

COLLECTIVE AGREEMENT

Between

Carebridge Community Support
(hereinafter called the “Employer”)

and

Canadian Union of Public Employees
and its Local 4742
(hereinafter called the “Union”)



From April 1, 2024 to March 31, 2026

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ARTICLE 1 – PURPOSE OF AGREEMENT

- 1.01 The general purpose of this Agreement is to recognize the value of collective bargaining in matters pertaining to the working conditions, length of service and employment of the employees of the Employer and to establish a method of settling any differences expeditiously, which may arise between the parties. The Union and the employees agree to work with the Employer, to the best of their ability, to ensure that the highest level of quality and level of service is provided to its clients.

ARTICLE 2 – MANAGEMENT RIGHTS

- 2.01 The Union acknowledges and agrees that it is the exclusive right of the Employer to maintain and exercise all managerial authority, rights and prerogatives. The foregoing is limited only by specific terms of this Agreement. Without limiting the generality of the foregoing, such functions shall include the right to:
- a) maintain order, discipline, efficiency, and to make, alter and enforce rules and regulations. Such policies and procedures shall be communicated to the employees and the Union at the time of their introduction or amendment;
 - b) hire, classify, direct, promote, demote, transfer, layoff, recall, discipline, suspend, discharge, assign work to employees, assign employees to shifts and the number of employees required from time to time;
 - c) operate and manage the Employer's operation in all respects in accordance with the Employer's operations, commitments, obligations, and responsibilities, including: the number and location of the establishments; the nature and kinds of services provided; the number of shifts and quality of standards; the direction of the work force; the schedules of operations including overtime; the techniques and work procedure including job content; the kinds and location of equipment to be used.
- 2.02 The Employer agrees that in exercising its management rights, it will do so in a manner that is not inconsistent with specific provisions of this Agreement.

ARTICLE 3 – RECOGNITION AND NEGOTIATIONS

3.01 Bargaining Unit

The Employer recognizes the Canadian Union of Public Employees and its Local 4742 as the sole and exclusive bargaining agent for all of its employees, save and except Supervisors, persons above the rank of Supervisors and Administrative Assistants and Home Share Providers.

3.02 Work of the Bargaining Unit

The Employer agrees that no employee will be laid off from the Employer's employment as a result of the Employer contracting out any of its work or services normally performed by members of the bargaining unit or utilizing the services of a volunteer or student.

Notwithstanding the above, Team Leaders, Care Coordinators and qualified Assistant Care Coordinators may perform bargaining unit work for the purposes of instruction, experimenting, in emergencies or when regular employees are not available.

Where a parent or a representative of a supported person, or a supported person themselves enters into a written or verbal agreement with the Employer for the provision of supports or services from the Employer, the Employer shall only use bargaining unit members to provide such supports or services.

3.03 Restrictions on Contracting Out

In order to provide job security for the members of the bargaining unit, the Employer agrees that all work or services presently performed, in addition to work hereafter assigned to the bargaining unit, shall not be contracted, sub-contracted, transferred, leased, assigned, or conveyed, in whole or in part, to any other plant, person, company, or non-unit employee except in cases mutually agreed to between the Union and the Employer.

3.04 The Employer may utilize the services of volunteers, persons on work/educational placements, persons on co-op placements and summer students for carrying out specified, time-limited or sporadic projects where the use of such persons does not reduce or replace the regular hours of work or the regular pay of any employee whose job is included in the bargaining unit. The Employer and the Union recognize the value of the non-exploitative use of volunteers. The Employer will prepare terms of service for the person engaged. Such persons are not members of the bargaining unit. Whenever the Employer plans to use such persons, the Employer shall notify the Union.

3.05 No Other Agreements

No Employee within the bargaining unit shall be required or permitted to make a written or verbal agreement with the Employer or its representatives which may conflict with the terms of this collective agreement.

3.06 Definitions

Full Time Employees refers to an employee who is permanently scheduled to work seventy-five (75) hours in a pay period.

Part-Time Employees are those employees who are permanently scheduled to work less than full time hours.

Casual refers to an employee who is not regularly scheduled and who is assigned to replace employees on an as required basis or to provide services during a short-term high intensity care period. Employees who are used in these capacities shall receive pay in accordance with the Collective Agreement.

Temporary Employees may be hired for a specific term to replace an employee who will be on an approved leave of absence, absence due to WSIB disability, sick leave, long-term disability. Where the employee is hired to replace an employee who will be on an approved leave of absence, absence due to WSIB disability, sick leave or long-term disability, the term may extend up to the length of the leave of the person being replaced. The period of employment of such persons in such a position will not exceed the absentee's leave. The individual employed in this position shall be deemed to be on probation in accordance with the Collective Agreement.

A temporary employee may also be hired to perform a special non-recurring task, which will last no longer than six (6) months. This time may be extended a further six (6) months on mutual agreement of the Union, employee, and Employer.

This clause would not preclude such temporary employees from using the job posting provision under the Collective Agreement. If the temporary employee is the successful applicant to a regular permanent position and completes their probation period following entry into a regular permanent position, the employee will be credited with seniority from the date of hire as a temporary employee provided there has been no break in service longer than thirty (30) days between the end of the employment as a temporary employee and the start of employment as a permanent employee.

The Employer will outline to employees selected to fill such vacancies and the Union, the circumstances giving rise to the vacancy and the special conditions relating to such employment.

3.07 Collective Agreement Continuance

The parties agree that there will be no strike, slowdown, work stoppage or restriction of work, nor will there be a lockout so long as the Collective Agreement continues to operate.

3.08 Notice and Disclosure

The Employer shall give the Union sixty (60) days notice in writing in the event the Employer and/or Ministry is contemplating or planning reductions and/or closure of programs, services, or supports; layoffs; restructuring; or any other initiative that would impact the work of the bargaining unit and/or job security of bargaining unit members.

The Employer and the Union shall meet with the Union within ten (10) working days of the written notice at which time the Employer shall fully disclose to the Union any and all plans for reductions and/or closure of programs, services, or supports; layoffs; restructuring; or any other initiative that would impact the job security of bargaining unit members.

3.09 Qualifications

Should job qualifications change for a position, group of positions or a program, incumbent employees will be deemed qualified in their current position.

The Employer and the Union will meet within a reasonable period of time to:

- identify educational requirements to obtain qualification; and
- establish a timeline and arrangements for effected employees to obtain such qualifications.

Where the requirements of a position have changed/will change to the extent that an incumbent employee will not be able to perform the required duties, or the incumbent does not wish to participate in required educational work/training, then the employee may be transferred to another position within the bargaining unit which requires the qualifications possessed by the employee.

Core competencies provide a professional development mechanism to move from effective service to superior, life-enhancing supports. The core competency model will provide a valuable tool for feedback to enhance direct support work. The primary benefit and intent of the core competence model is to enable and facilitate positive professional development, not to be used for disciplinary purposes.

ARTICLE 4 – NO DISCRIMINATION

- 4.01 a) The parties agree to abide by the provisions of the *Ontario Human Rights Code*. For purposes of information, the prohibited grounds in the Code are race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.
- b) The Employer and the Union agree that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employee by reason of membership or non-membership or activity or non-activity in the Union.
- 4.02 Harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment can be either psychological or physical or it can be a combination of both.

Workplace harassment may include:

- i) Harassment of an employee on a prohibited ground as per Article 4.01.
- ii) Sexual harassment includes jokes, innuendos and practical jokes of a sexual nature which cause embarrassment, or awkwardness; derogatory or degrading remarks directed towards members of one sex or one sexual preference group; displaying sexual offensive material; leering; sexual suggestive gestures; unnecessary physical contact such as touching, patting or pinching; repeated offensive sexual flirtations; advances; propositions; coercion and sexual assault. Sexual advances or solicitation, made by an individual who is in a position to grant or deny a benefit to another, constitutes sexual harassment. These advances may be accompanied by threats of reprisal or promises of benefits, made to coerce the recipient into granting sexual favours.
- iii) A “poisoned” environment is one in which insulting or degrading comments or actions, have had an adverse effect on the way in which one or more employees are treated by others. It can also be independently observed and can have an impact on a third party.
- iv) The exercise of management rights is not harassment in itself.
- 4.03 Persons making a written complaint, as well as anyone else involved in filing, investigating or adjudicating a written complaint, should not be penalized for doing so.
- 4.04 The Employer will notify the Union of any investigation when a bargaining unit member is identified as a respondent and asked to participate in the investigation. The Union will be copied on the notification to the respondent. The Union agrees to maintain confidentiality regarding all information received in connection with the investigation.

ARTICLE 5 – CHECK OFF OF UNION DUES

5.01 Check-Off Payments

The Employer shall deduct from the pay of every member of the bargaining unit monthly dues, in accordance with the Local’s Bylaws as amended by the membership of this Local. Deduction for Union dues made during each month shall be forwarded to the National

Secretary-Treasurer of the Union no later than the fifteenth (15th) day of the following month, accompanied by a notice of changes to the list of names of employees from whom the deductions have been made. In the month of July, the Employer will also forward a current list of dues paying employees along with a list of addresses to the Local's Recording Secretary.

- 5.02 The Union agrees to indemnify and save the Employer harmless against any and all claims or other forms of liability that may arise out of the application or administration of Article 5.01.

ARTICLE 6 – EMPLOYER AND UNION SHALL ACQUAINT NEW EMPLOYEES

6.01 New Employees

The Employer agrees that during the new employee's orientation, it will give newly hired employees a CUPE information package prepared by the Union.

- 6.02 During an employee's orientation or at the first reasonable opportunity, the Union shall be granted thirty (30) minutes uninterrupted to meet and provide introductions to the members.

6.03 Contact Information

The Employer will provide to the Union a list of all employees in the bargaining unit upon request at no more than once a quarter. The list will include each person's name, job title/classification, employment status, most recent address, telephone number (and other available personal telephone numbers, such as cellular numbers), work email and personal email, to the extent such information is with the Employer's control, possession and available electronically.

