

COLLECTIVE AGREEMENT

- between -

The Regional Municipality of Halton



- and -

**The Canadian Union of Public
Employees, Local 2620A
(Facilities Maintenance)**

CUPE

FOR THE TERM JULY 01, 2024 - JUNE 30, 2029

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THE REGIONAL MUNICIPALITY OF HALTON
(Hereinafter called the REGIONAL CORPORATION of the first part)

AND

THE LOCAL UNION 2620A OF THE CANADIAN UNION OF PUBLIC EMPLOYEES
(Hereinafter called the UNION of the second part)

WITNESSETH that in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto have agreed as follows:

ARTICLE 1 - DEFINITIONS

- 1.01** In this agreement, "Regional Corporation" means the Regional Municipality of Halton.
- 1.02** "Union" means the Canadian Union of Public Employees and its Local 2620A.
- 1.03** "Full-time Employee" means a person hired by the Regional Corporation for a job, the category of which comes within the group of persons enumerated in Article 3.01 (Recognition), who has been accepted by the Regional Corporation for full-time continuous employment.
- 1.04** "Probationary Employee" is a person hired by the Regional Corporation who has not completed one hundred and twenty (120) working days at a job category within the group of persons enumerated in Article 3.01 (Recognition) and who is not a temporary employee.
- 1.05** "Temporary Employee" is a person hired by the Regional Corporation for a specified term and/or for a specified project and includes casual and seasonal employment.
- 1.06** "Service" for a full-time employee shall mean the length of continuous time the employee has been on the active payroll of the Regional Corporation as a full-time employee since the most recent date of hire. "Service" for a temporary employee shall be expressed as hours worked since most recent date of hire, with two thousand and eighty-eight (2088) hours worked being equivalent to one (1) year of full-time service.

ARTICLE 2 - PURPOSE

- 2.01** The purpose of this agreement is to establish mutually satisfactory relations

between the Regional Corporation and its employees.

ARTICLE 3 - RECOGNITION

- 3.01** The Regional Corporation recognizes the Union as the collective bargaining agent for all Facilities Maintenance Operators employed in the Energy, Fleet and Facilities Division of the Corporate Services Department of the Regional Municipality of Halton, save and except Supervisors and persons above the rank of Supervisor, persons regularly employed for not more than twenty-four (24) hours per week and students employed during the school vacation period.
- 3.02** No employee shall be required or permitted to make any written or verbal agreements with the Corporation or their respective representatives which conflicts with the terms of this collective agreement.

ARTICLE 4 - MANAGEMENT RIGHTS

- 4.01** The Union acknowledges that the Regional Corporation has and shall maintain the exclusive right to manage its business and direct its operations in all matters which are not specifically restricted by the terms of this agreement.
- 4.02** The Regional Corporation shall not exercise its rights to direct the working force in a discriminatory manner.

ARTICLE 5 - RELATIONSHIP

- 5.01** The Regional Corporation and the Union agree that there shall be no discrimination, favour, interference, restriction, or coercion exercised or practised with respect to any employee by reason of his/her membership or non-membership, his/her activity or lack of activity in the Union.
- 5.02** The Union, or any of its members, will not engage in Union activities during working hours or hold any meetings except as provided for under this collective agreement on the property of the Regional Corporation except with the consent of the Regional Corporation.

ARTICLE 6 - UNION REPRESENTATION

- 6.01** The Regional Corporation will recognize a Negotiating Committee of not more than two (2) employees, one (1) of whom will act as an alternate, plus the Local President to represent the Union in meetings with the Regional Corporation in the negotiation or administration of this agreement. If the Regional Corporation

requires that meetings be held during the normal business hours, the Regional Corporation will pay the employees for any normal working time lost at such meetings up to but not including conciliation. The Regional Corporation will invoice the Union in accordance with article 15.04 c) for costs associated with the alternate member.

- 6.02** The Regional Corporation will recognize the Local President, Unit Vice-President and one (1) Steward. The Steward may have discussions with any employee concerning a grievance for a reasonable period of time during normal working hours, provided that both the Steward and the employee first obtain permission from the Supervisor, who shall not arbitrarily or unreasonably withhold such permission.
- 6.03** The Regional Corporation agrees to acquaint new employees with the fact that a union agreement is in effect and with the conditions of employment. A representative of the Union shall be given the opportunity to meet with each new employee within regular working hours without loss of pay for a maximum of sixty (60) minutes. The meeting will be arranged by the Union Steward and the Supervisor. Such meeting is to take place during the first month of employment at a time and place acceptable to the Supervisor. The purpose of such meeting is to acquaint the new employee with their responsibilities and obligations to the Union. The Union must receive advance permission prior to holding this meeting.
- 6.04** The parties agree to establish a Labour Management Committee consisting of the Unit Vice-President and the Manager of Facilities Services who shall meet once every two (2) months unless otherwise agreed to.
- 6.05** The Union shall notify the Employer in writing of the names of the Executive, Chief Steward, Stewards and members of committees before the Employer shall be required to recognize them.

ARTICLE 7 - UNION SECURITY

- 7.01** During the lifetime of this agreement, the Regional Corporation agrees to deduct an amount equal to the regular monthly union dues established in accordance with the constitution and bylaws of the Union from the pay in each calendar month of employees who are covered by this agreement and of probationary employees and temporary employees.
- 7.02** All deductions shall be forwarded to the National Secretary-Treasurer of the Canadian Union of Public Employees, no later than the fifteenth (15th) of the month following the month in which the deductions were made. A list of the

names and addresses of employees from whose wages the deductions have been made will be forwarded to the National Secretary-Treasurer and the Secretary-Treasurer of the local.

- 7.03** The Union agrees to save harmless the Regional Corporation from any action or any other proceeding, including costs, which may arise from the application of this article.

ARTICLE 8 - LAYOFF AND RECALLS

- 8.01** There shall be no layoff of full-time employees until probationary and/or temporary employees have been laid off, providing the retained employees have the skill, ability and competence to meet the normal requirements of the work remaining to be performed. Seniority shall determine the order of layoff and/or recall provided that the employees affected are of equal skill, ability, and competence as it relates to the work to be performed.
- 8.02** When a layoff is necessary, the Steward and the Divisional Vice-President shall be the last employees laid off provided they have the skill, ability, and competence for the work to be performed.
- 8.03** Employees who are to be laid off shall be notified in writing, a minimum of sixty (60) calendar days prior to the layoff date. This clause shall not apply to probationary and/or temporary employees. The Union will be notified at the same time as the employee.

ARTICLE 9 - SENIORITY

- 9.01** Seniority is defined as the length of continuous service in the bargaining unit from last date of hire and shall include service with the Regional Corporation prior to the certification of the Union.
- 9.02** The Regional Corporation shall maintain a seniority list for those employees covered by this agreement. The seniority list shall show the name, job classification, status and seniority date of each employee.
- 9.03** The seniority list shall be revised twice a year, and the most recent revision shall be posted on all Union bulletin boards during the month of February and the month of August. A copy of the seniority list shall be sent to the Unit Vice-President and Local Union President.
- 9.04** An employee shall lose his/her seniority if:

- a) he/she leaves the employ of the Regional Corporation of his/her own accord or he/she retires;
- b) he/she is discharged, and such discharge is not reversed through the grievance procedure;
- c) he/she is laid off in excess of twenty-four (24) continuous months;
- d) he/she is laid off and fails to return to work within fifteen (15) business days after being sent a registered letter of notification to return to work by the Regional Corporation to his/her last address on record with the Regional Corporation;
- e) he/she is absent from work for two (2) days without a reasonable explanation;

9.05 An employee shall maintain and continue to accumulate seniority if:

- a) he/she is laid off for less than twenty-four (24) continuous months.
- b) he/she is on authorized leave of absence as provided by this agreement or otherwise approved by the Regional Corporation.

