

## COLLECTIVE AGREEMENT

Between

**HIGH CREST HOME FOR SPECIAL CARE**  
Springhill, Nova Scotia

-and-

**The High Crest Local 4184 of the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES**

**Term of the Agreement:**

*November 1, 2020*

*to*

*October 31, 2023*

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## ARTICLE 1 - PREAMBLE

### 1.01 Preamble

**WHEREAS** it is the desire of both parties to this Agreement:

- (a) To maintain the existing harmonious relations and settle conditions of employment between the Employer and the Union;
- (b) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work and scale of wages, etc.;
- (c) To encourage efficiency in operation;
- (d) To promote the morale, well-being and security of all the employees in the bargaining unit of the Union;

**AND WHEREAS** it is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in an agreement;

**NOW THEREFORE**, the parties agree as follows:

## ARTICLE 2 - DEFINITIONS

### 2.01 "Gender"

Throughout this Agreement, the masculine includes the feminine and the plural includes the singular and vice versa, as the context may require.

### 2.02 "Employee"

means a regular full-time employee or regular part-time employee in the bargaining unit who have successfully completed the probationary period and shall exclude Casual employees.

### 2.03 "Full-Time Employee"

means an employee who has successfully completed the probationary period and who works the regular hours of work set out in Article 11.

#### **2.04 “Regular Part-Time Employee”**

means an employee who has successfully completed the probationary period and who works less than the regular hours of work set out in Article 11. Benefits under this agreement for Part-Time employee shall be pro-rated on the basis of Regular Hours Paid to Full-Time hours.

#### **2.05 “Probationary Period”**

means the first five hundred and sixty (560) Hours Worked. When an employee proves unsuitable for the position, the employee’s employment may be terminated at any time during the probationary period without the test of just cause. An employee who is rehired within one year of resigning from the Employer will be required to serve a probationary period of three hundred and thirty-seven (337) Regular Hours Worked, provided the employee had successfully completed the employee’s initial probationary period.

#### **2.06 “Casual Employee”**

is a worker who works on a day-to-day basis as required. The terms and benefits of this Collective Agreement do not apply to Casual Employees except as specifically provided otherwise in the Collective Agreement.

#### **2.07 “Temporary Vacancy ”**

is a vacant position for a designated period in excess of two (2) months. If a Casual Employee in a temporary vacancy subsequently becomes a Regular Employee without a break in service, the Employee’s date of hire shall be the first day of continuous employment in the temporary vacancy. The Employer may require an Employee to fill at least two (2) months of the temporary vacancy before such an Employee is eligible to apply for another temporary vacancy. Where an employee does not work the regular hours of work referenced in Article 2.03 and Article 2.04 and creates a temporary vacancy referenced in Article 2.07, the absent employee no longer accrues leave benefit entitlements defined in Articles 13, 14 and 16.

#### **2.08 “Hours Worked”**

means hours actually worked by the employee and excludes vacations, holidays, sick leaves, other leaves, and hours paid by a third party (WCB, EI, etc...).

**2.09 "Regular Hours Paid "**

includes hours paid by the Employer including paid vacations, paid holidays paid sick leaves, and any other paid leaves for which an employee is compensated by the Employer, but excludes overtime hours and hours paid by a third party (WCB, EI, etc...).

**2.10 "Day" or "Holiday"**

includes only for those shifts which commence on the calendar date of the Day or Holiday.

**2.11 "Working Day"**

means Monday to Friday excluding Holidays.

**2.12 "Union"**

means the Canadian Union of Public Employees.

**2.13 "Bargaining Unit"**

means Local 4184 of the Canadian Union of Public Employees.

**2.14 "Employer"**

means High-Crest Enterprises Limited.

**2.15 "Mutually Agreed" or "Mutual Agreement"**

means a Temporary Agreement between a employee and the Employer.

**2.16 "Mutually Agreed between the Parties"**

means a Written Agreement between the Employer and the Union.

**2.17 "Spouse"**

means a legal marriage partner or a live-in partner who has been identified to the Employer in writing as the spouse. This includes a same-sex spouse for the purposes of this Agreement.

**2.18 “Regular Hourly Rate”**

means the annual salary rate divided by two thousand and eighty (2080).

**2.19 “Date of Hire”**

means the date on which an employee becomes a member of the Bargaining Unit

**2.20 “Date of Employment”**

means the date on which a worker is continuously employed by the Employer.

**ARTICLE 3 - UNION RECOGNITION**

**3.01 Recognition of CUPE**

The Employer recognizes the Canadian Union of Public Employees and its Local 4184 as the sole and exclusive collective bargaining agent for all Full-Time and regular Part-Time employees, excluding supervisory staff, clerical staff, nursing staff, (RN's, LPN's), physiotherapy staff, social worker, occupational therapist, dietician, and all those persons excluded by paragraphs (a) and (b) of Subsection 2 of Section 1 of the Trade Union Act.

**3.02 No Agreements Required**

No Employee shall be required to make any written or verbal agreement with the Employer, its representatives or supervisor which is contrary to this Collective Agreement. This will not prevent a Employee from making an arrangement with the Employer, its representative or supervisor when such arrangements do not affect other Employees in the bargaining unit.

**3.03 Right to Representative of CUPE**

The Union reserves the right to have a representative of the Canadian Union of Public Employees assist them in negotiations, grievances and all other dealings with the Employer. The representative shall have reasonable access to the Employer's premises in order to investigate and assist in the settlement of a grievance. Such representative shall first obtain permission from the Employer before entering the institution. Such permission shall not be unreasonably withheld.

### **3.04 List of Officers and Representatives**

The Union shall provide the Administrator with a list of all officers and representatives of the Union and shall also advise of any additions and deletions to the list.

### **3.05 Designated Bulletin Boards**

The Employer shall continue to provide a designated bulletin board for the use of the Union for Union purposes. Bulletins and notices posted in the facility shall conform with Employer policies and standards.

### **3.06 No Strike, Work Stoppage, or Slowdown**

The Union agrees that there shall be no strike, work stoppage, or slowdown during the term of this Agreement and the Employer agrees that there shall be no lockout of the members of the Union during the term of this Agreement.

## **ARTICLE 4 - NO DISCRIMINATION**

### **4.01 Human Rights Act**

The Parties agree that there shall be no discrimination as established by the Nova Scotia Human Rights Act.

## **ARTICLE 5 - MANAGEMENT RIGHTS**

### **5.01 Application of the Collective Agreement**

Management's rights referred to in this Article, shall be exercised in manner consistent with the terms of this Agreement.

### **5.02 Rights of the Employer**

The Union recognizes that it is the right of the Employer to manage the facility in which it is engaged and without limiting the generality of the foregoing, the Employer shall have the right to:

- (a) Maintain order, discipline and efficiency;
- (b) To operate and manage its business and direct the work force in accordance with its responsibilities;

- (c) To determine the work to be performed and establish standards, methods, procedures and schedules of operations,
- (d) To determine the requirements, select, hire, transfer, promote, demote, classify, lay-off, suspend and discharge an employee for just cause.
- (e) To increase or decrease the work force;
- (f) To maintain work place rules and regulations to be observed by employees;
- (g) All matters concerning the operation of the Employer's business not specifically dealt with in this Collective Agreement shall be reserved to be the Management's sole responsibility;
- (h) The exercise of the foregoing rights shall not supercede the other specific provision of the Agreement, and this clause shall not prevent the processing of grievances.
- (g) The exercise of the foregoing rights shall not supersede the other specific provision of the Agreement, and this clause shall not prevent the processing of grievances.

