

MACAULAY CENTRES FOR CHILDREN

and

CANADIAN UNION OF PUBLIC EMPLOYEES,
and its Local 2563-01

COLLECTIVE AGREEMENT

Expiry: DECEMBER 31, 2027

Macaulay Centres for Children

TABLE OF CONTENTS

ARTICLE 1 - PREAMBLE 3
ARTICLE 2 - RECOGNITION 3
ARTICLE 3 - MANAGEMENT RIGHTS 4
ARTICLE 4 - CHECK-OFF OF UNION DUES 4
ARTICLE 5 - NO STRIKES OR LOCKOUTS 5
ARTICLE 6 - UNION REPRESENTATION 5
ARTICLE 7 - SENIORITY 7
ARTICLE 8 - JOB POSTING 8
ARTICLE 9 - LAY OFF AND RECALL 10
ARTICLE 10 - GRIEVANCE PROCEDURE 11
ARTICLE 11 - ARBITRATION 12
ARTICLE 12 - DISCHARGE CASES 12
ARTICLE 13 - LEAVE OF ABSENCE 13
ARTICLE 14 - HOURS OF WORK AND OVERTIME 14
ARTICLE 15 - PAID HOLIDAYS 16
ARTICLE 16 - VACATIONS 17
ARTICLE 17 - SICK LEAVE 17
ARTICLE 18 - BEREAVEMENT LEAVE 18
ARTICLE 19 - COURT DUTY 19
ARTICLE 20 - BENEFITS 19
ARTICLE 21 - PART-TIME EMPLOYEES 20
ARTICLE 22 - SALARIES 20
ARTICLE 23 - BULLETIN BOARDS 21
ARTICLE 24 - COPIES OF AGREEMENT 21
ARTICLE 25 - GENERAL 22
ARTICLE 26 - HEALTH & SAFETY 23
ARTICLE 27 - DURATION 23
LETTER OF UNDERSTANDING # 1 25
LETTER OF UNDERSTANDING # 2 26
LETTER OF UNDERSTANDING # 3 27
LETTER OF UNDERSTANDING # 4 28
LETTER OF UNDERSTANDING # 5 29
LETTER OF UNDERSTANDING # 6 30
LETTER OF UNDERSTANDING # 7 31
LETTER OF UNDERSTANDING # 8 32
LETTER OF UNDERSTANDING # 9 33
LETTER OF UNDERSTANDING # 10 34
2026-2027 Salary Grid Effective January 1, 2026 35

ARTICLE 1 - PREAMBLE

1.01 It is the purpose of both Parties to this Agreement

(1) To maintain and improve harmonious relations and settled conditions of employment between the Employer and the Union;
(2) To recognize the mutual value of joining discussions and negotiations in all matters pertaining to working conditions, employment, service and other matters mutually agreed to;
(3) To promote the morale, well being and security of all employees of the Union;
(4) To maintain a high standard of care for children in promoting their intellectual, physical and emotional development and;
(5) To encourage the development of accessible, affordable and quality day care.

ARTICLE 2 - RECOGNITION

2.01 (a) The Employer recognizes the Union as the exclusive bargaining agent for all matters arising out of this Agreement for all employees of the Employer in the City of Toronto, save and except assistant Supervisor, persons above the rank of assistant Supervisor, private home day care providers, persons regularly employed for less than seventeen and one-half (17 1/2) hours per week and students employed during the school vacation periods.

(b) A temporary employee is one who is employed for a specified time period to, for example, replace an employee who is ill, on leave of absence, or on pregnancy and parental leave. These employees shall be covered by all provisions of this Agreement, save and except they shall not accrue seniority nor have the right to grieve termination, nor participate in the pension plan. In the event the temporary employee is continuously employed for two
(2) years, they shall participate in the pension plan following the completion of the two years of continuous employment.

(c) An employee on a special grant other than one employed during the school vacation period shall, unless terms of the grant dictate otherwise, be covered by all the provisions of this Agreement save and except they shall not accrue seniority nor have the right to grieve termination, nor participate in the pension plan. In the event, the employee has been engaged for one (1) contract of thirty (30) months duration in length or more; they shall participate in the pension plan.

(d) A part-time employee is one regularly employed for seventeen and one half (17 ½) hours or more, but less than thirty-five (35) hours per week.

2.02 Unless otherwise provided, the word "employee" or "employees" where used herein shall mean only the employees within the bargaining unit described in Clause 2.01 above.

2.03 Where the feminine (or singular) is used herein, it shall mean and include the masculine (or plural) where the context so requires.

2.04 The Employer and the Union agree that there will be no discrimination, intimidation, interference, restriction or coercion exercised or practiced by any of their representatives or members with respect to any employee because of their membership, or non-membership in the Union. It is agreed that an employee may exercise or refrain from exercising their right to become a member of the Union or may cease to be a member of the Union.

2.05 The Union agrees that there will be no solicitation for membership, collection of dues, or other Union activities on the Employer's premises except as specifically provided for in the Agreement or with the written permission of the Employer.

ARTICLE 3 - MANAGEMENT RIGHTS

3.01 The Union acknowledges and recognizes that all matters concerning the management of the Employer's operations and the direction of the working force are fixed exclusively with the Employer and shall remain solely with the Employer except as specifically limited by an express provision of this Agreement. Without restricting the generality of the foregoing, the Union acknowledges and recognizes that it is the exclusive function of the Employer to:

(a) Maintain order, discipline and efficiency;

(b) Hire, assign, direct, classify, transfer, lay-off, recall, promote, demote, retire, discharge and suspend or otherwise discipline employees for just cause, subject to the right of an employee who has completed the probationary period to lodge a grievance as herein provided;

(c) Determine classifications, standards of performance, hours of work, work assignments, methods of doing work, and the working establishment for any service;

(d) Determine the number of personnel required, services to be performed and the methods, procedures and equipment to be used in connection therewith; and

(e) Make, enforce, and alter rules and regulations to be observed by employees.

3.02 The Employer shall exercise these rights in a manner consistent with the express provisions of this Agreement.

3.03 Work of the Bargaining Unit

Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit, except in cases of emergencies, instruction, where previously done, or as mutually agreed upon by the Parties.

ARTICLE 4 - CHECK-OFF OF UNION DUES

4.01 Check Off Payments

The Employer shall deduct from every employee any dues levied by the Union on its members.

The Union shall inform the Employer in writing of the authorized monthly deductions to be checked off as defined above.

4.02 Deductions

Deductions shall be made from each payroll of each month and shall be forwarded to the National Secretary-Treasurer of the Union not later than the fifteenth (15th) day following the end of the month for which the deduction was made, accompanied by a list of the names of employees from whose wages the deductions have been made. A copy of this list will be forwarded to the Secretary-Treasurer of the Local.

4.03 Dues Receipts

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

4.04 The Employer shall inform all prospective employees of the contractual relationship between the Employer and the Union.

4.05 The Employer shall notify a representative of the Union of new employees eligible for interview and the Union representative or their designate shall be given the opportunity of interviewing each new employee prior to the completion of their probationary period at a time agreed upon with the Employer for the purpose of ascertaining whether the employee wishes to become a Union member. The interview shall not exceed fifteen (15) minutes.

ARTICLE 5 - NO STRIKES OR LOCKOUTS

5.01 The Parties agree that there will be no strike or lockout as defined in S.1 (1) of the Labour Relations Act R.S.O. 1980, c.228 as amended.