9.06 An employee who transfers to a position outside the bargaining unit shall retain his/her seniority accumulated up to the date of leaving the bargaining unit for a period of twelve (12) months from the date of the transfer. The Employer shall post a temporary position to backfill the employee's bargaining unit position, if their temporary position outside of the bargaining unit extends beyond 6 months.

ARTICLE 10 - NO STRIKES AND NO LOCKOUTS

10.01 The Regional Corporation agrees that it will not authorize or sanction a lockout during the term of this agreement. The Union agrees that it will not authorize or sanction a strike and that there will be no interruption or interference with operations during the term of this agreement.

10.02 The words "strike" and "lockout" shall be as defined in the *Labour Relations Act*, as amended from time to time.

ARTICLE 11 - GRIEVANCE PROCEDURE

- 11.01** Where a difference arises between the parties to this agreement relating to the interpretation, application or administration of this agreement, including any questions as to whether a matter is arbitrable, or where an allegation is made that this agreement has been violated, or whenever an employee claims that he/she has been disciplined or discharged without reasonable cause, such difference, allegation or claim being hereinafter referred to as the grievance, the grievance procedure set forth below shall apply.
- 11.02** For the purpose of Articles 11 (Grievance Procedure), 12 (Policy and Group Grievances), 13 (Grievance Mediation), and 14 (Arbitration), "days" shall mean weekdays, exclusive of Saturdays, Sundays, and paid Holidays as defined in this agreement.
- 11.03**
- a) No grievance shall be considered where the circumstances giving rise to it occurred or originated more than fifteen (15) working days before the filing of the grievance.
 - b) All grievances shall have the signature of the Chief Steward, or the Local President, or in their absence, the Local Vice-President and shall be assigned a grievance number by the Union.
 - c) Once initiated, the grievance shall be the property of the Union.
- 11.04** The parties are agreed that grievances should be adjusted as quickly as possible. Before proceeding to the steps as provided herein the employee shall take the grievance to his/her immediate Supervisor to seek a verbal adjustment of the matter. If the complaint is not settled to the satisfaction of the employee on the day following his/her discussion with the immediate Supervisor, he/she may proceed to Step One (1) of the Grievance Procedure.
- 11.05 Step One (1)**
An employee having a grievance may submit his/her grievance in writing with the aid of his/her Steward to the Manager of Facilities Services. The written grievance shall indicate the nature of the grievance and the provisions of the agreement which the employee and his/her Steward believe apply. The Manager of Facilities Services or designate shall give his/her written answer to the grievance to the employee with a copy to the Unit Vice-President and Steward within ten (10) days after it has been brought to his/her attention.
- 11.06 Step Two (2)**
If the reply of the Manager of Facilities Services or his/her designate is not

acceptable to the employee or the Union, the grievance from Step One (1) may be submitted to the Director of Energy, Fleet and Facilities by the employee or the Union within ten (10) days of receiving the written reply from Step One (1). The Director of Energy, Fleet and Facilities or designate shall render a written decision to the Unit Vice-President and Steward within ten (10) days.

11.07 Step Three (3)

If the reply of the Director of Energy, Fleet and Facilities or his/her designate is not acceptable to the Union, the written grievance from Step Two (2) may, within ten (10) days, be referred to the Director of Human Resource Services by the Union. The Director of Human Resource Services, along with such other representation as may be chosen to represent the Employer, shall meet with the employee, the employee's Steward, the Unit Vice President, Local Union President, and the CUPE National Representative within fifteen (15) days. A written reply to the grievance will be sent to the Local Union President with a copy to all persons attending the meeting within ten (10) days after the meeting has been held.

11.08 If the grievance involves discharge of an employee, the grievance may commence at Step Three (3).

11.09 The time limits in the grievance procedure may be extended by mutual agreement between the parties.

ARTICLE 12 - POLICY AND GROUP GRIEVANCES

12.01 Policy

Both parties to this agreement shall have the right to lodge with the other party a policy grievance relating to the conduct of the other party or its representatives or concerning the application, administration, interpretation, or alleged violation of this agreement. Such grievances shall be presented in writing to the other party within seven (7) days of the occurrence of the incident or event giving rise to such grievances and shall be entered at Step Three of the grievance procedure. If not satisfactorily resolved at this step the grievance may be submitted to arbitration as defined in Article 14 (Arbitration).

12.02 Group

The Region will recognize group grievances, provided that each aggrieved employee signs the grievance and the grievance is filed in writing at Step One (1) within seven (7) days of the incident giving rise to the grievance.

ARTICLE 13 - GRIEVANCE MEDIATION

- 13.01** At the request of either party in writing, the following mediation process will be used as a means to resolve the matter prior to an arbitration hearing. The intent of this process is to provide a neutral third (3rd) party who will attempt to resolve the grievance in a timely manner, to the satisfaction of both parties.
- 13.02** The parties will establish a list of three (3) persons who will be asked to act, on a rotating basis, as a grievance mediator. The parties shall equally share the fees of the mediator.
- 13.03** The mediation session will be attended by a maximum of two (2) representatives from the Union (including the grievor) and a representative from the Canadian Union of Public Employees and a maximum of four (4) from Regional Management. The persons attending should be familiar with the content of the grievance and have the authority to enact a resolution.
- 13.04** Once written notice is given, to mediate a grievance the mediation session shall commence within forty (40) days. If the appointed mediator is unavailable within forty (40) days of the appointment, then the appointment will be given to the next mediator in turn. In addition, should any of the applicable parties be unavailable within this forty (40) day period then they shall appoint a substitute to attend.
- 13.05** Provided the parties agree there shall be no limit to the number of grievances submitted for mediation at a single session. There shall be no use of legal counsel or witnesses for this mediation process.
- 13.06** Any concessions, discussions, evidence submitted or offers to settle the grievance, which occur during the mediation process, will not prejudice either party at arbitration should the matter not be resolved.
- 13.07** The mediation session will normally be conducted at the workplace. This may be altered at the consent of both parties. Should the mediation process occur during an employee's scheduled hours of work they will be paid their normal rate of pay.
- 13.08** Any resolution for grievances submitted to this mediation process shall be conditional on the agreement of both parties. Any matter unresolved at the end of the mediation session may be submitted to arbitration or withdrawn.

ARTICLE 14 - ARBITRATION

- 14.01** The parties agree that a grievance concerning the application, interpretation, administration or alleged violation of this agreement and including any question as to whether a matter is arbitrable which has been properly carried through all steps of the grievance procedure outlined in Article 11 (Grievance Procedure), Article 12 (Policy & Group Grievances), and Article 13 (Grievance Mediation) may be referred to Arbitration within thirty (30) days of receipt of the last written disposition, at the written request of either of the Parties hereto. If no such written request for arbitration is received within the time limit, then the grievance shall be deemed to have been abandoned.
- 14.02** Arbitration shall be in accordance with the *Labour Relations Act* of the Province of Ontario except as otherwise amended herein.
- 14.03** The party applying for arbitration shall provide to the responding party the name(s) of a suggested arbitrator. The responding party shall reply within ten (10) days of receipt of the notification either agreeing to the name suggested by the other party or suggesting alternate name(s) of a suitable person to act as sole Arbitrator. If the parties are unable to agree within a further five (5) days, the Arbitrator shall be appointed by the Minister of Labour for Ontario at the request of either party.
- 14.04** Each party to this agreement will pay the expenses of its nominee, representatives, witnesses, advisors, and any other attendees to the hearing appearing on its behalf. The parties will share equally the fee and expenses of the sole Arbitrator, or the Chairperson of the Board of Arbitration as the case may be.
- 14.05** The Arbitrator shall not have any power to alter or change any of the provisions of this agreement, nor to substitute any new provisions for any existing provisions, nor to give any decision inconsistent with the terms and provisions of this agreement.
- 14.06** Any written notice under the grievance or arbitration procedures that is sent to a party by prepaid ordinary post shall be deemed to have been received on the second day following the date of mailing.
- 14.07** Notwithstanding the provisions of the *Labour Relations Act* as amended from time to time, either party may elect to have a Board of Arbitration constituted to hear the matter. In such event, each party shall advise the other of its nominee to the Board, and the nominees so appointed shall select a

Chairperson.

