

Collective Agreement

Between:

BAYFIELD HOMES LTD.

(the “Employer”)

- and -

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 4895**

(the “Union”)

October 1, 2022 to September 30, 2025

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ARTICLE 1 – PURPOSE

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

- (a) To improve relations between the Employer and the Union and provide settled and just conditions of employment.
- (b) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, service, etc.
- (c) To promote the morale, well-being and security of all employees in the bargaining unit of the Union, and
- (d) A further purpose of this agreement is to ensure that the work of the employer, the provision of high quality care for its residents and families, can be maintained and/or improved.

1.02 Whenever the feminine pronoun is used in this Agreement, it includes the masculine pronoun and vice versa, where the text so requires. Where the singular is used, it may also refer to the plural, and vice versa as required.

ARTICLE 2 – RECOGNITION

2.01 The Employer recognizes the Union as the bargaining agent for all its employees in The County of Prince Edward and the City of Quinte West save and except Office and Clerical, Team Leaders, Program Supervisors and persons above the rank of Team Leader.

2.02 No Other Agreements

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

2.03 Representatives of the Union may have access to the Employer's premises or properties provided they first seek the approval of the Director of Operations or designate and such approval shall not be unreasonably denied.

2.04 The Union shall have the right from time to time to have the assistance of the representatives of the Canadian Union of Public Employees or any other advisors when dealing or negotiating with the Employer. Where this agreement has not otherwise provided for participation or attendance of the said representative(s), access to the Employer's premises shall only be granted with advanced permission of the Employer.

ARTICLE 3 – DEFINITIONS

- 3.01** Full-time employees are those employees who are regularly scheduled to work as described in Article 20 – Hours of Work.
- 3.02** Part-time employees, other than Part-time Child Care Therapists, are those employees who are regularly scheduled to work less than 25 hours per week but who may, occasionally, work more.
- 3.03** Part-time Child Care Therapists are those employees whose hours of work are primarily derived from one to one contracts, filling in for absent full-time or other employees, and/or extra shifts scheduled by the employer.

ARTICLE 4 – PROBATIONARY PERIOD

- 4.01** New full time teachers shall be on probation for a period of nine (9) months worked from their first worked shift. All other new full-time employees shall be on probation for a period of six (6) months worked. The release or discharge of a probationary employee during the probationary period shall not be subject to the grievance or arbitration procedures in this Collective Agreement except where Human Rights Code violations are alleged.

New non-full-time employees shall be on probation for a period of One Thousand and Forty (1,040) hours worked or nine (9) consecutive calendar months where work is performed in each calendar month, whichever occurs first, excluding any mandatory training.

New employees shall be credited with seniority from their date of last hire upon the successful completion of the probationary period.

ARTICLE 5 – NO STRIKE, NO LOCKOUT

- 5.01** The Union agrees that there shall be no strikes or lockout and the Employer agrees that there shall be no lockouts so long as this Agreement is in effect. The terms “strike” and “lockout” shall bear the same meaning as found in the Ontario Labour Relations Act.

ARTICLE 6 – MANAGEMENT RIGHTS

- 6.01** The Union recognizes and acknowledges that the management of the Employer's business and direction of the work force are fixed exclusively with the Employer and, without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Employer to:
- (a) Maintain order, discipline and efficiency, and to establish, enforce and alter from time to time rules and regulations governing the conduct of the employees;
 - (b) Discharge, suspend or otherwise discipline employees provided that employees who have completed their probationary period shall only be disciplined or discharged for cause;
 - (c) Hire, select, promote, demote, classify, transfer, and lay-off employees;
 - (d) Determine the nature and kinds of business to be conducted by the Employer, the kind and locations of equipment to be used, the methods and techniques of work to be used, the content of jobs and job assignments and to set reasonable standards of performance for all employees;
 - (e) Extend, limit, curtail or cease operations or any part thereof;
 - (f) Determine the number of employees to be employed, the hours to be scheduled, starting and stopping times, and overtime required.
- 6.02** The Employer agrees that the above described management rights shall be exercised in a non-arbitrary manner, subject to and consistent with the terms of this Collective Agreement.

ARTICLE 7 – HUMAN RIGHTS

7.01 No Discrimination

The Employer and the Union agree that they will not discriminate or harass against any employee, on any grounds enumerated under the Ontario Human Rights Code.

The Employer and the Union agree that they will not discriminate or harass against any employee, or intimidate, threaten, coerce or restrain any employee because of membership or non-membership, past or present in the Union.

ARTICLE 8 – UNION SECURITY

8.01 The Employer shall deduct from each pay of every employee any dues, initiation fees, fines or assessments levied by the Union on its members.

8.02 The Employer agrees to deduct from each regular pay of each employee covered by this Agreement an amount equivalent to such Union dues, fees, assessments or fines as may be designated by the Union in writing from time to time. Deductions shall be forwarded, in one cheque to the National Treasurer of the Union, not later than the 10th working day after the final pay day for employees each month in respect of the period for which the dues, initiation fees, or assessments were levied.

The cheque shall be in such format, as may be required by the Union in accordance with the direct dues remittance program.

8.03 The Employer shall include the amount of union dues paid by each Union member in the previous year on the annual T-4 form.

8.04 The Union agrees to save the Employer harmless and to indemnify the Employer with respect to any claim made against the Employer by any employee or group of employees arising from the deduction of Union dues, initiation fees, assessments, or fines as provided herein.

ARTICLE 9 – EMPLOYER AND UNION SHALL ACQUAINT EMPLOYEES

9.01 Potential Employees

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

The Employer agrees that a Local Union representative will be given 15 minutes during the course of new employee orientation, for the purposes of advising new employees, as a group, of the Union and their rights and obligations under the terms of this Agreement.

9.02 The Employer agrees to provide the Union, bi-annually, with a list of all employees which includes their name, classification, home address and phone number.

ARTICLE 10 – CORRESPONDENCE

10.01 All correspondence between the parties, arising out of this agreement or incidental thereto, shall pass to and from the Human Resource Coordinator or designate and the Local President with a copy to the Recording Secretary of the Union.

A copy of any notice of disciplinary suspension or discharge to any Employee in the bargaining unit shall be forwarded to the President of the Local with a copy to the CUPE National Representative.

ARTICLE 11 – LABOUR MANAGEMENT COMMITTEE

11.01 Establishment of Committee

A Labour Management Committee shall be established consisting of an equal number of representatives of the bargaining unit and representatives of the Employer not to exceed 3 person each.

11.02 Purpose of the Committee

The purpose of the Committee is to provide a forum within which the parties can discuss matters related to working conditions or the workplace that would not fall within the parameters of other Committee processes or collective bargaining.

