

**COLLECTIVE AGREEMENT**

**BETWEEN**

**CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 1880-04  
(hereinafter called the “Union”)**

**- AND -**

**MARCH OF DIMES CANADA  
(hereinafter called the “Employer”)**



**EXPIRY DATE: March 31, 2025**

## TABLE OF CONTENTS

ARTICLE 1- PURPOSE.....	4
ARTICLE 2- SCOPE.....	4
ARTICLE 3- NO DISCRIMINATION .....	5
ARTICLE 4- MANAGEMENT RIGHTS.....	5
ARTICLE 5- UNION RECOGNITION.....	6
ARTICLE 6- UNION MEMBERSHIP & CHECK OFF .....	6
ARTICLE 7- REPRESENTATION.....	8
ARTICLE 8– BULLETIN BOARDS.....	9
ARTICLE 9- LABOUR/MANAGEMENT COMMITTEE.....	9
ARTICLE 10- GRIEVANCEPROCEDURE.....	10
ARTICLE 11- ARBITRATION .....	12
ARTICLE 12 – NO STRIKES OR LOCKOUTS.....	12
ARTICLE 13 – DEFINITIONS .....	13
ARTICLE 14– SENIORITY .....	14
ARTICLE 15 – WORK, MANAGEMENT, AND THE EMPLOYEE’S RECORD.....	18
ARTICLE 16 – JOB POSTING.....	19
ARTICLE 17 – HEALTH AND SAFETY .....	20
ARTICLE 18 – PAY DAYS.....	21
ARTICLE 19 – HOURS OF WORK.....	22
ARTICLE 20 – WAGES .....	24
ARTICLE 21 – OVERTIME .....	25
ARTICLE 22 – PAID HOLIDAYS.....	26
ARTICLE 23– ANNUAL VACATIONS.....	27
ARTICLE 24 – HEALTH AND INCOME PROTECTION BENEFITS.....	29
ARTICLE 25- LEAVE OF ABSENCE.....	31
ARTICLE 26- ADDITIONAL EXPENSE REIMBURSEMENT.....	33
ARTICLE 27- LIABILITY INSURANCE.....	33
ARTICLE 26- TERM OF AGREEMENT.....	34
SCHEDULE ‘A’- WAGES.....	35
LETTER OF UNDERSTANDING #1- SCHEDULING COMMITTEE.....	37

LETTER OF UNDERSTANDING #2- FUNDING RE-OPENER.....40  
SCHEDULE "B" FULL-TIME BENEFITS SUMMARY.....40  
SCHEDULE "C" PART-TIME BENEFITS SUMMARY.....47

## PART 1 - THE RELATIONSHIP BETWEEN THE EMPLOYER AND UNION

### Article 1 - PURPOSE

- 1.1 The purpose of this agreement is to secure for the Employer, the Union and the employees, the benefits of orderly collective bargaining and to the fullest extent possible to provide for the highest possible standard of safety and physical welfare of the employees, economy of operation, quality, and quantity of output. It is recognized by the agreement to be the duty of the Employer, the Union, and the employees to co-operate fully, individually, and collectively for the advancement of the said conditions. The Union recognizes that in order to provide a proper relationship between the parties, the Employer must obtain the support and financial assistance from the community.
- 1.2 The Employer and the Union each represent that the purpose and the intent of this agreement is to promote co-operation and harmony, to recognize mutual interests, to provide a channel through which information and problems may be transmitted from one to the other, to formulate rules to govern the relationship between the Employer and the Union, to promote efficiency and service and to set forth herein the basic agreements and understandings covering rates of pay, hours of work, grievance procedure and conditions of employment.

### Article 2- SCOPE

- 2.1 This agreement shall apply to all employees of the March of Dimes Canada in the City of Sault Ste. Marie, in the District of Algoma, save and except personnel with Regional responsibilities, Regional Secretaries, Community Support Supervisor, Regional Independent Living Manager, and Regional Employment Services Manager.
- 2.2 If a new position is created, or if an existing position is substantially changed within the operation, the Employer shall consult with the Union with regard to whether the position is included within the scope of the bargaining unit. Should the Parties to this agreement be unable to agree, the matter shall be referred to Arbitration, as set out in Article 11.

### Article 3 - NO DISCRIMINATION

- 3.1 The Employer and the Union recognize the right of the employee to work in an environment free of harassment. There shall be no discrimination by the Employer, or the Union against any employee or consumer because of sex, race, colour, religion, creed, political affiliation, national origin, sexual orientation, handicap, age, marital status, family status, citizenship, ancestry, ethnic origin, or record of offence as defined in the *Ontario Human Rights Code*, nor by reason of their membership or activity in the Union.
- 3.2 The rules, regulations and requirements of employment shall be limited to matters pertaining to the workplace. Employees will not be asked or required to perform personal services for any member of management, which are not connected with the operation of the Employer.
- 3.3 Complaints of harassment shall be dealt with in accordance with the Grievance Procedure and will be investigated promptly. It is recognized that where the alleged harasser is the Employee's Supervisor, a grievance may be filed directly at Step 2.

Harassment is defined as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

### Article 4 - MANAGEMENT RIGHTS

- 4.1 It is agreed that it is the Employer's function to manage and operate all departments, direct the working forces, and to hire, promote, transfer, demote, to lay off, suspend, discipline or discharge employees for just cause, provided however, that the Employer agrees that any exercise of these rights in conflict with the provisions of this agreement may be subject to the provisions of the grievance procedure; to maintain order, discipline and efficiency, and to make and alter from time to time rules and regulations to be observed not inconsistent with the provisions of this agreement.

### Article 5 - UNION RECOGNITION

- 5.1 The Employer recognizes the Union as the sole collective bargaining agent for all employees of the Employer in the bargaining unit defined in Article 2 - Scope.

- 5.2 It is recognized that employees and persons outside the bargaining unit may from time to time perform work normally done by employees in the bargaining unit, during their absence, provided that such work will be done only after mutual agreement has been reached between the Employer and an officer of the Union, if available. Notwithstanding the above, the Attendant Care Program shall only use outside help (non-bargaining unit employees) when in emergency situations, subject to the provisions of Article 14 - Seniority.
- 5.3 The Employer shall, before entering into an agreement concerning any grant position or government sponsored programs (including school cooperative education programs), to which the Employer has access, consult with the Union, which shall advise as to whether it gives assent to such participation. Such assent shall not be unreasonably withheld. If a new position is created at the end of the grant period, it will be posted within the bargaining unit and selection will be made in accordance with Article 14.

#### Article 6 - UNION MEMBERSHIP & CHECK OFF

- 6.1 The Canadian Union of Public Employees will certify in writing to the Employer the Union dues currently in effect under the Union's by-laws. The Union agrees that it will provide the Employer with thirty (30) days notice of any change in Union dues to be deducted.
- 6.2 The Employer shall require all employees covered by Article 2 – Scope to sign an authorization for the deduction of Union dues from their pay.
- 6.3 During the lifetime of this agreement, the Employer shall deduct from the pay of all employees, who are covered by this agreement, after thirty (30) days service, on the first pay day of each calendar month, Union dues in the amount certified by the Union to the Employer to be currently in effect according to the Union's by-laws, and shall remit the same prior to the end of such month to the National Secretary-Treasurer of the Union along with a complete list of Employees, their earnings for the period and the dues deducted for each and provide a copy to the Local Secretary-Treasurer. The said sums shall be accepted by the Union as the regular monthly dues of those employees who are or shall become members of the Union.
- 6.4 The Union agrees to hold the Employer harmless against all claims, demands, and expenses should any person, at any time, contend or claim that the Employer has acted wrongfully or illegally in making such dues deductions.

- 6.5 All employees covered by Article 2 - Scope, as a condition of employment, shall become and remain members in good standing of the Union according to the constitution of the Union. The Union and the Employer agree that this provision shall be applied in a manner consistent with s. 51 of the Ontario Labour Relations Act.
- 6.6 No employee shall be required or permitted to make a written or verbal agreement with the Employer or his/her representative which may conflict with the terms of this Collective Agreement.
- 6.7 It is agreed that upon commencement of employment, new employees will be advised by a representative of the Employer of the existence of the Union and the conditions surrounding their employment as contained in the herein Collective Agreement and any rules that may be formulated under its term. It is also agreed that a representative of the Union will be given an opportunity to interview each employee. On request, the Employer will arrange a time and place for the said interview which will not exceed ten (10) minutes duration within the first thirty (30) days of employment.
- 6.8 Newly hired employees shall receive a copy of the Collective Agreement along with the contact information for Union Representatives from the CUPE Union Steward.
- 6.9 The Employer will notify the Union annually, of all changes of status including names, addresses and phone numbers.
- 6.10 A copy of any correspondence between the Employer and any employee in the bargaining unit with regards to discipline or any employment changes (not including new hire documentation), pertaining to the interpretation, administration, or application or any part of this agreement shall be forwarded to the CUPE Local 1880-04 Unit Vice-President and the CUPE National Representative. The Unit Vice-President shall be provided with notice of the name of any new hires.

## Article 7 – REPRESENTATION

### 7.1 Union Stewards

- a) The Employer acknowledges the right of the Union to appoint or otherwise select Stewards, and alternates to act in the absence of the stewards from among the Employees in the bargaining unit. The Unit Vice-President of the Local can also act as a steward.
- b) The employer acknowledges a Grievance Committee consisting of three (3) stewards.