ARTICLE 15 - LEAVES OF ABSENCE

15.01 Bereavement Leave

- a) A leave of absence for up to three (3) consecutive working days will be granted to enable a full-time employee to make arrangements for and attend the funeral of his/her spouse, child, mother, father, sister, brother, grandparent, grandchild, mother-in-law, father-in-law, person standing in place of a parent. Bereavement leave shall include the day of the funeral and will be paid at the employee's regular rate of pay exclusive of premiums.
- b) Where the rites of an immediate family member identified in 15.01 a) occur outside the initial period of bereavement, an employee may save one (1) or more of the paid days from 15.01 a) to attend.
- c) In special circumstances, the Director of Energy, Fleet and Facilities may grant up to two (2) days of paid bereavement leave in addition to those listed in Article 15.01 a) (Leaves of Absence) or apply up to two (2) paid bereavement leave days to persons other than those listed above. These days may or may not be consecutive to the days provided for in Article 15.01 a) (Leaves of Absence).
- d) Employees who are on paid vacation at the time of bereavement are entitled to bereavement leave.

15.02 Jury Duty and Crown Witness Leave

- a) A regular full-time employee who is required to serve as a juror shall be granted leave of absence with pay. He/she shall be paid one (1) normal day's pay exclusive of premiums for the loss of each working day for such service provided he/she reports for work when not actually required for jury duty and provided he/she deposits with the Regional Corporation the total amount received for service as a juror, not including any allowance for expenses. The full-time employee on returning to work shall present a certificate showing the period of such jury service and the amount of compensation received.
- b) A regular full-time employee who is subpoenaed as a Crown Witness shall be granted a leave of absence with pay for up to two (2) working days to attend court as required by the Crown.

15.03 Personal Leave

- a) The Director of Energy, Fleet and Facilities may grant a full-time employee with one (1) year's service a leave of absence for up to thirty (30) days without pay and without loss of seniority at its discretion for personal reasons and subject to operational needs. A request for such leave shall be made in writing stating reasons, at least one (1) month prior to the desired commencement date of the leave. Such leave of absence may be extended by the Regional Corporation upon the receipt of the written request.
- b) A full-time employee taking a personal leave of absence without pay in excess of ten (10) days may continue to participate in all benefit plans, upon approval of the insurance carrier, by prepaying the full employee and employer share of the premiums and all applicable taxes monthly.

15.04 Leave for Union Activities

- a) Upon two (2) weeks' notice in writing, leave of absence without pay and without loss of seniority or any other benefits accruing to the employee(s) under this agreement shall be granted, subject to operational staffing requirements being met, to the employees elected or appointed to attend at Union Conventions, Conferences, Committee meetings or those of the Union affiliated or Chartered bodies. No more than one (1) employee shall be absent at any one (1) time under the provisions of this article and the total aggregate time shall not exceed ten (10) working days in the year.
- b) Upon receipt of reasonable notice, the Corporation shall grant leave of absence without pay and without loss of seniority to an employee who is elected or selected for a full or part-time position with CUPE, the Ontario Federation of Labour (OFL) or the Canadian Labour Congress (CLC), for a period of up to two (2) years. In the event of a leave of absence under this article, the Regional Corporation may hire a temporary employee for the duration of the leave.

The employee shall be entitled to return to their former position at the expiration of the period or to another position in accordance with their ability and seniority if their former position is not available.

- c) With respect to requests for time-off for Union activities that would result in loss of scheduled hours of work and related wages, the Region agrees to pay employees the wages and/or benefits that would otherwise be lost and invoice the Union for reimbursement as soon as possible following such occurrence. The Union undertakes to reimburse the Regional

Corporation within sixty (60) days of receipt of such invoice.

15.05 Pregnancy and Parental Leave of Absence

a) Pregnancy Leave

- i) Pregnancy leave will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision.
- ii) The employee shall furnish the Regional Corporation with the certificate of a legally qualified medical practitioner stating the expected birth date at the time written notification of the leave is provided.

iii) Supplemental Employment Benefit (SEB) Plan

A full-time employee who is on pregnancy leave as provided under this agreement who is in receipt of Employment Insurance pregnancy benefits pursuant to the *Employment Insurance Act* and its regulations thereto shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between seventy-five percent (75%) of her normal weekly earnings and the sum of her weekly employment insurance benefits and any other earnings. Such payment shall commence following receipt by the Regional Corporation of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance pregnancy benefits and shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks.

The employee's normal weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours plus any wage increase or salary increment that she would be entitled to receive if she were not on pregnancy leave.

The employee does not have any vested right except to receive payments for the covered unemployment period. The Plan provides that payment in respect of deferred remuneration of severance pay benefits are not reduced or increased by payments received under the Plan.

To be eligible for the benefit provided in this article, the employee must sign an agreement with the Regional Corporation that she will

return to work and remain with the Regional Corporation for a period of at least one (1) year after her return. Should she fail to return, or to remain in the employ of the Region for one (1) year, she will repay the benefits provided. An employee who returns for six (6) months or less will be required to pay back the full amount of the Supplemental Unemployment Benefit received. An employee who returns for between six (6) months and one (1) year will repay a pro-rated amount of the benefit received.

- iv) The Employer shall continue to make the Employer's contribution to benefit premium costs for the employee's existing benefit coverage under Article 16.01 a), b), c), d) and e) (Health and Welfare Benefits), to a maximum of seventeen (17) weeks for pregnancy leave unless the employee gives the employer written notice that she does not intend to pay her contribution. Any coverage shall be in accordance with the policies of the Plan carrier(s).

Prior to the Leave, the employee who is an eligible member of OMERS will indicate in writing if she wishes to purchase her OMERS service for the duration of the pregnancy leave. The employee's cost will be calculated upon her return to work, and the employee has until the end of the year following her return to work to purchase this. The Employer will match the employee's OMERS contributions.

b) **Parental Leave**

- i) Parental leave will be granted in accordance with the provisions of the *Employment Standards Act* as amended from time to time, except where amended in this provision.
- ii) An employee who is an adoptive parent shall advise the Regional Corporation as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If because of the late receipt of confirmation of the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in handwriting.

An employee who is an adoptive parent may extend the parental leave, without pay, for such greater time as may be required by the adoption agency concerned to a maximum total of six (6) months.

iii) **Supplemental Employment Benefit (SEB) Plan**

An employee who is on parental leave for the purposes of adoption as provided under this agreement who is in receipt of Employment Insurance parental benefits pursuant to the *Employment Insurance Act* and its regulations thereto shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between seventy-five percent (75%) of his/her normal weekly earnings and the sum of his/her weekly employment insurance benefits and any other earnings. Such payment shall commence following receipt by the Employer of the employee's Employment Insurance cheque stub as proof that he/she is in receipt of Employment Insurance parental benefits and shall continue while the employee is in receipt of such benefits for a maximum period of ten (10) weeks.