Discussions of the Committee shall be without prejudice to either party in relation to the interpretation of this collective agreement or any other matter, unless the parties agree in writing otherwise.

11.03 Meetings of Committee

The Committee shall meet at least quarterly at a mutually agreeable time and place. The meeting agenda shall be forwarded to members of the Committee forty-eight (48) hours in advance of the meeting. Members of the Committee shall not suffer any loss of pay for attendance at the meetings.

11.04 Chairperson of the Meeting

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

11.05 Minutes of Meeting

Minutes of each meeting of the Committee shall be prepared and signed by the joint chairpersons as promptly as possible after the close of the meeting. The minutes shall be made available to members of the Committee once signed by the chairpersons.

ARTICLE 12 – LABOUR MANAGEMENT & BARGAINING RELATIONS

12.01 Representatives

The Union will supply the Employer with the names of its officers and stewards. The Employer shall supply the list of its Supervisory personnel.

12.02 Union Bargaining Committee

A Union Bargaining Committee shall be elected or appointed and consist of not more than five members of the Union. The Union will advise the Employer of the Union members of the Committee.

12.03 Time Off for Meeting

Any representative of the Union or the Bargaining Committee, who is in the employ of the Employer, shall have the right to attend negotiating meetings held with the Employer within working hours without loss of pay, service or seniority. The Union shall reimburse the Employer for the full cost of remuneration paid to such bargaining committee members by the 10th of the following month of invoice.

ARTICLE 13 – CHANGES IN POLICIES AND CONDITIONS OF EMPLOYMENT

13.01 Employer Shall Notify Union

Any changes to or creation of new policies which affect employees within this bargaining unit, or the creation of new positions which may be initially deemed by the Employer to be outside the bargaining unit, shall be communicated by the Employer to the Union.

The communication will consist of a hard copy and an email copy to the Recording Secretary, no less than ten (10) working days before the effective date of the change or new policy.

ARTICLE 14 – GRIEVANCE PROCEDURE

14.01 Purpose

It is the mutual desire of the Employer and the Union that complaints shall be adjusted as quickly as possible. If grievances arise between the Employer and an employee and/or the Union respecting the interpretation, application, administration or alleged violation of this Collective Agreement, an earnest effort shall be made to settle such grievances fairly and promptly.

14.02 Recognition of Union Stewards

In order to facilitate the settling of grievances, the employer acknowledges the rights and duties of Union Stewards. The Steward may assist any employee in preparing and presenting his/her grievance in accordance with the grievance procedure.

14.03 Permission to Leave Work

Union Stewards have their regular duties and responsibilities to perform for the Employer and, accordingly, shall not leave their regular duties without first obtaining permission from their Program Supervisor or Director. Such permission will not be unreasonably withheld. However, the amount of time spent during a particular shift in handling or processing grievances may be limited by the Employer due to operational requirements including the arrangement of alternative coverage. When resuming his or her regular duties and responsibilities, stewards shall again report to their Program Supervisor or Director. Union stewards shall suffer no loss of pay or benefits between signing out for a grievance and back in again when finished.

14.04 Definition of Grievance

A grievance shall be defined as any difference arising out of the interpretation, application, administration, or alleged violation of the collective agreement or human rights and other employment related legislation.

14.05 Settling of Grievance

At each stage of the Grievance Procedure the Grievor shall have the right to be present.

Informal Pre-Grievance

Each complaint shall be discussed between the employee and their Supervisor within ten (10) calendar days of the event giving rise to the complaint, or from when the employee should have reasonably become aware of the event giving rise to the complaint. The employee may have the assistance of a steward at the discussion. The Supervisor shall provide a response to the employee within three (3) calendar days of discussing the complaint. If the complaint is not resolved with her Supervisor, then within three (3) calendar days of receiving the Supervisor's decision, the complaint may be continued as a grievance in the following manner:

Resolutions achieved at this stage of the grievance procedure are without prejudice or precedent to any positions the parties may take on the same or similar issues in the future unless a formal settlement, in writing, between the Union and the Employer is executed.

14.05 Continued

Step 1

The employee must submit the grievance in writing to her Supervisor signed by her and an official of the Union. The written grievance shall identify the facts giving rise to the grievance to the best of the employee or official's ability, the article or articles of the Collective Agreement allegedly violated, and the remedy sought. An aggrieved employee or his/her steward may request a meeting with the employee's immediate supervisor.

The Supervisor will arrange a meeting at a mutually agreeable time within five (5) calendar days of receiving the request. Within five (5) calendar days of the meeting, the Supervisor will give his/her written decision to the employees with a copy to the Union Steward, and the Recording Secretary. If the dispute is not settled to the Union's satisfaction it may be carried to Step 2.

Step 2

Within ten (10) working days of receiving the response to the Step Two grievance meeting, the steward may request a meeting with the CEO or designate. The CEO or designate will arrange a meeting at a mutually agreed date and time within ten (10) calendar days of receiving the request. Within ten (10) calendar days of the meeting, the CEO or designate will give his/her written decision to the employee with a copy to the Recording Secretary and the National Representative. It is agreed that at Step 2 of the grievance procedure, the Union may send a National Representative and/or designate, in addition to the steward. If the dispute is not settled at Step 2, the grievance may be carried to arbitration.

14.06 Policy and Group Grievance

Where a dispute involving a question of general application or interpretation occurs or where a group of employees has a grievance, Step 1 of this Article may be by-passed.

14.07 Grievances on Discipline and Discharge

Where a grievance is filed as a result of discipline imposed or a discharge from employment, the grievance may be filed at Step 2 directly to the CEO or designate.

14.08 Deviation from Grievance Procedure

After a grievance has been filed, the Employer's representative shall not enter into negotiations with respect to the grievance with the grievor(s), without the consent of the Union.

14.09 Grievance Meetings

Grievance procedure meetings shall be held at the Employer's premises in suitably private meeting rooms.

14.10 Mutually Agreed Changes

The parties may amend this collective agreement by agreeing in writing to do so and such amendments shall form part of this collective agreement and are subject to the grievance and arbitration procedure.

14.11 Mediation

If a satisfactory settlement has not been reached after Step 2, then, by mutual agreement, a request may be made to use the services of a Mediator prior to making application for arbitration.

ARTICLE 15 – ARBITRATION

15.01 Failing settlement of a grievance under the above-described procedure, that grievance, including a question as to whether or not the grievance is arbitrable, may be referred to arbitration, in writing, as hereinafter provided. A referral to arbitration shall be submitted to the other party within forty-five (45) calendar days after the decision at Step 2 of the grievance procedure.

