

COLLECTIVE AGREEMENT

Between

The Regional Municipality of Peel (Human Services)

Party of the First Part
Hereinafter Referred to as "**the Employer**"

and

Canadian Union of Public Employees and its Local 966 Human Services

Party of the Second Part
Hereinafter Referred to as "**the Union**"

EFFECTIVE DATE: January 1, 2023

EXPIRY DATE: December 31, 2025



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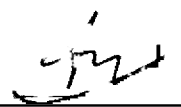
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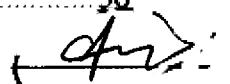
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ARTICLE 1 - PURPOSE

- 1.01** The purpose of this Agreement is to establish and maintain orderly collective bargaining relations between the Employer and its employees, to provide for the prompt and equitable disposition of grievances, to establish and maintain mutually satisfactory working conditions, hours of work, and wages for all employees who are subject to the provisions of this Agreement, and to encourage efficiency in operations and to promote the equitable treatment and well-being of all employees in the bargaining unit.

ARTICLE 2 - RECOGNITION AND SCOPE

- 2.01** The Regional Municipality of Peel recognizes the Union as the sole collective bargaining agent for all employees in the Integrated Business Support Division, and Community Access Division of the Human Services Department of the Regional Municipality of Peel, save and except those employees excluded by the Integration Letter of Agreements, Supervisors, persons above the rank of Supervisor, Program Support Analysts, Financial Analysts, Senior Financial Analysts, Human Services Administrative Coordinators and one (1) Administrative Assistant to each Director and each Manager. The Regional Municipality of Peel also recognizes the Union as the sole collective bargaining agent for employees in the classifications in the Housing Services Division ("Housing") and Early Years and Child Care Services Division ("Early Years") that are specifically identified in Article 24.01 as being from these two (2) Divisions, and no other classifications.

- 2.02** "Employee" means a person hired by the Employer for a position which comes within the bargaining unit described in clause 2.01.

The parties recognize the following categories of employees:

- (a) A regular full-time employee who is regularly scheduled to work for more than 24 hours per week;
- (b) A regular part-time employee who is regularly scheduled to work for 24 hours or less per week;
- (c) A temporary employee who:
 - (i) Is hired to replace an absent employee or for a time limited work assignment for a specified term not anticipated to exceed twenty-four (24) calendar months and who may be employed on either a regular part-time or regular full-time basis as in (a) or (b) above; and,
 - (ii) Possesses the qualifications, experience, skill and ability for the position.

During the term of such temporary employment, such employees will be governed by the provisions of this Agreement with the exception of Article 15.02, 16.08,

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Article 27 (with the exception of Article 27.18) and where otherwise expressly stipulated.

- (d) A Caseworker Trainee, who is a regular full time employee and who is hired to:
 - (i) Complete the training program provided through the Employer; and,
 - (ii) Has been hired on the understanding that the employee must possess the requisite qualifications, skills, experience, and ability to enable the employee to fulfil the requirements of a Caseworker position within a period of one (1) calendar year for their employment to be continued.

Such employees are governed by the provisions of this Agreement applicable to regular full time employees unless otherwise specified.

Notwithstanding the foregoing, in the event the employee is unable to fulfil the requirements in (i) and (ii) above and the employee held a position in the bargaining unit prior to the employee's assignment as a trainee, the employee shall be returned to a position in the previous classification. Where such assignment results in surplus complement, the provisions of Article 15 shall be applied.

- (e) A bargaining unit employee who is successful in their application for a Caseworker Trainee position and whose normal hourly rate exceeds the Caseworker Trainee hourly rate of pay shall not suffer any loss to their hourly rate of pay during the period of time spent in the Caseworker Trainee position.

2.03 (a) The word "day" as referred to in this Agreement shall mean the working day corresponding to one of the regular working days per week, Monday to Friday inclusive, unless otherwise stipulated and the word "days" shall have a corresponding meaning.

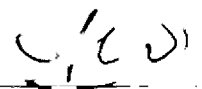
- (b) The word "month" and "year" as referred to in this Agreement shall refer to calendar months and years respectively unless otherwise specified.

2.04 Work of the Bargaining Unit

Non-bargaining unit employees shall not perform work normally done by members of the bargaining unit except in cases of emergency, training, instruction, or where bargaining unit personnel due to insufficient notice of employee absence are not immediately available to perform their normal duties or where client service is jeopardized.

2.05 For the purposes of interpretation, whenever gender is used in this Agreement, it shall be deemed to include all genders, and, similarly, the singular shall include the plural and vice versa, as applicable.

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ARTICLE 3 - RELATIONSHIP

3.01 The Employer and the Union agree there will be no discrimination, interference, restraint, coercion exercised or practiced by the Employer, the Union, or any of their representatives with respect to any employee because of the employee's membership or non-membership in, or the employee's connection with the Union or as a result of such employee exercising any of the employee's rights under this Collective Agreement.

The parties also agree that they shall not discriminate for any reasons covered by the provisions of the Ontario Human Rights Code.

3.02 Management will not discriminate against any employee on the basis that the employee in good faith has requested an investigation into an alleged grievance. All parties hereto will at all times demonstrate good faith and extend the fullest co-operation to one another in order that the assigned work shall be carried on economically.

3.03 No Other Agreements

No employee shall enter into, or be required or permitted by the Employer to enter into a written or verbal agreement which conflicts with the terms of this Collective Agreement.

3.04 Mutually Agreed Changes

Any mutually agreed changes to this Collective Agreement shall form part of this Collective Agreement and are subject to the grievance and arbitration procedure.

3.05 Designation of Supervisors

Prior to, or upon commencement of employment, a newly hired employee shall be advised of the Supervisor to whom they are to report. The employee will be subsequently advised whenever there is a change to the Supervisor to whom they are to regularly report. In the absence of the regular Supervisor, the name of the Acting or Duty Supervisor shall be posted, or otherwise brought to the employee's attention.

3.06 Right of Fair Representation

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such representative(s) shall have access to the Employer's premises in order to deal with any matters arising out of this Collective Agreement, provided the Area Manager or designate is contacted in advance to facilitate the release of required staff for such purposes.

ARTICLE 4 - STRIKES AND LOCKOUTS

4.01 In view of the orderly procedure established by this Agreement for the settling of disputes and the handling of grievances, the Union agrees that during the life of this Agreement, there will be no strike and the Employer agrees that there will be no lockout.

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The words "strike" and "lock-out" as referred to in this Agreement shall be defined as in the Ontario Labour Relations Act.

ARTICLE 5 - MANAGEMENT RIGHTS

5.01 The Union acknowledges that it is the exclusive function of the Employer to:

- (a) Maintain order, and to make and alter from time to time, reasonable rules and regulations, maintain discipline and efficiency. The Union shall be notified of any changes in rules and regulations prior to implementation.
- (b) Hire, promote, demote, transfer, reclassify, discipline or suspend employees, to discharge any employee for just cause provided that a claim by an employee who has acquired seniority that the employee has been improperly dealt with in any one of these areas, or discharged without just cause, may be the subject of a grievance and dealt with as hereinafter provided.

The parties expressly agree that notwithstanding the amendments to the provisions of the Ontario Labour Relations Act, the termination of employment of a probationary employee shall not be subject to the provisions of the grievance and arbitration provisions of this Agreement except in the event of a claim by a probationary employee under Article 3.01.

- (c) Generally to operate and manage its operations in all respects in accordance with its commitments and responsibilities and in pursuance of its policies and without limiting the generality of the foregoing to decide on the number of employees needed in any classification, establish job qualifications, determine the location of offices, the schedules of production, decide on regular and overtime assignments of work, the methods and processes and means of operation and the extension, curtailment or cessation of operation.
- (d) The Employer shall exercise the above rights in a manner consistent with the expressed terms of this Collective Agreement.

ARTICLE 6 - COPIES OF AGREEMENT

6.01 The Union and the Employer desire every employee to be familiar with the provisions of this agreement and the employee's rights and obligations under it. For this reason the Employer shall print, on a 50/50 cost-shared basis with the Union, sufficient copies of the Agreement in booklet form within sixty (60) calendar days of signing.

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ARTICLE 7 - UNION SECURITY

- 7.01** The Employer agrees to deduct from the wages of every employee as a condition of continued employment an amount equivalent to the regular monthly Union dues as certified by the Union to be currently in effect.

The Union shall advise the Employer in writing of the amount to be deducted, together with any revisions to the amount as may occur from time to time.

- 7.02** Monthly dues deducted will be deposited directly into the named account of the National Union, before the fifteenth (15th) calendar day of the month following that for which the deductions have been made. A list shall be forwarded to the National Union and the Unit Vice President of the Local showing the names of the employees from whom such monthly dues deductions have been made and the amounts thereof.

Prior to the same date stipulated above, the Employer will remit to the Local on a monthly basis a current status list of all employees and their classifications in the bargaining unit which will reflect promotions, demotions, hirings, lay-offs, transfers, recalls, resignations, retirements, deaths, other terminations of employment, and leaves of absence which have occurred in the previous month.

At the same time that Income Tax (T-4) slips are made available, the Employer shall type on the amount of Union dues paid by each Union member in the previous year.

- 7.03** It is understood and agreed that the Union hereby agrees to indemnify and save the Employer harmless against any claim which may be made by the employees for amounts deducted as herein provided.
- 7.04** The Union, or any of its members, will not hold any meetings on the property of the Employer except with the consent of the said Employer.

ARTICLE 8 - UNION REPRESENTATION

- 8.01** The Employer acknowledges the right of the Union to elect or appoint a Negotiating Committee of six (6) employees to represent the Union. The number of committee members may be increased with mutual agreement.

- 8.02** The Employer shall recognize the Negotiating Committee when notified in writing of the names of the members and shall meet with the Committee when necessary for purposes of negotiations of the terms of this Agreement. Committee members shall not suffer any loss of regular pay or benefits for time involved in negotiation, conciliation, and/or mediation meetings with the Employer for this purpose. Time spent in preparation for such meetings will not be Employer-paid. A maximum of fourteen (14) hours follow up at conclusion of negotiations will be employer paid.

- 8.03** In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the rights and duties of the Union Grievance Committee and the Union Stewards. The Steward may assist any employee which the steward represents. (in)

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preparing and presenting the employee's grievance in accordance with the grievance procedure.

- 8.04** The Employer acknowledges the right of the Union to elect or appoint employees from each location to act as Stewards, one (1) of whom shall act as Chief Steward to assist employees in presenting their grievances to representatives of the Employer. In the event that locations are combined, the number of Stewards shall not be reduced below ten (10).
- 8.05** On an as required basis, however, not more than one (1) meeting per month for up to three and a half (3½) hours per meeting, the Union Stewards, Unit Vice-President and Chief Steward shall be authorized to meet to discuss labour relations within the Human Services Department.
- 8.06** The Union shall notify the Employer in writing of the name of each Steward, the Chief Steward and the Unit Vice President, before the Employer shall be required to recognize them.
- 8.07** The Grievance Committee shall be composed of the Union Unit Vice President or designate, the Chief Steward and the Steward directly involved with the grievance.
- 8.08** Stewards or members of any Union Committee shall have completed their probationary period before they are eligible to serve.
- 8.09** The Union acknowledges that Stewards and members of Committees have regular duties to perform on behalf of the Employer. If time is requested by the Union or by an employee to discharge those functions specified in the Collective Agreement, such persons will not leave their regular duties without first obtaining approval of their immediate Supervisor. Such approval will not be unreasonably withheld. Time that is requested by the Employer does not require approval of the immediate Supervisor. On resuming their regular duties, such employees will report back to their Supervisor. The time approved will be recorded in the Employer's electronic scheduling system.

All time spent in performing such Union duties, including work performed on various committees shall be without loss of regular pay or benefits.

8.10 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 membership and dues check-off.

8.11 Steward Introduction

Within the first month of employment, the employee's Supervisor shall schedule the new employee for a group information session with a Steward. The Steward, will meet with the employee(s) for a period of up to ninety (90) minutes during regular working hours without loss of pay or benefits. Such meetings will be scheduled to a maximum of two (2) sessions

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per month. The purpose being to acquaint the new employee(s) with the benefits and duties of Union membership and the employee's responsibilities and obligations with respect to the Collective Agreement.

ARTICLE 9 - CORRESPONDENCE

9.01 All correspondence between the parties to this Agreement shall pass to and from the Director of Human Resources of the Regional Municipality of Peel or designate and the Divisional Director, and the President of the Union or designate and the CUPE National Representative, with a copy to the Human Resources Associate for the Division and the Unit Vice President or designate, unless otherwise provided herein.

ARTICLE 10 - DISCIPLINE

10.01 Warning

Whenever the Employer or their authorized agent deems it necessary to censure an employee, in a manner indicating that dismissal or discipline may follow any further infraction or may follow if such employee fails to bring their work up to a required standard by a given date, the Employer shall, within ten (10) days thereafter, give written particulars of such censure to the employee involved, with a copy to the Local Union Unit Vice President or designate.

10.02 Discharge and Discipline Procedure

An employee who has completed the probationary period may be dismissed or disciplined, but only for just cause, and only upon the authority of the Employer, as defined in this Agreement. Prior to the imposition of discipline or discharge, an employee shall be given the reason in the presence of one (1) Steward or Union Representative. Such employee and the Union shall be notified promptly in writing by the Employer setting out the reason(s) for such discipline or discharge. Failure to conform with the requirements of this clause shall render the discipline or discharge null and void.

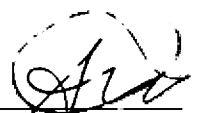
10.03 Unjust Suspension or Discharge

An employee who has been unjustly suspended or discharged shall be reinstated in the employee's former position without loss of seniority. The employee shall be compensated for all time lost in an amount equal to the employee's normal earnings during the pay period next preceding such discharge or suspension, or by any other arrangement as to compensation which is just and equitable in the opinion of the parties or in the opinion of a sole Arbitrator or a Board of Arbitration, if the matter is referred to such a Board.

10.04 Right to Have Steward Present

An employee shall have the right to have their Steward present at any discussion with supervisory personnel which the employee believes might be the basis of disciplinary action.

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10.05 Personnel Records

An employee shall have reasonable access to review their personnel record, in the presence of the Supervisor or designate.

An employee may make copies of any material contained in their personnel record.

Any letter of reprimand, suspension or other sanction shall be removed from the record of an employee after a period of eighteen (18) months, provided that there has been no subsequent discipline during the eighteen (18) month period.

Any absence from work by the employee in excess of thirty (30) consecutive days during the 18 month period shall be excluded from the calculation of this period.

ARTICLE 11 - COMPLAINTS AND GRIEVANCES

11.01 If an employee has a complaint concerning the application, interpretation, administration, or alleged violation of any of the provisions of this Agreement, the employee shall take the matter up with their immediate Supervisor within ten (10) days after the circumstances giving rise to the complaint. The Supervisor will give their answer to the complaint in writing within five (5) days after it has been brought to their attention. It is understood that an employee has no grievance until the employee had first given the employee's Supervisor an opportunity of adjusting the employee's complaint within the five (5) days.