ARTICLE 6 - UNION REPRESENTATION

6.01 The Employer acknowledges the right of the Union to appoint or elect from amongst the employees covered by this Agreement who have completed the probationary period one (1) steward from each of the Employer's locations plus an alternate to act in the absence of the regular steward for the purpose of assisting employees in the processing of any grievance which properly arises under the provisions of this Agreement.

6.02 It is understood and agreed that the steward has their regular work to perform on behalf of the Employer. However, should they be required to assist an employee in presenting a grievance during regular working hours, they shall not leave their work without first obtaining the permission of their Supervisor. Such permission shall not be unreasonably withheld. When resuming their regular duties they shall again report to their Supervisor.

6.03 Labour/Management Committee

(a) A Labour/Management Committee shall be established consisting of three (3) representatives of the Union and three (3) representatives of the Employer. The Committee

shall enjoy the full support of both Parties in the interest of improved service to the public and the well being of the children and the Agency.

(b) The purpose of the Labour/Management Committee shall be in general terms, to:

(i) Examine and consider means by which Agency services can be improved and expanded;

(ii) Examine means by which the safety and cleanliness of the Agency facility can be improved;

(iii) Constructively examine means of improving programming at the Agency.

(iv) Constructively examine means of improving employee/Employer relations.

(v) Review suggestions from employees with regard to working conditions, seniority (but not grievances concerned with seniority) and the Race Relations and Equity Policy.

(c) The Labour/Management Committee shall be advisory and consultative only. The Labour/Management Committee shall not be utilized to discuss employee, Employer or union policy grievances under the Collective Agreement or wages or other matters set out in the Collective Agreement.

(d) The Committee shall meet quarterly unless requested to meet more often at a mutually agreeable time and place. Its members shall receive a notice and an agenda (which shall include employee workload) of the meeting at least 48 hours in advance of the meeting. Such meeting shall last no longer than one and one-half (1 1/2) hours.

(e) An Employer and a Union representative shall be designated as joint chairpersons and shall alternate in presiding over meetings.

Minutes of each meeting of the Committee shall be prepared and signed by the joint chairpersons as promptly as possible after the close of the meeting. The Union, the CUPE representative and the Employer shall each receive two (2) signed copies of the minutes within fifteen (15) working days following the meeting.

(f) The Committee shall not supersede 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 decision 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.

6.04 Grievance Committee

The Employer agrees to recognize a grievance committee consisting of the Local Union Vice-President (employed by the Employer) and the Steward at the location where the grievor works to attend meetings convened in accordance with the grievance procedure. An aggrieved employee and the Grievance Committee shall be compensated by the Employer to the extent of their regular pay for reasonable time lost during regular working hours in processing a

grievance, up to arbitration. The Staff Representative and/or the Local's President may accompany the Committee at meetings with the Employer.

6.05 Negotiation Committee

A Bargaining Committee shall be elected or appointed and consist of not more than three (3) members and a possible alternate if one of the three (3) is not available and the Unit President. It is agreed that not more than one (1) employee on the Committee shall be from the same location with the exception of the Main Office. The Union will advise the Employer of the Union members of the Committee. Employees on the Negotiating Committee shall be compensated by the Employer to the extent of their regular pay for time lost during regular working hours due to attending negotiations up to conciliation.

6.06 Representative of the Canadian Union of Public Employees

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such representative(s) shall have access to the Employer's premises at a mutually convenient time with prior arrangement with the Employer in order to investigate and assist in the settlement of a grievance.

6.07 The Union shall notify the Employer of the names of the Stewards and the names of the members of the negotiating committee in writing and further agrees to promptly advise the Employer in writing of any change in the same. The Employer shall not be obligated to recognize the Stewards or the negotiating committee prior to the receipt of said names. The Employer shall provide the Union with a written list of Supervisors and agrees to promptly advise the Union in writing of any change in the same.

6.08 All correspondence from the Employer to the Union arising out of this Agreement or incidental thereto shall be forwarded to the Local Union Vice-President (employed by the Employer) or designate in their absence. The Union shall inform the Employer in writing of the names and addresses of the Union Executive and of any changes as they occur.

ARTICLE 7 - SENIORITY

7.01 In this Agreement seniority shall mean the length of continuous full-time service in the employ of the Employer computed from the date of last hiring by the Employer.

7.02 An employee will be considered on probation and will not be subject to the seniority provisions of this Agreement, nor shall their name be placed on the seniority list until they have completed one hundred and twenty (120) days worked for the Employer. Days worked need not be consecutive for the purpose of probation, provided the days worked were within the preceding 12 month period and within the same job classification. The discipline, discharge or lay-off of a probationary employee shall not be subject of a grievance. After satisfactory completion of the probationary period, seniority shall be effective from the original date of employment within the preceding 12 month period. After sixty (60) days worked, the Employer shall review the work performance of the employee and submit the evaluation to the employee.

7.03 (a) The Employer shall maintain a seniority list showing the names and classifications of

employees who have completed the probationary period and the effective seniority date for each employee. An up to date seniority list shall be sent to the Union and posted at each location in January and June of each year.

(b) The Employer shall inform the Union monthly of any employee hires, terminations or quits or is on leave of absence of one (1) month or more.

7.04 An employee shall lose all seniority and their employment with the Employer will be terminated if they:

(a) Voluntarily quits the employ of the Employer;

(b) Is discharged and is not reinstated;

(c) Is absent for more than twenty-four (24) months;

(d) Fails to report for work within five (5) working days of receipt of a notice of recall by registered mail to their last address on record with the Employer.

(e) Is absent for three (3) consecutive working days without notifying the Employer, unless a reason satisfactory to the Employer is provided;

(f) Utilizes a leave of absence for a purpose other than that for which it was granted;

(g) Fails to return to work upon the termination of an authorized leave of absence, unless a reason satisfactory to the Employer is provided; or

(h) Retires or is retired.

7.05 It shall be the duty of the employees to keep the Employer informed of their current address. Should an employee fail to do so, the Employer shall not be responsible for the failure of any notices, which may be required under the terms of this Agreement to reach the employee.

7.06 Seniority shall be retained but not accumulated when an employee is absent from work under the following circumstances:

(a) When absent due to lay off for a period not longer than eighteen (18) months;
(b) Personal leave of absence.

ARTICLE 8 - JOB POSTING

8.01 (a) The Employer agrees to post notices on employer's letterhead of all permanent and/or contract job vacancies within the bargaining unit and notices of new permanent and/or contract positions established within the bargaining unit for a period of five (5) working days on its online job opportunities portal and by email. Contract job vacancies are temporary vacancies that are expected by management to exceed eight (8) weeks. Positions will be advertised within one (1) week unless such positions will not be filled within four (4) weeks of the vacancy arising in which case the Employer shall notify the Union and employees in

writing and shall provide the reason(s) for such decision.

(b) To be considered, employees, other than special grant employees and temporary employees, shall make written application within the five (5) day posting period to the Executive Director or designate. If an employee has been successfully awarded a job vacancy under this Article 8 within the previous six (6) months, they will only be considered after completing the probationary period or six (6) months in the position, whichever period is greater.

(c) Special grant employees and temporary employees may apply to a job posting in the last thirty (30) days of their contract or if the contract is for one (1) year or longer, at any time after the first ten (10) months of the contract. The employee must complete the remainder of the contract, unless the employer waives that requirement. The Employer will consult with the Union prior to such waiver. The final decision regarding any such waiver shall remain with the employer.