The employee's normal weekly earnings shall be determined by multiplying his/her regular hourly rate on his/her last day worked prior to the commencement of the leave times his/her normal weekly hours plus any wage increase or salary increment that he/she would be entitled to receive if he/she were not on parental leave.

The employee does not have any vested right except to receive payments for the covered unemployment period. The Plan provides that payment in respect of deferred remuneration of severance pay benefits are not reduced or increased by payments received under the Plan.

To be eligible for the benefit provided in this article, the employee must sign an agreement with the Regional Corporation that he/she will return to work and remain with the Regional Corporation for a period of at least one (1) year after his/her return. Should he/she fail to return, or to remain in the employ of the Regional Corporation for one (1) year, he/she will repay the benefits provided. An employee who returns for six (6) months or less will be required to pay back the full amount of the Supplemental Unemployment Benefit received. An employee who returns for between six (6) months and one (1) year will repay a pro-rated amount of the benefit received.

iv) During an employee's parental leave, the Employer shall continue to make the Employer's contribution to benefit premium costs for the employee's existing benefit coverage under Article 16.01 a), b), c), d) and e) (Health and Welfare Benefits), to a maximum of thirty-five (35)

weeks for parental leave unless the employee gives the employer written notice that he/she does not intend to pay his/her contribution. Any coverage shall be in accordance with the policies of the Plan carrier(s).

Prior to the Leave, the employee who is eligible member of OMERS will indicate in writing if he/she wishes to purchase his/her OMERS service for the duration of the parental leave. The employee's cost will be calculated upon his/her return to work, and the employee has until the end of the year following his/her return to work to purchase this. The Employer will match the employee's OMERS contributions.

ARTICLE 16 - HEALTH AND WELFARE BENEFITS

16.01 Upon completion of three (3) month's continuous service, a regular full-time employee shall be entitled to the following benefits. The detailed terms and conditions of the benefits plans described below are set out in the contract held by the Region with the Insurance Carrier. All benefits plan, including eligibility for and termination of coverage, are administered in accordance with the contracts, policies, rules and regulations governing such plans. In the event of an inconsistency between the terms of this collective agreement and the underlying contracts, policies, rules and regulations governing such plans, the contracts, policies, rules and regulations shall govern. The Region shall pay the full cost of the premiums, except where otherwise noted.

- a) Life insurance coverage of two (2) times annual base wages to a maximum of \$500,000. Additional optional life insurance may be purchased by an interested employee with 100% of the applicable premiums paid by the employee;
- b) Accidental death and dismemberment insurance of two (2) times annual base wages to a maximum of \$500,000;
- c) Extended health benefits plan as generally described below with single or family coverage. The Region shall contribute 100% of the premium costs for extended health benefits plan coverage. The annual employee deductible for the extended health benefits plan is \$10.00 for single coverage or \$20.00 for family coverage.
 - i) Semi-private hospital accommodation.
 - ii) Prescription Drug benefit with 100% reimbursement of costs with a

prescription dispensing fee cap of \$8.00;

- iii) Vision Care coverage (includes laser eye surgery) per person and family member per year up to \$450 every 24 months. In addition, to eligible employees only, a reimbursement of \$200.00 every 24 months towards safety eyewear.
- iv) Private Duty Nursing;
- v) Deluxe Travel plan - 100% Region paid plan to age 65 and on and after the employee's 65th birthday, deluxe travel plan is an optional 100% employee paid plan;
- vi) Paramedical Services – Services of the following licensed, certified, or registered practitioners are covered to a combined maximum of \$800.00 per person and family member per year. Effective July 1, 2025, a combined maximum of \$900.00 per person and family member per year.
 - Chiropractor
 - Massage Therapist
 - Naturopath
 - Speech Therapist (Authorization by a physician or dentist.)
 - Physiotherapist
 - Acupuncturist
 - Ophthalmologist /Optometrist
 - Osteopath
- vii) Mental Health Services provided by the following licensed practitioners who legally engage in practice by virtue of a license or certificate issued by the appropriate authority in the place where the service is provided, up to a combined maximum of \$5,000 per individual and family member per calendar year:
 - Psychologist
 - Psychotherapist
 - Clinical Counsellor
 - Social Worker
 - Marriage and Family Therapist
 - Psychoanalyst
- d) Dental plan as generally described below with single or family coverage. The Region shall contribute 90% of the premium costs for dental plan

coverage and the employee shall contribute the remaining 10% of the premium costs. The dental plan is administered in accordance with the Ontario Dental Association fee schedule for the year preceding the current year:

- i) Basic benefit with nine (9) month recall oral examinations for adults and six (6) month recall for children, on a 100% reimbursement basis;
- ii) Denture benefit on a 50% reimbursement basis; and
- iii) Orthodontic benefit on a 50% reimbursement basis to a lifetime maximum of \$2,500.
- iv) Restorative benefit on a 50% reimbursement basis.

The maximum combined benefit available under components i), ii), and iv) only of the dental benefit is 2,000 per person or eligible family member per calendar year.

- e) A long-term disability plan providing a benefit of 66-2/3% of the employee's regular monthly wages to a maximum monthly benefit of \$4,000.

In consideration of the Region's contribution to the benefit plans described in article 16.01 above, the Region shall retain the employee's five 5/12^{ths} share of any reduced employment insurance premium for which the Region qualifies in the integration of wage loss replacement plans, and it shall be applied to its share of the premiums for the Dental Plan.

16.02 For the purpose of article 16.01, continuous service is deemed to include continuous service with the Region.

16.03 A full-time employee will be given access to short-term disability benefits as detailed in the attached plan, Appendix B after completion of three (3) months' continuous service as a regular full-time employee.

16.04 The Region shall contribute to the Ontario Municipal Employees' Retirement System (OMERS) in accordance with the legislation governing this plan for eligible employees.

16.05 An employee is required to provide two (2) weeks' notice to the Human Resource Services Division where a change is required to be made to:

- a) Name, address, or telephone number; or,
- b) Marital or dependent status, benefit coverage, entitlement of exemption status.

The Region shall make the necessary change upon receipt of the written notice or the requested effective date, whichever is later, but in no case shall the effective date of change be retroactive. Nothing in this article regarding the provision of notice in respect of a change to the employee's information for benefits purposes diminishes the employee's responsibility to update the Region more generally regarding any changes to the contact information under (a) above. If a change is required under (a) above, the employee will advise her/his supervisor in writing immediately.

16.06 The Region shall continue to pay its portion of premiums for the benefits provided in Article 16.01 (Benefits) for a maximum of twenty-four (24) months from the date an employee commences receiving long-term disability benefits. After that time, the Region will continue to pay the premiums for single extended health plan coverage only for an employee in receipt of long-term disability benefits.

16.07 Early Retiree Benefits

An eligible employee will be entitled to early retiree benefits as outlined in Appendix C.

16.08 The following provisions regarding benefits will apply to an employee who works on and after the employee's 65th birthday:

A full-time employee who would otherwise qualify for full benefits will, in accordance with the terms of the applicable plans, continue to be eligible for:

- i) in respect of any regular OMERS contributions that the employee is permitted or required to make and does make, the Region's corresponding contribution required under the OMERS plan;
- ii) extended health benefits (excluding 100% Region-paid deluxe travel coverage and prescription drug benefits, services or supplies where ordinarily reimbursement is available under a government-sponsored plan in the absence of coverage under a private or group benefits plans);
- iii) 100% employee-paid deluxe travel coverage;

- iv) dental benefits;
- v) life insurance (not including optional life insurance);
- vi) accidental death and dismemberment insurance; and
- vii) short-term disability benefits.

