



CUPE / Canadian Union
of Public Employees

Collective Agreement

PASAN - Prisoners with HIV/AIDS Support Action Network

(hereinafter referred to as "the Employer")

- AND -

CANADIAN UNION OF PUBLIC EMPLOYEES,

Local 7797

(hereinafter referred to as "the Union")

April 1st 2022 to March 31 2024

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ARTICLE 1 – PREAMBLE

- 1.01** The general purpose of this Agreement is to maintain the relationship between the Employer and the Prisoners with HIV/AIDS Support Action Network (hereinafter the “Employer”) and the PASAN bargaining unit. This Agreement is specifically designed to lay out the current working condition of the members of the bargaining unit, provide an orderly procedure for the equitable disposition of complaints while ensuring the objectives of the Employer and the bargaining unit are full-filled.
- 1.02** The Parties to this Agreement also share a commitment to the Greater Involvement of People Living with HIV/AIDS (GIPA) and Hepatitis C Virus principals in their work.
- 1.03** Throughout this Agreement, where the singular is used it will also be deemed to mean the plural within the appropriate context.
- 1.04** PASAN and CUPE Local 7797 are based in Toronto, which comes from the Kanien:Keha (Mohawk) word T’karonto, for “where there are trees in the water”, and which is on the traditional territories of many nations including the Haudenosaunee, Huron Wendat, Chippewa, Anishnaabeg and Mississaugas of the New Credit, and which is now home to many diverse First Nations, Inuit, and Metis people. Ontario is from the Wendat word meaning “great lake.” We honour the indigenous people who have been gathering on the land since time immemorial.
- We also acknowledge that Ontario is made up territories belonging to many indigenous people subject to 46 different treaties many of which have not been respected by settlers. We recognize that the work of decolonization has to go beyond just a land acknowledgement and we are committed to this work.
- Indigenous and African, Black, and Caribbean people, and other racialized people who are or have been incarcerated and displaced from their families and communities.
- 1.05** Nothing in this agreement shall abrogate or derogate from any Aboriginal or Treaty Rights as recognized under S.35 of the Constitution Act (1982).
- 1.06** At the request of the Employee, an Elder may attend and participate in any process arising out of this Collective Agreement involving Indigenous Employees. The Employer will pay reasonable expenses including honorarium and/or per diem to the Elder as appropriate.

ARTICLE 2 – SCOPE AND RECOGNITION

- 2.01** The Employer recognizes the Union as the bargaining agent of all employees of PASAN – Prisoner’s with HIV/AIDS Support Action Network, working in and out of the City of Toronto, save and except supervisors and persons above the rank of supervisor.
- 2.02** The Employer shall not contract out any work usually performed by members of the bargaining unit except by mutual agreement.
- 2.03** “Bargaining unit” shall mean all employees of the Employer designated at the time of hiring as members of the “bargaining unit”. Throughout the term of this Agreement it is understood that the purpose, principles and function of the “bargaining unit” will be maintained.
- 2.04** All employees will be defined as part of the bargaining unit from their first day of employment and shall enjoy all the rights and privileges in this Agreement except where specifically excluded.
- 2.05** A “Project Employee” shall be defined as an employee who is hired to work on a fixed term of no longer than two (2) years when funding permits on a project for which the Employer has received funding on a one-time only basis. It is agreed that there shall be no more than three (3) project employees at any one time. If a project employee works more than two (2) consecutive years, they will be deemed a permanent employee. It is understood that the hiring of project employees will not be used to circumvent the hiring of permanent employees. The Parties can agree to extend the term beyond the two (2) years in writing and by mutual agreement.
- 2.06** A “Contract Employee” shall be defined as an employee who is hired to replace an employee who will be on an approved absence. The period of employment of the contract employee shall not exceed the absentee's leave unless the contract employee is required to assist the returning employee on modified work, re: orientation or as agreed to by the Parties. The Employer will inform the Union of the circumstances giving rise to the vacancy prior to the position being posted.
- 2.07** A “Full-time Employee” shall mean an employee who has successfully completed the probationary period and who is regularly scheduled to work thirty-five (35) hours per week.

- 2.08** A “Part-time Employee” shall mean an employee who has successfully completed the probationary period and who is regularly scheduled to work less than thirty-five (35) hours each week on a regular and recurring basis.

ARTICLE 3 – HUMAN RIGHTS

- 3.01** The Employer is committed to the principles of equality and to the accommodation of disabilities as set out in Ontario’s Human Rights Codes. The Employer acknowledges that the accommodation needs and rights of a disabled employee may entitle him or her to additional benefits beyond those stipulated in this Policy.
- 3.02** Every employee has the right to freedom from violence and harassment in the workplace. The Employer and the Union agree that there shall be no discrimination, interference, restriction, harassment or coercion, exercised or practiced with respect to any member of the bargaining unit in any matter concerning the application of the provisions of this Agreement by reason of age, ancestry, colour, race, citizenship, ethnic origin, creed, disability, family status, marital status, gender identity or gender expression, record of offences, sex, sexual orientation, HIV, HCV or substance use, or the exercise of any of the rights under this Agreement, or any other prohibition of the Ontario *Human Rights Code* and/or the *Occupational Health and Safety Act*.
- 3.03** Harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace violence means but may not be limited to:
- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
 - b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
 - c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
- 3.04** **Religious Accommodation**
- Employees shall be entitled to make reasonable rearrangements of their duties upon due notice to their immediate supervisor to permit them to observe the religious obligations and practices of their faiths, provided that doing so does not cause undue hardship to the Employer.

ARTICLE 4 – EMPLOYER RIGHTS AND FUNCTION

- 4.01** The Union recognizes and acknowledges that the Employer shall continue to exercise all rights, functions, privileges and authority that it possessed prior to the execution of this Agreement; in the management of the Employers operation except those that are expressly and specifically restricted in this Agreement.
- a) It is the exclusive function of the Employer to operate and maintain the organization, which includes maintaining order, discipline and efficiency.
 - b) Hire, transfer, retire, assign, lay-off, recall the workforce and employees and for just cause to suspend, discharge, or otherwise discipline employees who have completed the probationary period subject to the right of the employees to grieve to the extent and manner provided herein if the provisions of this Agreement are violated in the exercise of these rights.
 - c) Make and enforce and alter from time to time reasonable rules, policies and regulations to be observed by the employees.
 - d) The Employer agrees not to exercise these functions in a manner inconsistent with the provisions of this Agreement and that it shall exercise its rights in a fair and reasonable manner.
 - e) Failure by the Employer to exercise any of its management rights shall not be considered a waiver of or abandonment of any such rights, nor shall it preclude the Employer from exercising the same rights in some other way.
 - f) It is agreed that the exercise of any of these rights that are in conflict with the express provision of this Agreement shall be subject to the grievance procedure contained herein.
 - g) The Employer shall provide a fair and equitable workplace.
 - h) The Employer shall provide an opportunity for staff input in new or changing policies. The Employer shall make the policies available to all staff.
 - i) Where there are discrepancies between policy documents and this Agreement, this Agreement takes precedence over the policy document.
- 4.02** It is understood that it is the Employers responsibility to prepare all funding proposals with the exception of those outlined in staff job descriptions or in such instances where the employee requests input or learning in this area.