15.02 Choice of Arbitrators

When either party requests that a grievance be submitted to arbitration, such request will be in writing and will include the initiating party's recommendation(s) for the choice of a Sole Arbitrator. The parties will then attempt to agree to a Sole Arbitrator. In the event that the parties cannot agree on an arbitrator within thirty (30) calendar days of the referral, either party may ask that the Arbitrator be appointed by the Minister of Labour. The decision of the Arbitrator shall be final and binding upon the parties and upon any employees affected by it.

15.03 No matter may be submitted to arbitration which has not been properly carried through all steps of the grievance procedure.

15.04 No person may be appointed as an Arbitrator who has been involved in an attempt to negotiate or settle the grievance in question.

15.05 The Arbitrator shall not be authorized to make any decision inconsistent with the provisions of this agreement, nor to alter, modify, add to or amend any provisions of this agreement.

15.06 The parties will equally share the fees and expenses of the Arbitrator.

15.07 Disagreement on Decision

Should the parties disagree as to the meaning of an arbitration award, either party may apply to the Arbitrator, with notice to the other party, to clarify the decision.

15.08 Amending of Time Limits

The time limits fixed in both the grievance and arbitration procedure may be extended by consent of the parties, in writing.

15.09 Attendance at Hearings

For the purposes of Arbitration hearings, the employee or employees involved will be released from duty to travel and participate. Members of the bargaining unit required to attend an arbitration hearing involving the parties to this collective agreement as a witness for the Union shall not suffer any loss of pay for their attendance and the Union will reimburse the Employer within 30 days of being invoiced by the Employer. Members of the bargaining unit required to attend an arbitration hearing involving the parties to this collective agreement as a witness for the Employer shall not suffer any loss of pay for their attendance.

ARTICLE 16 – DISCHARGE, SUSPENSION AND DISCIPLINE

16.01 Discharge and Discipline Procedure

An employee may be dismissed or disciplined, but only for just cause. Prior to the imposition of discipline or discharge, an employee shall be given the opportunity to have a Steward or Union Representative present at the time discipline or discharge is implemented. The attendance of the Steward or Union Representative shall not unreasonably delay the imposition of discipline or discharge.

Such employee shall be notified promptly, in writing, by the employer of the reasons for such discipline or discharge and a copy shall be provided to the Union.

16.02 Designation of Supervisors

Every employee shall be notified of the name of his/her immediate designated supervisor.

16.03 Personnel Records

An employee shall have the right at any time to have access to and review his/her hard copy personnel file. Such right shall not be exercised more than three (3) times per calendar year.

An employee shall have the right to make copies of any material contained in his/her personnel record.

The disciplinary record of employees shall be expunged following the expiration of two (2) years from the date of any discipline imposed.

ARTICLE 17 – SENIORITY

17.01 Seniority for full time employees will be based on the date of their last hire in the bargaining unit and for all other employees will be based on the total number of hours worked in the bargaining unit.

Seniority shall operate on a bargaining unit wide basis.

17.02 Seniority List

17.03 Full Time Employees

The Employer shall maintain an up-to-date seniority list showing the current classification and the date upon which each full time employee's service commenced. An up to date seniority list shall be sent to the Recording Secretary of the Union, with a copy to the CUPE National Representative, and posted on all bulletin boards by the 1st of April of each year.

17.04 Part Time and Other Employees

The Employer shall maintain an up-to-date seniority list showing the current classification and the aggregate hours worked since the date upon which each part time employee's service commenced. An up-to-date seniority list shall be sent to the Recording Secretary of the Union, with a copy to the CUPE National Representative, and posted on all bulletin boards by the 1st of April of each year. The Employer shall update the seniority list monthly by the 10th day following the end of each month.

17.05 Accuracy of Seniority List

An employee or the Union may seek a correction to an error on the seniority list provided written notice of such alleged error is submitted to the Employer within thirty (30) days of the posting of the seniority list, failing which the seniority list shall be deemed to be accurate until the publication of the next list. Any errors or omissions identified within the thirty (30) day time period, which require adjustment, shall not have retroactive application.

Employees transferring between seniority lists shall have seniority converted to or from date of hire using the formula 1 yr = 2080 hrs worked.

17.06 Duplicate Seniority Dates

When two (2) or more full time employees have the same seniority date, the employer will forward the names and addresses of the employees and positions that they were awarded to the Union. The Union shall draw the names of the employees by lot at membership or executive meeting of the Union. The employee whose name is chosen earlier shall be placed on the seniority list in the order they were drawn. The Union will advise the Employer of the outcome within one (1) week of the draw, and the employer shall be entitled to rely upon the results provided.

17.07 Loss of Seniority

An employee shall only lose his/her seniority and is deemed terminated in the event:

- (a) He/she is discharged for just cause and is not reinstated;
- (b) He/she resigns or retires;
- (c) He/she fails to return to work within seven (7) calendar days following a layoff and after notice of recall is sent by registered mail and personal e-mail, to the last known home address and personal e-mail address of the employee.
- (d) Has been laid off without recall for eighteen (18) months.
- (e) Is absent from scheduled work for a period of two (2) consecutive days without notifying the Employer of such absence unless the employee can provide a satisfactory reason to the Employer for such failure to notify.
- (f) Fails to return to work upon the end of an authorized leave of absence without obtaining prior approval from their Supervisor or designate or utilizes a leave of absence for purposes other than that for which the leave was granted.
- (g) Is absent due to illness or disability for a period in excess of thirty (30) months subject to the provisions of the Human Rights Code.

17.08 Transfer and Seniority Outside Bargaining Unit

No employee shall be transferred to a position outside the bargaining unit without his/her consent. If an employee is transferred to a position outside of the bargaining unit, he/she shall retain his/her seniority accumulated up to the date of leaving the unit, and will accumulate seniority only for the first 6 months of the transfer, provided that the employee continues to pay union dues. Such employee shall have the right to return to a position in the bargaining unit. If an employee returns to the bargaining unit, he/she shall be placed in a vacant position in the same job classification held before the transfer. Accrual of seniority begins upon return to the bargaining unit and includes seniority credits accumulated up to the date of leaving the unit.

ARTICLE 18 – PROMOTIONS AND STAFF CHANGES

18.01 Job Postings

- (a) Where the Employer determines that a vacancy exists or in the event that a new position is created by the Employer which is covered by this Agreement, the Employer shall post notice of the vacancy or job opportunity on the Bayfield intranet and on a job posting board in the Administration building for a minimum of ten (10) calendar days in order that employees are given an opportunity to apply for the position.

Notwithstanding the above, the Employer may fill at its own discretion vacancies caused by illness, accident, pregnancy and parental leaves of absence, employee leaves of absence not expected to exceed twelve months, vacation and specific tasks not expected to exceed twelve months.

18.02 Information in Postings

Such notice shall contain the following information:

Nature of position, qualifications, skills and abilities, shifts, hours of work, wage or salary rate or range. The parties recognize that due to the nature of the employer's business it may be necessary from time to time to require male or female candidates only as per s. 24 of the *Human Rights Code*.