### **5.03 Right to Grievance**

Nothing in this Article shall, however, deprive an employee from exercising his full right under the grievance procedure as set out in this Agreement.

## **ARTICLE 6 - UNION SECURITY**

### **6.01 New Employees**

All new employees shall become members of the Union after the completion of the probationary period as defined in Article 2.05.

### **6.02 Acquaint New Employees**

The Employer agrees to acquaint new employees with the fact that a Collective Agreement is in effect, and with the conditions of employment set out in Articles 6 and 7 dealing with the Union Security and Dues Checkoff.

### **6.03 Copy of Agreement**

New employees shall be presented with a copy of the Collective Agreement, on commencement of the employment. The employer agrees to pay 50% of costs, for printing sufficient numbers of copies of the collective agreement for bargaining unit members.

### **6.04 Orientation Period**

Newly hired employees shall be subject to an orientation period.

## **ARTICLE 7 - CHECK-OFF OF UNION DUES**

### **7.01 Deduction of Dues**

Employees shall have dues deducted bi-weekly from their salary in the amount determined by the Union.

### **7.02 Submission of Dues**

Dues deductions shall be forwarded to CUPE National no later than the 15th day of the month following, accompanied by a list of the names of the employees from whose earnings the deductions were made.

### **7.03 Annual Statement**

On the Income Tax (T4) slips, the Employer shall indicate the amount of union dues paid by each employee in the previous year.

### **7.04 Employer Indemnity**

The Union shall indemnify the Employer and hold it harmless against any and all claims, demands and liabilities in respect of action taken by it for the purpose of complying with the provisions of this Article.

### **7.05 Limitation of Deduction**

Union dues shall be deducted once the employee has completed the probationary period.

## **7.06 Personal Information**

- (a) Employees shall be required to provide up to date personal information to the Employer including current name, address, telephone number and shall indicate in writing to the Employer their consent for the Employer to disclose the information.
- (b) With the proper consent of the employee the employer shall provide the Union upon request with the current name of each bargaining unit member, mailing address, classification and appointment status.

## **ARTICLE 8 - DISCHARGE, SUSPENSION AND DISCIPLINE**

### **8.01 Application of Discipline**

No employee who has completed the probationary period shall be disciplined or suspended except for cause, or discharged except for just cause. When an employee is discharged, the employee shall be given the reason in the presence of his Steward.

### **8.02 Dismissal of Probationary Employee**

Employees who have not completed their probationary period may be terminated at any time during the probationary period without the Employer having to establish just cause. The Employer shall however conduct a mid-probationary assessment of the employee and advise the employee of any deficiency in the employee's performance.

### **8.03 Right to Union Representation**

An employee has the right to have a Steward present at any discussion with the Employer which is of a disciplinary nature. The Employer shall notify the employee in advance that disciplinary action is being considered in order that the employee can notify a Steward.

### **8.04 Disciplinary Record**

When disciplinary record is entered in an employee's personnel file, a copy of the letter will also be provided to the bargaining unit.

## **ARTICLE 9 - GRIEVANCE PROCEDURE**

### **9.01 Grievance Defined**

A grievance shall be a difference of interpretation of this Agreement or an alleged violation of the provisions of this Agreement.

### **9.02 Grievance Procedure**

The procedure for processing any grievance shall be as follows:

#### **Step 1**

When an Employee or the Union has a grievance, the Employee or Union Site Representative shall, within five (5) working days of the discovery or occurrence of the incident giving rise to the grievance, discuss the grievance with the Director, who shall provide the grievor and the Union with an answer within five (5) working days.

#### **Step 2**

Failing a response, or if the response received in Step 1 is not satisfactory, the Union shall refer the grievance to the Administrator within five (5) working days of receipt of the reply in Step 1. The referral to the Administrator shall be in writing and contain a statement of facts giving rise to the grievance, the redress sought and an indication of the provisions of this Agreement on which the grievance is based, and shall be signed by the Employee and / or the Union Site Representative. The Administrator shall meet with the Grievor and the Union and shall give a decision in writing within five (5) working days of the meeting.

#### **Step 3**

Failing a response, or if the response received in Step 2 is not satisfactory to the Union, the Union shall within twenty (20) working days of receipt of the response notify the Administrator in writing of the Union's intention to submit the grievance to arbitration.

### **9.03 Union Policy Grievance**

A Union policy grievance may by-pass Step 1 and may be submitted in writing to the Administrator within ten (10) working days of the circumstances giving rise to the grievance.

#### **9.04 Grievance by the Employer**

Any grievance of the Employer shall be referred in writing to the President of the Bargaining Unit within ten (10) working days of the occurrence of the circumstances giving rise to the grievance and the Bargaining Unit representatives, shall meet within ten (10) working days thereafter with the Administrator to consider the grievance. If final settlement of the grievance is not completed within ten (10) working days of such meeting, the Employer may submit the grievance to arbitration by giving notice to the President of the Bargaining Unit within ten (10) working days thereafter.

#### **9.05 Right to Union Representation**

An Employee has a right to have a Union Representative present at any time a grievance or disciplinary matter relating to the Employee is discussed with the Employee.

#### **9.06 Time Limits Arbitrary**

If a complaint is not submitted to arbitration or advanced from one step to another within the time limit specified in this Article, or is not extended by agreement in writing between the Employer and the Union, the grievance shall be deemed abandoned and all rights of recourse to the grievance procedure shall expire.

#### **9.07 No Arbitration except through Procedure**

Unless otherwise agreed between the Employer and the Union, no matter may be submitted to arbitration unless settlement thereof has been attempted through the grievance procedure set out in this Article.

#### **9.08 Duties of Union Stewards**

The Employer agrees that the Stewards shall not be unduly hindered in the performance of their duties. The Union recognizes that each Steward is employed by the Employer and will not leave work during working hours without first obtaining the permission of the supervisor, which permission shall not be unreasonably withheld.

### **ARTICLE 10 - ARBITRATION**

#### **10.01 Single Arbitrator unless Agreement for Board**

In the event that a grievance is submitted to arbitration, the case shall be heard by a single arbitrator unless it is mutually agreed by the Employer and the Union that the case should be heard by a three (3) person Board of Arbitration.

#### **10.02 Selection of the Arbitration Board**

The Arbitration Board shall be selected as follows:

- (a) within ten (10) days of the receipt of the notice of arbitration, the Employer and the Union shall each appoint a member of the Arbitration Board and shall advise the other party of the appointee.
- (b) the two appointees shall, within five (5) working days of the appointment of the second of them, agree upon a Chairman.
- (c) If the Employer or the Union failed to appoint a nominee, or if the two nominees fail to agree upon a Chairperson, the appointment shall be made by the Minister of Labour upon the request of either Party.

#### **10.03 Selection of a Single Arbitrator**

If the Employer and the Union agree that the grievance is to be heard by a single Arbitrator, the Arbitrator shall be selected within five (5) working days of the receipt of the notice of arbitration. In the event of failure to agree, the Minister of Labour of the Province of Nova Scotia may, upon the application of either Party, appoint an Arbitrator.

#### **10.04 Rendering Arbitration Decision**

The Board of Arbitration or single Arbitrator shall render a decision in as short a time as possible. With due regard to the wishes of the Parties, the decision shall, in the normal course, be handed down within a maximum of fourteen (14) days from the hearing date.