ARTICLE 5 – STRIKES & LOCKOUTS

5.01 The Union and the Employer agree that there will be no strikes or lockouts as defined by the Ontario Labour Relations Board during the term of this Agreement.

5.02 Third-party Pickets

In the event that any employee of the Employer in the course of their work encounters off site strike and/or lockout action that has resulted in a picket line, employees covered by this Agreement will have the right to refuse to cross such picket line, provided the individual employee advised the Employer of the situation. The Employer supports employees rights to not cross a picket line. Such employees will suffer no loss of pay or other negative consequences.

ARTICLE 6 – UNION SECURITY AND UNION MEMBERSHIP

6.01 The Parties hereto agree to compulsory check-off of Union dues for all employees who come within the bargaining unit. The amount to be deducted shall be the regular Union dues or assessments as established by the Union.

6.02 Unless otherwise directed by the Local Union in writing to the Employer, Union dues shall be deducted from an employee's pay bi-monthly and shall be forwarded to the Union by the fifteenth (15th) of the following month. The Employer shall forward dues deductions to the Secretary-Treasurer of the ~~local~~ **National** Union, along with a list of all members, including addresses, phone numbers and classifications of employees, the wages earned during the month by these members, and the dues deducted, **copied to the Secretary-Treasurer of the local Union**. The statement will also indicate **hiring's**, including details of employment conditions such as wage rate and benefits etc and the status of employment (ex. leave of absence) for all bargaining unit employees.

a) The Employer agrees to advise potential bargaining unit employees of the fact that the Union has bargaining rights and that such employees will be subject to the Union Security and Dues check off provisions contained in this Agreement.

b) Employer agrees to provide the Union with an opportunity to meet with new employees for a period of thirty (30) minutes, during regularly scheduled working hours without loss of compensation to either Steward or the new employee.

6.03 When Income Tax T-4 slips are prepared, the Employer will record on each slip, the total amount of regular Union dues deducted during the subject year from the employee's wages pursuant to this Article.

6.04 In consideration of the deducting and forwarding of the Union Dues by the Employer, the Union agrees to indemnify and save harmless the Employer against any claims for liabilities arising or resulting from the operation of this Article.

ARTICLE 7 – UNION REPRESENTATION

- 7.01** The bargaining unit shall appoint or otherwise select a member who will act as Union Steward/Vice-President.
- 7.02** The Employer agrees to recognize an alternate employee, as identified by the Union, to act as the Steward in the absence of the regular Union Steward/Vice-President.
- 7.03** No employee shall conduct Union activities during working hours other than as specifically permitted by this Agreement or with the permission of the Employer. The Union Stewards or alternate Steward will not suffer any loss of pay for approved time spent during working hours in fulfilling their duties under this Agreement.
- 7.04** Upon prior written notice from the Union, the Employer will provide the designated Union representatives with access to the Employer's facilities, subject to availability, to conduct Union related matters including meetings, meeting space, use of voice mail system and e-mail.
- 7.05** The Employer agrees to supply and make available to the Union one (1) bulletin board in such place so as to inform all employees in the bargaining unit of the activities of the Union.
- 7.06** The Employer recognizes the right of the Union Stewards to carry out the necessary functions of the Union.
- 7.07** A Union Bargaining Committee will be elected or appointed consisting of up to ~~three (3)~~ **two (2)** members of the Union and one (1) alternate. Bargaining will be considered as time worked and employees shall be paid their applicable rate and will not suffer any loss of hours.
- 7.08** Upon prior notice from the Union, the Employer will provide the designated Union representatives with access to the Employer's facilities to conduct Union related matters including meetings, meeting space, use of voice mail system and e-mail.
- 7.09** The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees or any other advisors when dealing or

negotiating with the Employer. Upon prior notice to the Executive Director (or designate), such representative(s)/advisor(s) may request, in advance, to have access to the Employer's premises in order to deal with any matters arising out of this Agreement. The Executive Director (or designate) shall be notified in advance of the planned arrival. For greater clarity, it is understood that prior approval of the Executive Director (or designate) is required. Such requests shall not be unreasonably denied.

Such access cannot disrupt the normal operations of the Employer or compromise client confidentiality.

- 7.10** Employees shall have the right to request a Union representative for discussions with the Employer which may result in discipline. Such requests shall not be unreasonably denied.
- 7.11** No employee shall be required or permitted to make a written or verbal agreement with the Employer or its representative(s), which may conflict with the terms of this Agreement.
- 7.12** All official correspondence between the Parties arising out of this Agreement shall pass to and from the Employer and the Union Steward/Vice President, with a copy to the Union Local President.
- 7.13 Labour Management Committee**
- a) There shall be a Labour Management Committee composed of two (2) representatives from the Union and two (2) representatives of the Employer. The function of the committee shall be to discuss matters of mutual concern to the Parties. It is understood and agreed that the committee will not discuss grievances or bargaining matters.
 - b) The committee shall meet quarterly at times when it is convenient for both Parties. If there are no items to be discussed a meeting may be cancelled. It is understood that the Union Committee members will be paid for time spent at such meetings during their regular working hours.
 - c) An Employer representative and a Union representative shall be Joint Chairpersons of such meetings.
 - d) Minutes of each meeting will be prepared and signed by the Chairpersons. Such minutes will be provided to the Union's representatives and to the Employer.
 - e) The Committee may make recommendations and suggestions to the Union and the Employer with respect to the discussions in Committee meetings.

- f) The Parties may invite other representatives to join such meetings as may be appropriate from time to time. Advance notice will be provided prior to the meeting.

ARTICLE 8 – GRIEVANCE AND ARBITRATION PROCEDURE

8.01 An employee has the right to be accompanied by a Union representative at any stage of this procedure if they wish. The Employer will inform the employee of this right.

8.02 Informal Discussion

It is the mutual desire of both Parties that problems experienced by employees shall be addressed as quickly as possible and it is understood that the employee will be encouraged to give the Employer the opportunity to address the problem.