- 18.03** The Employer shall not hire any external candidates until all qualified internal candidates have been considered.

- 18.04** (a) In filling posted vacancies, the Employer shall award the position based on skill, ability, and qualifications, of the applicants. Where these factors are relatively equal, bargaining unit seniority shall be the governing factor.
- (b) Notwithstanding paragraph (a), applicants to a posting who meet all of the requirements in the posting and the criteria in paragraph (a) and for whom the posting is a transfer, shall be given first priority. Amongst those applicants, the most senior applicant shall be offered the position. Any subsequent vacancy created as a result, if filled, shall be filled in accordance with paragraph (a) or (b) as applicable, amongst the remaining applicants for the original posting.
- (c) Where a subsequent vacancy has occurred in the same job classification within thirty (30) days of a posting, the vacancy shall be posted but prior applicants who met all of the requirements in the posting and the criteria in paragraph (a) shall be considered without a need for another interview for the new vacancy, and:
- (d) The qualifications, skills and ability required for a position, as set by the Employer, shall reasonably relate to the position.

18.05 Trial Period

The successful applicant shall be notified within one week following the end of the interview period. He/she shall be given a trial period of three (3) months. If the employee proves capable of performing the normal duties of the job and has successfully completed his/her probationary period, the employee shall be declared permanent immediately upon the expiry of the trial period. In the event the successful applicant proves unable to perform the normal duties of the job upon expiry of the trial period, or if the employee chooses not to continue to perform the duties of the new job classification, he/she shall be returned to his/her former position, wage or salary rate, without loss of seniority. Any other employee promoted or transferred because of the re-arrangement of positions shall also be returned to his/her former position, wage or salary rate, without loss of seniority.

18.06 Notification to Employee and Union

Within seven (7) calendar days of the date of appointment to a vacant position, the name of the successful applicant shall be posted to the main page of the Bayfield intranet.

ARTICLE 19 – LAYOFFS AND RECALLS

19.01 Definition of Layoff

A layoff is defined as a reduction in the number of bargaining unit positions occupied by the employees in the bargaining unit at the time of the reduction.

19.02 Role of Seniority in Layoffs

Both parties recognize that job security shall increase in proportion to length of service in the bargaining unit.

In the event of a layoff, the Employer shall lay off employees in reverse order of seniority beginning with the least senior employee in a job class at a work location provided that those employees who remain on the job have the qualifications, skill and ability to perform the remaining work.

An employee who is laid off may:

- (a) Accept the layoff and be placed on a recall list;
- (b) If the employee is a full time employee, displace (bump) the most junior full time employee in the same job classification, at a work location of their choosing providing that the laid off employee (the bumper) has more seniority, and is fully qualified to do the work of employee she is bumping (the bumpee);

19.02 (Continued)

- (c) If the employee is not a full-time employee or is a full-time employee and cannot bump in article 19.02 (b), displace the most junior non-full-time employee in the same job classification at another work location providing that the laid off employee (the bumper) has more seniority, and is fully qualified to do the work of employee she is bumping (the bumpee) or be placed on the call-in list.

Any employee that is bumped as provided for above shall be treated as having been laid off and shall, in turn, have the opportunity to exercise any rights consistent with Article 19.

Note: The parties recognize that due to the nature of the employer's business it may be necessary from time to time to require male or female candidates only as per s. 24 of the Human Rights Code.

19.03 Prior to the layoff of an employee, the Employer will confirm the mailing and personal e-mail address of the employee proposed to be laid-off.

19.04 Recall Procedure

A laid off employee shall have the opportunity to be recalled from layoff to a vacancy within their own or lower job classification, in order of seniority, provided that she has the qualifications, skill and ability to perform the work available.

An employee may decline an offer of recall to a lower job classification and still maintain their rights to a future recall in their own job classification.

19.05 No New Employees

New employees shall not be hired until those laid off and having recall rights have been given an opportunity of recall.

19.06 Advance Notice of Layoffs

Unless legislation is more favourable to the Employee, the Employer shall notify employees who are to be laid-off thirty (30) calendar days prior to the effective date of layoff. If the employee has not had the opportunity to work the days as provided for in the work schedule during the notice period, he/she shall be paid during the notice period not worked if the Employer did not provide the opportunity to work. Pay for time not worked during the notice period, where the employee does not have a regular work week, shall be calculated based on the average regular wages earned by the employee in the twelve (12) week period immediately preceding the week in which notice of layoff was given.

ARTICLE 20 – HOURS OF WORK AND OVERTIME

20.01 The provisions of this Article are intended only to define the normal hours of work and to describe when employees are entitled to overtime, and shall not be construed as a guarantee of hours of work per day or per week.

The normal hours of work for full-time employees shall be as follows:

- (a) For Program Managers, Teachers, Clinicians, Case Managers, Medical Coordinators and Maintenance the normal weekly hours of work are forty (40) hours Monday to Friday inclusive of meal periods in accordance with existing practice.
- (b) Residential Child Care Therapists are scheduled to work on a rotational schedules resulting in the following average weekly hours of work:
 - CCT 1 – Work up to 42 hours per week, depending on their assigned Schedule.
 - Midnight CCT – average of 42 hours per week.

It is understood that the above-noted hours are inclusive of meal periods. Residential Child Care Therapists have responsibilities during the course of their meal periods and shall work during meal periods.

The Employer may implement an alternate rotational schedule on the giving no less than eight (8) weeks' notice to the Union.

- (a) For Housekeepers the normal weekly hours of work shall be twenty-five (25) hours of work or more inclusive of meal periods in accordance with existing practice.
- (b) For Teachers and Program Managers the hours of work shall be determined by the Principal of the school.

20.02 Part-time Housekeepers the normal weekly hours of work shall be less than twenty-five (25) hours of work inclusive of meal periods in accordance with existing practice.

20.03 Part-time Child Care Therapists are utilized to replace absent full-time Child Care Therapists or full-time Midnight Child Care Therapists, perform one-to-one assignments or are assigned as additional staff.

20.04 All other part-time staff are those who are regularly scheduled to work for less than twenty-five (25) hours per week.

20.05 For all shifts of seven (7) hours or more, an employee shall be permitted a rest period of fifteen (15) consecutive minutes in each half of their shift, as approved by their Supervisor.

The Employer will provide a rest area in the school, or such other areas that it designates.

20.06 An employee reporting for work on his/her schedule of work or at the request of the employer shall be paid for his/her regular rate of pay for the entire period of work, with no less than three (3) hours of pay.

