGTON**

- (a) Purpose
Under this plan, a participating member agrees to work for a period of time at less pay than that member would have received based upon classification placement. In return, the Employer agrees to grant the participating member a leave with pay.
- (b) Eligibility
Any member with the Employer is eligible to participate in this plan.
- (c) Applications
 - (i) A member wishing to participate in this plan must submit a written application to the Executive Director
 - (ii) The application must describe the individual scheme as to number of years of participation, the amount by which the regular pay will be reduced for each non-leave year of the plan and the year, or part thereof, in which the leave is to be taken.
 - (iii) Each member submitting an application to participate in this plan shall be sent written confirmation of acceptance of his or her individual scheme.
 - (iv) Date for applications, acceptance or rejection of applications or execution of contract with the Employer contained in this Article may be waived by the Employer.

(d) Conditions For Acceptance

- (i) No individual scheme will be recommended for acceptance if, as a result, more than three (3) Employees (maximum of one (1) from each of the departments) projected for the year in which the leave would be granted, would as a result be on leave under this plan.
- (ii) No individual scheme will be recommended for acceptance if the participating member will have less than three years full-time experience (or equivalent part-time experience) with the Employer when the leave will be granted.
- (iii) No individual scheme will be recommended for acceptance if the year of the leave is in other than the final year of the scheme.
- (iv) No individual scheme will be recommended for acceptance if the individual scheme does not commence on a month of one year and terminates on a month of a subsequent year. Normally, an individual scheme shall be between (2) and five (5) years in duration
- (v) No individual scheme will be recommended for acceptance if the applicant has not yet fulfilled the conditions for some previously granted form of leave.

(e) Contract

- (i) Each participating member shall execute a contract with the Employer wherein are set out the terms and conditions of participation in the plan.
- (ii) The contract shall be enforceable between the member and the Employer as though it were a part of this Collective Agreement.
- (iii) The contract may be amended from time to time by mutual agreement with respect either to the length or the starting date of the leave provided the amendments are approved by the Employer.

(f) Leave

- (i) Leaves granted under this plan shall be for a period of not less than six (6) months nor for a period longer than twelve (12) months.
- (ii) A leave under this plan shall be granted, subject to the Employer being able to hire a suitable replacement, for the period set out in the individual scheme.

- (iii) During a leave granted under this plan, fringe benefits, excluding pensions, including Long Term Disability, will be maintained providing the benefit plans permit it and the Employer and Employee will pay their respective shares as provided in the contract.
- (iv) Neither sick leave benefits nor vacation time may be either accumulated or utilized during a leave granted under this plan.

(g) Return From Leave

- (i) Subject to the provisions of the seniority procedure, a participating member, upon return from a leave granted under this plan, shall be returned to their former position or equivalent position.
- (ii) Upon return from a leave granted under this plan, a participating member shall be eligible for any increase in salary due as a result of a change in the grid.

(h) Payment

- (i) During non-leave portions of the individual scheme, the participating member shall be paid his or her normal salary less the amount set out in the individual scheme by which the participating member's normal salary is to be reduced.
- (ii) During the non-leave portions of the individual scheme which precede the commencement of the leave, the amount by which the participating member's normal salary is reduced (i.e., the amount set out by the participating member) shall be placed in trust with a chartered bank, trust company, credit union or other financial institution where funds held in trust may be placed chosen by the Employees and interest earned thereby shall accrue to the benefit of the trust.
- (iii) During the leave portion of the individual scheme, the participating member shall be paid an amount which consists of the sum, if any accumulated in the trust including accrued interest thereon.
- (iv) During the leave portion of the individual scheme, the participating member's cheque will be either mailed to such address or addresses requested by the member or deposited to an account of the participating member with a branch of a chartered bank in the Province of Ontario.

