

COLLECTIVE AGREEMENT

- between -

ALONGSIDE HOPE

(the “Employer”)

- and -

**CANADIAN UNION OF PUBLIC EMPLOYEES
and its LOCAL 4945**

(the “Union”)

Effective: April 1, 2025

Expiry: March 31, 2028

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COLLECTIVE AGREEMENT

B E T W E E N:

ALONGSIDE HOPE

(the "Employer")

- and -

**CANADIAN UNION OF PUBLIC EMPLOYEES
and its LOCAL 4945**

(the "Union")

ARTICLE 1 – PURPOSE

- 1.01 The general purpose of this Agreement between the Employer and the Union is to establish and maintain orderly and harmonious relations; to provide a satisfactory procedure for the final and binding settlement of grievances arising out of this Agreement without stoppage of work; and to set forth those working conditions that have been negotiated.

ARTICLE 2 – RECOGNITION

- 2.01 The Employer agrees to recognize the Canadian Union of Public Employees and its Local 4945 as the exclusive bargaining agent of all employees of Alongside Hope in the City of Toronto, save and except supervisors, the Executive Director, the Assistant to the Executive Director, and persons above the rank of supervisor. For clarity this is to confirm that within Alongside Hope the current Manager positions at Level 9 are not supervisors.

Commitment Statement

We affirm the United Nations Declaration on the Rights of Indigenous Peoples and the Calls to Action of the National Centre for Truth and Reconciliation and take actions toward reconciliation in consultation with our Indigenous colleagues and partners.

- 2.02 A regular employee may be either full-time or part-time. A regular full-time employee is an employee who regularly works more than twenty-seven hours per week. A regular part-time employee is an employee who regularly works

twenty-seven (27) hours or less per week. Vacation pay, holiday pay and emergency leave days for part time employees shall be pro-rated. Benefits for eligible part time employees under the benefit plans and the Pension Plan shall be in accordance with the terms of the benefit plans and the Pension Plan.

2.03 A temporary employee is an employee who is hired for up to one year to fill a temporary vacancy, including a temporary vacancy created when a regular employee is absent on leave under the terms of this Agreement, and the temporary employee shall be paid the appropriate rate under this Agreement. A temporary employee may be either full time or part time. A temporary employee does not have seniority and may be terminated in accordance with the terms of the Employment Standards Act. A temporary employee who is hired as a regular employee shall not be placed on probation in accordance with the terms of this Agreement if the position they are hired into is the same position they have occupied during their temporary assignment and there is no change to the duties, requirements, nature or scope of the position the employee is hired into. Holiday pay for a temporary employee shall be calculated in accordance with the Employment Standards Act. Vacation pay for a temporary employee shall be based on two weeks vacation per year or four percent of the wages earned. A temporary employee shall not earn personal time off days pursuant to Article 24 and shall not be eligible to participate in the Employer's benefit plans or Pension Plan.

2.04 A contract employee is an employee who is hired under a contract for a pre-determined period for a special project for periods of up to one year. The one year period may be extended by mutual agreement between the Union and the Employer, but cannot exceed a two (2) year period. A contract employee shall be deemed not to be an employee for the purposes of this Agreement and, therefore, shall not be covered by the terms of this Agreement. If a contract employee inadvertently works beyond the end of the term of their contract, then upon notice from the Union the contract will be terminated effective immediately or the job will be posted.

2.05 The Employer and the Union acknowledge that volunteers, including interns, are not employees and, therefore, are not covered by the terms of this Agreement, nor compensated financially, other than for reasonable expenses. It is acknowledged that volunteers, including interns, provide a significant contribution to the delivery of programs. The Employer agrees that the use of volunteers or interns will not result in the reduction of regular hours of work or the layoff of any bargaining unit employee.

ARTICLE 3 – DEDUCTION OF UNION DUES

- 3.01 New employees shall have deductions made in the month following the month in which the employee was hired.
- 3.02 The Employer agrees to deduct, each pay period, from the wages of each employee, the regular union dues, initiation fees and general assessments as are authorized by the Union's constitution and by-laws, and certified from time to time in writing by the Union. The Union will give the Employer at least one month's advance notice of any changes.
- 3.03 The Employer agrees to remit monthly the total amount so deducted by cheque payable to the National Secretary Treasurer of the Canadian Union of Public Employees not later than the 20TH day of the following month. The dues cheque shall be accompanied by a statement showing in alphabetical order the name of each employee from whose pay deductions have been made, the employee's total wages for the month and the total amount deducted for the month. A copy of the statement will also be sent to the Union President.
- 3.04 The Employer agrees to record on each employee's T- 4 Income Tax slip the total union dues paid by that employee in that year.
- 3.05 The Employer will, at the time of making each remittance, also supply the Union President with a statement showing the names, job title of employees and their gross wages paid for the month in respect of which dues are being remitted.
- 3.06 All Bargaining Unit employees shall, as a condition of employment, become and remain members in good standing of the Union, according to the Constitution and By-laws of the Union.

ARTICLE 4 – UNION REPRESENTATION

- 4.01 The Union may elect, appoint or otherwise select and the Employer will recognize two Stewards and one alternate Steward, who are the initial contact for official Union matters, and who may assist employees in the presentation of any grievance properly arising under the terms of this Agreement. The alternate Steward is only authorized to act if the regular Stewards are not available.

- 4.02 The Union agrees to notify the Employer in writing of the names of the Stewards and until such notification is received, the Employer is not required to recognize them as representatives of the Union.
- 4.03 A Steward shall not commence performing union responsibilities without first obtaining the permission of their supervisor, which shall not be unreasonably withheld. A Steward shall not suffer any loss of regular wages for time spent in the grievance procedure in the presentation of any grievance properly arising under the terms of this Agreement.
- 4.04 The Union has the right to be represented by a representative of CUPE at all stages of the grievance procedure, during negotiations for the renewal of this Agreement and at meetings between the Union and the Employer. The Employer agrees that, with prior notification to the Executive Director, the Employer will give the CUPE representative reasonable access to its premises during working hours to meet with employees in preparation for meeting with the Employer with respect to matters arising under this Agreement.
- 4.05 The Employer will advise a new employee on commencing employment of the names of the current steward and provide the new employee with a copy of this Agreement.
- 4.06 The Union and the Employer agree that every employee should be familiar with the provisions of this Agreement and the employee's rights and obligations under it. For this reason, a Union representative shall be given an opportunity to meet each new employee within regular working hours without loss of pay for a maximum of thirty (30) minutes.
- 4.07 The Employer will provide a digital copy of this Agreement to all current and new members of the bargaining unit.
- 4.08 All correspondence between the Employer and the Union under this Agreement shall be sent to and from the Executive Director of the Employer or their designate and the Local Union President.
- 4.09 The Union shall be notified in writing of all new hires, transfers, promotions, demotions, layoffs, recalls, leaves of absence, and terminations including temporary and contract positions. In addition, the Union shall be notified in writing prior to any temporary or contract employee commencing employment. The Employer will include in the notification for a temporary employee the vacant position being covered as well as the anticipated duration of the

temporary vacancy. The Employer will include in the notification for a contract employee the reason for the contract, a description of the tasks to be completed and the duration of the contract. Such information to be provided to the Union President, as they occur.