20.07 For the purposes of this article a "week" shall mean the period Sunday to Saturday.

Overtime

20.08 All overtime must be approved in advance by the Supervisor.

20.09 The Employer averages overtime over the same two (2) week period for all employees. All employees whose hours of work are defined in Article 20 shall accumulate overtime for all hours worked which exceed eighty-eight (88) in two (2) week period and paid at the rate at one and one half (1 1/2) the regular hourly rate for each hour worked over eighty-eight (88) hours.

20.10 Overtime shall be paid to employees in the pay period in which it is earned.

20.11 Case Managers, Clinicians, and Medical Co-ordinators may, with the consent of their Supervisor, work more than the regular daily or weekly hours of work and such time will be scheduled as equivalent time off with the consent of their Supervisor, within the month in which it was earned. No overtime accumulation shall be carried over from month to month without the written approval of the Director of Operations or Clinical Director.

20.12 Overtime work shall be on a voluntary basis unless a residence is in crisis or there is a need to maintain staffing levels for a period of time.

20.13 Employees may exchange days off or shifts with other employees by completing appropriate forms as required by the Employer, provided that such exchanges do not result in the accumulation of overtime pay. Such exchanges must be approved by the Employer in advance of the switch.

ARTICLE 21 – PAID HOLIDAYS

21.01 Paid Holidays

The Employer recognizes the following paid holidays for full-time employees:

New Year's Day	First Monday in August
Family Day	Labour Day
Good Friday	Thanksgiving Day
Christmas Day	Victoria Day
Boxing Day	Canada Day

21.02 Pay for Regularly Scheduled Work on a Paid Holiday

An employee who is not scheduled to work on the above holidays shall receive public holiday pay in accordance with the Employment Standards Act.

An employee who is scheduled to work shall be paid at the rate of two and one-half (2.5) times their normal hourly rate for all hours worked on the holiday.

In order to qualify for any holiday noted above the employee must work their scheduled shift immediately before and after the holiday unless they are on leave pursuant to a provision of the collective agreement or for other reasonable cause.

ARTICLE 22 – VACATIONS

22.01 Length of Vacation

The rate of earning paid vacation credits shall be as follows for full-time employees, excluding Teachers:

- (a) After the commencement of employment the employee shall earn four percent (4%) vacation pay and two (2) weeks of vacation leave.
- (b) After two (2) years of service the employee shall earn six percent (6%) of vacation pay and three (3) weeks of vacation leave.
- (c) After five (5) years of service the employee shall earn eight percent (8%) of vacation pay and four (4) weeks of vacation leave.
- (d) After eleven (11) years of service the employee shall earn ten percent (10%) of vacation pay and five (5) weeks of vacation leave.
- (e) After eighteen (18) years of service the employee shall earn twelve percent (12%) of vacation pay and six (6) weeks of vacation leave

- 22.01 (f)** CCT1, Residential-Midnight, and Medical Coordinator employees entitled to vacation time and vacation pay in paragraphs (c), (d) or (e) may take less vacation time than their full entitlement provided it is no less than three (3) weeks vacation time taken in the vacation year. Such employees will be paid the remainder of their vacation pay entitlement in the first full pay period following the vacation year.

However, in no case shall any of the above vacation pay be less than four (4%) percent of the actual earnings of the employee during the period.

Clinicians and Medical Coordinator will receive an additional week of vacation and 2% vacation pay per year when required to be on-call.

The parties recognize that Teachers are paid over the 12 month period and therefore any vacation time is determined by the Principal of the School and the school year calendar.

- 22.02** Vacation leave credits are not accrued when employees are on unpaid leave of absence unless expressed otherwise in this Agreement or such accrual is required by statute.

- 22.03** The period of service for vacation leave will be calculated from the last date of hire.

- 22.04** Employees whose employment ceases shall be paid for their vacation earned to the date employment ceases, in accordance with Article 22.01. The Employer shall deduct any monies owing by the Employee to the Employer from the vacation pay earned.

- 22.05** Approving vacation dates rests with the employee's direct report.

- 22.06 (a)** The vacation year shall be January 1 to December 31.

- (b) An employee shall be credited with their vacation pay and leave on a monthly basis in accordance with Article 22.01. Where an employee is no longer employed by the Agency, unearned vacation entitlement taken by the employee shall be deducted from any monies owed to the employee or otherwise recovered.

22.07 Request for vacation leave must be made at least four (4) weeks prior to the vacation period requested and the employee's direct report shall provide the employee with a response within two (2) weeks of the request. The employee's direct report will make arrangements for the suitable coverage of vacation time in this paragraph, where necessary. Any conflicts, prior to approval of the vacation dates, will be resolved on the basis of seniority.

Request for vacation leave may be made with less than four (4) weeks of notice from the vacation period requested but the approval of the vacation dates shall be at the sole discretion of the employee's direct report.

22.08 Probationary employees are not entitled to take vacation days during their probationary period without special authorization by the Employer.

22.09 For non full-time employees, vacation pay shall be paid out each pay.

22.10 An employee may carry over up to one (1) week of vacation leave from one vacation year to the next. No employee shall accrue more than twice their annual vacation entitlements, at any given time.

22.11 Employees who are hospitalized prior to the commencement of their vacation shall have the option of deferring their vacation to another mutually agreeable time. Employees who are hospitalized during vacation shall have the option of deferring the time hospitalized during vacation.

22.12 The rate of earning vacation pay for part-time employees shall be based upon the total earnings as follows:

- (a) After the commencement of employment, four (4%) percent of gross earnings;
- (b) After two (2) years of service, six (6%) of gross earnings.

ARTICLE 23 – SICK LEAVE PROVISIONS

23.01 Sick Leave Defined

Sick leave means the period of time an employee is absent from work by virtue of being sick or disabled and unable to work, or under examination or treatment of a physician, chiropractor, or dentist, except as provided for in Article 23.04.

23.02 Amount of Paid Sick Leave

Full-time employees shall earn six (6) hours of paid time off, per month of active service, for use when the employee is unable to attend at work due to illness or injury. Housekeepers, Cooks and Laundry shall receive sick leave on a prorated basis.

One time per fiscal year, a full-time employee, having completed their probationary period, may receive up to sixteen (16) hours of sick leave credits where the employee has no sick leave earned, for absences due to their own illness or injury. Such advance on sick leave shall be offset by future sick leave earned or earned vacation, as mutually agreed to.

23.03 Accumulation of Sick Leave

The unused portion of an employee's earned sick leave at the end of each fiscal year may be accrued to the next calendar year in their sick leave bank. The employees bank of sick leave credits shall not exceed more than one hundred and twenty (120) hours at any given time. Any sick leave credits earned but unused by the end of the fiscal year that cannot be accumulated shall be paid out to the employee by November 1 of each year.

Any payout of sick leave credits shall be at the rate of seventy-five (75%) of the employee's applicable hourly rate at the time of the payout.

