

COLLECTIVE AGREEMENT

BETWEEN



NEW BRUNSWICK COMMUNITY COLLEGE

AND



LOCAL 5017
Operational Services

Effective December 16th, 2024 to December 15th, 2028

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**NEW BRUNSWICK COMMUNITY COLLEGE
COLLECTIVE AGREEMENT
CUPE LOCAL 5017**

THIS AGREEMENT is effective the 16th day of December 2024.

B E T W E E N: New Brunswick Community College, hereinafter called the “Employer”, party to the first part;

A N D: Canadian Union of Public Employees, Local 5017, hereinafter called the “Union”, party to the second part.

PREAMBLE

It is the intention and purpose of the Parties to this Agreement to set forth terms and conditions of employment affecting employees covered by this Agreement.

ARTICLE 1 – RECOGNITION

1.01 The Employer recognizes the Union as the sole and exclusive bargaining agent for all employees to whom *New Brunswick Certification Order Number PS-020-10* applies.

ARTICLE 2 – APPLICATION OF AGREEMENT

2.01 No employee shall be required or permitted to make any written or verbal agreement with the Employer or his representatives which may conflict with the terms of this Collective Agreement.

ARTICLE 3 – PROVINCIAL SECURITY

3.01 Nothing in this Agreement shall be construed to require the Employer to do or refrain from doing anything contrary to any instruction, direction or regulation given or made on behalf of the *Government of the Province of New Brunswick* in the interest of the health, safety or security of the people of the Province.

ARTICLE 4 – FUTURE LEGISLATION AND THE COLLECTIVE AGREEMENT

4.01 In the event that any law passed by the Legislature of the Province applying to employees covered by this Agreement, renders null and void, any provisions of the Agreement, the remaining provisions of the Agreement shall remain in effect for the term of this Agreement.

ARTICLE 5 – DEFINITIONS

5.01 "Union" shall mean the Canadian Union of Public Employees, Local 5017, which is the Certified Bargaining Agent of the Unit.

5.02 "Employer" shall mean the New Brunswick Community College as listed under Part IV of the First Schedule of the *Public Service Labour Relations Act*.

5.03 "Bargaining Unit" or "Unit" shall mean the group of employees covered by the *New Brunswick Certification Order Number PS-020-10*.

5.04 Employees who meet the requirements of employee under the *Public Service Labour Relations Act* may be subdivided into the following categories:

- a) A "Regular" employee is one, which is intended to reflect employment where the employee is required on a continuing basis.
- b) A "Seasonal Employee" is an employee normally employed for more than six months on a recurring basis.
- c) A "Term" employee is one, which is intended to reflect temporary employment of more than six continuous months, with a specific start and end date.
- d) A "Casual Employee" or "Casual Basis" means an employee who is employed less than six (6) months:
 - i) on a temporary basis to respond to a temporary increase in workload;
 - ii) on a temporary basis to replace an absent employee.

The terms and conditions of employment for a "Casual Employee" are contained in Appendix A of this collective agreement.

These employees may be either:

- i)** "full-time"- an employee who normally works the full workweek as set out in Article 18.02 or
- ii)** "part-time" – an employee who normally works less than the full workweek as set out in Article 18.02.

- 5.05** "Probationary Employee" means a person appointed on other than a Casual basis who shall be on probation from the date of his appointment for a period of one hundred and twenty (120) working days from date of hiring. Such period may be extended for two (2) further periods of sixty (60) working days each but the total probationary period shall not exceed two hundred and forty (240) working days from the date of hiring. Notice of extension to probationary period shall be in writing including reasons for such extension.
- 5.06** In this Agreement, words defined in the *Public Service Labour Relations Act* have the same meaning as that Act unless stated otherwise herein.
- 5.07** In this Agreement, words defined in the *Interpretation Act*, and not defined in the *Public Service Labour Relations Act*, have the same meaning as that Act unless stated otherwise herein.

ARTICLE 6 – MANAGEMENT RIGHTS

- 6.01** All the functions, rights, powers and authority which the Employer has not abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the Employer.
- 6.02** Electronic monitoring or surveillance equipment may be installed by the Employer to protect the Employer's premises and property and to enhance the personal safety of employees and students. The Employer agrees to notify the Union and post notices in all campuses in which the Employer has installed electronic monitoring or surveillance equipment. Such equipment shall not be used by the Employer to conduct day-to-day supervision of employees. However, the parties agree that the Employer has the right to use information obtained from electronic monitoring or surveillance equipment for the purposes of investigating specific incidents which may lead to discipline.

ARTICLE 7 – DISCRIMINATION

- 7.01** The parties agree that there shall be no discrimination, restriction, or coercion exercised or practised with respect to the Union, the employees, the Employer and its Agents. The parties will make every reasonable effort to establish work environments that are free from harassment.
- 7.02** Both parties recognize that the *Human Rights Act* applies to this agreement.

ARTICLE 8 – STRIKES AND LOCKOUTS

- 8.01** The Union hereby agrees that during the term of this Agreement there shall be no strike walkouts, sit-downs, slow-downs, unreasonable absenteeism, or other alleged interferences with the Employer's operations.
- 8.02** Participation by an employee in any of the activities listed above shall be grounds for disciplinary action.

8.03 The Employer agrees that there shall be no lockout during the term of this Agreement.

ARTICLE 9 – CHECK OFF OF UNION DUES

9.01 The Employer shall deduct an amount equal to the monthly membership dues from the pay of all employees in the bargaining unit.

9.02 The sums deducted pursuant to this Article shall be remitted to the designated official of the Union accompanied by a list of the names and work locations of those from whose wages the deductions were made prior to the fifteenth (15th) of the month following the month in which the deductions were made. The Union will keep the Employer advised of the name and address of its designated official.

9.03 Before the Employer is obliged to deduct any amount under this Article, the Union must advise the Employer in writing of the amount of its regular monthly dues. The amount so advised shall continue to be the amount to be deducted under this Article until changed by a further written notice to the Employer signed by the designated Officials of the Union after which such changed amount shall be the amount to be deducted and so from time to time. Any changes in the dues structure must be made in strict accordance with the Union's Constitution. The parties agree that no more than one change in dues will be processed during any calendar year.

9.04 The sums deducted under this Article shall be accepted by the Union as the regular monthly dues of those employees who are or shall become members of the Union and the sums so deducted from non-members of the Union shall be treated as their contribution towards the expenses of maintaining the Union.

9.05 The Employer shall include the sums deducted under this article on Employees T-4 slips.

ARTICLE 10 – UNION REPRESENTATION

10.01 The Union will inform the Employer in writing of the names of its accredited representatives within thirty (30) days of the signing of this agreement. Subsequent changes will also be given to the Employer.

10.02 An accredited representative of the Union shall have access to the Employer's premises for the purpose of assisting in the service of a grievance, provided that permission of the Employer's representative is first obtained.

ARTICLE 11 - BULLETIN BOARDS

11.01 The Employer shall provide sufficient space for Union bulletin boards, on which the Union may post notices which will be properly signed by an authorized Union representative.

ARTICLE 12 – COMMUNICATIONS

12.01 The official addresses of the Employer and the Union are:

THE EMPLOYER: *New Brunswick Community College
284 Smythe Street
Fredericton, NB E3B 3C9*

THE UNION: *CUPE National,
National Office, Per Capita Section
1375 St Laurent Blvd.
Ottawa, Ontario K1G 0Z7*

General Correspondence: Recording Secretary of the Local

ARTICLE 13 – PRINTING OF AGREEMENT

13.01 The printing of sufficient copies of the collective agreement shall be the responsibility of the Employer, in agreed upon format as approved by the parties to this collective agreement. However, in all cases the original signed collective agreement drafted by the Employer and signed by the parties to this collective agreement is official.

13.02 The cost of printing the collective agreement will be shared equally between the Employer and the Union. In this regard, the Employer will bill the Union for fifty percent (50%) of the Invoice with a copy of such Invoice showing full payment has been made.

13.03 The Employer shall issue new employees a copy of this agreement upon commencement of employment.

ARTICLE 14 - SETTLEMENT THROUGH DISCUSSION

14.01 The Employer and the Union recognize the desirability of prompt settlement of complaints and disputes which may arise out of the administration of this Agreement. The parties also recognize that many complaints can be effectively settled through informal discussion and mutual understanding. For these reasons, both parties agree that when an employee has a complaint, they will be encouraged to discuss the matter with their supervisor as soon as possible after the circumstances giving rise to the complaint occur so that a dispute regarding reference to the grievance procedure may be avoided wherever possible.

ARTICLE 15 – GRIEVANCE PROCEDURE

- 15.01** It is understood that the accredited representatives and members of the Union have their regular work to perform on behalf of the Employer. It is acknowledged that grievances should be serviced as soon as possible and that if it is necessary to service a grievance during working hours, employees will not leave their jobs without giving an explanation for leaving and obtaining the Supervisor's permission.
- 15.02** The Employer shall post the name of the person responsible for each step of the grievance procedure in a location accessible to members of the bargaining unit. The Employer shall update this information in a timely fashion as needed.
- 15.03** Where an employee feels aggrieved by the interpretation or application in respect of a provision of a statute, or a regulation, by-law, direction, or other instrument made or issued by the Employer, dealing with terms and conditions of employment or, an alleged violation of any of the provisions of this Agreement by the Employer, or, as a result of any occurrence or matter affecting terms and conditions of employment in respect of which no administrative procedure for redress is provided in or under an *Act of the Legislative Assembly of New Brunswick*, and, where the employee has written consent of the Union respecting any grievance relating to the interpretation or application of this Agreement, the following procedure shall apply:

STEP ONE:

Within twenty (20) working days after the alleged grievance has arisen or the employee became aware of the grievance, the employee may present a grievance in writing either by personal service or by mailing by registered mail, on the form authorized by the Labour and Employment Board to the immediate supervisor or the person designated by the Employer as the first level in the grievance procedure. Upon receipt of the grievance, that person shall make arrangements with the Union for a meeting between the parties to be held within fifteen (15) working days of receipt of the grievance. The requirement for such a meeting may be waived by mutual agreement of the parties. If the employee receives no reply or does not receive satisfactory settlement within ten (10) working days from the date on which the meeting took place or if fifteen (15) working days expire prior to the meeting being held, the employee may proceed to Step Two.