- a) The employee is required to bring the matter to the attention of the employee's direct supervisor (or designate) within fourteen (14) calendar days after the occurrence, or from the date the employee ought reasonably to have been aware of the circumstances giving rise to the matter.
- b) Within fourteen (14) calendar days of the matter being brought to the attention of the employee's immediate supervisor (or designate), the supervisor shall give a verbal and written reply to the employee of the discussion and decision (if applicable).

8.03 Grievance Procedure

Failing satisfactory settlement at the informal stage:

Step 1

- a) The Union may file a grievance on behalf of an employee to the employee's immediate supervisor (or designate). The grievance will be in writing on a grievance form supplied by the Union and shall be signed by the grievor, dated, and contain a written statement of such grievance, including a statement of the nature of the grievance, the Article in this Agreement that is alleged to have been violated, and the specific remedy sought. The grievance must be submitted to the supervisor (or designate) within fourteen (14) calendar days after the occurrence, or from the date the employee ought reasonably to have been aware of the circumstances giving rise to the matter or within fourteen (14) calendar days of the reply provided in Article 8.02 .

- b) Within fourteen (14) calendar days of the receipt of the formal grievance, the supervisor (or designate) shall set a date for the grievance meeting to be held as soon as possible. The supervisor (or designate) shall advise the employee of the decision in writing within fourteen (14) calendar days of their last grievance meeting.

Step 2

- a) Failing settlement at Step 1, the Union may submit the grievance to Step 2. Such grievance must be submitted to the Executive Director (or designate) within fourteen (14) calendar days of the reply provided in Step 1 above.
- b) Within fourteen (14) calendar days of the receipt of the reply in Step 1, the Executive Director (or designate) shall contact the Union Representative and set a date for a Step 2 grievance meeting to be held as soon as possible. The Executive Director (or designate) shall advise the Union of the decision in writing within fourteen (14) calendar days of their last grievance meeting.

8.04 Mediation

Once a grievance has been referred to arbitration both Parties within forty (40) calendar days may agree to use the services of a mutually agreeable mediator to assist the Parties in resolving the grievance. The grievor(s) will attend the mediation meeting at the request of the Union and the time spent in attendance shall be considered work time and without loss of pay. If the grievance is not resolved at the mediation meeting, the Parties will proceed to arbitration as outlined herein.

The cost of a mediator will be jointly shared between the Union and Employer.

8.05 Arbitration Procedure

- a) The Parties will appoint a sole arbitrator and the provisions of this Article shall then apply with any appropriate revisions. Where agreement on a sole arbitrator cannot be reached between the Union and the Employer a request will be made to the Ministry of Labour to appoint an arbitrator.
- b) The decision of the arbitrator shall be final and binding on both Parties.
- c) The arbitrator shall not have the power to alter or change any of the provisions of this Agreement.

- d) The Parties will share equally the fees and expenses of the arbitrator.
- e) Failure of the Employer or the Union to submit the grievance to arbitration within twenty (20) calendar days will result in the grievance being deemed withdrawn or abandoned.

8.06 Group Grievance

Where two (2) or more employees have a common or similar grievance, it shall be processed in accordance with the steps in 8.02 and 8.03.

8.07 Policy Grievance

Where differences arise between the Employer and the Union concerning the interpretation or violation of this Agreement which may be considered as policy matters, the difference between the Parties will be discussed at a Union/Management meeting within fourteen (14) calendar days of the occurrence. If no resolution to the difference of opinion is found within fourteen (14) calendar days of this meeting, the matter may be taken up as a formal grievance, in writing, and shall proceed to Step 2 of the Grievance Procedure.

- 8.08** The time limits specified in the grievance or arbitration procedure may be extended by mutual agreement of the Parties in writing.

ARTICLE 9 - DISCIPLINE

- 9.01** The Union will be informed of any investigation which may lead to discipline. The Union will be present for any meetings between the Employer and the employee.

Prior to any disciplinary action the employee and Union will be given the reason(s) in writing at a meeting called for such purpose.

An employee will have the right to have a Steward present at the meeting where discipline is imposed and will be advised by the Employer of their right in advance of such meeting. An employee or the Union may request information regarding the nature of the incident leading to discipline in advance of any meeting and such requests will not be unreasonably denied.

Where an employee has been suspended pending investigation, the Union will be informed of such action and the employee will be suspended with pay until the investigation is completed. Upon completion of the investigation, the employee shall be

given written reasons for any resulting discipline, copied to the Union, at a meeting convened for such purpose. The employee will have the right to have a Steward present at the meeting and will be so advised by the Employer in advance of the meeting.

- 9.02** In the event an employee is suspended or terminated and the employee feels that the discipline is unjust, the case may be taken up as a grievance. Such grievance shall proceed directly to Step 2 of the grievance procedure and must be presented within ten (10) working days after notice of the discipline was given.

ARTICLE 10 – SENIORITY AND PROBATION

- 10.01** Seniority for all employees of the employer will be established from the date of the employees first day of employment from their date of hire.

Where the Employer intends to hire more than one (1) employee the Employer agrees to stagger start dates of said employees in order to ensure no conflict in start dates.

- 10.02** The Employer will provide the Union with a seniority list in January of each year, stating the employees name and their start date. The Union may request an additional updated seniority list from the Employer once each calendar year. The Employer will also post said list on the Bulletin Board.

10.03 Loss of Seniority

An employee shall lose all seniority and be deemed to be terminated if they:

- a) resign (unless rescinded within two working days);
- b) are terminated and are not reinstated through the grievance procedure;
- c) are laid-off for a period in excess of eighteen (18) months;
- d) fail to return to work on a recall from lay-off within two (2) weeks of being recalled as per article 12.04 unless a reasonable explanation is given by the employee to the Employer within one (1) week prior to the date the employee is scheduled to return to work;
- e) fail to return to work after an unpaid leave of absence, unless the circumstances are beyond the employee's control.

The Employer agrees that it will not transfer an employee to a position outside the bargaining unit without the employee's consent. It is understood that employees who transfer to a position outside of the bargaining unit will not accumulate seniority while so employed. Such employee shall have the right to return to her/his position for up to

six (6) months, except where the position outside the bargaining unit is a contract position, as defined in 2.06, in which case the employee shall have the right to her/his bargaining unit position for up to one (1) year.

10.04 Probation

All new employees of the Employer will be required to serve a probationary period of four (4) calendar months from their first day of hire. This period may be extended up to two (2) months by mutual agreement of the Parties.

10.05 Probationary employees will not obtain any seniority standing until the successful completion of their probationary period. Once they have completed their probationary period their seniority will revert back to their start date.