ARTICLE 7 – CORRESPONDENCE

- 7.01 All correspondence between the parties, arising out of this Agreement or incidental thereto, shall pass to and from the Executive Director or designate and the Secretary of CUPE Local 4742, with a copy to the President of CUPE Local 4742. This shall not apply to grievance responses.
- 7.02 Any correspondence on discipline or suspension, termination, layoff or recall, will be forwarded to the CUPE National Representative and copied to the Chief Steward of the Local in accordance with Article 13.01.

ARTICLE 8 – LABOUR-MANAGEMENT COMMITTEE

8.01 Labour-Management Committee

- a) A Labour-Management Committee shall be established consisting of two (2) representatives of the Union and two (2) representatives of the Employer, with the right to substitute if necessary or invite with prior notice. The parties agree that in all their deliberations they will seek to promote cost effective and efficient operations and to provide the highest level of service to the members.

- b) The Committee shall meet on an ad hoc basis, but no more than once every two (2) months at a mutually agreeable time and place. Each side shall provide the other with agenda items, which they wish to have discussed at this meeting, one week in advance of the meeting. Employees shall not suffer any loss of regular straight time wages for time spent in meetings of this committee during their scheduled hours.
- c) Minutes to each meeting of the Committee shall be prepared by the Employer as promptly as possible after the close of the meeting. The minutes shall be checked and signed by a Union representative on the Committee and an Employer representative on the Committee prior to circulation.
- d) The work of the Committee shall not supersede or replace the activities of any other committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.
- e) Function of the Committee

The Committee shall concern itself with the following general matters:

1. Considering constructive criticisms of all activities so that better relations shall exist between the Employer and the employees.
2. Increasing operating efficiency and scheduling concerns.
3. Improving of service to the public.
4. Promoting occupational health, safety and sanitary practices.
5. Reviewing suggestions from employees, questions of working conditions and service (but not grievances concerned with service).
6. Reviewing safety matters and investigating all accidents if not resolved by the JHSC.
7. Recommending on-the-job training to the Employer.
8. Passport Funding – (including available statistics, and potential impact to the work of the bargaining unit).
9. Workload complaints and concerns.
 - a) Employees who believe they are experiencing an unreasonable workload shall first discuss this matter with their immediate manager to seek resolution. If the concern remains unresolved after this discussion, the matter may be referred to the Labour-Management Committee by either party. The Committee shall review the concern, including actions taken at the departmental level, and gather any additional information required. The Committee will work collaboratively to identify practical solutions and may recommend adjustments, monitoring, or other measures to address the concern. Final decisions regarding workload assignments and distribution shall remain the responsibility and right of the Employer. Agreed actions and follow-up timelines shall be documented in the Committee minutes and reviewed until the matter is concluded.

ARTICLE 9 –BARGAINING RELATIONS

9.01 Representatives

No employee or group of employees shall undertake to represent the Union at meetings with the Employer without the proper authorization of the Union. In order that this may be carried out, the Union will supply the Employer with the names of its officers.

9.02 Union Bargaining Committee

A Union Bargaining Committee shall be appointed and consist of three (3) members of the Canadian Union of Public Employees, Local 4742. The Union will advise the Employer of the Union nominees to the Committee.

9.03 Function of Bargaining Committee

All matters of mutual concern pertaining to collective bargaining, and the renewal of the Collective Agreement shall be referred to the Bargaining Committee for discussion and settlement.

9.04 Meetings of Committee

In the event either party wishes to call a bargaining meeting, the meeting shall be held at a time and place fixed by mutual agreement. However, such meeting must be held within twenty (20) working days after the request has been given or such other date as mutually agreed.

9.05 Representatives of the Canadian Union of Public Employees

The Union shall have the right at any time to have the assistance of a representative of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such Representative will notify the Employer in advance in order to have access to the Employer's property in order to investigate and assist in the settlement of a grievance or other workplace related issues.

ARTICLE 10 – RESOLUTIONS AND REPORTS OF THE BOARD

10.01 Employer Shall Notify Union

The Employer agrees to advise the Union of Board policies or decisions which affect employees within this bargaining unit.

10.02 The Union shall have the right to have a bargaining unit member attend open Board meetings. The individual may be invited to speak as a resource person, but shall not have a vote.

ARTICLE 11 – GRIEVANCE PROCEDURE

11.01 Election of Stewards

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the right of the Union to appoint or elect up to four (4) stewards, whose duties shall be to assist any employee whom the steward represents, in preparing and in presenting their grievance at any step of the grievance procedure. One steward will be appointed by the Union as Chief Steward. Stewards must be regularly scheduled employees who have completed their probationary period.

11.02 Names of Stewards

The Union shall notify the Employer, in writing, of the name of the Chief Steward and all other stewards before the Employer shall be required to recognize them.

11.03 Grievance Committee

The Employer shall recognize a Grievance Committee consisting of Chief Steward and the steward representing the grievor.

11.04 Permission to Leave Work

The Employer recognizes that stewards have duties to perform on behalf of the Union, but Stewards are employed to perform work for the Employer and will not leave work without first obtaining the permission of their supervisor. The steward shall give the supervisor an estimate of time he will be away from work and shall report back to the supervisor when he returns to work. If a steward is conducting Union business in a location other than their normal workplace, they shall notify the supervisor of their presence and the reason for being there. While recognizing the operational requirements of the organization and health and safety of clients take precedence, such permission shall not be unreasonably withheld.

11.05 Definition of Grievance

For purposes of this Agreement, a grievance is defined as a difference arising between the parties relating to the interpretation, application, administration or alleged violation of the Agreement including any question as to whether a matter is arbitrable.

11.06 Settling of Grievance

An earnest effort shall be made to settle grievances fairly and promptly in the following manner:

Complaint: The employee(s) concerned shall attempt to settle the complaint with the supervisor within ten (10) calendar days of the date upon which the employee(s) first became aware, or should have become aware, of the facts giving rise to the complaint. An employee must inform the Supervisor that the employee is raising a complaint under the grievance procedure. A form indicating the complaint will be filled out including the date, and signed by both parties. Copies will be forwarded to the Executive Director and the Chief Steward.

Step 1: Failing satisfactory settlement being reached in the complaint stage, the employee(s) concerned, together with the Grievance Committee, shall, within seven (7) calendar days submit the grievance to the Executive Director. The Executive Director or their designate shall meet with the employee(s) and the Grievance Committee within ten (10) calendar days of receipt of the grievance and shall render a decision in writing within ten (10) calendar days after the meeting.

11.07 The time limits in the grievance provisions of this Collective Agreement are mandatory, but may be extended by mutual agreement in writing between the Union and the Employer.

11.08 Policy Grievance

Where a dispute involving a question of general application of interpretation occurs, or where a group of employees of the Union has a grievance, the complaint stage of this Article will be bypassed. Similarly, the Employer may file a grievance at Step 1 of the grievance procedure by submitting a grievance to the Chief Steward of the Local. If the Union files a grievance in a circumstance which directly affects an employee and/or where an individual employee could have filed a grievance, any remedy shall be limited to a declaration.

11.09 Facilities for Grievance

The Employer shall supply the necessary facilities for the grievance meetings, provided such facilities are available.

ARTICLE 12 – ARBITRATION

12.01 Failing a satisfactory settlement being reached in Step 1 of the grievance procedure, the Union may, within thirty (30) calendar days of the decision rendered by the Executive Director or their designate, refer the dispute to arbitration.

12.02 Failure to Appoint

If the recipient of the notice fails to appoint an arbitrator, or if the two (2) appointees fail to agree upon a Chairperson within seven (7) days of their appointment, the appointment shall be made by the Ministry of Labour upon the request of either party.

12.03 Composition of Board of Arbitration

When either party requests that a grievance be submitted to arbitration, the request shall be made by a method which provides proof of delivery addressed to the other party of the Agreement, indicating the name of its nominee on an Arbitration Board. Within five (5) days thereafter, the other party shall answer by priority post requiring a signature indicating the name and address of its nominee to the Arbitration Board. The two (2) nominees shall then confer to select an impartial Chairperson. The parties may, by mutual agreement, appoint a single arbitrator or either party may invoke single arbitrator procedures as provided by legislation.

12.04 Decision of the Board

The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the Chairperson shall be the decision of the Board. The decision of the Board of Arbitration shall be final and binding and enforceable on all parties, but in no event shall the Board of Arbitration have the power to change this Agreement or to alter, modify or amend any of its provisions.

Where an arbitrator or arbitration board determines that an employee has been discharged or otherwise disciplined by an Employer for cause and the Collective Agreement does not contain a specific penalty for the infraction that is the subject matter of the arbitration, the arbitrator or arbitration board may substitute such other penalty for the discipline or discharge as to the arbitrator or arbitration board deems just and reasonable in all the circumstances.

12.05 Disagreement on Decision

Should the parties disagree as to the meaning of the Board's decision, either party may apply to the Chairperson of the Board of Arbitration to reconvene the Board to clarify the decision, which it shall do within thirty (30) days.

12.06 Expenses of the Board

Each party shall pay:

- i) the fees and expenses of the nominee it appoints;
- ii) one-half (1/2) of the fees and expenses of the Chairperson.

D then

12.07 Witnesses

At any stage of the grievance or arbitration procedure, the parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses as long as the employee(s) can be scheduled in accordance with operational requirements.

12.08 The time limits in the arbitration provisions of this Collective Agreement are mandatory, but may be extended by mutual agreement in writing between the Union and the Employer.