STEP TWO:

Within ten (10) working days from the expiration of the ten (10) day or fifteen (15) day period referred to in Step One, the employee may present a grievance in writing at the second level of the grievance process either by personal service or by mailing it by registered mail to the immediate supervisor or to the person designated by the Employer as the second level in the grievance process. Any settlement proposed by the Employer at level one and any replies must accompany the grievance when it is presented at the second level to the person designated as the second level. The person designated as the second level shall reply to the grievance in writing to the employee within fifteen (15) working days from the date the grievance was presented at the second level. Should the employee not receive a reply or satisfactory settlement of the grievance within fifteen (15) working days from the date on which the grievance was

presented at the second level, the employee may refer the grievance to Adjudication as provided in Article 16 hereof, within fifteen (15) working days of the date on which a reply should have been received from the person designated as the second level.

- 15.04** In any case where the employee presents their grievance in person or in any case in which a hearing is held on a grievance at any level of the grievance process the employee may be accompanied by a representative or agent of the Union.
- 15.05** In determining the time in which any step under the foregoing proceedings is to be taken, Saturdays, Sundays, and recognized holidays shall be excluded. If advantage of the provisions of this Article has not been taken within the time limits specified herein the alleged grievance shall be deemed to have been abandoned and cannot be reopened.
- 15.06** The Parties may mutually agree to extend the time limits specified herein.
- 15.07** Any matter giving rise to a dispute directly between the Union and the Employer shall be processed at Step Two of the Grievance Procedure within twenty (20) working days of the occurrence thereof. Should the matter not be settled, either party may refer its differences to adjudication as per Article 16 (Adjudication).

ARTICLE 16 – ADJUDICATION

- 16.01** The provisions of *the Public Service Labour Relations Act* and Regulations governing the Adjudication of grievances shall apply to Grievances lodged under the terms of this agreement.
- 16.02** In any case, including cases arising out of any form of discipline or the loss of any remuneration, benefit, or privilege, the Adjudicator or Board of Adjudication shall have full power to direct payment of compensation, vary the penalty, or to direct reinstatement of a benefit or privilege, or to affirm the taking away of such benefit or privilege, as the Board may determine appropriate to finally settle the issues between the Parties, and may give retroactive effect to its decision.

ARTICLE 17 – DISCIPLINE

- 17.01** No employee who has completed the probationary period shall be disciplined by written reprimand, suspension with pay, suspension without pay, financial penalty, or discharge except for just cause.
- 17.02**
 - a) Disciplinary actions resulting in the issuance of a written reprimand, or suspension with pay, cannot be referred to adjudication.
 - b) Pending investigation of an incident an employee may be relieved of duties and required to leave the premises of the establishment in which the employee works during which time the employee shall continue to be paid. Unless the investigation results in disciplinary action no record of the incident will be placed in the employee's personnel file.

- 17.03** Where an employee is disciplined by suspension or discharge, the Employer shall, within ten (10) working days from the date of such discipline, provide the employee with written reasons for such disciplinary action including any relevant dates.
- 17.04** Failure of the Employer to provide such written reasons within the time period required by Article 17.03 shall result in immediate reinstatement of the employee.
- 17.05** An employee who alleges discipline by suspension without pay or discharge in violation of Article 17.01 may, within ten (10) days of the date of the discipline imposed, invoke the grievance procedure including adjudication as set out in this agreement and for the purposes of a grievance alleging violation of Article 17.03 shall lodge the grievance at the final level of the grievance procedure.
- 17.06** The employee shall, when grieving a disciplinary action, state the Article or Articles of this Agreement which the employee alleges have been contravened by the Employer. The consideration of the grievance, including adjudication, shall be limited to such Article or Articles, which the employee has so alleged to have been contravened in the response to the Employer's reason for the disciplinary action.
- 17.07** Where it is determined that an employee has been disciplined by suspension without pay or by discharge in violation of Article 17.01 then the employee shall be immediately reinstated into the former position without loss of seniority or any other benefit which would have accrued if the employee had not been suspended or discharged. One of the benefits which shall not be lost is the regular pay during the period of suspension or discharge, which shall be paid at the end of the next complete pay period following reinstatement.
- 17.08** A suspension without pay or discharge shall be effective on the date the employee is given notice in writing by personal service, electronic correspondence or the date that such notice is received by registered mail. If such delivery has been refused, notice shall be considered valid on date of posting.
- 17.09** For the purposes of this Article 17, there shall be only one official personnel file, the location of which the employee shall be advised. Upon a reasonable request made during normal working hours, an employee shall be given, in the presence of a representative of the Employer, and, if requested, while accompanied by a representative of the Union, an opportunity to read all documents relating to the assessment of the employee's conduct or work performance that are held in the employee's official personnel file. If requested at such time an employee will be provided with a photocopy of such documents.
- 17.10** A record of disciplinary action shall be removed from the official file of an employee upon the expiration of a period of eighteen (18) months following the effective date of the disciplinary action, provided no other similar instance of disciplinary action in respect of the employee has been recorded during this eighteen (18) month period.
- 17.11** Where the Employer schedules a meeting with an employee with the intention of discussing disciplinary action, as per Article 17.01 hereof, the employee shall be advised in advance in order that the employee may, at the employee's option and within reasonable time limits, arrange to have a Union representative attend the meeting.

ARTICLE 18 – HOURS OF WORK

- 18.01** The Employer shall prescribe the regular hours of work for employees.
- 18.02** The normal workweek shall consist of five (5) consecutive days of eight (8) hours each and two (2) consecutive days off for a total of forty (40) hours per week.
- 18.03** Unless operational requirements dictate, existing patterns of work or hours of work shall not be changed without giving at least two (2) weeks' notice by posting to the employees concerned. A copy of such notice will be sent to the Union pursuant to Article 12.
- 18.04** As a result of the application of Articles 18.02 and 18.03 if an employee or group of employees feel adversely affected whenever any significant change is made in the existing patterns of work during the life of this Agreement, such complaint shall be referred to joint consultation pursuant to the provisions of Article 45.
- 18.05** Meal periods shall not be less than thirty (30) minutes in a shift.
- 18.06** The Employer shall schedule two rest periods of fifteen (15) minutes each during each full shift.
- 18.07** No shift shall be less than four (4) hours.
- 18.08** Nothing in this Article shall constitute a guarantee of hours of work per week.

ARTICLE 19 – OVERTIME

- 19.01** a) All hours worked in excess of the regular hours as defined in Article 18 shall be considered overtime.
- b) Where a full-time employee is provided with a schedule of workdays as provided in Article 18.03 hereof, any hours worked other than those stipulated in such schedule, shall be considered overtime for that employee.
- 19.02** Where operational requirements permit overtime must be authorized in advance by the Employer.
- 19.03** Overtime shall be compensated by payment of one and one-half (1½) times the employee's regular rate or time and one-half off at the option of the employee.
- 19.04** At the option of the employee and where operational requirements permit overtime shall be paid on the basis of:
- a) one and one-half (1½) times the employee's regular hourly rate for an overtime hour worked, or
- b) time and one-half (1½) off, or
- c) a combination of salary and time off.

19.05 a) Banked time off shall be limited to a maximum of eighty (80) hours. While time off may be requested as leave by the employee from the bank at any time after it is earned, when banked time reaches the (80) eighty-hour threshold, any additional overtime worked will be paid. No more than eighty (80) hours of banked time may be carried over to a new calendar year. Otherwise, the employee shall be paid for the overtime worked as per Article 19.04(a).

b) Banked time for leave in relation to time off under a combination of Articles 19 and Article 22.04 is not permitted to exceed a maximum of eighty (80) hours in total.

19.06 Where the Employer requires overtime work, such overtime shall be offered to members of the Union. Required overtime shall be offered by the Employer as equitably as possible among qualified employees in the appropriate classification, at first instance, to those Employees who have submitted a written request by March 31st each year to the Supervisor to be considered for overtime assignment. However, where all Employees who have requested overtime assignment annually decline or where no Employees make such a request, the Employer shall assign required overtime to Employees by reverse seniority among qualified Employees in the appropriate classification for the overtime requirement.

19.07 Compensation for overtime worked shall not be claimed or received for a period of extra duty at the end of a shift of twenty (20) minutes or less. Where overtime in excess of twenty (20) minutes is worked at the end of a shift, the initial twenty (20) minutes of extra duty shall be included in the calculation of overtime.

19.08 There shall be no reduction in regular hours of work due to the amount of overtime hours worked.

ARTICLE 20 – PAYMENT OF WAGES AND ALLOWANCES

20.01 The wages for employees shall be in accordance with the rates and effective dates set out in the attached Schedule “A” which forms part of this Agreement.