#### **10.05 Powers of Arbitrator or Board of Arbitration**

A Board of Arbitration or an Arbitrator shall not alter, modify, amend or delete any part of this Agreement, but shall have the power to modify or set aside any unjust penalty of discharge, suspension or discipline imposed by the Employer on a Employee.

#### **10.06 Arbitration Fees**

Each Party shall pay the fees and expenses of the Arbitrator it appoints and one-half (½) the fees and expenses of the Chairman or single Arbitrator.

#### **10.07 Working Days Defined for Grievance & Arbitration Process**

For the purpose of this Article only, working days shall be Monday to Friday inclusive, provided that the calendar date of Holidays is exempt from the count.

## ARTICLE 11 - HOURS OF WORK

### 11.01 Regular Hours of Work for Full-Time Employees

The regular hours of work for Full-Time employees shall consist of a combination of defined shifts that averages between seventy-two (72) to eighty-four (84) hours bi-weekly.

### 11.02 Rest Breaks

- (a) Each four (4) hours worked shall include one (1) fifteen (15) minute rest period.
- (b) Notwithstanding Article 11.02 (a), employees working at least a seven (7) hour shift in the Dietary Department shall be provided with a total of two (2) fifteen (15) minute rest period.

### 11.03 Meal Breaks

- (a) Employees working at least an eight hour shift shall also be provided with at least one (1) meal break calculated on the basis of fifteen (15) minutes for each (4) hours worked.
- (b) Notwithstanding Article 11.03 (a), employees working at least a seven (7) hour shift in the Dietary Department shall be provided with a total of one (1) paid meal break of thirty (30) minutes.

### 11.04 Work Week

The work week shall be from Sunday to the following Saturday.

### 11.05 Consecutive Work Days

No employee will be required to work more than six (6) regularly scheduled consecutive days or four (4) consecutive twelve (12)-hour shifts without a rest period of at least one (1) day unless mutually agreed. Based on operational requirement, the Employer will make a reasonable effort to scheduled consecutive days off.

### 11.06 Scheduling Hours of Work

- (a) The Hours of work shall be posted four (4) weeks in advance of the schedule to be worked.
- (b) The schedule will cover a period of not less than two (2) weeks nor more than

four (4) weeks with the exception of the schedule covering summer season which shall normally be posted by May 31 and with the exception of the schedule covering the Christmas season which shall normally be posted by November 1.

- (c) At least two weeks before the schedule is due to be posted, a Employee may request in writing specific days off and the request shall be granted where operationally possible.
- (d) It shall be permissible for two Employees to exchange their shifts or days off with the expressed consent of the Employer.
- (e) The Employer shall not be penalized or be required to incur additional costs by the arrangements set out in 11.06 (c) and (d) above.

#### **11.07 Off Hours between Shifts**

There shall be a minimum of eight (8) hours between regularly scheduled shifts unless mutually agreed upon otherwise.

#### **11.08 Emergency Double Shifts**

When an employee has to work a double shift, in an emergency, that employee may have the next day off, if scheduled to work and the employee agrees.

#### **11.09 Changes to Daylight Savings Time**

The changing of daylight saving time to standard time, or vice versa, shall result in employees being paid for the actual hours worked regardless of their bi-weekly status.

#### **11.10 Christmas Scheduling**

Based on operational considerations, for employees normally scheduled twelve (12) hour shifts, the Employer shall endeavour to maintain the practice of scheduling eight (8) hour shifts for shift beginning on December 25th , 26th , and January 1st.

#### **11.11 Leave for Storm or Hazardous Conditions**

It is the responsibility of the Employee to make every reasonable effort to arrive at work as scheduled, however, during storm conditions when such arrival is impossible, or delayed, all absent time will be deemed to be leave, and the Employee has the option to:

- (a) take the absent time as unpaid; or

- (b) deduct the absent time from accumulated overtime, holiday time or vacation; or
- (c) when the Employee has no entitlement to accumulated paid leave, the Employee may, with approval of the Employer, make up the absent time as the scheduling allows.

## **ARTICLE 12 - OVERTIME AND CALL-OUT**

### **12.01 Overtime Defined**

- (a) All time worked in excess of the Regular Hours of Work set out in Article 11.01 shall be compensated at the rate of (1.5X) time and one half of the regular hourly rate.
- (b) Overtime shall not be claimed for less than fifteen (15) minutes at the end of a shift, but if overtime exceeds fifteen (15) minutes, the overtime rates shall apply for the total time worked.
- (c) Except in extenuating circumstances all overtime must be authorized.

### **12.02 Payment of Overtime**

Overtime shall normally be paid within one pay periods of its occurrence.

### **12.03 Call Back Guarantee**

- (a) When a Employee is required to report back to work on the same day after leaving the premises of the Employer following completion of a shift, but before the commencement of the Employee's next shift, the Employee shall be paid a minimum of four (4) hours at straight time rates for the extra time worked or time and one-half for all overtime worked, whichever is greater.
- (b) Article 12.03 (a) shall not apply to a Part-Time Employee who agrees to work additional shifts unless the time work in a two (2) week period is in excess of Regular Hours of Work set out in Article 11.01.

### **12.04 Banking Overtime**

Employees will be allowed to "bank" a maximum of thirty six hours of overtime to paid upon request of the employee.

## ARTICLE 13 - HOLIDAYS

### 13.01 Recognized Holiday

The following shall be recognized as "holidays":

New Year's Day	Labour Day
Good Friday	Easter Monday
Thanksgiving Day	Remembrance Day
Victoria Day	Christmas Day
July 1 <sup>st</sup>	Boxing Day
First Monday in August	Heritage Day
Truth & Reconciliation Day	

### 13.02 Holiday Pay

- (a) Subject to Article 2.07, Full-Time Employees are entitled to eight (8) hours holiday pay for each of the foregoing recognized holidays in paragraph (a) above.
- (b) Subject to Article 2.07, paid holiday leave credits shall be earned by Regular Part-Time Employees on the basis of regular hours paid. A Regular Part-Time Employee shall accumulate entitlement on the basis of one (1) hour of holiday credit for each twenty (20) regular hours paid to a maximum accrual of one hundred and four (104) hours of holiday credits in a fiscal year period.

### 13.03 Hours Worked during Holidays

- (a) Employees required to work on the foregoing recognized holidays shall be paid at the rate of time and one-half (1.5 x).
- (b) Employees required to work on any of the foregoing recognized holidays, may request to be paid out the holiday or scheduled a banked holiday on an alternate day mutually agreed between the Employee and the Employer.
- (c) Employees required to work overtime in excess of their regularly scheduled shift on a holiday shall receive overtime compensation at the rate of double times (2X) their normal hourly rate of pay.

### 13.04 Christmas and New Years Day

A Employee shall have either Christmas or New Year's Day off unless otherwise mutually agreed.

### **13.05 Accumulation of Holidays**

Employees shall be allowed to accumulate a maximum of sixty (60) accrued holidays hours for use at a later time, such time to be scheduled by mutual agreement between the Employer and the employee.

### **13.06 Payment of Holidays for Part-Time Employees**

Employees shall have accrued holiday credits paid out by March 15th each year.

### **13.07 Sick Leave on Holidays**

An employee cannot be sick on a holiday and save said holiday to take at a later time.