11.02 If such complaint or question is not settled to the satisfaction of the employee then the following steps of the grievance procedure may be invoked in order. It is understood that a grievance must be lodged within ten (10) days after the Supervisor's reply to the complaint.

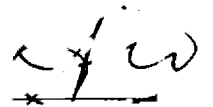
STEP 1

Any employee grievance shall be set forth in writing, in duplicate and shall be presented to the grievor's Manager or their designate. The grievance shall include the names of, and shall be signed by, both the grievor and a Union Steward. The grievance shall outline the nature of the grievance, and include reference to the specific clause and article of the Agreement allegedly violated or misinterpreted and the redress sought. The Manager or their designate shall review the grievance and reply in writing to the Union Steward within ten (10) days giving their disposition and their explanation. A copy of the reply will be provided to the grievor and the Unit Vice President and the Union Chief Steward or designates.

STEP 2

If a settlement has not been reached under Step 1, the Steward may, within ten (10) days of the reply under Step 1, refer the grievance to the Divisional Director or their designate. The Divisional Director or their designate, together with the employee, their Manager or designate, their Steward, Chief Steward/UVP or designate(s) and the Human Resources

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Consultant or their designate, shall meet within ten (10) days of reference to the Divisional Director. The Divisional Director or their designate, shall give their disposition and explanation therefore in writing to the Steward within ten (10) days of the date of meeting. A copy of the reply will be provided to the grievor, the Unit Vice President, and the Union Chief Steward or designates.

If a grievance is not settled to the satisfaction of either party to this Agreement by the procedure outlined above, then either party may within ten (10) days of the reply of the Divisional Director or their designate refer the grievance to Arbitration in accordance with the provisions contained in Article 12.

- 11.03** Any of the time allowances provided in this Article may be extended by mutual agreement in writing between the Union and the Employer.
- 11.04** Saturday, Sunday, and Paid Holidays shall not be considered as days in the calculation of time limits within the scope of this Article.
- 11.05** Any step of the Grievance Procedure may be waived by mutual agreement in writing between the Employer and the Union.
- 11.06** A claim by an employee that the employee has been discharged from employment without just cause shall be treated as a grievance commencing at Step 2 if a written statement of such grievance, setting out the nature of the grievance and the specific remedy sought and signed and dated by the employee, is filed with the Manager within ten (10) days after the employee is discharged. All preliminary steps to the grievance procedure prior to Step 2 will be omitted in such cases.

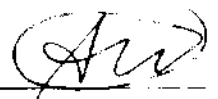
Such special grievance may be settled by confirming Management's action, or by reinstating the employee with full compensation for time lost, or by any other arrangement(s) which are just and equitable in the opinion of the conferring parties or of an arbitrator.

- 11.07** Either party to this Agreement shall have the right to lodge a grievance with the other party concerning the application, interpretation, administration, or alleged violation of this Agreement which concerns all or a group of employees. Such grievance shall be presented in writing to the other party within ten (10) days of occurrence of the incident or event giving rise to the grievance and shall be entered at the second step of the grievance procedure.

For purposes of this Article, it is understood that a group shall mean three (3) or more employees.

- 11.08** While recognizing the value of such discussions as provided in Article 11, it is also recognized that if more than one (1) management person is present for discussion with an employee, the employee has the right to have one (1) or more Stewards present, one of whom will act as a note taker. The number of Stewards shall not exceed the number of management representatives. Note-takers will not participate in the discussion.

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11.09 Facilities for Grievances

In order to facilitate an orderly and confidential investigation of grievances, the Employer shall make available the temporary use of a private office or similar facility. The Employer shall also supply the necessary facilities for the grievance meetings.

ARTICLE 12 - ARBITRATION

12.01 Reference to Arbitration

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 may be referred to Arbitration, at the written request of either of the parties hereto. The request shall be made by a letter addressed to the other party of the Agreement indicating names of Sole Arbitrators.

12.02 Appointment of Arbitrator

Within five (5) days following the referral of the grievance to Arbitration, the responding party shall indicate agreement or disagreement with the Arbitrators proposed. If the party disagrees with the choice(s) of Arbitrator, they will propose their choice(s) of an Arbitrator to the other party. If the parties are still in disagreement, the above shall continue for not more than thirty (30) days at which time a request for an appointment of an arbitrator may be made to the Minister of Labour.

12.03 If the party receiving the notice fails to appoint a Sole Arbitrator within thirty (30) days, the appointment shall be made by the Minister of Labour upon request of either party.

12.04 Decision of the Arbitrator

The decision of the Arbitrator shall be final and binding. The Arbitrator shall not have the power to change this Agreement or to alter, modify or amend any of its provisions or make any decision inconsistent with the provisions of this Agreement. The Arbitrator shall have the power to alter a penalty consistent with the provisions of Section 48 (17) of the Labour Relations Act, 1995.

12.05 Disagreement on Decision

Should the parties disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator to reconvene to clarify the decision.

12.06 Expenses of the Sole Arbitrator

Each party shall pay one-half of the fees and expenses of the Sole Arbitrator.

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12.07 Amending of Time Limits

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

12.08 Attendance at Arbitration

Attendance at arbitration shall be with no loss of pay or benefits for the Grievance Committee, the grievor(s) and a maximum of three (3) other employee witnesses as are required.

12.09 Saturday, Sunday and Paid Holidays shall not be considered days in the calculation of time limits within the scope of this Article.

ARTICLE 13 - SENIORITY

13.01 Seniority is defined as the length of continuous service in the bargaining unit and shall include service with the Employer prior to the certification of the Union. Seniority shall operate on a bargaining unit wide basis.

13.02 The Employer shall maintain on its intranet website a seniority list for regular full-time/part-time employees showing the current classification, the date upon which each seniority employee's service commenced and the employee's date of seniority as defined by this article of the Collective Agreement. The seniority list shall be updated by the second (2nd) Monday of each month. Where two or more employees commence work on the same day, preference shall be in accordance with the date and time of application.

Probationary employees as defined in 13.03 below shall be listed separately according to service date.

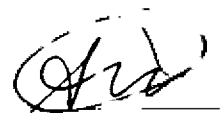
If the seniority of two employees is in question whether application date and time is same or missing, then a tie breaker shall be names chosen from a draw conducted by the union with the employer present in which a draw may be conducted virtually, if needed.

13.03 A newly hired employee shall be on probation for the first six (6) calendar months of the employee's employment. During the probationary period, the employee shall be entitled to all rights and benefits of this Agreement, except as expressly provided elsewhere in this Agreement. It is expressly understood by both parties that during the probationary period an employee may be discharged for cause at any time at the discretion of the Employer subject to the provisions of article 5.01(b). After completion of the probationary period, seniority shall be effective from the date of employment in the bargaining unit.

13.04 Transfer and Seniority Outside Bargaining Unit

(a) No employee shall be transferred to a position outside the bargaining unit without their consent.

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- (b) An employee who is temporarily awarded a position outside the bargaining unit shall continue to accrue seniority during such temporary assignment to a maximum of nine (9) months.
- (c) An employee who is permanently awarded a position outside of the bargaining unit, or who has been in a temporary position outside of the bargaining unit for more than twenty-four (24) consecutive months, shall forfeit seniority earned in this bargaining unit.
- (d) An employee who is permanently awarded a bargaining unit position with the Region of Peel that is outside of this bargaining unit shall retain their seniority accumulated up to the date of leaving this unit but will not accumulate any further seniority. If the employee returns to this bargaining unit through a posting, such return shall not result in the lay-off or bumping of a current bargaining unit person.

13.05 An employee's seniority shall be forfeited and their employment shall be deemed to be terminated under the following conditions:

- (a) The employee resigns their employment or retires;
- (b) The employee is discharged and not reinstated through the grievance procedure;
- (c) The employee has been laid off for a period of twelve (12) calendar months or the period equivalent to their length of service, whichever is greater;
- (d) The employee is absent from work without a reasonable explanation for two (2) working days;
- (e) The employee fails to return from lay-off within fifteen (15) days of receiving notice by registered mail to return to work;
- (f) The employee fails to return to work at the expiration of a leave of absence without a reasonable explanation.

ARTICLE 14 - FILLING OF VACANCIES

14.01 In the filling of job vacancies, newly created jobs, and transfers within the bargaining unit, the following factors shall govern:

- (a) Qualifications, experience, skill and ability; such criteria not to be established in an arbitrary or discriminatory manner; and,
- (b) Seniority.

Where factors set out in (a) above are relatively equal amongst competing applicants, factor (b) shall govern.

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The differential for scoring candidates with seniority shall be ten (10) percent.

An employee who has not passed the probationary period shall only be considered for posted vacancies in their hired classification when there are no qualified applicants possessing seniority.

A position need not be reposted if it becomes vacant within three (3) months from the original date of posting. Only applications to the original posting will be considered.

14.02 (a) When a temporary vacancy arises in a classification as defined in Article 24.01 which is required to be filled, an employee shall be temporarily assigned, from that location if possible, by the Employer to fill that position using the criteria set out in Article 14.01 (a) and (b). Such vacancy shall be filled without posting and assignment shall not exceed fifty-nine (59) days. The Employer will first consult the transfer list in Article 14.08. If the position cannot be filled through the transfer list, the Employer shall send out a call for interest where operationally feasible. Where a position cannot be filled through a call for interest, the Employer will fill the position without posting utilizing inverse seniority. In cases where any of these steps are not operationally feasible, the Unit Vice-President or designate shall be notified.

(b) When a temporary position becomes a regular full-time position, it shall be posted in accordance with Article 14.01.

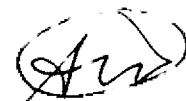
14.03 All vacancies, including temporary vacancies, which are anticipated to remain vacant for sixty (60) days or longer and that are required to be filled shall be posted on the intranet website, (as designated by the Employer's administration) for a minimum period of seven (7) full calendar days. The transfer list will be reviewed first for any employee in the same classification requesting a transfer to an alternate location and/or division. In the event such a request is present, those employees will be transferred per the language in Article 14.08 and the resulting vacancy will be posted. Seniority will be the determining factor where the Employer is in receipt of more than one request for transfer to the same position in the same location and/or division.

Employees may apply for such vacancy through the online application process on the intranet website within the time limits noted on the Job Posting Notice.

14.04 The posting shall include the nature of the position, the qualifications, required knowledge, education and skills, minimum and maximum job rates applicable for the classification and the initial position location, subject to any reassignment. A copy of the posting will be forwarded to the Unit Vice President or designate.

14.05 A notice shall be electronically sent to all employees advising of the successful applicant(s) with a copy forwarded to the Unit Vice President of the Local Union or designate. Prior to sending such notice, each unsuccessful applicant shall be advised by the Employer, and as soon thereafter as possible, will be afforded the opportunity to meet to outline any shortcomings respecting the employee's qualifications for the position.

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14.06 The Employer retains the right to fill the vacancy from other sources if bidding employee(s) do not possess the qualifications, experience, skill or ability required for the job or if no employee applications have been received and no requests for transfer have been filed in accordance with Article 14.08.

14.07 Trial Period

The successful internal applicant to a posted vacancy shall be notified as soon as possible following the close of the competition. The employee shall be given a trial period of three (3) months, during which time the employee will receive orientation and training for the position, other than for the position Caseworker Trainee which shall be six (6) months. The Employer shall not curtail the trial period without just cause, before it has run its full course. Conditional upon satisfactory service, the employee shall be confirmed in the position upon completion of the trial period.

In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the employee is unable or unwilling to continue to perform the duties of the new job classification, the employee shall be returned to their 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 their former position, wage or salary rate, without loss of seniority.

14.08 A regular full time/part-time employee who has completed the probationary period and who desires a transfer to a position within the same classification at an alternate location and/or division may register such desire with their immediate Supervisor, in writing, and setting out the location(s) and/or divisions to which the employee is requesting transfer. Transfers will be granted on the basis of seniority. Employees who are offered a transfer and refuse it, will be removed from the transfer list and will be ineligible for a transfer request for six (6) months. Affected employees who wish to re-register their transfer request must do so with their immediate Supervisor.

- (a) All such requests shall be forwarded by the Supervisor to the Divisional Director or their designate, who shall compile and update a listing of all such requests on a monthly basis and forward a copy of such list to the Local Union.
- (b) Where, after having accommodated the relevant requests for transfer, further staff transfers are required to meet the workload requirements at a given location, and in the event an insufficient number of employees elect to be transferred, the Employer shall effect such transfers on an inverse seniority basis from amongst those employees within the affected classification at the location(s) whose staffing requirements are deemed to be surplus.
- (c) If two (2) employees in the same classification but in different locations and/or divisions request to exchange locations and/or divisions, the request will be granted.

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ARTICLE 15 - REDUCTION IN COMPLEMENT

15.01 The word "lay-off" as referred to in this Agreement means a period of at least one (1) working day in which work is not assigned.

Should it become necessary for the Employer to reduce staff, the Employer will first solicit voluntary separations from among the classifications affected and shall be granted on the basis of seniority.

In the event of lay-off, temporary employees followed by regular employees, on probation shall be the first and second groups to be laid off within the classification affected provided the remaining persons are qualified to perform the work available.

Where the foregoing measures are insufficient to effect the required reduction in complement, regular part-time employees who have attained seniority shall be laid off from the affected classification prior to regular full-time employees in that classification being affected and such lay-off shall be effected on an inverse seniority basis.

A copy of any notice of lay-off to an employee will be provided to the Union at the same time.

15.02 Where further reductions in complement are required subsequent to the application of the provisions set out in Article 15.01 above, such reductions shall be implemented by assignment and/or lay-off, and shall be administered as follows for each such complement reduction that is required:

- (a) The employee with the least bargaining unit seniority within the affected classification shall be assigned to a position in a classification to which the same rate of pay applies provided that:
 - i) The employee is able to perform the work available; and,
 - ii) The employee has greater or equal bargaining unit seniority than at least one employee in that classification.
- (b) In the event the employee cannot be assigned in accordance with a) above, the employee shall be assigned to a position in the next lower rated grouping of classifications, provided that:
 - i) The employee is able to perform the work available; and,
 - ii) The employee has greater or equal bargaining unit seniority than at least one employee in that classification.
- (c) In the event the employee cannot be assigned in accordance with a) or b) above, the process is to be continued for the second-next, and subsequently lower-rated groupings of classifications.
- (d) Where the employee assignment creates an excess to the required complement in the new classification, the employee shall displace the employee in that

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classification with the least bargaining unit seniority. It is understood that the assignment of a regular part-time employee may only result in the displacement of another regular part-time employee.

- (e) This process shall be repeated for each such complement reduction required and for each such displacement which may arise until the required reduction in complement for each classification has been achieved in the Division.

The surplus employee or employees resulting from the foregoing procedure shall be laid off and placed on recall.

