

Collective Agreement

- between -

CUPE / *Canadian Union
of Public Employees*
Local 2348-44

- and -



United Church Halfway Homes Inc.

Term of Agreement:
April 1, 2018 to March 31, 2026

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ARTICLE 1 - PREAMBLE

- 1.01 It is the purpose of both parties to this Agreement:
- (a) to encourage excellence of service in the delivery of services by the Employer.
 - (b) to maintain and improve harmonious relations and settled conditions of employment between the Employer and the Union.
 - (c) to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, service, etc.
 - (d) to promote the morale, well-being, and security of all employees in the bargaining unit of the Union.
 - (e) to promote the mission, vision, and objectives of the Employer.
- 1.02 It is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in a Collective Agreement.
- 1.03 **Definitions**
- (a) An “employee” is a person employed by the Employer and covered by this Agreement.
 - (b) A “full-time employee” is one who regularly and recurringly works the hours of work specified in Article 16.
 - (c) A “part-time employee” is one who regularly and recurringly works fewer than the hours of work specified in Article 16.
 - (d) A “term employee” is one who works full-time or part-time, but the duration of the employment is limited to a minimum period of two (2) months and a maximum period of one (1) year or until the return of an employee who will be absent for an indefinite period of time.
 - (e) Term employees shall accrue seniority for the purposes of promotion and/or bidding for permanent positions after three (3) months’ employment.
 - (f) This Agreement is fully applicable to all part-time and term employees on a pro rata basis based on actual hours worked.

- (g) A “grant employee” is one who works on a project funded through municipal, provincial, federal or other grant. By mutual agreement between the Employer and the Union, a grant employee may have **their** wages, benefits and inclusion in the bargaining unit restricted.
- (h) A “casual employee” is one who is occasionally called by the Employer to relieve an absent employee or is called in to supplement staff coverage. A casual employee is excluded from the Collective Agreement.
- (i) A “spouse” shall mean persons who are:
 - (i) married to each other; or
 - (ii) who have cohabited for a period of not less than six (6) months in a conjugal relationship; or
 - (ii) in a relationship of some permanence if they are the natural or adoptive parents of a child.

1.04 The term “Union” shall mean the Canadian Union of Public Employees, Local **2348**.

1.05 The term “Employer” shall mean United Church Halfway Homes Inc.

ARTICLE 2 - MANAGEMENT RIGHTS

2.01 All the functions, rights, powers and authority which the Employer has not specifically abridged, delegated or modified by this agreement are recognized by the Union as being retained exclusively by the Employer including without limiting the generality of the foregoing, the right to make, enforce and revise from time to time rules, regulations, practices, procedures and policies to be observed by the employees.

2.02 The Employer shall exercise its right to direct the working force reasonably, fairly, in good faith and in a manner consistent with the Collective Agreement.

ARTICLE 3 - RECOGNITION

3.01 Bargaining Unit

The Employer recognizes the Canadian Union of Public Employees and its Local **2348** as the sole and exclusive collective bargaining agent for all of its employees, covered by MLB Certificate No. **6917** issued on **March 12, 2013**, and/or listed in Schedule “A”.

3.02 No Other Agreements

No employee shall be required to make a written or verbal employment agreement with the Employer which conflicts with this Collective Agreement.

3.03 Work of the Bargaining Unit

Persons whose jobs are not classified within the bargaining unit shall not work on jobs on a regular and recurring basis which have been determined as being within the bargaining unit, except where it has been mutually agreed upon by both parties such as in the case of training, emergency, or where House Managers have historically done similar work.

3.04 Safe Working Conditions and the Right to Work

- (a) The organization recognizes its obligation to provide the safest possible working environment for its staff.
- (b) The Employer ensures fair treatment and appropriate assistance for all staff.

3.05 The Union agrees that during the term of this Agreement it will not cause, direct or consent to any slowdown, stoppage of work, picketing, strike or walk-out on the part of the employees represented by the Union nor shall any employee(s) threaten or take part in any such action or any other action which would with the Employer's operations. If any such action should be taken by the employee(s) the Union will take affirmative measures to prevent the employee(s) from continuing such action. If any such employee(s) shall take any action contrary to this Article such employee(s) will be subject to disciplinary action.

3.06 The Employer agrees that during the term of this Agreement it will not cause, direct or consent to any lockout or related activity on the part of the Employer, nor shall any individual representing the Employer take part in any such action or any action which would interfere with the Union's operations. If any such action should be taken by any individual representing the Employer, the Employer will take affirmative measures to prevent the individual from continuing such action. If any such individual shall take any action contrary to this Article, such individual will be subject to disciplinary action.

ARTICLE 4 - NO DISCRIMINATION

4.01 The Employer and the Union agree that there shall be no discrimination practised as defined in the *Human Rights Code* of Manitoba and further the Employer and the Union agree that there shall be no discrimination, restrictions, or coercion exercised or practised with respect to any employee in the matter of hiring, wage

rates, training, upgrading, promotion, transfer, layoff, recall, discipline, classification, or discharge by reason of political affiliation or activity, race, creed, colour, religion, ancestry, sexual orientation, sex, marital or parental status, family relationships, place of residence, physical disability, age, physical appearance, history of mental health problem/treatment, nor by reason of **their** membership or activity in the Union unless unusual circumstances (e.g. affirmative action) require whereby mutual consent of the Employer and the Union shall be required.

4.02 The Employer and CUPE Local **2348** jointly affirm that every employee in United Church Halfway Homes Inc., within their jurisdiction, shall be treated fairly. The work environment must be free of all forms of harassment/bullying. The principle of fair treatment is a fundamental one and both the Employer and the Union do not and will not condone any improper behaviour on the part of its employees and members which would jeopardize their dignity and well-being and/or undermine work relationships and productivity. Harassment and/or bullying are unacceptable behaviours in our workplace. The Employer and CUPE Local **2348** affirm this.