(d) The position(s) posted shall be filled as soon as practicable following the selection of a successful candidate.

8.02 The Employer will select from the applicants according to Clause 8.04 hereof. If no applications are received from employees by 9:00 a.m. of the working day next following the posting period, or if none of the applicants has the required skill, ability, experience and qualifications, the Employer may fill the job from other sources.

8.03 The Employer shall have the right to fill the vacancy or new position on a temporary basis until the posting procedure has been complied with and the arrangements have been made to permit the successful applicant to be assigned to the job concerned. The Employer shall endeavour to fill the vacancy or new position on a permanent basis as soon as reasonably possible.

8.04 Both parties recognize that job opportunity should increase in proportion to length of employment with the Employer. Therefore if, in the opinion of the Employer, the skill, ability, experience and qualifications of the applicants are equal, seniority shall be the deciding factor. Internal applicants who are not successful will, upon written request, be provided with written feedback and advice for direction. Such feedback shall not be subject to the grievance and arbitration procedure and no grievance may be filed with respect to such feedback.

8.05 For the purposes of job posting under this Article, seniority shall prevail on a bargaining unit wide basis.

8.06 The posting shall contain the following information: nature of position, qualifications, required knowledge, education, skills and salary rate or range. Such qualifications shall be those deemed necessary by the Employer to perform the job function.

8.07 Outside advertisement for any vacancy may be placed at any time deemed necessary by the employer. Notwithstanding, the applications of employees shall be fully processed and qualified internal candidates shall be considered prior to external applicants.

8.08 Trial Period

The successful applicant, if any, shall be notified within three (3) weeks following the end of the posting period. They shall be placed on trial for a period of sixty (60) days worked. Conditional on

satisfactory service, the employee shall be declared permanent after the period of sixty (60) days worked. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the employee is unable to perform the duties of the new classification, they shall be returned to their former position, wage and salary rate, without loss of seniority. Any other employee temporarily promoted or transferred because of the re-arrangement of positions shall also be returned to their former position, wage or salary rate without loss of seniority. The return of such employee to their former position shall not be made the subject of a grievance.

8.09 Job Posting Process

(a) All postings referenced in this article will be provided to the Union via email at least one (1) day prior to the posting date.

(b) On the morning of the posting date all postings will be posted on its online job opportunities portal and provided to current Employee's Macaulay email address.

(c) Macaulay shall maintain a copy of all postings as a historical record.

8.10 If the employer deems it necessary to permanently transfer or reassign an employee to a different location or job classification, this shall not be done in an arbitrary or discriminatory way. Prior to the Employer's finalizing such a transfer or reassignment decision, the affected employees and their Union Representative will be briefed, and the reasons for the transfer or reassignment will be explained. The Employer will consider any suggestions or preferences, or training needs expressed by the employees. Employees will be given two (2) weeks of notice of a transfer or a reassignment.

ARTICLE 9 - LAY OFF AND RECALL

9.01 In the event that a reduction in the work force is required, the Employer shall lay-off employees in the reverse order of seniority provided that, in the opinion of the Employer, the skill, ability, experience and qualifications of the employees concerned are equal. The Employer agrees that in the event of a lay off, employees shall be given twenty-one (21) calendar days notice of lay-off.

9.02 When recalling employees after a lay-off, those last to be laid off will be the first to be recalled, provided that, in the opinion of the Employer, the employee to be recalled has the skill, ability, experience and qualifications to do the work to which they are assigned.

9.03 For the purposes of lay off and recall under this Article seniority shall prevail only within the classification involved.

9.04 New employees shall not be hired until those laid off have been given an opportunity of recall.

9.05 In the event of a reduction in the workforce as per Article 9.01, the Labour/Management Committee will meet, pursuant to Article 6.03, as soon as practical, at a mutually agreeable time and place, to discuss same.

9.06 Further to Article 7.06(a), employees shall be placed on a recall list for a period of eighteen (18) months commencing from the date of lay-off.

9.07 Grievances concerning Article 9 shall be initiated at Step 2 of the Grievance Procedure.

ARTICLE 10 - GRIEVANCE PROCEDURE

10.01 Definition of Grievance - Complaint Stage

A grievance shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of the Collective Agreement.

It is the mutual desire of the Parties to this Agreement that a complaint of an employee shall be resolved as promptly as possible. It is understood that an employee has no grievance until they have first discussed their complaint with their immediate Supervisor. Failing settlement, any complaint or grievance arising under this Agreement relating to the interpretation, application or alleged violation of the Agreement shall be processed and dealt with in accordance with the terms and provisions set forth in this Article.

10.02 STEP ONE

The Union shall submit a written grievance signed by the grievor on a form approved by the Employer to their immediate Supervisor within ten (10) working days after the circumstances giving rise to the grievance having occurred or originated. The nature of the grievance, the remedy sought, and the sections of the Agreement which are alleged to have been violated shall be set out in the grievance on the prescribed form. Any grievance not submitted within the time limits provided herein shall be deemed to have been settled. The immediate Supervisor shall deliver their decision in writing within five (5) working days following the day on which the grievance was presented to her. Failing settlement, then

STEP TWO

Within five (5) working days following the decision under Step 1, the Union shall submit the written grievance to the Executive Director or their designate. The Executive Director or their designate will meet the grievance committee. A representative of the Union will attend this meeting. The Employer shall have such counsel and assistance as it may desire at any meeting with the grievance committee. A decision in writing will be rendered within five (5) working days from the date on which the grievance meeting was convened. In the event the decision of the Executive Director is not satisfactory to the Union, the Union may refer the matter to Arbitration in accordance with the provisions of this Agreement. If no written request for Arbitration is received within five (5) working days from the date of the decision under this Step, the grievance shall be deemed to be settled.

10.03 Policy Grievance
A policy Grievance shall be defined as a dispute involving a question of general application or interpretation of an article(s) of the Collective Agreement, which arises directly between the Employer and the Union. It shall be submitted directly at Step 2 subject to the time limits set out in Article 10. The provisions of this section may not be used with respect to a grievance directly affecting individual employees or a group of employees.

10.04 For the purposes of this Agreement, the words "working days" shall not include Saturdays, Sundays or paid holidays.

10.05 Where a number of employees have a grievance arising out of the same set of circumstances and each employee would be entitled to grieve separately, they may present a group grievance and such written grievance shall be originated under Step 2 above and the time limits set out with respect to that Step shall appropriately apply.

ARTICLE 11 - ARBITRATION

11.01 Failing settlement under the foregoing grievance procedure of any grievance between the Parties arising from the interpretation, application or alleged violation of this Agreement, including any question as to whether the grievance is arbitrable, the grievance may be submitted to Arbitration as set forth below.

11.02 When either party requests that a grievance be submitted to Arbitration, as herein before provided, it shall make such request in writing addressed to the other party.

11.03 No matter shall be dealt with at Arbitration, which has not been properly carried through all the previous steps of the grievance procedure.

11.04 No person may be appointed as an Arbitrator who has been involved in any attempt to negotiate or settle the grievance.

11.05 The Arbitrator shall not have jurisdiction to amend or add to any of the provisions of this Agreement, or to substitute any new provisions in lieu thereof, nor to give any decision inconsistent with the terms and provisions of this Agreement.