- c) The Union will advise the Employer of the names of the Unit Vice President, Stewards and Grievance Committee in writing. This list will be revised as changes occur.
- d) A Steward and/or the Unit Vice-President shall investigate and process grievances in accordance with the grievance procedure set out in this agreement without loss of pay. However, in no event shall a steward or any employee be paid for time spent in investigation or processing grievances in non-working hours.
- e) The Steward shall not leave their work without the Employer's consent to investigate or process any grievances or to negotiate with the Employer, and such consent shall not unreasonably be withheld. The Union shall have the right at any time to the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer.

## 7.2 Bargaining Committee

The Employer acknowledges the right of the union to appoint or otherwise select the Union Bargaining Committee that will consist of not more than three (3) employees, who shall be paid by the Employer in accordance with Article 25.3 (the Union shall not be charged for benefit costs associated with Collective bargaining related time off); and the CUPE National Representatives.

## Article 8 - BULLETIN BOARDS

- 8.1 The Union shall have the use of a bulletin board in the Employer's premises for the purpose of posting notices relating to the Union's business. Such notices must be approved by the Employer prior to their being posted. No change shall be made in any such notice, either by the Employer or the Union after it has received the approval of management. The Union shall not distribute or post or cause to be distributed or posted on the property of the Employer, for or on its behalf, any pamphlet, advertising or political matter, cards, notices, or other kinds of literature, except with the written permission of management.

## Article 9 – LABOUR/MANAGEMENT COMMITTEE

- 9.1 The Labour/Management Committee shall be comprised of a representative from each service on a rotating basis as well as employer representatives. An Employer representative and a Union representative shall act as Co-chairpersons. The Co-chairpersons shall alternate in acting as chairpersons of the meetings.

- 9.1.1 The Committee shall meet every three (3) months unless agreed otherwise at a mutually agreed time and place for the purpose of discussing matters that would be beneficial to staff relations that affect the parties or bargaining unit employees, excluding grievances and matters pertaining to negotiations concerning the Sault Ste. Marie region.
- 9.1.2 Either party shall provide specific agenda items to the other party seven (7) days in advance of the meeting, whenever possible as well as the minutes from the preceding meeting.
- 9.1.3 Minutes of each meeting shall be prepared by management and signed by the Co-Chairpersons within two (2) weeks after the close of the meeting. Such minutes shall be provided to the committee members.
- 9.2 The Employer shall keep employees covered by this agreement informed of who their supervisors or department heads are, and the line of authority of such supervisory personnel.

## Article 10 - GRIEVANCE PROCEDURE

- 10.1 A grievance is a complaint with regards to the interpretation, application, or alleged violation of the Collective Agreement. In order to ensure that the grievance(s) is/are resolved as quickly as possible, the parties agree to the following procedures. In order to assure the earliest and most effective resolution of grievances, the parties agree that discussions will include disclosure of all available facts pertinent to the issue.
- 10.2 It is mutual desire of the parties that all complaints and grievances be resolved as quickly as possible. It is agreed that an employee has no grievance until they have first discussed the case with the immediate supervisor or designate and given the supervisor or designate the opportunity to resolve the issue within five (5) calendar days. In the event the complaint is not resolved, the following steps of the Grievance Procedure may be invoked.
- 10.3 Step 1  
  
If the attempts referred to above do not resolve the matter, the employee may submit a grievance in writing within five (5) calendar days from the time the verbal reply is received or should have been received at the verbal complaint stage and the employee will submit it to their immediate supervisor or designate. The grievance shall specify the article(s) of which a violation is alleged and indicate the relief sought. The Supervisor or designate will issue a written reply within five (5) calendar days of receipt of the grievance.

## Step 2

Failing settlement of the grievance at Step 1, or failure of management in Step 1 to submit the reply within the prescribed time period, the employee will present the grievance in writing to the Regional Independent Living Manager/Regional Employment Services Manager or designate within five (5) calendar days from the time the reply is received or should have been received at Step #1. The Regional Independent Living Manager/Regional Employment Services Manager or designate will respond within five (5) calendar days of the date or receipt of the grievance to arrange a meeting to discuss the grievance. Failing settlement:

## Step 3

The Union Representative, the Union Steward, the grievor, the immediate supervisor, the Regional Independent Living Manager/Regional Employment Services Manager and the Chief Administrative Officer or designate will meet to attempt to resolve the matter in dispute and to clarify the issues. The Chief Administrative Officer or designate and the Regional Independent Living Manager/Regional Employment Services Manager shall give the employee written response to the grievance within five (5) calendar days of the meeting. Grievances not resolved at this meeting may be submitted to arbitration, in accordance with Article 11.

When geographic issues are present, parties indicated in the grievance procedure may participate in the meetings via telephone.

Either party may if mutually agreed, refer the grievance to mediation. The cost of the mediation shall be shared jointly by the parties.

A mutual agreement by the Parties to enter a mediation process does not prevent either Party from exercising their rights under Article 11.

- 10.4 Reference in the paragraphs above to employee, supervisor, manager, and Regional Manager shall be exchanged with corresponding terms where necessary in the case that it is the Employer who is alleging breach of the Collective Agreement by the Union.
- 10.5 All policy, suspension, and discharge without cause grievances, shall automatically begin at Step 2 of the Grievance procedure. Such grievance(s) must be filed in writing, with the Regional Manager or designate within ten (10) calendar days of the event giving rise to the grievance.

- 10.6 Any grievance not advanced within the time limits set forth in this Agreement shall be deemed to have been abandoned unless such time limits are extended by mutual consent between the parties. An Arbitrator shall have the power to allow necessary amendments to the grievance and the power to waive formal procedural irregularities in the processing of a grievance in order to determine the real matter in dispute and to render a decision which seems just and equitable.
- 10.7 Should a matter remain unresolved and either party wishes to have the matter resolved by an Arbitrator, the matter shall follow the provisions set out below.
- 10.8 Before any matter is dealt with at Arbitration, the National Representative and the Chief Administrative Officer may discuss or meet to attempt to resolve as many outstanding issues as possible, to reduce the matters in dispute and to clarify the issues to be arbitrated.

#### Article 11 – ARBITRATION

- 11.1 If a settlement is not reached at Step #3, either party may request that the grievance be submitted to binding Arbitration. They shall make such a request in writing within thirty (30) calendar days from the receipt of the reply at Step #3. By mutual agreement the matter may be referred to a Mediator and both parties will make every effort to settle the grievance with the assistance of the Mediator. Costs of the Mediator shall be borne in equal portions by and paid directly by each party. In the event that the matter proceeds to arbitration, neither party can rely on or bring into evidence the discussions with the Mediator.
- 11.2 Failing settlement of the grievance, the Union and Employer may agree on a sole arbitrator. In the event that the Union and Employer cannot agree, the aggrieved party shall advise the other, in writing, of its intention to refer the matter to Arbitration. The notice shall include that Party's appointee to an Arbitration Board. The recipient of the notice shall respond within five (5) calendar days, providing its nominee. The two (2) appointees shall, within five (5) calendar days of the appointment by the responding party, select a third person who shall be the Chair. If the two (2) appointees fail to agree upon a Chair within the time set out, the Minister of Labour for Ontario shall, at the request of either party, appoint a Chair. The arbitrator(s) shall set a date for the hearing within a reasonable time, hear and determine all issues in dispute and render a decision, usually expected within thirty (30) days of completion of the hearing. The decision of the majority is final and binding. The decision of a majority is the decision of the Arbitration Board, but if there is no majority, the decision of the Chair governs. The expense of the Arbitrator shall be equally divided between the Employer and the Union. Any witnesses, called by the parties, and nominees, if any, will be at their individual expense.

## Article 12 - NO STRIKES OR LOCKOUTS

- 12.1 The Union agrees that there will be no interruption, work stoppage, strike, or any other interference with the Employer's operation during the term of this agreement. There shall be no lockout by the Employer during the term of this agreement.

## PART 2 – THE CONDITIONS OF WORK

### Article 13 – DEFINITIONS

- 13.1 A "probationary employee" is an employee who has worked six (6) calendar months. The employment of probationary employees may be terminated at any time during the probationary period.

The release of a probationary employee for reasons based on performance and ability to do the job, including skills, suitability and availability shall not be subject to the grievance procedure unless the probationary employee is released for:

- a) Reasons which are arbitrary, discriminatory or in bad faith;
- b) Exercising a right under this collective agreement.

- 13.2 Full-Time Employee

A "full time employee" is one who is regularly scheduled to work a regular full-time work week as defined in Article 19.3, and who has been awarded such status after competing for a job posting for a full-time vacancy.

#### Part- Time Employee

A "part-time employee" is one who is regularly scheduled to work less than thirty-two (32) hours per week and may elect to work replacement hours. Employees who are working in multiple part time positions in different classifications at the same time and their total combined hours exceed thirty-two (32) hours per week are still deemed to be part time employees for all applicable articles of the collective agreement. For clarity, a line of Support Service Attendant (SSA) shifts is not necessarily a position. A part-time SSA can hold multiple lines but only holds one position – a SSA.

### Temporary Position

A “temporary position” is a position for a fixed term contract that does not exceed a period of one (1) year. Notwithstanding the aforementioned, the Employer and the Union agree that a temporary position to replace an employee who is on a combination of pregnancy and parental leaves may be a fixed term contract of a maximum of eighteen (18) months. The maximum terms for temporary positions set out in this Article may be extended by mutual agreement. All temporary positions are without entitlement to benefits. Notwithstanding the previous sentence, if an internal employee moves into a temporary position, they would maintain the status and benefits that they had prior to moving into the temporary position.

13.3 For the purpose of this Collective Agreement, the following shall be considered “services”:

- Community Support Services – Supportive Housing
- Community Support Services - Outreach
- Community Support Services Assisted Living Seniors Services (including Low Acuity)
- Community Support Services – Homemaking Services
- Employment Services

Each of the above services is centralized in a main hub with the exception of Community Support Services – Supportive Housing which is separated by the physical address of each site.