An employee who declines an assignment in the foregoing procedure shall be laid off and placed on recall to their previous classification for a period comparable to their experience within that classification to a maximum of one year.

- (f) In instances of recall from lay-off, or restoration of complement the inverse of the foregoing procedure shall apply without posting.
- (g) Employees who are laid off shall have their names placed on a recall list and shall be given at least ten (10) days notice of recall.
- (h) In instances of lay-off, the provisions of Article 13.05 (c) will apply for recall purposes. In instances of assignment, the employee will hold recall rights to their previous classification for a period of their length of service in the classification, or one (1) year, whichever is greater.

15.03 Grievances on Layoffs and Recalls

Grievances concerning layoffs and recalls shall be initiated at Step 2 of the grievance procedure.

ARTICLE 16 - LEAVES OF ABSENCE

16.01 Personal Leave

The Supervisor may grant a leave of absence without pay to an employee for legitimate personal reasons. Except in extenuating circumstances, 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. If the Employer grants such leave they shall confirm the terms of the leave in writing.

Seniority will continue to accumulate during the full period of leave, and benefits will be maintained only for the first thirty (30) calendar days of such leave.

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16.02 Leave of Absence for Union Functions

Upon request by the Union, employees may be granted Union leave of absence by the Employer without pay or loss of seniority upon two (2) weeks' notice of the request for leave in writing, provided that no more than two (2) employees may be granted leave from each location. The Employer will further approve Union leave of absence for up to two (2) additional employees where it is operationally feasible to do so.

The Employer shall have the right to place reasonable limits on the number of days granted under this article where the number of days requested would unduly impair the operating capability of the locations affected.

16.03 Leave of Absence for Full-Time Union Duties

At the request of the Union, the Employer may grant leave to an employee without pay and without loss of seniority in order to fulfil the duties of the position of President, Vice-President, Recording Secretary or Treasurer, of the Local Union during the employee's term in office. Such leave shall be for a period not exceeding the employee's term of office. Such leave may also be granted to assume office or duties with the National Union. It is agreed that no more than two (2) employees will be granted such leave at any given time.

16.04 Pay During Leave of Absence for Union Work or Convention

An employee shall receive the pay and benefits provided for in this agreement when on unpaid leave of absence for union work or conventions. However, the Union shall reimburse the Employer for all pay and benefits during the period of absence from work.

16.05 Pregnancy and Parental Leave

Pregnancy and parental leave of absence shall be administered in accordance to the provision of the Employment Standards Act, 2000, as amended from time to time. Employees' entitlements to pregnancy and parental leave shall be limited to the amounts set out in the applicable sections of the Employment Standards Act, 2000, as amended from time to time.

Upon return from pregnancy/parental leave, a regular full-time or regular part-time employee shall be returned to their home classification position and its location. A temporary employee shall be returned to their temporary position that they occupied at the time the leave commenced, if this exists.

Seniority shall be retained and accumulated during the above leaves. Benefits shall be paid by the Employer during the pregnancy and parental leaves, subject to the employee's continued payment of any amounts in relation to benefits that may be required by the Collective Agreement.

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An employee on pregnancy or parental leave as provided under this Agreement, who is in receipt of pregnancy or parental benefits under the Employment Insurance Act, shall be paid a supplemental employment benefit. This benefit will be equivalent to the difference between seventy-five (75) percent of their regular weekly earnings and the sum of their weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the Employment Insurance waiting period, and receipt by the Region of the employee's Employment Insurance cheque stub as proof that they are in receipt of Employment Insurance pregnancy or parental benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks of either pregnancy or parental leave, but not both.

The employee does not have any vested right except to receive payments for the covered leave period.

16.06 Bereavement Leave

- (a) In the event of the death of an employee's spouse, parent, child, sibling, child-in-law, grandparent or grandchild, a regular full-time or part-time employee, shall be granted a leave of absence of up to a maximum of three (3) scheduled work days with pay at the employee's regular rate. Such days shall be taken within thirty (30) calendar days following the death. In the event the funeral or interment is not held within the thirty (30) days, or there are extenuating circumstances, the employee may reserve up to two (2) of the above three (3) bereavement days for the purposes of attending the funeral or interment, where either ceremony falls on a scheduled working day.
- (b) An employee, shall be granted a one (1) day leave of absence with pay at their regular rate in the event of the death of their sibling-in-law, aunt, uncle, or grandparent of the employee's spouse provided the day is one with respect to which the employee was scheduled to work.
- (c) An employee shall be granted one (1) day leave of absence with pay at the employee's regular rate in the event of the death of any other family member that has not already been outlined in this Article 16.06, provided the day is one with respect to which the employee was scheduled to work. However, this entitlement is capped at no more than two (2) days leave of absence in total per calendar year.
- (d) The employee shall only receive pay for the employee's regularly scheduled work days, and thus shall not receive paid bereavement leave while on other leave of absence covered under this Article 16 - Leaves of Absence, the employee's scheduled day off, a Paid Holiday, or an approved leave of absence for occupational or non-occupational sickness or injury.
- (e) Bereavement leave must be requested in advance from the employee's Supervisor.

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- (f) Additional bereavement leave without pay may be granted upon request at the discretion of the employee's Supervisor.

16.07 Jury Duty or Witness Leave

In the event an employee who has completed their probationary period is called for jury duty or subpoenaed as a witness, the Employer shall pay the employee the difference between the employee's regular hourly rate of pay for the employee's scheduled hours of work and the amount the employee receives as court duty pay (excluding expenses) for each day the employee is required to absent themselves from work in order to serve on the jury or attend at Court as a witness provided the employee reports to work when the employee is not required to serve on the jury or attend at Court.

Seniority shall continue to accrue during jury duty or Witness leave.

16.08 Personal Days

Three (3) paid days for personal leave will be granted per calendar year. The purpose of personal leave shall be for tending to ill family members, attendance at appointments or additional bereavement time. Personal leave will be paid at the employee's regular rate of pay. Sufficient notice, and reason for absence, must be provided to the Supervisor in advance of the leave.

16.09 Statutory Leaves of Absence

Employees are eligible for leaves of absence in accordance with, and subject to, the provisions of the *Employment Standards Act, 2000*, as amended from time to time.

- 16.10** Upon return from any leave greater than one (1) year, employees shall be moved up one (1) step on the wage schedule.

ARTICLE 17 - HOURS OF WORK AND OVERTIME

- 17.01** The following shall not be construed as any guarantee of the minimum or restriction upon the maximum hours of work.

The normal work week shall consist of thirty-five (35) hours per week to be worked in not more than five (5) days of seven (7) hours each day, exclusive of a daily one hour unpaid lunch period to be scheduled between 11:30 a.m. and 2:30 p.m. and inclusive of 2 paid fifteen (15) minute breaks each day, one in the morning and one in the afternoon if scheduling and workload permit. Breaks will not be used to lengthen a lunch period or be taken at the start or end of shift. The normal days of work shall be Monday to Friday inclusive and employees shall normally start work at 8:30 a.m. It is understood that the starting time may be amended by up to one half hour (1/2) on 15 working days notice to the union and affected employee(s). In the event the amended hours revert to the original start and end time within one year the incumbent shall be returned to their former hours.

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The employer shall offer an amended start time to affected employees by way of a memorandum to these employees requesting an expression of interest.

Affected employees may apply for such amended start time in writing using the prescribed form. The amended start time will be awarded to the senior applicant among affected employees. In the event there is no successful applicant, the affected employee with the least seniority will be assigned to the amended start time.

For the purpose of this provision, affected employees mean any employee in the classification at the particular site where the hours are being revised by one half hour (1/2).

This clause is not intended to avoid creating full-time work. This clause will not result in a reduction of full time hours.

Notwithstanding the preceding, the employee's starting and stopping time may be altered by more than one half hour (1/2) (including the unpaid lunch period and paid breaks) providing the alternative starting and stopping times are arranged in advance by mutual agreement of the supervisor and the employee concerned. Similarly, the employee's work week may be altered to include weekends by mutual agreement. Such arrangements will not be subject to overtime pay except for time worked in excess of seven (7) hours per day (except when the employee's regular daily hours exceed seven (7) hours due to a Compressed Work Week arrangement) or thirty-five (35) hours per week.

- 17.02** When overtime is authorized on Monday to Saturday, employees will be compensated for overtime work in excess of the normal hours per day and/or the normal hours per week at the rate of one and one half (1 ½) times the employee's hourly rate of pay. When overtime is authorized on Sunday, employees will be compensated for overtime at the rate of two (2) times their hourly rate of pay.

It is understood that absence by reason of sickness, injury, vacation, holiday, bereavement, or similar authorized absence shall be deemed to be "time worked" for purposes of determining an employee's entitlement to daily overtime.

- 17.03** No employee shall be required to lay-off in regular hours for the purpose of off-setting or circumventing the application of overtime rates of pay.
- 17.04** Every employee who is called back and required to work in an emergency outside of the employee's regular working hours shall be paid a minimum of two (2) hours at the applicable overtime rate, upon authorization of the employee's immediate supervisor.
- 17.05** Employees unable to report for work at their regularly scheduled starting time must notify the Employer prior to 8:30 a.m.

The Employer will provide an automated telephone line to operate outside regular working hours to enable employees to advise the Employer of their inability to report for work at their regularly scheduled start time.

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The employee shall identify themselves, the immediate supervisor, the reason for absence and expected duration, any outstanding work which is required to be addressed in the employee's absence, and a telephone number where the employee can be reached. In addition, the employee shall endeavour to contact the employee's supervisor during normal working hours on the first day of absence.

- 17.06** Employees reporting for work who have not been advised in advance to the contrary, shall be given work for at least four (4) hours at regular rates, or if no work is available, shall be paid four (4) hours at regular rates in lieu of work.

This obligation shall not prevail when the lack of work is caused due to circumstances beyond the control of the Employer, or when the employee has not kept the Employer advised of the employee's address and telephone number.

ARTICLE 18 - BULLETIN BOARDS

- 18.01** The Employer will provide a bulletin board at each of its locations as well as the use of an electronic bulletin board on the Employer's intranet website which shall be exclusively for the posting of notices of Union meetings and any other information as authorized by the Divisional Director or their designate. Further, the Unit Vice President or designate may use the company e-mail system to send notices of Union meetings to employees. All notices sent out using the Employer's e-mail system will be copied to the Divisional Director or their designate.

18.02 Mailing List

The Employer shall provide to the Union's Recording Secretary an employee mailing list (including phone numbers), as requested, up to a maximum of three (3) times per calendar year. The list will be generated from the information that the Employer has on file.

ARTICLE 19 – TRAVEL ALLOWANCE

- 19.01** Travel rates paid to an employee using the employee's own automobile for the Employer's business shall be paid in accordance with Regional policy as amended periodically.

All travel shall be calculated from the first day to the last day of each calendar month.

ARTICLE 20 – WORKPLACE SAFETY AND INSURANCE BOARD

- 20.01** An employee who is prevented from returning to active employment due to an occupational accident and who is entitled to benefits under the provisions of the Workplace Safety and Insurance Act, shall have the employee's regular earnings continued by the Employer during the first fifteen (15) weeks of such entitlement. Thereafter, the employee's benefits shall be paid by the Workplace Safety and Insurance Board per the Workplace Safety and Insurance Act.

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ARTICLE 21 – JOINT MODIFIED WORK COMMITTEE

- 21.01 The parties agree to use this Article as the vehicle to return employees to work as soon as possible after a non-work related injury.
- 21.02 The parties agree to utilize a Joint Modified Work Committee at each location consisting of one (1) employee member and one (1) alternate employee members from that location selected or appointed by the local Union, the employee's Supervisor or designate together with the Disability Management Specialist (DMS) or appropriate designate. The DMS shall act as Chair.
- 21.03 The Committee Chair shall act as a resource person to each such Committee and that Committee's liaison with the treating physician, Vocational/Rehabilitation Services, Workplace Safety and Insurance Board and the Region's Insurance Carrier as the case may be.
- 21.04 The purpose of the Committee is to review and recommend appropriate individual case strategies for providing:
- a) For the safe and successful return of injured or ill workers to the workplace as soon as possible after a work related or non-work related accident/illness or/and;
 - b) For the return to productive and gainful employment, where practicable, those employees who have become incapable of fully performing the major responsibilities of their own classification but who are medically certified as capable of performing modified duties of their own or another classification.
- 21.05 The Committee will meet on an as needed basis, and at such other times as may be mutually agreed and all such authorized time spent in Committee meetings shall be without loss of regular pay or benefits.
- 21.06 All Committee members agree to respect the confidentiality of information and documentation provided for its consideration, including documentation obtained through the employee's treating physician, the Workplace Safety and Insurance Board, and/or the employee's Vocational/Rehabilitation Case Worker and/or the Region's Insurance Carrier.
- 21.07 As much advance notice as possible will be provided by an employee returning to work, to the Supervisor in order to allow the Supervisor sufficient opportunity to coordinate a Joint Modified Work Committee meeting. In order that this meeting be productive, information relevant to the restrictions and limitations should be provided to the DMS at the time of the notice.
- 21.08 The Committee will be responsible for:
- i) Determining if the employee's regular job can be modified;
 - ii) Comparing the demands of jobs and tasks with an employee's current abilities;

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- iii) Recommending duties to be assigned to the worker which allow the employee to ease back to a full workload gradually;
- iv) Such other related matters as the Committee deems appropriate.

ARTICLE 22 - PAID HOLIDAYS

22.01 The following days will be recognized as paid holidays:

New Year's Day	Thanksgiving Day
Family Day	Christmas Day
Good Friday	Boxing Day
Easter Monday	New Year's Eve Day
Victoria Day	Floating Holiday (to be designated by the Employer each year)
Canada Day	National Day for Truth and Reconciliation
Civic Holiday	
Labour Day	

and any other day proclaimed as a holiday by the federal, provincial, or the municipal government.

The afternoon of December 24 shall be half (1/2) paid holiday.

Employees can choose to work an additional seven (7) hours in each calendar year, which may be used to cover time off between December 27th and December 30th of the same calendar year.

When any of the above holidays falls on a Saturday or Sunday, the preceding Friday or succeeding Monday shall be designated by the Regional Municipality of Peel as a holiday in lieu of the holiday falling on the Saturday or Sunday.

22.02 Regular part-time employees shall receive pay for the holidays specified in Article 22.01 on a pro-rata basis determined in accordance with the following:

- a) If a paid holiday falls on an employee's regularly scheduled day of work, the employee will receive pay in accordance with the employee's hours regularly worked on that day.
- b) If a paid holiday falls on a day for which the employee is not regularly scheduled, the employee will receive pay based on the employee's average daily working hours over the previous four (4) week period, or in accordance with ESA, whichever is greater.

22.03 For temporary employees, paid holidays shall be recognized and administered in accordance with the provisions of the Employment Standards Act, 2000, as amended from time to time.