A full-time employee who would otherwise qualify for full benefits will not be eligible for the following benefits on and after the employee's 65th birthday:

- i) optional life insurance or long-term disability insurance coverage;
- ii) 100% Region-paid deluxe travel benefits; and
- iii) prescription drug benefits, services, or supplies under the extended health benefits plan where reimbursement is available under a government-sponsored plan in the absence of coverage under a private or group benefits plan.

For greater certainty, the benefits listed in paragraphs (i)-(iii) will cease to be provided in the month coincident with or next following the month in which the full-time employee becomes age 65.

- 16.09** In the event of the death of an employee who is in receipt of health and welfare benefits, the employee's spouse will have the benefit coverage for three (3) months following the employee's death.

ARTICLE 17 - EMPLOYEE FILES

- 17.01** An employee shall have the right at any time to have access to and review his/her employee file. An employee shall have the right to make copies of any material contained in his/her employee file.
- 17.02** No entry of a disciplinary nature shall be entered into an employee's file, nor any disciplinary action taken unless the employee is given a copy of such entry or is notified in writing that disciplinary action is being taken against him or her. Copies of such notice shall be sent to the Unit Vice-President.
- 17.03** Any letter of reprimand, suspension or other sanction will be removed from the record of any employee twenty-four (24) months following the receipt of such

letter, suspension, or other sanction provided that the employee's record has been discipline free for such twenty-four (24) months' period.

ARTICLE 18 - JOB POSTINGS AND FILLING OF VACANCIES

- 18.01** When job classifications falling within this agreement are vacant or when new jobs are created and are required to be filled, notice thereof will be posted on the Region's prescribed Applicant Tracking System within forty-five (45) calendar days of the position becoming vacant and for a minimum period of seven (7) calendar days. Where this is not possible, the Region will advise the Union of the reason(s) for not posting. The notice shall state the wage rate(s) of the job available, qualifications required, and the person to whom the application may be tendered.
- 18.02** When filling a vacancy within the bargaining unit the Employer will give primary consideration to qualifications, skill, and ability to do the required duties. Where qualifications, skill, ability, and performance are relatively equal, greater seniority shall be the deciding factor. No outside applicant shall be considered for any vacancy until the applications for bargaining unit members have been fully processed.
- 18.03** When an employee is selected to fill a vacancy in another job classification in the bargaining unit as provided in this article, he/she shall be on trial for a period of sixty (60) working days. If, during that period of time, he or she is not satisfactory to the Regional Corporation, such employee shall be returned to his/her former job with no loss of seniority. Should the employee not be satisfied with the change, he/she shall have the right to return to his/her former job, it being understood that this right to return shall be exercised no more than once per calendar year at the employee's request. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former job and wage rate, without loss of seniority.
- 18.04** Where the duties of a position are modified to accommodate an employee with a disability, the position shall not be considered a permanent vacancy for the purposes of this article.
- 18.05** The Region will notify the Union of all transfers, hires, vacancies and open positions within the bargaining unit.

ARTICLE 19 - TEMPORARY EMPLOYEES

- 19.01** If a temporary employee is hired as a probationary employee, he/she shall have

the current continuous time employed as a temporary employee applied to the probationary period to a maximum of sixty-five (65) working days.

19.02 The Union shall be notified in writing when any temporary/contract employee is hired. Temporary/contract employees will be advised of the OMERS pension plan buy-in opportunity.

ARTICLE 20 - LEAVE FOR SICKNESS

20.01 The Short-Term Disability plan attached as Appendix B shall apply to employees covered by this agreement.

ARTICLE 21 - PUBLIC AND DECLARED HOLIDAYS

21.01 For full-time employees the following days shall be recognized as paid holidays:

■ New Year's Day	■ Labour Day
■ Family Day	■ Thanksgiving Day
■ Good Friday	■ Half (1/2) Day before Christmas Day
■ Victoria Day	■ Christmas Day
■ Canada Day	■ Boxing Day
■ Civic Holiday	■ Half (1/2) Day before New Year's Day

and two (2) floating holidays, to be taken at a time mutually agreed between the Supervisor and the employee.

21.02 Full-time employees shall receive payment equal to one (1) normal day's pay at the regular straight time rate provided they work on the working days immediately preceding and immediately following the holiday or are on authorized paid leave of absence.

21.03 For temporary employees, the following days shall be recognized as paid holidays:

■ New Year's Day	■ Labour Day
■ Family Day	■ Thanksgiving Day
■ Good Friday	■ Christmas Day

▪ Victoria Day	▪ Boxing Day
▪ Canada Day	

- 21.04** Temporary employees shall receive pay for holidays in accordance with the *Employment Standards Act*.
- 21.05** If any of the holidays falls on a Saturday or a Sunday, an alternate day as determined by the Director of Human Resource Services shall be observed as the day off work. The Director of Human Resource Services shall advise the Union of his/her decision at least thirty (30) days prior to the holiday.
- 21.06** If a holiday occurs during an employee's vacation period, he/she shall be granted another day off with pay in lieu at a time mutually acceptable to the employee and his/her supervisor.
- 21.07** Employees required to work on a public or declared holiday will receive time and one-half (1½) their regular wages for that day, and in addition, another day off from work with pay, to be taken at a time mutually acceptable to the employee and his/her Supervisor.

ARTICLE 22 - VACATIONS

- 22.01** Vacation with pay shall be granted to full-time employees according to years of credited service in each vacation calendar year on the following basis:
- a) Employees with less than one (1) year of continuous service shall accumulate one and one quarter (1 ¼) days with pay for each completed month of service up to December 31st in the year in which they were hired.
 - b) Year in which one (1) year of service is completed: three (3) weeks vacation.
 - c) Year in which eight (8) years of service is completed: four (4) weeks vacation.
 - d) Year in which fifteen (15) years of service is completed: five (5) weeks vacation.
 - e) Year in which twenty years (20) of service is completed: one (1) added day for each year, to a maximum of six (6) weeks of vacation at twenty-four (24) years of service.

- 22.02** Employees hired after the first working day of January shall receive a pro-rated vacation entitlement for the first year. Employees hired on or before the 15th of the month will receive credit for the month of hire. Employees hired after the 15th will receive no entitlement for the 1st month.
- 22.03** Temporary employees shall receive a percentage of earnings on each pay and are required to take pro-rated vacation time away from work as follows:
- a) 6% and three (3) weeks unpaid time away from work after one (1) year of service;
 - b) 8% and four (4) weeks unpaid time away from work after nine (9) years of service;
 - c) 10% and five (5) weeks unpaid time away from work after sixteen (16) years of service;
 - d) 12% and six (6) weeks unpaid time away from work after twenty-four (24) years of service.
- 22.04** Vacations shall be scheduled subject to the exigencies of the service.
- 22.05** The Regional Corporation agrees to post a blank vacation request schedule by February 1 and all applications indicated on the schedule received before March 31 will be awarded on the basis of greater seniority. The completed schedule will be posted by the immediate supervisor no later than April 30. Applications for vacation received in writing by the employee's immediate supervisor after March 31 will be awarded on the basis of the receipt of the application.
- 22.06** Where a full-time employee's vacation is interrupted due to serious illness requiring the employee to be an in-patient in a hospital, the period of such hospitalization shall be considered sick leave and will not be counted against the employee's vacation credits.
- 22.07** Full-time employees may request in writing to the Director of Energy, Fleet and Facilities that a maximum of five (5) vacation days be carried over into the next calendar year. If approved, such time shall be used not later than March 31st of the following year. In exceptional circumstances, the Director may extend the deadline for use of vacation carryover. The request for this vacation to be carried forward shall not be unreasonably withheld.
- 22.08** On termination an employee shall be paid vacation credits accumulated at the

appropriate rate of pay.