- (a) No individual should suffer from or be exposed to harassment at work based upon characteristics that include age, race, colour, political or religious affiliation, sex, sexual orientation, or marital status, mental or physical disability, record of non-violent criminal offences, nor by reason of membership or activity in the Union.
- (b) Personal harassment and/or bullying are defined as repeated unconstructive, intentional, and offensive comments or actions designed to offend, abuse, or humiliate a person, when such conduct has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.
- (c) Sexual harassment is a particularly objectionable course of conduct or comment which cannot be tolerated, as it represents an intrusion upon a person's sexual dignity as a woman or man. Sexual harassment is:
 - (i) unwanted sexual attention or unwanted sexual attention of a persistent or abusive nature; or
 - (ii) an implied or expressed promise of reward for complying with a sexually-oriented request; or
 - (iii) an implied or expressed statement that compliance with a sexually-oriented request is expected in order to maintain existing benefits; or

- (iv) an implied or expressed threat of reprisal, in the form of actual reprisal or the denial of opportunity for refusal to comply with a sexually-oriented request; or
 - (v) sexually oriented behaviour, language, and printed matter (including but not limited to jokes, anecdotes, and pictures) of an unwelcome nature on a one-time or persistent basis which create a negative (psychologically and emotionally) environment for work.
- (d) Racial discrimination is a form of harassment defined as:
- (i) differential treatment of an individual because of nationality, race, colour, ancestry, or ethnic origin; or
 - (ii) an action or policy which has an adverse impact on an individual because of their race, colour, nationality, ancestry, or ethnic origin; or
 - (iii) use of stereotyped images or language (including but not limited to pictures, jokes, and anecdotes) which suggest that all or most members of a racial or ethnic group are the same, thereby denying their individuality as persons, when such conduct has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.
- (e) It is both the right and the responsibility of any employee who believes that **they** have been subjected to harassment as defined above to immediately report such concerns to the Executive Committee or Designate. The Executive Committee or Designate and/or the Union shall undertake to investigate all alleged occurrences expeditiously in the following manner:
- (i) When appropriate, as a first step, the employee is encouraged to tell the offending individual that their behaviour is inappropriate and must stop.
 - (ii) Mediation can be offered as a means of resolving any harassment related conflict when both parties are agreeable to a mediation process.
 - (iii) The complainant will be advised of the results of the investigation and the action, if any to be taken. This procedure does not preclude any employee from initiating a grievance.

- (f) Where the alleged harasser is the person who would normally deal with the first step of such grievances, the grievance will automatically be sent forward to the next step (see Grievance Procedure - Article 10).
- (g) No information relating to the grievor's personal background, lifestyle or mode of dress will be admissible during the grievance or arbitration process.
- (h) All information, documented or otherwise, pertaining to complaints of harassment and their investigation shall be dealt with in confidence and as expeditiously as possible.
- (i) In cases where a complaint of harassment is under investigation, the individual has the right to request through the Executive Director, to discontinue contact with the alleged harasser without penalty, pending the outcome of such investigation in accordance with the provisions of this clause. Such request shall not be unreasonably withheld.

In cases where harassment has been proven which may result in the transfer of an individual, where possible, it shall be the harasser who is transferred. The individual who is harassed would not be transferred against **their** will.

- (j) Any employee who, as a result of a full investigation is determined to be in violation of this clause may be subject to disciplinary action.
- (k) No employee shall be subject to reprisal, threat of reprisal, or discipline as a result of filing a valid harassment complaint.
- (l) In order to safeguard the employees and the Employer against the effects of malicious allegations of harassment, or vindictive complaints, individuals found guilty of such activities may be subject to disciplinary action.

Malicious allegations of harassment or vindictive complaints are not those where an individual feels they have been harassed and an investigation finds no evidence of harassment. This policy is not intended to dissuade individuals from filing legitimate complaints.

ARTICLE 5 - CHECKOFF OF UNION DUES

5.01 Checkoff Payments

The Employer shall deduct from every employee any dues or assessments levied by the Union on its members.

The Union shall hold the Employer harmless with respect to deductions made and remitted on behalf of the Union and with respect to any liability which the Employer may incur as a result of such deductions. For the purposes of this Agreement, an assessment shall be an amount, determined by the Union, to be paid by all employees covered by this Agreement in addition to their usual union dues.

5.02 Deductions shall be made from each payroll and shall be forwarded to National to the Secretary-Treasurer of the Union not later than the fifteenth day of the month following the month in which the dues were deducted, accompanied by a list of names of employees from whose wages the deductions have been made.

5.03 Dues Receipts

The Employer shall indicate on the T-4 slip the amount of Union dues deducted from the employee in the previous year.

5.04 The Union shall notify the Employer at least sixty (60) days in advance of any changes in dues, or assessment.

ARTICLE 6 - EMPLOYER AND UNION SHALL ACQUAINT NEW EMPLOYEES

6.01 New Employees

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

6.02 Copies of Agreement

On commencing employment, the employee's supervisor shall introduce the new employee to **their** Union Steward or Representative. The Steward or Representative will provide **them** with a copy of the Collective Agreement.

6.03 Interviewing Opportunity

A representative of the Union shall be given an opportunity to interview each new employee within regular working hours, without loss of pay, for a maximum of fifteen (15) minutes during the first month of employment for the purpose of acquainting the new employee with the benefits and duties of Union membership and **their** responsibilities and obligations to the Employer and the Union.

ARTICLE 7 - CORRESPONDENCE

- 7.01 All correspondence between the parties, arising out of this Agreement or incidental thereto, shall pass to and from the Employer or its representative and the Steward with copy to the National Representative. The Employer shall recognize only those representatives, stewards, and officials whose names were last forwarded in writing to the Employer.

ARTICLE 8 - LABOUR MANAGEMENT COMMITTEE

8.01 Establishment of Committee

A Labour-Management Committee shall be established consisting of two (2) representatives of the Employer and two (2) representatives of the Union. The Committee shall enjoy the full support of both parties in the interests of maximum service to the clients and the maintaining of harmonious relations.

8.02 Chairperson of the Meeting

An Employer and a Union representative shall be designated as joint chairpersons and shall alternate in presiding over meetings.

8.03 Jurisdiction of Committee

The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Collective Agreement.

The Committee shall not supersede the activities of any other committee of the Union or of the Employer and does not have the power to bind either the Union or its members, or the Employer to any decisions or conclusions reached in their discussions. The Committee shall have the power only to make recommendations to the Union and the Employer with respect to its discussions and conclusions.

- 8.04 The Employer agrees to maintain up to date policy manuals located in the Administration Office of the Agency.

- 8.05 The Board of Directors and/or designates shall meet annually with the employees to participate in a strategic planning session. The purpose of such session is to keep employees fully informed of the direction of the organization and to provide input and expertise to the daily functioning of the work.