ARTICLE 13 – DISCHARGE, SUSPENSION AND DISCIPLINE

13.01 The authority to suspend, discharge or otherwise discipline an Employee rests with management. An Employee who has completed their probationary period may be disciplined, suspended or discharged, but only for just cause. When the Employer has completed its investigation and decided to discipline an Employee in the form of a written reprimand, suspension or discharge, it shall have a meeting with the Employee in the presence of a Union steward. The parties understand that the purpose for the attendance of the steward at the meeting is to advise and support the Employee. The Employee and the Union in accordance with Article 7.02 shall be advised in writing by the Employer within three (3) working days of the reason for such written reprimand, suspension or discharge.

13.02 May Omit Grievance Steps

An Employee considered by the Union to be wrongfully or unjustly discharged or suspended shall be entitled to a hearing under Article 11, Grievance Procedure. Grievances regarding suspension and discharge will start at Step 1 of the grievance procedure.

13.03 An employee shall have the right to have access to and to review the Employer's official personnel file for the employee in the presence of staff designated by the Employer and to receive copies of any documents on the file, if the employee has not already received a copy. All such reviews shall be arranged by appointment with a designated staff. An employee has a right to respond in writing to any documents on the employee's official file.

13.04 Removal from File

All written documents in an employee's file of a disciplinary nature shall be removed from the file after eighteen (18) months.

ARTICLE 14 – SENIORITY

14.01 Seniority Defined

- a) For full-time employees, seniority is defined as length of continuous service with the Employer from last date of hire.

For all other employees, seniority shall be calculated on the basis of hours paid, with one thousand nine hundred and fifty (1,950) hours paid representing one year of service. In no case may a part-time employee accumulate more than one year of service in any one calendar year.

- b) i) An employee whose status has changed from full-time to part-time shall receive full credit for their seniority and service on the basis of one year equals one thousand nine hundred and fifty (1,950) hours of seniority and service, prorated for partial years.
- ii) An employee whose status is changed from part-time to full-time shall receive credit for seniority and service on the basis of one year for each one thousand nine hundred and fifty (1,950) hours paid, with prorated for partial years.

14.02 The Employer shall maintain a seniority list showing date of hire, accumulated hours paid and calculated years of service based on hours paid. In calculating years of service, an employee shall not be given credit for any hours that exceed a full time equivalent in any given period since the most recent calculation. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards at three-month intervals, starting in January of each year or at the time of layoffs. Within one month of the date that the seniority list is posted, an employee who believes that the seniority list is incorrect must inform the Employer in writing of the error. If no appeals are made within the one-month period, then the seniority list will be deemed to be correct.

14.03 Role of Seniority in Posted Vacancies

In decisions concerning posted vacancies, transfers, layoffs, recalls, promotions and demotions, the Employer shall consider two (2) factors:

- a) Skill, ability, qualifications
- b) Seniority

The Employer shall consider factor a) first, and where applicants are relatively equal with respect to factor a), then factor b) shall be the determining factor.

Where an interview is conducted as part of the hiring process for an internal unionized position, in cases where the hiring grid score differential between candidates is less than ten (10) percent, existing seniority will be used to determine the successful candidate.

The Union Executive will have access to any scoring matrix used and interview scoring summaries upon request.

14.04 An employee shall lose seniority and shall be deemed to be terminated for just cause in the event that the employee:

- 1) is discharged for just cause and is not reinstated;
- 2) retires or quits;
- 3) is absent from work in excess of three (3) working days without notifying the Employer or providing a reason for absence satisfactory to the Employer;
- 4) fails to return to work within fourteen (14) calendar days after being notified by priority post requiring a signature of a recall, unless the employee provides a reason satisfactory to the Employer. It shall be the responsibility of the employee to keep the Employer informed of the employee's current address;
- 5) is laid off for a period longer than eighteen (18) months;
- 6)
 - a) fails to work for a period of sixty (60) days, except in the case of an approved absence, including but not limited to sick leave, long term disability, pregnancy/parental leave or WSIB leave; or
 - b) fails to work a minimum of one hundred and fifty hours from date of hire in 12 month periods, excluding respite hours, except in the case of an approved absence, including but not limited to sick leave, long term disability, pregnancy/parental leave or WSIB leave;
- 7) has not worked for the Employer for reasons of illness or injury for a consecutive twenty-four (24) month period and there is no prognosis at the end of that time period for a return to work with or without accommodations. This provision does not apply to an employee who is suffering a compensable injury in the meaning of the Workplace Safety and Insurance Board legislation.

14.05 Transfers and Seniority Outside the Bargaining Unit

No employee shall be transferred to a position outside the bargaining unit without the employee's consent. If an employee does take a position outside the bargaining unit, he loses all seniority that he previously held and he will not be allowed to accrue seniority or be required to pay dues while outside the bargaining unit.

The employee shall have the right to return to the bargaining unit within twelve (12) months of the date that he left the bargaining unit to take the vacancy and may return to the position he held immediately prior to leaving the bargaining unit. Upon their return to the bargaining unit, their seniority which they previously held shall be re-instated to the level that existed at the time they left the bargaining unit. The time limit may be extended upon mutual agreement amongst the parties.

- 14.06 (a) Seniority shall not be accumulated for any period of unpaid absence in excess of thirty (30) calendar days, except for pregnancy, parental and adoption leave, WSIB and Union leave. Seniority for an employee who is absent on Union leave shall accumulate for a maximum of one year, at which time it will be frozen.
- (b) Notwithstanding the above, employees who have bid on vacant shifts but were not awarded the shift shall not lose seniority or be terminated.

ARTICLE 15 – PROMOTIONS AND STAFF CHANGES

15.01 Role of Seniority in Posted Vacancies

For each permanent bargaining unit vacancy, which the Employer intends to fill, or when a new permanent bargaining unit position is created, the Employer shall post a notice of the vacancy on bulletin boards for a minimum of seven (7) calendar days and shall notify staff through their work email address. Interested employees must apply for the position within the closing date included in the notice. A copy of the posting will be provided to the Local's Recording Secretary.

Temporary positions that are expected to be less than sixty (60) days do not require posting and may be filled from among part-time and casual employees in order of seniority to employees who are available and who have the skill, ability and qualifications to perform the work of the position. Temporary vacancies that are expected to last longer than sixty (60) days shall be posted. At the end of the temporary vacancy, an employee who fills a temporary vacancy shall be returned to the position they held prior to filling the temporary vacancy. The Employer shall not be required to post second and subsequent temporary vacancies caused by filling the first temporary vacancy, but will offer the position in order of seniority to employees who have the skill, ability and qualifications to perform the work of the position.

A full-time employee, while filling a temporary vacancy, shall not be eligible for any other temporary vacancy until four (4) weeks prior to the expiry of the initial temporary assignment and the Employer will fill the resulting remainder of the initial temporary assignment by offering the position in order of seniority to employees who are available and have the skill, ability and qualifications to perform the work of the position.

A part-time or casual employee, while filling a temporary vacancy, shall not be eligible for any other temporary vacancy until two (2) months prior to the expiry of the initial temporary assignment and the Employer will fill the resulting remainder of the initial temporary assignment by offering the position in order of seniority to employees who are available and have the skill, ability, qualifications to perform the work of the position.

15.02 Such notice shall include the following information: nature of position, location, current rotation, qualifications for the position and wage or salary rate or range. Such qualifications may not be established in an arbitrary or discriminatory manner. Postings shall include posting date and closing date.

15.03 The Employer reserves the right to advertise new or vacant positions as deemed necessary. Internal applicants that meet the requirements, including qualifications as set out in the job posting for the job for new or vacant positions will be considered before outside applicants are considered for the positions.

15.04 Promotions Requiring Higher Qualifications

Internal applicants who are actively pursuing higher qualifications, as determined by the Employer, may be considered for promotion to a new or vacant position requiring those higher qualifications. Appointment will be on a trial basis. Failure to achieve the required qualifications within a period of time established by the Employer, in its discretion, will result in the Employee being removed from the position and returned to their former position.

15.05 Probation for Newly Hired Employees

Newly hired permanent employees shall be considered on probation for a period of six (6) months actively at work from the date of hire for full-time employee, and nine hundred and seventy-five (975) hours actively at work for part-time and casual employees. Upon completion of the probationary period, they shall be credited with seniority from the last date of hire. The release or discharge of an Employee during the probationary period shall not be the subject of a grievance or arbitration, except where the employee's release was in violation of Article 4.01 or for exercising the employee's rights under Article 11.

15.06 Union Notification

The Union shall be notified of appointments, hiring, layoffs, transfers, recalls and terminations of employment, of employees holding jobs within the bargaining unit. The Employer shall post the names of the successful applicants to vacant positions in accordance with Article 7.

15.07 Training Courses

The Employer shall notify employees of any training courses for which employees may be selected. The notice shall contain the following information:

- type of course (subject and materials to be covered);
- time and duration of the course;
- location of the course.

Employees attending mandatory course/training (i.e. CPI, CPR, First Aid, etc.) will be paid for hours attending. The employer shall endeavour to schedule training courses on an employee's regular day of work. Should employees be required to attend on a regular day off work, the employee shall receive payment at their applicable hourly rate.

For other training the lesser of hours (shift or hours spent in actual course) will be paid. Note: where shift is longer than training, employees are required to complete shift or use banked credits.

In addition, the Employer will reimburse for other costs, such as travel and supplies and travel time in accordance with its policies.

15.08 Trial Period

The successful employee that has applied to a posting shall be placed on a trial for a period of a maximum of thirty (30) shifts or two hundred and twenty-five (225) hours worked, whichever occurs first. Conditional on satisfactory performance, such trial promotion shall become permanent after the trial period is complete. Within this period the employee may voluntarily return or be returned by the Employer to the position formerly occupied, without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position and salary without loss of seniority. The trial period may be extended upon mutual agreement of the parties.

15.09 Lateral Transfer

Prior to posting a permanent vacancy or a new position the Employer shall send out an expression of interest via work email to all employees who are currently in the existing role of the vacancy. The expression of interest period will last seventy-two (72) hours, after which time the posting will be shared with all employees as per Article 15.