ARTICLE 21 – RATE OF PAY ON PROMOTION, DEMOTION AND TRANSFER

21.01 For the purpose of this Agreement, the appointment of an employee to a different position constitutes:

- a) a promotion, where the maximum rate of pay for the new position exceeds the maximum rate of pay for the previous position;
- b) a demotion, where the maximum rate of pay for the new position is less than the maximum rate of pay for the previous position; or
- c) a transfer, where the appointment does not constitute a promotion or demotion.

21.02 Where an employee is promoted to a higher classification, they shall be paid at the rate of pay for the new classification which is at least five percent (5%) above the rate of pay

received on the previous classification or the minimum of the new classification, whichever is greater.

21.03 Where an employee is assigned or demoted to a lower classification for reasons other than

- a) disciplinary action, or
- b) at the employee's written request

they shall be paid a rate not less than their present rate until the rate paid in the lower classification is not less than the rate which the employee was earning in their previous classification.

When an employee is assigned or demoted to a lower classification at the employee's written request, they shall be paid at the same wage step within the range of their new classification as they were at in their previous classification.

21.04 When an employee has become incapacitated by a handicap, an illness, advancing years or a permanent disability and is unable to perform their regular duties, such employee may request, in writing, a change in classification in accordance with Article 21.03. The Employer, Union and employee will make every reasonable effort to relocate the employee in a job consistent with their disability, incapacity, or age; however, no other employee shall be displaced, except a probationary employee, from their position in order to effect this relocation.

ARTICLE 22 – PREMIUM PAY

22.01 Acting Pay

- a) Extra pay for temporary assignment to a position of a higher classification shall apply to eligible employees who are assigned to the higher rated position for a period of three (3) consecutive working days. Such pay is to be retroactive to the first day of assignment.
- b) Where a position is temporarily vacant for a period of three (3) consecutive working days, the Employer shall not assign more than one employee for the sole purpose of avoiding payment of temporary assignment pay.
- c) Eligible employees shall be paid that step on the pay scale of the higher classification which will allow a minimum increase of five percent (5%).
- d) An employee required to fill temporarily a classification for which is paid a lower rate than that paid for such employee's regular work shall not receive any reduction in pay.

22.02 Effective the date of signing of this collective agreement, an employee shall be entitled to a shift differential of seventy-five cents (\$0.75) per hour for all hours worked on a shift

where at least half of the hours worked on a shift fall between 5:00 p.m. of one day and 5:00 a.m. of the following day. Shift premiums shall not be paid for time worked at overtime rate.

22.03 Employees shall receive seventy-five cents (\$0.75) per hour for all hours worked on Saturday and Sunday for which the shift differential as defined in Article 22.02 does not apply. Weekend premiums shall not be paid for time worked at overtime rate.

22.04 a) An employee who is called in to work after they have terminated their shift and left their place of work shall be paid at one and one-half (1½) times their regular hourly rate for the time worked, but in any event they shall be guaranteed a minimum of four (4) hours pay at one and one-half (1½) times their regular hourly rate. When the work for which the employee is called back is completed, the employee shall be allowed to leave. An employee shall not be compensated more than once for the same time period.

b) Whenever the call-in either precedes or follows but in any event is continuous to the employee's regular shift they shall then be paid one and one-half (1½) times the regular rate for the hours worked.

c) At the option of the employee and where operational requirements permit call-in pay shall be paid on the basis of:

i) one and one-half (1½) times the employee's regular hourly rate for an overtime hour worked, or

ii) time and one-half (1½) off, or

iii) a combination of salary and time off.

d) Banked time off shall be limited to a maximum of eighty (80) hours. While time off may be requested as leave by the employee from the bank at any time after it is earned, when banked time reaches the eighty-hour threshold, any additional call-in worked will be paid. No more than eighty (80) hours of banked time may be carried over to a new calendar year. Otherwise, the employee shall be paid for the call-in worked as per Article 22.04(a).

e) Banked time for leave in relation to time off under a combination of Articles 19 and Article 22.04 is not permitted to exceed a maximum of eighty (80) hours in total.

This Article will not apply to regularly scheduled overtime

22.05 An employee required to wear safety boots or safety shoes shall be reimbursed by the Employer for the maximum of **two hundred and fifty dollars** (\$250) in each fiscal year (April 1st to March 31st) or **five hundred dollars** (\$500.00) over a two (2) consecutive fiscal year period, provided proof of purchase of a pair of safety boots or safety shoes is produced to the employer. An employee qualifying for this benefit is limited to one claim

of **two hundred and fifty dollars** (\$250) per fiscal year or one claim of **five hundred dollars** (\$500.00) over a two (2) consecutive fiscal year period.

- 22.06** An employee who wears prescription glasses and who is required to wear safety glasses shall be reimbursed by the Employer half the actual cost of the lens and frames for one pair of such glasses during two-year terms beginning with the signing date of this agreement, regardless of Blue Cross payments. The total reimbursement by the Employer and Blue Cross shall not exceed the actual cost of the glasses.
- 22.07** Any employee required to wear hearing protection or protective clothing, shall have such protection provided by the Employer.

ARTICLE 23 – POSTING OF VACANCIES

- 23.01** Where there is a competition to fill a permanent or term vacancy or anticipated permanent or term vacancy occurs in the Bargaining Unit, the Employer shall post notices of competitions electronically College wide for all employees to enter the competition within **thirty (30)** working days of the vacancy occurring. Such notice shall be posted for ten (10) working days or until the competition closing date, whichever is greater. No external applicant shall be hired until all internal applicants have been considered; however, the Employer retains the right to post externally at the same time.

Employees shall be selected for positions under this Article on the basis of the following four (4) factors:

- a) their skills, ability and qualifications.
- b) whether the employee has performed work within the classification posted;
- c) whether performance issues have been identified; and
- d) disciplinary matters on the employee's file that have not been removed as per Article 17.10 of the collective agreement.

Where the four (4) selection factors a) to d) above are relatively equal among the applicants, the position shall be filled on the basis of seniority within the bargaining unit.

- 23.02** The notices referred to in **Article** 23.01 shall contain the following information:

- a) description of the position;
- b) location of the position;
- c) required qualifications; and
- d) the wage rate or range.

- 23.03** An employee who is promoted or transferred to another classification shall be on trial for a period of two (2) months. If during such trial period the employee or Employer decides that the employee is unable to perform the duties of the new classification, the employee shall revert to his former classification and work unit without loss of seniority. However, any employee who has performed the work of the new classification for a period of two (2) consecutive months within the previous twelve (12) month period shall have an opportunity to waive the trial period.
- 23.04** Prior to an employee being seconded to a position, inside or outside of the bargaining unit, the Employer, the Union and if applicable, the Union of the host bargaining unit, will enter into a Letter of Agreement detailing the collective agreement implications and the terms and conditions of employment for the period of the secondment. These terms and conditions of employment shall include but are not limited to, length of secondment, hours of work, rate of pay, overtime and other premiums, union dues, seniority and grievance/adjudication process.
- 23.05** All employees who apply for competition shall be notified by letter of the results of the competition. A copy of the letter sent to the successful applicant shall be forwarded to the Union as per Article 12, within thirty (30) days of the completion of the competition.

ARTICLE 24 – POSITION CLASSIFICATION

- 24.01** Where a new classification not covered by this Agreement is established during the life of this Agreement, the rate of pay shall be subject to negotiations between the Employer and the Union, but all other terms of the Agreement shall apply. In the event no agreement can be reached between the Employer and the Union, wage rates only may be submitted to adjudication. In the intervening time pending the result of adjudication the Employer shall set an interim wage rate for such new classification. The new rate shall become retroactive to the time the position was first filled by an employee.
- 24.02** The Employer shall notify the Union in advance of any change in the job specifications for classifications covered by this Agreement which alter the duties or responsibilities of employees.
- 24.03** An employee who feels that their position has been unfairly or incorrectly classified or reclassified, shall have the right to appeal such classification or reclassification as per *NBCC Policy 4114*.

ARTICLE 25 – SENIORITY

- 25.01** Applicable seniority shall accumulate based upon all scheduled regular hours worked by the employee (excluding premium hours, as per Articles 19, 22 or Letter of Agreement) or hours related to Employer-paid approved leave(s), as set out in the collective agreement, and shall not exceed two thousand and eighty hours (2080) per year.
- 25.02** An employee who ceased to be on the payroll of the Employer shall not lose their seniority if:

- a) they are on approved leave of absence;
- b) they have been discharged or suspended without pay, and reinstated;
- c) they are absent from work while drawing Workers' Compensation Benefits.

25.03 Employees laid off or employees on inactive status not in excess of twelve (12) months shall retain their seniority accumulated to date of layoff or commencement of inactive status but do not accumulate seniority during the period of layoff or inactive status.

25.04 An employee shall be terminated and lose their seniority rights if

- a) they quit and are absent for more than one complete scheduled work day after taking this action;
- b) they are laid off or on inactive status in excess of twelve (12) months;
- c) they have been discharged for just cause and is not reinstated;
- d) they are absent without leave for a period in excess of three (3) consecutive working days without reasonable excuse;
- e) when recalled they fail to return to work within five (5) working days after being notified by registered mail. It shall be the responsibility of the employee to keep the Employer informed of their present mailing address. An employee recalled for employment of a short-term duration up to twenty (20) working days at a time when they are employed elsewhere shall not lose their seniority rights for failing to return to work.