- 4.10 A labour management committee composed of not more than two representatives of the Employer and not more than two representatives of the Union, will, upon the request of either the Employer or the Union, meet once every three months to discuss matters of mutual concern. The Employer and the Union will exchange written agendas at least one week prior to the meeting. All meetings will be scheduled on work time with no loss of regular wages for time spent attending the meeting. The labour management committee shall not have the power to alter or amend any term of the collective agreement, nor to deal with any matter that is properly the subject matter of collective bargaining or the grievance and arbitration procedures.
- 4.11 The Employer agrees to recognize a Union Negotiating Committee of not more than four (4) representatives, including the National Union Representative and one (1) alternate. The Union agrees to recognize an Employer Negotiating Committee of not more than four (4) representatives, with one (1) alternate. It is agreed that employee representatives on the Union Negotiating Committee shall not suffer any loss of regular wages for time spent in direct negotiations with the Employer up to and including conciliation. It is understood that negotiations will take place during and after normal working hours and that negotiating time outside of normal working hours shall not be considered overtime.
- 4.12 No employee shall be required or permitted to make any written or verbal agreement with the Employer which conflicts with the terms of this Agreement. No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization from the Union.

ARTICLE 5 – MANAGEMENT RIGHTS

- 5.01 The Union and the employees acknowledge that it is the exclusive right of the Employer to manage its business and, subject only to those specific limitations expressly contained in this Agreement, all rights and prerogatives of management are retained by the Employer. Without limiting the generality of the foregoing, the rights of the Employer shall include but not be limited to:

- (a) the right: to establish rules and policies from time to time to be observed by its employees, and to discipline or discharge employees, provided that no employee, who has completed the probationary period, shall be disciplined or discharged except for just cause;
- (b) the right: to hire, classify, schedule and manage its employees, and to transfer, assign, promote, demote, lay off and recall its employees; and
- (c) the right: to plan, operate and manage its operations in all respects in order to satisfy its commitments and objectives;

which rights are exclusively the rights of the Employer unless expressly limited by this Agreement.

ARTICLE 6 – NO DISCRIMINATION

- 6.01 The Employer, the Union and the employees agree to observe the provisions of the Ontario Human Rights Code.
- 6.02 The Employer and the Union agree that there shall be no intimidation or coercion exercised or practiced with respect to any employee by reason of the employee's membership or activity, or non-membership or lack of activity, in the Union.
- 6.03 Every person who is an employee has a right to freedom from harassment in the workplace because of sex by their employer or agent of the employer or by another employee. For the purposes of this Article "harassment" is defined as "engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome."
- 6.04 In addition every person has a right to be free from,
 - (a) a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or
 - (b) a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

- 6.05 Where an employee is absent from work due to a disability, the employer, the union and the employee agree to co-operate in the employee's early and safe return to work through ongoing and timely communication. The Employer shall notify the Union in writing of an employee's intention to return to work. To facilitate this communication both the Employer and the Union will appoint a representative to consult with the employee about their respective obligations to achieve the employee's early and safe return to work and in doing so shall consider whether the employee is medically able to perform the essential duties of the employee's current employment with or without accommodation. Where a duty to accommodate an employee with a disability arises the Employer and Union representatives will discuss reasonable measures to accommodate the employee's early and safe return to work.
- 6.06 Disputes under this Article, including disputes over the appropriate accommodation, shall be dealt with through the grievance procedure under this Agreement.

ARTICLE 7 – NO STRIKES OR LOCKOUTS

- 7.01 The Employer and the Union agree that while this Agreement continues to operate, neither the Union nor any employee shall engage in a strike contrary to the Ontario Labour Relations Act, 1995, as amended, nor shall there be any picketing, sympathy strikes or secondary boycotts. The Employer agrees that while this Agreement continues to operate, it shall not engage in a lockout contrary to the Ontario Labour Relations Act, 1995, as amended.

ARTICLE 8 – GRIEVANCE PROCEDURE

- 8.01 It is the intent of this grievance procedure to provide for the successful administration of this Agreement by providing this procedure to be utilized by an employee for the prompt discussion and final and binding settlement of any grievance, without stoppage of work, arising from the interpretation, application, administration or alleged violation of this Agreement.
- 8.02 The term "grievance" means a difference involving the interpretation, application, administration or alleged violation of this Agreement and the term "grievance procedure" does not include the procedure for referring a grievance to arbitration. For the purposes of this Agreement the phrase 'working days'

means any day of the week from Monday to Friday excluding a holiday recognized under this Agreement.

- 8.03 An employee shall not have a grievance until the issue has been discussed with the employee's supervisor and the supervisor has been given an opportunity to resolve the issue. The employee has the option of being accompanied by a steward when discussing the issue with the employee's supervisor.
- 8.04 If the supervisor does not resolve the issue to the employee's satisfaction within five (5) working days, the Union may present a written grievance to the employee's supervisor in accordance with the grievance procedure.
- 8.05 The Employer shall be under no obligation to consider or process a grievance unless it has been presented to the employee's supervisor within ten (10) working days from the time that the circumstances giving rise to the grievance were known or reasonably should have been known to the grievor.
- 8.06 Where an employee is discharged or suspended, or disputes a layoff or recall, the Union may present the employee's written grievance directly to the Executive Director or designate at Step No. 2 of the grievance procedure within ten (10) working days from the time that the employee was notified of the suspension or discharge.
- 8.07 An employee's written grievance shall be presented by the Union as follows:

Step No. 1

An employee's written grievance must be presented by the Union to the employee's supervisor within ten (10) working days from the supervisor's decision pursuant to Article 8.04. The written grievance shall set out the facts giving rise to the grievance, the remedy sought and where a specific section of the Agreement is alleged to have been violated it shall be identified. Where the grievance is presented to the employee's supervisor within the ten (10) working day period, a meeting with the grievor, the Steward and the employee's supervisor may be arranged at a mutually agreeable time and location to discuss the grievance, which meeting shall take place within five (5) working days from the date the grievance is received by the employee's supervisor. The Employer shall respond to the grievance in writing within five (5) working days following the date of the Step No. 1 meeting and the Employer's response shall terminate Step No. 1.

Step No. 2

If the grievance is not settled at Step No. 1, the party having carriage of the grievance shall refer the grievance to the Executive Director in writing within ten (10) working days from the date of the Employer's response to the grievance at Step No. 1 but not thereafter, unless mutually agreed upon in writing. Where the grievance is presented to the Executive Director within the ten (10) working day period, a meeting with the grievor, the Steward or, a CUPE National Representative, the Executive Director and a human resources representative of the Employer may be arranged at a mutually agreeable time and location to discuss the grievance, which meeting shall take place within five (5) working days from the date the grievance is received by the Executive Director. The Employer shall respond to the grievance in writing within five (5) working days following the date of the Step No. 2 meeting and the Employer's response shall terminate Step No. 2.

- 8.08 A Union policy or group grievance or an Employer grievance may be submitted at Step No. 2 to the Employer or the Union, as the case may be, within fourteen (14) working days from the time that the circumstances giving rise to the grievance were known or reasonably should have been known to the Union or the Employer, and the grievance procedure shall apply, with any necessary modifications, to the Union policy or group grievance or the Employer grievance, as the case may be. A Union policy grievance shall not be used by the Union to process a grievance directly affecting employees, which grievance an employee could institute, and the regular procedure for an employee's grievance shall not be by-passed. A Union group grievance shall only be used to process a grievance where the facts supporting the grievance are the same for all employees within the group. Where the Union or the Employer presents a grievance, the Union or the Employer shall be deemed to be the grievor for the purposes of this grievance procedure.
- 8.09 No matter may be submitted to arbitration which has not been properly carried through the grievance procedure within the time specified, provided that the parties may extend the time-limits in the grievance procedure by mutual agreement in writing or confirmed in writing.
- 8.10 If the Employer or the Union fails to respond to a grievance within the time provided then the party having carriage of the grievance may proceed to the next step of the grievance procedure. Where the party having carriage of a grievance fails to proceed to the next step of the grievance procedure, then the grievance shall be deemed to be withdrawn without prejudice.