New services shall be added to the list as they are established by the Employer.

13.4 In this Agreement, unless the context otherwise requires, the words importing the singular number include the plural and words importing the masculine gender include the feminine, as the case may be and vice versa.

### Article 14 – SENIORITY

14.1 Seniority is the principle of granting preference to the employees in accordance with length of continuous service in the bargaining unit, with the Employer.

14.2 After completion of the probationary period, seniority shall be calculated from the last date of hire into the bargaining unit.

- 14.3 (a) New employees shall acquire seniority rights which dates back to their first date of work with the Employer on completion of the probationary period. When an employee's probationary period has been completed, the employee and the Unit Vice-President shall be notified in writing of such completion.
- (b) The purpose of the probationary period is to allow the Employer to determine whether they wish to retain the employee.
- 14.4 Seniority shall be lost, and employment terminated when an employee is absent from work under the following circumstances:
- i. Resignation;
  - ii. Laid off more than twenty-four (24) months;
  - iii. Discharged for just cause;
  - iv. Fails to comply with a condition to avoid a Conflict of Interest;
  - v. Failed to return to work on the date specified in a recall notice without reasonable excuse;
  - vi. Failed to return to work after completion of a leave of absence granted by the Employer;
  - vii. Utilizes a leave of absence for purposes other than those for which the leave was granted;
  - viii. Is absent from work for three (3) consecutive working days without notifying the Employer.
- 14.5 An employee within the bargaining unit transferred to an internal job not in the bargaining unit, but still in the employ of the Employer, who reverts to the bargaining unit within twelve (12) months of such transfer shall be reassigned to the position previously held within the bargaining unit without loss of seniority rights as though they were on leave of absence. Should the position previously held no longer exist, the employee shall be entitled to exercise their rights under Article 14.7 – Lay-off and Recall. The Employer shall notify the Union of all persons so transferred.
- 14.6 (a) The parties recognize that job security shall increase in proportion to the length of seniority. Therefore, it is agreed that in all cases of vacancies, promotion, layoff and recall, senior employees shall be entitled to preference, in accordance with (b) and (c) below.
- (b) Selection for posted job vacancies shall be made of the senior applicant able to meet the normal requirements of the job.
- (c) It shall be the responsibility of the Employee to keep the Employer informed of the Employee's current address.

## 14.7 Layoff and Recall

- (a) A lay-off shall be defined as the elimination of one (1) or more bargaining unit positions or a reduction in the regularly scheduled hours of a full-time Employee which results in a change of status.
- (b) In the event of a proposed permanent lay-off, the Employer shall make every attempt to provide at least six (6) weeks' notice or notice as per the Employment Standards Act whichever is greater, to the Employee(s) and the Union. The Employer agrees to meet with Union during this time period, if requested to discuss means of avoiding the lay-off.
- (c) Employees with the least seniority within the classification to which lay-off takes place shall be laid off first, provided that the Employees who remain on the job have the ability and qualifications to perform the work required.
- (d) An Employee given a notice of lay-off shall be entitled to choose from the options listed below:
  - (i) Accept the lay-off and retain recall rights;
  - (ii) Displace an Employee in an equal or lesser paid classification with lesser seniority provided the senior Employee can perform the normal requirements of the job;
  - (iii) Choose to resign and receive a separation package equivalent to two (2) weeks of the effected employee's average regular wages (averaged over the last completed twenty-six (26) weeks for each completed year of service up to a maximum of twenty-six (26) weeks pay.
- (e) Employees who are laid off shall be placed on a recall list and shall retain, but not accrue seniority for twenty-four (24) months.
- (f) The Employer shall recall Employees in order of seniority to vacant bargaining unit positions for work, which the Employees meet the normal requirement of the job for a period of twenty-four (24) months from the date of lay-off. Notice of recall shall be sent by registered mail or courier to the last known address of the Employee who shall respond to the recall notice within seven (7) days.
- (g) Employees on layoff shall be given preference for temporary vacancies. An employee who has been recalled to a temporary vacancy of less than thirty (30) working days shall not be required to accept such a recall and may instead remain on layoff.

- (h) When recalling Employees who are laid off, those employees who were last to be laid off will be the first to be recalled, provided that the Employee is capable and qualified to do the work.
- (i) No new Employee shall be hired until those laid off have had the opportunity for recall.
- (j) In the event of a layoff of a full-time Employee, the Employer shall pay its share of the insured benefit premiums for a period of three (3) months. An Employee may extend the benefit coverage for up twenty-four (24) months however, it is understood that the Employer will not continue to pay its share of the benefits during such extension. Extension of the benefit coverage relates to the health and dental benefits only.
- (k) The Employer agrees to use their best efforts to ensure that part-time Employees will be laid off before full-time employees.
- (l) Upon return from layoff, no Employee shall suffer any waiting period for benefits.
- (m) The Employer agrees that no bargaining unit Employee shall be laid off as a direct result of the Employer's participation in federal, provincial, or municipal wage assisted/workfare, or other programs. Further, the Employer agrees that there shall be no loss of hours or wages for either part-time or full-time Employees as a direct result of the Employer's participation in such programs.
- (n) In the event of reorganization or restructuring of the Employer that may have a potential adverse effect upon Employees in the Bargaining Unit, the Employer shall notify the Union of such plans as far in advance as possible so that the parties can meet and discuss possible ways and means of minimizing the impact.

14.8 Seniority lists will be supplied to the Union and posted on the bulletin boards in January of each year. Employees will have thirty (30) days to notify the Employer in writing of any errors found on the list. If no written protest of errors is received by the Employer within thirty (30) days of posting such list, then it shall be deemed to be current.

## Article 15 - WORK, MANAGEMENT, AND THE EMPLOYEE'S RECORD

- 15.1 Employees and supervisors are encouraged to have open discussions on matters of concern, including concerns about performance of duties, as a means of resolving potential conflict.
- 15.2 Apart from non-disciplinary discussions about performance, whenever a supervisor deems it necessary to meet with an employee to discuss matters which may result in disciplinary action, the supervisor shall advise the employee of the purpose of the meeting and will allow sufficient time to allow the employee the option of being accompanied by their Steward. The supervisor shall issue a written notice of dissatisfaction or a written notice of discipline concerning the employee's work or actions (or failure to act), within ten (10) days of becoming aware of the event. Any meetings concerning the foregoing shall be conducted in private, giving due regard to the dignity of the employee.
- 15.3 A copy of any letter or notice issued as a result of this procedure will be provided to CUPE Local 1880-04 Unit Vice President and the CUPE National Representative.
- 15.4 Access to File
- An employee shall have the right, upon reasonable notice, to have access to and review their personnel file once every twelve (12) months and shall have the right to respond in writing to any document contained therein. The employee's written response shall become a part of their permanent record and will be produced at any time the documents in contention are presented for consideration.
- 15.5 Clearing Record
- The record of an employee shall not be used against them at any time after twelve (12) months following a suspension or disciplinary action, including letters of reprimand or any adverse reports, provided no additional adverse reports are written within the interval.
- 15.6 Performance Appraisals
- Where a formal evaluation of an employee's performance is carried out, the employee shall be provided with a copy to read and review. Provision shall be made on the evaluation form for an employee to sign it. The employee shall sign the form within seven (7) days, acknowledging and accepting the content, or indicating objection. No employee may initiate a grievance regarding the contents of a Performance Review unless the signature indicates disagreement with the contents. The employee shall receive a copy of the Review at the time of signing, after which it shall not be revised.

## Article 16 - JOB POSTING

- 16.1 All vacant or newly-created positions in the bargaining unit in excess of six (6) months duration will be posted for five (5) working days after which it shall be filled within a reasonable period of time. In instances where the term of absence is confirmed by the employee to the Employer, then the Employer may post, as a temporary vacancy, prior to the six (6) month period. Employees who wish to be considered for such vacancy shall advise management in writing of this fact during the five (5) day period of posting.

Temporary vacancies shall not extend beyond one (1) year duration unless mutually agreed.

- 16.2 a) The notice of posting shall include a summary of the qualifications and duties involved, the salary, location, approximate hours, and the name of the person to whom application should be made.
- b) A copy of the posting will be forwarded to the Unit Vice-President.

- 16.3 When the successful applicant is a member of the bargaining unit, they shall be notified as soon as possible following the end of the posting period. They shall be given a trial period of three (3) months. Conditional on Employer's determination of satisfactory service, the employee shall be declared in the position after the period of three (3) months. The employer shall post notice of the successful applicant on the Union bulletin boards and shall provide a copy of such notice to the Unit Vice-President.

In the event the successful applicant proves unsatisfactory in performing the duties of the new position during the trial period, they shall be returned to their former position, wage, or salary rate without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position, wage, or salary rate without loss of seniority.

Successful employees need not be considered for other vacancies within a six (6) month period unless an opportunity arises which allows the employee to:

- a) change their permanent status;
- b) change their status from part-time to full-time, whether permanently or on a temporary basis;
- c) be promoted to a higher paid classification; or
- d) increase their regularly scheduled hours of work.

- 16.4 The Employer agrees to draw up job descriptions for all positions for which the Union is bargaining agent; these descriptions shall be presented and discussed with the Union and shall become the recognized job descriptions. The above noted job descriptions shall not become part of the agreement.

#### Article 17 - HEALTH AND SAFETY

- 17.1 The Employer and Union agree that they mutually desire to maintain high standards of safety and health in the Employer's operation in order to prevent industrial injury and illness. Therefore, the Employer, the Union and the employees will cooperate in the prevention of accidents and enforcement of safety rules in the Employer's operation, by adopting the mandates of the Health and Safety Act. The Employer and the Union agree that the mandate of the Health and Safety Committee shall include dealing with incidents of workplace violence in a timely manner.