Only employees in the permanent existing classification of the vacancy will be considered for the transfer. Lateral transfer will be awarded in order of seniority.

Employees on a performance improvement plan will be required to interview to exercise their rights to Lateral Transfer.

Part-time and casual employees shall not be permitted to Lateral Transfer into a full-time position.

ARTICLE 16 – LAYOFF AND RECALLS

16.01 Layoffs

- a) For full-time employees, layoff shall mean any reduction in hours of a position or the elimination of a position.
- b) for part-time employees, layoff shall mean a reduction in regularly scheduled weekly hours for a period in excess of twenty (20) working days or the elimination of a position.
- c) Role of Seniority in Layoffs and Recalls

In decisions concerning layoffs and recalls, layoffs shall occur in reverse order of seniority within the affected classification and recalls shall occur in order of seniority of those able to meet the normal requirements of the job with appropriate orientation.

- d) In the event of a proposed layoff, newly hired temporary employees may be terminated and the work assigned to other employees in order to prevent a layoff. Such termination may be prior to the end of their defined employment period. Such temporary employee shall not have the right to displace or bump other employees. The laid off temporary employee shall be provided with a record of employment indicating “no work available” as the reason for termination.
- e) This Article does not apply to casual employees.

16.02 In the event of a proposed layoff that will exceed three (3) months, the Employer shall:

- i) provide the Union with no less than sixty days written notice of the proposed layoff or elimination of position; and schedule a special meeting of the Labour Management Committee within ten (10) working days of such notice to discuss alternatives to the proposed layoff. Any agreement between the Employer and the Union resulting from such special meeting shall take precedence over the terms of layoff in this article; and
- ii) provide to the affected employee(s), if any, no less than one month’s written notice of the layoff, or pay in lieu thereof. Such notice shall include an advisement of the employee’s options as per Article 16.03.

The notice referred to in ii) above shall be posted in the work place such that the posting shall be accessible to all employees.

16.03 Employee's options upon receipt of notice of layoff:

- a) An employee in receipt of notice of layoff shall have the following options:
 - i) accept the layoff and be placed on a recall list; or
 - ii) exercise the right to bump another employee, provided the employee exercising the right to bump has greater seniority and has the qualifications to perform the work of the employee he displaced with no training other than a familiarization period of up to ten (10) scheduled shifts;
 - iii) an employee who is bumped shall receive a layoff notice and may exercise their Collective Agreement rights;
 - iv) resign.
Employees wishing to exercise the option to bump must, within one week of receipt of layoff notice, advise the Employer in writing of three (3) positions for which they wish to bump into, indicating their order of preference.
- b) The right to bump shall not include the right to "bump up" into a position with a higher job rate, except amongst the following positions: Residential Counsellor Aide, Residential Counsellor Night Aide and Intervenor Aide.

Part-time employees shall not be allowed to bump full-time employees.

16.04 Recall

- a) Where an employee is laid off, they shall have their name placed on a recall list for a period of eighteen (18) months from the date of layoff.
- b) An employee on the recall list shall receive all notices of job postings and shall be entitled to apply for such postings in the normal fashion as an internal candidate. It is the employee's responsibility to ensure that the Employer has the current contact information.
- c) An employee on the recall list shall be recalled for a job in order of seniority provided that they are qualified for the job for which they are recalled and are subject to a trial period of ten (10) scheduled shifts. An employee who does not complete the trial period successfully shall be returned to layoff status.
- d) An employee on the recall list shall be eligible for any casual shifts for which they are qualified and for which they have declared their availability. Neither the acceptance, nor the declining of one or more casual shifts shall affect an employee's recall rights.
- e) An employee on the recall list shall be notified of all temporary vacancies not included in paragraph b) above, and shall be entitled to any temporary position for which they are qualified. Neither the acceptance, nor the declining of a temporary or term position shall affect an employee's recall rights. An employee with recall rights who is appointed to a temporary position shall have the right, at any time, to apply for a permanent vacancy.
- f) An employee on the recall list who is successful in applying to a permanent vacancy shall have their name removed from the recall list.

16.05 Right to Reinstatement to Previous Position

An employee who accepts a layoff, or exercises their bumping rights, or otherwise secures alternate employment with the Employer following a notice of layoff shall retain the right to be reinstated in their previous position if such becomes available within six (6) months of this original notice of layoff.

16.06 Continuation of Benefits

An employee shall be given the right to continue their benefit coverage following a layoff. The Employer shall continue to pay its share of such insured benefit premiums for a laid off employee for the first thirty (30) days following the layoff. Thereafter, the employee shall be responsible for paying the full premium for such continued coverage.

16.07 Recruitment During Layoff

No new employees will be hired until those laid off who have the required qualifications to perform the duties of the position have been given an opportunity for recall.

ARTICLE 17 – HOURS OF WORK

17.01 Hours of Work

- a) Nothing in the Collective Agreement shall be construed as guaranteeing minimum or maximum hours of work per day or per week.
- b) The normal hours of work for full-time employees shall be seventy-five (75) regularly scheduled hours over a two (2) week cycle that is in line with the pay schedule. Part-time employees shall average less than seventy-five (75) regularly scheduled hours over a two (2) week cycle in line with the pay schedule.
- c) Regular part-time employees shall be given first priority to shifts which become available due to the absence of employees prior to the Employer calling on casual employees.

No Employees shall be scheduled less than three (3) hours in a shift.

17.02 Paid Rest Period

The entire period of an employee's shift is considered paid time. Employees are expected to work for the entire shift and may take breaks for meals or rest periods as appropriate in accordance with the operational requirements of the Employer and the client needs.

17.03 The Employer will schedule consecutive days off and every second weekend off for full-time employees.

17.04 Work Schedule

- a) Work schedules shall be posted one month in advance. Such schedule shall provide for not less than ten (10) hours rest between the end of one shift for the employee and the start of the next shift for the employee.

- b) Casual employees may be scheduled in advance if regular part time employees are not willing or are not available to fill the shifts.
- c) When scheduled mandatory course(s) interfere with the normal rotation of shifts or fall on the employee's days off, the employee may elect to request in writing to the Employer that those shifts be filled.

17.05 Changes to Hours of Work

Where normal hours of work at a work site must be changed to provide improved service to clients, or to the public, or to improve the efficiency of operation, the Employer shall introduce such changes after indicating their intention in writing and discussing the changes with the Local President or their designate. The schedule would be then changed after giving four (4) weeks written notice to the affected employee(s). Such change may be implemented in less than four (4) weeks when mutually agreed upon by both parties. The Parties recognize scheduling is based on client need. The Employer will endeavour to limit master schedule changes in any other location to no more than two (2) changes in a calendar year.

ARTICLE 18 – OVERTIME

18.01 General Provisions

Overtime shall be defined as hours worked beyond the employee's normal scheduled workday or in excess of seventy-five (75) hours per two-week pay-period, calculated as an average over the normal scheduled two (2) week cycle.

Employees are expected to act on behalf of the client and may be required to work overtime. Overtime shall be on a voluntary basis, unless there are not enough employees to do the work required, in which case the senior qualified employee shall have the option of accepting the overtime. The Parties recognize that the senior employee may turn down the overtime, the junior employee will be required to do the work. A supervisor must authorize all overtime.

The Employer shall make all reasonable efforts to replace a worker that is performing mandatory overtime as quickly as possible and in compliance with this Collective Agreement.

Notwithstanding the above, when the Employer schedules staff meetings that extend beyond the normal hours of work, employees shall be paid their regular straight-time hourly rate for attending such meetings.

No employee who works overtime shall be required to take time off regularly scheduled hours in the same pay period that the overtime is worked.

18.02 Compensation

Employees who, at the request of the Employer, work hours beyond their regularly scheduled shift or in excess of eighty (80) hours per pay period averaged over the two-week scheduling cycle shall be paid at one and one-half (1½) times the employee's regular straight-time hourly rate of pay. Mutual agreement between employees to extend their

shift or to leave earlier than the end of their shift will do so with no additional cost to the Employer.

18.03 Call Back

An employee who has left the Employer's premises and is required to return to work, or respond to work calls while providing on call services, on the same day outside the employee's regular working hours shall be paid a minimum of three (3) hours at straight time.

18.04 On Call Services

Where the Employer requires employees to provide on-call services the employee shall be paid an on call rate of forty dollars (\$40.00) per day This change is effective upon ratification.

Transportation Reimbursement (Effective on ratification)

An employee who is called back to work while providing on call services as per this Article, shall receive a transportation allowance for each call-back of fifteen dollars (\$15.00).

ARTICLE 19 – PAID HOLIDAYS

19.01 The Employer recognizes the following as paid holidays:

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

Plus any other day proclaimed hereafter by the Provincial Government shall be recognized as an additional holiday.

To be eligible for holiday pay an employee must:

- work the full scheduled shift the day before and the full scheduled shift the day after the paid holiday; unless the employee provides a reason satisfactory to the Employer;
- work the holiday, if scheduled to do so, unless the employee provides a reason satisfactory to the Employer;
- have worked at least one day in the twenty (20) days prior to the paid holiday.

Holiday pay for full-time employees shall be seven and one-half (7½) hours pay at the employee's regular straight time rate of pay. Holiday pay for part-time employees shall be based on the wages earned in the four (4) weeks immediately preceding the holiday, divided by twenty (20). At the employee's option, the employee shall be given time off in lieu of payment. When the employee chooses the time off in lieu option, the time off shall be scheduled by mutual agreement between the employee and the employee's supervisor with the understanding that unused banked time will be paid out at the end of the fiscal year.

19.02 Compensation for Paid Holidays Falling on Saturday

When any of the above-mentioned holidays falls on a Saturday and is not proclaimed as being observed on some other day, the following Monday shall be deemed to be the paid holiday for employees whose normal work week is Monday to Friday. For other employees, the paid holiday shall be observed on the day on which it falls.