(i) Withdrawal and Death

- (i) A participating member may not withdraw from the plan on or after commencement of the leave, or within three (3) months prior to commencement of the leave.
- (ii) A participating member may withdraw from the plan at any time prior to commencement of the leave in the year in which his or her leave is to commence by delivering written notice of withdrawal to the Executive Director.
- (iii) A participating member who withdraws from the plan under the circumstances of (ii) shall receive the sum accumulated in the trust including any interest accrued thereon within ninety (90) days of withdrawal.
- (iv) The estate of a participating member who dies before the commencement of leave under this plan shall receive the sum accumulated in the trust including any interest accrued thereon within ninety (90) days of receipt of a copy of the death certificate by the Executive Director.
- (v) The estate of a participating member who dies after the commencement of leave under this plan shall receive any amount remaining in the trust including interest accrued thereon within ninety (90) days of receipt of a copy of the death certificate by the Executive Director.

(j) Deferral of Leave

- (i) If a suitable replacement for a participating member cannot be hired by the Employer, the Employer may defer the year of the leave. In such a case, the Employer shall give the participating member written notice at least three (3) months before the date on which the leave was to commence.
- (ii) In such a case, the participating member may choose to withdraw from the plan or remain in the plan by giving the Executive Director written notice of intent within.
- (iii) Where the member chooses to remain in the plan, an amendment to the contract must be entered into within fifteen (15) days of the decision to remain in the plan or the member shall be deemed to have withdrawn from the plan.
- (iv) Where the member chooses to remain in the plan, the money in trust shall continue to accrue interest.

**LETTER OF UNDERSTANDING - RE: RESTRUCTURING, MERGERS OR
AMALGAMATION**

BETWEEN

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 7548**

AND

FAMILY AND CHILDREN'S SERVICES OF FRONTENAC, LENNOX AND ADDINGTON

1. The framework Human Resources Adjustment Plan (HRAP) attached hereto as "Appendix 811 and which forms a part of this Agreement, shall guide parties engaged in the integrations described therein if they agree to negotiate local HRAPs and ratify them during the term of this Agreement.
2. HRAPs are intended to minimize adverse impacts during those integrations.

**LETTER OF UNDERSTANDING - RE: PROVINCIAL DISCUSSION TABLE AND
SUB-COMMITTEES**

BETWEEN

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 7548**

AND

FAMILY AND CHILDREN'S SERVICES OF FRONTENAC, LENNOX AND ADDINGTON

In support of the Provincial Discussion Table Consensus Agreement between CUPE, OPSEU, CEP, Simcoe CAS and the Children's Aid Societies of Ontario Employers Group, signed on June 4, 2011, the parties to this Agreement shall support the establishment of the following provincial groups:

- Provincial Discussion Table (PDT)
- PDT - Sub-Committee - Worker Safety Group
- PDT - Sub Committee -Workload Measurement Group

This letter of understanding does not form part of the Collective Agreement and shall not be the subject matter of a local Collective Agreement grievance or arbitration. This letter of understanding shall remain in full force and effect for the life of this Agreement and shall not automatically renew at the expiry of the Collective Agreement except by express agreement of the parties.

LETTER OF UNDERSTANDING - RE: BENEFITS SAVINGS

BETWEEN

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 7548**

AND

FAMILY AND CHILDREN'S SERVICES OF FRONTENAC, LENNOX AND ADDINGTON

As per the Provincial Discussion Table Consensus Agreement between CUPE, OPSEU, CEP, Simcoe CAS ea and the Children's Aid Societies of Ontario Employers Group, signed on June 4, 2011, if, during the life of this Agreement, Employers examine options for cost savings through the provision of common benefits providers and drug costs, it is understood that no benefit coverage shall be reduced as a result of moving to a common benefits provider.

LETTER OF UNDERSTANDING - RE: LOCAL SUPERIOR PROVISIONS

BETWEEN

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 7548**

AND

FAMILY AND CHILDREN'S SERVICES OF FRONTENAC, LENNOX AND ADDINGTON

The parties agree that the process of the Provincial Discussion Table (PDT) is about strengthening, building and creating capacity in the sector. The Consensus Agreement signed on June 4th, 2011, states that there shall be no loss of current entitlements as a result of accepting the terms of the PDT Agreement and where there are current Employee entitlements which are superior to those outlined in the PDT Agreement, those superior provisions shall prevail and continue into the renewed Collective Agreement, unless mutually agreed locally by the parties. The parties to this Collective Agreement agree that the aforementioned superior provisions obligation has been fulfilled by the terms of this Collective Agreement, expiring March 31, 2015.