25.05 Where two or more persons commence work on the same day, seniority shall be in accordance with the date of application for employment.

ARTICLE 26 – SENIORITY LIST

26.01 The Employer shall prepare a seniority list for all employees and shall make this list available to the employees and the Union by the end of February of each year. The list of employees shall include: employee's name, employee number, position number, classification, status, headquarters, date of commencement, seniority hours as such information is available through the human resource information systems in use by the Employer.

ARTICLE 27 – PROBATIONARY PERIOD

27.01 At any time during the probationary period the Employer may give notice to the employee that they intend to reject the employee at the end of such notice period as may be

established by the Employer. Such notice of rejection is not considered to be a matter for grievance.

- 27.02 During their probationary period, employees shall benefit from all of the provisions of this Collective Agreement with the exception of the grievance and adjudication procedures in the case of termination of employment, unless the assessment of suitability of employment was done in an arbitrary or discriminatory manner.

ARTICLE 28 – LAYOFF AND RECALL

28.01 A layoff for the purpose of this Agreement shall be defined as a termination of employment because of lack of work or because of the discontinuance of a function.

28.02 The parties recognize that pursuant to section 63(2) of the *Public Service Labour Relations Act* that when conflict occurs between the provisions of this article and the *New Brunswick Community Colleges Act*, the *New Brunswick Community Colleges Act* shall prevail.

28.03 In the event of a layoff and where qualifications, skills and ability are equal, **at the Campus where the lack of work or discontinuance of a function has occurred, layoff shall be determined and apply pursuant to the following conditions and protocols:**

- a) **Where a layoff is identified within a classification, the employee with the least seniority in that classification will be assessed to determine whether they possess the qualifications, skills and ability for any other classification in the bargaining unit at the same Campus;**
- b) **If the original employee subject to layoff (“OESL”) is determined by the Employer, subject to an objective process, not to possess the qualifications, skills and ability for any other classification in the bargaining unit at the same Campus, they are laid off and the process of review is concluded;**
- c) **Where the OESL is determined by the Employer, subject to an objective process, to possess the qualifications, skills and ability for another bargaining unit classification at the same Campus in an active position with an incumbent employee to displace by layoff, the process under this Article proceeds;**
- d) **Where the OESL is qualified for more than one classification in iii), the OESL will be presented with the classification options and shall be granted twenty-four (24) hours to select a single alternate classification position (“ACP”) to proceed with seniority (bumping) analysis or to accept the lay off from their original classification, with all elections being final and binding on the employee and the Union;**
- e) **Upon examination of the Seniority List (Article 26), where the OESL has higher Seniority (Article 25) than an employee in the ACP at the same**

Campus, the employee with the least seniority in the ACP shall be subject to layoff off (the Second Employee Subject to Layoff – “SESL”);

f) The following conditions shall apply to the OESL after election to be placed in the ACP in iv):

i) As there is no layoff, any right to recall to the original classification for the OESL is deemed to be met and expunged, as of the date of ACP placement;

ii) The regular rate of pay for the ACP shall be applicable, even where this results in a reduction in pay for the OESL;

iii) The ACP placement shall be subject to Article 27 (Probation);

iv) Where probation is successful, the OESL is appointed to the ACP, effective the date probation is completed;

v) The OESL shall retain all existing seniority from their prior classification, which shall transfer to the ACP classification when placing the OESL on the ACP seniority list for any future layoffs from the ACP;

vi) Only where the ACP probation is unsuccessful; the OESL shall be deemed to be laid off, rather than terminated from probation, with their layoff effective the date of notice of unsuccessful probation. In such circumstance alone, their recall rights shall be re-instituted, as set out in Article 28, and they are eligible for recall in relation to their original classification of layoff.

vii) The process within Article 28.03 will be repeated for the SESL displaced by the OESL in the ACP and any third or subsequent laid off employees, until the final laid off employee is identified in each process for each position reduction pursuant to Article 28.

28.04 Where the Employer intends to lay off an employee, the employee and the Union shall be given not less than ten (10) working days' notice of such layoff by personal service or registered letter, and where less than ten (10) working days' notice is given, the employee shall continue to receive their pay for ten (10) working days after such notice is given. The notice shall include the employee's classification and seniority date.

28.05 A layoff will become a termination of employment and recall rights will lapse if the layoff lasts more than twelve (12) consecutive months without being recalled.

28.06 Employees shall be recalled to their classification at the campus from which they were laid off in the order of their classification seniority. No new person shall be hired in the classification until employees laid off have been given an opportunity of recall.

- 28.07** An employee recalled to work shall commence work within five (5) working days of notice of recall. Notice of recall shall be by registered mail or personal service with a copy to the Union. Failure to report within five (5) working days of notice of recall will result in loss of recall rights, except in the case of an employee recalled for employment of a short-term duration of up to twenty (20) working days at a time. Such an employee shall waive their recall rights until regular work for their classification becomes available.
- 28.08** Grievances concerning layoffs may be initiated at Step Two of the Grievance Procedure.
- 28.09** The Employer agrees to pay the Employer's share of Health and Dental benefits for employees who are laid off for three (3) months after the month in which the employees are laid off.
- 28.10** An employee who is laid off shall retain all superannuation rights held by them at the date of their layoff as provided by the *Public Service Shared Risk Plan*.

ARTICLE 29 – VACATIONS

- 29.01** Subject to Article 29.06, each employee shall earn vacation leave credits for each calendar month for which they receive pay for at least ten (10) working days.
- 29.02** **a)** Where operational requirements permit, vacation entitlement can be carried over to a subsequent year. An employee who wishes to carry vacation entitlement forward shall make this request in writing prior to the first day of November of the year in which the employee ordinarily would take the vacation sought to be carried forward.
- b) The employee will be permitted to carry over ten (10) days of vacation leave credits upon request and approval of their Manager. Such approval shall be subject to operational requirements, but will not be unreasonably withheld.**
- c)** Where the employee's vacation has not been used up in one year due to prolonged sickness, the employee will, in the event that the employee returns to work in the following year, be entitled to whatever vacation credits may have been earned and not taken in the previous years, provided they were carried over.
- 29.03** The vacation leave credit shall be:
- a)** for employees with five (5) or less consecutive years of employment shall be one and one-quarter ($1\frac{1}{4}$) days per calendar month;
- b)** for employees with more than five (5) years and less than eight (8) years of consecutive service shall be one and one-half ($1\frac{1}{2}$) days per calendar month;
- c)** for employees with more than eight (8) years and less than twelve (12) years of consecutive service shall be one and two-thirds ($1\frac{2}{3}$) days per calendar month;

- d)** for employees with more than twelve (12) years and less than sixteen (16) years of consecutive service shall be one and five sixths ($1\frac{5}{6}$) days per calendar month;
 - e)** for employees with more than sixteen (16) years and less than twenty (20) years of consecutive service shall be two (2) days per calendar month;
 - f)** for employees with more than twenty (20) years consecutive service shall be two and one twelfth ($2\frac{1}{12}$) days per calendar month.
- 29.04** An employee whose employment is terminated for any reason, shall be paid with their final pay, at their daily rate of remuneration for any unused vacation credits which have accrued to the employee's benefit in accordance with this Article.
- 29.05** In addition to an employee's regular working days, for the purpose of computing vacation entitlement, credit shall be given for:
- a) days on which the employee is on vacation;
 - b) days on which the employee is on leave of absence with pay pursuant to the terms of this Agreement;
 - c) days on which the employee is on sick leave pursuant to the terms of this Agreement;
 - d) days on which the employee is absent from work while receiving Worker's Compensation Benefits, vacation leave credits will be limited to the number of days that would have accrued for twelve (12) months of service as per Article 29.03; and
 - e) Statutory Holidays or days taken in lieu thereof.
- 29.06** Where a continuous period of absence from work on leave of absence without pay or suspension from duty not in violation of Article 17 prevents an employee from receiving pay for at least ten (10) working days in any month, no vacation credits shall accumulate for that month, but the employee shall retain any vacation credits accumulated prior to such leave or suspension from duty.
- 29.07** The Employer shall determine the number of employees who may be on vacation during any given period. Employees shall indicate their vacation preference prior to March 31st in each year. Vacation schedules shall be prepared with preference given to the employee(s) with the most seniority within each classification. The vacation schedules shall be confirmed by the Employer by May 1st in each year. No vacation request shall be unreasonable denied.
- 29.08** Every person, upon ceasing to be an employee, shall compensate the Employer for vacation which was taken but to which they were not entitled and the amount of the compensation shall be calculated at the employee's rate of remuneration at the time they ceased to be an employee.

- 29.09** Where an employee is laid off, they shall take their accumulated vacation credits at time of layoff. Vacation credits do not accumulate during periods of layoff. On termination of layoff such employees commence to gain vacation in accordance with Article 29.03.
- 29.10** Seasonal employees shall earn pro-rated vacation credits on the basis of time actually worked; however, seasonal employees shall not be subject to Article 29.01. Further, seasonal employees shall receive improvements in vacation credit entitlements pursuant to Article 29.03 only after the completion of total annual days normally worked by full-time employees.
- 29.11** An employee who becomes hospitalized while on vacation shall be paid as per Article 31.05. In such cases where sick leave is claimed, proof of illness must be submitted to the Employer and the Employer must be notified at time of illness.
- 29.12** If one of the holidays referred to in Article 30 falls on or is observed on a regular work day during an employee's vacation, they shall be granted an additional day's vacation.
- 29.13** A request for use of vacation leave credits outside of the annual scheduling process set out in Article 29.07 shall be presented to the Employer for approval. Such approval shall be subject to operational requirements, but will not be unreasonably withheld.