## **ARTICLE 14 - VACATIONS**

### **14.01 Vacation Accrual**

Employees shall receive vacation with pay in accordance with their accrued vacation credits based on years of service in accordance with the Employee's anniversary date. Vacation credits shall accumulate to the Employee and vacation time shall be granted on the following basis:

- (a) Effective the date of hire:
  - i) vacation pay credits shall accumulate at the rate of one (1) hour of vacation credit for each twenty-five (25) regular hours paid. (4%);
  - ii) with sufficient vacation pay credits, the Employee shall be entitled to schedule two (2) weeks of uninterrupted vacation time off.
- (b) After five (5) years of service:
  - i) vacation pay credits shall accumulate at the rate of one (1) hour of vacation credit for each 16.666 regular hours paid. (6%);
  - ii) with sufficient vacation pay credits, the Employee shall be entitled to schedule three (3) weeks of uninterrupted vacation time off.
- (c) After fifteen (15) years of service:
  - i) vacation pay credits shall accumulate at the rate of one (1) hour of

vacation credit for each 12.5 regular hours paid. (8%);

- ii) with sufficient vacation pay credits, the Employee shall be entitled to schedule four (4) weeks of uninterrupted vacation time off.

#### **14.02 Vacation Pay**

Vacation pay shall be at the rate effective immediately prior to the vacation period.

#### **14.03 Vacation Scheduling**

- (a) The vacation year will be from May 1 to April 30 the following year.
- (b) Paid vacation time off shall be scheduled by the Employer at a time mutually agreed.
- (c) No vacations will be scheduled between December 20<sup>th</sup> and January 5<sup>th</sup> unless the Home can allow an Employee to be away, keeping in mind the proper operation of the Home.
- (d) No vacation of longer than two (2) weeks shall be taken between June 15 and September 15, unless there is vacation time remaining in that period and operational requirements can be met and staff is available.
- (e) Employees shall submit the vacations requested by March 31st of each year.
- (f) The vacations schedule shall be posted by May 31st of each year.
- (g) Vacations will be distributed as equitably as possible among Employees. Where a conflict arises between the requested vacation period of two or more Employees, the conflict will be resolved on the basis of seniority.

#### **14.04 Recall from Vacation**

No employee shall be recalled to work during scheduled vacation unless they are paid overtime for the recalled hours worked in accordance with Article 12.01.

#### **14.05 Hospitalization during Vacations**

In the case of an employee being admitted to hospital while on vacation, the employee may change the status of the leave to sick leave with effect from the date the employee was admitted to hospital. The period of vacation so displaced in this article shall be reinstated for use at a later date to be mutually agreed.

#### **14.06 Vacation Carry Over**

Accumulated vacation pay credits provided in Article 14.01 in excess of one year's vacation entitlement shall not be carried over from one fiscal year to another unless permitted by the Employer due to extenuating circumstances, i.e. such as serious illness, approved leave of absence.

### **ARTICLE 15 - PREGNANCY AND PARENTAL LEAVE**

#### **15.01 Pregnancy Leave**

- (a) A pregnant Employee is entitled to an unpaid leave of absence of up to seventeen (17) weeks.
- (b) A Employee shall, no later than the fifth (5th) month of pregnancy, forward to the Employer a written request for pregnancy leave.
- (c) The Employer may, prior to approving such leave, request a certificate from a legally qualified medical practitioner stating that the Employee is pregnant and specifying the expected date of delivery.
- (d) Pregnancy leave shall begin on such date as the Employee determines, but not sooner than sixteen (16) weeks preceding the expected date of delivery nor later than the date of delivery.
- (e) Pregnancy leave shall end on such date as the Employee determines, but not later than seventeen (17) weeks following the date of delivery, nor sooner than one (1) week after the date of delivery.

#### **15.02 Pregnancy Leave Notice**

- (a) A pregnant Employee shall provide the Employer with at least four (4) weeks notice of the date the Employee intends to begin pregnancy leave. Such notice and start date of the leave may be amended:
  - (i) by changing the date in the notice to an earlier date for medical reasons as verified by the Employee's attending physician. In such cases the Employee will provide as much advance notice of the revised start date of the leave as is possible; or,
  - (ii) by changing the date in the notice to an earlier date for personal reasons if the notice is amended at least four (4) weeks before the originally

selected date; or,

(iii) by changing the date in the notice to a later date if the notice is amended at least four (4) weeks before the original date.

(b) Where notice as required under Article 15.02(a) is not possible due to circumstances beyond the control of the Employee, the Employee will provide the Employer as much notice as reasonably practicable of the commencement of the Employee's leave or return to work.

### **15.03 No Termination**

The Employer shall not terminate the employment of a Employee because of the Employee's pregnancy.

### **15.04 Pregnancy Leave - Employer Requirement**

The Employer may require a Employee to commence a leave of absence without pay where the Employee's position cannot be reasonably performed by a pregnant woman or the performance of the Employee's work is materially affected by the pregnancy. Such action shall not be taken until the Employee has been advised of the Employer's concerns and is provided with the opportunity to furnish medical evidence establishing the Employee's ability to work.

### **15.05 Pregnancy Sick Leave**

Leave for illness of a Employee arising out of or associated with a Employee's pregnancy prior to the commencement of, or the ending of, pregnancy leave granted in accordance with Article 15.01, may be granted sick leave in accordance with the provisions of Article 16.01.

### **15.06 Parental Leave and Child Birth**

- (a) The parental leave of a Employee who has taken pregnancy leave and whose newborn child or children arrive in the Employee's home during pregnancy leave,
- (i) shall begin immediately upon completion of the pregnancy leave, without the Employee's returning to work; and
  - (ii) shall end not later than thirty-five (35) weeks after the parental leave began as determined by the Employee, subject to the Employee's giving four (4) weeks' notice of the date upon which the leave will end.
- (b) The parental leave for a Employee who becomes a parent of one or more children through the birth of the child or children, other than a parent for whom

provision is made in Article 15.06(a),

- (i) shall begin on such date coinciding with or after the birth of the child as the Employee determines; and
- (ii) shall end not later than thirty-five (35) weeks after the parental leave began and in any case, no later than seventy eight (78) weeks after the child or children first arrive in the Employee's home.

#### **15.07 Parental Leave and Adoption**

A Employee who becomes a parent of one or more children through the placement of the child or children in the care of the Employee for the purpose of adoption of the child or children is entitled to a leave of absence of up to thirty five (35) weeks. This leave:

- (a) shall begin on a date coinciding with the arrival of the child or children in the Employee's home; and
- (b) shall end not later than seventy eight (78) weeks after the leave began.

#### **15.08 Pregnancy/Parental Leave Deferral**

If a Employee is entitled to parental or pregnancy leave and the child to whom the leave relates is hospitalized for a period exceeding or likely to exceed one week, the Employee is entitled to return to and resume work and defer the unused portion of leave until the child is discharged from the hospital, upon giving the Employer reasonable notice.

#### **15.09 Return to Work**

When a Employee reports for work upon the expiration of pregnancy and/or parental leaves, the Employee shall resume work in the position held by the Employee immediately before the leave began or where that position is eliminated in a comparable position within the site with not less than the same wages and benefits, with no loss of benefits accrued to the commencement of the leave.

#### **15.10 Service and Seniority Continuation**

While on pregnancy or parental leave, a Employee shall continue to accrue and accumulate service and seniority credits at the same rate as before the leave for the duration of the leave and the Employee's service and seniority shall be deemed to be continuous.