- 17.2 (a) The Employer agrees that mandatory training shall be provided to employees in accordance with the Employer's policy and legislative requirements.

When the Employees are required to attend training sessions by the Employer, time spent by Employees in attendance, if off site, shall be deemed time worked and paid at the appropriate rate.

The Employer and employees will endeavour to find time to enable each Employee in the bargaining unit to participate in all training sessions.

All employees shall be paid at their straight time hourly rate for attending staff meetings or in-service training sessions where their attendance is required by the Employer.

The Employer will endeavour to hold meetings at time convenient to the Employees and consumers involved.

- (b) It is understood that any staff without the appropriate credentials will not perform any service required by clients of the March of Dimes Canada that must normally be performed by a Regulated Health Care Professional. It is understood and agreed that the Regulated Health Care Professional will provide training and sign off each employee as it relates to Delegated Acts. No employee will be responsible for the training of another employee as it pertains to Delegated Acts.

### 17.3 Modified Work

The parties agree that the Employer, a representative of the Union, and the Employee affected will review accommodation issues as the need arises.

The parties agree that when accommodation of an Employee is required by statute and the Employee requests accommodation, such requests, shall be in accordance with the following principles:

1. The purpose of this process is to accommodate modified working conditions for the above stated Employee(s).
2. Where an Employee seeks accommodation, modified work or modified return, they shall provide the parties with a medical report detailing parties with a medical report detailing physical restrictions/limitations upon request.
3. The Employer shall base decisions regarding accommodation of individuals or job modification upon joint consultation; however final decision shall rest with the Employer and subject to the provisions of the Ontario Human Rights Code and the grievance procedure.

### Article 18 - PAY DAYS

- 18.1 Effective on or about April 1, 1997, pay days shall be on the 10th and 25th of each month; however, should that day be a Friday which is a Paid Holiday or Saturday, then the preceding day shall be deemed to be pay day. If the pay day falls on a Sunday or a Paid Holiday which falls on a Monday, the pay day will be the following day.
- 18.2 The Employer will show conspicuously in writing on the statement of earnings accompanying the wages paid to each employee the following: employee's wage rate, number of regular and overtime hours worked, and all deductions made.

### Article 19 - HOURS OF WORK

- 19.1 The Union recognizes that the Employer has a reasonable expectation that employees present themselves as available and ready for work each day that they are scheduled. Employees will notify their supervisor or the supervisor's delegate as soon as possible of an illness or other situation which will require an absence from work.

19.2 In order of seniority, full-time employees have the right to select, once yearly in January, prime days off. Prime days off shall be defined as Friday-Saturday, Saturday-Sunday, or Sunday-Monday.

19.3 Scheduling

- (a) Under normal circumstances, the maximum hours of work per week for full time Community Support employees is thirty-seven and one half (37.5) hours and the average hours of work per week for full time Employment Services employees is thirty-five (35) hours. Employees shall be entitled to pay at the rate of time and one half (1.5) for approved hours worked in excess of forty-four (44) hours per week.
- (b) Full-time employees at Community Support Services shall be on a set schedule of hours of work.
- (c) The Employer shall post a monthly schedule on the first of each month for the following month on the Employer's bulletin board for employees to view upon which the Employer will show which shifts they intend to fill.
- (d) The parties recognize that the hours of work may be required to change if the demands of space, workload, scheduling, or other demands of operation require a change to current scheduling patterns. Such changes will be kept to a minimum. The Employer agrees that any requirement to change the Hours of Work will be discussed with the Union in advance.
- (e) Seniority shall govern in the selection of employees to work replacement shifts (e.g., vacation, sick leave, Workplace Safety, and Insurance Board Compensation, etc.).

19.4 In January and June of each year, each employee will be canvassed to determine whether they wish to participate in replacement shifts, as set out in Article 21. Employees expressing a desire to participate in "Call-In" will be expected to undertake required training. If an employee refuses twelve (12) consecutive call-in shifts in any six (6) month period, they will be removed from the call-in list. In the event the employee being called in to work is already working or at their maximum threshold for the week, it shall not be considered a refusal in the above total.

19.5 Based on the commitment of the employee to accept replacement work, the Employer shall train employees in sufficient numbers to satisfy the anticipated frequency of available assignments.

19.6 The Employer will provide for each program a list of employees in order of seniority, using the date of hire, who are available for replacement shifts, overtime, or call-in opportunities.

The Employer will further develop an agency wide seniority list for each program indicating those employees, in order of seniority who are available to work in any program. The agency wide seniority list will be updated every six (6) months. Those employees who wish to be on the agency wide call in list will be canvassed in January and June of each year and must provide written confirmation that they wish to be included on the call in list.

Replacement shifts, overtime or call-in opportunities will be offered as per Article 21.1 (a) (i).

19.7 During each seven (7) or seven and one half (7.5) hour shift, employees may be away from their place of work no more than fifteen (15) minutes for a rest period during both the first half and second half of their shift. A fifteen (15) minute rest period in each of the first half and second half of the shift will be permitted provided that, during such breaks, employees do not leave the work premises.

19.8 No employee shall work more than 12 (twelve) days consecutively, without two (2) consecutive days off in accordance with the *Employment Standards Act*.

19.9 a) Employees required to work, and not permitted to leave the Employer's premises, shall receive a one half (1/2) hour paid meal break at the regular straight time hourly rate. To clarify, the one half (1/2) hour meal break payment is only paid when the employee is actively working. It is not paid to the employee for shifts when the employee is not actively working, for example on vacation or sick leave.

b) Employees who are required by the Employer to remain at work beyond their regularly scheduled shift shall be paid at the rate of time and one half (1.5) for all hours worked in excess of twelve (12) consecutive hours of work. This paragraph applies exclusively to hours work in Supportive Housing and does not apply to hours offered by the Employer which the Employee was free to accept or refuse nor does it apply to hours worked due to a shift exchange between employees.

#### 19.10 Compressed Work Week

It is agreed that employees may make individual requests to work a compressed work week, i.e., increasing the number of hours worked per day in order to allow additional time off in lieu.

Such requests shall be submitted to the Regional Manager or their designate and will be granted, subject to the discretion of the Regional Manager, where operational requirements allow flexibility of the working schedule of the employee making the request. Any agreement made between an employee and employer shall be subject to approval of the local, making sure that all areas of the collective agreement are satisfied.

Example of a compressed workweek include:

- One (1) paid day off after working fifteen (15) days in which an additional half (1/2) hour is worked, or
- One three and a half hour (3.5) afternoon or morning is granted as paid time off after working fourteen (14) days in which an additional fifteen (15) minutes are worked

19.11 If an employee who is not on an approved leave, fails to work at least one (1) shift, when there is work available and offered, in any one (1) month period, that employee will have been deemed to have resigned their position.

19.12 Shift exchange between employees is allowed as long as no overtime is created, and the supervisor approves it. Requests for Time Off (RTO's) have to be approved by the supervisor or designate.

### PART 3 – COMPENSATION

#### Article 20 – WAGES

- 20.1 “Regular rate” is the rate of pay for the classification in which an employee is presently working.
- 20.2 Employees shall be paid a rate of pay appropriate to their position and length of service, according to the chart set out in Schedule “A” of this Agreement.
- 20.3 Upon hire, new employees shall receive start rate for their position and on their anniversary date, they will move to Step 1. Progression to each additional step shall occur on their anniversary date each year.

20.4 The Employer is able to hire a new employee on any step of the wage grid for any position. However, if the Employer hires a new employee at a wage rate higher than the start rate, all the other active employees in that position would move to at least that rate on their next pay period.

Employees on probation would only move to the new rate on their next pay period following the successful passing of their probationary period.

Employees who are on any type of leave of absence would only move to the new rate on their next pay period following the date that they returned to full duties.

## Article 21 – OVERTIME

21.1 (a) Replacement shifts, overtime or call-in opportunities will be offered in the following manner:

1. Part time employees currently working in a location that have not reached the weekly threshold of up to thirty-two (32) paid hours in a week in order of seniority.
2. Full time employees currently working in a location up to a weekly threshold of forty-four (44) paid hours in a week offered in order of seniority.
3. Part time employees currently working in a location up to a weekly threshold of forty-four (44) paid hours in a week offered in order of seniority.
4. If no employees at a location accept after utilizing Step 1, Step 2, or Step 3, then the opportunity shall be offered to employees in order of seniority on the agency wide list.
5. Steps one (1) through four (4) will be followed until employees reach forty-four (44) hours of work per week. Overtime time hours will then be offered on the same basis. When an employee brings to the attention of management that an error occurred in the procedure indicated in this Article whereby, they lost out on an opportunity to work based on their seniority, the employee will indicate availability within the pay period and will be placed on the schedule for their location without a negative impact on the current schedule. If this is not achievable within the current pay period, it will be extended to the following pay period.

- (b) When an employee chooses to take time off to equalize overtime worked the date(s) shall be determined by mutual agreement between the Employer and employee.
- c) Where an employee is required for a call-in for less than three (3) hours work, the work will be offered to the most senior part-time employee first, according to the Call-In process, as set out in Article 21. If, after offering the work to all available employees, the work is still not assigned, then the Employer will assign it starting with the least senior employee first.