This letter of understanding does not form part of the Collective Agreement and shall not be the subject matter of a local Collective Agreement grievance or arbitration. This letter of understanding shall remain in full force and effect for the life of this Agreement and shall not automatically renew at the expiry of the Collective Agreement, on March 31, 2015, except by express agreement of the parties.

**LETTER OF UNDERSTANDING - RE: USE OF CONTRACT EMPLOYEES IN
ADMINISTRATIVE SUPPORT**

BETWEEN

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 7548**

AND

FAMILY AND CHILDREN'S SERVICES OF FRONTENAC, LENNOX AND ADDINGTON

In the Administrative Support area, the Employer may replace absent Employees for up to six (6) months with individuals provided by external placement services. When the Employer becomes aware that the six (6) month term will be extended, the Employer shall revert this position to a Union position.

Notwithstanding the above, the Employer may replace absent Employees with former Employees and/or retirees.

LETTER OF UNDERSTANDING - RE: BILL 124

BETWEEN

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 7548**

AND

FAMILY AND CHILDREN'S SERVICES OF FRONTENAC, LENNOX AND ADDINGTON

If during the life of the April 1, 2022 to March 31, 2025 Collective Agreement, Bill 124 is repealed, or as the result of any legal challenge, the compensatory restrictions set out within Bill 124 are increased or struck down, the parties agree that such event shall trigger the option for either party to re-open the Collective Agreement for renegotiation with respect to any compensation provision in the Collective Agreement which had been restricted by Bill 124, upon the written request of either party. Without prejudice to the positions of the parties, bargaining will take place and be limited to those compensation provisions previously restricted by Bill 124. Such bargaining shall be a subject to any other legislation or restrictions including any revision to or replacement of Bill 124.

LETTER OF UNDERSTANDING - RE: FLOAT DAY

BETWEEN

**CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 7548**

AND

FAMILY AND CHILDREN'S SERVICES OF FRONTENAC, LENNOX AND ADDINGTON

On a one-time basis, each bargaining unit employee shall be credited with one (1) float day, in addition to the float day in article 19.01(c) of the collective agreement. The float day in this Letter of Understanding must be taken on or before March 31, 2024 and cannot be carried over after March 31, 2024. The float day shall be scheduled at a mutually agreeable time with the approval of the employee's supervisor.

WAGES - Union Salary Grids
Effective Apr 1, 2022 (1.0% increase)

				20.66			
1-22	Scanning Clerk	18.74	19.67	20.66	21.69	22.77	23.91
		\$34,100	\$35,806	\$37,595	\$39,475	\$41,448	\$43,522
2-22	Receptionist Receptionist - Administrative Support Receptionist - Administrative Support (Integrated Services) Receptionist - FL Receptionist - Scanning Clerk	21.08	22.13	23.24	24.40	25.62	26.90
		\$38,363	\$40,281	\$42,295	\$44,409	\$46,631	\$48,962
3-22	Administrative Support Court Services Worker Disclosure Admin - Legal Services Data Analyst Legal Administrative Support Maintenance Worker Quality Assurance Data Integrity Clerk	23.42	24.59	25.82	27.11	28.47	29.89
		\$42,625	\$44,756	\$46,994	\$49,345	\$51,811	\$54,402
4-22	Finance Clerk Help Desk Technician	24.06	25.27	26.53	27.86	29.25	30.71
		\$43,798	\$45,987	\$48,286	\$50,701	\$53,236	\$55,898
5-22	Payroll Administrator Case Aide	25.00	26.25	27.56	28.94	30.39	31.91
		\$45,503	\$47,778	\$50,166	\$52,675	\$55,309	\$58,074