10.06 Time Off While on Probation

Probationary employees will be entitled to all of the rights and privileges of a regular employee under this Agreement, except where specifically excluded.

10.07 During the probationary period an employee shall be considered as being employed on a trial basis and may be disciplined or dismissed by the Employer in its sole discretion. No grievance shall be filed by a probationary employee or the Union that the discipline or dismissal of a probationary employee was not for just cause.

10.08 It is expressly understood that time off, for whatever reason will not count toward the probationary period contained herein and the probationary period will be automatically extended by any such time off.

ARTICLE 11 – JOB POSTINGS

11.01 a) Vacancies with duration of more than twelve (12) weeks shall be posted.

b) Where a position becomes available all job postings will be posted by the Employer on the Union board for the duration of seven (7) calendar days during which staff may apply. As well, notification of job postings will be sent via e-mail.

c) Within those seven (7) calendar days, employees can apply in writing for the job.

11.02 Upon receipt of any applications, the Executive Director (or designate) will select the most senior applicant, provided they possess the necessary qualifications to perform the work.

11.03 If there are no internal applicants, the Employer may hire from outside the bargaining unit, involving a hiring committee that shall include a member of the bargaining unit selected by mutual agreement between the Union and the Employer. **The bargaining**

unit member shall be a full member of the committee, entitled to participate at all stages of the hiring process, except for shortlisting of candidates and checking of reference.

11.04 The Union and the Employer share the objective of providing regular full-time permanent employment and job security to the extent that it is possible and mutually agreeable. Contract, project, part-time, contracting out and/or volunteers will not be hired or utilized, so as to result in the displacement or lay-off of bargaining unit members.

11.05 All bargaining unit members including project and contract employees shall be considered internal applicants / candidates for internal vacancies.

ARTICLE 12 – LAY-OFF & RECALL

12.01 Lay-off

A lay-off shall be defined as a reduction in the workforce or a reduction in the standard hours of work equal to or greater than 20%, as defined by this Agreement.

12.02 An employee who is laid off or displaced by a senior employee shall submit to the Executive Director (or designate), in writing, his/her decision to:

- a) Accept the lay-off; OR
- b) Displace an employee who has less bargaining unit seniority, provided the senior employee has the skills, knowledge, ability and qualifications to perform the job.

The decision of the employee to choose a) or b) above shall be given in writing to the Executive Director (or designate) within one (1) calendar week following notification of lay-off or displacement. Employees failing to do so will be deemed to have accepted the lay-off.

- c) Unless legislation is more favourable, the Employer shall notify the employee(s) who are to be laid-off five (5) working days prior to the effective date of the lay-off, except in the event of an extraordinary or unforeseen circumstance.
- d) If the employee has not had the opportunity to work the days provided in this article, he/she shall be paid for the days for which work was not made available.
- e) Grievances concerning lay-offs and recalls shall be initiated at Step 2 of the Grievance Procedure.

12.03 Lay-offs and recalls shall be in order of seniority, provided that the senior employee retained or recalled has the necessary skills, knowledge, ability and qualifications to perform the work efficiently and competently.

- a) Prior to the actual lay-off of an employee or employees, the Employer will identify the least senior employee(s) within the affected position to be laid-off based on seniority in effect as of the date within the bargaining unit;
- b) All displacements are subject to the employee having the necessary skills, knowledge, ability and qualifications to perform the work of the position;
- c) Part-time employees may only bump part-time employees;
- d) New employees shall not be hired until those laid-off have been given an opportunity of recall.

12.04 Recall

- a) Employees who are to be laid-off shall be placed on a recall list and shall retain but not accrue seniority for up to eighteen (18) months;
- b) Employees on lay-off who have the necessary skills, knowledge, ability and qualifications to perform the work of the position, shall be recalled in order of seniority to vacant permanent bargaining unit positions;
- c) The posting procedure shall not apply where eligible and qualified employees are on lay-off and entitled to recall;
- d) Notice of recall shall be sent by registered mail to the last known address of the employee, who shall respond to the recall notice within forty-eight (48) hours of receipt and return to work within seven (7) calendar days;
- e) Failure of the employee to respond within the timeframe outlined herein or should the employee decline recall the employee will be deemed to have resigned from their employment with the Employer and shall have no further right to recall.

12.05 Severance Pay

Severance will be inline with the Employment Standards Act (ESA) with the addition of one (1) week of pay.

- 12.06** Employees on lay-off may continue to participate in the group benefits plan, provided the carrier permits, for a period of three (3) calendar months.
- 12.07** An employee who has been on lay-off for more than eighteen (18) months shall lose all rights of recall and seniority.

Where an employee has been laid off in accordance with this Agreement, and recalled within eighteen (18) months, the period of lay-off shall not be included in determining the length of continuous service.

ARTICLE 13 – LEAVES OF ABSENCE

13.01 Sick Leave

Sick Leave of twenty-two (22) days per year (which is equivalent to 1.83 days per month) is available to all bargaining unit members upon commencement of employment and in each year thereafter. In their first year employees shall be granted sick leave on a pro-rated basis based on the employee's start date. Sick leave is not required to be accrued and is pro-rated for part-time employees. Up to three (3) unused sick days can be carried over from year to year with the ability to accumulate a maximum of twenty-five (25) sick days.

Unused sick leave is not compensated with pay, nor can it be converted into vacation days. If employment is terminated, for whatever reason, and an employee has taken more sick leave than has been earned, such overpayment will be recovered from any monies owing to the employee.

Medical Notes

The employee may be required to submit a medical note from a certified medical professional after greater than five (5) or more consecutive working days. Where a medical note is required reasonable cost shall be borne by the Employer with the submission of a receipt.

- 13.02** Sick Leave may be used to care for an employee's self-defined family, including but not limited to child (including step or adoptive child), partner or spouse and parent or step-parent.
- 13.03** Sick Leave may be used for visits to doctors, dentists or other health professionals.
- 13.04** If an employee or members of his/her self-defined family, including but not limited to child (including step or adoptive child), partner or spouse and parent or step-parent are

sick during vacation time, or a paid holiday, the employee will be entitled to take the vacation time at a later date, where the claim of illness is supported by medical evidence and where the employee or family member is required to be hospitalized or placed on bed rest. The employee will notify the Executive Director (or designate) immediately where this has occurred during the leave.

13.05 Employees may use their sick day bank to cover them during the waiting period for E.I. benefits or to top up their Employment Insurance Benefits.

13.06 Compassionate or Bereavement Leave

A bargaining unit member shall be allowed up to five (5) work days leave of absence with pay in the event of each death of a member of his/her self-defined family, including but not limited to child (including step or adoptive child), partner or spouse, parent or step parent and grandparent. An additional leave, with or without pay, up to five (5) working days may be granted by the Employer in exceptional circumstances.