11.06 The written decision of the Arbitrator shall be final and binding upon the Employer, the Union and the employees.

11.07 Each of the Parties will jointly bear the fees and expenses of the Arbitrator.

11.08 All time limits referred to in the Grievance Procedure and Arbitration Procedure shall be construed, as mandatory and failure to comply with any time limit shall be deemed an abandonment of the grievance or denial of the grievance as the case may be. Notwithstanding the foregoing, the Parties may agree to waive or extend any of the time limits established in this grievance procedure. However, the Parties shall acknowledge any such Agreement in writing.

ARTICLE 12 - DISCHARGE CASES

12.01 A claim by an employee who has completed their probationary period that they have been unjustly discharged shall be treated as a special grievance if a written statement of such grievance is lodged at Step 2 in Clause 10.02 of the Grievance Procedure within ten (10) working days after the date of such discharge, and the time limits set out with respect to that Step shall appropriately apply.

12.02 Such special grievance may be settled under the grievance and arbitration procedures by:

Confirming the Employer's action in discharging the employee;

Reinstating the employee with or without compensation and seniority for the time lost; or

By any other arrangement which is just in the opinion of the Parties or Board of Arbitration if appointed.

12.03 (a) When the record of an employee is clear of any discipline for a period of sixteen (16) months, any prior record of discipline shall not be referred to in consideration of subsequent disciplinary matters.

(b) Section 12.03(a) is not applicable to any discipline for failure to maintain a high standard of care for children and/or failure to promote a child's intellectual, physical and/or emotional development which would undermine the well-being of the child.

ARTICLE 13 - LEAVE OF ABSENCE

13.01 Personal Leave

(a) The Employer may, in its discretion, grant a leave of absence without pay to employees for legitimate personal reasons, including educational leave to improve their qualifications or to pursue a higher degree beneficial to their work for the Employer. In the case of education leave, an employee may apply for a maximum of two (2) years.

(b) Requests for leave under this Article shall be made in writing to the Executive Director at least one (1) month prior to the requested date of departure. The request shall state the reason for the leave, the date of departure, and the date of return. In cases of emergency, where requests cannot be made at least one (1) month prior to the requested date of departure, requests shall be made to the Executive Director or their designate as soon as possible.

(c) An employee on an approved personal leave of absence who wishes to return to work at an earlier date than was requested shall provide in writing 21 calendar days' notice.

13.02 Union Leave

(a) Short Term

The Employer shall grant leave of absence without pay for up to four (4) employees to attend Union conventions or seminars of up to twenty (21) Calendar days in total for all employees per calendar year, provided that twenty-one (21) Calendar days' notice is given to the Employer and such leave of absence does not unduly interfere with the operations of the Employer. Not more than two (2) employees from the Eglinton office and one (1) employee from each childcare center may receive leave hereunder at any one (1) time.

(b) Long Term

An employee elected or selected for a full-time position with the Union shall be granted a leave of absence for the time requested up to a maximum request of twenty-four (24) months. During such leave of absence seniority shall continue for the first twelve (12) months and shall be

preserved but shall cease to accumulate thereafter. Notification to the Executive Director of such leave of absence shall be given in writing at least four (4) weeks in advance. This leave shall be renewed one further time, based on the above conditions, on request.

Upon receipt of a written notice to the Executive Director at least four (4) weeks in advance, the employee will be returned to her former classification subject to their seniority being greater than the most junior employee therein. In the event the returning employee does not have sufficient seniority or the former classification no longer exists, such employee shall be placed in a comparable classification at the prevailing salary of the comparable classification, subject to her seniority being greater than the most junior employee therein.

13.03 While on union leave of absence, the employee shall continue to receive from the employer their regular salary and benefits as provided in this agreement. The union shall reimburse the employer within sixty days of receiving an invoice.

13.04 (a) Pregnancy/parental leave shall be granted as a right to employees in accordance with the Employment Standards Act.

(b) An extension of pregnancy and parental leave, if requested, may be granted at the discretion of the Executive Director to an employee who qualifies under the Employment Standard Act but the period of pregnancy and parental leave including any extension shall not exceed twenty-four (24) months. An extension of pregnancy and parental leave shall be governed by Article 13.01.

13.05 Eligible employees shall be entitled to the following leaves of absence without pay but without loss of seniority or benefits:

REASON	LENGTH
1. Moving own residence	One (1) working day per year
2. Serious fire, flood or other domestic emergency at employee's principal	Up to two (2) working days per/ year residence
3. Citizenship hearing	One (1) working day
4. Writing of exams to upgrade qualifications, pertinent to present employment:	
a) Course not approved by Employer	One (1) work day per year
b) Course approved by Employer	Time off to write exam and reasonable travel time (with pay)

ARTICLE 14 - HOURS OF WORK AND OVERTIME

14.01 It is understood and agreed that the provisions of this Article shall not be construed as a guarantee of or a limitation upon working schedules, the hours of work to be done per day or

per week or the days of work per week.

14.02 The regular working days for employees shall be Monday to Friday inclusive. The regular work week for employees shall be thirty-five (35) hours.

14.03 Employees shall receive a one (1) hour unpaid lunch break every working day.

14.04 Employees shall be given a paid rest period of fifteen (15) minutes in the first and second half of their daily shift. If mutually agreed between the Parties, the two (2) rest periods may be combined. It is expressly understood that a rest period or periods not taken during a shift cannot be reclaimed.

14.05 If an employee is authorized in advance by their Supervisor to work and does work in excess of their regular hours as set out in 14.02 and up to and including forty-four (44) hours in any week, they shall be entitled, at the discretion of the Employer, to EITHER:

(a) Lieu time off equivalent to the employee's regular straight time hourly rate of pay for time so worked, such time to be taken within four (4) months of the time so worked and at a time mutually agreed to with the Employer; OR

(b) Payment at the employee's regular straight time hourly, rate of pay for time so worked.

14.06 If an employee is authorized in advance by their Supervisor to work and does work in excess of forty-four (44) hours in any week, they shall be entitled, at the discretion of the Employer, to EITHER:

(a) Lieu time off equivalent to one and a half (1 1/2) times the employee's regular straight time hourly rate of pay for time so worked, such time to be taken within four (4) months of the time so worked and at a time mutually agreed to with the Employer; OR

(b) Payment of overtime premium at the rate of one and a half ($1\ ^{1}/2$) times. the employee's regular straight time hourly rate of pay for time so worked.

14.07 Employees recognize the need for overtime and agree to co-operate with the Employer in the performance of such. The Employer undertakes to keep overtime to a minimum.

14.08 Employees recognize that lieu time is the preferred method of compensation for overtime.

14.09 It is understood that there will be no duplication of premiums or pyramiding under this Agreement.

14.10 Employees shall be provided with a minimum of two (2) weeks' notice of a permanent change to their shift or a permanent change to their room assignments. Prior to the Employer's finalizing such a room change, the affected employees and their Union Representative will be briefed, and the reasons for the room change will be explained. The Employer will consider any suggestions or preferences, or training needs expressed by the employees.

ARTICLE 15 - PAID HOLIDAYS

15.01 For the purposes of this Agreement, the following days will be recognized as paid holidays:

New Year's Day	Family Day	Good Friday	
Victoria Day	Canada Day	Civic Holiday (Aug)	Labour Day
Thanksgiving Day	Christmas Day	Boxing Day	

Three (3) Float Holidays to be taken at a time mutually agreed upon by the employee and the Employer. If there is no Agreement, the Employer's decision shall govern.