ARTICLE 30 – HOLIDAYS

- 30.01** a) Employees shall have the following holidays off without loss of pay:
- i)** New Year's Day;
 - ii)** Family Day, being the third Monday in February
 - iii)** Good Friday;
 - iv)** Easter Monday;
 - v)** the day fixed by proclamation of the Governor-In-Council for the celebration of the birthday of Sovereign;
 - vi)** Canada Day;
 - vii)** New Brunswick Day;
 - viii)** Labour Day;
 - ix)** **Truth and Reconciliation Day**
 - x)** the day fixed by proclamation of the Governor-In-Council as a general day of Thanksgiving;
 - xi)** Remembrance Day;
 - xii)** Christmas Day;
 - xiii)** Boxing Day;
 - xiv)** any other day duly proclaimed as a provincial or National holiday.
- b) Employees shall have the following days off without loss of pay, for Christmas Day and Boxing Day;
- i)** when Christmas Day is Monday- the 25th and 26th of December;

- ii)** when Christmas Day is a Tuesday- the 24th, 25th and 26th of December;
- iii)** when Christmas Day is a Wednesday or Thursday - the afternoon of the 24th, 25th and 26th of December;
- iv)** when Christmas Day is a Friday, a Saturday, or a Sunday- the 24th through to the 27th of December, inclusive.

c) Employees shall receive leave with pay for the period they would otherwise be scheduled to work between December 26th and January 1st. Should any employee be required to work during this period, the employee shall be entitled to straight time leave with pay at another mutually agreed time. For the purpose of this Article “required to work” means being an employee assigned to:

- i) report to work during regular working hours to ensure that basic support is available; or**
- ii) respond to situations during regular working hours which are sudden or generally unexpected and demand immediate attention.**

30.02 In order to receive holiday pay, an employee must have worked the scheduled workday before and the scheduled workday after the holiday, unless the employee was on authorized leave with pay. Article 30.01 shall not apply to an employee during any period the employee is on authorized leave of absence without pay in excess of five (5) working days, is absent without leave, or is under suspension.

30.03 Where a holiday other than Christmas occurs on an employee's regular day off, and that employee is not required to work, that employee's holiday shall be rescheduled.

30.04 Where an employee is required to work on a holiday, as listed in **Article** 30.01(a) or on a day off which was rescheduled pursuant to **Article** 30.03 above, such employee shall have the option of:

- a) being compensated for the hours worked at the overtime rate in addition to that day's pay pursuant to **Article** 30.01(a); or
- b) being compensated for the hours worked at one and one-half (1½) times time off in addition to that day's pay pursuant to **Article** 30.01(a).

ARTICLE 31 – SICK LEAVE

31.01 Each employee in the bargaining unit shall accumulate sick leave credits at the rate of one and one-quarter (1¼) days per month for each calendar month of continuous employment up to a maximum credit of two hundred and forty (240) working days.

31.02 An employee who commences employment before the sixteenth (16th) of the month shall be eligible to begin accumulating sick leave credits for that month. An employee who commences employment on the sixteenth (16th) day of the month or after shall be eligible to accumulate sick leave credits from the first day of the month following the date of his appointment.

- 31.03** For the purpose of computing sick leave accumulation, the following shall be counted as working days:
- a) days on which the employee is on vacation;
 - b) days on which the employee is on leave of absence with pay pursuant to the terms of this Agreement;
 - c) days on which the employee is on sick leave pursuant to the terms of this Agreement;
 - d) days on which the employee is absent from work while receiving Worker's Compensation Benefits, sick leave credits will be limited to the number of days that would have accrued for twelve (12) months of service as per Article 31.01; and
 - e) Statutory Holidays or days taken in lieu thereof.
- 31.04** Where a continuous period of absence from work on leave of absence without pay or suspension from duty not in violation of Article 17, prevents an employee from receiving pay for at least ten (10) working days in any month, no sick leave credits shall accumulate for that month, but the employee shall retain any sick leave credits prior to such leave or suspension from duty.
- 31.05** An employee who is absent from work on account of sickness or accident who wishes to use their sick leave credits for such absence must so advise their supervisor.
- 31.06** Subject to Article 31.05, a deduction shall be made from an employee's accumulated sick leave credits for each working day that the employee is absent on sick leave. **The minimum increment of time processed for an absence on sick leave shall be one-quarter (1/4) day and an absence of less than one-quarter (1/4) day shall be deducted as one-quarter (1/4) day.**
- 31.07**
- a) The parties agree that the Employer has the right to investigate the use of sick leave. Misuse of sick leave may be grounds for disciplinary action.
 - b) After more than three (3) consecutive working days lost time due to sickness a Medical Certificate may be required of the employee or time lost will be deducted from the employee's wages in accordance with the hourly rates listed in Schedule "A". Where the Employer has reason to believe that an employee is misusing the sick leave privilege such employee may be required to produce a Doctor/Nurse Practitioner's Certificate for an absence of three (3) days or less for which sick leave is sought and if a Certificate is not produced after such request, the time absent from work will be deducted from the employee's wages.
 - c) Where a Certificate is required for absences of three (3) days or less under **Article 31.07 (b)** above, such proof of illness shall be requested during the illness unless the employee has been issued a standing directive that requires them to submit a Certificate for any period of absence for which sick leave is sought. An individual standing directive shall be valid for a period of not more than twelve (12) months following the date of issue of the same.
 - d) Documentation required for the purposes of determining accommodation needs shall be at the expense of the Employer.

- 31.08** An employee who has completed eighteen (18) months of service and who has exhausted their sick leave entitlement shall, upon application, be advanced fifteen (15) days anticipated sick leave for the following reasons: serious illness, accident, or continuous treatment by doctor. Upon their return to duty, the employee shall repay the advanced sick leave in full at the rate of at least one-half ($\frac{1}{2}$) the monthly accumulated **five eighths** ($\frac{5}{8}$) day per month. An employee who returns to work before using the full fifteen (15) days shall repay the portion used and the remainder shall be returned to the Employer.
- 31.09** Where the employment of an employee who has been granted advanced sick leave in accordance with **Article** 31.08 is terminated for any reason, the employee shall compensate the Employer for any such leave granted to the employee that remains unearned at the time of termination of employment and shall be calculated at the employee's rate of remuneration at the time the employee ceased to be an employee.
- 31.10** The absence of an employee who is receiving compensation under the *Workers' Compensation Act* shall not be charged against the employee's sick leave credits.
- 31.11** When using sick leave credits the employee is considered to be on paid leave of absence.

ARTICLE 32 – MATERNITY LEAVE/PATERNITY LEAVE/CHILD CARE LEAVE

- 32.01** An employee who is eligible for maternity and/or childcare leave benefits may apply for and receive the duration of applicable leave of absence from work, pursuant to the provisions of the *New Brunswick Employment Standards Act*, as amended from time to time and the financial benefits of the provisions of the *Canada Employment Insurance Act*, as amended from time to time.
- 32.02** An employee who is a natural parent requesting maternity and/or childcare leave shall submit the required request for leave accompanied by a medical certificate to the Employer at least fifteen (15) weeks prior to the anticipated delivery date.
- 32.03** An employee who is an adoptive parent requesting childcare leave shall submit the required request for leave and verification of the adoption approval as soon as possible to the commencement of the leave.
- 32.04** Return to Work - An employee returning from maternity and/or childcare leave shall give the Employer written notice of the fact at least ten (10) working days prior to returning to work. In the case of an employee who is the natural mother of the child, such notice shall be accompanied by a written approval of a qualified medical practitioner.
- 32.05** An employee returning from maternity and/or childcare leave shall be placed in the previously held classification at a rate of pay that is equivalent to or greater than the rate of pay the employee was receiving immediately prior to their departure and the return to work shall be to the location to which the employee reported immediately prior to the leave.

- 32.06** Supplementary Unemployment Benefit - An employee with one year's seniority who agrees to return to work for a period of at least six (6) months and who provides the Employer with proof that she has applied for and is eligible to receive Employment Insurance Benefits pursuant to the *Canada Employment Insurance Act*, shall be eligible to be paid a maternity leave allowance by the Employer in accordance with the *Supplementary Unemployment Benefit plan* for a period not to exceed fifteen (15) continuous weeks immediately following the minimum waiting period for Employment Insurance Benefit eligibility for applicable maternity leave.
- 32.07** In respect of the period of maternity leave, maternity leave allowance payments made according to the Employer's *Supplementary Unemployment Benefit Plan* will consist of the following:
- a) where an employee is subject to a waiting period of one (1) week before receiving Employment Insurance (EI) maternity benefits, an allowance of seventy-five percent (75%) of the regular rate of pay for each week of the one (1) week waiting period less any other monies earned during this period; and
 - b) payments equivalent to the difference between the EI benefits the employee is eligible to receive and seventy-five percent (75%) of her regular rate of pay, at the time maternity leave commences, less any other monies received during the period which may result in a decrease in EI benefits to which the employee would have been eligible if no extra monies had been earned during this period.
- 32.08** "Regular rate of pay" shall mean the rate of pay the employee was receiving at the time maternity leave commenced, but does not include retroactive adjustment of rate of pay, acting pay, overtime, or any other form of supplementary compensation.
- 32.09** An applicant under Article 32.07 above shall return to work and remain in the Employer's employ for a period of at least six (6) months after her return to work. Should the employee fail to return to work and remain at work for a period of six (6) months the employee shall reimburse the Employer for the amount received as maternity leave allowance on a pro rata basis.
- 32.10** An employee who is absent from work and is receiving Worker's Compensation Benefits is not entitled to any benefits under this Article.
- 32.11** The Employer may, upon request in writing from the employee, extend the total period of unpaid maternity leave referred to in Article 32.01
- 32.12** When an employee on maternity and/or childcare leave wishes to return to work earlier than provided for under Article 32.01, the employee shall give the Employer notice of the fact at least ten (10) working days in advance and the Employer will make every reasonable effort to accommodate the request.