13.07 Pregnancy/Parental Leave

Pregnancy/ Parental leave will be granted in accordance with the Employment Standards Act of Ontario as amended from time to time.

When an employee takes maternity or parental leave, the Employer shall maintain employee's health benefit. It is understood that employees shall continue to accumulate seniority during such leave.

13.08 Jury /Witness Duty

If an employee is summoned to serve as a juror or subpoenaed to attend as a witness, he/she shall be granted the necessary leave of absence with pay for a period of up to three (3) weeks. The employee must pay to the Employer any fees received as a juror or witness.

13.09 Leave of Absence

With the approval of the Employer, an unpaid leave of absence may be granted, in excess of vacation entitlement, for up to six (6) months. During such a leave, no vacation time, sick time, seniority, or benefits shall accrue. No approval shall be granted for leave to an employee unless he/she has worked continuously, without leave, with the Employer for two (2) years. Mid-way through the employee's leave, he/she shall notify the Employer in writing whether or not he/she is returning to active employment

at the end of his/her leave. No leave shall be extended more than one (1) year after the date on which the leave commenced.

13.10 Leave for Union Business

Representatives of the Union shall not suffer any loss of pay when required to leave their employment temporarily in order to carry on discussions or negotiations with the Employer, or with respect to a grievance or an interest or rights arbitration hearing provided that employees shall be required to obtain the permission of the Employer before leaving their employment.

13.11 Leave for Union Function

Upon notification to the Employer, and subject to operational needs, an employee elected or appointed to represent the Union at Union functions shall be allowed a leave of absence with pay and benefits and without loss of seniority. The Union shall reimburse the Employer for receipt of such pay. It is agreed that no more than two (2) employees will be on Union Function Leave at the same time.

13.12 Leave of Absence for Full-Time Union or Public Duties

An 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 public office, shall be granted leave of absence without pay and without loss of seniority.

ARTICLE 14 – HOURS OF WORK

- 14.01** Each employee will work a maximum of 35 hours a week, which will include one paid hour for lunch.
- 14.02** At the beginning of their employment, each bargaining unit member shall arrange their regular working hours with the Executive Director or designate.
- 14.03** If an employee is required to work more than their normal daily hours of work they shall be allowed to flex their work hours, with due consideration for operational requirements, such that they do not accumulate more than seventy (70) hours in the pay period. Employees shall notify their direct supervisor (or designate) prior to taking flex time.

Hours worked beyond seventy (70) hours in a particular pay period shall be compensated with compensatory time off (lieu time) at the rate of one hour and one-half (1 ½) for each hour worked in excess of seventy (70) hours.

Employees may accumulate a maximum of thirty-five (35) hours of lieu time, which can be carried over indefinitely without monetary value. **Prior approval in writing from the Executive Director (or designate) is required prior to accruing lieu time.** Up to fifteen (15) hours may be accumulated without prior approval. Prior approval in writing from the Executive Director (or designate) is required for any hours accumulated in excess of fifteen (15). All time must be appropriately tracked and recorded.

Employees wishing to use lieu time must make a request in advance and in writing to their direct supervisor (or designate). Such request shall not be unreasonably denied.

ARTICLE 15 – HOLIDAYS

- 15.01** Employees shall be entitled to the following paid holidays:

| | | | |
|-------------------------------------|-------------|------------------|---------------|
| New Year's Day | Good Friday | Easter Monday | Family Day |
| Victoria Day | Canada Day | Civic Holiday | Labour Day |
| Truth and Reconciliation Day | | Thanksgiving Day | Christmas Day |
| Boxing Day | | | |

- 15.02** **Float Days**

Employees who have completed their probationary period shall be entitled to six (6) float days each year.

- 15.03** All new statutory holidays which are recognized by the Federal or Ontario Provincial Government shall be in addition to the above. If a holiday falls on a weekend, the

holiday will be observed on the next work day. If any of these holidays fall during a bargaining unit member's vacation, she/he shall be entitled to an additional days' vacation.

15.04 It is the normal practice that the offices of the Employer are closed for the period from December 24th returning on January 2nd, and that this time is considered to be paid holidays for bargaining unit members.

ARTICLE 16 – VACATIONS

16.01 Vacation shall be granted as follows:

For less than one (1) year of service, vacation will be accrued at one and two-thirds (1 2/3) days of paid vacation for each month worked.

Year 1 4 weeks with pay (pro-rated)

After Year 1 4 weeks with pay

After Year 5 5 weeks with pay

After Year 9 6 weeks with pay

Employees shall maintain their vacation entitlement in place as of the date of ratification. Increases beyond such entitlement shall be consistent with the provisions of this Agreement.

16.02 An employee may request to carry over up to a maximum of ten (10) days' vacation time into the next year. Vacation carry-over requests must be in writing to the Executive Director (or designate) and any approved carry-over time must be taken within three (3) calendar months of the end of the year in which entitlement accrues and not in advance of entitlement or during the probationary period. If an employee is unable to take vacation due to work obligations, they may request an extension of the carry-over period. Such extensions must be approved in writing by the Executive Director (or designate) and a plan for the carry-over time to be taken.

16.03 If an employee resigns, or their employment is terminated by the Employer, and at the date of resignation or termination the employee has taken vacation in excess of that allowed by this Agreement (when calculated on a pro-rated basis), the monetary value of the extra vacation time shall be deducted from the employee's final pay cheque.

16.04 Any vacation not taken will be compensated pursuant to the *Employment Standards Act* at the time of termination.

16.05 It is agreed that for those employees with vacation entitlement in excess of 30 days, the following will apply.

- a. Employees @ 45 days = additional 2.5% increase to base pay retroactive to April 1st 2019 and entitlement permanently reduced to 40 days in Yr 1 (2019) and an additional 1.4% increase to base pay effective April 1st 2020 and entitlement permanently reduced to 35 days in Yr 2 (2020)
- b. Employees @ 40 days = additional 2.1% increase to base pay retroactive to April 1st 2019 and entitlement permanently reduced to 35 days in Yr 1 (2019) and an additional 1% increase to base pay effective April 1st 2020 and entitlement permanently reduced to 32 days in Yr 2 (2020)

ARTICLE 17 – BENEFITS

17.01 The Employer agrees to provide a comprehensive benefits package for all eligible employees in accordance with the policies of the benefits carrier and, to maintain the premium payments associated with the plan. Both Parties agree to review the benefit needs of all employees and to assess potential benefit providers. Any change to benefit providers shall not result in any reduction of benefits currently enjoyed by the bargaining unit. The Employer will also cover the cost of the Trillium deductible based on the calculation for a one person household.