6-22	Access Worker	25.41	26.68	28.01	29.41	30.88	32.42
	Cultural Support Worker						
6-22	Enhanced Support Services Worker						
	Enhanced Support Services Worker - DS						
	Enhanced Support Services Worker - FL						
	Foster Care Resource Recruitment Worker	\$46,240	\$48,552	\$50,979	\$53,527	\$56,204	\$59,013
	OPR Placement Support Worker						
	Telecommunications and Data Support Specialist						
	Volunteer Coordinator						
7-22	Education Liaison	27.17	28.53	29.95	31.45	33.02	34.67
	Finance Analyst						
7-22	Kin Finder						
	Kin Finder - Adoption Subsidies	\$49,446	\$51,918	\$54,514	\$57,240	\$60,101	\$63,106
	Property Coordinator						
	Referral Coordinator						
	Referral Coordinator - FL						
8-22	Adoption Worker	33.61	35.29	37.05	38.90	40.85	42.89
	Children's Services Worker						
	Children's Services Worker - CCSY						
	Children's Services Worker - FNIM						
	Family Services Worker						
	Family Services Worker - FL						
	Family Services Worker - FNIM	\$61,165	\$64,223	\$67,435	\$70,805	\$74,346	\$78,063
	Kin Services Worker						
	Rapid Response Worker						
	Rapid Response Worker - FL						
Resource Worker							

**Union Salary Grids Effective.
Apr 1, 2023 to Dec. 31, 2023
(1.0% increase)**

1-22	Scanning Clerk	18.92 \$34,441	19.87 \$36,164	20.86 \$37,971	21.91 \$39,870	23.00 \$41,862	24.15 \$43,957
2-22	Receptionist Receptionist - Administrative Support Receptionist - Administrative Support (Integrated Services) Receptionist - FL Receptionist - Scanning Clerk	21.29 \$38,747	22.35 \$40,684	23.47 \$42,718	24.64 \$44,853	25.88 \$47,097	27.17 \$49,452
3-22	Administrative Support Court Services Worker Disclosure Admin - Legal Services Data Analyst Legal Administrative Support Maintenance Worker Quality Assurance Data Integrity Clerk	23.65 \$43,051	24.84 \$45,204	26.08 \$47,464	27.38 \$49,838	28.75 \$52,329	30.19 \$54,946
4-22	Finance Clerk Help Desk Technician	24.31 \$44,236	25.52 \$46,447	26.80 \$48,769	28.14 \$51,208	29.54 \$53,768	31.02 \$56,457

5-22	Payroll Administrator Case Aide	25.25	26.51	27.84	29.23	30.69	32.23
		\$45,958	\$48,256	\$50,668	\$53,202	\$55,862	\$58,655
6-22	Access Worker Cultural Support Worker Enhanced Support Services Worker Enhanced Support Services Worker - DS Enhanced Support Services Worker - FL Foster Care Resource Recruitment Worker OPR Placement Support Worker Telecommunications and Data Support Specialist Volunteer Coordinator	25.66	26.94	28.29	29.70	31.19	32.75
		\$46,702	\$49,038	\$51,489	\$54,062	\$56,766	\$59,603
7-22	Education Liaison Finance Analyst Kin Finder Kin Finder - Adoption Subsidies Property Coordinator Referral Coordinator Referral Coordinator - FL	27.44	28.81	30.25	31.76	33.35	35.02
		\$49,940	\$52,437	\$55,059	\$57,812	\$60,702	\$63,737

	Adoption Worker	33.94	35.64	37.42	39.29	41.26	43.32
	Children's Services Worker						
	Children's Services Worker - CCSY						
	Children's Services Worker - FNIM						
	Family Services Worker						
8-22	Family Services Worker - FL	\$61,777	\$64,865	\$68,109	\$71,513	\$75,089	\$78,844
	Family Services Worker - FNIM						
	Kin Services Worker						
	Rapid Response Worker						
	Rapid Response Worker - FL						
	Resource Worker						