**Article 22 - PAID HOLIDAYS**

22.1 The following paid holidays will be recognized by the Employer:

- |                   |   |
|-------------------|---|
| 1. New Year's Day | 7. Civic Holiday                            |
| 2. Family Day     | 8. Labour Day                               |
| 3. Good Friday    | 9. National Day of Truth and Reconciliation |
| 4. Easter Sunday  | 10. Thanksgiving Day                        |
| 5. Victoria Day   | 11. Remembrance Day                         |
| 6. Canada Day     | 12. Boxing Day                              |
|                   | 13. Christmas Day                           |

22.2 Subject to the provisions of the *Employment Standards Act (ESA)*, regular full-time and regular part-time employees of the Community Support Services who are required to work on any of the above tabulated holidays shall be paid at the rate of time and one-half (1½) for work performed on such day in addition to the holiday pay calculated according to the ESA.

If a holiday falls on a non-working day, an employee who has worked their scheduled shift before and their scheduled shift after such holiday (or is authorized to be off work), shall be paid for such day according to the ESA.

22.3 Except for those employees in Community Support Services, no employee shall be called upon to work on any of the holidays provided for in this Article.

22.4 Employees, to qualify to be paid for a specified holiday, must work their regularly scheduled shift before and after the holiday unless the employee is on vacation, sick leave or paid leave of absence or a regularly scheduled day off, and shall be paid in compliance with the *Employment Standards Act*.

## Article 23 - ANNUAL VACATIONS

### 23.1 Eligibility and Length of Vacation

Vacation time off shall be determined by length of service as calculated on the first day of the month following the anniversary date of the employee's hire date.

23.2 For the purpose of this Article, vacation pay shall be calculated on all vacationable earnings defined by the ESA.

23.3 Paid vacation time is not earned while receiving Workplace Safety and Insurance Board Compensation, STD, LTD, or on unpaid leaves of absence of one (1) pay period or more.

### 23.4 Vacation Time Off Schedule

Employees are entitled to time off as follows:

<b>LENGTH OF SERVICE</b>	<b>TIME OFF WITH PAY(FT)</b>	<b>RATE OF VACATION PAY (PT)</b>
Less than 1 Year of service	1 Day for each completed month of service	4%
1 year or more, but less than 2 years	2 weeks	4%
2 years or more, but less than 7 years	3 weeks	6%
7 years or more, but less than 12 years	4 weeks	8%
12 years or more but less than 20 years	5 weeks	10%
20 years or more	6 weeks	12%

23.5 Vacation schedules shall be posted by April 1<sup>st</sup> of each year and shall not be changed except when mutually agreed to by the Employer and the employee. Employees who do not select their vacation for posting may have their vacation period assigned. Vacation requests made after the schedule has been posted must be made three (3) weeks in advance of the first date of the requested vacation time off. The Employer will decide whether to approve such requests and confirm the decision to the employee at least two (2) weeks in advance of the vacation. Notwithstanding the above, no part-time employee shall be required to take more than two (2) weeks of vacation time off in any calendar year.

- 23.6 Consistent with the efficient operation of the organization and its departments, and seasonal workloads, employees will be given preference, as near as possible on the basis of seniority, with respect to the first selection of their vacation period.
- 23.7 Part-time employees shall be paid their vacation pay at the appropriate percentage, added to their pay, on each pay date.
- 23.8 Should any of the Paid Holidays listed in Article 22 fall during an employee's vacation period, then the employee may extend the vacation period by one (1) day (with pay) or take an alternate day off at another time. The alternate day off must be scheduled by mutual agreement.
- 23.9 Scheduled vacation periods will be rescheduled to another period when an employee becomes hospitalized as the result of a sickness or non-compensable accident prior to starting vacation. Any rescheduled vacation will be by mutual agreement.
- 23.10 Where an employee qualifies for compassionate leave during vacation time, they shall notify their supervisor as quickly as possible. Upon such notice, the record shall be amended to reflect an adjustment for the equivalent amount of compassionate leave. The employee shall be entitled to take an equivalent amount of time off at a later date, which date shall be by mutual agreement with the employee's supervisor.
- 23.11 The Employer agrees to schedule vacations so that employees can receive at least two (2) weeks of their vacation entitlement consecutively. It is understood and agreed that the Employer will give every consideration as to the preference of time at which employees wish to take their vacations, but of necessity the Employer must reserve the final decision as to the scheduling of vacations.

Should an employee not utilize vacation time in the year in which vacation is earned, the employee may request that vacation time owing to a maximum of one (1) week of vacation or may carry the one (1) week over to March 31st of the following year. Such agreement will not be reasonably withheld. If an employee cannot take their earned vacation time, they shall receive vacation pay in lieu.

Any vacation which is not used by October 1, the Employer will schedule the vacation with the exception of the one (1) week carry-over, unless mutually agreed otherwise.

All employee's negative vacation bank totals will be carried over to the following year and therefore would impact the employee's vacation entitlement going forward.

23.12 Employees may be required to break their vacations into periods of not more than three (3) weeks depending on vacation entitlement and scheduling.

## Article 24 - HEALTH AND INCOME PROTECTION BENEFITS

### 24.1 MODC Pension Plan

All employees covered by this Collective Agreement are entitled to participate in the March of Dimes Canada Pension Plans on the same basis as all other employees.

### 24.2 Sick Pay, Short Term (STD) and Long Term (LTD) Benefits

All full-time employees working on a regularly scheduled basis will be credited seven (7) sick leave days effective January 1<sup>st</sup> of each year. All part-time employees will be entitled to sick leave in accordance with the following formula: annual entitlement in hours = two point seven percent (2.7%) hours worked in the previous year.

24.3 If arrangements are not otherwise possible, employees will be permitted to use up to two (2) days of their accumulated sick leave each calendar year, for the purpose of attending medical appointments with a doctor or dentist. Such medical appointments may be in respect of a member of the employee's immediate family where the family member is unable to attend the medical appointment without assistance. For this purpose, "immediate family" shall mean spouse, parent and child.

24.4 Accumulated sick days may be used to compensate employees for the waiting period required for short term disability (STD).

24.5 Employees hired before May 15, 1997, shall utilize all previously accrued sick days prior to receiving payment under the Short-Term Disability (STD) Plan. Employees with an accumulated sick bank shall be credited with their entitlement under Article 24.2.

24.6 Full-time employees shall be eligible to participate in the March of Dimes Canada STD and LTD programs. A summary of the details of the STD plan are set out in Schedule "B" of this Agreement. The Employer shall pay the full cost of this benefit.

#### 24.7 Promissory Note

Employees who are confronted with financial hardships while awaiting WSIB or STD claim settlements may request an advance of payment under the Short-Term Disability provision. If such request is approved, the employee shall sign a promissory note to repay any amounts advanced.

#### 24.8 Group Life and Extended Health Benefits

The Employer shall pay for full time-employees, one hundred percent (100%) of the premiums for the current Basic plan, single or family coverage, of the following benefits: Group Life Insurance, Accidental Death & Dismemberment Insurance, Short Term Disability, Long Term Disability, Supplementary Health Care and Dental. A summary of the benefit coverage is found in Schedule "B" attached hereto and forming part of the collective agreement.

Full-time employees may choose either Basic Coverage at no cost to the employee, or Option 1 with the Employer paying ninety per cent (90%) of the cost and the employee paying ten percent (10%) of the premium or Option 2 with the Employer paying eighty-five percent (85%) of the cost and the Employee paying fifteen percent (15%) of the premium.

24.9 Part time employees who have been employed for one (1) year and who have worked a minimum average of fifteen (15) hours of work per week over that one (1) year period, shall be eligible to participate in the part time benefits plan commencing upon the beginning of the next enrolment period closest to their one (1) year anniversary date (i.e. either August 1<sup>st</sup> or February 1<sup>st</sup>), provided that they continue to maintain the hours worked requirement until the end of the eligibility period. After one (1) year of service and one an on-going basis, all part time employees that are eligible to join the part time benefits plan must maintain an average of fifteen (15) hours of work per week over a period of twenty-six (26) weeks (as calculated by the nearest period of twenty-six (26) full weeks between January 1<sup>st</sup> and June 30<sup>th</sup> or between July 1<sup>st</sup> and December 31<sup>st</sup>). All active members of the part time benefits plan must maintain an average of fifteen (15) hours of work per week over each eligibility period in order to maintain their membership in the part time benefits plan on an ongoing basis. March of Dimes Canada will pay 100% of the monthly premiums for both single and family coverage. A summary of that part time benefit booklet is found in Schedule "C" attached hereto and forming part of the Collective Agreement.

- 24.10 Any employee who fails to pay the premium costs (to be deducted at source, or by cheque to the Employer if the employee has insufficient earnings) shall not be permitted to again participate in the benefit program for a period of one (1) year, without regard to qualification based on hours worked, and may only re-enrol on a one time basis only. Should the employee's hours fall below an average of fifteen (15) hours per week for a period of twenty-six (26) weeks, the employee shall be removed from participation in the benefit program.
- 24.11 Employee claims for benefits are subject to the conditions established by the insurance companies, subject to appeal by the employee.

## Article 25 - LEAVE OF ABSENCE

### 25.1 Miscellaneous

- (a) The granting of all miscellaneous leaves, their duration, the number of employees on leave at any time and acceptable reasons for granting leaves will be at the discretion of the Employer, and such agreement shall not be unreasonably withheld.
- (b) Miscellaneous leave will not be granted or used for the purpose of engaging in work outside the services of the Employer.

### 25.2 Leave Requests

- (a) All requests for leave will be made in writing to the employee's supervisor. The request shall include the reason for the absence. All replies will be made in writing and will specify the date the employee is to return to work.
- Notwithstanding the above, employees in the Community Support Services shall make such request to their supervisor/manager or their designates in writing and a copy to their Union steward.
- (b) Adequate notice must be given to the Employer with due regard to the problems of staffing and general efficiency.
- (c) In the event of an emergency, the request and permission may be verbal. However, a written outline of the situation must be given to the employee's supervisor within five (5) days of the verbal request except in extenuating circumstances.