ARTICLE 23 - HOURS OF WORK AND OVERTIME

- 23.01** The Region does not guarantee any hours of work. The normal hours of work shall be eight (8) hours per day and forty (40) hours per week. The normal daily hours of work for employees in the bargaining unit are between 7:00 a.m. to 5:00 p.m., Monday through Friday inclusive.
- 23.02** The normal scheduled hours of work for a full-time employee shall be eighty (80) hours in each two (2) week period.
- 23.03** The hours and days of work shall be posted four (4) weeks in advance.
- 23.04** An employee will be provided as much prior notice as possible before changing his/her scheduled hours of work. The minimum time of such notice must be seventy-two (72) hours.
- 23.05** On each working day there shall be an unpaid meal period of at least one-half ($\frac{1}{2}$) hour and two (2) fifteen (15) minute paid rest periods, one (1) in each half ($\frac{1}{2}$) of the work day.
- 23.06** When overtime is authorized, an employee will be compensated for overtime work in excess of eight (8) hours per day or eighty (80) hours per two (2) week period at the rate of time and one-half ($1\frac{1}{2}$).
- 23.07 Time in Lieu**
- a) Time off regular work hours in lieu of overtime payment may be allowed. Compensating time shall be mutually agreed by the employee and his/her Supervisor and should be taken at non-peak or slower peak periods.
 - b) An employee may accumulate a maximum of forty (40) hours of lieu time during a calendar year and lieu time must be used in the calendar year in which it is accumulated. Outstanding lieu time shall be paid out at the end of the calendar year.
- 23.08** There shall be no pyramiding of overtime premium with any other premium.
- 23.09 Rest Period**
An employee shall be entitled to a rest period if he/she has accumulated 13 hours of actual work time in a 24-hour period and has not had at least eight (8) continuous hours off.

Where the employee qualifies for a rest period of eight (8) continuous hours free from work and the rest period overlaps with the start of the employee's next regularly scheduled shift, the employee will be paid regular wages for the period of overlap and will not be required to attend work for that period. At the discretion of management, an employee may have the option to utilize accumulated banked time in lieu of overtime instead of reporting to work for the balance of the remaining hours of his/her shift.

- 23.10** When an employee is required to work overtime in excess of three (3) hours immediately following the end of their normal day, an employee may claim a meal allowance of up to fifteen dollars (\$15.00) by submitting an original receipt for reimbursement.

ARTICLE 24 - STANDBY ALLOWANCE

- 24.01** a) Where standby is regularly scheduled, it shall be scheduled and posted every twelve (12) months and posted no later than December 1st for the following calendar year.
- b) When an employee is required to standby, the Regional Corporation will pay a standby allowance of three dollars (\$3.00) per hour. The standby allowance will increase to:
- \$3.50 per hour effective July 1, 2025
 - \$4.00 per hour effective July 1, 2026
 - \$4.50 per hour effective July 1, 2027
 - \$5.00 per hour effective July 1, 2028

- 24.02** Any employee required to work standby may, with approval of his/her supervisor, be relieved of his/her standby duty provided another employee is willing to replace him/her. Such approval will not be arbitrarily withheld.

ARTICLE 25 - CALL OUT

- 25.01** When an employee is called out at other than the normal hours of work or scheduled shift hours a minimum call out of three (3) hours will be paid at the applicable overtime rate, except in the following circumstances:
- a) When an employee who is on standby deals with a regional concern/issue via telephone calls, he or she will be paid one (1) hour at the prevailing rate.

- b) When two (2) or more calls fall within the same three (3) hour period, the time will be continuous.
- c) When the call out falls within ninety (90) minutes of the commencement of the employee's regularly scheduled shift he/she shall be paid overtime for the hours worked prior to the commencement of their shift. Employees called out more than ninety (90) minutes before the commencement of their regularly scheduled shift shall be paid call out pursuant to this article.
- d) In all other circumstances, when the call out is less than ninety (90) minutes in duration, call out pay will be based on the rate in effect at the commencement of the call out. If the call out is ninety (90) minutes or more in duration, the call out pay will be based on the overtime rates payable had the employee actually worked the full three (3) hours.

ARTICLE 26 - SHIFT PREMIUMS

26.01 Evening/Night

Those employees who are scheduled to work and who work in the period from 4:00 p.m. to 6:00 a.m. the following day will be paid a shift premium of two dollars (\$2.00) per hour.

26.02 Weekend

Those employees who are scheduled to work and who work in the period from Friday midnight to Monday 6:00 a.m. will be paid a shift premium of two dollars (\$2.00) per hour in addition to other wages and premiums.

26.03 No shift premium shall be paid for any shift of eight (8) hours or less duration, which starts and ends in the period from 6:00 a.m. to 6:00 p.m.

26.04 These premiums will not be paid when the overtime rates are in force.

ARTICLE 27 - CLOTHING

27.01 The Regional Corporation shall provide employees the following clothing:

- a) Ten (10) pants
- b) Ten (10) shirts (short or long sleeve)
- c) One (1) pair of coveralls
- d) One (1) 3-in-1 jacket.

27.02 The replacement of the 3-in-1 jacket noted in 27.01 d) will be done on an "as

required” basis with the approval of the Supervisor. The employee seeking replacement must turn in the old item upon replacement.

27.03 Whenever an employee is required to work outside in unusually inclement weather, the Regional Corporation will provide protective rain wear.

27.04 Employees will be provided with rubber boots, work gloves and glove liners on a turn-in basis where the requirements of the job so demand in the opinion of the Supervisor.

27.05 Safety Boots

The Regional Corporation shall pay up to four hundred dollars (\$400.00) for C.S.A. approved safety boots once per calendar year. This allowance may be split into two separate purchases provided they total no more than four hundred dollars (\$400.00) annually. Where there is abnormal wear due to extenuating job circumstances, the Regional Corporation agrees to replace safety boots on a turn in basis. Allowances will be paid upon submission of an original receipt. In the case of damaged or defective boots the original receipt will be made available to the employee to return the merchandise.

27.06 Upon cessation of employment, all uniform items must be returned to the Region.

27.07 All clothing provided by the Regional Corporation will be maintained, laundered and replaced on an “as required” basis by the Regional Corporation.

ARTICLE 28 - TRAINING

28.01 An employee who has successfully completed his/her probationary period and who wishes, at his/her initiative, to participate in training courses related to personal development for improving ability and knowledge to advance to other classifications within the bargaining unit, shall have access to the Corporation's policy of financial support on training and development within the provisions of that policy.

a) When the training is directed by management; 100% of the course, books, authorized expenses and the employee’s wages will be paid by the Regional Corporation.

b) When the training is initiated at the request of the employee the Regional Corporation will reimburse, upon successful completion, 75% of tuition and books only. It is acknowledged that employee-initiated training must be pre-approved by the Director of Energy, Fleet and Facilities and the criteria for

such approval will include applicability to the employee's job duties, operational considerations and budget limitations.

- c) Where the Director of Energy, Fleet and Facilities determines that an employee-initiated training course is work-related, the employee will be reimbursed as in (a) above.

ARTICLE 29 - BULLETIN BOARDS

- 29.01** The Regional Corporation will provide a bulletin board, which shall be for the posting of official union communication only.

ARTICLE 30 - MILEAGE ALLOWANCE

- 30.01** If an employee is required to use his/her personal vehicle in the service of the Region, he/she shall be reimbursed in accordance with Regional policy.

ARTICLE 31 - WAGE RATES AND JOB CLASSIFICATIONS

- 31.01** The hourly wage rates and job classifications shall be set out in Appendix A (Wages - Hourly Rates) attached hereto and forming part of this agreement.
- 31.02** When an employee is assigned as the Lead Hand, he/she will be paid at the Lead Hand Facilities Maintenance Operator rate as per Appendix A.