- 8.11 Although the time limits set forth in this grievance procedure are considered mandatory and not directory, an arbitrator may, pursuant to subsection 48(16) of the *Labour Relations Act, 1995*, extend the time for the taking of any step in the grievance procedure, notwithstanding the expiration of such time, where the arbitrator is satisfied that there are reasonable grounds for the extension and that the opposite party will not be substantially prejudiced by the extension.

ARTICLE 9 – ARBITRATION PROCEDURE

- 9.01 If the grievance is not resolved at Step No. 2, the party having carriage of the grievance shall refer the grievance to arbitration by giving notice in writing to the other party within fifteen (15) working days after receipt of the Step No. 2 response, but not thereafter, unless mutually agreed upon in writing. If the Step No. 2 response to the grievance is not given in writing within five (5) working days following the date of the Step No. 2 meeting, the party having carriage of the grievance may give written notice to arbitrate to the other party. If the request for arbitration is not given within twenty (20) working days following the date of the Step No. 2 meeting, or any agreed upon extension, then the grievance shall be deemed to be withdrawn without prejudice.
- 9.02 A grievance which has been referred to arbitration by a written notice to arbitrate shall be heard by a sole arbitrator who shall be selected by the Employer and the Union within fourteen (14) working days from the receipt of the notice to arbitrate. If the Employer and the Union are unable to agree on a sole arbitrator within the fourteen (14) working day period then either party may request the Ontario Minister of Labour to appoint an arbitrator.
- 9.03 After the notice to arbitrate has been given and an arbitrator has been agreed to dates set for the arbitration the parties can agree prior to the arbitration to engage the services of a grievance settlement officer to assist the parties in resolving the dispute. The cost of the grievance settlement officer shall be shared equally between the parties.
- 9.04 The arbitrator shall hear and determine the grievance and shall issue a written decision setting out the reasons for the decision and the findings of fact upon which the decision is based, which decision shall be binding upon the parties and upon any employees affected by it.

9.05 The arbitrator shall not make any decision inconsistent with the provisions of this Agreement, or add to, alter, modify, imply into or amend any part of this Agreement.

9.06 Each party to this Agreement shall bear its own costs of and incidental to any arbitration proceedings. The fees and charges of the arbitrator shall be borne equally by the two parties to this Agreement.

ARTICLE 10 – DISCIPLINE

10.01 An employee, who has completed their probationary period, shall not be disciplined or discharged, except for just cause.

10.02 An employee shall have a steward present at the meeting where the employee is to be disciplined, or a co-worker if a steward is not available.

10.03 Records of discipline contained in an employee's discipline file will be removed after eighteen (18) months provided that the employee has not been subsequently disciplined for a similar matter. However, records of discipline for serious incidents will remain in an employee's disciplinary file for twenty-four (24) months. Employees shall have reasonable access to their personnel file to review its contents and to request a copy of any documents contained in the file.

For the purpose of the above, a "serious incident" includes:

- Theft;
- Gross misconduct;
- Fraud; and
- A violation of the Ontario *Human Rights Code* and/or the *Occupational Health and Safety Act* (i.e., sexual violence, workplace harassment, reprisal, etc.).

ARTICLE 11 – PROBATION

- 11.01 An employee hired as a regular employee shall be on probation for the first six (6) months worked. The Employer and the Union may agree to extend an employee's probation for a period not to exceed an additional three (3) months. Notwithstanding anything in this Agreement, a probationary employee may be terminated at the sole discretion of and for any reason satisfactory to the Employer; provided that there has been no contravention of the Ontario Human Rights Code.
- 11.02 During an employee's probationary period, it will be understood that the employee will be represented by the Union, save and except where the Employer deems a probationary employee is dismissed within their probationary period where such dismissal does not violate legislation such as but not limited to the Ontario *Human Rights Code*.
- 11.03 Any temporary or contract employee who is hired as a regular employee shall not be placed on a probation if the position they are hired into is the same position they have occupied during their temporary or contract assignment and there is no change to the duties, requirements, nature or scope of the position the employee is hired into. In all other circumstances, each employee will serve only one probationary period during their employment.

ARTICLE 12 – SENIORITY

- 12.01 Seniority is defined as an employee's service with the Employer since that employee's last date of hire as a regular employee. Temporary employees and probationary employees do not have seniority. Upon completion of the probation period, a probationary employee will be credited with seniority back to the employee's last date of hire as a regular employee, which includes any contiguous periods of employment as a temporary or contract employee provided there has not been a break of service of sixty (60) calendar days or more.
- 12.02 Seniority rights and an employee's employment shall be deemed to have been terminated if the employee:
- (a) resigns or retires;
 - (b) is discharged and not reinstated through the grievance and arbitration procedure;

- (c) does not perform any work for the Employer for a period of eighteen (18) consecutive months, save and except where an employee is on disability, pregnancy/parental leave, or other protected leaves;
- (d) is absent from work for three (3) consecutive working days without notifying the Employer in advance unless the reason for not notifying the Employer in advance is due to some emergency beyond the employee's control; or
- (e) is recalled from lay-off and fails to return to work within seven (7) calendar days following notification of the recall by registered mail at the employee's address on the records of the Employer.

12.03 The Employer will post an up to date seniority list indicating employees' seniority as of the fifteenth day of April and as of the fifteenth day of October in each calendar year and deliver a copy to the Union. The Employer will provide an electronic copy on SharePoint.

ARTICLE 13 – JOB POSTINGS

13.01 Where a vacancy for a regular position occurs, including a vacancy to cover a leave of absence of six (6) months or more, the Employer shall post the vacancy internally for seven (7) calendar days. The posting shall identify the program and the classification of the position, the qualifications, experience and skills required to perform the position as well as its starting date and salary range and the closing date of the posting. In addition to posting a notice on the bulletin board, a vacancy shall be posted by sending a copy of the posting to employees, who have completed their probationary period, by e-mail, including those employees on a leave of absence and those employees on layoff with recall rights.

13.02 When selecting the successful applicant for a vacancy that has been posted, the Employer shall consider the following factors:

- (a) qualifications, experience and skills required to perform the position;
- (b) seniority.

Where the factors in (a) are relatively equal, seniority shall govern the selection of the successful applicant.

- 13.03 An internal candidate, who is the successful applicant, shall be given a trial period of not more than six months during which time both the Employer and the internal candidate have the unfettered discretion to end the trial period at any time and the internal candidate shall be returned to their prior position. Any other employee promoted or transferred because of this re-arrangement of positions shall also be returned to their prior position.
- 13.04 Where no internal applicant has the qualifications, experience and skills required to perform the position the Employer has the right to hire an external candidate. While a temporary employee may submit an application during the internal posting process it will be held in abeyance until external candidates are considered.
- 13.05 Within seven (7) calendar days of the appointment of the successful candidate to fill a position, the name of the successful candidate shall be sent via email to all staff.

ARTICLE 14 – LAYOFF, BUMPING & RECALL

- 14.01 Employees shall be laid off and recalled by classification. When laying off or recalling employees by classification, the Employer shall consider the following factors:
- (a) qualifications, experience and skills required to perform the position;
 - (b) seniority.
- Where the factors in (a) are relatively equal, seniority shall govern.
- 14.02 In the event of a layoff under the *Employment Standards Act, 2000*, other than a temporary layoff, the Employer shall:
- (a) notify the Union in writing at least one month prior to issuing a written notice of layoff in accordance with this Article;

- (b) meet with the Union to discuss any issues arising as a result of the layoff, including any issues concerning the continued use of volunteers, including interns, following the layoff;
- (c) provide employees, who have completed their probation period, at least eight (8) weeks written notice of layoff, or pay in lieu of notice.