- (d) When leaves of absence without pay are granted in excess of one (1) month, the Employer will not be required to pay or contribute to the cost of any benefits but allow the continuance of benefits if the employee elects to pay the full cost of the benefits in advance.
- (e) The name of any employee who does not return to work on the day specified following a leave except for circumstances beyond their control and where reasonable effort has been made to notify the Employer, will be removed from the seniority roster and the employee will forfeit any severance benefits except those required by law.

### 25.3 Leave for Union Activities

Duly appointed delegates shall be granted leave of absence with pay to attend conventions, seminars, and schools of the Union. Any leave under this clause shall not exceed one (1) employee per work site, consideration shall be given to one (1) additional employee per work site should staffing coverage be arranged, for a maximum of twenty – four (24) working days per employee per year. Requests for such leave shall be sent to the employee's supervisor/manager or their designate. The Employer shall continue to pay wages and benefits for such employees during their leave of absence and will be reimbursed by the Union for all such pay and benefits. Such leaves shall be subject to staffing requirements and shall not be unreasonably denied.

### 25.4 Jury Duty and Crown Witness

The Employer shall grant leave of absence to an employee while they are required by the court to serve as a juror or crown witness. The Employer shall pay such an employee the difference between their normal earnings and the payment they receive for jury or as a crown witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received on a form supplied by the Court.

### 25.5 Bereavement Leave

In cases of bereavement in the immediate family, leave without loss of pay up to five (5) days is allowed (not exceeding a span of fourteen (14) calendar days). The term "immediate" family shall include only the employee's spouse or partner (including a common-law spouse), father, mother, father/mother in-law, brother, sister, son, daughter, grandparent, grandchild and brother/ sister-in-law.

A common-law spouse is defined as an individual with whom the employee has cohabited in a conjugal relationship for a continuous period of at least six (6) months.

For family deaths outside the immediate family as listed above, the Employer shall allow one (1) days' absence without loss of pay. A maximum of one-half (½) days absence will be allowed for attending funerals not covered above. Additional absence may be granted, with or without compensation, at the discretion of the Regional Manager.

When requesting bereavement time, the employee shall provide the full name of the deceased and the relationship to them in writing with a request for time off form.

Where an employee indicates to the Employer that they will be unable to attend the funeral of a person set out above because it falls outside the limit set out above as the case may be, the employee may bank one (1) of the days that would otherwise have been a scheduled day to use to attend the funeral without loss of pay.

#### 25.6 Compulsory Training

Employees who are required by the Employer to attend compulsory staff training, "in-service" seminars, or staff meetings that are scheduled during employee's time off shall be compensated for attendance at such training or in-service at straight time rates. The Employer acknowledges that employees who work night shift shall not be compelled to attend staff meetings during day shift hours, where attendance would disrupt the rest of the employee.

If the employee is not scheduled to work, the employee will be paid for the time spent in training only.

#### 25.7 Pregnancy, Parental and Adoption Leave

The Employer shall provide pregnancy, parental and adoption leaves in accordance with the provisions of the Employment Standards Act.

### Article 26 - ADDITIONAL EXPENSE REIMBURSEMENT

26.1 Employees required to use their automobiles in the performance of their duties for the Employer are expected to do so and shall receive reimbursement for mileage at a rate established by the Employer's corporate policy.

26.2 Employees may be required to take annual or other health examinations. The Employer will bear the cost of such examinations if the examination is not covered by OHIP.

Article 27 - LIABILITY INSURANCE

27.1 The Employer will provide the Union with a current copy of the professional liability endorsement that applies to employees and volunteers. The Employer will advise the Union of any proposed amendments to the professional services liability coverage.

Article 28 - TERM OF AGREEMENT

28.1 This Collective Agreement shall be binding and remain in effect from April 1, 2022 to March 31, 2025, and shall continue from year to year thereafter unless either party gives notice in writing that it desires its termination or amendment.

28.2 Printing of Agreement

The Union and the Association shall share equally the cost of printing the Agreement which shall be done within one (1) month of the signing of the Agreement.

28.3 Either party desiring to propose changes to this Collective Agreement shall, between the period of thirty (30) and ninety (90) days prior to the termination date, give notice in writing to the other party, and a meeting shall be held at which time the parties will commence negotiations on the proposed amendments and/or terms of a new agreement.

Signed in Sault Ste. Marie, this 28th day of May, 2023.

FOR THE EMPLOYER:

Maria Colalillo  
Maria Colalillo (May 24, 2023 13:00 EDT)

Silvana Pezzutto  
Silvana Pezzutto (May 24, 2023 15:15 EDT)

Deanna Chisholm-Tullio  
Deanna Chisholm-Tullio (May 24, 2023 15:37 EDT)

FOR THE UNION:

Amy Diotte  
Amy Diotte (May 27, 2023 11:08 EDT)

Alyson Harten  
Alyson Harten (May 28, 2023 13:01 EDT)

Tracy Pozzo  
Tracy Pozzo (May 28, 2023 13:07 EDT)

## Schedule "A"- Wages

Classification	Probation	Level 1	Level 2	Level 3	Level 4
<b>Effective 01-April-21</b>	\$ 25.61	\$ 27.51	\$ 29.59	\$ 32.43	
Vocational Rehabilitation Specialist, Employer & Client Coordination (Certified)	\$ 25.61	\$ 27.51	\$ 29.59	\$ 32.43	
Vocational Rehabilitation Specialist, Assessment and Planning (Certified)	\$ 22.82	\$ 24.53	\$ 26.39	\$ 28.35	
Vocational Evaluator	\$ 19.10	\$ 20.55	\$ 22.08	\$ 23.74	
Instructor	\$ 19.10	\$ 20.55	\$ 22.08	\$ 23.74	
Vocational Rehabilitation Specialist, Employer & Client Coordination (Non-certified)	\$ 19.10	\$ 20.55	\$ 22.08	\$ 23.74	
Vocational Rehabilitation Specialist, Assessment and Planning (Non-certified)	\$ 19.44	\$ 20.39	\$ 21.33	\$ 22.30	\$ 23.33
Community Support Leader	\$ 17.59	\$ 19.06	\$ 20.55	\$ 22.02	
Employment Support Worker	\$ 17.34	\$ 19.51	\$ 19.88	\$ 20.20	
Independent Living Resource Worker	\$ 17.34	\$ 17.87	\$ 18.39	\$ 19.18	\$ 19.97
Support Service Attendant	\$ 15.76	\$ 16.03	\$ 16.29	\$ 16.55	\$ 16.82
Homemaking Services Worker	\$ 14.71	\$ 15.82	\$ 17.05	\$ 18.27	
Secretary	\$ 14.71	\$ 15.82	\$ 17.05	\$ 18.27	
Prospector					

Classification	Probation	Level 1	Level 2	Level 3	Level 4
<b>01-Apr-22</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	
Vocational Rehabilitation Specialist, Employer & Client Coordination (Certified)	\$ 26.12	\$ 28.06	\$ 30.18	\$ 33.08	\$ -
Vocational Rehabilitation Specialist, Assessment and Planning (Certified)	\$ 26.12	\$ 28.06	\$ 30.18	\$ 33.08	\$ -
Vocational Evaluator	\$ 23.28	\$ 25.02	\$ 26.92	\$ 28.92	\$ -
Instructor	\$ 19.48	\$ 20.96	\$ 22.52	\$ 24.21	\$ -
Vocational Rehabilitation Specialist, Employer & Client Coordination (Non-certified)	\$ 19.48	\$ 20.96	\$ 22.52	\$ 24.21	\$ -
Vocational Rehabilitation Specialist, Assessment and Planning (Non-certified)	\$ 19.48	\$ 20.96	\$ 22.52	\$ 24.21	\$ -
Community Support Leader	\$ 19.83	\$ 20.80	\$ 21.76	\$ 22.74	\$ 23.80
Employment Support Worker	\$ 17.94	\$ 19.44	\$ 20.96	\$ 22.46	\$ -
Independent Living Resource Worker	\$ 17.69	\$ 19.90	\$ 20.28	\$ 20.60	\$ -
Support Service Attendant	\$ 17.69	\$ 18.23	\$ 18.76	\$ 19.56	\$ 20.37
Homemaking Services Worker	\$ 16.08	\$ 16.35	\$ 16.62	\$ 16.88	\$ 17.16
Secretary	\$ 15.00	\$ 16.14	\$ 17.39	\$ 18.64	\$ -
Prospector	\$ 15.00	\$ 16.14	\$ 17.39	\$ 18.64	\$ -

Classification	Probation	Level 1	Level 2	Level 3	Level 4
<b>01-Apr-23</b>	<b>1.50%</b>	<b>1.50%</b>	<b>1.50%</b>	<b>1.50%</b>	
Vocational Rehabilitation Specialist, Employer & Client Coordination (Certified)	\$ 26.51	\$ 28.48	\$ 30.63	\$ 33.57	\$ -
Vocational Rehabilitation Specialist, Assessment and Planning (Certified)	\$ 26.51	\$ 28.48	\$ 30.63	\$ 33.57	\$ -
Vocational Evaluator	\$ 23.63	\$ 25.40	\$ 27.32	\$ 29.35	\$ -
Instructor	\$ 19.77	\$ 21.28	\$ 22.86	\$ 24.58	\$ -
Vocational Rehabilitation Specialist, Employer & Client Coordination (Non-certified)	\$ 19.77	\$ 21.28	\$ 22.86	\$ 24.58	\$ -
Vocational Rehabilitation Specialist, Assessment and Planning (Non-certified)	\$ 19.77	\$ 21.28	\$ 22.86	\$ 24.58	\$ -
Community Support Leader	\$ 20.13	\$ 21.11	\$ 22.08	\$ 23.09	\$ 24.15
Employment Support Worker	\$ 18.21	\$ 19.73	\$ 21.28	\$ 22.80	\$ -
Independent Living Resource Worker	\$ 17.95	\$ 20.20	\$ 20.58	\$ 20.91	\$ -
Support Service Attendant	\$ 17.95	\$ 18.50	\$ 19.04	\$ 19.86	\$ 20.67
Homemaking Services Worker	\$ 16.32	\$ 16.60	\$ 16.87	\$ 17.13	\$ 17.41
Secretary	\$ 15.23	\$ 16.38	\$ 17.65	\$ 18.91	\$ -
Prospector	\$ 15.23	\$ 16.38	\$ 17.65	\$ 18.91	\$ -