15.02 Employees may be granted, if arranged in advance with the Employer, time off without pay for observance of additional religious holidays. The employee may instead charge the time to vacation or overtime earned.

15.03 Where any of the paid holidays falls on a Saturday or Sunday and is not proclaimed by the government to be observed on an alternate day, another day may be designated by the Employer as the paid holiday and shall be deemed to be the paid holiday.

15.04 The Employer agrees to pay an employee, as holiday pay, a sum equivalent to his regular straight time hourly rate for the number of hours in the normal work day for each of the foregoing paid holidays, provided that the employee has earned wages on at least twelve (12) days during the four (4) work weeks immediately preceding the day of the paid holiday, and works their full scheduled day of work immediately preceding and immediately following the paid holiday, unless absent due to illness or injury verified by a medical doctor's certificate or excused in writing from doing so by the Employer.

15.05 An employee who is required to work on a paid holiday will be paid for authorized work performed on such day at the rate of one and one-half (1 '/2) times their regular straight time hourly rate of pay for all hours worked. In addition, and provided that they qualifiy under 15.04, the employee shall receive holiday pay for the paid holiday, or, with the Agreement of the employee, the Employer may substitute another working day for the paid holiday. The day so substituted shall not be later than the next annual vacation of the employee and shall be deemed to be the paid holiday.

15.06 Where a paid holiday falls on an employee's scheduled day off or within the employee's vacation period and provided that the employee qualifies under Clause 15.04, the Employer shall pay the employee their regular straight time hourly rate for the paid holiday or, with the Agreement of the employee, may substitute another working day for the paid holiday. The day so substituted shall not be later than the next annual vacation of the employee and shall be deemed to be the paid holiday.

15.07 When an employee is scheduled to work on a paid holiday and does not work, they shall not be paid for the holiday unless excused in writing by their Supervisor.

ARTICLE 16 - VACATIONS

16.01 For the purpose of calculating vacation and eligibility for vacation, the vacation year shall be the calendar year.

16.02 An employee in the active employ of the Employer shall be entitled to vacation with pay based on their length of continuous service as of December 31st of the vacation year (the determination date) as follows:

1 - 12 years	20 days (credit of 1.67 days/month)
13 - 15 years	25 days (credit of 2.08 days/month)
Over 15 years	30 days (credit of 2.50 days/month)

All staff shall be entitled to twenty-five (25) working days paid vacation per year upon completion of twelve (12) years of service and thirty (30) working days vacation upon completion of fifteen (15) years of service.

16.03 An employee who has less than one (1) year's service on the determination date will be entitled to take their earned vacation credits as vacation with pay.

16.04 Vacation time must be taken within one (1) year following the determination date and cannot be accumulated and taken in any subsequent vacation year, unless authorized in advance by the Executive Director in writing.

16.05 An employee who leaves the employ of the Employer for any reason and gives the Employer two weeks' written notice of such shall be entitled to receive any unpaid vacation pay which is accrued to their date of separation.

16.06 Employees shall provide the Employer four (4) months' notice of their preferred vacation period. The Employer will provide a response to the vacation request at least three (3) months before the requested vacation period. The Employer will make every reasonable effort to grant chosen vacations. It is recognized that the final decision concerning scheduling of vacations resides with the Employer. Should more than one (1) employee desire the same vacation time, such vacation time shall be granted according to seniority.

16.07 Vacation Pay

An employee may, upon giving at least five (5) working days' notice, receive on the last office day preceding commencement of their annual vacation, any pay cheques which may fall due during the period of vacation.

ARTICLE 17 - SICK LEAVE

17.01 It is understood and agreed that pay for sick leave is for the sole purpose of protecting the employee from loss of regular income when they are ill and unable to work.

17.02 An employee is entitled to sick leave on the basis of one and one-half ($1^1/2$) days per month of active employment to a total of up to eighteen (18) days per year.

17.03 Earned sick leave credits may be used when illness renders the employee unable to work. Sick leave credits used shall be deducted from total sick leave credits accumulated.

17.04 Sick leave earned but not used may be carried forward but the maximum paid sick leave in any year of employment is sixty (60) working days.

17.05 Sick leave credits will expire on termination of employment or retirement.

17.06 An employee, upon returning to work from sick leave of five (5) or more working days, is required to present proof of the employee's illness and inability to work in the form of a medical certificate acceptable to the Employer. A medical certificate may be requested by the Employer for an absence of less than five (5) days. When a medical certificate is requested by the Employer, the Employer shall cover the cost up to fifty dollars ($50.00).

17.07 An employee absent under this Article must notify the Employer on the first day of absence before the time they would normally report for duty. Failure to give adequate notice may result in loss of sick leave pay. If an employee is in a position that needs to be replaced/covered, once the employee has spoken directly to their supervisor or alternate supervisor the employee is not responsible for finding replacement coverage. The Employer shall maintain an up to date contact list.

17.08 An employee shall not be entitled to sick leave for illness or accident compensable by the Workers' Compensation Board.

17.09 Where no one other than the employee can provide for the needs of their immediate family due to the illness of a member of their family, an employee may be entitled, after requesting leave before they would normally report to work, to use sick leave days. For the purpose of this Article, "immediate family" is defined as child, wife, husband, common-law spouse and parents. The Executive Director or their designate may, in their discretion, allow an employee to use sick leave credits under this provision for other relatives residing in the employee's household.

ARTICLE 18 - BEREAVEMENT LEAVE

18.01 In the event of the death of a member of an employee's immediate family, the employee shall notify the Employer and the Employer shall grant such employee a paid leave of absence not exceeding five (5) working days.

18.02 For the purpose of this Article "immediate family" shall mean parent, spouse, child, stepchildren, sibling, step-parent, parent-in-law, spouse of a child, grandchild, grandparent and common-law spouse.

18.03 Pay for bereavement leave is limited to the scheduled working days actually missed by an Employee. An Employee shall not be entitled to receive payment under this Article for any scheduled day off or for any day for which they are receiving sick leave pay, disability benefits, or Workplace Safety and Insurance Board benefits.

18.04 In the event of a death of a member of an employee's family not included in Article 18.02, including a relative of the employee who is dependent on the employee for care or assistance,

the employee shall notify the Employer and the Employer shall grant such employee a paid leave of absence not exceeding one (1) working day.

ARTICLE 19 - COURT DUTY

19.01 (a) An employee who has completed their probationary period and who is called and reports for jury duty shall be compensated by the Employer for the difference between what they receive as compensation for, jury duty and their regular straight time hourly rate for the number of hours in the normal work day for each day of jury duty performed on a scheduled day of work.

(b) Witness Duty - An employee required to serve as a court witness in any matter arising out of their employment shall be compensated by the Employer for the difference between what they receives as compensation for serving as a witness and their regular straight-time hourly rate for the number of hours in the normal work day for each day or part thereof they are required to serve as a witness on a scheduled day of work.

19.02 To be entitled to pay under this Article an employee shall, upon receipt of notification of jury or witness duty, notify the Employer as to the time they are to commence their service as juror or witness and provide the Employer with sufficient proof of service and the amount of jury or witness pay received.

19.03 The employee shall report to work during regularly scheduled hours that they are not required to attend at court.

ARTICLE 20 - BENEFITS

20.01 The following benefits are available to employees in the active employ of the Employer. Without restricting the generality of the foregoing, employees on any leave of absence or lay-off exceeding thirty (30) calendar days shall be disentitled to benefits as of their last paid day. In the case of an employee who is on an unpaid sick leave because they are ill and unable to work, coverage for extended health and dental benefits will continue for an additional eighty-five (85) calendar days from the last paid day.