Notice of layoff shall be by individual written notice of layoff delivered in person to those employees whose position is being eliminated and by posting a written notice of the layoff. The posting of a written notice of layoff constitutes notice to the employee who is ultimately displaced as a result of the layoff; provided that any employee ultimately displaced as a result of the layoff, who has completed their probationary period, shall receive at least five (5) weeks individual written notice of layoff, or pay in lieu of notice. For any employee who is on sabbatical on the day the notice of layoff is to be given, the individual written notice of layoff can be delivered by registered mail to the employee's home address.

14.03 In the event of a layoff under the *Employment Standards Act, 2000*, other than a temporary layoff, where an employee, who has completed their probationary period, elects to abandon their recall rights under this Agreement, that employee shall be entitled to receive severance pay calculated at the rate of one and one-half weeks' regular wages for a regular work week times the employee's completed years of employment. Severance pay for a partial year that has not been included shall be prorated based on the number of completed months of employment in that partial year divided by twelve (12). An employee's severance pay entitlement under this Article is inclusive of any severance pay to which that employee may be entitled under the *Employment Standards Act, 2000* and shall not exceed an amount equal to the employee's regular wages for a regular work week for thirty-five (35) weeks.

14.04 An employee who is to be laid off shall have the right to bump an employee with less seniority in an equal or lower paying classification, provided that the bumping employee has the qualifications, experience and skills required to perform the position of the employee to be bumped. An employee who has received notice of lay off or notification of being bumped shall also receive a list of vacant positions as well as positions they are eligible to bump into from the Employer. They will then have seven (7) calendar days to give the Employer and the Union notice in writing of their intent to exercise or not exercise their

bumping rights under this provision by completing a written bumping election in the following form:

Bumping Election Form

To: The Executive Director of Alongside Hope

And To: The President of CUPE Local _____

I _____ having received individual written notice of layoff elect to exercise my bumping rights under the terms of the Collective Agreement by seeking to displace the employee currently holding the position of _____.

- or -

I _____ having received individual written notice of layoff elect not to exercise my bumping rights under the terms of the Collective Agreement.

DATE

EMPLOYEE SIGNATURE

An eligible employee is entitled to request from CUPE the assistance of a Union Representative in applying for benefits under this Article and in all resulting transactions.

14.05 It is the employee's responsibility to ensure that the employee's home address, e-mail address and telephone number on the Employer's records are current at all times. If the employee fails to do this, in writing, the Employer will not be responsible for its inability to notify the employee of recall or with respect to any other obligation of the Employer to notify the employee under this Agreement.

14.06 No full time employee under this Agreement shall be laid off by reason of that employee's duties being assigned to two or more part-time employees under this Agreement.

ARTICLE 15 – HOURS OF WORK & OVERTIME

15.01 The Employer reserves its right to schedule working hours according to its operational needs. The provisions of this Article are neither a guarantee as to the hours of work per day nor as to the number of days of work per week.

15.02 The normal work week will be five (5) days at seven (7) hours a day for a total of thirty-five (35) hours per week, excluding the daily unpaid lunch hour. An employee's regular work day shall be scheduled between 7:30 am and 6:00 pm in accordance with the Employer's operational requirements.

During the period from July 1 until Labour Day, an employee may, prior to July 1 of each calendar year, choose one of the following options:

- (a) Option 1: the regular work day shall be reduced by thirty (30) minutes without a reduction in regular wages, provided that the employee's work for the day has been completed.
- (b) Option 2: the employee works a normal work week from Monday to Thursday, and a 4.5-hour day on Fridays without a reduction in regular wages (instead of the thirty (30) minute daily reduction).

If the employee does not select one of the above options before July 1 of the applicable calendar year, Option 1 will apply to that employee for the applicable calendar year. Employees are not permitted to switch between options once they have selected an option or if they have failed to select an option prior to July 1.

It is understood that operational requirements may necessitate different work hours for certain staff, at the Employer's discretion.

15.03 An unpaid lunch period of one hour is provided to all staff during the regular workday. A lunch period of no less than one-half hour should be taken. In addition an employee will be permitted to take a paid rest period of fifteen (15) consecutive minutes in both the first half and the second half of each work day.

15.04 For the purpose of computing overtime the work week will commence on Sunday. All overtime must be previously approved by the employee's supervisor.

15.05 Time worked by an employee between thirty-five hours and forty-three hours in a work week shall be compensated in lieu time at the rate of one (1) hour for each hour worked between thirty-five hours and forty-three hours in a work week.

- 15.06 Time worked by an employee in excess of forty-three (43) hours in a work week shall be compensated in lieu time at the rate of one and one half (1½) hours for each hour worked in excess of forty-three (43) hours in a work week.
- 15.07 The Employer retains the right to schedule lieu time in accordance with its operational needs. Where an employee has lieu time in excess of two (2) days that has not been taken within six (6) months of when the overtime was earned, then the employee is entitled to be paid for the overtime at the applicable rate and the employee's lieu time credits will be reduced accordingly.

ARTICLE 16 – HOLIDAYS

- 16.01 The Employer shall give to each employee, who qualifies under the *Employment Standards Act*, a holiday on, and pay to each employee holiday pay for, each of the following eleven (11) holidays.

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

The Employer reserves the right to decide on an annual basis how it will observe the National Day for Truth and Reconciliation.

- 16.02 An employee's holiday pay for a given holiday shall be equal to the total amount of regular wages and vacation pay payable to the employee in the four weeks before the work week in which the holiday occurred, divided by 20.
- 16.03 The working days between Christmas Day and New Year's Day that are not designated as paid holidays shall be taken as days off with pay.
- 16.04 Where an employee is required to work and works on a holiday, the Employer shall pay the employee wages at the rate of one and one half (1½) hours for each hour worked on the holiday and substitute another day that would ordinarily be a working day for the employee to take off work and for which the employee shall be paid holiday pay as if the substitute day were a holiday.

- 16.05 Where a holiday falls on a non-working day or in an employee's vacation, the Employer shall designate a working day as the substituted holiday and the day so designated shall be deemed to be the holiday.
- 16.06 Where a holiday falls on a working day the Employer may designate another working day as the substituted holiday and the day so designated shall be deemed to be the holiday.
- 16.07 An employee, whose religious holiday falls on a day other than a day designated as a holiday under this Agreement, shall be entitled, upon at least one month's written notice to the Employer, to request permission to take their religious holiday off without pay, which request shall not be unreasonably denied. An employee who is granted permission to take their religious holiday off without pay may substitute a vacation day, schedule lieu time or, where approved in advance by the Employer, reschedule their work week, so that they do not suffer a loss of regular wages for taking their religious holiday off without pay.

ARTICLE 17 – VACATIONS

- 17.01 For the purpose of calculating vacation entitlement, the vacation year shall run from January 1 to December 31 in any one calendar year.
- 17.02 As of January 1 in any calendar year an employee with less than one (1) year of service shall be entitled to one (1) vacation day, at their regular rate or four (4%) percent of the regular wages earned by that employee in the previous vacation year, whichever amount is less, for each completed month worked up to a maximum of ten (10) vacation days.
- 17.03 As of January 1 in any calendar year, an employee is entitled to the following vacation and vacation pay:
- (a) an employee with more than one (1) year of service but less than twenty (20) years of service, is entitled to an annual vacation of four (4) weeks at their regular rate or eight (8%) percent of the regular wages earned by that employee in the previous vacation year, whichever amount is less;
 - (b) an employee with more than twenty (20) years of service is entitled to an annual vacation of five (5) weeks at their regular rate or ten (10%) percent

of the regular wages earned by that employee in the previous vacation year, whichever amount is less.