19.03 Compensation for Paid Holidays Falling on a Sunday

When any of the above-noted holidays falls on a Sunday and is not proclaimed as being observed on some other day, the following Monday (or Tuesday, where the preceding clause already applied to the Monday) shall be deemed to be the paid holiday for employees whose normal work week is Monday to Friday. For other employees, the paid holiday shall be observed on the day on which it falls.

19.04 Compensation for Paid Holidays Falling on Scheduled Day of Work

Employees who are required to work on the above holidays and who are eligible to receive holiday pay shall receive holiday pay as set out in Article 19.01 and shall be paid at the rate of time and one-half (1½) their regular straight time rate of pay for the number of hours worked. If the employee is scheduled to work the holiday and is unable to work and is entitled to sick pay, the employee shall be paid in accordance with 19.01.

19.05 Compensation for Paid Holidays Falling on a Scheduled Day Off

When any of the above-noted holidays fall on an employee's scheduled day off on the above holidays and the employee is eligible to receive holiday pay, the employee shall receive holiday pay as set out in Article 19.01.

19.06 As it is appreciated that staff working the night of a Holiday require time to sleep during the day of the Holiday and miss out on holiday activities, the Employer will pay the full shift at time and one-half (1½) for any night staff who works any hours on a Paid Holiday (as listed in Article 19.01).

ARTICLE 20 - VACATIONS

20.01 Vacation Credits (Effective April 1, 2023)

Full-time employees shall receive annual vacation credits in accordance with credited service as follows:

Length of Service	Annual Entitlement to Vacation Time Off Based on 1950 Hours Worked Each Year	Vacation Pay Calculation
From 0 to 5 years	3 Weeks	4.33 hours vacation at a rate of pay equal to 6% of wages earned in each pay period.

From the 5 th anniversary to the 10 th anniversary	4 Weeks	5.769 hours vacation at a rate of pay equal to 8% of wages earned in each pay period.
From the 10 th anniversary to the 16 th anniversary	5 Weeks	7.21 hours vacation at a rate of pay equal to 10% of wages earned in each pay period.
From the 16 th anniversary onwards	6 Weeks	8.65 hours vacation at a rate of pay equal to 12% of wages earned in each pay period.

Part-time employees shall receive annual vacation credits in accordance with credited services on a bi-weekly basis each year as follows:

Length of Credited Service	Annual Entitlement to Vacation Time Off Based on 1950 Hours Worked Each Year	Vacation Pay Calculation
From 0 to 9750 credited hours	3 Weeks	4.33 hours prorated vacation at a rate of 6% of wages earned in each pay period.
From 9751 to 19500 credited hours	4 Weeks	5.769 hours prorated vacation at a rate of 8% of wages earned in each pay period.
From 19501 to 31200 credited hours	5 Weeks	7.21 hours prorated vacation at a rate of 10% of wages earned in each pay period.
From 31200 credited hours	6 Weeks	8.65 hours prorated vacation at a rate of 12% of wages earned each pay period.

Supply/casual employees and temporary employees hired from outside the bargaining unit will receive vacation pay in accordance with the *Employment Standards Act* and will be paid out on regularly scheduled payroll.

20.02 Compensation for Holidays Falling Within Vacation Schedule

If a paid holiday falls or is observed during an employee's vacation, the employee shall be given another day in lieu of the paid holiday in accordance with Article 19.01.

20.03 Vacation Pay on Termination

An employee terminating their employment at any time in a vacation year, before the employee has had their vacation, shall be entitled to a proportionate payment of salary or wages in lieu of such vacation. Conversely, any employee who uses more than their earned vacation leave will have that leave deducted from the employee's last pay or separation payment.

20.04 Preference in Vacations

The Employer reserves the right as to scheduling of vacations.

- a) Employee requests for specific vacation periods are to be submitted to the Employer as per the following chart:

Vacation Request for these months	Employee's Submission Deadline	Employer's Response Deadline
May, June, July, August	March 1 st	April 15 th
September, October, November, December	July 2 nd	August 15 th
January, February, March, April	September 1 st	October 15 th

- b) Where employees request the same vacation period by March 1st/September 1st and the Employer cannot grant the requests for the same time, then seniority shall be the determining factor.

c) Request Deadline

For vacation requests that are submitted by the Request Deadline, vacation shall be granted in order of seniority within each classification within each department. Employees who miss the Request Deadlines shall have their vacation requests considered on a first come first serve basis for the applicable Vacation Period and only after those requests that have been submitted by the deadline have been processed in accordance with the Article above.

- d) Employees will request approval of vacation using the "Employer Vacation Request Form". Outside of the request deadlines submission will be at least two weeks in advance. The Employer will approve or decline vacation requests within one week of submission. Approval of earned vacation time off will not be unreasonable withheld.

20.05 Unbroken Vacation Period

An employee shall be entitled to receive their vacation in unbroken periods of up to two (2) weeks, unless otherwise mutually agreed upon between the employee and the Employer.

20.06 Approved Leave of Absence During Vacation

Where an employee qualifies for sick leave as a result of a serious illness, bereavement or any other approved paid leave during the employee's period of vacation, deduction shall be made from such sick leave, bereavement or other approved paid leave credits, but there shall be no deduction from vacation leave for such absence. The period of vacation so displaced shall be reinstated for use at a later date. A medical certificate by a qualified medical practitioner attesting to the seriousness of the illness and obtained at the time of illness, or proof of bereavement will be required.

20.07 Carry Over of Vacations

An employee may carry over a maximum of two (2) weeks' vacation entitlement beyond the end of the vacation year.

In circumstances where an employee's vacation request, submitted as per Article 20.04, has been denied by the Employer a minimum of two (2) times, the employee shall be entitled to carry over an additional two (2) weeks' vacation entitlement beyond the end of the vacation year or opt to have up to two (2) weeks accumulated vacation paid out.

20.08 Vacation While on Leave

An employee shall not earn any vacation credits for any absence in excess of thirty (30) calendar days, except for an absence due to WSIB, Union leave, pregnancy and/or parental leave, in which case the employee shall be entitled to accumulate vacation time but shall not accumulate any vacation pay.

20.09 Client Vacations or Outings

After approval by the Employer, an employee who accompanies clients on a vacation shall be reimbursed for the following expenses: travel, meals, accommodation, admission charges and recreational fees.

The employee's working hours shall be determined in advance of the vacation. Regular days off that the employee works during the client vacation period shall be rescheduled at a time mutually agreeable between the employee and the Employer.

Each employee on Special Assignment or client vacation to provide support for individuals that last twenty-four (24) consecutive hours or more will be provided with the details of the assignment prior to the outing. During such assignment, each employee shall be paid twelve (12) hours at regular straight time earnings for each completed period of twenty-four (24) hours coverage. The coverage requirements shall be determined and set out in the assignment details.

ARTICLE 21 – SICK LEAVE PROVISIONS

21.01 Sick Leave Defined

Sick leave means the period of time an employee is absent from work with pay by virtue of being sick or disabled, or because of an accident for which compensation is not payable under the Workplace Safety and Insurance Act.

This includes time off to care for an ill dependent family member(s).

21.02 Occasional Sick Leave

a) Full-Time Employees shall be entitled to ninety-seven point five (97.5) occasional sick hours per fiscal year.

Part-time employees, who are regularly scheduled for a minimum of forty-eight (48) hours bi-weekly and have completed their probationary period, will be entitled to thirty (30) hours per fiscal year.

A deduction shall be made from accumulated sick leave for all normal working shifts absent due to sick leave.

- b) Employees may utilize accumulated but unused occasional sick leave hours to supplement income during a medically supported Short-Term Disability (STD) leave.

Accumulated but unused sick hours will be banked at the end of the fiscal year as STD hours, up to a maximum of 975 hours (the LTD elimination period).

Employees may access STD hours under the following circumstances:

- After being absent for a minimum of five (5) consecutive shifts and
- For absences that qualify as medically supported leave.

STD hours cannot be utilized on an occasional basis throughout the year.

Employees shall provide medical documentation as required under 21.04 to validate the use of STD hours. Failure to meet deadlines or provide complete, sufficient information will result in delayed and/ or denial of payment of STD hours.

21.03 Advances on Sick Leave

A full time employee with more than one year of service who uses all sick days in Article 21.02 above may request to be advanced up to a maximum of twelve (12) days from the next fiscal year. An employee who leaves the employment of the Employer prior to having earned any used sick leave will be repaid any outstanding amount from the employee's last pay.

21.04 Proof of Illness

An employee who is absent on an occasional sick leave for three (3) or more consecutive working days in any calendar year, and/or in the case of STD leave, may be required to provide a certificate from a qualified medical practitioner certifying that the employee was unable to carry out their duties due to illness. Certificates requested by the Employer will be paid by the Employer. Each medical certificate must specify either a date of return or a date of reassessment. Further medical certificates must be provided, at reasonable intervals, if the employee does not return to work on the date of return stated on the last certificate provided to the Employer.

When the Employer is not satisfied with the information provided or if there appears to be a trend in an employee's use of occasional sick or STD leave benefits and the employee's supervisor has met with the employee to discuss the situation (which discussion shall not be considered as disciplinary), the Employer may require the employee to submit to an independent medical examination paid for by the Employer. The Employer will be responsible for identifying and obtaining the services of a medical practitioner to conduct the independent medical examination.

21.05 Sick Leave During Leave of Absence

When an employee is given leave of absence without pay for any reason, or is laid-off on account of lack of work and returns to work upon expiration of such leave of absence, or lay-off, the employee shall not receive sick leave credit for a period of such absence.