17.02 Eligibility

- a) All full-time employees will be eligible for participation in the employee benefit plan after they complete three (3) months' continuous service. Full-Time Employees who have not completed their probationary period are not eligible for Long-Term Disability or Short-Term Disability.
- b) All part-time employees who work at least twenty-eight (28) hours per week on a regularly scheduled basis will be eligible for participation in the employee benefit plan after they complete three (3) months' continuous service. Part-Time Employees who have not completed their probationary period are not eligible for Long-Term Disability or Short-Term Disability.
- c) All contract and project employees working more than twelve (12) continuous months on a full-time basis will be eligible for participation in the employee benefit plan after they complete three (3) months' continuous service. It is further understood that benefits under c) are contingent on funding for benefits for the position, duration of the contract and provided the carrier permits.

17.03 Benefits While on Leave

Employees on paid leave shall continue to participate in the benefits plan, provided the carrier permits. Employees on unpaid leaves of absence may continue to participate in the benefit plan, provided the carrier permits, and provided the employee remits payment for the premiums. Employees on lay-off may continue to participate in the benefit plan for a period of up to three (3) months, provided the carrier permits.

17.04 The Employer is responsible for deducting contributions to the Canada Pension Plan and to the Employment Insurance Fund.

17.05 The Employer may agree when funds are available to pay the fee for educational courses, seminars, conferences and workshops for an employee if:

- a) The education is relevant to the Employer's work or the professional development needs of the employee; and
- b) Prior approval is obtained from the Executive Director (or designate).

ARTICLE 18 – ADMINISTRATIVE MATTERS

18.01 Attendance records shall be kept by all employees of the number of days worked, the number of sick days taken, the number of vacation days used, overtime hours accumulated and taken, lieu time earned and taken, and may include a record of daily hours worked.

18.02 Performance Appraisals

Performance appraisals will be completed on a yearly basis for each employee. A form reflecting the input of both the employee and the supervisor will be signed by both parties, including any statement made by the employee where there is a disagreement. A copy of the signed appraisal will be provided to the employee.

18.03 Personnel File

An employee shall, upon giving one (1) working day's notice to the Employer, have access to and be allowed to review her/his personnel file. Upon request, an employee shall be provided with a copy of any material contained in her/his personnel file.

- 18.04** No evidence from the employee's personnel file, of which the employee has not been made aware, may be introduced as evidence in any hearing.
- 18.05** Twelve (12) months following any disciplinary action, any documentation related to such action shall be removed from the employee's personnel file and shall not be used against her/him, unless further discipline has occurred during that period.

18.06 Restructuring, Technological and/or Organizational Change

The Employer recognizes the possibility of restructuring in the workplace and therefore, where it is reasonably able to do so, will provide the Union with at least sixty (60) calendar days written notice of any technological and/or organizational change, including partnership, merger or amalgamation discussions, in order to allow the Union to make any representations it wishes to the Employer prior to a final decision being made. Such notice will include information regarding the nature of the proposed change, the anticipated date of change, the anticipated effect that such change will have on bargaining unit employees and the number of bargaining unit employees likely affected. Following such notice, the Employer will meet with the Union within ten (10) calendar days to discuss the impact of such change on employees and to allow the Union the opportunity to respond.

- 18.07** Where as a result of technological and/or organizational change, new or greater skills are required than are already possessed by affected employees, the Employer, where reasonably able to do so, will provide such employees with applicable training with no loss of pay or benefits to the employee where it can reasonably be expected that the employee(s) affected will be able to upgrade their knowledge and/or skills in a reasonable period of time and at a reasonable cost.

ARTICLE 19 – JOB DESCRIPTIONS

- 19.01** The Employer shall maintain up to date Job Descriptions for all positions, and the Union will be provided with a copy of all Job Descriptions.
- 19.02** The Employer shall, in collaboration with employee(s) and in consultation with the designated Union representative, prepare a new job description whenever a job is created or whenever the duties of a job change. When a new job description is created or the duties of any job are changed or increased, this shall be subject to negotiations between the Employer and the Union and shall include but not be limited to discussion of the rate of pay. If the Parties are unable to agree on the job description and/or rate of pay for the job in question, such dispute shall be submitted to the grievance,

mediation and arbitration process for determination, as long as the rate of pay is in line with Article 20.02. The new rate shall become retroactive to the time the new position was first filled by the employee or the date of change of job duties.

19.03 Existing descriptions shall not be eliminated or changed without prior agreement from the Union.

ARTICLE 20 – WAGES

20.01 Salaries will be reviewed annually by the Employer following receipt of the year's major funding grants for the sole purpose of determining if sufficient funds are available to increase salaries over and above what is stipulated in this Agreement.

20.02 Bargaining unit members shall be paid on an equal share basis, which shall be pro-rated for part-time staff. The current base rate for bargaining unit members shall be as follows per annum for full time equivalent.

Current after April 1, 2021 - \$51,351.90.00

April 1, 2022 – Increase of 3%

April 1, 2023 – Increase of 2.5%

Bargaining unit members shall be provided with a detailed pay stub with each pay period.

20.03 Bonuses will be taxed and given out when the Employer has one-time salary money to provide.

20.04 The Parties agree that when a staff member is assigned the temporary duties of the Executive Director, they shall receive an increase of ten (10%) percent of their current wages for the time required to complete the additional duties.

ARTICLE 21 – REIMBURSEMENT OF EXPENSES

21.01 Travel expenses are the responsibility of the Employer and are pre-paid provided the Employee submits expenses at least three days prior to the cheque run date preceding travel. Where expenses are submitted after this deadline, reimbursement will be made within 15 days.

21.02 Reimbursement is to be at the following rates, which are to be reviewed annually by the Employer:

- a) Car mileage is to be reimbursed at **fifty two cents (\$0.52)** per kilometer;
- b) Bicycle mileage is to be reimbursed at the cost of one TTC token per trip.
- c) Parking, other transportation, and accommodation will be reimbursed on the basis of actual and reasonable cost determined by what is available at acceptable standards.
- d) Meals will be reimbursed on the basis of the current per diem schedule.
- e) Per diem Schedule. **\$62.00 per day**
(Breakfast \$11.00/Lunch \$17.00/Dinner \$34.00)
- f) Gratuity for billeting is reimbursed at \$20 per night.

ARTICLE 22 – GENERAL

22.01 An employee shall not knowingly engage in any outside work, or business undertaking, or other activities, in which his/her interest conflicts with the best interest of the Employer.