ARTICLE 9 - LABOUR MANAGEMENT BARGAINING RELATIONS

9.01 Union Negotiating Committee

Two (2) employees shall be allowed to attend meetings with the Employer for the purpose of contract negotiations without loss of remuneration. The Union will consider operational requirements when selecting these representatives for the Negotiating Committee. The Union will advise the Employer of the members of its negotiating committee.

9.02 Representative of Canadian Union of Public Employees

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such Representative(s) shall have access to the Employer's premises at a time mutually agreed upon by the Employer and the Union, where necessary to investigate and assist in the settlement of a grievance.

ARTICLE 10 - GRIEVANCE PROCEDURE

10.01 Election of Stewards

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the right of the Union to appoint officers, whose duties shall be to assist any employee, which the Union represents, in preparing and in presenting **their** grievance in accordance with the grievance procedure.

10.02 Permission to Leave Work

If operational requirements permit, stewards may be permitted with the prior approval of the Employer to investigate complaints or grievances during working hours. Permission to investigate grievances or complaints shall not be unreasonably denied.

10.03 Definition of a Grievance

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

10.04 Settling of Grievances

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

Step 1

Within fourteen (14) calendar days following the occurrence of the event giving rise to the grievance, the grievor will submit the grievance to a steward. The grievor may elect to be accompanied by the steward at any meetings with the Employer to process the grievance.

The steward and the grievor will first seek to settle the dispute with the employee's Supervisor, who shall render **their** decision within fourteen (14) calendar days.

Step 2

Failing settlement being reached in Step 1, the Grievance Committee will, within fourteen (14) calendar days after receiving the Supervisor's reply, submit the written grievance to the Executive Committee or Designate who shall render a decision within fourteen (14) calendar days after receipt of such notice.

Step 3

Failing a satisfactory settlement being reached in Step 2, the Union may, within fourteen (14) calendar days after receiving the Executive Committee or Designates reply, refer the dispute to arbitration.

10.05 Policy/Group Grievance

Where a dispute involving a question of general application or interpretation occurs, or where a group of employees has a grievance, Steps 1 and 2 of this article may be by-passed; however, such grievance shall be filed at Step 3 within fourteen (14) calendar days following the occurrence of the grievance.

10.06 Failure to Act within Time Limits

The time limits specified above shall be directory.

ARTICLE 11 - ARBITRATION PROCEDURE

- 11.01 (a) **Either of the parties may, within fifteen (15) calendar days of the receipt of the decision at Step 2, notify the other party of its wish to submit the grievance to arbitration.**
- (b) **The parties shall meet within fifteen (15) calendar days to name a mutually agreeable arbitrator.**

- (c) **If the parties cannot agree on a sole arbitrator, the matter will be settled by a three (3) person board consisting of a Union nominee, an Employer nominee, and a chairperson mutually agreeable to the two (2) nominees.**
- (d) **The arbitrator or Arbitration Board shall hear and determine the grievance and shall issue a decision, which decision shall be final and binding and enforceable upon the parties, and upon any employee affected by it.**
- (e) **Any of the time limits referred to above may be extended by mutual agreement of the parties.**
- (f) **If the party receiving the notice fails to name an appointee or if the two (2) appointees fail to agree upon a chairperson within the time limits specified, the appointment shall be made by the Manitoba Labour Board.**
- (g) **The sole arbitration or Arbitration Board shall determine their own procedures but shall provide full opportunity to all parties to present evidence and make representations. The sole arbitrator or Arbitration Board shall hear and determine the difference(s) of allegations(s) and render a decision.**
- (h) **Expenses of the Board**

Each party shall pay:
 - (a) **the fees and expenses of the nominee it appoints;**
 - (b) **one-half (½) the fees and expenses of the Chairperson or sole arbitrator.**
- (i) **Nothing in this Agreement shall preclude settlement of a grievance by mutual agreement in any manner whatsoever, without prejudice to their respective positions.**

ARTICLE 12 - REPRIMAND, SUSPENSION AND DISMISSAL

- 12.01 An employee may be discharged or suspended for just cause only and upon the authority of the Executive **Director**. Such employee shall be advised promptly in writing of the reason for **their** dismissal or suspension, with a copy being sent to the Union Representative.

12.02 An employee may elect to be accompanied by a Union representative at any meeting with the Employer where disciplinary action is being considered or may be taken.

12.03 Where disciplinary action other than an oral reprimand has been taken, a written report shall be shown to the employee outlining the circumstances and action of the employee which made the disciplinary action necessary, and the employee shall be required to sign an acknowledgement that such report has been shown to the employee. The employee shall have the right to respond in writing and that response shall become part of the permanent records.

12.04 **Personnel File**

Upon written request, an employee shall be given the opportunity to examine all documents placed in their personnel, including but not limited to, those documents which may be utilized to substantiate a disciplinary action against the employee. The employees reply to any such document shall also be placed in their personnel file. Upon written request the employee shall receive an exact copy of any document forming part of the employee's file; notwithstanding, PHIPA or PHIA documents.

An employee accompanied by a Union representative if the employee so elects, may examine their personnel file on request within seven (7) calendar days, in the presence of the Employer. The Employer agrees not to introduce unknown evidence at any hearing unless the employee has been made aware of its contents at the time of filing or a reasonable time thereafter.

ARTICLE 13 - SENIORITY

13.01 An employee shall accumulate seniority commencing from **their** last starting date of employment with the Employer based on the total number of regular hours **they** have worked.

13.02 Seniority will continue to accrue if an employee:

- (a) is on any period of unpaid leave of absence up to thirty (30) consecutive days;
- (b) is on any period of full Workers' Compensation benefits up to a limit of twenty-four (24) months;
- (c) is on any period of maternity/parental or adoption leave.

13.03 An employee shall retain but not accrue seniority if:

- (a) is promoted outside of the bargaining unit and has not completed **their** trial period;
- (b) is on a leave of absence in excess of thirty (30) days but less than one (1) year.

13.04 Seniority List

The Employer shall maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list including hours accumulated, employee's classification and last recorded address shall be sent to the Union in June of each year.

13.05 Probation of Newly Hired Employees

Newly hired employee(s) shall be on a probationary basis for a period of six (6) months from the date of hiring. During the probationary period, employees shall be entitled to all rights and benefits of this Agreement, except with respect to discharge. The employment of such employees may be terminated at any time during the probationary period without recourse to the grievance procedure. After completion of the probationary period, seniority shall be effective from the original date of employment.