**Union Salary Grids 2024 (1.5% increase)
Jan 1-24 to Mar 31-24**

		19.21	20.17	21.18	22.24	23.35	24.51
1-22	Scanning Clerk	\$34,958	\$36,706	\$38,541	\$40,468	\$42,490	\$44,616
2-22	Receptionist Receptionist - Administrative Support Receptionist - Administrative Support (Integrated Services) Receptionist - FL Receptionist - Scanning Clerk	21.61 \$39,328	22.69 \$41,294	23.82 \$43,359	25.01 \$45,526	26.27 \$47,803	27.58 \$50,194
3-22	Administrative Support Court Services Worker Disclosure Admin - Legal Services Data Analyst Legal Administrative Support Maintenance Worker Quality Assurance Data Integrity Clerk	24.01 \$43,697	25.21 \$45,882	26.47 \$48,176	27.79 \$50,586	29.18 \$53,114	30.64 \$55,770
4-22	Finance Clerk Help Desk Technician	24.67 \$44,900	25.90 \$47,144	27.20 \$49,501	28.56 \$51,976	29.99 \$54,575	31.49 \$57,304

		25.63	26.91	28.26	29.67	31.15	32.71
5-22	Payroll Administrator Case Aide	\$46,647	\$48,980	\$51,428	\$54,000	\$56,700	\$59,535
6-22	Access Worker Cultural Support Worker Enhanced Support Services Worker Enhanced Support Services Worker - DS Enhanced Support Services Worker - FL Foster Care Resource Recruitment Worker OPR Placement Support Worker Telecommunications and Data Support Specialist Volunteer Coordinator	\$47,403	\$49,774	\$52,261	\$54,873	\$57,617	\$60,497
7-22	Education Liaison Finance Analyst Kin Finder Kin Finder - Adoption Subsidies Property Coordinator Referral Coordinator Referral Coordinator - FL	\$50,689	\$53,224	\$55,885	\$58,679	\$61,613	\$64,693

	Adoption Worker	34.45	36.17	37.98	39.88	41.88	43.97
	Children's Services Worker						
	Children's Services Worker - CCSY						
	Children's Services Worker - FNIM						
	Family Services Worker						
8-22	Family Services Worker - FL						
	Family Services Worker - FNIM	\$62,704	\$65,838	\$69,131	\$72,586	\$76,215	\$80,027
	Kin Services Worker						
	Rapid Response Worker						
	Rapid Response Worker - FL						
	Resource Worker						

**Union Salary Grids F2025 (1% increase)
April 1-24 to Mar 31-25**

			21	22	23	24	25
1-22	Scanning Clerk	19.40 \$35,308	20.37 \$37,073	21.39 \$38,926	22.46 \$40,873	23.58 \$42,915	24.76 \$45,062
2-22	Receptionist Receptionist - Administrative Support Receptionist - Administrative Support (Integrated Services) Receptionist - FL Receptionist - Scanning Clerk	21.82 \$39,721	22.92 \$41,707	24.06 \$43,793	25.26 \$45,981	26.53 \$48,281	27.85 \$50,696
3-22	Administrative Support Court Services Worker Disclosure Admin - Legal Services Data Analyst Legal Administrative Support Maintenance Worker Quality Assurance Data Integrity Clerk	24.25 \$44,134	25.46 \$46,341	26.74 \$48,658	28.07 \$51,092	29.48 \$53,645	30.95 \$56,328
4-22	Finance Clerk Help Desk Technician	24.92 \$45,349	26.16 \$47,615	27.47 \$49,996	28.84 \$52,496	30.29 \$55,121	31.80 \$57,877