### **15.11 Group Benefit Plan Continuation**

While a Employee is on pregnancy or parental leave, the Employer shall permit the Employee to continue participation in eligible benefit plans. The Employee shall be responsible to pay both the Employer and the Employee's shares of the premium costs for maintaining such coverage for which the Employee is eligible during the period of leave.

### **15.12 Day of Birth or Adoption**

Where a Employee's spouse gives birth to a child or when an adopted child arrives in the Employee's home, the Employee shall be granted special leave without loss of regular pay up to a maximum of twelve (12) scheduled hours during the confinement of the mother or the date of the child's arrival.

## **ARTICLE 16 - SICK LEAVE**

### **16.01 Sick Leave Defined**

- (a) Sick leave means the period of time an employee is absent from work by virtue of being sick or disabled, or because of an accident for which compensation is not payable under the Workman's Compensation Act.
- (b) An employee who is absent from a scheduled shift on approved sick leave shall only be entitled to sick leave pay if the Employee is not otherwise receiving pay for that day, and providing the Employee has sufficient sick leave credits.
- (c) Paid sick leave is an indemnity benefit to help employees through periods of absenteeism due to illness or injuries. Regular attendance on the job is the responsibility of the employee and this responsibility is considered an integral part of an employee's job responsibilities.

### **16.02 Annual Paid Sick Leave**

The Employer agrees that each Employee is entitled to accrue one (1) hour sick leave credit for each twenty-one point seven five (21.75) Regular Hours Paid.

### **16.03 Maximum Accumulation of Sick Leave**

The maximum accumulation shall be one hundred and ninety two (192) hours of sick leave credits.

#### **16.04 Proof of Illness**

Employees may be required to submit physician statements for sick leave absences.

#### **16.05 Sick Leave Records**

The Employer shall routinely provide each Employee with a statement of the Employee's sick leave credit at any time upon request.

#### **16.06 Personal Preventative Days**

Provided the Employee has sufficient accrued sick credits, Employees shall be allowed to use thirty-six (36) hours per annum of sick leave credits in order to engage in personal preventative medical care or tend to a child or other person for whom the Employee is responsible.

#### **16.07 Report of Injury on Duty**

An Employee who is injured in the performance of job duties will immediately report or have the injury reported to the Administrator or delegate.

#### **16.08 Regular Attendance at Work**

The Union agrees to cooperate with the Employer to secure punctual and regular attendance at work and to do all in its power to eliminate tardiness or absenteeism.

### **ARTICLE 17 - BEREAVEMENT LEAVE**

#### **17.01 Immediate Family Defined**

For the purpose of ascertaining bereavement leave with pay, the members of a Employee's immediate family shall include father, mother, sister, brother, husband, wife, spouse, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in law, grandparent, grandchild, stepchild or ward of the Employee or a relative or friend permanently residing in the Employee's household or with whom the Employee permanently resides.

#### **17.02 Day of Death in Immediate Family**

If a death occurs in the immediate family of an employee when said employee is at work, then said employee shall be granted bereavement leave with pay for the remainder of his shift for that day.

### **17.03 Immediate Family**

In addition to any entitlement set out in Article 17.02, if a death occurs in the immediate family of a Employee, the Employee shall be granted five (5) consecutive days bereavement leave without loss of regular pay commencing on the calendar day following the day of the death of the family member. The Employee shall not have a loss of regular pay for shifts not worked during the Bereavement Leave.

### **17.04 Bereavement Leave during Leave of Absence**

An employee who would be on a leave of absence, other than bereavement leave, shall not be eligible for bereavement leave with pay.

### **17.05 Bereavement Leave during Sick Leave**

An employee on sick leave with pay shall not be eligible for bereavement leave with pay.

### **17.06 Bereavement Leave during Vacation**

An employee who qualifies for bereavement leave while on approved vacation leave shall have such vacation leave rescheduled by mutual agreement and shall receive bereavement leave for the period for which they qualify under the Collective Agreement.

### **17.07 Funeral of a Relative**

Two (2) days of bereavement leave without loss of regular pay to include the calendar date of the funeral shall be granted in the event of a death of a brother-in-law, sister-in-law, aunt or uncle of an employee.

## **ARTICLE 18 - LEAVE OF ABSENCE**

### **18.01 Application for Leaves of Absences**

Employees shall apply in writing for all leaves of absence and the Employer shall respond in writing to the employee with a copy to the Union.

### **18.02 Leave of Absence for Union Business**

- (a) Upon the request of the Union and subject to reasonable advance written notice being given, the Employer may grant leaves of absence without pay to attend to legitimate local union business, subject however to the requirements of the

Employer.

- (b) If requested in writing, the Employer will continue to pay the Employee's wages and benefits and bill the costs of this to the Union for reimbursement.

### **18.03 Personal Leave of Absence Without Pay**

The employer may grant a leave of absence without pay and without loss of seniority to a maximum of one year (1) to any employee requesting such a leave for good and sufficient cause.

### **18.04 Leave of Absence for Education**

- (a) The Employer may grant an Educational Leave without pay to a maximum of one (1) year to employees who have been employed for a minimum of (1) one year.
- (b) During such leave, the employee shall retain their seniority and shall retain their service accrued prior to the leave but shall not accrue further service or be entitled to the other benefits of this agreement during the period of the leave.
- (c) Upon return from an Education Leave of absence, the employee shall return to their former or equivalent position.

### **18.05 Court Leave of Absence**

Leave of absence without loss of regular pay shall be given to an Employee other than an Employee on leave of absence without pay or under suspension, who is required:

- (a) to serve on a jury; or
- (b) by subpoena or summons to attend as a witness in any proceedings for an employment related matter held:
  - (i) in or under the authority of a court; or
  - (ii) before an Arbitrator or person or persons authorized by law to make an inquiry to compel the attendance of witnesses before it.

### **18.06 Deductions of Court Fees**

Any Employee given leave of absence without loss of pay to serve pursuant to Article 18.05 shall have deducted from the Employee's salary an amount equal to the amount the fees Employee receives for such duty except travel pay and meal allowance.

## ARTICLE 19 - SENIORITY

### 19.01 Seniority Defined

- (a) Seniority for regular employees shall be the date of hire into a bargaining unit position with the Employer. Seniority shall operate on a bargaining unit basis. Upon completion of the probationary period a regular employee's seniority date shall be established retroactive to the date of hire into the bargaining unit.
- (b) For the purpose of 19.01 (a) date of hire into a bargaining unit position shall mean date of hire with the Employer prior to the Union certification date.

### 19.02 Seniority Roster

A seniority roster of all employees covered by this Agreement showing name, classification and date of last entry into the service of the Employer shall be revised and posted before January 10 of each year and shall remain posted, and a copy sent to the Local Union. A protest period until February 10 shall be allowed following such posting. Upon presentation or proof of error by an employee, or the Union, or the Employer, the seniority roster shall be corrected. Any seniority date not protested within the thirty (30) day protest period shall be considered as permanently established.

### 19.03 Loss Of Seniority

An Employee shall lose both seniority and employment in the event that:

- a) The Employee voluntarily leaves the service of the Employer; or
- b) The Employee is discharged for just cause; or
- c) The Employee is laid off for a period of eighteen (18) months if the affected employee notifies the Employer of his desire to return every six (6) months; or
- d) having been laid off, the Employee fails to return to work within fourteen (14) days of being recalled.