13.06 Loss of Seniority

An employee will lose all seniority when:

- (a) **they are** dismissed and not reinstated;
- (b) **they** voluntarily resigns or otherwise abandons **their** position;
- (c) **they are** laid off for a period longer than twenty-four (24) months;
- (d) **they are** permanently laid off;
- (e) terminated at the expiry of a term position. However, this does not apply to an employee who has been employed on a full-time term basis for twenty-four (24) continuous months, and who is re-employed within twelve (12) months of the expiration of the employee's previous term of employment.
- (f) **they are** retired;
- (g) dies;

- (h) **they are** promoted out of the bargaining unit, and **they** have completed the trial period.

ARTICLE 14 - PROMOTIONS

14.01 Job Postings

The Employer shall bulletin vacant or new positions internally at each home for ten (10) days before commencing selection procedures.

14.02 Information in Postings

Such notice shall contain the following information:

Nature of position, qualifications, required knowledge and education skills, current or anticipated shift, **location/site, hours of work**, wage or salary rate or range.

14.03 The Employer may advertise externally simultaneously to the internal bulletin procedure.

14.04 Present employees shall be given consideration to fill vacant or new positions prior to a new employee being hired.

14.05 Promotions and Transfers

When filling vacancies appointment shall be made of the most senior applicant who possesses the ability, skill, and qualifications in accordance with Article 14.02.

14.06 Trial Period

Conditional on satisfactory performance, the employee shall be declared permanent after a trial period of six (6) months. In the event **the employee** proves unsatisfactory in the position during the trial period, or if the employee is unable to perform the duties of the new job classification, **they** shall be returned to **their** former position, wage or salary rate and 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. It is understood that the purpose of the trial period is not to provide a period of training to enable the applicant to acquire the qualifications, knowledge and skill required of the position, but rather to provide a period of orientation and familiarization during which the Employer may determine the employee's suitability for the position.

- 14.07 Within seven (7) calendar days of the date of appointment to a vacant position, the name of the successful applicant shall be posted on all bulletin boards at each home.

ARTICLE 15 - LAYOFFS AND RECALL

15.01 Definition of a Layoff

A layoff shall be defined as a reduction in the work force as defined in this Agreement.

- 15.02 Subject to the Employee being able and willing to perform the available duties, employees shall be laid off in reverse order of seniority. Notices of layoff shall be copied to the Union.

15.03 Notice in Case of Layoff

Except in instances beyond the control of the Employer, employees to be laid off shall be given a minimum of two (2) pay periods' notice or pay in lieu of notice not given. In no case shall pay in lieu of notice exceed the amount which would have been paid to the employee had **they** not been laid off.

- 15.04 When an employee is to be laid off, **they** shall be allowed one (1) hour off during **their** last shift in order to attend any personnel or pay related matters not yet settled.

15.05 No New Employees

New employees shall not be hired into a position if an employee, who is eligible for recall possesses the required qualifications and ability necessary to perform the duties of the position.

15.06 Recall Procedure

Employees who are laid off shall be recalled in order of seniority to positions for which they possess the required qualifications and ability.

- 15.07 Notice of recall to an employee who has been laid off shall be made to the last known address filed by the employee with the Employer. Notice of recall will be sent by registered mail. A laid off employee must be ready and able to re-assume **their** employment within four (4) days after recall or at a later time mutually agreeable between the Employer and employee or **their** employment may be terminated.

- 15.08 An Employee on continuous layoff for a period in excess of twenty-four (24) months shall, at the end of that period, be considered terminated and **their** name shall be removed from the re-employment list.

ARTICLE 16 - HOURS OF WORK

- 16.01 Full-time employees shall work an average of eighty (80) hours biweekly over a six (6) week period. Part-time employees shall work less than forty (40) hours per week. Employees and the Employer will discuss and agree upon a schedule that includes workdays of **between** eight (8) **to** twelve (12) hours.
- 16.02 Staff will be encouraged to attend all staff meetings and full-time staff are required to attend. Payment for such meetings will be at straight time rates. Should an employee attending a staff meeting work in excess of eight (8) hours in a day or forty hours in a week, overtime rates will apply.
- 16.03 The Employer, in consultation with the Union, has the right to alter the schedule in order to maintain operational requirements or facilitate training.
- 16.04 Any alteration of the shift schedule will require at least seven (7) days' written notice provided to the affected employees.
- 16.05 Shifts worked when time switches from Central Standard to Daylight Saving Time and vice versa shall be paid at straight time for **all hours worked**.
- 16.06 Shifts that become available because of vacation, sick relief or the like shall be offered by seniority **first to part time employees, then casual employees** provided no overtime is incurred. **If overtime is required, then it will be offered by seniority (including full-time staff).**

ARTICLE 17 - OVERTIME

- 17.01 Overtime Defined
- All time worked which has been authorized by the Employer beyond the normal workday or biweekly period as defined in Article 16 shall be considered as overtime.
- 17.02 Compensation for Work after Regular Scheduled Hours
- Overtime worked and authorized by the Employer after the normal hours shall be compensated for at overtime rates. If such compensatory time off is not taken within **ninety (90) days**, the overtime shall be paid for at time and one-half (1½) rates unless otherwise mutually agreed upon by the Employer and employee.

17.03 Part-time employees shall be eligible for overtime compensation for additional hours worked when:

- (a) The employee is required to work in excess of forty (40) hours in a week, or
- (b) The employee is required to work in excess of **their** regular scheduled shift provided that not less than eight (8) hours are worked by the employee inclusive of regular scheduled hours and overtime hours (i.e. if an employee is regularly scheduled to work five [5] hours but works three [3] additional hours, the extra three [3] hours would be compensated at straight time. If an employee works in excess of an eight [8] hour shift, when regularly scheduled to work five [5] hours, then any amount over the eight [8] hour period would be compensated at time and one-half [1½] rates).

If an employee is scheduled to work twelve (12) hours and works thirteen (13) hours, the employee is eligible for compensation at time and one-half (1½) for the one hour.

ARTICLE 18 - HOLIDAYS

18.01 The Employer and the Union recognize the following as paid holidays:

New Year's Day	Labour Day
Louis Riel Day	National Day for Truth and Reconciliation
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
Civic Holiday	Boxing Day

and any other day proclaimed as a holiday by the Federal or Provincial Governments.

An employee desiring to observe recognized religious holidays may substitute such religious holiday for any of the above-mentioned paid holidays upon approval of the Employer.