Upon the retirement, resignation or other end of employment, any sick leave credits earned by the employee but unused shall be paid out, less any monies the employee may owe to the Employer.

23.04 Illness in the Family

Where no one other than the employee can provide for the needs during illness of an immediate family member or dependent, an employee shall be entitled, after notifying his/her supervisor, to care for the immediate member of the family who is ill. Any time off under this article shall not exceed the sick leave credits earned by the employee, at the time of the absence.

ARTICLE 24 – LEAVE OF ABSENCE

24.01 Pay During Leave of Absence for Union Convention

No more than 2 employees shall be permitted to be absent from work to attend union conferences, schools or conventions. Such absences shall not exceed more than 2 weeks per year for an employee. During the absence the employee shall continue to receive their regular wages and benefits and the Union shall reimburse the Employer for the cost of wages and benefits during the leave.

24.02 Paid Bereavement Leave (applies to full-time Employees only)

- (a) An employee shall be granted up to fifteen (15) consecutive days, one day of which shall be the celebration of life or funeral, without loss of pay or benefits, in the case of death of the employee's spouse, common-law partner, same-sex partner or fiancé, or child.
- (b) An employee shall be granted up to five (5) consecutive days one day of which shall be the celebration of life or funeral, without loss of pay or benefits, in the case of death of the employee's brother, sister, mother, father or dependent who regularly resides with the employee.
- (c) An employee shall be granted three (3) consecutive days one day of which shall be the celebration of life or funeral, without loss of pay or benefits, in the case of death of the employee's mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, spouse's grandparent.
- (d) Where the burial occurs outside the province, such leave shall also include reasonable travelling time, without pay, not to exceed seven (7) days.
- (e) In recognition of the fact that circumstances which call for bereavement leave are based on individual circumstances, the Employer, on request, may grant additional bereavement leave, without pay.
- (f) An employee may elect to reserve one day of bereavement leave, under this article, for a later date for the purposes of attending the actual interment and/or memorial service.

24.03 Pregnancy and Parental Leave

Employees shall be entitled to access pregnancy and parental leave in accordance with the *Employment Standards Act*.

24.04 Seniority Status During Pregnancy or Parental Leave

While on pregnancy or parental leave an employee shall retain her full employment status and rights and shall accumulate all service and seniority under this collective agreement.

24.05 Paid Jury Leave

The Employer shall grant a leave of absence without loss of seniority to an employee who is required to serve as a juror in a court of law or coroner's inquest. The Employer shall pay such employee the difference between their regular earnings lost as a result of the attendance and the payments received for jury service, excluding any payments for travel, meals or other expenses. The Employee shall present proof of service and the amounts received for jury duty.

24.06 Witness Leave

Time spent by an employee required to attend at a court of law or subpoenaed to attend a coroner's inquest shall be considered as time worked, provided the matter requiring their attendance, directly arises out of their employment.

24.07 General Leave

An employee may request a leave of absence, without pay and without loss of seniority, for good and sufficient cause. Such request shall be in writing. The request is subject to the approval by the Employer.

ARTICLE 25 – PAYMENT OF WAGES AND ALLOWANCES

25.01 Pay Days

The Employer shall pay salaries and wages in accordance with this Agreement and Schedule 'A' attached hereto and forming part of this agreement.

The Employer will make direct deposits of each employee's earnings into their bank account on the scheduled pay date which will be on a bi-weekly pay schedule. The direct deposits will be every other Friday of the calendar year.

The Employer shall make available for printing, a statement containing full information regarding their pay, supplemental pay and all deductions including but not limited to:

- (a) The pay period for which the wages are being paid;
- (b) The wage rate(s) and all allowances, premiums, and overtime paid and the hours attributed to each;
- (c) The gross amount of wages;
- (d) The amount and description of each deduction;
- (e) Vacation pay if applicable
- (f) The net amount of wages being paid to the employee.

25.02 Rate of Pay on Promotion

An employee assigned, promoted or reclassified to a higher rated position, in accordance with this collective agreement, shall be placed on the pay grid for that position at Step 1, unless that placement would result in a lesser rate of pay, on an hourly basis, in which case, they shall be placed on the pay grid for that position that will allow for an increase.

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

25.03 Pay on Temporary Transfer, Higher Rated Job

When a part-time or full-time employee temporarily relieves in or performs the job of a higher paying position for more than ten (10) consecutive workdays, they shall receive the wage rate on the pay grid that will allow for an increase, commencing on the eleventh (11th) consecutive day worked.

25.04 Pay on Transfer, Lower Rated Job

When a full-time employee is temporarily transferred by the Employer to relieve in a lower paying position, his/her rate of pay shall not be reduced.

When an employee is reclassified to a lower rated position the employee shall be placed on the pay grid for the lower rated position at the same grid step as occupied by the employee in their previous position.

25.05 Mileage

Employees who use their personal vehicle for Employer business shall be reimbursed for mileage in accordance with the applicable Employer policy.

25.06 Educational Allowance

On successful completion, the Employer shall reimburse employees for fifty percent (50%) of the cost, to a maximum of fifteen hundred dollars (\$1500.00) annually, of any academic or technical courses which were approved by the Employer in advance of the commencement of the course.

25.07 Cash Handling

Employees are responsible for handling and distributing cash from time to time. Any shortages of cash or the lack of legitimate receipts for cash spent will be the responsibility of the employee responsible for the cash unless the shortage or expenditure is not the fault of the employee.

25.08 Professional Fees and Licences

The Employer shall pay professional fees for an employee, who, as a condition of employment, is required to be a member of a professional association.

25.09 Legal Fees

The Employer shall pay 100% of the premiums for a policy of insurance for the reimbursement of legal fees incurred by employees who may be subject to criminal charges and/or allegations of professional misconduct. Such reimbursement shall be subject to the restrictions and limitations of the policy of insurance.

The Union will be provided with current copies of the legal liability master policy of insurance. The Union will be notified, in advance, of any changes to this policy.

ARTICLE 26 – PAY EQUITY PLAN

26.01 The parties will maintain Pay Equity jointly.

ARTICLE 27 – EMPLOYEE BENEFIT PLANS

27.01 Employee Benefits

For all qualifying full-time employees, the Employer shall pay 100% of the premium costs for the following group insurance benefit plans:

- (a) Life insurance
- (b) Extended health
- (c) Dental
- (d) Vision – Two hundred and fifty dollars (\$250.00) per employee every two (2) years

27.02 Qualifying full-time employees shall become eligible for benefit coverage upon successful completion of their probationary period.

27.03 All qualifying employees shall be eligible for weekly indemnity and long term disability insurance coverage. Such employees shall be responsible for 100% of the premium cost of the coverage which shall be deducted from their earnings in each pay period.