- 17.04 An employee shall not take vacation before it has been earned. An employee shall take their vacation within one year of it being earned and shall not carry more than ten (10) vacation days over from one vacation year to the next, provided that any vacation days carried over must be taken within twelve (12) months of being carried over.
- 17.05 An employee who is terminated shall be paid the employee's outstanding vacation pay earned prior to the termination date, which the employee has not already received.
- 17.06 An employee may request in writing in advance that their vacation be taken in periods shorter than a week but not shorter than half a day and the Employer will agree to the request, provided it does not interfere with its operational requirements.
- 17.07 An employee may request in writing in advance that their vacation be taken in an unbroken period of up to five (5) weeks and the Employer will agree to the request, provided it does not interfere with its operational requirements.
- 17.08 An employee, who is on vacation and becomes entitled to claim personal leave day or bereavement leave, may substitute the personal leave day or bereavement leave for the vacation leave, provided that the request is made at the time the entitlement to sick leave or bereavement leave arises.

ARTICLE 18 – LEAVES OF ABSENCE

- 18.01 An Employee is entitled to take pregnancy and parental leave in accordance with the provisions of the *Employment Standards Act*.
- 18.02 An employee may request an unpaid leave of absence and the Employer may grant the request, provided that it does not interfere with the Employer's operational requirements.
- 18.03 Where at the Union's request an employee is granted an unpaid leave of absence to attend professional activities presented by the Union, the employee shall continue to receive their pay and benefits, but the Union will reimburse the Employer for the amount of the pay and benefits for the period of the leave.

It is agreed that such requests are subject to the operational requirements of the Employer and shall not exceed ten person days in total in any calendar year.

ARTICLE 19 – PREGNANCY LEAVE SUB PLAN

19.01 This Article is effective so long as the Employment Insurance Commission continues to approve the Anglican Church of Canada's supplemental unemployment benefit plan (the "SUB Plan"). Employees with thirteen (13) weeks of service with the Employer are eligible to receive benefits under the Plan. An employee who is on pregnancy leave and who is in receipt of Employment Insurance benefits for the reason of pregnancy, shall be paid a supplemental unemployment benefit that will be calculated as follows:

- (a) the benefit will be equivalent to the difference between eighty percent (80%) of their regular weekly earnings and the sum of their weekly Employment Insurance benefits during their leave and any other earnings;
- (b) the employee will apply for Employment Insurance Benefits and provide the payroll office with confirmation that their application has been approved;
- (c) the benefit shall include the Employment Insurance waiting period;
- (d) the benefit shall continue while the employee is in receipt of Employment Insurance benefits up to a maximum of an additional fifteen (15) weeks;
- (e) the employee's regular weekly earnings shall be determined by multiplying their regular hourly rate on their last day worked prior to the commencement of the leave times their normal weekly hours;
- (f) an employee has no vested right to payments under the Plan except to payments during a period of unemployment specified in the Plan;
- (g) payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the Plan.

19.02 It is agreed that the SUB Plan referred to in this Article is not incorporated by reference into this Agreement.

ARTICLE 20 – SABBATICAL AND EDUCATIONAL LEAVE

- 20.01 An employee who is in pay grade seven (7) or higher, who has completed five (5) full years of continuous employment, shall be eligible to apply for a paid Sabbatical Leave of not less than eight (8) weeks and not more than sixteen (16) weeks, in accordance with the Anglican Church of Canada's Sabbatical Leave Policy (the "Sabbatical Leave Policy"), which application is subject to the approval of the Employer. Sabbatical Leave will not be unreasonably denied. The Sabbatical Leave Policy is not incorporated by reference into this Agreement.
- 20.02 An employee who is in pay grade six (6) or lower, who has completed five (5) full years of continuous employment, shall be eligible to apply for a paid Educational Leave of not more than two (2) weeks, in accordance with the Anglican Church of Canada's Educational Leave Policy (the "Educational Leave Policy"), which application is subject to the approval of the Employer. Educational Leave will not be unreasonably denied. The Educational Leave Policy is not incorporated by reference into this Agreement.

ARTICLE 21 – CONTINUING EDUCATION PLAN

- 21.01 The Employer agrees to continue to participate in the Anglican Church of Canada's Continuing Education Plan (the "Continuing Education Plan") by continuing to contribute annually per employee into the Anglican Church of Canada's Continuing Education Fund (the "Continuing Education Fund"), which is a general fund for continuing education opportunities administered by The Pension Office Corporation of the Anglican Church of Canada. It is agreed that the Continuing Education Plan referred to in this Article is not incorporated by reference into this Agreement.
- 21.02 Each employee is entitled to apply under the Continuing Education Plan to utilize unused funds allocated to that employee's continuing education account for continuing education purposes approved in accordance with the terms of the Continuing Education Plan. Upon termination of employment an employee has no entitlement to any unused funds allocated to that employee's continuing education account which revert to the general purposes of the Continuing Education Plan.

- 21.03 An employee who has completed five (5) full years of continuous employment and who meets the conditions of the Continuing Education Plan for a Retraining Grant, may apply for a Retraining Grant from the Continuing Education Fund up to a maximum of Two Thousand (\$2,000) Dollars in accordance with the terms of the Continuing Education Plan.
- 21.04 Each employee, who is in pay grade seven (7) or higher, and who has been granted a Sabbatical Leave may apply for a Sabbatical Leave Grant from the Continuing Education Fund per Sabbatical Leave in accordance with the terms of the Continuing Education Plan.

ARTICLE 22 – BEREAVEMENT LEAVE

- 22.01 The Employer shall grant an employee a bereavement leave of five (5) calendar days for the purpose of preparing for and attending the funeral of an employee's spouse/life partner, child, step-child, parent, sibling, grandparent or grandchild.
- 22.02 The Employer shall grant an employee a bereavement leave of three (3) calendar days for the purpose of preparing for and attending the funeral of the employee's parent-in-law, sibling-in-law, child-in-law or other significant person where the employee is responsible for the funeral arrangement of that person.
- 22.03 An employee who is granted bereavement leave, will be paid for that employee's regularly scheduled hours of work, during the period of leave, at the employee's regular rate.

ARTICLE 23 – JURY DUTY

- 23.01 Where an employee is required to serve as a juror or as a witness in a court proceeding and provides proof of that obligation to the Employer, the Employer will grant the employee paid court leave to serve as a juror or as a witness.
- 23.02 An employee who is granted court leave will be paid for that employee's regularly scheduled hours of work, during the period of the leave, at the employee's regular rate, minus any amount received by the employee for acting as a juror or as a witness in a court proceeding.

- 23.03 When an employee is excused as a juror for one half day or more, the employee will return to the workplace and complete the employee's regularly scheduled hours of work.