Classification	Probation	Level 1	Level 2	Level 3	Level 4
<b>01-Apr-24</b>	<b>1.25%</b>	<b>1.25%</b>	<b>1.25%</b>	<b>1.25%</b>	
Vocational Rehabilitation Specialist, Employer & Client Coordination (Certified)	\$ 26.85	\$ 28.84	\$ 31.02	\$ 33.99	\$ -
Vocational Rehabilitation Specialist, Assessment and Planning (Certified)	\$ 26.85	\$ 28.84	\$ 31.02	\$ 33.99	\$ -
Vocational Evaluator	\$ 23.92	\$ 25.57	\$ 27.66	\$ 29.72	\$ -
Instructor	\$ 20.02	\$ 21.54	\$ 23.15	\$ 24.89	\$ -
Vocational Rehabilitation Specialist, Employer & Client Coordination (Non-certified)	\$ 20.02	\$ 21.54	\$ 23.15	\$ 24.89	\$ -
Vocational Rehabilitation Specialist, Assessment and Planning (Non-certified)	\$ 20.02	\$ 21.54	\$ 23.15	\$ 24.89	\$ -
Community Support Leader	\$ 20.38	\$ 21.37	\$ 22.36	\$ 23.37	\$ 24.46
Employment Support Worker	\$ 18.44	\$ 19.98	\$ 21.54	\$ 23.08	\$ -
Independent Living Resource Worker	\$ 18.18	\$ 20.45	\$ 20.84	\$ 21.17	\$ -
Support Service Attendant	\$ 18.18	\$ 18.73	\$ 19.28	\$ 20.11	\$ 20.93
Homemaking Services Worker	\$ 16.52	\$ 16.80	\$ 17.08	\$ 17.35	\$ 17.63
Secretary	\$ 15.42	\$ 16.58	\$ 17.87	\$ 19.15	\$ -
Prospector	\$ 15.42	\$ 16.58	\$ 17.87	\$ 19.15	\$ -

Letter of Understanding #1

Between

CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 1880-04  
(the "Union")

-And-

MARCH OF DIMES CANADA  
(the "Employer/Board")

RE: Scheduling Committee

---

- 1) The Parties agree to the creation of a Scheduling Committee which shall consist of two (2) Employer representatives and two (2) Union appointment representatives, or such other greater number as may be agreed between the Parties. There shall be equal numbers of both Parties on the Scheduling Committee.
- 2) The Parties may mutually agree to appoint a facilitator to assist the Scheduling Committee in one (1) or more of its meetings.
- 3) The Scheduling Committee shall review employee scheduling and discuss potential changes to the current procedure that balance the interests of employees with operational requirements. Upon reaching consensus, the Scheduling Committee may make recommendations to the Employer regarding changes to employee scheduling that align with the provisions of the Collective Agreement. The Employer shall consider all such recommendations in good faith. In addition to the foregoing, should mutually acceptable changes be identified, the Parties may enter into a written agreement for employee scheduling that may contain provisions that differ from the provisions of the Collective Agreement that will be brought back to the bargaining unit for a vote to accept the changes on a trial basis.
- 4) If the Parties mutually agree that the trial has been successful, they will implement the changes via a Letter of Understanding which will not have to be brought back to the bargaining unit for a vote.
- 5) Any representative(s) attending such meetings during their regularly scheduled hours of work shall not lose regular earnings as a result of such attendance.

6) This letter shall be in effect for the term of this Collective Agreement.

Signed in Sault Ste. Marie, Ontario, this 28<sup>th</sup> day of May, 2023.

FOR THE EMPLOYER:

Maria Colalillo

Maria Colalillo (May 24, 2023 13:00 EDT)

Silvana Pezzutto

Silvana Pezzutto (May 24, 2023 15:15 EDT)

Deanna Chisholm-Tullio

Deanna Chisholm-Tullio (May 24, 2023 15:37 EDT)

FOR THE UNION:

Amy Diotte

Amy Diotte (May 27, 2023 11:08 EDT)

Alyson Harten

Alyson Harten (May 28, 2023 13:01 EDT)

Tracy Pozzo

Tracy Pozzo (May 28, 2023 13:07 EDT)

Letter of Understanding #2

Between

CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 1880-04  
(the "Union")

-And-

MARCH OF DIMES CANADA  
(the "Employer/Board")

Re: Funding Re-Opener

---

In the event that MODC receives new funding or increased base funding from Ontario Health or any other government agency or provincial Ministry for the enhancement of wages for employees covered by the terms of this agreement, the parties will meet to discuss the amounts and timing of wage improvements. Such meeting(s) will be regarded as a re-opening of the Collective Agreement for the negotiation of wage discussions only, during the current term.

Signed in Sault Ste. Marie, Ontario, this 28th day of May, 2023.

FOR THE EMPLOYER:

Maria Colalillo

Maria Colalillo (May 24, 2023 13:00 EDT)

Silvana Pezzutto

Silvana Pezzutto (May 24, 2023 15:15 EDT)

Deanna Chisholm-Tullio

Deanna Chisholm-Tullio (May 24, 2023 15:37 EDT)

FOR THE UNION:

Amy Diotte

Amy Diotte (May 27, 2023 11:08 EDT)

Alyson Harten

Alyson Harten (May 28, 2023 13:01 EDT)

Tracy Pozzo

Tracy Pozzo (May 28, 2023 13:07 EDT)

Schedule "B"

*Benefits Summary- March of Dimes Canada  
Sault Ste. Marie Full-Time Employees*

	<b>Basic</b>	<b>Option 1</b>	<b>Option 2</b>
<b>Employee Basic Life Insurance</b>	100 % of annual earnings to a maximum of \$100,000 reducing by 50% at age 65	200% of annual earnings to a maximum of \$100,000 reducing by 50% at age 65	200% of annual earning to a maximum of \$100,000 reducing by 50% at age 65
<b>Optional Life Insurance</b>	Available in \$10, 000 units to a maximum of \$250, 000 subject to approval of evidence of insurability.	Available in \$10,000 units available to a maximum of \$250,000, subject to approval of evidence of insurability	Available in \$10,000 units to a maximum of \$250,00, subject to approval of evidence of insurability
<b>Employee Accidental Death, Dismemberment &amp; Specific Loss (principal sum)</b>	An amount equal to your Basic Life Insurance	An amount equal to your Basic Life Insurance.	An amount equal to your Basic Life Insurance
<b>Short Term Disability Benefits</b>			
<b>Waiting Period</b>	5 consecutive shifts (35 working hours if you are an hourly employee)		
<b>Maximum Benefit Period</b>	130 working days, or to the end of the Long-Term Disability waiting period, whichever is earlier.		
<b>Amount of Employees on Maternity Leave</b>	66 2/3% of your weekly earnings, reduced by your weekly entitlement under the Employment Insurance Act of Canada (EI Benefits) or similar law		
<b>Amount for all other Employees</b>	66 2/3% of your weekly earnings		
<b>Long Term Disability Benefits</b>			
<b>Waiting Period</b>	180 days or the end of the Short-Term Disability benefit period, including any recurrences, whichever is earlier.		
<b>Amount</b>	60% of your monthly earnings to a maximum benefit of \$3,000	70% of your monthly earnings to a maximum benefit of \$4,000	70% of your monthly earning to a maximum benefit of \$6,000

<b>Healthcare</b>	<b>Basic</b>	<b>Option 1</b>	<b>Option 2</b>
<b>Deductibles</b>	Individual: \$25 each calendar year Family: \$50 each calendar year	Individual: \$25 each calendar year Family: \$50 each calendar year	Nil
<i>The individual and family deductibles do not apply to Chronic Care, In-Canada Hospital, In-Canada Prescription Drugs, Global Medical Assistance, Vision Care and Out-of-Country Care Expense</i>			
<b>Reimbursement Level</b>	100%	100%	100%

<b>Basic Expense Maximums</b>	<b>Basic</b>	<b>Option 1</b>	<b>Option 2</b>
<b>Ambulance</b>	Included	Included	Included
<b>Public General Hospital, Convalescent or Rehabilitation Hospital</b>	Semi-private room	Semi-private room	Semi-private room
<b>Home Nursing Care</b>	\$10,000 each calendar year	\$10,000 each calendar year	\$10,000 each calendar year
<b>Chronic Care</b>	\$3 per day to a maximum of 120 days each calendar year	\$3 per day to a maximum of 120 days each calendar year	\$3 per day to a maximum of 120 days each calendar year
<b>In-Canada Prescription Drugs</b>	Included	Included	Included
<b>Sclerosing Solutions</b>	\$40 per visit	\$40 per visit	\$40 per visit
<b>Fertility Drugs</b>	Not covered	\$2,500 lifetime	\$2,500 lifetime
<b>Dispensing Fee Limit</b>	The covered expense for the dispensing fee portion of a prescription drug charge is limited to \$9.99	The covered expense for the dispensing fee portion of a prescription drug charge is limited to \$9.99	The covered expense for the dispensing fee portion of a prescription drug charge is limited to \$9.99
<b>Hearing Aids</b>	\$500 every 3 years	\$500 every 3 years	\$500 every 3 years
<b>Custom Made Ear Plugs</b>	Included	Included	Included