18.02 An employee is entitled to **their** regular pay for a holiday on which the employee does not work provided the employee:

- (a) did not fail to report for work after being scheduled or called to work on the day of the holiday;

- (b) has not absented **themselves** from work without the consent of the Employer on either the employee's regular working day immediately preceding or following the holiday unless **their** absence is by reason of illness.

Where an employee has been employed for less than one (1) calendar month, **they** must work at least fifteen (15) days in that preceding month in order to be paid for the holiday per this Article.

- 18.03 (a) An employee who is entitled to pay for a holiday and who works on a holiday when it is the employee's regularly scheduled working day shall, in addition to the regular pay, be compensated at the rate of time and one-half (1½) for all hours worked on the holiday.
- (b) At the Employer's option, the additional compensation from 18.03 (a) and 18.04 may be in the form of pay or compensatory leave. If compensatory leave is chosen, the leave shall be granted at a time mutually agreeable to the employee and the Employer. Employees shall be entitled to add their regular annual vacation of five (5) days accumulated compensatory leave.
- (c) Compensatory leave shall be taken in the vacation year in which it is earned unless permission is granted from the Employer to carry over to the next vacation year.
- 18.04 An employee who is required to work on a holiday when it is observed on the employee's day of rest shall receive in addition to the regular holiday pay to which **they** may be entitled, compensation based on time and one-half (1½) the employee's regular rate of pay for all hours worked on the holiday.
- 18.05 Part-time employees will be paid **five percent (5%)** of their basic pay in lieu of time off on General Holidays. Such holiday pay shall be included in each regular paycheck.

ARTICLE 19 - VACATIONS

- 19.01 Employees shall earn vacation on the following basis:
- (a) First through ninth year of employment - one and one-quarter (1¼) days per month (fifteen [15] days per year or three [3] weeks' vacation).
- (b) Tenth through twentieth year of employment - one and two-thirds (1⅔) days per month (twenty [20] days per year or four [4] weeks of vacation).

- (c) Twenty-first through thirtieth year of employment - two point zero eight (2.08) days per month (twenty-five [25] days per year or five [5] weeks of vacation).

In the employee's 20th, 25th, and 30th anniversary year and every five (5) years thereafter of service, employees shall receive one (1) extra week of vacation to be taken during that anniversary year.

- 19.02 The vacation year shall be from April 1st in one year to March 31st in the following year. Vacation earned in a vacation year is to be taken in the following vacation year.
- 19.03 If a paid holiday falls or is observed during a full-time employee's vacation period, it shall be paid as a holiday rather than a vacation day.
- 19.04 (a) The Employer shall establish vacation schedules based on the operational requirements of the Agency and the preferred period of vacation for each employee. **The Employer will post a projected vacation entitlement list by February 1st of each year. Employees shall indicate their preferences by March 31st of each year.** Where a conflict exists between employee preference the employee with the most seniority shall be assigned the vacation period in dispute. **Any vacation requests following March 31st of each year shall be approved on a first-come-first-serve basis.**
- (b) An employee may, upon giving at least ten (10) working days' notice, receive on the last office day preceding commencement of **their** annual vacation, any paycheques which may fall due during the period of vacation.
- (c) **Once vacation is approved, it shall not be changed unless mutually agreed upon by the employee and the Employer.**
- (d) **Upon approval of the Executive Director, up to five (5) days of vacation leave may be carried forward to the next year to supplement the vacation period of that year.**

19.05 Vacation Pay on Termination

An employee terminating **their** employment at any time in **their** vacation year, before **they** have had **their** vacation, shall be entitled to a proportionate payment of salary or wages in lieu of such vacation.

- 19.06 An employee shall be entitled to receive vacation in an unbroken period, unless otherwise mutually agreed between the employee and the Employer.

- 19.07 Where an employee qualifies for sick leave involving hospitalization during **their** period of vacation, there shall be no deduction from vacation credits for the period of time during which the employee is hospitalized providing the employee has accumulated sufficient sick leave credits to cover the period of hospitalization. The Employer will require proof of such hospitalization.
- 19.08 Employees shall be granted a preference of vacation based on seniority dependent upon operational requirements of the Agency.

ARTICLE 20 - SICK LEAVE

20.01 Sick Leave Defined

Sick leave means a period of absence during which an employee utilizes accumulated sick leave as a result of the employee being unable to work due to being physically or mentally sick or disabled, exposed to a contagious disease, or under examination or treatment of a physician, chiropractor, or dentist, or because of an accident for which compensation is not payable under the *Workers' Compensation Act* to the extent that **they** have earned and not used sick leave credits as set out in 22.02.

20.02 Amount of Paid Sick Leave

Paid sick leave shall accumulate at a rate of one and one-half (1.5) days per month worked.

Part-time employees shall earn a pro rata amount of sick leave credits based on hours worked.

Employees shall be entitled to use up to three (3) days of sick time as wellness days.

Employees shall not receive any sort of payout of banked sick leave upon termination, resignation, or retirement.

20.03 Accumulation of Sick Leave

An employee shall accumulate unused sick leave to a maximum of one hundred and twenty (120) days but shall not be allowed to cash-out unused sick leave in time or money, at the end of **their** employment.

20.04 Illness in the Family

An employee may utilize up to five (5) days of accumulated sick leave per year where the employee is required to be absent to care for an ill spouse or child who resides in the employees' home.

20.05 Proof of Claim

An employee may be required to produce a certificate from a medical practitioner for any illness in excess of three (3) working days, certifying that **the employee** was unable to carry out **their** duties due to illness.

20.06 Absences for sick leave shall be deducted from accumulated sick leave credits based upon actual use.

20.07 Wellness Days

Employees shall be entitled to use up to three (3) days of sick time as wellness days. Employees shall have the option of requesting preferred wellness days in advance, provided the accumulated sick leave is available.

ARTICLE 21 - LEAVE OF ABSENCE

21.01 Leave of Absence for Union Functions

Leave of absence to attend to Union business may be granted to employees based on the following conditions:

- (a) Request for such leave shall be made in writing by the Union with at least five (5) working days advance notice and shall be granted only where operational requirements permit. Where special or unusual circumstances prevent compliance with the five (5) working days' notice, the request shall be considered and not unreasonably denied.
- (b) An employee requesting time off for union business will provide a letter of request which is to be submitted to the employee's immediate supervisor for approval by the Board of Directors or their designate.
- (c) Where such leave of absence has been granted by the Employer under subsection (a), the Union shall reimburse the Employer within thirty (30) days of receipt of one hundred percent (100%) of the wages paid to such employees during the approved absence.