21.06 WSIB

- a) The Employer shall continue to maintain WSIB coverage for all employees.
- b) An employee receiving WSIB benefits for a compensable workplace injury or illness under the *Workplace Safety and Insurance Act* shall continue to accumulate seniority.
- c) While an employee is in receipt of WSIB benefits, the Employer shall continue to pay its share of all the premiums for benefits as included in the Collective Agreement, that the employee participates in based on one hundred percent (100%) of the employee's regular earnings.
- d) Employees who have incurred a workplace illness or injury will have access to the employee's accumulated paid sick leave in accordance with the Collective Agreement until such time as the employee's claim for benefits, is determined by the WSIB.

ARTICLE 22 – LEAVE OF ABSENCE

22.01 Negotiation Pay

Representative of the Union shall not suffer any loss of pay when required to leave their employment in order to carry on negotiations with the Employer for a renewal Collective Agreement. The total number of committee members will be three (3). Leave of absence with no loss of pay or loss of credit shall be granted to members of the Union who participate in negotiations, up to but not including conciliation or arbitration.

22.02 Grievance and Arbitration Pay Provisions

Representative of the Union shall not suffer any loss of regular straight time wages when required to leave their workplace temporarily to meet with the Employer in connection with a grievance during the grievance procedure. Once a grievance is referred to arbitration, only time in actual attendance will be covered by this Article.

22.03 Leave of Absence for Union Functions

- a) Leave of Absence without pay and without loss of seniority shall be granted to employees, upon two (2) weeks advanced request to the Employer, to attend conferences and conventions of CUPE including its affiliated or chartered bodies. Where more than one employee is to be absent, permission from the Employer required. Such permission shall not be unreasonably denied. For administrative purposes, the Employer shall continue to pay the employee's salary and benefits and the Union shall then compensate the Employer for the salary and benefits paid during the period leave.
- b) Leave of absence without pay but without loss of seniority shall be granted to employees to attend executive and committee meetings of CUPE, its affiliates and chartered bodies. Such leave shall be a maximum of fifty (50) person days per year. Where more than one employee is to be absent, permission from the Employer is required. Such permission shall not be unreasonably denied. For administrative purposes, the Employer shall continue to pay the employee's salary and benefits and the Union shall then compensate the Employer for the salary and benefits paid during the period leave.

- c) Any employee who is elected or selected for a full-time position with the Union, or anybody with which the Union is affiliated, or who is elected to full-time public office, shall be granted leave of absence by the Employer for a period of one year without pay, but without loss of seniority.

22.04 Bereavement Leave

- a) An employee shall be granted a leave of absence up to five (5) working days around time of death or time of funeral without loss of salary or wages in the case of the death of a spouse, common-law spouse, son, daughter, step-son or step-daughter, parent/guardian, step-parent, grandchild, sibling or step-sibling.
- b) An employee shall be granted up to three (3) working days around time of death or time of funeral without loss of salary or wages in the case of death of a mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, son-in-law, daughter-in-law, aunt, uncle, niece, or nephew.
- c) An employee shall be granted up to one (1) day off without loss of salary or wages to attend the funeral in the case of the death of a cousin.
- d) Bereavement leave shall also include the spouse's family. For clarity a spouse is defined in the *Employment Standards Act*.

22.05 Service Requirements for Pregnancy/Parental Leave

- a) Pregnancy and parental leave shall be granted in accordance with the *Employment Standards Act as amended from time to time*. It is understood that leave for the purposes of adoption is included in parental leave.
- b) The Employer shall not deny a pregnant employee the right to continue employment during the period of their pregnancy, providing the employee is able to carry out their regular duties in a normal manner, or is able to perform other work that the Employer requires, at the rate of pay for that work and if such work is available. The Employer may request a doctor's certificate stating that the employee is capable of carrying out their duties.

22.06 Seniority Status During Pregnancy/Parental Leave

An Employee shall continue to accumulate seniority during pregnancy and/or parental leave for the purpose of promotion, demotion, lay-off and recall, and vacation.

22.07 Length of Pregnancy Leave

The length of the pregnancy leave is seventeen (17) weeks. Such leave shall be granted on written request, which notifies the Employer at least four (4) weeks in advance of the date the leave shall start and stating the probable date of delivery, the length of leave requested, as well as a clearly stated intention to return to work on completion of the leave of absence. This notice requirement may be waived in circumstances where it is not possible to fulfill it.

The pregnancy leave shall not begin more than five (5) months preceding the expected date of delivery or as recommended by a medical practitioner, whichever is the greater.

The total leave combining pregnancy and parental leave shall be in accordance with the *Employment Standards Act as amended from time to time*.

22.08 Administration of Welfare Benefits during Pregnancy/Parental Leave

During the period of pregnancy or parental leave, the employee shall continue to participate in each type of benefit plan in which they are currently enrolled, unless the employee elects in writing not to do so. The Employer shall continue to make the Employer contributions for any benefit plan unless the employee gives the Employer written notice that they do not intend to pay the employee's contribution(s), if any. Adoption leave is included in parental leave.

22.09 Procedure Upon Return from Pregnancy/Parental Leave

The employee returning to work after leave shall provide the Employer with at least four (4) weeks written notice. On return from leave, the employee will be placed in their former position, or a comparable position in the employee's department in accordance with their seniority.

22.10 Length of Parental Leave

An employee who has been employed for at least thirteen (13) weeks and who is the parent of a child may request a leave of absence without pay. Parental leave includes adoption leave. The request for parental leave must be in writing and must be given at least four (4) weeks before the day the leave is to begin, unless circumstances beyond the employee's control prevent that length of notice and, as well, the request must include a clearly stated intention to return to work upon completion of the leave.

The parental leave may begin no later than seventy-eight (78) weeks after the child is born or comes into the employee's custody, care and control for the first time. An employee who has taken pregnancy leave must begin their parental leave when the pregnancy leave ends unless the child has not yet come into their custody, care and control for the first time. An employee's parental leave ends sixty-one (61) weeks after it began, if the employee also took pregnancy leave and sixty-three (63) weeks after it began if the employee did not take pregnancy leave.

An employee may end parental leave earlier than the day set out in the original request for leave, by giving the Employer written notice at least four (4) weeks before the date the employee wishes to end the leave.

22.11 Any period of time an employee is absent on pregnancy and/or parental leave shall not count towards the completion of any probationary period.

22.12 Time Off for Elections

Employees shall be allowed the number of hours required by legislation to attend the polls in any federal, provincial or municipal election or referendum without deduction from normal daily pay.

22.13 Paid Jury or Court Witness Duty Leave

The Employer shall grant leave of absence without loss of seniority to an employee who serves as a juror or witness in any court in which the Crown is party. The Employer shall pay such an employee the difference between the employee's normal earnings and the

payment the employee receives for jury service or court witness, excluding payment for traveling, meals or other expenses. The employee will present proof of service and the amount of pay received.

22.14 General Leave

The Employer, in its discretion, may grant a leave of absence up to one year with or without pay or without loss of seniority to an employee who requests such leave in writing at least four (4) weeks prior to the scheduled beginning of the leave. The Employer shall give an answer, in writing, to the employee within seven (7) calendar days of the request. An employee may end the leave earlier than the day set out in the original request for leave, by giving the Employer written notice at least four (4) weeks before the date the employee wishes to end the leave.

22.15 Educational Advancement

The Employer, in its discretion, may grant a leave of absence, with or without pay to an employee in order to take a course and written exams which will relate to the employee's work and where the course is seen not only to upgrade the employee but is also a clear benefit to Carebridge. The cost of such course may be paid by the Employer upon successful completion of the course, if the cost has been previously approved, or as mutually agreed between the Employer and the employee.

22.16 Professional Development

The Employer agrees that direct service and professional staff may utilize up to three (3) working days per year to participate in professional development activities as approved by the Employer. The Supervisors will distribute available materials pertaining to professional development and will coordinate planning for effective professional development activity.

22.17 Paid Personal Leave (Effective April 1, 2023)

All employees shall be entitled to a maximum of twenty-two point five (22.50) paid personal leave hours per fiscal year to be used for one of the following purposes at the employee's discretion:

- a) A mental health day for relieving employee stress;
- b) Inclement weather including a snow storm or freezing rain; or
- c) An unforeseen personal emergency;
- d) An unforeseen child care emergency; or
- e) upon approval of supervisor.

Paid Personal Leave can be taken in full or half days. Personal Paid Leave is not accumulated from year to year.

ARTICLE 23 – PAYMENT OF WAGES AND ALLOWANCES

23.01 Pay Schedule

The Employer shall pay salaries and wages every second Thursday up to the amount payable as of the Wednesday from the previous week in accordance with Schedule "A"

attached hereto and forming part of this Agreement. Each pay period, every employee shall be provided with an itemized statement.

23.02 Passport Rate of Pay

Employees working Passport hours shall be deemed to perform the same work as an RCA and shall receive wages and benefits equivalent to the classification of RCA.

23.03 Mileage Allowance

Employees using their own automobile for the Employer's business shall be paid at the rate of fifty-eight (\$0.58) cents per kilometre. The Employer shall authorize the use of private vehicles for its business and expects employee's to maintain adequate third party liability insurance and endorsement for the extent of business use as required by the employee's insurer.

On receipt of notice from the employee's insurance carrier that the cost of endorsement 6A resulted in an increase in the employee's automobile insurance rates, the Employer will reimburse the employee for the difference in any premium cost for the period April 1st to March 31st each year.

The Employer shall obtain appropriate insurance coverage for its fleet vehicles at its sole cost and provide a current and complete copy of the fleet insurance to the Union when requested.

23.04 Damage to Personal Property

The Employer will reimburse an employee for damage of personal property including, but not limited to, clothing, eyeglasses and watches, in the event such property is destroyed by an individual supported while the employee is performing their regular duties. The Employer shall reimburse such employee to a reasonable and appropriate replacement amount approved by the employee's Team Leader, which approval shall not be unreasonable withheld, for the purpose of replacing or repairing such article, providing the damage is reported promptly to the employee's Team Leader.