20.02 If the Employer changes dental plan carriers, the Union will be advised as soon as practicable, and the employee will not be required to pay the deductible more than once in any calendar year.

20.03 Upon completion of six (6) months' service, all employees, subject to Article 2.01(b) and (c), are required to participate in the Pension Plan.

The Employer and each employee agree to each contribute to the Pension Plan three point seven five percent (3.75%) of the employee's salary.

20.04 The Employer agrees to provide a Life Insurance Plan to employees on completion of three (3) months of service to provide for:

(i) benefits of two (2) times an employee's annual salary to a maximum of $100,000, subject to

the eligibility requirement of the Plan; and

(ii) LTD benefits of 66 2/3 of an employee's monthly salary to a maximum of $2,000 per month, subject to the eligibility requirements of the Plan.

The Employer agrees to continue its existing contributions under the present Extended Health Plan.

20.05 During any personal leave of absence without pay, an employee may elect to have their benefits continued without interruption for the duration of the leave, provided the employee pays the complete benefit premiums to the Employer by the first day of the month in which the premiums are due, subject to the terms and conditions of the plan.

ARTICLE 21 - PART-TIME EMPLOYEES

21.01 The terms and conditions of this Agreement shall apply to part-time employees, save and except as modified by this Article in the following matter:

(a) Seniority shall accumulate on the basis of actual time worked with seven (7) hours worked being the equivalent of one (1) day's work. For the purposes of Article 7, a new part-time employee shall serve a probationary period of eight hundred and forty (840) hours worked.

(b) Vacation credits earned by a part-time employee shall be pro-rated according to the full-time entitlement in clause 16.02.

(c) As of ratification by both parties of this Collective Agreement, expiry date December 31, 2019, sick leave credits earned by part-time employees shall be pro-rated according to the full-time entitlement in Article 17.02.

(d) Salaries for part-time employees are as set out in Appendix "A" to this Agreement. For the purposes of wage progression, one thousand eight hundred and twenty (1,820) hours worked in a particular job classification is the equivalent of one (1) year.

ARTICLE 22 - SALARIES

22.01 Salaries are set out in Schedule "A".

Schedule "A": Amend Salary and Grant Grid as follows:

(i) Effective January 1, 2026 an across - the- board four percent (4%) increase to Salary.

The Employer will pay retroactivity regarding Article 22.01 (i), within sixty days (60) of ratification to employees based on their actual regular hours worked.

(ii) Effective January 1, 2027 an across - the- board three percent (3%) increase to Salary.

22.02 Employees shall be entitled, effective the first pay period following their anniversary date of

employment, to receive an annual increment to the next step of their salary range provided that the employee has worked at least three (3) months of the twelve (12) months prior to their service anniversary date. If the employee does not work the required three (3) months, they shall be required to complete twelve (12) months of active service prior to receiving their next increment. Increases shall be paid when funds are received from City of Toronto.

22.03 The Employer shall pay salaries on the 15th and last day of each month in accordance with the "Salary" column of Schedule "A" attached hereto and forming part of this Agreement. On each payday the employee shall be provided with an itemized statement of their salary and other supplementary pay (excluding Direct Operating Grants and Wage Enhancement Grants) and deductions.

22.04 It is understood and agreed that the “Direct Operating Grants" and " Wage Enhancement Grants" set out in Schedule "A" are not guaranteed and are strictly subject to the Employer being in receipt of wage subsidy monies sufficient to pay the employees the amounts set out therein.

22.05 Each newly hired employee will be referred to Schedule A - Salary Grid (The Macaulay Centres for Children - Salary Grid) of the Collective Agreement and will be advised, in writing, of the frequency of the payments therein.

22.06 Should a new position be established by the Employer within the Bargaining Unit during the term of the Collective Agreement, the Employer will notify the Union in writing of the new position and wage rate. The Union may request a meeting with the Employer within thirty (30) days of such notice to discuss the new position and wage rate. The final decision regarding the new position and wage rate shall be made by the Employer.

ARTICLE 23 - BULLETIN BOARDS

23.01 The Employer shall provide a bulletin board at each location, which shall be placed so that all employees will have access to them and upon which the Union shall have the right to post, notices of meetings and such other notices as may be of interest to the employees. Notices must be approved by the Executive Director or their designate prior to posting.

23.02 The Union shall not engage in other Union activities on the Employer's premises except as specifically provided in the Collective Agreement or with the written permission of the Employer.

ARTICLE 24 - COPIES OF AGREEMENT

24.01 Employees shall be provided with a copy of the current Agreement.

24.02 The cost of providing copies of the Agreement shall be shared equally between the Employer and the Union.

ARTICLE 25 - GENERAL

25.01 An employee shall have the right to have their union steward or, in the alternative, one member of the Local Union Executive (President, Vice-President, or Secretary-Treasurer) or if none of the above persons are readily available, any other one member of the bargaining unit present when discipline is imposed. In which case the Employer will attempt to link in by telephone, to the meeting a steward or a member of the Local Executive.

25.02 A mileage allowance of seventy cents ($0.70) per kilometre shall be paid to employees, in accordance with past Employer practice.

Whenever an employee is required to use the public transportation system in the course of their duties, such employee shall be reimbursed for public transit fare.

Accurate records must be kept and submitted monthly to the Program Supervisor.

25.03 An employee and their steward shall have the right, in the presence of their Executive Director or their designate, to have access to and review their personnel file and shall have the right to respond in writing to any document contained therein and such reply shall become part of the permanent record. All requested reviews shall take place outside of working hours at a time mutually convenient to both Parties.

25.04 No Discrimination

The Employer agrees to abide by the Ontario Human Rights Code.

25.05 (a) An employee temporarily assigned to a position carrying a higher rate of pay shall be paid at the level of the salary grid of the new position, which represents a salary increase.

(b) An employee promoted or reclassified to a higher paying position shall use the date of such promotion or reclassification as their new anniversary date for purposes of increments.

25.06 Pay on Transfer - Lower Rated Job

When an employee is temporarily assigned to a position paying a lower rate, their rate shall not be reduced.

25.07 Letter of Reference
On termination of employment for any reason, the Employer shall provide a letter of reference on request confirming employment details.

25.08 If an employee from the kitchen staff is ill and unable to report to work, they must notify their Supervisor by 7:00 a.m. If this has been done, the Agency will attempt to locate a replacement for the ill employee by 8:30 a.m. In any event, the ill employee shall be replaced on the second day of their absence.

25.09 Where it is necessary for a home child care consultant to purchase lunch for herself in order to interview a parent at lunch time, and the home child care consultant has received prior approval they will be reimbursed for the cost of their own lunch to a maximum of ten dollars ($10.00) upon presentation of a proper receipt.

25.10 The Parties acknowledge that mentoring of placement students is an important component of the job and as such further acknowledge that there may be administrative tasks that are required of those supervising such field placements. Such administrative tasks are to be completed during their regular working hours. The Employer will make reasonable efforts to provide staff with time to complete such administrative tasks during their regular working hours that is outside of the direct supervision of any children in their care, subject to operational needs. Articles 14.05 and/or 14.06 will apply should additional time be required to complete such tasks.

ARTICLE 26 - HEALTH & SAFETY

26.01 Under the *Occupational Health and Safety Act*, the Employer must provide a joint health and safety committee to deal with employee health and safety issues.