21.02 Leave of Absence for Full-time Union or Public Duties

- (a) The Employer recognizes the right of an employee to participate in public affairs. Therefore, upon written request, the Employer shall allow leave of absence without pay but without loss of seniority so that the employee may be a candidate in federal, provincial, or municipal elections.

- (b) An employee who is elected to public office shall be allowed unpaid leave of absence without loss of seniority during **their** first term of office.
- (c) An employee who is elected or selected for a full-time position with the Union, or anybody with which the Union is affiliated, shall be granted unpaid leave of absence without loss of seniority for a period of up to two (2) years. Such leave may be renewed biannually, by mutual consent of the Union and the Employer.

21.03

Paid Bereavement Leave

- (a) An employee shall be entitled to bereavement leave, in the immediate time surrounding the period of bereavement, for a period up to three (3) working days without loss of pay in the event of the death of a member of an employee's immediate family. For purposes of this Article, immediate family is defined as father, mother, brother, sister, spouse, including same sex spouse/partner, **grandparent, mother-in-law, father-in-law**, child, or ward of the employee, or a relative permanently residing in the employee's household or with whom the employee resides.
- (b) An employee shall be entitled to bereavement leave up to a maximum of one (1) working day without loss of regular pay in the event of the death of an employee's brother-in-law, sister-in-law, aunt, or uncle.
- (c) An employee shall be entitled to one (1) day's leave of absence without loss of regular pay to attend a funeral as a pallbearer. **An employee shall be entitled to one (1) day's leave of absence without loss of regular pay to attend a funeral or initial memorial service as a mourner.**
- (d) An employee shall be entitled to bereavement leave of two (2) additional days without loss of regular pay requested for the purpose of attending a funeral at a distance of greater than 200 km.
- (e) **One (1) Bereavement Leave day may be retained at the employee's request for use in the case where actual interment, cremation or service is at a later date.**

Verification for such leave may be requested. Any such request shall not be unreasonable.

21.04

Parenting Leave

Parenting leave consists of maternity leave and parental leave. Parental leave includes paternity and adoption leave. Provision for such leaves shall be in accordance with the *Employment Standards Act*.

21.05 In addition to the period of time allowed under the *Employment Standards Code* for maternity/parental leave, if requested by the employee, additional unpaid leave of absence up to eighteen (18) weeks may be granted at the discretion of the Employer. If such leave is granted, the additional time shall be paid from the employee's previously earned annual vacation entitlement before the further unpaid leave is taken.

21.06 Procedure on Return from Maternity/Parental Leave

When an employee decides to return to work after maternity/parental leave, **they** shall provide the Employer with at least four (4) weeks' notice, if possible. On return from maternity/parental leave the employee shall be placed in **their** former position or in a mutually agreed upon position.

21.07 General Leave

An employee may, subject to the approval of the Employer, be granted leave of absence without pay and without loss of seniority when such leave is requested for good and sufficient cause. Such request shall be in writing. Seniority shall not accrue during the period of absence.

21.08 Educational Leave

- (a) In cases where the agency requests an employee to attend a conference/workshop as an agency representative the agency will pay all reasonable costs.
- (b) Requests for educational leave shall be presented in writing to the Board or Executive Director. The Board or Executive Director shall make the final decision based on capacity and needs of the agency.

ARTICLE 22 - PAYMENT OF WAGES AND ALLOWANCES

22.01 Pay Periods

Pay periods shall be every two (2) weeks. Paydays shall be every second Thursday. Payments shall be made by direct deposit and a deduction sheet shall be distributed to each employee. Employees shall be paid in accordance with Schedule "A" attached to and forming part of this Collective Agreement.

22.02 Rate of Pay on Changes

Except for temporary transfers as outlined in Article 22.03, when an employee is appointed to a higher classification, such employee shall be placed in an incremental level in **their** new classification, which will provide an immediate

increase of salary. The date of appointment to the new classification shall become the anniversary date for salary progression.

22.03 Pay on Temporary Transfers, Higher Job Rates

When an employee temporarily is assigned by the Employer to perform principle duties of a higher paying position, **they** shall receive the rate in the salary range which is higher than **their** previous rate.

The employee shall qualify for any pay increments based on **their** length of service in **their** temporary assignment. Where the higher position is outside the bargaining unit, **they** shall receive the rate of pay of the position filled. The employee shall be deemed to be covered by this Collective Agreement during the period of temporary transfer. This Article may be modified by mutual consent between the employee, Union, and Employer.

22.04 Payment on Transfer Lower Rated Job

When an employee is temporarily assigned to a position paying a lower rate, **their** rate shall not be reduced.

22.05 Expenses

In accordance with agency guidelines, employees shall be reimbursed for expenses incurred in the performance of their duties as documented by receipt and/or written declaration. Employees who are authorized by the Employer to use their own vehicles shall be paid mileage at the rate of forty-one cents (.41¢) per kilometre.

22.06 Anniversary Dates

The anniversary date for increment will be the first day of the actual date of employment or the date at which the employee is reassigned at a higher level.

22.07 The Employer reserves the right to recognize previous experience in determining the starting salary of a newly hired employee.

ARTICLE 23 - JOB CLASSIFICATION/RECLASSIFICATION

23.01 Job Description

The Employer agrees to supply job descriptions for all positions and classifications for which the Union is bargaining agent. These descriptions shall be presented to the Union and shall become the recognized job descriptions unless the Union presents written objection within thirty (30) days.

It is understood that objections raised by the Union shall be limited to the accuracy of the contents of the job description in reflecting the nature and duties of the position.

23.02 Changes in Classifications

When the Employer establishes or proposes to establish a new classification, or if there is a substantial change in the job content of an existing classification falling within the bargaining unit, the Union shall be notified and within thirty (30) days the parties shall commence negotiations for the appropriate salary range. Any dispute as to whether a new or revised classification falls within the bargaining unit may be referred to the Labour Board for determination. The application of this clause shall not be deemed to constitute the reopening of this Agreement.

23.03 Changes to Existing Job Descriptions

An employee directly affected by a change in job description shall be notified vis-à-vis changes in the job description. Any changes will be relevant to the work of the job description within the values, mission, and mandate of the United Church Halfway Homes Inc.

If the salary range of a new or revised classification is adjusted by means of negotiation or otherwise, such adjustment shall be retroactive to the date the new or revised classification came into affect, and the date that employees began this work.