ARTICLE 24 – PERSONAL TIME OFF

- 24.01 Effective January 1 of each calendar year an employee shall be credited with ten (10) personal leave days which an employee may utilize during that calendar year, such credits will not be pro-rated for those full time employees employed as of January 1 in any calendar year. Personal leave days for part time employees shall be pro-rated. An employee who commences employment part way through a calendar year or an employee who was absent from work for longer than a calendar month in the prior calendar year shall have their personal leave credits pro-rated. An employee is not allowed to accrue earned personal leave days from year to year. There is no financial conversion for unused personal leave days and unused personal days shall not be paid out upon termination of employment.
- 24.02 An employee may use accrued personal leave days to attend to an urgent matter where the matter cannot be reasonably scheduled outside of work hours or where the employee cannot flex their hours around the core hours of 10:00 am to 3:00 pm with the pre-approval of the Employer. An employee may also use accrued personal leave days to attend a medical appointment of the employee or a member of the employee's immediate family or other significant person who is dependant on the employee for care or assistance. The immediate family is considered to be an employee's spouse/life partner, child, step-child, parent, parent-in-law, sibling, sibling-in-law, grandparent or grandchild.
- 24.03 An employee who wishes to use a personal leave day shall seek the Employer's approval in advance, where possible. If it is not possible to seek approval in advance, the employee shall notify the Employer of the need to be absent as early as possible. Requests will not be unreasonably denied. An employee who is absent on a personal leave day shall be entitled to claim their accrued personal leave days in accordance with the terms of this Article.
- 24.04 An employee who is granted personal leave, will be paid for that employee's regularly scheduled hours of work, during the period of leave, at the employee's regular rate out of the employee's accumulated personal leave credits until those credits are exhausted.

ARTICLE 25 – SHORT TERM DISABILITY PLAN

- 25.01 The Employer agrees to participate in the Anglican Church of Canada's current Short Term Disability Plan (the "STD Plan"). Provided that an employee has exhausted all emergency leave credits, an eligible employee under the STD Plan, who is absent from work due to an illness or injury, for which benefits are not available under workers compensation legislation or other income protection programs offered by or through Alongside Hope, is entitled to STD Benefits for a period up to one hundred and nineteen (119) calendar days in accordance with the terms of the STD Plan.
- 25.02 Once an eligible employee has been paid STD Benefits in respect of particular illness or injury, a subsequent illness or injury:
- (a) due to the same or related causes, is considered a continuation of the original period of illness or injury, unless the eligible employee has returned to regular full-time work for at least six (6) weeks; or
 - (b) due to wholly different causes than the original illness or injury, is considered a separate period of illness or injury, provided the eligible employee has returned to regular full-time work for at least 1 working day.
- 25.03 The employee shall notify the Employer when it is necessary to be absent due to illness or accident. The Employer may require medical documentation when the absence exceeds five working days or in cases of frequent absences. The Employer reserves its right to obtain an independent medical assessment at its expense at any time once the employee is in receipt of disability benefits.
- 25.04 STD Benefits are paid as a percentage of an eligible employee's regular non-overtime weekly earnings as follows:
- (a) STD Benefits are payable at one hundred percent (100%) of the employee's regular non-overtime weekly earnings for the first twenty-eight (28) calendar days following the exhaustion of their emergency leave credits; and
 - (b) STD Benefits are payable at seventy-five percent (75%) of the employee's regular non-overtime weekly earnings for the remaining period of ninety-

one (91) calendar days commencing twenty-eight (28) calendar days following the exhaustion of their emergency leave credits.

25.05 It is agreed that the STD Plan referred to in this Article is not incorporated by reference into this Agreement. The Employer has the right to change its method of administering the STD Plan, from time to time, by having all or part of the STD Plan administered by a carrier or by having all or part of the STD Plan replaced by an insurance policy, or by changing policies or carriers, provided the benefits are equivalent.

ARTICLE 26 – GROUP BENEFIT PLANS

26.01 The Employer shall continue to participate in the Anglican Church of Canada's Group Benefit Policy with Manulife Financial (Policy No. G0021057A) (the "Group Benefit Plan") on behalf of eligible employees in accordance with its terms on the following basis:

- (a) The Employer shall pay 100% of the billed premium for each eligible employee with respect to Option 1 life insurance under the Life Insurance provisions of the Group Benefit Plan;
- (b) Where an eligible employee elects to take Option 2 life insurance under the Life Insurance provisions of the Group Benefit Plan, the Employer shall pay 50% of the billed premium and each eligible employee shall pay the balance of the billed premium through payroll deduction;
- (c) The Employer shall pay 100% of the billed premium for each eligible employee with respect to basic dependant life insurance under the Life Insurance provisions of the Group Benefit Plan;
- (d) Where an eligible employee elects to take additional optional life insurance or additional dependant optional life insurance under the Life Insurance provisions of the Group Benefit Plan, the eligible employee shall pay 100% of the billed premium for any additional optional life insurance through payroll deduction;
- (e) Where an eligible employee elects to take extended health care insurance under the Extended Health Care provisions of the Group Benefit Plan, the Employer shall pay 90% of the billed premium and each eligible employee shall pay the balance of the billed premium through payroll deduction;

- (f) Where an eligible employee elects to take dental care insurance under the Dental Care provisions of the Group Benefit Plan, the Employer shall pay 90% of the billed premium and each eligible employee shall pay the balance of the billed premium through payroll deduction.

- 26.02 It is agreed that the Group Benefit Plan is not incorporated by reference into this Agreement. The Employer has the right to change its method of administering the Group Benefit Plan, from time to time, by changing policies or carriers, provided the benefits are equivalent.

- 26.03 The Employer shall continue to participate in the current Long Term Disability Plan for the Anglican Church of Canada as administered by the Pension Office Corporation of the Anglican Church of Canada (the "LTD Plan") on behalf of eligible employees in accordance with the terms of the LTD Plan. It is agreed that the LTD Plan referred to in this Article is not incorporated by reference into this Agreement. The Employer has the right to change its method of administering the LTD Plan, from time to time, by having all or part of the LTD Plan administered by a carrier or by having all or part of the LTD Plan replaced by an insurance policy, or by changing policies or carriers, provided the benefits are equivalent.

- 26.04 The Employer shall ensure that there is adequate insurance coverage in place for staff who are required to travel and will cover all costs associated with the insurance coverage.

- 26.05 Except where required by the Employment Standards Act, 2000 or another provision of this Article, the Employer shall not be required to pay any premium required by this Article on behalf of any employee who is absent from work without pay for more than thirty calendar days. However, an employee may arrange to have the benefit coverage continue for a period not to exceed a total of six months by arranging to pay the Employer the full premiums required in advance, which may be done by post dated cheques.

- 26.06 The payment of premiums or the provision of benefits under this Agreement does not restrict the Employer's right to terminate an employee in accordance with the other terms of this Agreement.

ARTICLE 27 – PENSION PLAN

27.01 The Employer shall continue to participate in the General Synod Pension Plan of the Anglican Church of Canada (the “Pension Plan”) in accordance with the terms of the Pension Plan and eligible employees shall participate in the Pension Plan and contribute their portion under the terms of the Pension Plan. The Employer shall deduct the employee’s contribution to the Pension Plan from the employee’s wages and pay it to the trustee of the Pension Plan. It is agreed that the Pension Plan referred to in this Article is not incorporated by reference into this Agreement, and that the Anglican Church of Canada may, at any time change administrators or the terms of the Pension Plan.

ARTICLE 28 – HEALTH & SAFETY

28.01 A Joint Health and Safety Committee will be established in accordance with the Occupational Health & Safety Act, as amended. One employer representative and one employee representative from Alongside Hope who is a CUPE member, will be members of the joint health and safety committee.

28.02 The Employer shall be responsible for providing and maintaining a first aid kit to be kept in an appropriate location.

28.03 Any health and safety concerns of an employee with respect to travel outside the country that are not resolved between the employee and their supervisor shall be discussed at a meeting of the Joint Health & Safety Committee.