		25.89	27.18	28.54	29.97	31.47	33.04
5-22	Payroll Administrator Case Aide	\$47,113	\$49,470	\$51,942	\$54,540	\$57,267	\$60,130
6-22	Access Worker Cultural Support Worker Enhanced Support Services Worker Enhanced Support Services Worker - DS Enhanced Support Services Worker - FL Foster Care Resource Recruitment Worker OPR Placement Support Worker Telecommunications and Data Support Specialist Volunteer Coordinator	\$47,877	\$50,272	\$52,784	\$55,422	\$58,193	\$61,102
7-22	Education Liaison Finance Analyst Kin Finder Kin Finder - Adoption Subsidies Property Coordinator Referral Coordinator Referral Coordinator - FL	\$51,196	\$53,756	\$56,444	\$59,266	\$62,229	\$65,340

	Adoption Worker	34.80	36.54	38.36	40.28	42.30	44.41
	Children's Services Worker						
	Children's Services Worker - CCSY						
	Children's Services Worker - FNIM						
	Family Services Worker						
8-22	Family Services Worker - FL						
	Family Services Worker - FNIM	\$63,331	\$66,496	\$69,822	\$73,312	\$76,977	\$80,827
	Kin Services Worker						
	Rapid Response Worker						
	Rapid Response Worker - FL						
	Resource Worker						

**Union Salary Grids F2026 (3% increase)
Apr 1-25 to Mar 31-26**

			2025	2026	2027	2028	2029
1-22	Scanning Clerk	19.98	20.98	22.03	23.13	24.29	25.50
		\$36,367	\$38,185	\$40,094	\$42,099	\$44,202	\$46,414
2-22	Receptionist Receptionist - Administrative Support Receptionist - Administrative Support (Integrated Services) Receptionist - FL Receptionist - Scanning Clerk	22.48	23.60	24.78	26.02	27.32	28.69
		\$40,913	\$42,958	\$45,107	\$47,360	\$49,729	\$52,217
3-22	Administrative Support Court Services Worker Disclosure Admin - Legal Services Data Analyst Legal Administrative Support Maintenance Worker Quality Assurance Data Integrity Clerk	24.98	26.23	27.54	28.91	30.36	31.88
		\$45,458	\$47,731	\$50,118	\$52,625	\$55,254	\$58,018
4-22	Finance Clerk Help Desk Technician	25.66	26.95	28.29	29.71	31.20	32.75
		\$46,709	\$49,043	\$51,496	\$54,071	\$56,775	\$59,613

5-22	Payroll Administrator Case Aide	26.66 \$48,526	28.00 \$50,954	29.40 \$53,500	30.87 \$56,176	32.41 \$58,985	34.03 \$61,934
6-22	Access Worker Cultural Support Worker Enhanced Support Services Worker Enhanced Support Services Worker - DS Enhanced Support Services Worker - FL Foster Care Resource Recruitment Worker OPR Placement Support Worker Telecommunications and Data Support Specialist Volunteer Coordinator	27.10 \$49,313	28.45 \$51,780	29.87 \$54,368	31.37 \$57,085	32.93 \$59,939	34.58 \$62,935
7-22	Education Liaison Finance Analyst Kin Finder Kin Finder - Adoption Subsidies Property Coordinator Referral Coordinator Referral Coordinator - FL	28.97 \$52,732	30.42 \$55,369	31.94 \$58,137	33.54 \$61,044	35.22 \$64,096	36.98 \$67,300

			35.84	37.63	39.51	41.49	43.56	45.74
8-22	Adoption Worker							
	Children's Services Worker							
	Children's Services Worker - CCSY							
	Children's Services Worker - FNIM							
	Family Services Worker							
	Family Services Worker - FL							
	Family Services Worker - FNIM	\$65,231	\$68,491	\$71,917	\$75,511	\$79,286	\$83,252	
	Kin Services Worker							
	Rapid Response Worker							
	Rapid Response Worker - FL							
	Resource Worker							

DATED at Kingston, Ontario, this 6th day of December, 2024.

SIGNED ON BEHALF OF FAMILY &
CHILDREN'S SERVICES OF FRONTENAC,
LENNOX & ADDINGTON

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

SIGNED ON BEHALF OF
CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 7548

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]