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22.04 In order to qualify for payment of the above holiday(s), an employee is required to work their full scheduled shift immediately preceding and immediately following the holiday, except where absence on either or both of the shifts is due to:

- a) Personal illness or accident; or
- b) Approved leave of absence of less than thirty (30) days; or,
- c) Excused lateness.

22.05 When any of the above holidays occur during an employee's vacation with pay period, an extra day's vacation is allowed at a time mutually agreeable between the employee and the Supervisor.

22.06 (a) A regular full-time/part-time employee required to work on any of the above paid holidays will be paid at the rate of two times (2x) their regular hourly rate for hours worked, in addition to the paid holiday.

(b) A temporary employee required to work on any of the above Statutory holidays will be paid at the rate of one and one-half (1 ½) their regular hourly rate for hours worked, in addition to the paid holiday.

22.07 Employees shall be granted up to two (2) days leave with pay annually to attend to religious observance obligations that conflict with their scheduled hours of work as per the Ontario Human Rights Code. A request for religious observance must be made in writing at least thirty (30) calendar days in advance.

ARTICLE 23 - VACATIONS WITH PAY

23.01 Vacations with pay shall be granted to regular full-time employees in accordance with the following schedule:

Continuous Service	Monthly Entitlement	Full-Time Annual Entitlement
0 - 12 months	.83 days	10 days
Beginning of 2nd year to end of 7th year (13-84 months)	1.25 days	15 days
Beginning of 8th year to end of 14th year (85-168 months)	1.67 days	20 days
Beginning of 15th year to end of 24th year (169-288 months)	2.08 days	25 days
From the beginning of the 25th year (289 months and on)	2.5 days	30 days

During period of approved vacation, the employee's regular salary will continue to be paid in the same manner as if the employee were actively at work.

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23.02 Where an employee commences employment prior to the fifteenth (15th) day of the month, the employee shall receive credit for that month for purposes of vacation entitlement, and thereafter on the basis of Article 23.05.

23.03 Regular part-time employees shall be granted vacation with pay on the basis of the following schedule:

Continuous Service	Monthly Entitlement
0 - 12 months	.83 days/month @ 4% of gross earnings
Beginning of 2nd year to end of 7th year (13-84 months)	1.25 days/month @ 6% of gross earnings
Beginning of 8th year to end of 14th year (85-168 months)	1.67 days/month @ 8% of gross earnings
Beginning of 15th year to end of 24th year (169-288 months)	2.08 days/month @ 10% of gross earnings
From the beginning of the 25th year (289 months and on)	2.5 days/month @ 12% of gross earnings

The number of hours vacation per month to which the employee is entitled is determined by multiplying the employee's applicable vacation factor (e.g. 0.83) by the employee's bi-weekly scheduled hours and dividing the product by ten (10).

Vacation pay shall be at the appropriate percentage and shall be included in the employee's regular pay reflecting vacation earnings payable for that pay period.

23.04 Temporary employees shall be paid vacation pay in accordance with the Employment Standards Act, 2000 which shall be included in the employee's regular pay reflecting vacation earnings payable for that pay period.

23.05 For purposes of computing eligibility for vacations with pay, the employee's anniversary date shall be the cut-off date.

23.06 Absence from work, except on vacation or on maternity and/or parental leave or due to a work related accident or illness, in excess of thirty (30) calendar days in the vacation year, shall result in a pro-rated loss of vacation.

23.07 (a) Where an employee's scheduled vacation is interrupted due to serious illness or due to the Employee being quarantined by order under a Federal or Ontario statute, which would otherwise qualify them for sick leave, the period of illness may be considered sick leave where a paid sick day is available. Should the employee have no paid sick day available, they can use available vacation days, personal days, or unpaid leave.

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- (b) Employees will be credited with the appropriate amount of vacation days for any period that they would have been entitled to bereavement leave had they not been on vacation.

23.08 The selection of vacation dates, will, where practical, be granted on the basis of seniority, and will be scheduled with the employee's agreement. The Employer shall determine the number of employees who will be on vacation at any one time.

- (a) Vacation requests for February and March must be submitted by the employee to the employee's supervisor by August 31st of the previous year. Approval of such requests shall be finalized no later than September 15th.
- (b) Vacation requests for April, May, and June must be submitted by the employee to the employee's supervisor by November 30th of the previous year. Approval of such requests shall be finalized no later than December 15th.
- (c) Vacation requests for July, August, and September must be submitted by the employee to the employee's supervisor by February 28th of each year. Approval of such requests shall be finalized no later than March 15th.
- (d) Vacation Requests for October, November, December and January must be submitted by the employee to the employee's supervisor by May 31st of each year. Approval of such requests shall be finalized no later than June 15th.
- (e) Any other vacation requests will be granted subject to the operational staffing requirements of the Employer being met. Such written requests will be considered in priority of their receipt by the supervisor.

23.09 An employee's accumulated vacation entitlement at any point in time shall not exceed the total vacation days earned over eighteen (18) months in the case of employees with less than ten (10) years' service, and twenty-four (24) months in the case of employees with ten (10) years' service or more.

23.10 Where a pay date falls during a regular full-time employee's vacation of more than two week's duration, and where access to personal funds is prohibitive due to out-of-country travel, the employee's vacation pay shall be released prior to vacation upon approval of the Divisional Director if requested by the employee at least three (3) weeks prior to the vacation.

23.11 If an employee's employment is terminated for any reason, the employee is entitled to receive either of:

- (a) Full pay at the employee's current rate for each full day of vacation earned but not taken, including accumulation for the final month of employment, if the date of termination falls from the sixteenth (16th) day to the end of the month; or,

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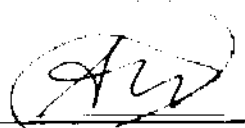
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(b) A percentage of gross earnings in the previous twelve (12) months, based on the length of continuous service, less any days taken of earned vacation entitlement accumulated during the same period, in accordance with the following:

- (i) Less than two (2) continuous years service - 4% of gross earnings
- (ii) Two (2) continuous years service or more but less than eight (8) years' continuous service - 6% of gross earnings
- (iii) Eight (8) year continuous service or more but less than fifteen (15) years' continuous service - 8% of gross earnings
- (iv) Fifteen (15) year continuous service or more but less than twenty-five (25) years continuous service - 10% of gross earnings
- (v) Twenty-five (25) year continuous service or more - 12% of gross earnings; whichever is greater

23.12 For purposes of this article, continuous service is deemed to include continuous service outside the bargaining unit.

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ARTICLE 24 - WAGES

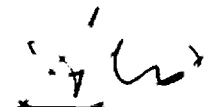
24.01 The Employer shall classify employees in accordance with the following listing of classifications and pay the wage rates applicable thereto in accordance with the attached Wage Schedule forming part of this Agreement.

Operational Service Representative	Band "A"
Administrative Service Representative	Band "B"
Administrative Service Representative – Housing (Housing)	
Electronic Information Representative	
Financial Support Representative	Band "C"
Financial Support Representative Recovery	
Local System Support	
Human Services Representative	
Contracts Coordinator	
Assessment Worker	
Integrated Wait List Worker (Housing)	
Caseworker Trainee	
Financial Coordinator	Band "D"
Caseworker - Eligibility Review	
Caseworker - Client Services	
Caseworker - Payments and Revenues Officer	
Employment Development Specialist	
Employment Services Worker	
Collections and Negotiating Officer	
Web Content Development Specialist	
Children's Services Worker (Early Years)	
Family Support Coordinator	
Housing Representative (Housing)	
Housing Support Worker (Housing)	
Caseworker - Family Support	Band "E"
Program Analyst	
Training and Development Specialist	
Appeals Specialist	
Business Applications Systems Analyst	
Human Services Contracts Analyst	
Business Operations Analyst	
Program Analyst, Housing (Housing)	

24.02 All changes in salary whether the result of promotion, demotion, or attainment of a service anniversary shall be effective the date of such occurrence.

24.03 (a) An employee who is assigned, promoted, or reclassified to another bargaining unit position to which a higher paying salary range applies shall be placed at the step in the new classification which is next higher than their previous rate.

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- (b) If an employee transitions from an acting bargaining unit position to a regular full time bargaining unit position in the same band, their rate of pay will not decrease as a result of the transition.
- (c) An employee who is assigned, promoted, or reclassified to another bargaining unit position to which a lower paying salary range applies shall be placed at the same step in the new classification.
- (d) The date of such assignment, promotion, or reclassification as set out in paragraphs (a) and (b) above shall become the anniversary date for application of the salary progression only. Thereafter, the employee will advance one (1) step on the salary schedule annually corresponding to each subsequently completed year of service in the classification.
- (e) An employee who is assigned, promoted, or reclassified to another bargaining unit position to which the same salary range applies, will retain their original anniversary date.

24.04 When an employee is temporarily assigned to perform the duties of a bargaining unit position to which a higher maximum salary rate applies, the following shall apply;

- (a) During the first twelve (12) months, for all time worked in the temporary assignment, the employee shall receive the greater of either:
 - i. A seven percent (7%) premium in addition to the employee's regular hourly rate; or,
 - ii. The hourly rate corresponding to Step 1 of the wage schedule applicable to that position's classification.
- (b) Following twelve (12) months in the temporary assignment, for the remaining time worked in the temporary assignment:
 - i. An employee paid in accordance with (a)(i) above, will move up to the next immediate step from the amount they were paid under (a)(i), in the wage schedule applicable to that position's classification; or
 - ii. An employee paid in accordance with (a)(ii) above, will move to Step 2 in the wage schedule applicable to that position's classification.

24.05 When a new classification (which is covered by the terms of this Collective Agreement) is established by the Employer, the Employer shall determine the rate of pay for such new classification and notify the Union of the same. If the Union challenges the rate, it shall have the right to a meeting with the Employer to endeavour to negotiate a mutually satisfactory rate.

Such request will be made within ten (10) days after receipt of notice from the Employer of such new occupational classification and rate. Any change mutually

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agreed to resulting from such meeting shall be retroactive to the date of the commencement of the new rate established by the Employer.

If the parties are unable to agree, the dispute concerning the new rate may be submitted to Arbitration as provided in this Agreement within fifteen (15) days of such meeting. The decision of the Arbitrator shall be based on the relationship established by comparison with other classifications within the bargaining unit, having regard to the requirements of such classifications.

24.06 All employees shall be required to authorize the Employer to deposit the employee's wages directly into the employee's individual bank account.

24.07 Newly hired employees who possess the qualifications to assume the basic duties and responsibilities of a position shall normally be assigned to the Step 1 rate of the wage schedule applicable to that employee's classification.

Previous pertinent experience may be recognized only at the time of initial hire and at the discretion of the Director to the degree of one increment for each one (1) year of previous experience to a maximum of four (4) increments.

24.08 An employee who changes status from regular full-time to regular part-time or vice versa in the same classification shall remain at the same step on the salary schedule.

24.09 (a) An employee who is temporarily assigned to be in charge of an office unit's members and the needs of the employees in that unit in the absence of the Supervisor, shall be paid a premium of five per cent (5%) in addition to their regular hourly rate of pay for all such days worked. The employee may be required to approve work in the absence of the Supervisor.

(b) An employee who is temporarily assigned to be a mentor for an employee or a team of employees, shall be paid a premium of five per cent (5%) in addition to their regular hourly rate of pay for all such days worked. The work of the mentor includes supporting the day-to-day development of new or newly assigned employees and may include approval of work normally approved by a Supervisor. All periods of mentorship will be communicated in advance.

(c) An employee receiving the above premium will not be eligible for the premium during the days they are not actively performing the associated duties such as during a leave or other absences.

(d) An employee temporarily assigned to in-charge or to be a mentor shall not be vested with authority to dispense disciplinary measures or actions, hire or discharge.

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ARTICLE 25 – JOB EVALUATION AND PAY EQUITY

- 25.01** The Employer and the Union agree to maintain a “Joint Job Evaluation Pay Equity Maintenance Committee” (hereinafter referred to as “the Committee”) whose purpose will be to evaluate jobs within the bargaining unit and to establish and maintain pay equity for the employees of the bargaining unit on a total compensation basis as defined by the Pay Equity Act.
- 25.02** The Committee will be comprised of members either elected or appointed by the Union and an equal number of members provided by the Employer. The number of representatives for each the Employer and the Union on the committee will not exceed four (4) voting members.
- 25.03** The Committee will use the agreed upon Job Evaluation tools including the Questionnaire, the Job Evaluation Questionnaire Administration Guide and factor weightings. The Committee shall be supplied with all relevant job documentation, existing job descriptions, job specifications, ratings and evaluation results, where they exist.
- 25.04** No employee shall have their wages reduced because of any Pay Equity Program.
- 25.05** Nothing in this Agreement shall be interpreted as barring either party to this Agreement from engaging consultants/advisors as representatives of either party to the Committee. They shall function as consultants/advisors with voice but no vote, and shall not sit as members of the Committee. Either party wishing to have a consultant/advisor present for a Committee meeting shall provide thirty (30) days notice of their intent to invite their consultant/advisor to the meeting.
- 25.06** In the event the Committee is unable to reach agreement on any matter relating to the interpretation, application or administration of the job evaluation program the consultants/advisors shall settle the dispute.
- 25.07** Should a disagreement still exist after 25.06 above, the matter shall be referred to a single Arbitrator, who shall be jointly selected by the parties to this agreement. The power of the Arbitrator shall be limited to the matters in dispute as submitted. The decision shall be final and binding on the parties. The documentation on the matters in dispute shall be exchanged prior to the arbitration. Documentation provided to the Arbitrator shall include Job Evaluation documents such as job descriptions, job postings, job specifications, the Job Evaluation Questionnaire Administration Guide, and any other pertinent information. The Arbitrator’s fees and expenses shall be determined in advance and shall be borne equally by both parties.
- 25.08** Should the parties be unable to agree on a single Arbitrator within ten (10) working days of either party’s notice to arbitrate, the matter shall be forwarded to the Pay Equity Commission for resolution.

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The Employer shall release without loss of regular pay or benefits or seniority, the representatives named by the Union to attend sessions of the Committee.

- 25.09** The implementation of any pay equity changes shall be in accordance with the Pay Equity Act of Ontario.

ARTICLE 26 - LABOUR/MANAGEMENT COMMITTEE

- 26.01** The parties agree to maintain a joint Labour/Management Committee consisting of five (5) members elected or appointed to represent the Union and five (5) members selected by Management to represent the Employer.

- 26.02** The purpose of the Committee will be to discuss operational problems arising out of the terms of the Collective Agreement, for notification of all operational changes that may have an impact on bargaining unit employees, and such other issues deemed by either party to be of mutual interest.

The Committee shall enjoy the full support of both parties in the interests of improved service to the public and the equitable treatment and well being of all employees.

- 26.03** Meetings will be scheduled by the Employer as required at a mutually convenient time, but not less frequently than once every two (2) months.