ARTICLE 24 - TERMINATIONS

24.01 An employee may terminate **their** employment by giving two (2) weeks' written notice.

24.02 Employment may be terminated with lesser notice or without notice:

- (a) by mutual agreement between the Employer and the employee, or
- (b) during the probationary period of a new employee without recourse to the grievance procedure, or
- (c) in the event an employee is dismissed for sufficient cause to justify lesser or no notice.

24.03 Where lesser or no notice is given by the employee, the Employer reserves the right to withhold monies equal to wages otherwise payable during the period where notice was not given.

- 24.04 Subject to the provisions of Article 24.03 the Employer will make available, within seven (7) calendar days after termination, all amounts due to the employee, including unpaid wages and pay in lieu of unused vacation entitlement.

ARTICLE 25 - TERM OF AGREEMENT

- 25.01 (a) This agreement shall be in effect from April 1, 2018 to March 31, 2026.
- (b) Should the parties fail to conclude a new contract prior to the expiry date of this Agreement, all provisions herein contained shall remain in full force until a new agreement has been reached or until the date on which the Union takes strike action or the Employer institutes a lockout, whichever occurs first.
- 25.02 Should either party desire to propose changes to this Agreement, they shall give notice in writing, including proposed amendments, to the other party not more than ninety (90) days and not less than thirty (30) calendar days prior to the date of termination. Within thirty (30) calendar days of the receipt of these proposals, the other party shall be required to enter into negotiations for the purpose of discussing the changes and the formation of a new Agreement.
- 25.03 This Agreement may be amended during its term by mutual agreement between the parties in writing.

ARTICLE 26 - GENERAL

26.01 Gender Inclusive Language

The provisions of this Collective Agreement are intended to be gender neutral and gender inclusive. A word used in the singular applies also in the plural unless the context otherwise requires.

26.02 Bulletin Boards

The Employer agrees to allow the Union the use of space on a bulletin board at each house for the purpose of posting Union information, provided such information does not contain anything that is adverse to the interests of the Employer. All material to be posted must first be submitted in writing to the Executive Director or **their** designate for approval prior to posting.

26.03 Employee Performance Review

A performance review will be written by each supervisor for each employee at least once every twelve (12) months.

A performance review will consist of an assessment of performance of an employee with respect to the ability of the employee to carry out **their** job description to the standards of performance outlined by the Employer. The employee shall participate in the review of **their** performance by completing a self-evaluation.

After each review is written, the employee's supervisor and the employee will have a discussion of the results of their respective performance evaluation. The final performance review will be signed and dated by the employee and the supervisor.

26.04 Health and Safety Committee

The parties agree to the establishment of a joint health and safety committee. The committee shall be established in accordance with the *Workplace Safety and Health Act*.

Minutes of the workplace Safety and Health Committee meetings shall be recorded, provided to committee members, and posted on appropriate bulletin boards. Unresolved issues shall be referred to the Executive Director or designate and a response shall be provided to the Workplace Safety and Health Committee within a reasonable period of time.

A joint Workplace Safety and Health Committee shall examine all aspects of safety and health within the site. Union representation on the committee shall not exceed three (3) members who shall be appointed by the Union. One member from each site shall sit on the committee if possible. Term length on Committee shall be one (1) year. Members will be eligible for re-appointment.

ARTICLE 27 - TECHNOLOGICAL CHANGE

27.01 Technological change shall mean the introduction by an Employer into **the employees'** work, undertaking or business of equipment or material of a different nature or kind than that previously used by **them** in the operation of the work, undertaking or business, and a change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material.

- 27.02 In the event of a technological change which will displace or affect the classification of employees in the bargaining unit:
- (a) The Employer shall notify the Union at least ninety (90) days before the introduction of any technological change with a detailed description of the project it intends to carry out, disclosing all foreseeable effects and repercussions on employees.
 - (b) The negotiation of the effects of technological change will take place not later than sixty (60) days prior to the intended date of implementation.
 - (c) If the Union and the Employer fail to agree upon measures to protect the employees from any adverse effects, either party may refer the matter to arbitration as provided for under the terms of the Agreement. The Employer shall not introduce the technological change until such determination is made.
- 27.03 The notice mentioned in Article 27.02 shall be given in writing and shall contain pertinent data, including:
- (a) the nature of the change;
 - (b) the date on which the Employer proposes to effect the change;
 - (c) the approximate number, type, and location of employees likely to be affected by the change;
 - (d) the effects the change may be expected to have on employees' working conditions and terms of employment.
- 27.04 Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employees shall be given a training period during which they may acquire the skills necessitated by the new method of operation.
- 27.05 All new classifications or positions created as a result of technological change or current job classifications which are changed as a result of technological change shall be the subject of negotiations between the Union and the Employer.
- 27.06 If the parties are unable to agree on the classification and/or rate of pay for the job in question the issue shall be resolved in accordance with Article 23 - Job Classification and Reclassification.

ARTICLE 28 - PRESENT CONDITIONS AND BENEFITS**28.01 Continuation of Acquired Rights**

All provisions of this Agreement are subject to applicable laws now or hereafter in effect. If any law now existing or hereafter enacted, or proclamation or regulation shall invalidate or disallow any portion of this agreement, the entire agreement shall not be invalidated and the existing rights, privileges and obligations of the parties shall remain in existence. In such an event this agreement shall be re-opened for negotiation. If there is no agreement between the parties on these issues, the matter shall be resolved by arbitration.

28.02 Amalgamation, Regionalization and Merger Protection

In the event the Employer merges or amalgamates with any other body, the Employer undertakes to ensure that:

- (a) Employees shall be credited with all seniority rights with the new Employer.
- (b) All service credits relating to vacation with pay, sick leave credits and other benefits shall be recognized by the new Employer.
- (c) All work and services presently performed by members of the Canadian Union of Public Employees shall continue to be performed by CUPE members with the new Employer.
- (d) Conditions of employment and wage rates for the new Employer shall be equal to the best provisions in effect with the merging Employers.
- (e) No employee shall suffer a loss of employment as a result of merger.
- (f) Preference in location of employment in the merged municipality shall be on the basis of seniority.

ARTICLE 29 - BENEFITS AND PENSION

29.01 The Employer shall provide each full-time employee one thousand two hundred dollars (\$1,200) annually in a Health Spending Account through Blue Cross Manitoba. Part-time employees shall be provided a prorated amount based on the number of hours they have worked. The account of each employee shall receive monthly instalments.