### 19.04 Transfer of Position outside of the Bargaining Unit

- (a) No employee shall be transferred to a position outside the bargaining unit without the Employee's consent. If an employee is transferred to a position outside of the bargaining unit, the Employee shall retain seniority for a period up to 12 months from the date of the transfer.

- (b) When an employee is temporarily transferred to a position outside of the bargaining unit, the employee shall continue to earn benefits of the Agreement and pay Union dues.

## **ARTICLE 20 - PROMOTIONS AND STAFF CHANGES**

### **20.01 Posting Vacancies**

- (a) A notice shall be posted where the Employer determines that:
  - i) A regular vacancy exists; or
  - ii) A new position is created; or
  - iii) A temporary vacancy exists as a result of a leave of absence of two (2) months or more;
- (b) Where a vacancy is to be filled, notices shall be posted for a period of seven (7) calendar days.

### **20.02 Notice of Posting**

The notice of posting shall indicate the classification and status of the position and the qualifications required.

### **20.03 Outside Applications**

This posting shall not prohibit Administration's right to advertise for persons outside the bargaining unit provided that first consideration shall be given to Employees within the bargaining unit who apply for such vacancies.

### **20.04 Vacancies and Promotions**

- (a) In the selection of applicants for vacant positions, primary consideration shall be given to skills, ability and qualifications to perform the required duties. If skills, ability and qualifications are reasonably equal, seniority shall prevail. Every effort will be made to fill vacancies or new positions with the existing staff.
- (b) The Employer shall have a right to fill a vacant position on an interim basis until the position is filled in accordance with Article 20.01.

## **20.05 Trial Period**

The successful applicant shall be placed on trial for a period of thirty (30) working days. The placement shall be conditional on satisfactory service. In the event the successful applicant provides unsatisfactory or unwilling during this period, or if the new employee is unable to perform the duties of the new job, the employee shall be returned to the former position and wage rate without loss of seniority. Any other employee promoted or transferred because of this arrangement shall also be returned to their former position.

## **20.06 Appointment to a Vacant Position**

Within seven (7) calendar days of the date of appointment to a vacant position, the name of the successful applicant shall be posted on the designated bulletin boards and provided to the Union.

## **20.07 Staff Development**

The Employer agrees to the principle of staff development and any pertinent information received by the Employer regarding workshops, seminars, etc., will be screened by the Employer and posted on the bulletin board.

## **20.08 Reverting to Former Position**

Regular employees who are accepted for temporary vacancies shall revert to their former position and status upon completion of the temporary work.

## **20.08 Diversity**

- (a) The Employer and the Union recognize the values of diversity, equity and inclusion in the workplace, and are committed to establishing a workplace that is inclusive and diverse.
- (b) Vacancies and positions referred to in Article 20 be designated as only being eligible to applicants from one or more under-represented groups in the workforce. (*Indigenous peoples, Black/African Nova Scotians, people of African descent, people of colour, persons living with a disability/disabilities, gender, and persons of diverse sexual orientation and gender identity and/or expression*). The Union shall agree or disagree with the Employer's request to designate job posting(s) within 10 working days of the Employer providing the Union with the rationale and bargaining unit seniority list. Eligible, qualified employees of the designated under-represented group will be given preference over external applicants. If the position cannot be filled with a qualified designated person, the position will be re-posted in accordance with Article 20.

## **ARTICLE 21 - NEW CLASSIFICATIONS**

### **21.01 New Classification**

- (a) Should a new classification be created within the bargaining unit as set out in Appendix "A", during the term of this Agreement, the Employer and the Union shall decide the rate of pay. Nothing herein prevents the Employer from filling such position and once the rate is determined the retroactivity shall be paid to the Employee from the initial date of the appointment.
- (b) The employer shall provide job descriptions for all positions and classifications, for which the union is bargaining agent.

## **ARTICLE 22 - SAFETY, HEALTH AND WELFARE**

### **22.01 Promotion of Health & Safety and Prevention of Accidents**

The Employer shall make reasonable provisions for the safety and health of Employees during their hours of employment. The Employer and the Union shall co-operate fully towards the prevention of accidents and the reasonable promotion of safety and health. The Employer shall follow and work closely with the new Occupational Health and Safety Act and will schedule regular Health and Safety meetings. Those Employees from the bargaining unit who attend these meetings shall not suffer any loss of pay or shall be paid in accordance with the Act.

### **22.02 Representation on the Committee**

Representation on this committee shall consist of at least two Union Members and two representatives of the Employer.

### **22.03 Frequency of Meetings**

The Occupational Health & Safety Committee shall meet as determined by the committee's rules of procedures or as per statutory requirements.

### **22.04 Topics for Discussion**

Topics for discussion shall be agreed upon by the Committee.

## **22.05 Minutes of Meetings**

Minutes of each meeting of the Committee shall be prepared and signed by joint chair persons as promptly as possible after the close of the meeting.

## **22.06 No Loss of Regular Pay**

Committee members shall not lose regular pay while attending Union Management Consultation Committee Meetings.

## **22.07 Worker's Compensation**

- (a) An employee excluding a casual worker is being compensated under the Workers' Compensation Act, the Employer shall pay a supplement to the employee excluding a casual worker equal to the difference between the earnings replacement benefits received from Workers' Compensation and the employee's net pre accident earnings. This supplement shall also apply to the first two days of an injury or accident for which an employee receives Workers' Compensation benefits. It is the intent of the parties that under no circumstances shall an employee receive an increase in his/her income while in receipt of Workers' Compensation benefits. When the supplement is being paid, the Employer shall deduct from the employee's accumulated sick leave credits an equivalent number of sick leave hours as were paid in the supplement. When an employee's accumulated sick leave credits are exhausted, the supplement shall cease and the employee shall be paid only the Workers' Compensation benefits.
- (b) The Employer shall continue the eligibility of the Employee and the Employer's cost sharing relationship with the Employee so as to allow for the Employee to continue in RRSP, Group Health and Group Life Plans. The Employee must agree to pay the usual cost shared amount (i.e. Group Health 65/35% and Group Life 50/50%) for participation in the Plans. This entitlement shall be reviewed by the Employer on a year-to-year basis. In no case shall the Employer be required to cost share the benefits for a period longer than eighteen (18) months following the onset of WCB period. This shall not determine the Employee's eligibility to participate in the Plans.
- (c) employee shall continue to accrue seniority while in receipt of Workers' Compensation benefits.
- (d) employee shall accrue vacation credits while in receipt of Workers' Compensation benefits until such time as the employee's vacation bank (including any vacation credits existing at the time of the injury) equals a maximum of one (1) year of annual vacation entitlement.

(e) employee shall not accrue any other benefits while on Workers' Compensation.

#### **22.08 Workplace Violence**

Workplace violence is an occupational health and safety issue and the Union and the Employer agrees to support and not challenge appropriate disciplinary actions taken against employees to help prevent and reduce harassment, bullying and violence or the harm caused by such conduct in accordance with applicable legislation.

#### **22.09 Domestic Violence**

Employees will be granted unpaid Domestic Violence Leave in accordance with Labour Standards Code of Nova Scotia.

### **ARTICLE 23 - PAYMENT OF WAGES**

#### **23.01 Pay Days**

Pay day shall be every second Thursday and shall cover a two week period ending on the preceding Saturday. If special circumstances warrant, a cheque may be issued earlier. Pay cheques will be issued by direct deposit at the bank of the employee's choice. Pay vouchers will be issued on the Wednesday preceding pay day.