27.04 Group Registered Retirement Savings Plans

For all qualifying full-time employees wishing to participate, the Employer shall match the contributions of employees, to a maximum of 4% of earnings, to the Group Registered Retirement Savings Plan.

Earning shall be basic salary and shall not include bonuses, overtime, vacation pay or other remuneration.

27.05 The Employer shall provide all qualifying employees with a benefit plan booklet and will provide the Union with a copy of the benefit plan contract.

27.06 The Employer may change benefit plan carriers, with notice to the Union, provided the level of benefits is substantial the same.

ARTICLE 28 – HEALTH AND SAFETY

28.01 Co-operation on Safety

The Union and the Employer shall work together to promote safe work practices in the workplace.

28.02 Compliance with Health and Safety Legislation

The Employer shall comply with the *Occupational Health and Safety Act* and its applicable Regulations. Nothing in this Agreement shall be construed so as to limit the obligations of the parties under the foregoing.

28.03 Union Employer Health and Safety Committee

One Joint Health and Safety Committee shall be established for all of the Employer's locations, which is composed of four (4) employees with an equal number of Union and Employer representatives. The Committee shall hold meetings at least once every three (3) months, or more frequently as agreed by the members of the Committee. Minutes shall be taken of all meetings and distributed to committee members and a copy will be posted in the Administration building.

28.04 Time off for Health and Safety

Union members of the Committee shall be paid at the applicable rate for their attendance at JHSC meetings, preparation time for such meetings to a maximum of one (1) hour, and for any other time spent performing duties pursuant to s. 9(34) of the Occupational Health and Safety Act.

28.05 Safety and Health Reports, Records and Data

The Employer shall provide copies of the Personal Injury and Accident Reports at the meeting following the preparation of the report.

28.06 Access to the Workplace

The Certified Members of the Committee shall conduct an inspection of a portion of the workplace at least once per month and an inspection of the entire workplace at least every six (6) months.

28.07 Injury Pay Provisions

An employee who suffers a work-related injury or illness during working hours, and is required to leave the workplace for medical treatment shall receive payment for the remainder of the shift at his/her regular rate of pay unless a medical physician states that the employee is fit for further work on that shift.

28.08 Transportation of Accident Victims

The Employer shall provide transportation, at its expense, for employees requiring medical care for a work related injury or illness

28.09 CPR First Aid Training

Should employees be required, as a condition of their employment, to obtain and maintain valid CPR and first aid training, the Employer will offer, at its expense, CPR and first aid training to all employees and the time spent by the employee in the training shall be considered time worked.

28.10 First Aid Kits

A first aid kit shall be supplied by the Employer at each work location and to each Employer owned vehicle operated by employees.

ARTICLE 29 – GENERAL CONDITIONS

29.01 Proper Accommodation

For Child Care Therapists, proper accommodation shall be provided for employees to have their meals, safely store personal items, and change their clothes in their work location.

29.02 Bulletin Boards

The Employer shall provide a Bulletin Board in the main office of the Employer and permit the Union to provide notices to the Employer for posting on the Employer's Internet so that all employees will have access to them and upon which the Union shall have the right to post notices of meetings and, any other information for the Union to communicate to its members.

29.03 Tools

The Employer shall supply all tools and equipment required by maintenance employees in the performance of their duties.

29.04 Personnel Records

The personnel records of an employee, or former employee, shall not be shared in any manner with any other employer or agency, without the prior written consent of the employee concerned unless required or permitted by the collective agreement or by law.

29.05 Letter of Reference

The Employer shall provide a letter of reference on request which shall, as a minimum, outline the employee's position, years of service and a brief description of their duties.

29.06 The Employer will provide the following:

The Employer will reimburse employees for the reasonable cost associated with clothing or personal items damaged by residents, in the course of their duties.

29.07 Plural or Feminine Terms May Apply

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

29.08 Schedule or Appendices

All agreed to schedules and appendices attached to this Collective Agreement constitute part of this Collective Agreement.

29.09 The Employer will post a list of training events 2 months in advance of the commencement of the training period. The training period posted shall be for no less than a 6 month period. The employer will endeavour to provide no less than 30 days notice of any change to the schedule of training events once the list is posted.

29.10 The Employer shall continue with its present practice of paying employees the applicable minimum wage for mandatory training and meetings except UMAB training which is not paid time.

ARTICLE 30 – TERM OF AGREEMENT

30.01 Duration

This Agreement shall be binding and remain in effect from October 1, 2022 to September 30, 2025 and shall continue from year to year thereafter unless either party gives to the other party notice in writing within the sixty (60) day period preceding the expiry date that it desires its termination or amendment.

30.02 Notice of Changes

Either party desiring to propose changes to this Agreement shall, within the 60 days prior to the termination date, give notice in writing to the other party of the changes proposed.

30.03 Change in Agreement

Any changes to this Agreement may be made by mutual written agreement of the Union and the Employer at any time during the operation of this agreement.

DATED THIS 31st DAY OF July 2024, 2024.

▷ FOR THE EMPLOYER

J. Kallio

H. Hall

M. Mowatt

▷ FOR THE UNION

Joe Hoop

John J. J. J.

LETTER OF UNDERSTANDING-LOCKABLE STORAGE

BETWEEN

BAYFIELD HOMES LTD.

AND

CANADIAN UNION OF PUBLIC EMPLOYEES

AND ITS LOCAL 4895

Within ninety (90) days of ratification of this collective agreement, the Employer will install lockable file cabinets or some other lockable storage in the school and each residence, for the storage of personal items of employees.

DATED THIS 31st DAY OF July, 2024.

▷ FOR THE EMPLOYER

S. Kellie

Howitt

M. Plouffe

▷ FOR THE UNION

D. Ross

Kyle

Plouffe

LETTER OF UNDERSTANDING

TRIAL SCHEDULE FOR FULL-TIME CCTS, INTENSIVE SUPPORT WORKERS AND
RESIDENTIAL MIDNIGHTS

BETWEEN

BAYFIELD HOMES LTD.

AND

CANADIAN UNION OF PUBLIC EMPLOYEES and ITS LOCAL 4895

- a) Trial to begin in June 30, 2024 for a six (6) month period.
- b) The attached schedule to be implemented during the trial period.
- c) During the trial article 22.07 shall not apply except with respect to vacation time accrued by an employee which is in excess of the vacation time scheduled in the trial period plus any vacation time already taken in the 2024 vacation year before the trial period commented.
- d) Where an employee is provided with more vacation time during the trial than their prorated amount during 2024 vacation year, the Employer will not seek to recover any unearned vacation time.
- e) Just prior to the end of the trial period, the parties will meet to discuss whether to continue or discontinue the trial. In the absence of an agreement of the parties otherwise, the vacation year 2024 shall be in accordance with the collective agreement.