Eligible employees are enrolled into the Multi Sector Pension Plan in accordance with the Plan text. Employee and Employer contributions are two percent (2%).

ARTICLE 30 - REORGANIZATION

30.01 Should the Employer consider reorganizing in any way that may affect employees covered by this Collective Agreement, they shall provide the Union with notice of at least thirty (30) days. Upon such notice the parties shall meet to discuss the reorganization, possible impacts, and possible solutions to impacts. The parties agree to work together to minimize disruption to service and employees.

ARTICLE 31 - CROSS TRAINING

31.01 The Employer shall arrange cross training in all homes for all employees who express an interest.

ARTICLE 32 - RECORD CHECKS

32.01 The Employer shall pay all costs of each employee's continuing criminal record/security checks once they have passed probation.

ARTICLE 33 - RETIREMENT BONUS

33.01 (a) Employees retiring in accordance with the following:

- (i) retire at age of sixty-five (65) years; or
- (ii) retire after the age of sixty-five (65) years; or
- (iii) have completed at least ten (10) years continuous employment and retire after the age of fifty-five (55) years but before sixty-five (65) years; or
- (iv) employees who have completed at least ten (10) years of continuous service with the Employer, whose age plus years of service equal eight (80);

(b) Shall be granted retirement bonus on the basis of two (2) days per year of employment.

- (c) Calculation of preretirement bonus entitlement shall begin from the date of the employee's last commencing employment at the Facility and shall be based on the employee's total seniority on the date of retirement.
- (d) Employees retiring in accordance with the conditions of this article shall be granted paid retirement bonus as specified on the following basis. Calculations will be based on the following formula:

$$\frac{\text{Total paid hours actually worked from date of hire}}{\text{Full-time hours (currently 2,080/year)}} \times 2 \text{ Days}$$

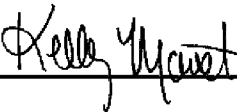
ARTICLE 34 - PREMIUMS

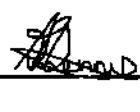
34.01 When the majority of the employee's hours worked are between 11:00 p.m. and 7:00 a.m. the employee shall receive an overnight premium of twenty-five cents (25¢) per hour.

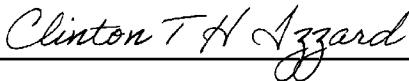
In witness whereof, this Agreement has been made, duly executed, and signed this 6 day of March, 2024.

**ON BEHALF OF:
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 2348**

**ON BEHALF OF:
UNITED CHURCH HALFWAY
HOMES INC.**









SCHEDULE "A"**United Church Halfway Homes Inc.****WAGES**

Current Salary	April 1, 2018 0%	April 1, 2019 0%	April 1, 2020* \$1.00/hr.	April 1, 2021 2%	April 1, 2022 2%	April 1, 2023 2%	April 1, 2024 2%	April 1, 2025 2%
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Community Reintegration Facilitator

Step 1	15.97	15.97	15.97	16.97	17.31	17.66	18.01	18.37	18.74
Step 2	16.63	16.63	16.63	17.63	17.98	18.34	18.71	19.08	19.46
Step 3	17.28	17.28	17.28	18.28	18.65	19.02	19.40	19.79	20.19
Step 4	17.97	17.97	17.97	18.97	19.35	19.74	20.13	20.53	20.94
Step 5	18.63	18.63	18.63	19.63	20.02	20.42	20.83	21.25	21.68
Step 6	19.35	19.35	19.35	20.35	20.76	21.18	21.60	22.03	22.47

Case Manager

Step 1	18.63	18.63	18.63	19.63	20.02	20.42	20.83	21.25	21.68
Step 2	19.31	19.31	19.31	20.31	20.72	21.14	21.56	21.99	22.43
Step 3	19.98	19.98	19.98	20.98	21.40	21.83	22.27	22.72	23.17
Step 4	20.65	20.65	20.65	21.65	22.08	22.52	22.97	23.43	23.90
Step 5	21.33	21.33	21.33	22.33	22.78	23.24	23.70	24.17	24.65
Step 6	22.00	22.00	22.00	23.00	23.46	23.93	24.41	24.90	25.40

****Note: The \$1.00/hour increase provided by the Employer effective April 1, 2020, remains in effect and is now permanent, as reflected in the wage scales.***

Signing Bonus:

- **All employees hired before April 1, 2018 - \$3,500.00**
- **All employees hired before April 1, 2019 - \$3,000.00**
- **All employees hired before April 1, 2020 - \$2,500.00**
- **All employees hired before April 1, 2021 - \$2,000.00**
- **All employees hired before April 1, 2022 - \$1,500.00**
- **All employees hired before April 1, 2023 - \$1,000.00**
- **All employees hired after April 1, 2023, shall receive \$500.00, upon successful completion of probation.**

Signing bonus will be made payable to all eligible employees within thirty (30) days of the ratification vote.

LETTER OF UNDERSTANDING

between

Canadian Union of Public Employees, Local 2348

and

United Church Halfway Homes Inc.

RE: BENEFITS

During the life of this agreement, the parties agree to do all groundwork necessary to establish the cost and feasibility of implementing:

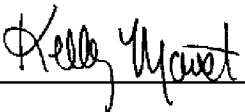
- 1. a group insurance plan; and
- 2. a medical and dental plan.


The parties acknowledge that this does not constitute a commitment to implement the plans but agree to discuss the matter either in the next round of negotiations or earlier by mutual agreement.

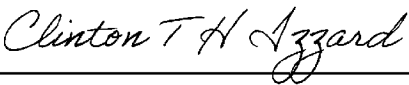
Signed in Winnipeg, Manitoba, this 6 day of March, 2024.

**ON BEHALF OF:
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 2348**

**ON BEHALF OF:
UNITED CHURCH HALFWAY
HOMES INC.**









LETTER OF UNDERSTANDING

between

Canadian Union of Public Employees, Local 2348

and

United Church Halfway Homes Inc.

RE: ANNUAL MEETINGS

During the life of this Collective Agreement the Executive Director and Board Member(s) shall attend at least one (1) house staff meeting at each home per year to present the organization's agenda and aspirations. Workers shall be allowed time to ask questions and provide feedback.

Signed in Winnipeg, Manitoba, this 6 day of March, 2024.

**ON BEHALF OF:
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 2348**

**ON BEHALF OF:
UNITED CHURCH HALFWAY
HOMES INC.**