ARTICLE 29 – TRAVEL

29.01 Where an employee is required by the Employer to use their personal vehicle for business purposes, then the employee will be reimbursed at the current rate of sixty-two cents (62¢) per kilometre, or at the current rate per kilometre established by the Canada Revenue Agency, whichever is higher.

29.02 Where the Employer requires an employee in writing to use their personal cell phone for work purposes while travelling, the Employer will reimburse the employee at the rate of ten (\$10) dollars per month, up to a maximum of one hundred and twenty (\$120) dollars per year.

ARTICLE 30 – WAGES

30.01 An employee is entitled to be paid, based on the employee's regular wages, as set forth in Schedule A, for all hours worked. Employees will be paid monthly through direct bank deposit.

ARTICLE 31 – JOB CLASSIFICATIONS

31.01 When a new position under this Agreement is established by the Employer, the Employer shall determine the wage level for the new position and shall notify the Union of the wage level selected. If the Union challenges the wage level, it shall have the right to request a meeting with the Employer to discuss the wage level selected and endeavour to reach agreement on a mutually satisfactory wage level for the new position. The Union's request will be made within ten (10) working days after the receipt from the Employer of the notice of the new position and wage level selected. If the Employer and the Union are unable to agree on the wage level for the new position, the dispute may be referred to arbitration as provided in this Agreement, within fifteen (15) working days of the meeting. The decision of the arbitrator shall be based on the relationship established by comparison with the wage levels for the other positions in the bargaining unit having regard to the requirements of those positions. Any change to the wage level of the new position shall be retroactive to the date that notice of the new wage level was given by the Employer.

31.02 When the Employer makes a substantial change to the job content of an existing position, which in reality causes the existing position to become a new position, the Employer agrees to meet with the Union, if requested, to permit the Union to make representations with respect to the appropriate wage level. If the Employer and the Union disagree that there has been a substantial change to the job content of an existing position or on the wage level for the new position, the dispute may be referred to arbitration as provided in this Agreement, within fifteen (15) working days of the meeting. The decision of the arbitrator shall be based on the relationship established by comparison with the wage levels for the other positions in the bargaining unit having regard to the requirements of those positions. Any change to the wage level of the position shall be retroactive to the date that the Union raised the issue with the Employer.

31.03 A copy of the current job description for a position under this Agreement shall be made available to the Union upon request. When a new position under this

Agreement is created, a copy of the job description shall be forwarded to the Union at the time that the Employer notifies the Union of the wage level selected for the new position.

ARTICLE 32 – HOUSEKEEPING ITEMS

32.01 Prior to printing, the parties agree to replace gender specific pronouns with gender neutral pronouns in the Collective Agreement as housekeeping only. In so doing it is not the intent of either party to change the meaning or intent of the predecessor language.

ARTICLE 33 – GENDER NEUTRAL AND PLURAL

33.01 Wherever the singular is used in this Agreement, it shall be considered as if the plural had been used wherever the context so requires.

33.02 Wherever a gender is expressed in this Agreement, it shall be deemed to include all expressions of gender identity wherever the context so requires.

ARTICLE 34 – TERM OF AGREEMENT

34.01 This Agreement shall remain in full force and effect for a term extending from the date of ratification until March 31, 2028.

34.02 Within six (6) months, but not less than thirty (30) days, before the expiry date of this Agreement either party may give notice in writing to the other of its intention to bargain collectively to conclude a new agreement. Within fifteen (15) days of the date of the notice a date of meeting will be agreed upon.

Executed by the Employer and the Union in the City of Toronto as of the 20th day of November, 2025.

Canadian Union of Public Employees:

Alongside Hope:

Suzanne Ramsey
Suzanne Ramsey (Nov 21, 2025 09:22:06 EST)

Will Postma
Will Postma (Nov 21, 2025 07:34:03 EST)

Andrea Casey
Andrea Casey (Nov 20, 2025 21:31:17 EST)

Ellen Hoff

Aida Gjoka
Aida Gjoka (Nov 20, 2025 18:55:54 EST)

TH Hoff

Debbie Provost
Debbie Provost (Nov 20, 2025 19:17:29 CST)

SCHEDULE A – REGULAR WAGES

Effective April 1, 2024 ~ 3.5% Increase

Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
Level 5 – Associates Finance and Admin Associate	\$50,965.00	\$52,006.00	\$53,066.00	\$54,150.00	\$55,255.00	\$56,382.00	\$57,533.00	\$
Level 6 – Officers I Finance Administrative Officer	\$58,100.00	\$59,285.00	\$60,496.00	\$61,730.00	\$62,990.00	\$64,276.00	\$65,587.00	\$
Level 6A – Officers II Communications and Marketing Officer Donor Relations Officer Supporter Relations Program Officer	\$63,341.60	\$64,526.60	\$65,737.60	\$66,971.60	\$68,231.60	\$69,517.60	\$70,828.60	\$
Level 7 – Facilitators Finance Administrative Facilitator Fundraising and Donor Relations Facilitator Program Facilitator	\$66,234.00	\$67,585.00	\$68,965.00	\$70,372.00	\$71,808.00	\$73,274.00	\$74,769.00	\$
Level 8 – Coordinators Communications and Marketing Coordinator Finance Coordinator Humanitarian Response Coordinator Planning, Monitoring and Evaluation Coordinator Program Coordinator Public Engagement Program Coordinator Volunteer Coordinator Youth Engagement Coordinator	\$75,506.00	\$77,048.00	\$78,620.00	\$80,225.00	\$81,862.00	\$83,532.00	\$85,238.00	\$
Level 9 – Managers Finance Manager Program Manager	\$86,078.00	\$87,835.00	\$89,627.00	\$91,457.00	\$93,323.00	\$95,227.00	\$97,170.00	\$

Effective April 1, 2025 ~ 3.0% Increase

Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
Level 5 – Associates Finance and Admin Associate	\$52,493.95	\$53,566.18	\$54,657.98	\$55,774.50	\$56,912.65	\$58,073.46	\$59,258.99	\$60,468.00
Level 6 – Officers I Finance Administrative Officer	\$59,843.00	\$61,063.55	\$62,310.88	\$63,581.90	\$64,879.70	\$66,204.28	\$67,554.61	\$68,928.00
Level 6A – Officers II Communications and Marketing Officer Donor Relations Officer Supporter Relations Program Officer	\$65,241.85	\$66,462.40	\$67,709.73	\$68,980.75	\$70,278.55	\$71,603.13	\$72,953.46	\$74,328.00
Level 7 – Facilitators Finance Administrative Facilitator Fundraising and Donor Relations Facilitator Program Facilitator	\$68,221.02	\$69,612.55	\$71,033.95	\$72,483.16	\$73,962.24	\$75,472.22	\$77,012.07	\$78,588.00
Level 8 – Coordinators Communications and Marketing Coordinator Finance Coordinator Humanitarian Response Coordinator Planning, Monitoring and Evaluation Coordinator Program Coordinator Public Engagement Program Coordinator Volunteer Coordinator Youth Engagement Coordinator	\$77,771.18	\$79,359.44	\$80,978.60	\$82,631.75	\$84,317.86	\$86,037.96	\$87,795.14	\$89,588.00
Level 9 – Managers Finance Manager Program Manager	\$88,660.34	\$90,470.05	\$92,315.81	\$94,200.71	\$96,122.69	\$98,083.81	\$100,085.10	\$102,128.00