32.13 Subject to Article 32.11, an employee on maternity and/or childcare leave who does not return to work at the expiry of such leave shall be considered to have resigned their position.

32.14 An employee who resigns her position for maternity reasons shall retain her accrued benefits if she becomes re-employed in Part IV within six (6) months from the date of her resignation, provided such benefits have not been previously liquidated.

32.15 During an approved period of maternity leave as specified in Article 32.01:

- a) an employee continues to earn seniority and continuous service credits and shall experience no loss of applicable collective agreement rights in relation to Articles 25.03, 25.04, 28.05 and /or Appendix A, Part A Articles 25.03 and 25.04;
- b) where the employee participates in group insurance plans of the Employer, the employee and Employer shall continue their contributions to premiums as required by and subject to the terms of such plans; and
- c) an employee shall continue to accrue entitlements for retirement allowance and vacation purposes. An employee maintains but does not accrue sick leave or vacation leave credits while on leave. Periods of less than one (1) month shall not be counted in this calculation.

32.16 An employee granted extended unpaid maternity leave, pursuant Article 32.11, or childcare leave, pursuant to Article 32.01:

- a) may, where permissible under the relevant group insurance plans, continue contributions, including those of the Employer during such extended leave;
- b) an employee continues to earn seniority and continuous service credits and shall experience no loss of applicable collective agreement rights in relation to Articles 25.03, 25.04, 28.05 and /or Appendix A, Part A Articles 25.03 and 25.04; and
- c) an employee shall continue to accrue entitlements for retirement allowance and vacation purposes. An employee maintains but does not accrue sick leave or vacation leave credits while on leave. Periods of less than one (1) month shall not be counted in this calculation.

32.17 If the natural father intends to take child care leave, he shall give a minimum of six (6) weeks' written notice to the Employer of a commencement date and duration of the leave.

32.18 If both parents are employees, the child care leave may be taken by one parent or shared by the two parents, provided the combined leave period does not exceed forty (40) weeks.

32.19 An employee shall be granted one (1) day's paternity leave without loss of pay within a reasonable period of time surrounding the occasion of the birth of the child.

ARTICLE 33 – EMERGENCY/MISCELLANEOUS LEAVE

33.01 Emergency leave with pay may be granted to an employee for a period not exceeding five working days per year, **with the minimum increment of time processed for an absence being one-quarter (¼) day and an absence of less than one-quarter (¼) day shall be deducted as one-quarter (¼) day:**

- a) to accompany a child or spouse in a medical emergency, or to be with a member of the immediate family in the crisis of a serious illness;
- b) when circumstances not directly attributable to the employee prevent their reporting for duty; or
- c) for medical and dental appointments when it is not possible for the employee to arrange such appointments outside the hours of work.

33.02 The Employer may grant leaves of absence with or without pay to an employee requesting leave for good and sufficient cause.

33.03 Employees in the bargaining unit shall have the right to apply for Compassionate Care Leave without pay subject to the provisions of the *New Brunswick Employment Standards Act* as amended from time to time.

33.04 In the event that NBCC campus administration closes a campus due to hazardous road conditions, employees:

- a) need not report to work for an entire shift,
- b) need not report to work for a shift until so required by the Employer,
- c) may leave work before the end of a shift.

In such situations, employees will suffer no loss of pay for hours not worked or be required to replace such time by accumulated holiday, accumulated overtime, accumulated vacation, or by working on one of their regular days off or statutory holidays.

33.05 Any employee who, having made every reasonable effort to report for duty during the course of a storm, has been prevented from doing so because of the condition of public streets or highways, shall be given the opportunity to replace such day by accumulated statutory holiday, accumulated overtime, accumulated vacation, or by working on one of their regular days off or statutory holidays if staffing patterns permit.

33.06 Employees in the bargaining unit shall have the right to apply for Domestic Violence Leave, Intimate Partner Violence Leave or Sexual Violence Leave subject to the provisions of the *New Brunswick Employment Standards Act*, as amended from time to time.

ARTICLE 34 – BEREAVEMENT LEAVE

- 34.01** Upon application an employee shall be granted seven (7) consecutive **work** days leave of absence without loss of salary or benefits, one of which shall be the day of the funeral **or celebration of life** in the event of the death of a mother, father, person in loco parentis, spouse, son, daughter, stepchild, **unborn child**, brother, sister or grandchild.
- 34.02** Upon application, an employee shall be granted five (5) consecutive **work** days leave of absence without loss of salary or benefits, one of which shall be the day of the funeral **or celebration of life**, in the event of the death of the employee's mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents, spouse's grandparents, or other relatives living in the employee's household.
- 34.03** An employee shall be granted bereavement leave in the event of the death of the employee's ex-spouse, aunt, uncle, niece or nephew, without loss of pay, for a maximum of one (1) **work** day which must be the date of the funeral **or celebration of life**.
- 34.04** An employee may be granted a maximum of an additional three (3) days bereavement leave at the discretion of the Employer for the purpose of travel to attend the funeral of any relative set out in this Article or to carry out a family responsibility which the employee may be obliged to perform following the death of such relative.
- 34.05** **If the funeral or celebration of life is held on Saturday or Sunday, the employee will be permitted to take the applicable bereavement day on their next scheduled workday, unless Saturday or Sunday is their scheduled workday, in which case, the bereavement day shall be observed on the weekend workday.**
- 34.06** **In the event of a death of a spouse, unborn child, or child, the employee shall be entitled to take up to ten (10) additional work days of paid bereavement leave within the twelve (12) months immediately following the death. The additional leave may be taken intermittently or in one (1) continuous period, with the approval of the Employee's Manager. Such approval shall be subject to operational requirements, but will not be unreasonably withheld.**
- 34.07** **For the purposes of Article 24, an "unborn child" shall be a fetus lost within the third (3rd) trimester of pregnancy by the prospective parents of the unborn child.**

ARTICLE 35 – PALLBEARER LEAVE

- 35.01** One-half (½) day leave without loss of pay may be granted to an employee to attend a funeral as pallbearer plus travel time if necessary. Total leave is not to exceed one (1) day without loss of pay.

ARTICLE 36 – COURT LEAVE

- 36.01** a) An employee is entitled to leave with pay when they are required to serve on a jury or to attend as a witness in any legal proceeding where the attendance of witnesses is compelled by law.
- b) An employee is not entitled to leave with pay where they are on leave of absence without pay or under suspension, or when the court or similar proceedings have been initiated by themselves or with respect to attending court or proceedings not associated with their employment to which they are made a party.
- c) If an Employer grants an employee a leave of absence with pay, the Employer may require the employee to reimburse the Employer for any amount that the employee receives as a jury or witness fee, exclusive of any amount that the employee receives as compensation for travel, meal or accommodation expenses.
- 36.02** If an employee serving in any of the above-mentioned capacities is not required to serve for the entire day, such employee shall then report to work.

ARTICLE 37 – TIME OFF FOR UNION BUSINESS

- 37.01** An employee who has filed a grievance in accordance with the grievance procedure, Article 15, shall be granted time off work with pay when a grievance hearing is held, including adjudication.
- 37.02** At the written request of the Union, employees who are members of the Union Negotiating Committee shall be allowed leave of absence without pay to perform the duties of that committee. The Union will submit written notification at least two (2) weeks prior to the proposed leave if possible.
- 37.03** At the written request of the Union with at least two (2) weeks advance notice, the Employer shall grant leave of absence, without pay or loss of seniority, to employees designated by the Union for the purpose of attending Labour Conventions, Council Meetings and Education Seminars.
- 37.04** Any employee who is elected or selected for a full-time position with the Union, or anybody with which the Union is affiliated, shall be granted leave of absence by the Employer, without loss of seniority, up to two (2) years. On request, such leave may be renewed each year during his term of office. In addition, such credited seniority will not be used for retirement allowance nor for vacation entitlement purposes.
- 37.05** In the case of leaves with pay pursuant to Articles 37.02, 37.03 and 37.04, the Employer will maintain the salary and benefits of the employee and invoice the Union for reimbursement.
- 37.06** The Employer shall make best efforts to replace all hours of work where an employee is absent from work on approved union leave, provided there is no additional cost.

ARTICLE 38 – SAFETY AND HEALTH

38.01 The parties agree that the provisions of the *Occupational Health and Safety Act* and Regulations apply to this bargaining unit.