Pursuant to the *Occupational Health and Safety Act*, the joint health and safety committee will deal with employee health and safety issues and will function under terms of reference, which may be revised from time to time as required.

26.02 The Employer agrees to pay the cost of certification and training for members of the Joint Health and Safety Committee.

26.03 The Employer shall comply with its obligations under the *Occupational Health and Safety Act,* as amended from time to time, including with respect to work refusals without reprisals.

ARTICLE 27 - DURATION

27.01 This Agreement shall continue in effect until December 31, 2025, and shall continue automatically for periods of one (1) year thereafter unless either party notifies the other in writing during the period of ninety (90) days prior to the expiration date that it desires to amend or terminate this Collective Agreement.

27.02 If pursuant to such negotiations an Agreement is not reached on the renewal or amendment of this Collective Agreement or the making of a new Agreement, prior to the current expiration date, this Collective Agreement shall continue in full force and effect in accordance with the operation of the laws of the Province of Ontario.

SIGNING:

IN WITNESS WHEREOF each of the Parties has caused this Agreement to be signed by its duly authorized officers or representatives this 24 day of S e p t e m b e r , 2026.

Macaulay Centres for Children

Andrea Makowiecka
Andrea Makowiecka (2026-09-29 16:00:55 EDT)

Andrea Makowiecka

Joanna Mazurek
Joanna Mazurek (2026-09-29 16:23:40 EDT)

Joanna Mazurek

Canadian Union of Public Employees and its Local 2563

Heather Murray (2026-09-24 11:07:51 EDT)

Heather Murray

Jennifer Dantas
Jennifer Dantas (2026-09-24 21:13:21 EDT)

Jennifer Dantas

Helen Guimaraes (2026-10-05 19:20:39 EDT)
Helen Guimaraes

LETTER OF UNDERSTANDING # 1
Temporary and Special Grant Employees

Notwithstanding Article 2.01(b) and (c) of the Collective Agreement, the Employer agrees to recognize years of service of a temporary employee or a special grant employee for purposes of job posting pursuant to Article 8.04.

If such employee successfully bids into a permanent position with the Employer, their seniority shall be established from the first day of their most recent date of hire.

The successful applicant shall be placed on trial for a period of sixty (60) days worked with a further trial period of sixty (60) days worked available at the unilateral request of the Employer or the employee.

In the event that the successful applicant proves unsatisfactory during the trial period, they shall either:

(a) return to their former temporary or special grant position if vacant and available in which case their name shall be removed from the seniority list; or

(b) they shall be placed on the layoff list and hold seniority for recall purposes and job posting purposes only. Seniority held while on layoff shall be subject to Article 7.04(c).

Macaulay Centres for Children	**Canadian Union of Public Employees and its Local 2563**
Andrea Makowiecka Andrea Makowiecka (2026-09-29 16:00:55 EDT)	Heather Murray (2026-09-24 11:07:51 EDT)
Andrea Makowiecka	Heather Murray
Joanna Mazurek Joanna Mazurek (2026-09-29 16:23:40 EDT)	Jennifer Dantas (2026-09-24 21:13:21 EDT)
Joanna Mazurek	Jennifer Dantas
	Helen Guimaraes (2026-10-05 19:26:39 EDT)
	Helen Guimaraes

RENEWED DATE: June 11, 2026

LETTER OF UNDERSTANDING # 2

This Letter of Understanding will confirm, with respect to Article 7.01, that an employee will carry their full and complete seniority with them when same employee moves between classifications.

Macaulay Centres for Children

Andrea Makowiecka
Andrea Makowiecka (2026-09-29 16:00:55 EDT)

Andrea Makowiecka

Joanna Mazurek
Joanna Mazurek (2026-09-29 16:23:40 EDT)

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Heather Murray

Jennifer Dantas (2026-09-24 21:19:21 EDT)

Jennifer Dantas

Helen Guimaraes (2026-10-05 19:20:39 EDT)

Helen Guimaraes

RENEWED DATE: June 11, 2026

LETTER OF UNDERSTANDING # 3
Job Sharing

- Each job sharing arrangement that is approved by the Employer will replace one full-time bargaining unit position. The position will continue to be considered as one full-time position.
- The request for job sharing will be made by two current bargaining unit employees who have completed their probationary periods. In the case of a contract worker, they must have completed a minimum of 20 days of work for the Employer. This request will relate to one particular bargaining unit position. The Supervisor of the position in question must be in Agreement with the job-sharing request.
- Seniority and Service will be prorated for all purposes during the job sharing period.
- Individual salary rates for job sharing employees will be determined in accordance with the Collective Agreement and established agency practice.
- All benefits, including all seniority and service related benefits and all non-seniority and nonservice related benefits, will be prorated during the job sharing period.

Macaulay Centres for Children

Andrea Makowiecka
Andrea Makowiecka (2026-09-29 16:00:55 EDT)

Andrea Makowiecka

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Jennifer Dantas

Helen Guimaraes (2026-10-05 19:20:39 EDT)

Helen Guimaraes

RENEWED DATE: June 11, 2026

LETTER OF UNDERSTANDING # 4
Layoffs

The three classifications of teacher are Trained Teacher, Untrained Teacher and Assistant Teacher.

Notwithstanding Article 9.03, in the event of a layoff of a teacher, in any of the above four classifications, the laid off teacher may bump the teacher with the least overall seniority, regardless of the teaching classification, provided the bump is to a teaching classification with a lower rate of pay.

Macaulay Centres for Children

Andrea Makowiecka
Andrea Makowiecka (2026-09-29 16:00:55 EDT)

Andrea Makowiecka

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Jennifer Dantas

Helen Guimaraes (2026-10-05 19:20:39 EDT)

Helen Guimaraes

RENEWED DATE: June 11, 2026

LETTER OF UNDERSTANDING # 5

This will confirm the understanding reached at negotiations with regard to the Early Years Centres. Notwithstanding Article 14.02, the regular working days for employees working at the Early Years Centres shall be Monday to Sunday, inclusive. The regular work week for employees at the Early Years Centres shall be thirty-five (35) hours.

Macaulay Centres for Children

Andrea Makowiecka
Andrea Makowiecka (2026-09-29 16:00:55 EDT)

Andrea Makowiecka

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Jennifer Dantas

Helen Guimaraes (2026-10-05 19:20:39 EDT)
Helen Guimaraes

RENEWED DATE: June 11, 2026

LETTER OF UNDERSTANDING # 6

This is to confirm the understanding reached by Macaulay Child Development Centre and CUPE Local 2563 at the meeting on May 21, 2015, regarding the Provincial Wage Enhancement Grant (PWEG). Both parties agree that this grant will be distributed once received by the Centre and:

- Only to eligible individuals in eligible positions, as defined by the Province of Ontario
- Based on the guidelines and rules set by the Province of Ontario and the City of Toronto

This grant is for eligible persons and is not to be considered part of "Schedule A" salaries of the Collective Agreement.