Effective April 1, 2026 ~ 3.0% Increase

Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
Level 5 – Associates Finance and Admin Associate	\$54,068.77	\$55,173.17	\$56,297.72	\$57,447.74	\$58,620.03	\$59,815.66	\$61,036.76	\$62,287.77
Level 6 – Officers I Finance Administrative Officer	\$61,638.29	\$62,895.46	\$64,180.21	\$65,489.36	\$66,826.09	\$68,190.41	\$69,581.25	\$71,000.00
Level 6A – Officers II Communications and Marketing Officer Donor Relations Officer Supporter Relations Program Officer	\$67,199.10	\$68,456.27	\$69,741.02	\$71,050.17	\$72,386.90	\$73,751.22	\$75,142.06	\$76,560.00
Level 7 – Facilitators Finance Administrative Facilitator Fundraising and Donor Relations Facilitator Program Facilitator	\$70,267.65	\$71,700.93	\$73,164.97	\$74,657.65	\$76,181.11	\$77,736.39	\$79,322.43	\$80,940.00
Level 8 – Coordinators Communications and Marketing Coordinator Finance Coordinator Humanitarian Response Coordinator Planning, Monitoring and Evaluation Coordinator Program Coordinator Public Engagement Program Coordinator Volunteer Coordinator Youth Engagement Coordinator	\$80,104.32	\$81,740.22	\$83,407.96	\$85,110.70	\$86,847.40	\$88,619.10	\$90,428.99	\$92,276.00
Level 9 – Managers Finance Manager Program Manager	\$91,320.15	\$93,184.15	\$95,085.28	\$97,026.73	\$99,006.37	\$101,026.32	\$103,087.65	\$105,189.00

Effective April 1, 2027 ~ 3.0% Increase

Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
Level 5 – Associates Finance and Admin Associate	\$55,690.83	\$56,828.36	\$57,986.65	\$59,171.17	\$60,378.63	\$61,610.13	\$62,867.86	\$64,135.37
Level 6 – Officers I Finance Administrative Officer	\$63,487.44	\$64,782.32	\$66,105.61	\$67,454.04	\$68,830.87	\$70,236.12	\$71,668.69	\$73,127.12
Level 6A – Officers II Communications and Marketing Officer Donor Relations Officer Supporter Relations Program Officer	\$69,215.08	\$70,509.96	\$71,833.25	\$73,181.68	\$74,558.51	\$75,963.76	\$77,396.32	\$78,855.25
Level 7 – Facilitators Finance Administrative Facilitator Fundraising and Donor Relations Facilitator Program Facilitator	\$72,375.68	\$73,851.95	\$75,359.92	\$76,897.38	\$78,466.54	\$80,068.48	\$81,702.11	\$83,366.42
Level 8 – Coordinators Communications and Marketing Coordinator Finance Coordinator Humanitarian Response Coordinator Planning, Monitoring and Evaluation Coordinator Program Coordinator Public Engagement Program Coordinator Volunteer Coordinator Youth Engagement Coordinator	\$82,507.44	\$84,192.43	\$85,910.20	\$87,664.02	\$89,452.82	\$91,277.67	\$93,141.86	\$95,042.91
Level 9 – Managers Finance Manager Program Manager	\$94,059.75	\$95,979.68	\$97,937.84	\$99,937.53	\$101,976.56	\$104,057.11	\$106,180.28	\$108,325.19

SCHEDULE A – SALARY GRID PROVISIONS

1. The Employer is entitled to take an employee's prior experience and qualifications into account when establishing an employee's initial placement on the salary grid for a position.
2. Once placed on the salary grid an employee's progression through the salary grid is based on time in the classification and not the employee's service with the Employer.
3. An employee will progress to the next step on the salary grid commencing on the first day of the month following the anniversary month of their initial placement in the classification.
4. An employee who regularly works less than 35 hours a week will have their salary pro-rated so that an employee that works 4/5ths of a week will receive 4/5ths of the applicable salary.
5. An employee who moves to a higher classification shall be placed in the first step of the higher classification that pays a higher salary than the employee is receiving in the lower classification at the time of the move.
6. An employee who moves to a lower classification shall be placed on the same step of the lower classification as the employee occupied in the higher classification and shall be paid the applicable rate of that lower classification.
7. It is agreed that wage increases negotiated in the current Collective Agreement are inclusive of any pay equity adjustments that may subsequently be found to be owing.

BY THIS MEMORANDUM OF AGREEMENT made as of this 1st day of April, 2025 between Alongside Hope (the "Employer") and the Canadian Union of Public Employees and its Local 4945 (the "Union"), the Employer and the Union agree to enter into an Extra Hours of Work Agreement in accordance with section 17 and 18 of the *Employment Standards Act, 2000* on the following terms:

1. This Extra Hours of Work Agreement applies to all employees covered by the collective agreement between the Employer and the Union.
2. **Extra Daily Hours:** The normal daily hours of work are seven (7) hours a day excluding the daily unpaid lunch hour. The Union consents on behalf of the employees in the bargaining unit to allow them to work beyond their regular work day up to twelve (12) hours per day or the daily maximum allowed by the *Employment Standards Act, 2000*.
3. **Extra Weekly Hours:** The normal workweek will be thirty-five (35) hours per week. The Union also consents on behalf of the employees in the bargaining unit to allow them in exceptional circumstances to work beyond 48 hours in a week to a maximum of 60 hours in a week.

4. **Exceptional Circumstances:** Exceptional circumstances shall be defined as weekend meetings and work arising from travel inside and outside of Canada.
5. **Scheduling and Overtime:** Scheduling of hours of work and the payment of overtime shall be in accordance with the Collective Agreement.
6. This Extra Hours of Work Agreement shall remain in effect until the expiry of the Collective Agreement between the Employer and the Union that expires March 31, 2028.

EXECUTED BY the Employer and the Union this 20th day of November, 2025, in the City of Toronto, in the Province of Ontario.

FOR THE EMPLOYER

FOR THE LOCAL

Will Postma

Will Postma (Nov 21, 2025 07:34:03 EST)

Suzanne Ramsey

Suzanne Ramsey (Nov 21, 2025 09:22:06 EST)

Elton Araf

Andrea Casey
Andrea Casey (Nov 20, 2025 21:31:17 EST)

TH

Aida Gjoka
Aida Gjoka (Nov 20, 2025 18:55:54 EST)

Debbie Provost

Debbie Provost (Nov 20, 2025 19:17:29 CST)

LETTER OF UNDERSTANDING

- between -

ALONGSIDE HOPE

(the "Employer")

- and -

**CANADIAN UNION OF PUBLIC EMPLOYEES
and its LOCAL 4945**

(the "Union")

Re: Pay Equity Committee

The parties understand the legal obligation under the *Pay Equity Act*, RSO 1990, c P.7, to ensure Pay Equity maintenance is completed on a regular basis and, to assist the parties in their roles, there is agreement to meet within one hundred and eighty (180) days of the ratified contract to negotiate a Terms of Reference and Evaluation Tool. The parties shall jointly establish a workplan to fulfill their obligations under the *Act*:

- obtain job information for incumbents and the gathering of job descriptions;
- the training of the joint committee and evaluating the classifications with the aim of ensuring a current Pay Equity Plan that will be communicated to the parties.

Both parties, at their own cost, may have the assistance of a Job Evaluation Specialist or consultant to aid in this process.

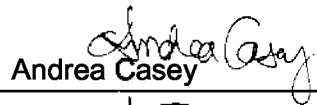
FOR THE EMPLOYER

FOR THE UNION



Suzanne Rumsey

Will Postma
Will Postma (Nov 21, 2025 07:34:03 EST)



Andrea Casey



Alda Gjoka


Debbie Provost