ARTICLE 39 – HEALTH AND DENTAL PLANS

39.01 Health and Dental Plans

- a) The Employer shall pay seventy-five percent (75%) of the cost of premiums of the existing *Province of New Brunswick Health Plan* or its equivalent for all employees. Employee enrollment in this Plan shall be on a voluntary basis. The Employer shall deduct the employee's share of the cost of the premium of the Plan when so authorized by the employee.
- b) The Employer shall pay fifty percent (50%) of the cost of the existing *Province of New Brunswick Dental Plan* or its equivalent, as agreed between the parties, for all employees. Employee enrollment in this Plan shall be on a voluntary basis. Upon implementation the Employer shall deduct the employee's share of the cost of the premium of the Plan when so authorized by the employee.
- c) **Health Spending Fund**
Subject to the terms and conditions of the Health Spending Fund Program, each employee shall be eligible to be reimbursed up to three-hundred dollars (\$300) each fiscal year from the Health Spending Fund.
- d) In the event that, during the life of this Agreement, additional benefits are added to the Plans resulting in higher premiums being levied by the Standing Committee on Insured Benefits, the Employer agrees that its contribution shall be automatically adjusted so as to maintain the present cost sharing basis of the Plan.

39.02 Group Life Insurance

The Employer shall continue to participate in the existing group life insurance plan in force for employees on the same basis as at present.

39.03 Long Term Disability/Accidental Death and Dismemberment

The Employer accepts the responsibility for the administration of the *Long-Term Disability and Accidental Death and Dismemberment Insurance Plans* which are fully funded by the employee.

ARTICLE 40 – INJURED ON DUTY

40.01 An employee receiving compensation benefits under the *Workers' Compensation Act* for injury on the job is entitled to receive the difference between their full salary and the salary benefits paid by the WorkSafeNB during the period of total temporary disability.

40.02 The absence of an employee who is receiving compensation under the *Workers' Compensation Act* shall not be charged against the employee's sick leave credit or vacation credit.

ARTICLE 41 – RETIREMENT AND PENSION PLAN

41.01 All benefits provided by the *Public Service Shared Risk Plan* shall apply to retiring employees covered by the provisions of that Act to the extent provided by that Act. For the purposes of this Agreement, the *Public Service Shared Risk Plan* shall prevail.

41.02 During the ten (10) years prior to their anticipated retirement, an employee desiring to participate in an Employer approved *Pre-Retirement Counselling Program* shall be granted leave of absence with pay and shall be reimbursed for reasonable expenses to attend such a program within the Province of New Brunswick.

ARTICLE 42 – RETIREMENT ALLOWANCE

42.01 When an employee having general seniority of five (5) years or more, retires, dies, or becomes disabled, or is laid off, the Employer shall pay such an employee or estate a retirement allowance equal to five (5) days' pay for each full year of seniority but not exceeding one hundred twenty-five (125) days' pay, at the Employee's regular rate of pay. For the purpose of this article, employees having seniority of five (5) years or more who do not participate in the *Public Service Superannuation Plan* shall be deemed entitled to retire due to age once having achieved age fifty-five (55).

42.02 Where an employee retires, dies, or becomes disabled, the retirement allowance shall be paid in a lump sum upon retirement or at the employee's written request the lump sum payment can be deferred to the year following their termination of employment.

42.03 Where an employee is laid off, the retirement allowance shall be paid in a lump sum twelve (12) months after the date they were laid off, provided the employee has not been rehired in the New Brunswick Public Service.

ARTICLE 43 – TRAVEL REGULATIONS

43.01 The Travel Regulations in force shall apply to the employees in the bargaining unit.

ARTICLE 44 – TRANSFER OF BENEFITS

44.01 Upon entering the Unit immediately following employment in another Part of the Public Service,

- a) an employee is entitled to transfer unused sick leave credits up to a maximum of 240 days credit,

- b) an employee is entitled to transfer unused vacation leave credits or to take cash in lieu, at the employee's option,
- c) an employee is entitled to include the number of years continuous employment in the Public Service for purposes of calculating vacation leave and retirement allowance entitlements,
- d) an employee shall be entitled to transfer his accumulated pension credits to the applicable pension plan upon his becoming employed.

ARTICLE 45 – EMPLOYER-EMPLOYEE RELATIONS COMMITTEE

- 45.01** A Provincial Labour Management Committee made up of the negotiating teams for each party shall meet at the request of either party during the administration of the collective agreement. Every reasonable effort will be made to ensure continuity of team membership during the life of the current collective agreement. The committee shall deal with matters of interpretation of the collective agreement and other matters of mutual concern. This committee does not have the power to add to, change or modify this collective agreement.
- 45.02** No employee serving on this Committee shall lose salary or other benefits due to an absence or absences from work under this Article. The expenses of the representatives attending a Committee Meeting will be borne by their respective parties.

ARTICLE 46 – TECHNOLOGICAL CHANGE

- 46.01** A change in the Employer's operation directly related to the introduction of equipment or material which will result in changes in the employment status or substantial change in working conditions of employees.
- 46.02** Both parties recognize the overall advantages of technological change. Where technological change is to be implemented, the Employer will seek ways and means of minimizing adverse effects on employees which might result from such changes.
- 46.03** The Employer will give the union written notice of technological change at least three (3) months prior to the date of the change and the steps to be taken to assist employees who could be affected.
- 46.04** If as a result of a change in technology the Employer requires an employee to undertake additional training, this training will be provided to the employee. Such training shall be given during the hours of work whenever possible. Training due to technological change shall be at the Employer's expense. Time spent in training shall be without loss of pay to the employees.
- 46.05** If an employee's position is rendered redundant as a result of technological change, the Employer will make every reasonable effort to relocate the employee in a job consistent with his qualifications.

46.06 Where training or relocation is not possible the affected employee shall be laid off in accordance with the layoff provisions of this Agreement. However, employees involved in such contemplated change shall not be laid off prior to the expiration of the three (3) months' notice referred to above.

ARTICLE 47 – JOB SECURITY

47.01 In the event of merger, amalgamation, closure of facilities, or contracting out, which may cause the displacement of employees, the Employer agrees to give the Union notice in writing at least one hundred and eighty (180) days prior to contracting out any work which may result in the layoff of an employee in the bargaining unit. Discussion will commence between the parties within fourteen (14) days of such notice and every reasonable effort will be made to provide continuing employment with the Employer for those affected.

47.02 Where an employee is designated for layoff as a result of the Employer contracting out work of the bargaining unit and where that employee possesses the required qualifications for an identifiable vacant position of the same or lower level, the employee designated for layoff shall be given preference for the vacant position.

47.03 An employee designated for layoff shall not be laid off prior to the expiration of the one hundred and eighty (180) days' notice outlined in **Article** 47.01.

ARTICLE 48 – UNIFORMS

48.01 Where employees are required to wear uniforms, such uniform shall be provided by the Employer.

48.02 The Employer shall provide no more than three (3) uniforms for each employee who is required to wear a uniform. The condition of uniforms shall be reviewed at least once a year and replaced as required.

ARTICLE 49 – PART-TIME EMPLOYEES

49.01 A part-time employee shall accumulate the following on a pro-rated basis; the pro-ratio being the hours regularly worked in relation to the normal hours worked for full-time employees:

- a)** seniority
- b)** vacation credits
- c)** sick leave credits
- d)** threshold for vacation entitlement
- e)** statutory holidays.
- f)** all other leaves that are applicable

- 49.02** Notwithstanding Article 30, payment of the **thirteen (13)** holidays specified in 30.01(a) shall be pro-rated according to the number of hours worked.
- 49.03** Participation of a part-time employee in any group benefit plan is subject to the terms of such plan.
- 49.04** Regular hours of work for part-time employees shall be to a maximum of eight (8) hours per day. Subject to 19.07, all hours worked in excess of eight (8) hours per day shall be considered overtime.

ARTICLE 50 – RETROACTIVITY

- 50.01** a) All employees on the payroll on the date of signing of this Agreement shall receive retroactive pay for all hours worked in accordance with the rates listed in Schedule "A".
- b) The following employees shall also receive retroactive pay on a prorated basis; employees who died or retired after December 15, **2024**; employees who were laid off prior to the date of signing of this Agreement; and employees who were on approved leave of absence on the date of signing.
- c) **i)** Employees who were employed on December 15, **2024** and who voluntarily left the employ of the Employer between December 16, **2024**, and the date of signing of this Agreement shall be entitled to retroactive pay provided they make claim by notice in writing to:

New Brunswick Community College
Senior Executive responsible for People and Culture
284 Smythe Street
Fredericton, N.B. E3B 3C9

within forty-five (45) calendar days from the date of signing of this Agreement.

- ii) Notwithstanding Article 50.01 (c) (i), upon renewal of the collective agreement, the Employer shall make retroactive payments on a pro-rated basis to all eligible retirees who retired after December 15th, 2024.**
- d) Retroactivity shall not apply to persons who;
- i) left their employment before completing their probationary period,
 - ii) were discharged for just cause,
 - iii) became employed on or after December 16, **2024** and who voluntarily left their employment prior to the date of signing of this agreement,
 - iv) are not employees as defined in Article 5 of this agreement.

- e) Unless otherwise stated, all terms and conditions of employment shall be effective on the date of signing of this Agreement.

ARTICLE 51 - DURATION AND TERMINATION

51.01 This Agreement constitutes the entire Agreement between the parties and shall be in effect for a term beginning December 16, 2024, and ending December 15, 2028, and shall automatically be renewed thereafter for successive periods of twelve (12) months unless either party requests the negotiation of a new Agreement by giving written notice to the other party not less than thirty (30) calendar days and not more than sixty (60) calendar days prior to the expiration date of this Agreement or any renewal thereof.

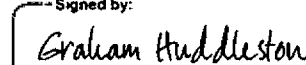
51.02 Where a notice requesting negotiation of a new Agreement has been given, this Agreement shall remain in full force and effect until such time as agreement has been reached in respect of a renewal, amendment or substitution thereof, or until such time as a deadlock is declared under the *Public Service Labour Relations Act*.