ARTICLE 32 - DURATION

- 32.01** This agreement shall be effective July 1, 2024, and shall remain in full force and effect until the 30th day of June 2029 and from year to year thereafter subject to notice as provided in the *Ontario Labour Relations Act*.

SIGNED ELECTRONICALLY THIS 3rd DAY OF APRIL, 2025.

FOR THE REGIONAL
MUNICIPALITY OF
HALTON




KEVIN MCDONALD
KEVIN MCDONALD (Apr 7, 2025 08:57 EDT)



Nadia Colilli
Nadia Colilli (Apr 7, 2025 09:17 EDT)

FOR THE LOCAL, 2620A
THE CANADIAN UNION
OF PUBLIC EMPLOYEES


Warren Sinclair (Apr 3, 2025 12:01 EDT)

Maurizio Ciofani
Maurizio Ciofani (Apr 4, 2025 06:11 EDT)

Rachel Paulin
Rachel Paulin (Apr 4, 2025 06:12 EDT)



APPENDIX A - WAGES - HOURLY RATES

		3.5%	3.5%	3.25%	3.25%	3.0%
1	Facilities Operator	\$29.82	\$30.86	\$31.86	\$32.90	\$33.89
2	Facilities Maintenance Operator	\$34.22	\$35.42	\$36.57	\$37.76	\$38.89
3	Lead Hand Facilities Maintenance Operator	\$35.54	\$36.78	\$37.98	\$39.21	\$40.39

APPENDIX B - SHORT-TERM DISABILITY PLAN

1. Policy Statement

Halton Region recognizes the health and well-being of its employees is paramount to its operations. Accordingly, a Short-Term Disability plan is available to provide wage continuation during periods of illness or disability.

2. Eligible Employees

Employees who have at least three (3) months' service and are permanent full-time, working at least thirty (30) hours per week.

3. Definitions

a) Disability is defined in two (2) ways:

i) Class One (1)

Physical or mental disability which prevent employees from performing their jobs for a period of more than three (3) hours in a working day and not more than five (5) consecutive working days;

ii) Class Two (2)

Physical and mental disability which prevent employees from performing their jobs for more than five (5) consecutive working days.

b) Credited Service

i) Employees who worked for Local Municipalities or Local Boards (excluding Police Commissions) as defined in the Region of Halton Act 1990, or by the County of Halton or any of its Boards or Committees, are given credited service under the Short-Term Disability plan equivalent to their length of service, prior to January 1, 1974, as employees of the bodies noted above.

ii) For employees who commenced after January 1st, 1974, credited service will be calculated from their date of hire as a permanent full-time, contract full-time or permanent part-time employee.

iii) Eligible employees who voluntarily terminated their employment for more than three (3) months can only calculate service for this Plan

from the most recent date of continuous employment.

c) Occurrence (Incident)

An occurrence is defined as a specific individual period of illness that can last from in excess of three (3) hours to a maximum of twenty-six (26) weeks. In some exceptional circumstances, occurrences can be related, and the Director of Human Resource Services will make a decision on whether or not they can be combined.

d) Renewal of Benefit

Our sick leave program provides for a maximum of twenty-six (26) weeks of sick leave. This is paid at full pay or two thirds (2/3's) pay, depending on the employee's length of eligible service with the Region (refer to chart). When the employee first receives pay under this Plan, their "bank" of twenty-six (26) weeks starts to deplete. Where an employee ceases to receive benefits under this Plan, the employee's bank is reinstated when he/she has returned to work and has completed 160 hours worked. Hours worked need not be consecutive.

e) Ineligible Time

- i) Periods during which the employee would not be scheduled to work – i.e. weekends, Christmas shutdown, leaves of absence.
- ii) If the employee is on their regularly scheduled vacation time and is admitted to hospital, the employee shall be credited with the number of vacation days lost while hospitalized to be taken at another time, which is agreeable to the employee and the immediate supervisor.

4. Guidelines and Procedures

a) Class One (1) Illness

For all Class One (1) illnesses, the employee's immediate supervisor must ensure the monthly recording of the occurrences.

b) Class Two (2) Illness

Employees claiming benefits under the Short-Term Disability plan for Class

Two (2) disability must provide evidence of the disability using a form provided by the immediate supervisor. The information on this form includes:

- i) Employee’s name
- ii) Nature of disability
- iii) Name of attending physician
- iv) Expected date of return to work
- v) Permission to release medical information to the Region’s physician if required by the Director of Human Resource Services.

c) Please note the following requirements of the sick leave program:

- i) Employee must submit a Confidential Medical Report to their immediate supervisor (signed and dated) after more than two (2) days of absence.
- ii) Immediate supervisor must sign and send the form to Human Resource Services.
- iii) If absence is less than twenty (20) calendar days, the immediate supervisor can waive the Doctor’s note. The form must still be filled out.
- iv) If the employee is away for four (4) occurrences in the calendar year, he/she is not paid for the first two (2) days of the fifth (5th) and subsequent absences and cannot substitute any other time (i.e. vacation) for payment.
- v) All occurrences of absence should be tracked and monitored and, on the fifth (5th) occurrence, reported to Employee Services by the immediate supervisor.

<ul style="list-style-type: none"> ▪ Employee is absent for less than three (3) hours in the workday 	<ul style="list-style-type: none"> ▪ Call in to keep Supervisor informed of absence and duration. 	<ul style="list-style-type: none"> ▪ Note absence in case of frequent recurrence.
<ul style="list-style-type: none"> ▪ Employee is absent for more than three (3) hours and less than two (2) days 	<ul style="list-style-type: none"> ▪ Call in to keep Supervisor informed of absence and duration. 	<ul style="list-style-type: none"> ▪ Record sick time.

<ul style="list-style-type: none"> Employee is absent for more than two (2) days 	<ul style="list-style-type: none"> Confidential Medical Report to be completed by employee and doctor (unless Supervisor waives the requirement for a doctor's signature). 	<ul style="list-style-type: none"> Send Confidential Medical Report to Disability Claims Management Coordinator and record sick time.
<ul style="list-style-type: none"> Employee is absent for more than twenty (20) calendar days 	<ul style="list-style-type: none"> Confidential Medical Report required completed by employee and doctor (over twenty (20) days, Supervisor cannot waive requirement for doctor's signature). 	<ul style="list-style-type: none"> Send Confidential Medical Report to Disability Claims Management Coordinator and record sick time. Maintain regular contact with employee.

d) Modified Work Process

Each department will try to accommodate any employee unable to perform the essential duties of their job.

The immediate supervisor, disabled employee, and the Disability Claims Management Coordinator will structure modified duties and/or hours as per the employee's functional abilities information form. When the employee's "home department" is unable to provide a suitable work assignment, attempts will be made to place the employee in another department within the Corporation.

The accurate monitoring and reporting of modified work attendance and modified work hours will be responsibility of the immediate supervisor who reports this information to both the Disability Claims Management Coordinator and Employee Services.

- e) The Director of Human Resource Services may require an employee to have an examination by a physician practitioner approved by the Region prior to an employee receiving benefits under the Short-Term Disability plan.
- f) On an employee's fifth (5th) occurrence of disability in the calendar year, they will receive no short-term disability benefits until the third (3rd) day of that absence. This will not apply if the employee is confined to hospital, in which case short term disability pay will commence on the first working

day of the absence.