#### **23.02 Shift Premium**

All employees shall receive a shift premium of \$2.35 for all hours worked between 1800 hours and 0600 hours.

#### **23.03 Weekend Premium**

All employees shall receive a shift premium of \$2.35 for all hours worked between midnight Friday and midnight Sunday.

### **ARTICLE 24 - TEMPORARY ASSIGNMENTS**

#### **24.01 Assignment to a Lower Classification**

Where an employee is temporarily assigned to perform work in a classification paying a lower rate than his own, while there is work available in his own classification, the employee shall be paid his regular rate.

## **24.02 Assignment to a Higher Classification**

When an employee is temporarily assigned to perform work in a classification inside the bargaining unit paying a higher rate, the employee shall receive the rate for the higher classification.

## **ARTICLE 25 - CLOTHING**

### **25.01 Damaged Personal Effects**

If eye glasses, contact lenses, dentures, or other personal effects are damaged by a resident in the performance of an Employee's duties, the incident will be reviewed by the Administrator, and if it is determined the incident occurred during the course of the Employee's duties, the Employer will repair or replace the damaged article, based upon the cost of repair or replacement.

## **ARTICLE 26 - GROUP BENEFITS**

### **26.01 Pension Plan**

Employer contributions to match employee contributions for Full-Time and Part-Time employees to a Retirement Pension Plans shall be available to a maximum of five percent (5%) total Employer Contribution.

### **26.02 Group Benefits Plans**

- (a) The Employer shall offer a Group Medical Plan and contribute 65% and the employee shall contribute 35% of the premiums for the Group Medical Plans.
- (b) The Employer shall offer a Group Life Insurance Plan, an Accidental Death and Dismemberment Plan and a Dental Plan. Participation in the Dental Plan and Group Life Insurance Plan is mandatory for all employees, except where satisfactory proof of coverage under a spouse plan is provided. The Employer shall contribute 50% and the employee shall contribute 50% of the premiums of the Group Life Insurance Plan, the Accidental Death and Dismemberment Plan and the Dental Plan.
- (c) In addition to the Group Life Insurance referred to in 26.02 (b) above, and subject to the availability under existing plans, Employees will be allowed to purchase at their cost, standard Term Life Insurance on an optional basis.

- (d) While an employee is on extended leave over thirty (30) days, if eligible, the Employer shall permit the Employee to continue participation in the Group Benefit Plans. In such case, the Employee shall be responsible to pay both the Employer and the Employee's shares of the premium costs for maintaining coverage for which the Employee is eligible during the period of leave. Any arrears will result in the immediate cancellation of the employee's participation in the Group Benefit Plan.

**26.03 Meal Allowance**

The Employer will continue to provide low cost meals to Employees on duty. The costs of these meals will not exceed three (\$3.00) dollars for noon lunch and five (\$5.00) dollars for afternoon supper.

**ARTICLE 27 - JOB SECURITY**

**27.01 Restrictions on Contracting Out**

Except for service agreements with the District Health Authorities 4, 5, & 6, no Bargaining Unit member shall be terminated, laid off from employment or have their hours reduced as a direct result of the Employer contracting out, except in emergency situations.

**ARTICLE 28 - PERSONNEL RECORDS**

**28.01 Performance Appraisal Program**

Where the Administration maintains a performance appraisal program, such appraisals shall be discussed with the Employee. The Employee shall have an opportunity to sign and comment on the evaluation.

**28.02 Review of Personnel File**

Upon request and twenty-four (24) hours (Monday to Friday) notice, a Employee shall be permitted to view the Employee's personnel file.

**28.03 Introduction of Employee**

No evidence from the Employee's record may be introduced as evidence in any hearing of which the Employee has not been notified of at the time of filing.

#### **28.04 Copies of Personnel Record**

A Employee shall have the right to copies of any material contained in the Employee's personnel record.

#### **28.05 Purging Employee Files**

A Employee who has been subject to disciplinary action, after sixty (60) months of continuous service from the date the disciplinary measure was invoked, request in writing that the performance file be cleared of any record of the disciplinary action. Such request shall be granted provided the Employee's file does not contain any further record of disciplinary action during the sixty (60) months period, of which the Employee is aware. The Employer shall confirm in writing to the Employee that such action has been effected.

### **ARTICLE 29 - RETROACTIVE PAY**

#### **29.01 Retroactivity of Pay**

Retroactivity of pay shall only apply to employees for the salary adjustments on the dates set out in Appendix "A", annexed hereto. Employees leaving the employ of the Employer prior to the signing of this agreement shall be entitled to retroactivity upon giving the Employer notice within 30 days of the date of signing of this agreement.

#### **29.02 No Retroactivity of Other Provisions**

All other provisions of this Collective Agreement shall only become effective on the date of signing of this Collective Agreement.

### **ARTICLE 30 - UNION MANAGEMENT COMMITTEE**

#### **30.01 Union Management Committee**

The Union and the Employer agree to establish/maintain a **Union Management Consultation Committee** which shall be comprised of two (2) representatives of the Local Union and two (2) representatives of the Employer. A person designated by the Union and the Employer shall alternate as the **Chairperson**.

#### **30.02 Frequency of Meetings**

The committee shall meet no less than three (3) times per year. Either party may request additional meetings on two (2) weeks notice in which case the Parties shall schedule a meeting at a mutually agreeable time.



**31.02 Changes by Mutual Agreement**

Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of the Agreement providing they are reduced to writing and signed by the Parties.

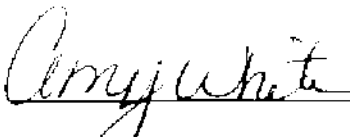
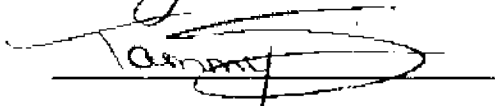
**31.03 Notices in Accordance with the Agreement**

Notices to be effective must be in writing and served in the following manner:

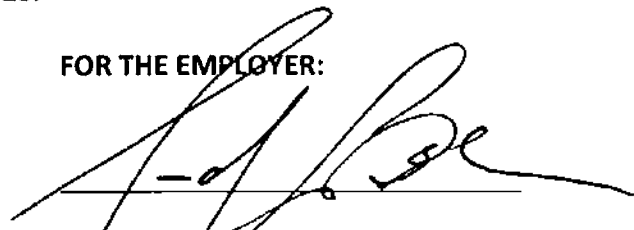
- (a) If given by the Employer, it must be served either by personal or registered mail upon to the Union Representative identified to the Employer in writing.
- (b) If given by the Union, it must be served either by personal service or registered mail upon the Employer.
- (c) Emails or faxed notice(s) may be used in place of registered mail.

Signed this 6<sup>th</sup> day of July, 2023.