IN WITNESS WHEREOF the parties have signed this 24th day of October, 2025

FOR THE EMPLOYER

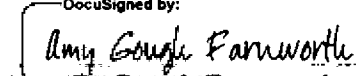
DocuSigned by:

Mary Butler
President and Chief Executive Officer

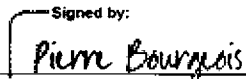
Signed by:

Graham Huddleston
Director - Facilities and Ancillary Services

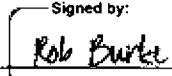
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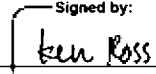
Rosalynn Alessi
Executive Director, People & Culture

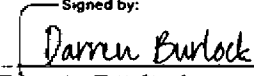
DocuSigned by:

Amy R. Gough Farnworth
Director - Labour Relations

FOR THE UNION

Signed by:

Pierre Bourgeois
President CUPE Local 5017

Signed by:

Rob Burke
Vice-President Local 5017

Signed by:

Ken Ross
Recording Secretary Local 5017

Signed by:

Darren Burlock
Secretary-Treasurer Local 5017

SCHEDULE A

Classification	Current Salary	December 16, 2024		December 16, 2025		December 16, 2026		December 16, 2027	
		\$	1.00	\$	1.10	\$	1.30	\$	1.60
		Adjust		Adjust		Adjust		Adjust	
Carpenter	\$ 25.14		\$ 26.14		\$ 27.24		\$ 28.54		\$ 30.14
Custodian	\$ 21.80		\$ 22.80		\$ 23.90		\$ 25.20		\$ 26.80
Custodian Lead	\$ 22.94		\$ 23.94		\$ 25.04		\$ 26.34		\$ 27.94
Electrician	\$ 27.61		\$ 28.61		\$ 29.71		\$ 31.01		\$ 32.61
Maintenance Technician	\$ 27.61		\$ 28.61		\$ 29.71		\$ 31.01		\$ 32.61
Labourer	\$ 21.03		\$ 22.03		\$ 23.13		\$ 24.43		\$ 26.03
Maintenance Repair Worker	\$ 24.42		\$ 25.42		\$ 26.52		\$ 27.82		\$ 29.42
Maintenance Repair Worker Lead	\$ 26.10		\$ 27.10		\$ 28.20		\$ 29.50		\$ 31.10
Plumber	\$ 27.61		\$ 28.61		\$ 29.71		\$ 31.01		\$ 32.61
Power Engineer	\$ 25.14	25%	\$ 32.43		\$ 33.53		\$ 34.83		\$ 36.43
Storekeeper	\$ 24.14		\$ 25.14		\$ 26.24		\$ 27.54		\$ 29.14

APPENDIX A

Re: Terms and Conditions of Employment for Casuals Employed for a period of less than Six (6) continuous months (Casual employees)

In accordance with section 63.1(2) of the *Public Service Labour Relations Act*, a collective agreement shall not provide, directly or indirectly, for the alteration or elimination of an existing term or condition of employment or the establishment of a new term or condition of employment if the alteration, elimination or establishment, as the case may be, has the effect of giving a casual employee permanent employee status.-

The Collective Agreement shall apply to casual employees employed for a period of less than six (6) continuous months, except as specifically provided in Parts A and B of this Appendix. Should the employment of a casual employee extend beyond six (6) continuous months, then that employee shall benefit from all of the provisions of the Collective Agreement.

PART A The Parties agree to amend the following Articles of the Collective Agreement:

ARTICLE 5 – DEFINITIONS

5.05 “Probationary Employee” means a casual employee who shall be on probation for a period nine hundred and sixty (960 hours) from date of hiring. The probationary hours completed as a casual employee shall be applicable for a permanent position provided it is of the same classification. At any time during the probationary period the Employer may give notice to the employee that he intends to reject the employee at the end of such notice period as may be established by the Employer. Such notice of rejection is not considered to be a matter for grievance.

ARTICLE 15 – GRIEVANCE PROCEDURE:

15.08 A casual employee, who has not completed their probationary period, will not have access to the Grievance Procedure with respect to discharge except if their assessment of suitability was done in an arbitrary or discriminatory manner.

ARTICLE 18- HOURS OF WORK

18.03 is not applicable.

18.04 As a result of the application of Articles 18.02, if an employee or group of employees feel adversely affected whenever any significant change is made in the existing patterns of work during the life of this Agreement, such complaint shall be referred to joint consultation pursuant to the provisions of Article 45.

18.09 Hours of work for a casual employee will be offered by seniority within a given classification except when the Employer has a need to offer the hours of work to a new casual employee for the purpose of training/orientation. The training/orientation period of a new casual employee, if necessary, is not to exceed ten (10) working days.

18.10 Once a work assignment has commenced, a casual employee will not be displaced by another casual employee with greater seniority.

ARTICLE 19 – OVERTIME

19.01 All hours worked in excess of eight (8) hours per day shall be considered overtime.

19.03 Overtime shall be compensated by payment of one and one-half (1 ½) times the employee's regular rate of pay.

19.04, 19.05, 19.06 are not applicable.

ARTICLE 25 – SENIORITY

25.01 A casual employee cannot accumulate a greater amount of seniority than a regular employee for any given period of time.

ARTICLE 30 – HOLIDAYS

30.01, 30.02, 30.03 are not applicable.

30.04 Where a casual employee, who has been employed for greater than ninety (90) days during the previous twelve (12) calendar months, is required to work on a holiday, as specified in Article 30.01(a), such employee shall be compensated for the hours worked at the overtime rate.

PART B

The following articles of the Collective Agreement are not applicable to casuals (except as otherwise indicated):

Article 21 – Rate of Pay on Promotion, Demotion and Transfer

Article 22 – Only 22.05 & 22.06 are not applicable until the probation period has been completed.

Article 23 - Only 23.03 & 23.04 are not applicable.

Article 24 – Position Classifications

Article 27 - Probation Period

Article 28 – Layoff and Recall

Article 29 – Vacations

Article 31 – Sick Leave

Article 32 Maternity Leave/Paternity Leave/Child Care Leave (However, individuals on the casual employee list who are unavailable for work due to maternity leave and/or child care leave will advise the Employer when they become available for casual work subsequent to a pregnancy.)

Article 33 – Emergency/Miscellaneous Leave

Article 34 – Bereavement Leave is not applicable unless the casual employee has been or will be employed for a period of three (3) continuous months or more

Article 35 – Pallbearer

Article 39 Health and Dental Plans

Article 41 – Retirement and Pension Plan

Article 42 – Retirement Allowance

Article 44 Transfer of Benefits

Article 46- Technological Change

Article 47 – Job Security

Article 48 – Uniforms

Article 49 Part-Time Employees

Article 50- Retroactivity

LETTER OF AGREEMENT
BETWEEN
THE NEW BRUNSWICK COMMUNITY COLLEGE
(the “Employer”)
AND
THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5017
(the “Union”)
GROUP: OPERATIONAL SERVICES

Re: Responsibility Allowance – Boiler Operations at the Moncton, Saint John and St. Andrews Campuses

Notwithstanding Articles 19, 22.03 and 22.04, the Employer agrees to pay **one hundred dollars** (\$100.00) to the assigned employee for each instance when they are required to conduct a single boiler safety control check on a Saturday, Sunday and **one hundred and twenty dollars** (\$120.00) on a holiday (as per Article 30.01).

Notwithstanding Articles 19, 22.03 and 22.04, the Employer agrees to pay **one hundred and twenty dollars** (\$120.00) to the assigned employee for each instance when they are required to conduct boiler safety control checks on two (2) guarded plants on a Saturday, Sunday and **one hundred and forty dollars** (\$140.00) on a holiday (as per Article 30.01).

Notwithstanding Articles 19, 22.03 and 22.04, the Employer agrees to pay **two hundred and five dollars** (\$205.00) to the assigned employee for each instance when they are required to conduct boiler safety control checks on three (3) guarded plants on a Saturday, Sunday and **two hundred and thirty-nine dollars** (\$239.00) on a holiday (as per Article 30.01).

Notwithstanding Articles 19, 22.03 and 22.04, the Employer agrees to pay **one hundred and five dollars** (\$105.00) to the assigned employee for each instance when they are required to report to work to start up a boiler and consequently conduct a boiler safety check on a Saturday, Sunday and **one hundred and forty dollars** (\$140.00) on a holiday (as per Article 30.01).

This allowance shall not be considered part of base pay and is therefore not eligible for, nor shall be included in, calculations for pension, retirement allowance, benefits or any other salary-based supplemental pay or benefit.

At the option of the employee and where operational requirements permit, this allowance may be taken in the form of two and one half **two and one half** (2 ½) hours of time off. Time off shall be scheduled by the employee’s supervisor, consistent with the effective operation of the service, within thirty (30) calendar days of the date the boiler safety control check was carried out or at a later date mutually agreeable to the employee and the supervisor, otherwise the employee shall be paid the allowance for the day in question.

It is understood that this allowance only covers the boiler safety control check or the start-up of a boiler. If any work other than the boiler safety control check or the start-up of a boiler is needed, employees will be paid in accordance with Article 22.04 of the Collective Agreement and not as per this LOA.

Pierre Bourgeois
For the Union

Amy R. Gough Farnworth
For the Employer

Date: February 23, 2022

Date: February 23, 2022