A written agenda shall be presented to the other party at least five (5) working days in advance of the meeting date. Minutes of each meeting of the Committee shall be prepared and signed by a designated Committee member from Management and the Union as promptly as possible after the close of each meeting. Minutes shall be posted electronically after the subsequent meeting.

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

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

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ARTICLE 27 - EMPLOYEE BENEFITS

27.01 The Employer shall pay the full cost of the premiums, except where otherwise noted, of the following insured plans for its regular full-time employees to be administered in accordance with the policies, rules and regulations governing such plans:

- (a) Compulsory life insurance of two (2) times annual basic earnings with a maximum of \$200,000;

Optional life insurance coverage to employees
\$300,000 maximum, spousal \$200,000 maximum, and dependants \$10,000 per child.
All optional life insurance will be 100% employee paid.

- (b) Critical illness insurance – Units of \$10,000 to a maximum of \$100,000 employee paid.

- (c) Compulsory accidental death and dismemberment insurance of two (2) times annual basic earnings to a maximum of \$200,000;

Optional coverage to a maximum of \$300,000. Optional coverage is 100% employee paid.

- (d) Extended health benefit including:

- (i) Semi-private hospital accommodation;
- (ii) 100% re-reimbursement of prescription drug costs;
- (iii) Vision care coverage of up to \$400.00 in any consecutive 24 month period;

The extended Health Benefit shall provide for mandatory generic prescription drug coverage with a proviso for physician override which is approved by the benefit carrier.

- (e) Effective the first of the month following full ratification of this agreement, compulsory dental plan to be administered in accordance with the O.D.A. fee schedule for the current year:

- (i) The preventative and basic dental procedures to be 90% paid by the Employer and 10% paid by the employee;

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Dental recall once every 9 months. Endodontic or Periodontic treatment to be provided by a specialist with the exception of 8 units of scaling in any 12 month period may be performed by a general practitioner.

- (ii) Major restorative benefit to provide single or family coverage on a 50% reimbursement basis;
- (iii) Orthodontic benefit to provide coverage on a 50% reimbursement basis, per eligible dependent child, to a lifetime maximum of \$2000.00.

The maximum combined benefit available under components (i) and (ii) is \$2,500.00 per person per calendar year.

- (f) The following expenses are reimbursed 100 per cent (subject to the specified maximums). Referral to these services by a licensed physician is not required for reimbursement.

Professional services of the following licensed, certified or registered paramedical practitioners (when operating within their recognized fields or expertise) up to the levels specified for each practitioner:

Chiropractor	- \$275 for each covered person per benefit plan year*
Masseur	- \$275 for each covered person per benefit plan year
Naturopath	- \$275 for each covered person per benefit plan year
Chiropodist	- \$275 for each covered person per benefit plan year
Osteopath	- \$275 for each covered person per benefit plan year*
Physiotherapist	- \$275 for each covered person per benefit plan year
Podiatrist	- \$275 for each covered person per benefit plan year**
Speech Therapist	- \$275 for each covered person per benefit plan year***
Audiologist	- \$275 for each covered person per benefit plan year
Dieticians	- \$275 for each covered person per benefit plan year
Occupational Therapists	- \$275 for each covered person per benefit plan year

* includes a maximum of \$15 for one x-ray examination ordered by a licensed chiropractor or osteopath.

** an additional \$100 per benefit plan year may be paid per covered person for the surgical removal of toenails or the excision of plantar warts.

*** practitioner is "not normally resident in the person's home."

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Licensed Psychologist, Social Worker or Psychotherapist – combined maximum of \$1,000 per covered person in a benefit year.

Note: Under some circumstances, benefits may not be payable until the government plan, where applicable, has paid its yearly maximum. Where the practitioner is charging over and above the government fee schedule, the difference between the government fee and the practitioner charge may be claimed.

Professional services of a Registered Graduate Nurse (RN), only while the patient is not confined to a hospital, up to a maximum of \$15,000 during any period of three consecutive benefit plan years. The RN is not normally resident in the covered person's home.

Hearing Aids up to a maximum of benefit of \$500 for each covered person every five benefit plan years.

Custom-made orthopaedic shoes or modifications to orthopaedic shoes or custom-made orthotic inserts for shoes when prescribed by a doctor, podiatrist or chiropodist, up to a combined maximum of \$500 per person in a benefit year.

(g) Introduction of Health Spending Account at \$500 per calendar year per full time employee. Health Spending Account is prorated for new employees in the bargaining unit based on benefit eligibility date.

(h) Out of Country Travel Insurance to a lifetime maximum of \$3,000,000.00

27.02 Any absence of up to, and including, three (3) continuous working days for an illness or non-occupational injury, will be regarded as an incidental absence and the employee will receive their regular pay for the duration of such incidental absence. Such incidental absences will be capped at six (6) days per calendar year per employee.

Any absence for an illness or non-occupational injury in excess of three (3) continuous working days will be covered by the Short-Term disability Plan. Coverage begins on the fourth day of absence and shall be retroactive to the first day of such illness or injury.

27.03 Short-Term Disability benefits are applicable for up to twenty (20) weeks for each separate period of non-occupational illness or disability. Full salary benefits, however, will be limited in any anniversary year, to the number of weeks of entitlement as indicated below. Employees returning to work under modified duties will not receive less than the eligible earnings in conjunction with the number of weeks of entitlement as indicated below.

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Benefits provided are based on the employee's length of continuous service and in accordance with the following schedule:

<u>Length of Service</u>	<u>Full Salary</u>	<u>2/3rds Salary</u>
Less than 3 months	Nil	Nil
1 st of the month following 3 months of employment but less than 1 year	Nil	20 weeks
1 year but less than 2 years	2 weeks	18 weeks
2 years but less than 3 years	3 weeks	17 weeks
3 years but less than 4 years	4 weeks	16 weeks
4 years but less than 5 years	5 weeks	15 weeks
5 years but less than 6 years	6 weeks	14 weeks
6 years but less than 7 years	7 weeks	13 weeks
7 years but less than 8 years	8 weeks	12 weeks
8 years but less than 9 years	9 weeks	11 weeks
9 years but less than 10 years	10 weeks	10 weeks
10 years but less than 11 years	11 weeks	9 weeks
11 years but less than 12 years	12 weeks	8 weeks
12 years but less than 13 years	13 weeks	7 weeks
13 years but less than 14 years	14 weeks	6 weeks
14 years but less than 15 years	15 weeks	5 weeks
15 years but less than 16 years	16 weeks	4 weeks
16 years but less than 17 years	17 weeks	3 weeks
17 years but less than 18 years	18 weeks	2 weeks
18 years but less than 19 years	19 weeks	1 week
19 years or more	20 weeks	nil

27.04 Benefits are based on an employee's regular earnings and paid through payroll.

27.05 For the purpose of this article, continuous service is deemed to include continuous service outside the bargaining unit.

27.06 Interrupted periods of total disability occurring after the benefit becomes payable are considered a single period if:

- (a) A successive disability is related to the employee's previous disability and it begins within three consecutive months of the date that the employee returned to work.
- (b) A successive disability occurs within one month and total disability is due to an entirely unrelated cause.

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27.07 The Employer shall continue to administer for all regular full-time employees, the compulsory long-term disability (LTD) plan in accordance with the policies, rules and regulations governing the plan providing an income of 60% of the employee's monthly basic earnings to a maximum of \$5,000, tax exempt, with premiums to be paid 100% by the employee, to age 65.

27.08 The Employer shall provide the insured benefit plans as set out in Articles 27.01, 27.02, 27.03, 27.04, 27.05, 27.06, 27.09 and 27.13 to regular part-time employees, in accordance with the rules and regulations of the plans held by the insurance companies. Benefits for part-time employees will be paid at a rate of fifty per cent (50%) of full-time benefits.

27.09 All applicable benefits become effective on the 1st of the month following completion of three (3) months' continuous service.

27.10 The Employer agrees to continue in operation the Ontario Municipal Retirement System (OMERS) as outlined in the plan and the Region's by-laws.

27.11 The Employer is no longer responsible to reimburse employees in this Bargaining Unit for the Ontario Health Premiums paid by or remitted by the employees effective January 1, 2013 (This means the employees will be reimbursed for employee contributions to the Ontario Health Premium for the 2012 tax year). The Employer will continue to remit the legislated payments required by the Ontario Health Tax.

27.12 An employee is required to provide sufficient notice to the Human Resources Division where a change is required to be made to:

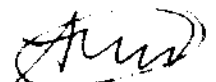
- (i) Name, residence, or telephone number; or,
- (ii) Marital or dependent status, benefit coverage, entitlement of exemption status.

The employee will advise their Supervisor immediately where a change is required under (i) above.

The Employer 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 the change be retroactive.

27.13 The Employer shall pay the premium of adequate insurance to totally cover all employees in the event of any legal action brought against an employee while performing their assigned duties for the Employer; such insurance to be administered in accordance with the rules, regulations and policies establishing such plan.

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27.14 Early Retiree Benefits

i) For employees retiring on a reduced or unreduced pension with a minimum of five (5) years of service at a minimum age 55, employees may elect to receive the following as a package up to age 65:

- a) Life Insurance
1 x annual salary to a maximum of \$50,000; 50% Employer paid; reduced to \$2,500 (Region paid) at age 65
- b) Extended Health
50% Employer paid 80% reimbursement vision care 80% of \$200 every 24 months
- c) Dental
50% Employer paid, annual maximum of \$2000 per person, per calendar year.
Basic - 80% reimbursement
Major Restorative - 50% reimbursement
Orthodontics - 50% reimbursement, maximum \$750 per calendar year to a lifetime maximum of \$1,500 (eligible dependent children only)
- d) Health Spending Account (HSA)
HSA of \$750 to pay for medical/dental benefits not covered by the plan and deemed eligible by the Canada Customs and Revenue Agency.

A carry over to the maximum of a two (2) year accrual of the HSA can occur subject to the regulations as established by the Canada Customs and Revenue Agency and the contract between the Region and the Benefit Provider.
- e) Survivor Benefits
In the event of death of the employee, the spouse may continue benefits by continuing to pay the applicable premiums until the end of the month in which the deceased retiree would have reached 65 years of age.

27.15 Regular full-time employees who have reached age 70 will be entitled to the following benefits:

- (a) Compulsory life insurance coverage of one (1) times basic annual earnings, reducing to \$2,500 at age 75, to be 100% Employer paid. Optional employee life insurance will end at age 70; optional spousal life insurance coverage will end earliest of when employee retires, or when employee or spouse reaches age 70.

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- (b) Compulsory accidental death and dismemberment (AD&D) insurance of one (1) times basic earnings, ending at age 75 to be 100% Employer paid. Optional employee accidental death & dismemberment (AD&D) coverage will end at age 70; optional dependent AD&D coverage will end earliest of when employee retires, or when employee or spouse reaches age 70.
- (c) Extended health benefits as noted in 27.01 d);
- (d) Compulsory dental plan as noted in 27.01 e);
- (e) Compulsory weekly indemnity plan as noted in 27.03.

27.16 It is agreed by the parties that the terms of the settlement for this Collective Agreement satisfy or more than satisfy all legislative requirements related to the sharing with employees of the portion (5/12th) of the Employer's E.I. reduced premium cost, assuming that the Employer's request for such premium cost reduction is approved by Employment and Social Development Canada (ESDC) and abides by legislative requirements. Any reduced premium cost shall be distributed to employees based on their contribution as identified above.

27.17 Should there be a change of the carrier of any or all of the employee benefits set forth in this article, such change of carrier shall not itself result in a change in the benefit levels established under the collective agreement.

27.18 Temporary employees shall receive a fourteen percent (14%) payment levied on their regular wages, in lieu of all fringe benefits other than those required by law.

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ARTICLE 28 – DURATION

28.01 This Agreement, which supersedes all previous Agreements, will remain in effect from and including January 1, 2023 to December 31, 2025. Notice of amendment or termination may only be given during a period of ninety (90) days preceding December 31, 2025 or any succeeding anniversary date thereof.

If such notice is not given in accordance with the terms hereof, the Agreement will continue in effect.

Signed at Brampton this 24 day of April, 2025.

For the Employer

Tammy Morden
Tammy Morden (2025-05-30 12:51 EDT)

Tammy Morden
Labour Relations Consultant
The Regional Municipality of Peel

Lori Nicholls-Kerec
Lori Nicholls-Kerec (2025-05-05 12:36 EDT)

Lori Nicholls-Kerec
Manager
Early Years & Child Care Services

Grace Caron
Grace Caron (2025-06-02 10:13 EDT)

Grace Caron
Manager
Income & Social Supports

For the Union

Albert Masih
Albert Masih (2025-05-30 12:51 EDT)

Albert Masih
Local 966.04
Unit Vice President

Debbie Miller
Debbie Miller (2025-05-30 12:51 EDT)

Debbie Miller
Local 966
Member of Negotiating Committee

Lucy Mottershead
Lucy Mottershead (2025-05-30 12:51 EDT)

Lucy Mottershead
Local 966
Member of Negotiating Committee

Lillian McGovern
Lillian McGovern (2025-05-30 07:40 EDT)

Lillian McGovern
Local 966
Member of Negotiating Committee

Christine Correia
Christine Correia (2025-05-30 12:51 EDT)

Christine Correia
Local 966
Member of Negotiating Committee

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SM

Michelle Oldham

Michelle Oldham
Local 966
Member of Negotiating Committee

Shannon Thomson

Shannon Thomson (2025-05-06 13:53 EDT)