22.02 An employee shall not disclose to any member of the public confidential information obtained by the employee either during the course of his/her employment or after termination. The seriousness of this confidentiality requirement in the context of an HIV/AIDS service organization must be understood by each employee upon hiring.

22.03 The job descriptions for employees outlining duties and responsibilities are attached as Appendix "A" and form part of this Agreement.

22.04 All employees shall be given a copy of this Agreement upon hiring and asked to sign acknowledgment of receipt thereof.

22.05 Professional Development

The Employer recognizes the importance of education and development for staff as part of ongoing learning, career progression and staff retention. To this end, the Employer agrees to provide the following:

- a) Each full-time employee may be eligible for support with professional development costs in a fiscal year.
- b) Eligible professional development may include approved conferences, workshops or job-related courses.
- c) Prior approval of the Executive Director (or designate) is required in advance. Requests should be accompanied with course or conference information.

- d) Reimbursement is subject to any requirements being met (e.g., attendance, successful completion, submission of grades and invoices, etc.).
- e) Part-time employees shall be eligible for professional development, where approved, on a lesser or pro-rated basis on the percentage of a full-time employee, where applicable.

f) **Professional Development Days**

Employees will be eligible for up to five (5) professional development days, with pay, for the purpose of participating in professional development activities. Professional development days must be requested, approved and scheduled in advance. Approval shall be at the discretion of the Executive Director (or designate).

- g) Time required away from the office to attend courses shall not unduly affect the operations of the organization.
- h) The training conference, workshop or job related course must relate to the employee's position with the Employer and be beneficial to the organization.
- i) If a conference or workshop takes place on a holiday or weekend, employees must request flex time and where possible flex their schedule to avoid the need to request to incur overtime. Approval from the Executive Director (or designate) is required in advance for flexing an employee's schedule and/or to incur overtime.
- j) Staff may be required to provide a verbal and/or written report to the staff team for shared learning and training opportunities.
- k) There is no carry-over or accumulation of staff development funds or paid professional development days in accordance with this Article.
- l) Nothing in this Article shall be construed as a guarantee of approval or a guaranteed minimum amount of development funds for any individual employee.
- m) Staff development funds are subject to the Employer's financial position and ability to provide same within any given fiscal year.

ARTICLE 23 - COPIES OF AGREEMENT

23.01 The Parties, by mutual agreement, will share the costs to reproduce sufficient copies of the Agreement, in a Union shop, within eight (8) weeks of signing this Agreement.

ARTICLE 24 – DURATION

24.01 This Agreement shall be in effect from **April 1st, 2022** and shall remain in effect up to and including to **March 31st, 2024 two year agreement.**

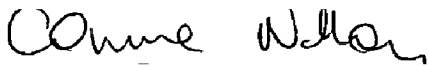
IN WITNESS WHEREOF, the Parties have signed this Agreement at

Toronto, Ontario on the _____ day of _____, 2023.

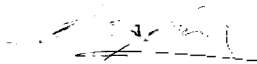
For the Union




Cherisa Shivcharran
Unit Chair/ Vice-President



Connie Xndlovu
President



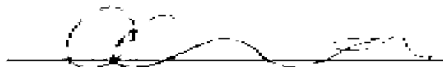
Nairra Tariq
National Staff Representative



Amina Mohamed
Union Bargaining Committee Member



Sena Hussain
Union Bargaining Committee Member

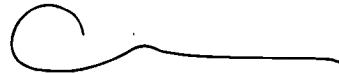


Olivia Gemma
Union Bargaining Committee Member

For the Employer



Janet Rowe
Executive Director



Claudia Medina
Program Manager

APPENDIX A – LETTER OF UNDERSTANDING

Re: Health and Safety

The Parties agree to abide by the Occupational Health and Safety Act and its regulations. The Employer and the Union agree that they mutually desire to maintain standards of safety and health in the home, in order to prevent injury and illness.

The Union agrees to endeavor to obtain the full co-operation of its membership in the observation of all safety rules and practices.

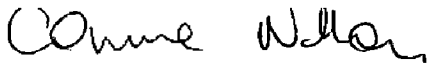
The Parties agree that Health and Safety will be a standing item on the agenda for Labour Management Committee meetings.

AGREED to the above-noted language this _____ day _____, 2023.

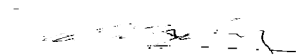
For the Union



Cherisa Shivcharran
Union Bargaining Committee Member



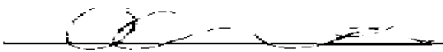
Connie Xndlovu
Union President



Amina Mohamed
Union Bargaining Committee Member

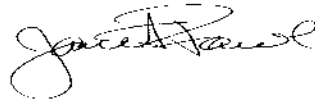


Sena Hussain
Union Bargaining Committee Member

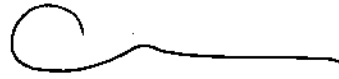


Oliva Gemma
Union Bargaining Committee Member

For the Employer



Janet Rowe
Pasan Executive Director



Claudia Medina
Program Manager

APPENDIX B – LETTER OF UNDERSTANDING

Re: Retirement Savings

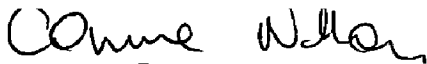
The Employer and the Union agree to meet to investigate options for a retirements savings plan during the term of this Agreement. The Parties hereby agree to study the feasibility of a Pension Plan and/or RRSP plan during the life of this Agreement.

AGREED to the above-noted language this ____ day of _____, 2023.

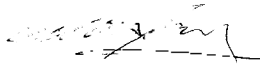
For the Union



Cherisa Shivcharran
Unit Chair/ Vice-President



Connie Xndlovu
President



Nairra Tariq
National Staff Representative



Amina Mohamed
Union Bargaining Committee Member

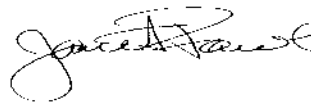


Sena Hussain
Union Bargaining Committee Member

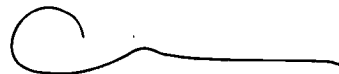


Olivia Gemma
Union Bargaining Committee Member

For the Employer



Janet Rowe
Executive Director



Claudia Medina
Program Manager

APPENDIX C – LETTER OF UNDERSTANDING

Re: Job Descriptions

The Employer and the Union agree that the current job descriptions attached as Appendix A forming part of this Agreement require review and may need to be amended as per Article 19. Therefore, the Parties agree to meet within sixty (60) days of ratification of this Agreement to undertake such review and to reach agreement on any changes that may be required to the current job descriptions. The Parties agree that job descriptions agreed in the last six (6) months will be reviewed only to ensure consistency.