DATED THIS 31st DAY OF July, 2024.

FOR THE EMPLOYER

FOR THE UNION

S. Kallio

D. Thompson

Hart

Kyle Gorman

W. Conzett

LETTER OF UNDERSTANDING-WAGE ENHANCEMENT FUNDING

BETWEEN

BAYFIELD HOMES LTD.

AND

CANADIAN UNION OF PUBLIC EMPLOYEES

AND ITS LOCAL 4895

The parties discussed, during the course of bargaining, the treatment of the three dollars (\$3.00) per hour wage enhancement amounts. Once the provincial government or its Lead Agency administering the wage enhancement funding alters the manner and method of payment to Bayfield, the parties will meet to discuss whether changes can be agreed upon the wage grids to reflect the wage enhancement funding.

DATED THIS 31st DAY OF July, 2024.

▷ FOR THE EMPLOYER

◁ FOR THE UNION

J. Kallio

D. [Signature]

[Signature]

[Signature]

N. [Signature]

[Signature]

SCHEDULE "A" WAGE AND SALARY SCALE (FEBRUARY 29, 2024)

SENIOR CLINICIAN	Start	1st Step	2nd Step	3rd Step	4th Step
Current Rate	67,076.72	69,707.07	72,337.43	74,967.79	77,598.15
October 1, 2023 Increase \$	3,739.53	3,886.17	4,032.81	4,179.45	4,326.09
Proposed Rate 1st year	70,816.25	73,593.24	76,370.24	79,147.24	81,924.24
October 1, 2024 Increase \$	1,770.41	1,839.83	1,909.26	1,978.68	2,048.11
Proposed Rate 2nd Year	72,586.66	75,433.07	78,279.50	81,125.92	83,972.35

CLINICAL/BEHAVIOURAL THERAPIST	Start	1st Step	2nd Step	3rd Step	4th Step
Current Rate	61,563.48	62,246.04	62,928.59	63,611.14	64,293.70
October 1, 2023 Increase \$	3,432.16	3,470.22	3,508.27	3,546.32	3,584.37
Proposed Rate 1st year	64,995.64	65,716.26	66,436.86	67,157.46	67,878.07
October 1, 2024 Increase \$	1,624.89	1,642.91	1,660.92	1,678.94	1,696.95
Proposed Rate 2nd Year	66,620.54	67,359.17	68,097.78	68,836.40	69,575.02

CLINICAL/BEHAVIOURAL THERAPIST (PART-TIME)	Start	1st Step	2nd Step
Current Rate	29.60	29.93	30.25
October 1, 2023 Increase \$	1.65	1.67	1.69
Proposed Rate 1st year	31.25	31.59	31.94
October 1, 2024 Increase \$	0.78	0.79	0.80
Proposed Rate 2nd Year	32.03	32.38	32.74

TEACHER	Start	1st Step	2nd Step	3rd Step	4th Step
Current Rate	52,833.32	53,556.29	54,279.27	55,002.24	55,725.21
October 1, 2023 Increase \$ Market Adjustment	6,736.25	6,828.43	6,920.61	7,012.79	7,104.96
Proposed Rate 1st year	59,569.57	60,384.72	61,199.88	62,015.03	62,830.17
October 1, 2024 Increase \$	1489.24	1509.62	1530.00	1550.38	1570.75
Proposed Rate 2nd Year	61,058.81	61,894.34	62,729.88	63,565.41	64,400.92

TEACHER (PART TIME)	Start	1st Step	2nd Step
Current Rate	25.40	25.75	26.10
October 1, 2023 Increase \$ Market Adjustment	3.24	3.28	3.33
Proposed Rate 1st year	28.64	29.03	29.43
October 1, 2024 Increase	0.72	0.73	0.74
Proposed Rate 2nd Year	29.35	29.76	30.16

PROGRAM MANAGER	Start	1st Step	2nd Step	3rd Step	4th Step
Current Rate	43,942.81	44,386.68	44,835.03	45,287.91	45,745.36
October 1, 2023 Increase \$	5,152.29	5,204.34	5,256.90	5,310.01	5,363.64
Proposed Rate 1st year	49,095.10	49,591.02	50,091.93	50,597.92	51,109.00
October 1, 2024 Increase \$	1,227.38	1,239.78	1,252.30	1,264.95	1,277.73
Proposed Rate 2nd Year	50,322.48	50,830.80	51,344.23	51,862.87	52,386.73

HOUSEKEEPING TEAM LEADER	Start	1st Step	2nd Step	3rd Step	4th Step
Current Rate	19.21	19.40	19.60	19.80	20.00
October 1, 2023 Increase \$	0.97	0.99	0.99	1.01	1.01
Proposed Rate 1st year	20.18	20.39	20.59	20.81	21.01
October 1, 2024 Increase \$	0.50	0.51	0.51	0.52	0.53
Proposed Rate 2nd Year	20.68	20.89	21.10	21.33	21.54

HOUSEKEEPING	Start	1st Step	2nd Step	3rd Step	4th Step
Current Rate	15.99	16.16	16.32	16.48	16.65
October 1, 2023 Increase \$	0.81	0.81	0.83	0.83	0.85
Proposed Rate 1st year	16.80	16.97	17.15	17.31	17.50
October 1, 2024 Increase \$	0.42	0.42	0.43	0.43	0.44
Proposed Rate 2nd Year	17.22	17.40	17.58	17.74	17.93

MEDICAL COORDINATOR/INTENSIVE SUPPORT WORKER	Start	1st Step	2nd Step	3rd Step	4th Step	5th Step
Current Rate	25.25	25.82	26.41	27.01	27.63	28.25

RESIDENTIAL CCT	Start	1st Step	2nd Step	3rd Step	4th Step	5th Step
Current Rate	23.74	24.29	24.85	25.41	25.99	26.59

RESIDENTIAL MIDNIGHTS	Start	1st Step	2nd Step	3rd Step	4th Step	5th Step
Current Rate	19.76	20.23	20.70	21.19	21.68	22.18

RESIDENTIAL CCT (PART-TIME)	Start	1st Step	2nd Step
Current Rate	19.76	20.23	20.70

As per the attached grid with the following implementation notes:

- a) Employees shall be placed on the grid at their current wage and shall progress, thereafter, along the grid. If their anniversary date is between the 1st - 15th of the month, increase will be effective from the first of that month. If the anniversary date is between the 16th - 31st of the month, the increase will be effective from the 1st of the next month.
- b) CCT I and II, with 3 years or less service in the position, shall not progress to the “4th anniversary” step until their 4th anniversary in the position.
- c) For those employees hired after ratification, the Employer may place them on the applicable wage grid at a Step which reflects their skills and/or experience.