Shannon Thomson
Canadian Union of Public Employees
National Representative

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WAGE SCHEDULE 2023-2025

Pay Band	Classification	Step	Effective		Effective		Effective	
			January 1, 2023		January 1, 2024		January 1, 2025	
			Annual Salary	Hourly Wage	Annual Salary	Hourly Wage	Annual Salary	Hourly Wage
A	Operational Service Representative	Step 1	\$43,187	\$23.73	\$44,699	\$24.56	\$46,263	\$25.42
		Step 2	\$44,903	\$24.67	\$46,474	\$25.53	\$48,102	\$26.13
		Step 3	\$46,600	\$25.60	\$48,231	\$26.50	\$49,919	\$27.43
		Step 4	\$47,711	\$26.01	\$49,381	\$27.13	\$51,109	\$28.08
		Step 5	\$48,861	\$26.85	\$50,571	\$27.79	\$52,341	\$28.76
		Step 6	\$49,992	\$27.47	\$51,742	\$28.13	\$53,553	\$29.42
		Step 7	\$50,916	\$27.76	\$52,284	\$28.73	\$54,114	\$29.73
B	Administrative Service Representative	Step 1	\$46,943	\$25.79	\$48,586	\$26.70	\$50,281	\$27.63
	Administrative Service Representative Housing	Step 2	\$48,842	\$26.84	\$50,551	\$27.78	\$52,320	\$28.75
	Electronic Information Representative	Step 3	\$50,718	\$27.87	\$52,493	\$28.84	\$54,330	\$29.85
		Step 4	\$51,971	\$28.56	\$53,790	\$29.55	\$55,673	\$30.69
		Step 5	\$53,222	\$29.24	\$55,085	\$30.27	\$57,013	\$31.33
		Step 6	\$54,534	\$29.96	\$56,443	\$31.01	\$58,419	\$32.10
		Step 7	\$55,100	\$30.27	\$57,029	\$31.33	\$59,025	\$32.43
C	Assessment Worker	Step 1	\$57,042	\$31.24	\$59,038	\$32.44	\$61,104	\$33.57
	Contracts Coordinator	Step 2	\$59,343	\$32.31	\$61,420	\$33.75	\$63,570	\$34.93
	Financial Support Representative	Step 3	\$61,645	\$33.87	\$63,803	\$35.06	\$66,036	\$36.28
	Financial Support Representative Recovery	Step 4	\$63,181	\$34.71	\$65,392	\$35.93	\$67,681	\$37.19
	Human Services Representative	Step 5	\$64,894	\$35.55	\$66,958	\$36.79	\$69,302	\$38.08
	Integrated Wait List Worker (Housing)	Step 6	\$66,230	\$36.39	\$68,548	\$37.66	\$70,947	\$38.98
	Local System Support	Step 7	\$67,036	\$36.85	\$69,381	\$38.12	\$71,810	\$39.46
D	Caseworker Trainee		\$57,042	\$31.34	\$59,038	\$32.44	\$61,104	\$33.57
	Children's Services Worker (Early Years)	Step 1	\$69,239	\$38.04	\$71,662	\$39.37	\$74,170	\$40.15
	Caseworker - Client Services	Step 2	\$72,328	\$39.74	\$74,859	\$41.13	\$77,479	\$42.57
	Caseworker - Eligibility Review	Step 3	\$75,438	\$41.45	\$78,076	\$42.90	\$80,811	\$44.40
	Caseworker - Payments & Revenues Officer	Step 4	\$77,476	\$42.57	\$80,188	\$44.06	\$82,995	\$45.60
	Collections and Negotiating Officer	Step 5	\$79,539	\$43.70	\$82,323	\$45.23	\$85,204	\$46.82
	Employment Development Specialist	Step 6	\$81,638	\$44.86	\$84,495	\$46.43	\$87,452	\$48.05
	Employment Services Worker	Step 7	\$82,648	\$45.41	\$85,541	\$47.00	\$88,635	\$48.15
	Family Support Coordinator							
	Financial Coordinator							
	Housing Representative (Housing)							
	Housing Support Worker (Housing)							
	Web Content Development Specialist							
	E	Appeals Specialist	Step 1	\$77,955	\$42.83	\$80,683	\$44.33	\$83,507
Business Applications Systems Analyst		Step 2	\$81,387	\$44.12	\$84,236	\$45.28	\$87,184	\$47.90
Business Operations Analyst		Step 3	\$84,781	\$46.58	\$87,748	\$46.21	\$90,819	\$49.30
Caseworker - Family Support		Step 4	\$87,061	\$47.87	\$90,108	\$49.51	\$93,262	\$51.74
Human Services Contracts Analyst		Step 5	\$89,343	\$49.09	\$92,470	\$50.81	\$95,706	\$52.59
Program Analyst		Step 6	\$91,665	\$50.37	\$94,873	\$52.13	\$98,194	\$53.95
Program Analyst Housing		Step 7	\$92,156	\$50.96	\$96,002	\$52.75	\$99,362	\$54.59
Training & Development Specialist								

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AM (2025-05-04 16:20 EDT)

LETTER OF AGREEMENT #1

Between

**The Regional Municipality of Peel (Human Services)" ("the Employer")
(Hereinafter referred to as "the Employer")**

and

**Canadian Union of Public Employees
and its Local 966 Human Services " ("the Union")
(Hereinafter referred to as "the Union")**

Paid Summer Students and Unpaid Co-op Placements

This confirms the agreement between the parties to allow paid Summer Students and unpaid Co-op Placements from various educational institutions to gain experience within the Integrated Business Support Division and Community Access Division.

The Co-op Placements will learn alongside bargaining and non-bargaining employees for the term of their placement which will occur during the school term of September to April.

Summer Students, employed from April to Labour Day will be paid at the Step 1 hourly rate of the Operational Service Representative.

It is understood that Summer Students and Co-op Placements will report directly to a Supervisor. Should a bargaining unit employee be assigned as a student/co-op mentor, the bargaining unit employee will receive a 5% premium for all such days assigned.

It is understood that employing students will not restrict the posting of permanent vacancies, nor will it result in the loss of hours of work for bargaining unit employees.

Signed at Brampton this 24 day of April, 2025.

For the Employer

Tammy Morden
Tammy Morden (2025-05-30 12:51 EDT)

Tammy Morden
Labour Relations Consultant
The Regional Municipality of Peel

For the Union

Albert Masih

Albert Masih
Local 966.04
Unit Vice President

Initial Here: AM

Lori Nicholls-Kerec

Lori Nicholls-Kerec (2025-05-05 12:36 EDT)

Lori Nicholls-Kerec
Manager
Early Years & Child Care Services

Debbie Miller

Debbie Miller
Local 966
Member of Negotiating Committee

Grace Caron

Grace Caron (2025-06-02 10:13 EDT)

Grace Caron
Manager
Income & Social Supports

Lucy Mottershead
Lucy Mottershead
Local 966
Member of Negotiating Committee

Lillian McGovern

Lillian McGovern (2025-05-30 07:40 EDT)

Lillian McGovern
Local 966
Member of Negotiating Committee

Christine Correia
Christine Correia
Local 966
Member of Negotiating Committee

Michelle Oldham

Michelle Oldham
Local 966
Member of Negotiating Committee

Shannon Thomson

Shannon Thomson (2025-05-06 13:53 EDT)

Shannon Thomson
Canadian Union of Public Employees
National Representative

Initial Here

LETTER OF AGREEMENT #2

Between

**The Regional Municipality of Peel (Human Services)
(Hereinafter referred to as "the Employer")**

and

**Canadian Union of Public Employees
and its Local 966 Human Services
(Hereinafter referred to as "the Union")**

Joint Job Evaluation Committee

In addition to Article 25, the Joint Job Evaluation Committee shall have the authority to review and determine the appropriate tool to evaluate positions.

Signed at Brampton this 24 day of April, 2025.

For the Employer

Tammy Morden
Tammy Morden (2025-05-30 12:51 EDT)

Tammy Morden
Labour Relations Consultant
The Regional Municipality of Peel

Lori Nicholls-Kerec
Lori Nicholls-Kerec (2025-05-05 12:36 EDT)

Lori Nicholls-Kerec
Manager
Early Years & Child Care Services

Grace Caron
Grace Caron (2025-06-02 10:13 EDT)

Grace Caron
Manager
Income & Social Supports

For the Union

Albert Masih
Albert Masih
Local 966.04
Unit Vice President

Debbie Miller
Debbie Miller
Local 966
Member of Negotiating Committee


Lucy Mottershead
Lucy Mottershead
Local 966
Member of Negotiating Committee

Lillian McGovern
Lillian McGovern (2025-05-30 07:40 EDT)
Lillian McGovern
Local 966
Member of Negotiating Committee

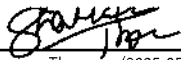
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AM

Christine Correia
Local 966
Member of Negotiating Committee



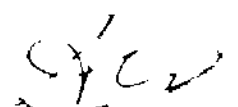
Michelle Oldham
Local 966
Member of Negotiating Committee



Shannon Thomson (2025-05-06 13:53 EDT)

Shannon Thomson
Canadian Union of Public Employees
National Representative

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LETTER OF AGREEMENT #3

Between

**The Regional Municipality of Peel (Human Services)
(Hereinafter referred to as "the Employer")**

and

**Canadian Union of Public Employees
and its Local 966 Human Services
(Hereinafter referred to as "the Union")**

Joint Efficiency and Productivity Committee

This letter will confirm the understanding reached between the Parties.

1. Effective upon ratification of this agreement, the parties agree to establish a joint efficiency and productivity committee comprised of two (2) Employer Representatives and two (2) Union Representatives.
2. The Mandate of this Committee is to examine the current operations, to improve efficiency and productivity of the operation, reduce cost of current operations, improve customer service, and to develop recommendations to be submitted to Divisional Director for consideration.
3. The Committee will establish a process to effectively involve all employees in the Committee's work, including representatives and members of other Bargaining Units.
4. Time spent in Committee shall be considered time worked by its members.
5. The Committee shall have access to operational and financial information as is necessary to meet its Mandate consistent with privacy legislation and organizational policies.
6. The Committee will meet quarterly or as may be agreed by the committee. Recommendations of the Committee shall be made by consensus and shall be directed to the Divisional Director for consideration.
7. There shall be co-chairpersons, one appointed by the Employer and one by the Union. Minutes shall be kept of all meetings. The Divisional Director will respond in writing to all recommendations submitted by the Committee.

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Signed at Brampton this 24 day of April, 2025.

For the Employer

Tammy Morden
Tammy Morden (2025-05-30 12:51 EDT)

Tammy Morden
Labour Relations Consultant
The Regional Municipality of Peel

Lori Nicholls-Kerec
Lori Nicholls-Kerec (2025-05-05 12:36 EDT)

Lori Nicholls-Kerec
Manager
Early Years & Child Care Services

Grace Caron
Grace Caron (2025-06-02 10:13 EDT)

Grace Caron
Manager
Income & Social Supports

For the Union

Albert Masih

Albert Masih
Local 966.04
Unit Vice President

Debbie Miller

Debbie Miller
Local 966
Member of Negotiating Committee

Lucy Mottershead
Lucy Mottershead
Local 966
Member of Negotiating Committee

Lillian McGovern
Lillian McGovern (2025-05-30 07:40 EDT)

Lillian McGovern
Local 966
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Christine Correia
Local 966
Member of Negotiating Committee

Michelle Oldham

Michelle Oldham
Local 966
Member of Negotiating Committee

Shannon Thomson
Shannon Thomson (2025-05-06 13:53 EDT)

Shannon Thomson
Canadian Union of Public Employees
National Representative

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LETTER OF AGREEMENT #4

Between

**The Regional Municipality of Peel (Human Services)
(Hereinafter referred to as "the Employer")**


and

**Canadian Union of Public Employees
and its Local 966 Human Services
(Hereinafter referred to as "the Union")**

Grievance Mediation

1. At the mutual agreement of both parties, the following mediation process will be used in an attempt to resolve any grievance that has proceeded through the steps of the Grievance Procedure outlined in Article 11 and that has been referred by either party to Arbitration. The intent of this process is to provide a neutral 3rd party who will attempt to resolve the grievance in a timely manner, to the satisfaction of both parties.
2. The parties will jointly agree on a mediator. The parties shall equally share the fees of the mediator and facility.
3. The mediation session will be attended by a maximum of five (5) representatives from the Union and the grievor(s) and such representation may be chosen to represent Management. The persons attending should be familiar with the content of the grievance and have authority to enact a resolution.
4. Once the parties have agreed in writing to mediate a grievance, the session shall commence within sixty (60) calendar days, or such other timeframes as may be mutually agreed to by the parties.
5. Provided the parties agree, there shall be no limit to the number of grievances submitted for a single session. There shall be no use of legal counsel or witnesses for this mediation process. Any evidence which either party wishes to submit shall be given to the other party at least three (3) days prior to the mediation session. For the purposes of this article, day shall be defined as any day from Monday to Friday inclusive, excluding holidays.
6. Any concessions, discussions 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.
7. The mediation session will be conducted at a location mutually agreeable to both parties. Authorized attendance at the mediation session as noted in #3 above, shall be without loss of regular pay or benefits. Time spent in preparation for such meetings would not be Employer-paid.

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8. 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 continue to arbitration or be withdrawn.

Signed at Brampton this 24 day of April, 2025.

For the Employer

Tammy Morden
Tammy Morden (2025-05-30 12:51 EDT)

Tammy Morden
Labour Relations Consultant
The Regional Municipality of Peel

Lori Nicholls-Kerec
Lori Nicholls-Kerec (2025-05-05 12:36 EDT)

Lori Nicholls-Kerec
Manager
Early Years & Child Care Services

Grace Caron
Grace Caron (2025-06-02 10:13 EDT)

Grace Caron
Manager
Income & Social Supports

For the Union

Albert Masih

Albert Masih
Local 966.04
Unit Vice President

Debbie Miller

Debbie Miller
Local 966
Member of Negotiating Committee

Lucy Mottershead
Lucy Mottershead
Local 966
Member of Negotiating Committee

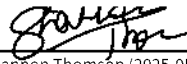
Lillian McGovern
Lillian McGovern (2025-05-30 07:40 EDT)

Lillian McGovern
Local 966
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Christine Correia
Christine Correia
Local 966
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Michelle Oldham
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Member of Negotiating Committee

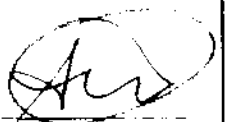
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Shannon Thomson (2025-05-06 13:53 EDT)

Shannon Thomson
Canadian Union of Public Employees
National Representative

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LETTER OF AGREEMENT #5

BETWEEN

**The Regional Municipality of Peel (Human Services)
(Hereinafter referred to as "the Employer")**

and

**Canadian Union of Public Employees
and its Local 966 Human Services
(Hereinafter referred to as "the Union")**

Re: Early Resolution Process

Whereas the parties agree that there are benefits for both the Union and the Employer to exploring early resolution options for grievances prior to scheduling arbitration hearings;

Whereas the parties agree to a process improvement which allows for an attempt at early resolution of grievances referred to arbitration;

The parties agree to the following terms and conditions, on a without prejudice and precedent basis:

Final Step Meetings for Grievances:

- a) The HR Associate (HRA) will work with the Unit Vice-President, with copy to the National Representative, President CUPE Local 966 or designate, to pre-schedule final step meetings for grievances within each bargaining unit on a monthly or bi-monthly basis, where applicable;

Grievances Referred to Arbitration:

- a) HRA and Manager, Employee Relations receive arbitration referral from CUPE Local 966 within time frames stipulated in the Collective Agreement;
- b) The Region of Peel acknowledges that email notification from the Unit Vice-President (UVP), Chief Steward or designate to the HRA indicating a grievance has been referred to arbitration within the time frames outlined in the Collective Agreement is appropriate notification. However, formal notification via a letter from CUPE will continue to be provided in a timely fashion and confirms the referral to arbitration;
- c) The parties agree that the arbitration referral will not be processed by either side to select an Arbitrator from the MOU Arbitrator list for ninety (90) days, unless a mediation is held within the ninety (90) days and does not resolve the grievance(s) in which case an Arbitrator may be assigned from the agreed to list. The ninety (90) days will commence from the date of the email from the UVP as outlined in (b);
- d) HRA will contact CUPE National Representative with copy to UVP, President and Vice-President to discuss the method for potential early

Initial Here: _____

- resolution of the grievance, prior to legal counselor sides person selecting and scheduling an Arbitrator;
- e) Potential resolution is explored either with the use of a mediator or between the parties;
 - f) The HRA or CUPE may determine that the grievance is unable to be resolved. In which case the HRA refers the file to the Region of Peel Legal division for assignment of an Arbitrator and scheduling of dates with the HRA and CUPE;
 - g) Once a mediation or arbitration date has been confirmed, cancellation will only be done by agreement of the parties.