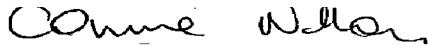
Notwithstanding the above and Article 19, the Parties agree that the employer may apply to the Toronto Urban Health Fund for the purpose of hiring up to three (3) Peer Staff at the wage rate provided by the funder.

AGREED to the above-noted language this _____ day of _____ month, 2023.

For the Union



Cherisa Shivcharran
Unit Chair/ Vice-President



Connie Xndlovu
President



Nairra Tariq
National Staff Representative



Amina Mohamed
Union Bargaining Committee Member

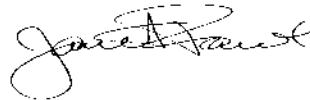


Sena Hussain
Union Bargaining Committee Member

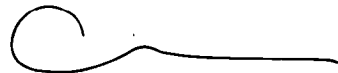


Olivia Gemma
Union Bargaining Committee Member

For the Employer



Janet Rowe
Executive Director



Claudia Medina
Program Manager

APPENDIX D – LETTER OF UNDERSTANDING

Re: Mental Health

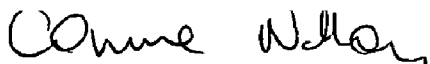
The parties agree that the mental health and wellbeing of Employees is an important priority. To this end, it is agreed that the JOHSC will explore opportunities to promote mental health in the workplace, including training and clinical supervision.

AGREED to the above-noted language this _____ day of _____ month, 2023.

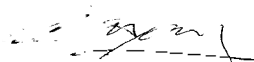
For the Union



Cherisa Shivcharran
Unit Chair/ Vice-President



Connie Xndlovu
President

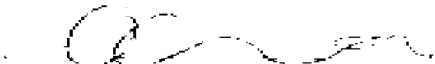


Nairra Tariq
National Staff Representative

Amina Mohamed
Union Bargaining Committee Member

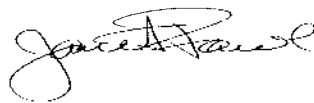


Sena Hussain
Union Bargaining Committee Member



Olivia Gemma
Union Bargaining Committee Member

For the Employer



Janet Rowe
Executive Director



Claudia Medina
Program Manager

APPENDIX E – LETTER OF UNDERSTANDING

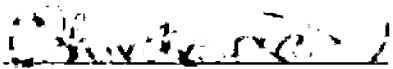
Re: Vacation

It is agreed that for those employees with vacation entitlement in excess of 30 days, the following will apply.

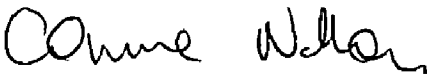
- a) Employees @ 45 days = additional 2.5% increase to base pay retroactive to April 1st 2019 and entitlement permanently reduced to 40 days in Year 1 (2019) and an additional 1.4% increase to base pay effective April 1st 2020 and entitlement permanently reduced to 35 days in Year 2 (2020)
- b) Employees @ 40 days = additional 2.1% increase to base pay retroactive to April 1st 2019 and entitlement permanently reduced to 35 days in Year 1 (2019) and an additional 1% increase to base pay effective April 1st 2020 and entitlement permanently reduced to 32 days in Year 2 (2020)

AGREED to the above-noted language this _____ day of _____ month, 2023.

For the Union



Cherisa Shivcharran
Union Bargaining Committee Member



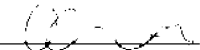
Connie Xndlovu
Union President



Amina Mohamed
Union Bargaining Committee Member

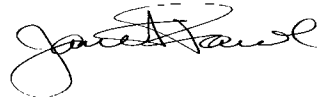


Sena Hussain
Union Bargaining Committee Member




Olivia Gemma
Union Bargaining Committee Member

For the Employer



Janet Rowe
PASAN, Executive Director



Claudia Medina
Program Manager

APPENDIX F – LETTER OF UNDERSTANDING

Re: Remote Work

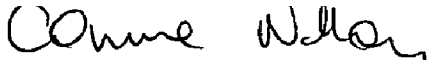
The Employer and the Union agree that employees may work remotely up to two days per month. Within 30 days of ratification of the Collective Agreement, the Employer will develop a schedule of remote workdays. The schedule will be based on operational needs. Employees who do not want to work remotely on their designated days will indicate this to their supervisor. This arrangement may be suspended or cancelled by the employer for operational reasons, with 30 days' notice, and will not be suspended or cancelled unreasonably.

AGREED to the above-noted language this ____ day of _____ month, 2023.

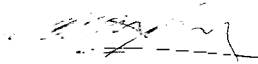
For the Union



Cherisa Shivcharran
Unit Chair/ Vice-President



Connie Xndlovu
President



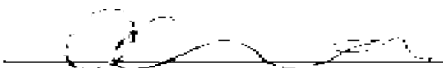
Nairra Tariq
National Staff Representative



Amina Mohamed
Union Bargaining Committee Member

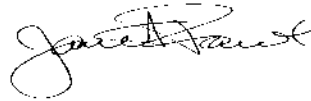


Sena Hussain
Union Bargaining Committee Member



Olivia Gemma
Union Bargaining Committee Member

For the Employer



Janet Rowe
Executive Director



Claudia Medina
Program Manager

Re: Harm Reduction Workers

The parties will meet within 90 days of the ratification of the Collective Agreement to discuss the inclusion of Harm Reduction Outreach Workers (HROWs) into the Collective Agreement as Part-Time Permanent Employees. Discussion will include establishing an appropriate wage, applicability of Collective Agreement articles to HROWs, and eligibility for vacation, benefits, sick leave, etc.

The parties agree that, during the term of the current agreement, the employment of more than three (3) HROWs does not violate the prohibition in article 2.05 against hiring more than three (3) Project Employees.

AGREED to the above-noted language this _____ day of _____ month, 2023.

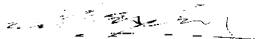
For the Union



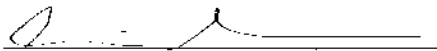
Cherisa Shivcharran
Unit Chair/ Vice-President



Connie Xndlovu
President



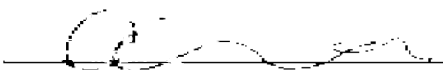
Nairra Tariq
National Staff Representative



Amina Mohamed
Union Bargaining Committee Member

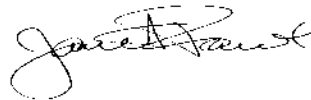


Sena Hussain
Union Bargaining Committee Member

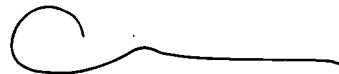


Olivia Gemma
Union Bargaining Committee Member

For the Employer



Janet Rowe
Executive Director



Claudia Medina
Program Manager