**FOR THE UNION:**

  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_

**FOR THE EMPLOYER:**

  
\_\_\_\_\_  
Andrew Barr  
\_\_\_\_\_  
\_\_\_\_\_

**Appendix "A" - (Hourly Rate determined by 2080)**

**Dietary Worker / Environmental Services**

		Expired	1-Nov-20	1-Nov-21	1-Nov-22	31-Oct-23
PROBATIONARY	Annual	34,142	34,655	35,175	38,239	38,430
	Hourly	\$16.41	\$16.66	\$16.91	\$18.38	\$18.48
REGULAR	Annual	34,722	35,244	35,773	38,854	39,049
	Hourly	\$16.69	\$16.94	\$17.20	\$18.68	\$18.77

**Cook**

		Expired	1-Nov-20	1-Nov-21	1-Nov-22	31-Oct-23
PROBATIONARY	Annual	43,095	43,741	44,397	45,729	45,958
	Hourly	\$20.72	\$21.03	\$21.34	\$21.99	\$22.10
REGULAR	Annual	43,827	44,484	45,151	46,506	46,738
	Hourly	\$21.07	\$21.39	\$21.71	\$22.36	\$22.47

**Journeyman Cook**

		Expired	1-Nov-20	1-Nov-21	1-Nov-22	31-Oct-23
PROBATIONARY	Annual	47,094	47,801	48,518	49,973	50,223
	Hourly	\$22.64	\$22.98	\$23.33	\$24.03	\$24.15
REGULAR	Annual	47,895	48,614	49,343	50,823	51,077
	Hourly	\$23.03	\$23.37	\$23.72	\$24.43	\$24.56

**PCW without certificate**

		Expired	1-Nov-20	1-Nov-21	1-Nov-22	31-Oct-23
START	Annual	35,822	36,359	36,904	38,012	38,202
	Hourly	\$17.22	\$17.48	\$17.74	\$18.27	\$18.37
YEAR 1	Annual	36,556	37,092	37,648	38,778	38,972
	Hourly	\$17.58	\$17.83	\$18.10	\$18.64	\$18.74
YEAR 2	Annual	37,265	37,824	38,391	39,543	39,741
	Hourly	\$17.92	\$18.18	\$18.46	\$19.01	\$19.11
YEAR 3	Annual	37,972	38,542	39,120	40,294	40,495
	Hourly	\$18.26	\$18.53	\$18.81	\$19.37	\$19.47
YEAR 4	Annual	38,682	39,261	39,850	41,045	41,251
	Hourly	\$18.60	\$18.88	\$19.16	\$19.73	\$19.83

**CCA / PCW with certificate**

		Expired	1-Nov-20	1-Nov-21	10-Feb-22	1-Nov-22	31-Oct-23
START	Annual	36,529	37,077	37,633	44,660	46,000	46,230
	Hourly	\$17.56	\$17.83	\$18.09	\$21.47	\$22.12	\$22.23
YEAR 1	Annual	37,265	37,819	38,386	45,572	46,939	47,174
	Hourly	\$17.92	\$18.18	\$18.45	\$21.91	\$22.57	\$22.68
YEAR 2	Annual	37,999	38,569	39,148	46,502	47,897	48,137
	Hourly	\$18.27	\$18.54	\$18.82	\$22.36	\$23.03	\$23.14
YEAR 3	Annual	38,708	39,303	39,893	47,451	48,875	49,119
	Hourly	\$18.61	\$18.90	\$19.18	\$22.81	\$23.50	\$23.61
YEAR 4	Annual	39,443	40,035	40,636	48,419	49,872	50,121
	Hourly	\$18.96	\$19.25	\$19.54	\$23.28	\$23.98	\$24.10

**EMPLOYER UNDERTAKING  
Defined Benefit Plan**

The Employer undertakes to explore if the Defined Benefit Plan is still available for CUPE members.

Signed this 6<sup>th</sup> day of July, 2023.

**FOR THE UNION:**

*Amey White*  
*Tammy*  
\_\_\_\_\_

**FOR THE EMPLOYER:**

*[Signature]*  
*Andrew Bann*  
\_\_\_\_\_



8. This Probationary Rate Memorandum of Agreement applies to all classifications with the exception of the following:

- a) Any classification paid as Licensed Practical Nurses (LPNs)
- b) Any classification paid as Continuing Care Assistants (CCAs)
- c) Any classification paid as Personal Care Workers (PCWs)
- d) Any classifications red-circled during the matching exercise that was completed during the last collective agreement.

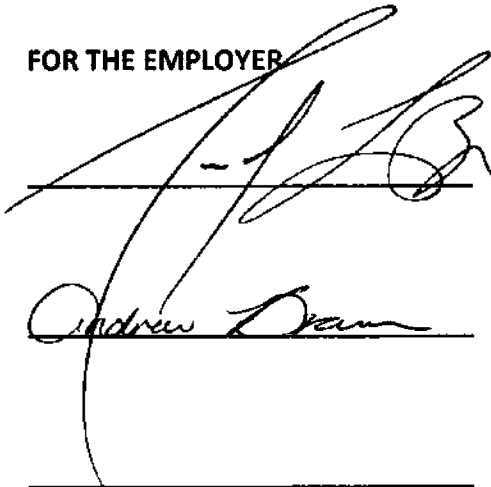
**Section 2: Effective Term of the Memorandum of Agreement**

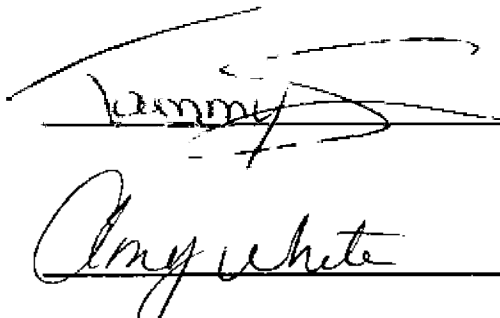
This Memorandum of Agreement shall become in effect on date of signing and shall remain in effect for the effective term of the Collective Agreement.

**IN WITNESS WHEREOF** the Parties hereto have executed this Memorandum of Agreement on the 6<sup>th</sup> day of July, 2023.

**FOR THE EMPLOYER**

**FOR THE UNION**

  
\_\_\_\_\_  
Andrew Dean

  
\_\_\_\_\_  
Amy White

**LETTER OF UNDERSTANDING**  
**Regular Day Shifts & Dietary Casuals**

**BETWEEN:** High-Crest Home for Special Care, Springhill, Nova Scotia,  
hereinafter referred to as the "Employer"

**AND:** The Canadian Union Of Public Employees, (CUPE) Local 4184,  
hereinafter referred to as the "Union"

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**Item 1: Regular Day Shifts**

The Employer and the Union also agree that:

- (a) Based on operational efficiencies and effectiveness, the Employer shall endeavour to maintain five (5) regular day shifts in the bargaining unit
- (b) To maintain regular day shifts, those employees scheduled for regular day shifts, may be scheduled weekdays and weekends.
- (c) Where the Employer eliminates existing regular day shifts, such changes shall not become effective until the affected employee has been given notice and provided a reasonable opportunity to discuss the reasons for the changes with the Employer.
- (d) This Letter of Understanding shall not restrict in any manner, the Employer's right to define shifts and post vacancies in order to best maximize operational effectiveness.

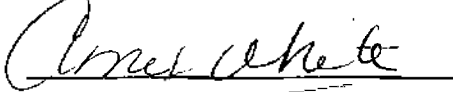
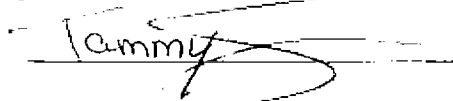
**Item 2: Students**

The Employer and the Union also agree that:

- (a) the classification formerly designated as "Supper Girls" are in effect Student and considered as Casual employees excluded from the Bargaining Unit and all the provisions of the Collective Agreement do not apply to these Casual employees.
- (b) the recognition of "Students" as Casual employees will not result in any layoff or reduction of regular hours of work for employees in the Bargaining Unit.

Signed this 6<sup>th</sup> day of July, 2023.

**FOR THE UNION:**

**FOR THE EMPLOYER:**