Mediation without Third Party:

- a) The parties agree to schedule monthly or bi-monthly meetings to review and attempt to mediate grievances.

Selection of Mediator or Arbitrator:

- a) Region of Peel and CUPE have agreed to use the attached addendum to this Letter with the agreed to Arbitrators for the purposes of arbitration and mediation.

Mediation with Third Party:

- a) Pre-set mediation meetings will be scheduled quarterly by bargaining unit (depending on average grievance load) for the parties to use for mediation of grievances. The use of mediators will be rotated in sequential order according to the attached addendum of Arbitrators;
- b) Each HRA will arrange dates and mediators with their client and CUPE.

Arbitration:

- a) The parties agree to the use of a sole Arbitrator as a default, as stipulated in the language of the Collective Agreements for Human Services, Public Works, Public Health and TransHelp. Where it is not stipulated in the Collective Agreements in Long Term Care, parties will agree to the use of a sole Arbitrator on a case by case basis in accordance to the Collective Agreements;
- b) The Region of Peel Legal division will work with the HRA and CUPE to schedule the arbitration;
- c) The use of Arbitrators will be rotated in sequential order according to the attached addendum of Arbitrators; these names will be rotated separately from those used for mediation as outlined above;
- d) Either party can agree at anytime that other resolution options are not feasible and forward the grievance for arbitration scheduling;
- e) Nothing in this agreement will preclude either party from considering other resolution options;
- f) If an arbitration date or mediation date is no longer required, the parties will attempt to schedule other matters for that date;

Initial Here: 

Michelle Oldham

Michelle Oldham
Local 966
Member of Negotiating Committee

Shannon Thomson

Shannon Thomson (2025-05-06 13:53 EDT)

Shannon Thomson
Canadian Union of Public Employees
National Representative

Initial Here:

AS

LETTER OF AGREEMENT #6

Between

**The Regional Municipality of Peel (Human Services)
(Hereinafter referred to as "the Employer")**

and

**Canadian Union of Public Employees
and its Local 966 Human Services
(Hereinafter referred to as "the Union")**

Early Retiree Benefits

This confirms the agreement between the parties that any enhancements to Early Retiree Benefits will be implemented across the Region of Peel and deemed to be included in the current Collective Agreement.

Signed at Brampton this 25 day of April, 2025.

For the Employer

Tammy Morden
Tammy Morden (2025-05-30 12:51 EDT)

Tammy Morden
Labour Relations Consultant
The Regional Municipality of Peel

Lori Nicholls-Kerec
Lori Nicholls-Kerec (2025-05-05 12:36 EDT)

Lori Nicholls Kerec
Manager
Early Years & Child Care Services

Grace Caron
Grace Caron (2025-06-02 10:13 EDT)

Grace Caron
Manager
Income & Social Supports

For the Union

Albert Masih
Albert Masih
Local 966.04
Unit Vice President

Debbie Miller
Debbie Miller
Local 966
Member of Negotiating Committee

Lucy Mottershead
Lucy Mottershead
Local 966
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Lillian McGovern (2025-05-30 07:40 EDT)
Lillian McGovern
Local 966
Member of Negotiating Committee

Christine Correia
Local 966
Member of Negotiating Committee



Michelle Oldham
Local 966
Member of Negotiating Committee



Shannon Thomson (2025-05-06 13:53 EDT)

Shannon Thomson
Canadian Union of Public Employees
National Representative

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LETTER OF AGREEMENT #7

Between

**The Regional Municipality of Peel (Human Services)
(Hereinafter referred to as "the Employer")**

and

**Canadian Union of Public Employees
and its Local 966 Human Services
(Hereinafter referred to as "the Union")**

Off-Site Work Arrangement

A. PURPOSE

This policy provides a structure that will permit eligible employees to work off-site from their designated workplace. The Off Site Work Arrangement would include working from home on a regular basis, or at other Regional facilities and other appropriate sites.

B. GENERAL

When working off-site, employees must be available to communicate with their work unit during their working hours. The employee is responsible for maintaining effective communication and workflow with clients, co-workers and their supervisor (including checking office voicemail and email as applicable).

C. SCOPE

Full-time employees who have successfully completed their six (6) month probationary period or current employees who have worked at least three (3) months in their current classification are eligible to participate in an Off Site Work Arrangement. Subject to the Human Rights Code as amended, employees on time reduced medical accommodation shall not be eligible to participate in an Off-Site Work Arrangement.

D. POLICY

1. Ongoing Off Site Work Arrangements

(a) Ongoing Off-Site Work Arrangements is not an entitlement and will only be considered:

(i) Where working off-site will not negatively impact client/customer/citizen service and the ability of the employee's co workers to perform their duties, and is operationally feasible;

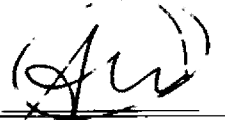
(ii) When the employee's work can reasonably be done off-site;

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- (iii) Where the employee has demonstrated that they are self-motivated, self-disciplined, can work independently, are able to manage distractions and have the ability to meet deadlines;
 - (iv) When the overall quality and productivity of work is maintained at acceptable levels, as determined by the immediate supervisor.
- (b) New Off-Site Work Arrangements will commence for a set trial period as agreed to by the supervisor and employee in order to assess whether the employee's duties can be appropriately completed off-site. The length of such trial periods shall be at the discretion of the supervisor, but shall be a minimum of three (3) months and a maximum of six (6) months. Upon successful completion of the trial period, the arrangement may continue on an ongoing basis in accordance with this policy.
 - (c) Arrangements are based on a maximum of three (3) days per week off-site with the remaining two (2) days spent at their normal workplace.
 - (d) All Off-Site Work Arrangements including scheduling the days working off-site or the required hours of work will be mutually agreed upon by the employee and their direct supervisor, and shall require second removed approval.
 - (e) The agreed terms of the Off-Site Work Arrangement shall be summarized in the Off-Site Work Agreement.
 - (f) Where there is a need for the employee to attend the workplace on a day pre-scheduled as an off-site work day, the employee will be required to work at the office that day. Such a requirement will be at the discretion of the direct supervisor who will provide as much notice as possible.
 - (g) Employees with Off-Site Work Arrangements are required to provide their supervisor with a description, in writing, of their work-space. The work-space shall be a designated space with furnishings that are ergonomically correct and appropriate to the nature of work. A video on how to set up an office in an ergonomically acceptable way is available for viewing. Participants agree to allow a Health and Safety Associate to inspect the work-space location if necessary, provided such visits are arranged in advance. Costs associated in preparing the work-space, are the responsibility of the employee (installation of telephone lines, electrical upgrades, appropriate internet connections, etc).
 - (h) All telephone costs for making or returning business calls during the work day shall be the responsibility of the employee. Employees are encouraged to utilize a call block feature (Dial *67) in advance of returning calls to locations other than their work location so as to block their home phone number.
 - (i) Employees participating in an Off-Site Work Arrangement must make appropriate dependent care arrangements and must manage their personal responsibilities in a way that allows them to successfully meet their job responsibilities.

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- (j) Advance approval from the direct supervisor is required to attend personal appointments during work hours on off-site work days.
- (k) Employees will communicate with the office and respond to their voicemail and e-mail messages as per the Corporate Service Standards.
- (l) Where required, employees will notify co-workers and/or clients of the Off-Site Work Arrangements and ensure the necessary coverage is available to address immediate in-office business requirements.
- (m) Business meetings can occur at an off-site workplace with the exception of an employee's home office. These business meetings will be scheduled at the original work-space or via teleconference.
- (n) Performance expectations should be incorporated into the employee's regular performance management plan. Expectations should be specific and focused on measurable results. Performance expectations should not change because of where the work is being performed.
- (o) Except where a department has reduced or changed its office space allotment for an Off-Site Work Arrangement, such arrangements can be cancelled at the discretion of the employee, in consultation with their supervisor.
- (p) As outlined in an Off-Site Workplace Agreement, with 2 weeks notice, a supervisor can cancel an Off-Site Work Arrangement:
 - (i) In situations where participation is impacting the employee's performance;
 - (ii) Where there is need for the employee's performance to improve for reasons other than their work location;
 - (iii) In situations where service to the client/customer/citizen can no longer be provided;
 - (iv) In situations where operational demands of the department or division can no longer accommodate such arrangements;
 - (v) Employees are covered for work-related illnesses or injuries arising out of and in the course of employment provided they occur in the designated off-site work space. Employees must immediately report any work related injuries or illness to their supervisor. Employees may be required to grant access to their premises from such authorities as the Ministry of Labour or the Workplace Safety and Insurance Board (WSIB).

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- (q) An employee participating in an Off-Site Work Arrangement using a home office, the employee is required to carry a minimum of \$1,000,000 of general liability insurance and inform the insurance company that the employee is working from home; any additional costs are the responsibility of the employee. The Region's insurance covers loss of or damage to equipment provided by the Region. The Region's insurance coverage does not cover equipment owned by the employee. The Region will not be liable for loss or damage to the Region's property where the employee has failed to take reasonable precautions to secure and protect Regional property.

E. RESPONSIBILITIES

1. The employee shall:

- (a) Discuss and seek the approval of the direct supervisor for an Off-Site Work Arrangement.
- (b) Ensure regular contact with the office while working off-site.
- (c) Ensure appropriate connections to the internet.
- (d) Ensure an ergonomically appropriate workspace is available for this Off-Site Work Arrangement.
- (e) If applicable, arrange dependent care to ensure work can be completed without interruptions; and
- (f) Review and understand all applicable policies (HR, Health and Safety and I&T policies).

2. The supervisor shall:

- (a) Review and authorize requests and agreements if appropriate.
- (b) Ensure that an appropriate trial period is completed for ongoing Off-Site Work Arrangements and ensure that such arrangements do not negatively impact on required service levels.
- (c) Confirm the details, changes or discontinuation of all ongoing Off-Site Work Arrangements with the employee in writing.
- (d) Where available and approved, ensure that all corporate costs for Off-Site Work Arrangements (e.g., CAFE, laptop, office supplies, etc.) are provided.
- (e) Prepare the formal agreement.

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Signed at Brampton this 24 day of April, 2025.

For the Employer

Tammy Morden
Tammy Morden (2025-05-30 12:51 EDT)

Tammy Morden
Labour Relations Consultant
The Regional Municipality of Peel

Lori Nicholls-Kerec
Lori Nicholls-Kerec (2025-05-05 12:36 EDT)

Lori Nicholls-Kerec
Manager
Early Years & Child Care Services

Grace Caron
Grace Caron (2025-06-02 10:13 EDT)

Grace Caron
Manager
Income & Social Supports

For the Union

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Local 966.04
Unit Vice President

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Michelle Oldham
Michelle Oldham
Local 966
Member of Negotiating Committee

Shannon Thomson
Shannon Thomson (2025-05-30 14:43 EDT)
Shannon Thomson
Canadian Union of Public Employees
National Representative

LETTER OF AGREEMENT #8

Between

The Regional Municipality of Peel (Human Services)
(Hereinafter referred to as "the Employer")

and

Canadian Union of Public Employees
and its Local 966 Human Services
(Hereinafter referred to as "the Union")

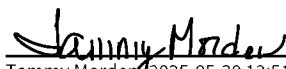
DMS — STD & LTD Involvement

This confirms the agreement between the parties to have the Employer's Disability Management Team assist employees with their short-term and long-term disability claims in the event their claim is not approved by the benefit carrier. Assistance may include guidance on information the benefit carrier requires for claim adjudication, and counselling.

The parties also agree that the long-term disability program may, when required, be discussed in accordance with the Labour/Management Committee identified in Article 26. If necessary representatives of the benefit carrier may be included to assist with such discussions.

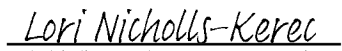
Signed at Brampton this 24 day of April, 2025.

For the Employer



Tammy Morden (2025-05-30 12:51 EDT)

Tammy Morden
Labour Relations Consultant
The Regional Municipality of Peel



Lori Nicholls-Kerec (2025-05-05 12:36 EDT)

Lori Nicholls-Kerec
Manager
Early Years & Child Care Services



Grace Caron (2025-06-02 10:13 EDT)

Grace Caron
Manager
Income & Social Supports

For the Union



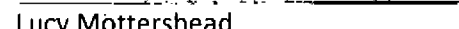
Albert Masih
Local 966.04
Unit Vice President

Albert Masih
Local 966.04
Unit Vice President



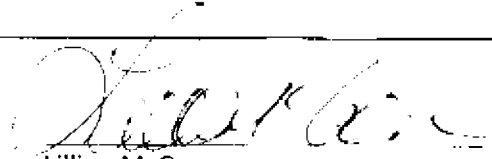
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Local 966
Member of Negotiating Committee

Debbie Miller
Local 966
Member of Negotiating Committee



Lucy Mottershead
Local 966
Member of Negotiating Committee

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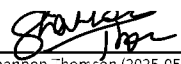


Lillian McGovern
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Member of Negotiating Committee

Christine Correia
Local 966
Member of Negotiating Committee



Michelle Oldham
Local 966
Member of Negotiating Committee



Shannon Thomson (2025-05-06 13:53 EDT)

Shannon Thomson
Canadian Union of Public Employees
National Representative

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LETTER OF AGREEMENT #9

Between

**The Regional Municipality of Peel (Human Services)
(Hereinafter referred to as "the Employer")**

and

**Canadian Union of Public Employees
and its Local 966 Human Services
(Hereinafter referred to as "the Union")**

Re: Temporary Employees

Article 2.02(c) of the Collective Agreement identifies the provisions of the Collective Agreement that apply to temporary employees. Without prejudice to or limitation of that Article, the Parties agree as follows:

1. Temporary employees are required to serve a probationary period as per and subject to Article 13.03.
2. Temporary employees who have not successfully completed their probationary period may only be considered for posted vacancies as per and subject to Article 14.01.
3. Temporary employees who have successfully completed their probationary period may apply for posted vacancies at the same time as regular employees (full-time or part-time). However, regular employees will be evaluated first, subject to all applicable provisions set out in the Collective Agreement. Temporary employees will only be evaluated for such posted vacancies if no regular employee is successful in the recruitment process. The Union agrees that no grievance will be filed if a position is awarded to a regular employee with less seniority than a temporary employee who also applied for the position.
4. If a temporary employee successfully completes their probationary period and subsequently obtains a permanent bargaining unit position within Human Services, the employee will not be required to serve another probationary period in that permanent position.
5. If a temporary employee obtains a permanent bargaining unit position, that employee will be entitled to benefits as per and subject to the applicable provisions set out in Article 27, so long as the employee has served at least three (3) months of continuous service.