- g) Employees who repeatedly claim leave for disability may be investigated by a Board of Review, comprised of the Medical Officer of Health, the Director of Human Resource Services, and the Head of the department concerned. The Board of Review will consider all matters relevant to the employee's leave for disability and will take whatever action it finds necessary with respect to the employee's continued employment.
- h) Employees cannot claim benefits under the Short-Term Disability plan if any of their absences result from illness or injury, for which the employee is entitled to W.S.I.B.
- i) An employee shall not be paid for any time when absent from work resulting from an illness or injury arising out of the performance of work for gain for an employer or person, other than the Regional Corporation and the provisions of this Plan shall not apply.
- j) Employees who exhaust the benefits of the Short-Term Disability plan will have their continued employment reviewed by the Region. When employees return to work after exhausting the benefits of the Plan, they must bring a statement from their attending physician confirming that they are capable of performing the duties of their position. The Director of Human Resource Services may require the employee to be examined by another physician.
- k) Employees who claim paid leave for disability under this Plan, must return to work and provide at least four (4) consecutive weeks of uninterrupted attendance before the benefits of the Plan are reinstated.
- l) Employees entitled to benefits under the Short-Term Disability plan on a day which is a Statutory or Declared holiday, will receive regular pay for the holiday.

5. ENTITLEMENT

0-3 months	Nil	Nil	Nil
3 months	3	12	15
6 months	4	11	15
1 year	6	20	26
2 years	8	18	26
3 years	9	17	26
4 years	10	16	26
5 years	11	15	26
6 years	12	14	26
7 years	13	13	26
8 years	14	12	26
9 years	15	11	26
10 years	16	10	26
11 years	17	9	26
12 years	18	8	26
13 years	19	7	26
14 years	20	6	26
15 years	21	5	26
16 years	22	4	26
17 years	23	3	26
18 years	24	2	26
19 years	25	1	26

20 years	26	0	26
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6. Roles and Responsibilities

a) Employee

- i) If unable to report to work because of illness or disability must notify their immediate supervisor or department head at the beginning of their normal work day.
- ii) Responsible for the timely completion and submission of any requested information related to their absence.

b) Immediate Supervisor

- i) Responsible for the bi-weekly monitoring and reporting of all occurrences under this Plan.
- ii) Must sign the form and send it to the Disability Claims Management Coordinator in Human Resources Services.

c) Disability Claims Management Coordinator

- i) Responsible for the monitoring of sick leaves and providing information regarding Long Term Disability.

d) Director of Human Resource Services

- i) May cease payment of sick leave if evidence of disability is not deemed sufficient to support ongoing absence.

APPENDIX C - EARLY RETIREE BENEFITS

CUPE Local 2620A

WHO IS ELIGIBLE?

If you are a full-time employee who retires on or after January 1, 2000 you are eligible, provided you are enrolled in the active employee benefits (extended health care, dental) package prior to retirement.

You must retire from the Region prior to age sixty-five (65) and elect to receive an OMERS pension on retirement. Your benefits class (i.e. Single, Family) at retirement shall be the same as when you were active. If you do not choose to take benefits on retirement, you cannot apply for them at a later date. Benefits continue until the end of the month in which you turn age sixty-five (65).

Premiums for extended health care and dental coverage are fully paid by the employer.

WHAT ARE THE BENEFITS?

Extended Health Care

- Vision Care - One hundred and fifty dollars (\$150) every twenty-four (24) months.
- No semi-private hospital coverage (ward only).
- Diagnostic Services - Laboratory and x-ray services performed in a hospital are covered.
- Medical Services - Ambulance, medical equipment and dressings will be covered.
- Drugs based on the Ontario Drug Benefit Plan will be eligible, plus Life Sustaining Drugs with no overall maximum. The co-insurance on the drugs is eighty percent (80%) to two thousand dollars (\$2,000), then one hundred percent (100%).
- Prescription Drug Dispensing Fee will be capped at five dollars (\$5.00) and any amount over that will be the responsibility of the employee.
- Private Duty Nursing is covered, to a maximum of five thousand dollars (\$5,000) per year.

Dental

- No deductible.
- Basic services covered at one hundred percent (100%), Major services covered at fifty percent (50%).
- Maximum per calendar year is one thousand dollars (\$1,000).
- Coverage is based on a two (2) year lag in the O.D.A.

Dental Benefits include:

- Examinations - Includes complete oral examination once every three (3) years and recall oral examinations once every twelve (12) months.
- Consultations with patient [maximum two (2) units every twelve (12) months] or with a member of the profession.
- Radiographs - Includes complete series intra oral films once every three (3) years, panoramic films once every three (3) years, bitewing films once every twelve (12) months.
- Diagnostic Service - Includes bacteriologic tests, biopsy and cytological tests.
- Preventative Services Includes polishing [one (1) unit of time every twelve (12) months], scaling, preventative recall packages once every twelve (12) months, fluoride treatment, oral hygiene instruction and reinstruction once every twelve (12) months.

Fillings

- Endodontic Services - Includes root canal therapy, surgical and emergency services.
- Periodontic Services - Includes periodontal surgery, root planning and occlusal equilibration [eight (8) units of time every twelve (12) months].
- Surgical Services - Includes extractions, surgical incision/excision and frenectomy.

Anaesthesia

- In-office and Commercial Laboratory Charges – when applicable to the covered benefits.

Deluxe Travel (Out of Country Medical)

- This benefit is available optionally at the employee's expense. The premiums must be paid in advance for six (6) month periods. This benefit is only available to employees who have extended health care benefits prior to retirement. If not elected at retirement, this benefit cannot be elected or re-elected at a later date.

LETTER OF UNDERSTANDING #1

Between
The Regional Municipality of Halton
("The Regional Corporation")

And

The Canadian Union of Public Employees, Local 2620A
("The Union")

Re: Skilled Trades

The Region agrees that in the event positions are created for skilled trades (i.e. HVAC, plumbing, electrical) in the Energy, Fleet and Facilities Division of the Corporate Services Department, the parties will meet to discuss their inclusion in the CUPE Local 2620A bargaining unit.

This will not include skilled trade staff employed at the Region's Long-Term Care Homes.

SIGNED ELECTRONICALLY THIS 3rd DAY OF APRIL, 2025.

FOR THE REGIONAL
MUNICIPALITY OF
HALTON

A Roche

KEVIN MCDONALD
KEVIN MCDONALD (Apr 7, 2025 08:57 EDT)

Quinn Lowan

Nadia Colilli
Nadia Colilli (Apr 7, 2025 09:17 EDT)

FOR THE LOCAL, 2620A
THE CANADIAN UNION
OF PUBLIC EMPLOYEES

Warren Sinclair
Warren Sinclair (Apr 3, 2025 12:01 EDT)

Maurizio Ciofani
Maurizio Ciofani (Apr 4, 2025 06:11 EDT)

Rachel Paulin
Rachel Paulin (Apr 4, 2025 06:12 EDT)

B. Aubin

LETTER OF UNDERSTANDING #2

Between
The Regional Municipality of Halton
("The Regional Corporation")

And

The Canadian Union of Public Employees, Local 2620A
("The Union")

Re: Alternate Working Arrangements (AWA)

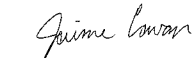
The parties agree that during the term of the Collective Agreement, the parties will meet to discuss options for possible Alternate Working Arrangements.

SIGNED ELECTRONICALLY THIS 3RD DAY OF APRIL, 2025.

FOR THE REGIONAL
MUNICIPALITY OF
HALTON



KEVIN MCDONALD
KEVIN MCDONALD (Apr 7, 2025 08:57 EDT)



Nadia Colilli
Nadia Colilli (Apr 7, 2025 09:17 EDT)

FOR THE LOCAL, 2620A
THE CANADIAN UNION
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