<b>Custom- fitted Orthopedic Shoes</b>	\$400 each calendar year	\$400 each calendar year	\$400 each calendar year
<b>Custom-made Foot Orthotics</b>	\$400 each calendar year	\$400 each calendar year	\$400 each calendar year
<b>Myoelectric Arms</b>	\$10,000 per prosthesis	\$10,000 per prosthesis	\$10,000 per prosthesis
<b>External Breast Prosthesis</b>	\$200 each calendar year	\$200 each calendar year	\$200 each calendar year
<b>Surgical Brassieres</b>	2 each calendar year	2 each calendar year	2 each calendar year
<b>Mechanical Hydraulic Patient Lifters</b>	\$2,000 per lifters once every 5 years	\$2,000 per lifters once every 5 years	\$2,000 per lifters once every 5 years
<b>Outdoor Wheelchair Ramps</b>	\$2,000 per lifetime	\$2,000 per lifetime	\$2,000 per lifetime
<b>Blood-glucose Monitoring Machine</b>	\$700 lifetime	\$700 lifetime	\$700 lifetime
<b>Continuous Glucose Monitoring Machine including Sensors and Transmitters</b>	\$4,000 each calendar year	\$4,000 each calendar year	\$4,000 each calendar year
<b>Transcutaneous Nerve Stimulators</b>	\$500 every 5 years	\$500 every 5 years	\$500 every 5 years
<b>Extremity Pumps for Lymphedema</b>	\$1,500 lifetime	\$1,500 lifetime	\$1,500 lifetime
<b>Custom-made Compression Hose</b>	2 pairs each calendar year	2 pairs each calendar year	2 pairs each calendar year
<b>Wigs</b>	\$300 each calendar year	\$300 each calendar year	\$300 each calendar year
<b>Diagnostic X-rays and Lab Tests</b>	\$500 each calendar year	\$500 each calendar year	\$500 each calendar year
<b>Cataract Eye Wear (frames, lenses or contact lenses)</b>	Once per lifetime	Once per lifetime	Once per lifetime
<b>Ostomy Supplies</b>	Included	Included	Included
<b>Incontinence Supplies</b>	Included	Included	Included
<b>Accidental Dental Injury Treatment</b>	Included	Included	Included

<b>Paramedical Expense Maximums</b>	<b>Basic</b>	<b>Option 1</b>	<b>Option 2</b>
<b>Acupuncturists</b>	\$100 each calendar year	\$300 each calendar year	\$300 each calendar year
<b>Chiropractors</b>	\$134 for the initial visit and \$70 per visit for subsequent visits to a maximum of \$250 each calendar year	\$134 for the initial visit and \$70 per visit for subsequent visits to a maximum of \$250 each calendar year	\$134 for the initial visit and \$70 per visit for subsequent visits to a maximum of \$250 each calendar year
<b>Registered Massage Therapists</b>	\$20 for x-rays combined with the calendar year maximum	\$20 for x-rays combined with the calendar year maximum	\$20 for x-rays combined with the calendar year maximum
	\$100 each calendar year	\$300 each calendar year	\$300 each calendar year
<b>Naturopaths</b>	\$100 each calendar year	\$300 each calendar year	\$300 each calendar year
<b>Osteopaths</b>	\$100 each calendar year	\$300 each calendar year	\$300 each calendar year
<b>Physiotherapists</b>	\$20 for x-rays combined with the calendar year maximum	\$20 for x-rays combined with the calendar year maximum	\$20 for x-rays combined with the calendar year maximum
	\$120 for the Initial visit and \$65 per visit for subsequent visits to a maximum of \$500 each calendar year.	\$120 for the Initial visit and \$65 per visit for subsequent visits to a maximum of \$500 each calendar year.	\$120 for the Initial visit and \$65 per visit for subsequent visits to a maximum of \$500 each calendar year.
<b>Podiatrists/ Chiropodists</b>	\$100 each calendar year	\$300 each calendar year	\$300 each calendar year
<b>Psychologist</b>	\$20 for x-rays by a licensed podiatrist combined with the calendar year maximum	\$20 for x-rays by a licensed podiatrist combined with the calendar year maximum	\$20 for x-rays by a licensed podiatrist combined with the calendar year maximum
	\$100 each calendar year	\$300 each calendar year	\$300 each calendar year
<b>Speech Therapist</b>	\$100 each calendar year	\$300 each calendar year	\$300 each calendar year

<b>Visioncare Expense Maximums</b>	<b>Basic</b>	<b>Option 1</b>	<b>Option 2</b>
<b>Eye Examinations</b>	\$75 every 24 months	\$75 every 24 months	\$75 every 24 months
<b>Glasses, Contact Lenses and Laser Eye Surgery</b>	Not Covered	\$200 every 24 months	\$200 every 24 months
<b>Contact Lenses for Special Conditions</b>	Not Covered	\$200 every 24 months	\$200 every 24 months
<b>Healthcare Maximum</b>	Unlimited	Unlimited	Unlimited
<b>Global Medical Assistance (GMA) Expense Maximum</b>	Not Covered	See Description	See Description
<b>Out of Country Expense Maximums</b>			
<b>Emergency Care</b>	Not Covered	60 days per trip to a maximum of \$1,000,000 each calendar year	60 days per trip to a maximum of \$1,000,000 each calendar year
<b>Non- Emergency Care</b>	Not Covered	\$50,000 each calendar year	\$50,000 each calendar year
<b>Covered expenses will not exceed customary charges</b>			

<b>Dentalcare</b>	<b>Basic</b>	<b>Option 1</b>	<b>Option 2</b>
<b>Payment Basis</b>	The dental fee guide in effect one year prior to the date treatment is rendered for the province in which treatment is rendered	The dental fee guide in effect one year prior to the date treatment is rendered for the province in which treatment is rendered	The dental fee guide in effect one year prior to the date treatment is rendered for the province in which treatment is rendered
<b>Deductible</b>	Individual: \$25 each calendar year	Individual: \$25 each calendar year	Individual: \$25 each calendar year
	Family: \$50 each calendar year	Family: \$50 each calendar year	Family: \$50 each calendar year
<b>The individual and family deductibles do not apply to Orthodontic Expenses</b>			
<b>Reimbursement Levels</b>			
<b>Basic Coverage</b>	80%	100%	100%
<b>Major Coverage</b>	50%	50%	50%
<b>Orthodontic Coverage</b>	Not covered	Not covered	Not covered

<b>Plan Maximums</b>	<b>Basic</b>	<b>Option 1</b>	<b>Option 2</b>
<b>Orthodontic Treatment</b>	Not covered	Not covered	\$1,500 lifetime
<b>Basic and Major Treatments</b>			
<b>If you were hired between January 1<sup>st</sup>-March 31<sup>st</sup> of after the 1<sup>st</sup> year coverage</b>	\$1,300 combined each calendar year	\$1,300 combined each calendar year	Basic: Unlimited
<b>If you were hired between April 1<sup>st</sup>-June 30<sup>th</sup></b>	\$975 combined each calendar year	\$975 combined each calendar year	Basic: Unlimited
<b>If you were hired between July 1<sup>st</sup>-September 30<sup>th</sup></b>	\$650 combined each calendar year	\$650 combined each calendar year	Basic: Unlimited
<b>*On next calendar year you will have \$1,300 combined each calendar year*</b>			
<b>Late Application Restriction</b>	\$100 for all eligible expenses for the first 12 months of coverage based on approval date, if you apply for coverage for yourself or your dependants more than 31 days after becoming eligible.		

*This schedule serves as a summary only. Complete details of the benefits plan can be found in the benefits plan booklet which is governed by the contract with the insurance companies.*

Schedule "C"

*Benefits Summary- March of Dimes Canada  
Sault Ste. Marie Part-Time Employees*

<b>Healthcare</b>	<b>Covered Expenses will not exceed customary charges</b>
<b>Deductible</b>	Nil
<b>Reimbursement Level</b>	100%
<b>In-Canada Prescription Drugs</b>	\$50,000 lifetime
<b>Dispensing Fee Limit</b>	The covered expense for the dispensing fee portion of a prescription drug charge is limited to \$9.99

<b>Dentalcare</b>	<b>Covered Expenses will not exceed customary charges</b>
<b>Payment Basis</b>	The dental fee guide in effect one year prior to the date treatment is rendered for the province in which treatment is rendered
<b>Deductible</b>	Individual: \$25 each calendar year Family: \$50 each calendar year
<b>Reimbursement Levels</b>	Basic Coverage : 80% Major Coverage: 50%
	<b>Plan Maximum</b>
<b>If you were hired between January 1<sup>st</sup>-March 31<sup>st</sup> or after the 1<sup>st</sup> year of coverages</b>	\$1,300 each calendar year
<b>If you were hired between April 1<sup>st</sup>-June 30<sup>th</sup></b>	\$975 each calendar year
<b>If you were hired between July 1<sup>st</sup> - September 30<sup>th</sup></b>	\$650 each calendar year
<b>If you were hired between October 1<sup>st</sup>-December 31<sup>st</sup></b>	\$325 each calendar year
<b>Late Applicant Restriction</b>	\$100 for all eligible expenses for the first 12 months of coverage based on approval date, if you apply for coverage for yourself or your dependants more than 31 days after

*This schedule serves as a summary only. Complete details of the benefits plan can be found in the benefits plan booklet which is governed by the contract with the insurance companies.*