Initial Here: 

Signed at Brampton this 20 day of April, 2025.

For the Employer

Tammy Morden
Tammy Morden (2025-05-30 12:51 EDT)

Tammy Morden
Labour Relations Consultant
The Regional Municipality of Peel

Lori Nicholls-Kerec
Lori Nicholls-Kerec (2025-05-05 12:36 EDT)

Lori Nicholls-Kerec
Manager
Early Years & Child Care Services

Grace Caron
Grace Caron (2025-06-02 10:13 EDT)

Grace Caron
Manager
Income & Social Supports

For the Union

Albert Masih

Albert Masih
Local 966.04
Unit Vice President

Debbie Miller

Debbie Miller
Local 966
Member of Negotiating Committee

Lucy Mottershead

Lucy Mottershead
Local 966
Member of Negotiating Committee

Lillian McGovern

Lillian McGovern
Local 966
Member of Negotiating Committee

Christine Correia

Christine Correia
Local 966
Member of Negotiating Committee

Michelle Oldham

Michelle Oldham
Local 966
Member of Negotiating Committee

Shannon Thomson
Shannon Thomson (2025-05-06 13:53 EDT)

Shannon Thomson
Canadian Union of Public Employees
National Representative

Initial Here SM

LETTER OF AGREEMENT #10

Between

**The Regional Municipality of Peel (Human Services)
(Hereinafter referred to as "the Employer")**

and

**Canadian Union of Public Employees
and its Local 966 Human Services
(Hereinafter referred to as "the Union")**

Mergers, Amalgamations or Reorganizations

In the event of any significant restructuring, reorganization, divestment, consolidation, merger, or amalgamation involving all or part of the Employer with any other municipality (hereinafter referred to as "Significant Restructuring"), the following procedures will apply:

1. Notification:

The Employer shall notify the Union in writing as soon as reasonably possible upon becoming aware of the possibility or decision to proceed with a Significant Restructuring.

2. Consultation:

Within thirty (30) days of receiving such notification, the Employer and the Union agree to convene a meeting to discuss the potential impacts of the Significant Restructuring on the Union's employees within the Human Services Department.

3. Ongoing Communication:

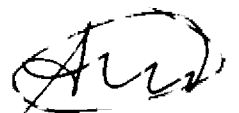
The Employer and the Union commit to continuous consultation and the sharing of relevant information, respecting any confidentiality or legal restrictions, throughout the process of the Significant Restructuring.

4. Employee Rights and Benefits:

In instances of Significant Restructuring, the Employer will endeavor to ensure the following for affected Employees, within the bounds of applicable legal obligations and legislation:

- The carry-forward of all seniority and seniority-related rights.
- The carry-forward of service credits relating to vacation pay, sick leave, and other similar benefits.

Initial Here:



- The maintenance of current conditions of employment and wage rates without reduction or diminishment.
- The continuation of employment with any subsequent employer.

5. Limitation of Guarantee:

The Union acknowledges that while the Employer commits to making best efforts to secure the outlined provisions, this agreement does not create a legally binding obligation on the Employer or guarantee specific outcomes.

IN WITNESS WHEREOF, This Letter of Agreement has been executed by dually authorized representatives of both parties on this day of:

Signed at Brampton this 24 day of July, 2025.

For the Employer

Tammy Morden
 Tammy Morden (2025-05-30 12:51 EDT)

Tammy Morden
 Labour Relations Consultant
 The Regional Municipality of Peel

Lori Nicholls-Kerec
 Lori Nicholls-Kerec (2025-05-05 12:36 EDT)

Lori Nicholls-Kerec
 Manager
 Early Years & Child Care Services

Grace Caron
 Grace Caron (2025-06-02 10:13 EDT)

Grace Caron
 Manager
 Income & Social Supports

For the Union

Albert Masih

Albert Masih
 Local 966.04
 Unit Vice President

Debbie Miller

Debbie Miller
 Local 966
 Member of Negotiating Committee

Lucy Mottershead
 Local 966
 Member of Negotiating Committee

Lillian McGovern

Lillian McGovern
 Local 966
 Member of Negotiating Committee

Christine Correia
 Local 966
 Member of Negotiating Committee

Initial Here AM

Michelle Oldham

Michelle Oldham
Local 966
Member of Negotiating Committee

Shannon Thomson

Shannon Thomson (2025-05-06 13:53 EDT)

Shannon Thomson
Canadian Union of Public Employees
National Representative

Initial Here

(Signature)

LETTER OF AGREEMENT #11

Between

**The Regional Municipality of Peel (Human Services)
(Hereinafter referred to as "the Employer")**

and

**Canadian Union of Public Employees
and its Local 966 Human Services
(Hereinafter referred to as "the Union")**

Violence and Harassment in the Workplace

The Region is committed to prioritizing the health and well-being of its staff. It is committed to maintaining a respectful, safe and inclusive workspace in accordance with the requirements of all applicable laws, including the *Occupational Health and Safety Act* and the *Ontario Human Rights Code* as amended from time to time.

The Region strives to:

- a) Support an environment that emphasizes the principles of diversity and equity and inclusion;
- b) take all statutorily mandated measures with regard to workplace violence, including regular workplace assessments for workplace violence;
- c) establish processes and procedures which meets the statutory requirements, for reporting and responding to complaints and/or incidents of workplace violence and ensure the processes and procedures are communicated, maintained and followed by all employees; and,
- d) ensure that all employees are trained on policies of the Region with respect to workplace health and safety

Workplace Violence and Harassment issues shall be brought forward to the Joint Health and Safety Committee. Pursuant to Article 26.04 workplace violence harassment may be a standing information item on the agenda for the Labour Management Committee meetings.

Initial Here: _____

Handwritten initials: JZV

Signed at Brampton this 24 day of April, 2025.

For the Employer

Tammy Morden
Tammy Morden (2025-05-30 12:51 EDT)

Tammy Morden
Labour Relations Consultant
The Regional Municipality of Peel

Lori Nicholls-Kerec
Lori Nicholls-Kerec (2025-05-05 12:36 EDT)

Lori Nicholls-Kerec
Manager
Early Years & Child Care Services

Grace Caron
Grace Caron (2025-06-02 10:13 EDT)

Grace Caron
Manager
Income & Social Supports

For the Union

Albert Masih

Albert Masih
Local 966.04
Unit Vice President

Debbie Miller

Debbie Miller
Local 966
Member of Negotiating Committee

Lucy Mottershead

Lucy Mottershead
Local 966
Member of Negotiating Committee

Lillian McGovern

Lillian McGovern
Local 966
Member of Negotiating Committee

Christine Correia

Christine Correia
Local 966
Member of Negotiating Committee

Michelle Oldham

Michelle Oldham
Local 966
Member of Negotiating Committee

Shannon Thomson
Shannon Thomson (2025-05-06 13:53 EDT)

Shannon Thomson
Canadian Union of Public Employees
National Representative

Initial Here

AM

LETTER OF AGREEMENT #12

Between

**The Regional Municipality of Peel (Human Services)
(Hereinafter referred to as "the Employer")**

and

**Canadian Union of Public Employees
and its Local 966 Human Services
(Hereinafter referred to as "the Union")**

Bi-Weekly Employee Information Report

WHEREAS the Employer and the Union are committed to maintaining accurate and timely communication regarding bargaining positions;

AND WHEREAS the Employer and the Union recognize the importance of both parties having access to relevant information related to bargaining positions, upon hiring or job change in accordance with Article 7.02 for the effective administration of the Collective Agreement.


NOW THEREFORE, the Employer and the Union agree as follows:

1. Provision of Information

The Employer agrees to provide the Unit Vice President or designate with the following information on a bi-weekly basis, where available, for each bargaining unit position upon hiring or job change in accordance with Article 7.02:

- (a) Employee's name;
- (b) Employee's mailing address;
- (c) Employee's personal phone number;
- (d) Employee's personal email address
- (e) Employee's base position (where applicable);
- (f) Acting Assignment (where applicable);
- (g) Job Title;
- (h) Division and Department;
- (i) Name of assigned Supervisor;
- (j) Employment Status;
- (k) Hours of Work and Location;
- (l) Start Date;
- (m) End Date (if applicable); and,
- (n) Compensation and Benefits.

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AM (2025-05-04 16:20 EDT)

2. Electronic Delivery

The information shall be provided electronically by the Employer using the Employer's information systems and technologies.

3. Adaptability of Report Format

A redacted copy of the current report is included herein as Appendix A.

The parties understand and agree that as the Employer's information systems and technologies change, the format and structure of the report may also change from time to time. However, any report provided pursuant to this Letter of Agreement shall, at minimum, contain the information fields described above.

4. Confidentiality

Both parties agree that the information provided will be treated with the utmost confidentiality and used solely by the Unit Vice President or designate for purposes related to the administration of the Collective Agreement.

5. Implementation

The parties agree that the information provided will be for bargaining positions. Bargaining unit employees in non bargaining positions will be excluded. The parties agree that this process will be implemented within 90 days of ratification.

Signed at Brampton this 24 day of April, 2025.

For the Employer

Tammy Morden
Tammy Morden (2025-05-30 12:51 EDT)

Tammy Morden
Labour Relations Consultant
The Regional Municipality of Peel

Lori Nicholls-Kerec
Lori Nicholls-Kerec (2025-05-05 12:36 EDT)

Lori Nicholls-Kerec
Manager
Early Years & Child Care Services

Grace Caron
Grace Caron (2025-06-02 10:13 EDT)

Grace Caron
Manager
Income & Social Supports

For the Union

Albert Masih

Albert Masih
Local 966.04
Unit Vice President

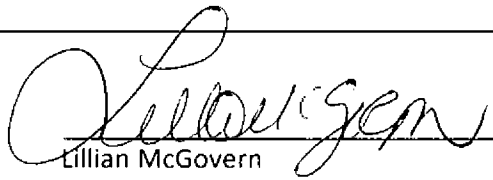
Debbie Miller

Debbie Miller
Local 966
Member of Negotiating Committee

Lucy Mottershead
Lucy Mottershead
Local 966
Member of Negotiating Committee

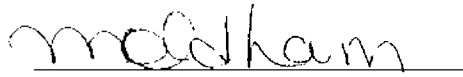
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Lillian McGovern
Local 966
Member of Negotiating Committee

Christine Correia
Local 966
Member of Negotiating Committee



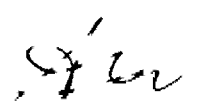
Michelle Oldham
Local 966
Member of Negotiating Committee



Shannon Thomson (2025-05-06 13:53 EDT)

Shannon Thomson
Canadian Union of Public Employees
National Representative

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Appendix A

Name	Current Position Title	Base Position Title	Reg/Temp	Full/Part	Empl Class	Pay Status	Strnd Hrs/Wk	Annual Rt	Hrly Rate
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Base Union	Current Union	Job Locn Descr	Dept Descr	Division Descr	Section Descr	Benefits	Buan Email	Sup Name	Posn Entry Dt
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Exp Job End Date	Last Hire Start	Union Seniority Date	Address 1	Address 2	Address 3	City	Province	Postal Code	Home Phone	Cell Phone
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LETTER OF AGREEMENT #13

Between

**The Regional Municipality of Peel (Human Services)
(Hereinafter referred to as "the Employer")**

and

**Canadian Union of Public Employees
and its Local 966 Human Services
(Hereinafter referred to as "the Union")**

Workload Concerns

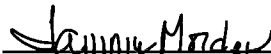
The Employer and the Union acknowledge that workload can fluctuate and should be reviewed on a regular basis with the goal of reasonable distribution of workload.

An Employee with a workload concern may request to have a discussion with their Supervisor at any time to discuss their workload concerns.

If the Supervisor and employee are not able to resolve the concern, the employee can initiate a grievance through the grievance procedure as defined in Article 11.

Signed at Brampton this 24 day of July, 2025.

For the Employer



Tammy Morden (2025-05-30 12:51 EDT)

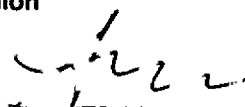
Tammy Morden
Labour Relations Consultant
The Regional Municipality of Peel



Lori Nicholls-Kerec (2025-05-05 12:36 EDT)


Lori Nicholls-Kerec
Manager
Early Years & Child Care Services

For the Union



Albert Masih

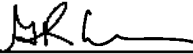
Local 966.04
Unit Vice President



Debbie Miller

Local 966
Member of Negotiating Committee

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Grace Caron (2025-06-02 10:13 EDT)

Grace Caron
Manager
Income & Social Supports

Lucy Mottershead
Local 966
Member of Negotiating Committee

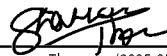


Lillian McGovern
Local 966
Member of Negotiating Committee

Christine Correia
Local 966
Member of Negotiating Committee



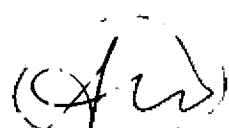
Michelle Oldham
Local 966
Member of Negotiating Committee



Shannon Thomson (2025-05-06 13:53 EDT)

Shannon Thomson
Canadian Union of Public Employees
National Representative

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LETTER OF AGREEMENT #14

Between

The Regional Municipality of Peel (Human Services)
(Hereinafter referred to as "the Employer")

and


Canadian Union of Public Employees
and its Local 966 Human Services
(Hereinafter referred to as "the Union")

FLEXIBLE HOURS

Employees may request flexible work hours under corporate policy HR-07-13 Flexible Work Hours. All such requests will be evaluated in accordance with this policy. The Employer reserves the right to modify or discontinue this policy.

Signed at Brampton this 26 day of July, 2025.


For the Employer


Tammy Morden (2025-05-30 12:51 EDT)

Tammy Morden
Labour Relations Consultant
The Regional Municipality of Peel



Lori Nicholls-Kerec (2025-05-05 12:36 EDT)

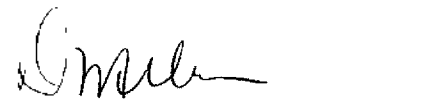
Lori Nicholls-Kerec
Manager
Early Years & Child Care Services

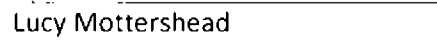

Grace Caron (2025-06-02 10:13 EDT)


Grace Caron
Manager
Income & Social Supports

For the Union


Albert Masih
Local 966.04
Unit Vice President



Debbie Miller
Local 966
Member of Negotiating Committee

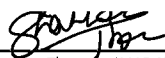

Lucy Mottershead
Local 966
Member of Negotiating Committee


Lillian McGovern
Local 966
Member of Negotiating Committee

Initial Here: AM LM DM LC

Christine Correia
Local 966
Member of Negotiating Committee


Michelle Oldham
Local 966
Member of Negotiating Committee


Shannon Thomson (2025-05-06 13:53 EDT)
Shannon Thomson
Canadian Union of Public Employees
National Representative

Initial Here