The Employer will reimburse an employee for damage caused by an individual supported to an employee's personal vehicle provided the damage is reported promptly to the employee's Team Leader.

The employee must satisfy to the Employer that the damage was actually done by individual supported and that the employee took all reasonable precautions to prevent the damage.

23.05 Liability Insurance

The Employer will maintain liability insurance which covers employees performing duties for the Employer.

23.06 The Employer shall reimburse an employee for meal costs and/or accommodation costs incurred while providing services for clients. Meals will be reimbursed at the following rates which are inclusive of applicable tax and gratuities:

Breakfast – up to fifteen (\$15.00) dollars

Lunch – up to twenty (\$20.00) dollars

Supper – up to twenty-five (\$25.00) dollars

The employee must submit receipts acceptable to the Employer within thirty (30) days.

23.07 Professional Colleges

There will be no requirement for any bargaining unit member to become a member of a College unless required by a ministry directive, regulation or legislation.

If any bargaining unit members choose to become a member of a College such employee(s) shall suffer no loss of employment or a reduction of wages and benefits by nature of discipline by such College.

Membership and/or non-membership in the College will not be a matter of discipline nor a consideration in hiring/firing or being a successful applicant for a position or promotion.

Where legislation requires employees to become members of a College, the Employer shall pay up to one hundred dollars (\$100.00) of all registration and membership fees.

23.08 The Employer shall pay up to two hundred and fifty dollars (\$250.00) per calendar year towards the cost of a minimum standard of Yellow triangle (sole puncture protection and Grade 2 protective toe safety) footwear for employees in the maintenance department and any other classifications that are required to wear them.

ARTICLE 24 – WELFARE BENEFITS

24.01 Health and Life Insurance

The Employer will contract with an insurance carrier to provide a Health and Life Insurance Plan to all employees who are regularly scheduled to work seventy-five (75) hours per pay period and who have completed the probationary period. The Employer's sole responsibility is to remit any applicable premiums and the Employer has no responsibility for the actual benefits. In the case of any dispute, the contract with the Insurance Carrier shall be the governing document. The following is a brief outline of the benefits for information purposes.

As of October 1, 2009, part-time employees, who are regularly scheduled for a minimum of forty-eight (48) hours bi-weekly, will have the option to participate in the Welfare Benefits at their own costs.

The Employer agrees to provide benefits under this Article to all employees including those aged sixty-five (65) years and over.

*1) Life Insurance in the amount of two times annual earnings (with a Death & Disability Benefit)	Employer pays 100% of premiums

*2) Long Term Disability	Employee pays 100% of premiums
3) Dental Insurance	Employer pays 100% of premiums
4) Health Care Insurance	Employer pays 100% of premiums

*Participating in these plans is mandatory.

Health care benefits shall be inclusive of:

Maximums per insured person per calendar year for Paramedical Services:

Chiropractor (including 1 x-ray)	\$500
Registered Massage Therapist	\$500
Naturopath (including x-rays but not tests or supplements)	\$500
Osteopath (including 1 x-ray)	\$500
Physiotherapists & Athletic Therapist combined	\$500
Podiatrist/Chiropodist (including 1 x-ray)	\$500
Psychologist (including MSW/Clinical Counsellors)	\$500
Specialist in Acupuncture	\$500
Speech Therapist	\$500

All eligible employees and their eligible dependents shall be covered under the Employer's Vision Care Plan, subject to the insurer's terms and conditions. The Plan shall provide reimbursement of up to \$300 every 24 months for prescription eyeglasses, contact lenses, or prescription sunglasses at the plans stated reimbursements levels.

Should a change in carrier be contemplated, in order to notify their membership, such change shall be discussed with the Local before the change is implemented. No such change shall result in a reduction in benefit as a package.

24.02 Pension Plan

In this Article, the terms used shall have the meanings as described:

- a) "Plan" means a retirement vehicle as determined by the Union.
- b) "Application Wages" means the basic straight time wages for all hours worked and in addition:
 1. the straight time component of hours worked on a holiday;
 2. holiday pay, for the hours not worked;
 3. vacation pay; and
 4. sick pay paid directly by the Employer.
- c) All other payments, premiums, allowances and similar payments are excluded.

d) "Eligible Employee" means all employees in the bargaining unit who have completed five hundred (500) hours of service.

24.03 Each eligible employee covered by this Collective Agreement shall contribute for each pay period and amount equal to four percent (4%) of applicable wages to the Plan. Effective April 1, 2023, this amount will increase to four and one-quarter percent (4.25%).

24.04 The employee and Employer contributions shall be remitted to the Plan by the Employer within thirty (30) days after the end of the calendar month in which the pay period ends for which the contributions are attributable.

24.05 The Union acknowledges and agrees that other than making its contributions to the plan as set out in this Article, the Employer shall not be obliged to contribute towards the cost of benefits provided by the Plan, or be responsible for providing any such benefits.

The Union and the Employer acknowledge and agree that under current pension legislation, and/or regulations, the Employer has no requirement to fund any deficit in the Plan, but is required to contribute only that amount as required by the Collective Agreement in force between the parties.

It is understood and agreed by the Employer and the Union that should the current pension legislation or regulations be changed so that the Employer's obligation to contribute to the Plan exceeds the amount specified in the Collective Agreement then in force, the parties will negotiate a method to relieve the Employer of this increased obligation to the extent that any such obligations exceed those which the Employer would have if the Plan were a defined contribution plan.

24.06 The Employer agrees to provide to the Administrator of the Plan, on a timely basis, all information required pursuant to the Pension Benefits Act, R.S.O. 1990, Ch. P-8, as amended, and *Income Tax Act (Canada)* which the Administrator may reasonably require in order to properly record and process pension contributions and pension benefits. If maintained by the Employer in electronically readable form it shall be provided in such form to the Plan if the Administrator so requests.

For further specificity, the items required for each eligible Employee by Article 24.05 of the Agreement include:

i) To be provided only once at Plan commencement:

- Date of Hire
- Date of Birth
- Date of First Contribution
- Seniority List to include hours from date of hire to Employer's fund entry date (for the purpose of calculating past service credit)
- Gender

ii) To be provided with each remittance:

- Name
- Social Insurance Number
- Monthly Remittance
- Pension able Earnings
- Year to Date Contributions
- Employer portion of arrears owing, due to error, or late enrolment by the Employer

iii) To be provided initially and as status changes:

- Full Address
- Termination Date Where Applicable (MM/DD/YY)
- Marital Status

24.07 In the event the Union determines the retirement vehicle to be a pension plan, the Employer agrees to be bound by the terms of the Agreement and Declaration of Trust and the rules and regulations of the Plan adopted by the Trustees of the Plan, both as may be amended from time to time. In addition, the Employer agrees to enter into a Participation Agreement with the Trustees of the Plan in the form attached hereto as Schedule B.

24.08 Pension plan will be as Union proposal start April 1, 2018 at four percent (4.0%) Employer and four percent (4.0%) employee contribution compulsory for all employees who qualify. Effective April 1, 2023, this amount will increase to four and one-quarter percent (4.25%) The Union understands the employer's share of the cost of the pension plan will be applied to close the gap between the benefits of the comparator agency and the employees of the Mills Community support Corporation. The employer agrees to provide full disclosure of all information related to the pay equity plan and the current gap in benefits.

24.09 The Union agrees to intercede with the pension plan Administrator on behalf of the Employer to address any difficulties that the Employer has with the Administrator.

24.10 Same Sex Spouses

It is understood by the parties that, for the purposes of benefits coverage, same sex spouses shall be included.

24.11 Coverage

The Employer agrees to cover all employees under the *Workplace Safety and Insurance Act (WSIA)*. Employees will have access to sick leave credits upon providing the Employer with a Functional Abilities Form (FAF) completed by a physician, until such time as the employee's claim for benefits is approved by the WSIB.

ARTICLE 25 – HEALTH AND SAFETY

25.01 Cooperation on Safety

The Union and the Employer shall co-operate in promoting occupational health and safety.

25.02 Compliance with Health and Safety Legislation

The Employer and the Union shall comply with the requirements of the *Occupational Health & Safety Act*, including Workplace Violence and Harassment, and applicable municipal health and safety legislation and regulations. All standards established under the legislation and regulations shall constitute minimum acceptable practice and may be improved by negotiations with the Union.

25.03 Health and Safety Representative

Each work location will have one Health and Safety Representative appointed by the Union from other than supervisor staff.

The duties of the Health and Safety Representative will be:

1. To carry out a monthly inspection of premises in which the representative works, and report all situations which may be a source of danger or hazard to workers' health to the Health and Safety Committee with a copy to the program supervisor.
2. To bring to the immediate attention of the program supervisor and if necessary, the Health and Safety Committee, any incidents or situations occurring between monthly inspections which may be a source of danger or a hazard to health and safety of workers.
3. To send written reports of all accidents or near accidents occurring in the workplace to the Health and Safety Committee.

25.04 Health and Safety Committee

A Multi-Site Health and Safety Committee shall be established and shall be composed of two (2) employees representing the Union and two (2) employees representing the Employer. The Committee shall meet quarterly or at the request of the Union or the Employer. The Health and Safety Committee shall carry out its functions in accordance with the *Occupational Health & Safety Act* as amended from time to time. Minutes of the meetings shall be posted or available at all work locations. The Employer shall provide an update copy of the *Act* in all workplace sites.

25.05 Information to Committee and Representative

The Employer and the Union shall each provide the Committee and representatives with copies of the following as it comes to their attention:

- a) material safety data sheets;
- b) health and safety testing and monitoring results;
- c) requests for exemption, relation, or deviation from regularly requirements related to health and safety issues;
- d) copies of all correspondence concerning workplace health and safety.
- e) current stock levels of PPE supplies.

25.06 First Aid Kit

A first aid kit shall be supplied by the Employer in each appropriate location.

25.07 Injured at Work

An employee who is injured during working hours, and is required to leave for treatment or is sent home for such incident shall receive payment for the remainder of the shift at the employee's regular rate of pay without deduction from sick leave.

An employee who has received payment under this section shall receive pay for time necessarily spent for further medical treatment of the injury during regularly scheduled working hours, subsequent to the day of the accident unless the employee receives payments from WSIB for such periods.

25.08 Transportation of Accident Victims

Transportation to the nearest physician or hospital for employees requiring care by a physician or hospital, as a result of an incident during scheduled hours shall be at the expense of the Employer.

25.09 No Loss of Remuneration

The Health and Safety Representative and Joint Committee members shall have the right to attend to their duties and obligations under *The Occupational Health and Safety Act* without loss of remuneration.

25.10 Immunization

The Employer agrees to provide Hepatitis B inoculations to employees who have a risk of infection for Hepatitis B. This will be carried out at the Employer's expense where the cost of such immunization is not covered through some other plan.

25.11 Health and Safety

The Employer will provide health and safety training and education as determined by the Joint Occupational Health and Safety Committee and/or as required by the Occupational Health and Safety Act as amended from time to time.

25.12 CUPE National Representatives

The parties agree that the Union plays an important role in ensuring a safe and healthy workplace. To that end, the Union has a right to bring in a CUPE National Representative to attend Joint Health and Safety meetings as guests, to observe Committee business, and to assist in the development of policies, measures, procedures and training pertaining to violence in the workplace.

ARTICLE 26 – GENERAL

26.01 Bulletin Boards

The Employer shall provide bulletin boards and the Union shall have the right to post notices of meetings and such other notices that may be of interest to the employees. All notices must be signed by an appropriate Union Officer and approved in advance of posting by the Employer, such approval shall not be unreasonably withheld.

26.02 Employees shall be paid the applicable straight time hourly rate of pay while doing orientation, which will be considered separate and apart from all other hours worked during that pay period.

26.03 Wage Re-Opener Language

Should any challenge to the constitutionality of the wage restraint legislation in which the Canadian Union of Public Employees is a plaintiff be successful, the parties agree to reopen the Agreement with respect to compensation.

ARTICLE 27 – TERM OF AGREEMENT

27.01 This Agreement shall be binding and remain in effect from April 1, 2024 to March 31, 2026 and shall continue from year to year thereafter unless either party gives the other party notice in writing between the period of sixty (60) days and one hundred and twenty (120) days prior to the termination date, giving to the other party the proposed changes or amendments in writing. Within twenty (20) working days of receipt of such notice by one party or such other date as mutually agreed, the parties will enter into negotiations for a renewal or revision of the Agreement.

27.02 Changes in Agreement


Any changes deemed necessary in this Agreement or issues that are not addressed in this Agreement may be dealt with by mutual agreement of the parties at any time during the existence of this Agreement.


Signed in Almonte, Ontario on this 10 day of February , 2026.


FOR THE EMPLOYER

FOR THE UNION


Katherine Bourck (Feb 23, 2026 15:53:57 EST)


Amanda Matheson (Feb 10, 2026 15:13:02 EST)


Verina Campbell (Feb 11, 2026 18:25:29 EST)


Jore Gallant (Feb 12, 2026 14:44:48 EST)

SCHEDULE "A"

SCHEDULE A: Wages

CAREBRIDGE COMMUNITY SUPPORT							
Salary Grid- Effective APRIL 1, 2024 - 2% Adjustment							
Job Title			Level	STEP 1	STEP 2	STEP 3	
				Starting	After 1 Year FT or 1950 Hours	After 2 Years FT or 3900 hours	
Residential Couns.	REV	SRC	5	\$ 28.67	\$ 29.82	\$ 31.02	
Intervenor	REV	S INT	5	\$ 28.67	\$ 29.82	\$ 31.02	
Primary Worker	REV	PW	4	\$ 27.26	\$ 27.97	\$ 28.67	
Maintenance	REV	SMT	4	\$ 25.48	\$ 26.18	\$ 26.89	
Intervenor Aide	REV	IA	3	\$ 25.97	\$ 26.63	\$ 27.26	
Night Aide *	REV	NA	3	\$ 25.97	\$ 26.63	\$ 27.26	
Custodian	REV	SCT	3	\$ 22.91	\$ 23.57	\$ 24.20	
Res. Aide* Perm.	REV	AF	2	\$ 25.34	\$ 25.82	\$ 26.45	
Res. Aide* CASUAL/REL	REV	AP	2	\$ 25.34	\$ 25.82	\$ 26.45	
Personal Support Worker	REV	CSW	1	\$ 25.35	\$ 25.79	\$ 26.21	
Clerk Typist	REV	S CK	1	\$ 20.53	\$ 21.18	\$ 21.80	
Sleep Over Night Hours	REV			\$ 15.92	-	\$ -	

When an employee is promoted permanently to a higher paying position, they shall be paid at the start rate of the higher level position or at a rate in the new position which is greater than their current rate of pay. When an employee is permanently placed in a lower paying position, the employee shall be paid a rate that in the lower paying position which is closest to their current rate of pay.

*Residential Aide and Night Aide hours will move across the steps concurrently.

SCHEDULE "A" (cont'd)

CAREBRIDGE COMMUNITY SUPPORT							
Salary Grid- Effective APRIL 1, 2025 - 2% Adjustment							
Job Title			Level	STEP 1	STEP 2	STEP 3	
				Starting	After 1 Year FT or 1950 Hours	After 2 Years FT or 3900 hours	
Residential Couns.	REV	SRC	5	\$ 29.25	\$ 30.42	\$ 31.64	
Intervenor	REV	S INT	5	\$ 29.25	\$ 30.42	\$ 31.64	
Primary Worker	REV	PW	4	\$ 27.81	\$ 28.53	\$ 29.25	
Maintenance	REV	SMT	4	\$ 25.99	\$ 26.71	\$ 27.42	
Intervenor Aide	REV	IA	3	\$ 26.49	\$ 27.16	\$ 27.81	
Night Aide *	REV	NA	3	\$ 26.49	\$ 27.16	\$ 27.81	
Custodian	REV	SCT	3	\$ 23.37	\$ 24.04	\$ 24.69	
Res. Aide* Perm.	REV	AF	2	\$ 25.84	\$ 26.33	\$ 26.98	
Res. Aide* CASUAL/REL	REV	AP	2	\$ 25.84	\$ 26.33	\$ 26.98	
Personal Support Worker	REV	CSW	1	\$ 25.85	\$ 26.30	\$ 26.74	
Clerk Typist	REV	S CK	1	\$ 20.94	\$ 21.60	\$ 22.23	
Sleep Over Night Hours	REV			\$ 16.24	\$ -	\$ -	

When an employee is promoted permanently to a higher paying position, they shall be paid at the start rate of the higher level position or at a rate in the new position which is greater than their current rate of pay. When an employee is permanently placed in a lower paying position, the employee shall be paid a rate that in the lower paying position which is closest to their current rate of pay.

*Residential Aide and Night Aide hours will move across the steps concurrently.

Increases to the salary schedule will be retroactive to April 1, 2022. Where the employee has left the employ of the Employer and/or have entered into the employ of the Employer between April 1, 2024 and March 31, 2026, they shall be entitled to the pro-rated amount of such payments.

The Employer will endeavour to provide all retroactivity thirty (30) days of the Interest Arbitration Award and/or receiving notice of ratification. If the retroactivity is not paid within forty-five (45) days then thereafter interest will be paid.

All retroactivity will be paid to employees on a separate cheque/direct deposit or itemized on the employee's regular cheque/direct deposit.

All former employees shall be sent notice by the Employer at their last known address and will have thirty (30) calendar days from the date the notice is sent to claim retroactive payments. The Union Shall receive a copy of all notices sent to former employees.

Letter of Understanding – Employer Lobby and Central Bargaining Forum

between

Canadian Union of Public Employees Local 4742

and


Carebridge Community Support


The Employer agrees to continue to lobby the provincial government for adequate funding to ensure that accessible quality supports and services provided by community agencies are available to individuals with developmental disabilities and their families. A key component of this lobby will be for improved wages, benefits, pensions and working conditions for the workers within the sector as well as support for a strong community agency infrastructure to ensure equal access to services and supports across the province.


Signed in Almonte, Ontario this 10 day of February, 2026


FOR THE EMPLOYER

FOR THE UNION


Signature Source (Job ID: 35601100007481)


Amanda Matheson (Feb 10, 2026 18:13:02 EST)


Valina Campbell (Feb 11, 2026 18:26:29 EST)


Julie Gallant (Feb 12, 2026 14:44:46 EST)




Letter of Understanding – Central Benefits Bargaining Table
between
Canadian Union of Public Employees Local 4742
and
Carebridge Community Support

The Parties recognize the financial constraints faced by agencies due to years of funding cuts, freezes and no baseline funding adjustments. The Parties further recognize that reductions in service, closures and layoff are not the preferred option to realize cost-savings. Such actions and decisions are not in the best interest of the people receiving service, the community, the agency and its employees. The Parties understand that new and innovative methods to reduce costs should be investigated and promoted to avoid decisions with negative impacts. Therefore, the Parties agree to participate and support a Central Bargaining Table to explore a single, common benefit package for all participating Developmental Service Agencies in Ontario.

Signed in Almonte, Ontario this 10 day of February, 2026

FOR THE EMPLOYER


Amanda Matheson (Feb 10, 2026 15:13:02 EST)

FOR THE UNION


Katherine Bourck (Feb 23, 2026 15:53:57 EST)


Varsha Campbell (Feb 11, 2026 18:25:29 EST)


Julie Gallard (Feb 12, 2026 14:44:46 EST)