Macaulay Centres for Children

Andrea Makowiecka
Andrea Makowiecka (2026-09-29 16:00:55 EDT)

Andrea Makowiecka

Joanna Mazurek
Joanna Mazurek (2026-09-29 16:23:40 EDT)

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Jennifer Dantas (2026-09-24 21:13:21 EDT)

Jennifer Dantas

Helen Guimaraes (2026-10-05 19:20:39 EDT)
Helen Guimaraes

RENEWED DATE: June 11, 2026

LETTER OF UNDERSTANDING # 7
Article 6.01

This Letter of Understanding will confirm, with respect to Article 6.01, the Employer's locations are presently as follows: Regent Street, Eglinton Avenue West, Humberwood, Dufferin Street, Jane Street/Mountview, Dovercourt, Keelesdale, Warren Park, St. John/H.J. Alexander/Pelmo, St. André,/St. Jude/Valleyfield, FH Miller/St. Nicholas of Bari, Marlee/St. Thomas, Stanley/St. Jane Francis, George Syme, St. Paul, The Well, Broadway and Tippet. Once a location has five or more employees covered by the Collective Agreement, the Union will appoint or elect one (1) steward for that location, in accordance with Article 6.01. The Union may appoint or elect a steward for each location in accordance with Article 6.01.

Macaulay Centres for Children	**Canadian Union of Public Employees and its Local 2563**
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Joanna Mazurek Joanna Mazurek (2026-09-29 16:23:40 EDT) Joanna Mazurek	Jennifer Dantas Jennifer Dantas (2026-09-24 21:13:21 EDT) Jennifer Dantas
	Helen Guimaraes Helen Guimaraes (2026-10-05 19:20:39 EDT) Helen Guimaraes

RENEWED DATE: June 11, 2026

LETTER OF UNDERSTANDING # 8

Review of Program Issues

The parties will meet to discuss a review of employee concerns regarding programming by no later than November 30, 2023.

Macaulay Centres for Children	**Canadian Union of Public Employees and its Local 2563**
Andrea Makowiecka Andrea Makowiecka (2026-09-29 16:00:55 EDT) Andrea Makowiecka	Heather Murray (2026-09-24 11:07:51 EDT) Heather Murray
Joanna Mazurek Joanna Mazurek (2026-09-29 16:23:49 EDT) Joanna Mazurek	Jennifer Dantas (2026-09-24 21:13:21 EDT) Jennifer Dantas
	Helen Guimaraes (2026-10-05 19:20:39 EDT) Helen Guimaraes

RENEWED DATE: June 11, 2026

LETTER OF UNDERSTANDING # 9

Pensions

Whereas the Union has asked the Employer to consider a transition to a defined benefit pension plan:

Whereas the Employer is open to considering alternative pension plans, including a transition to a target benefit pension plan or defined benefit pension plan and has identified a need for more information about various pension plan options, transition considerations, and employer financial risk;

Therefore, the Parties agree:

a) Within thirty (30) days of ratification, the Parties will establish a labour-management committee to review pension plans, including target benefit and defined benefit pension plans and other considerations relevant to a transition to a new plan;
b) Within six (6) months of ratification, the committee will invite representatives from various pension plans to deliver information sessions about their respective pension plan including;
    - The features of the pension plan;
    - Contribution structure, benefits and projected outcomes;
    - Limitations and identified concerns including options for treatment of past service benefits; and;
    - Other relevant considerations.
c) Within nine (9) months of ratification, the committee wil convene at least one (1) dedicated joint session to:
    - Review and compare the alternative plans presented;
    - Identify concerns with the alternative plan options;
    - Assess advantages, disadvantages, risks and sustainability of each option; and
    - Consider plan design elements, employer/employee contributions, governance, financial risks, transition impacts and other relevant considerations.
d) The parties may agree to obtain actuarial or expert advice to support this analysis.
e) The Parties agree to engage in good faith review of all the pension plans presented to the committee.
f) Following the initial twelve (12) month period, the Parties commit to continued good faith discussions with the objective of:
    - Finalizing a pension transition agreement;
    - Establishing timelines for implementation within the following twelve (12) months, subject to regulatory and plan sponsor approvals; and
    - Providing regular updates to employees regarding progress.

Macaulay Centres for Children

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Andrea Makowiecka (2026-09-29 16:00:55 EDT)

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Jennifer Dantas (2026-09-24 21:13:21 EDT)

Jennifer Dantas

Helen Guimaraes (2026-10-05 19:20:39 EDT)

Helen Guimaraes

RENEWED DATE: June 11, 2026

LETTER OF UNDERSTANDING # 10

Healthcare Spending Account

Within ninety (90) days of ratification, A Healthcare Spending Account (HSA) for eligible employees will be implemented, subject to the conditions set out in this letter.

An employee is eligible for the HSA if they are an active employee and have completed three (3) months of continuous serviced with the Employer.

The total annual amount allotted for each eligible employee will be $150. New eligible employees will receive a pro-rated amount based on their date of eligibility. Eligible expenses may be submitted for the eligible employee or their eligible dependents however the total family maximum is limited to the allotted yearly amount of $150.

The HSA account would reimburse employees for CRA eligible expenses incurred above benefit plan entitlements and may not be used to substitute for existing plan coverage.

The HSA will be subject to the Income Tax Act (Canada) and relevant CRA rules and requirements, including its definition regarding eligible expenses.

If an employee does not use their HSA amount in respect of a calendar year, the unused balance will be forfeited and will not carry over to the next calendar year.

The HSA will be administered by the HSA plan provider in accordance with the terms and conditions of their plan. No grievance shall arise with respect to the administration of the HSA.

Macaulay Centres for Children

Andrea Makowiecka
Andrea Makowiecka (2026-09-29 16:00:35 EDT)

Andrea Makowiecka

Joanna Mazurek
Joanna Mazurek (2026-09-29 16:23:40 EDT)

Joanna Mazurek

Canadian Union of Public Employees and its Local 2563

Heather Murray (2026-09-24 11:07:51 EDT)

Heather Murray

Jennifer Dantas
Jennifer Dantas (2026-09-24 21:13:21 EDT)

Jennifer Dantas

Helen Guimaraes (2026-10-05 19:20:39 EDT)

Helen Guimaraes

RENEWED DATE: June 11, 2026

MACAULAY CENTRES FOR CHILDREN
2026-2027 Salary Grid Effective January 1, 2026

	Level	2025 Total Gross Salaries	2026 (2025 + 4%) Total Gross Salaries	2027 (2026 + 3%) Total Gross Salaries
Teacher (Assistant)	1	$46,308	$48,160	$49,605
	2	$47,263	$49,154	$50,628
Teacher (Untrained)	1	$39,711	$41,299	$42,538
	2	$40,990	$42,630	$43,908
Teacher (Trained)	1	$51,574	$53,637	$55,246
	2	$52,992	$55,112	$56,765
	3	$54,601	$56,785	$58,489
	4	$56,099	$58,343	$60,093
School Age Educator (effective July 1, 2024)	1	$51,574	$53,637	$55,246
	2	$52,992	$55,112	$56,765
	3	$54,601	$56,785	$58,489
	4	$56,099	$58,343	$60,093
Resource Teacher	1	$52,978	$55,097	$56,750
	2	$54,117	$56,282	$57,970
	3	$55,806	$58,038	$59,779
	4	$57,418	$59,715	$61,506
Cook	1	$46,580	$48,443	$49,896
Dietary Aid	1	$42,391	$44,087	$45,409
	2	$44,567	$46,350	$47,740
Caretaker	1	$40,382	$41,997	$43,257
Home Child Care / Provider Education Consultant	1	$55,195	$57,403	$59,125
	2	$57,206	$59,494	$61,279
	3	$59,234	$61,603	$63,451
	4	$61,267	$63,718	$65,629
Child Development Consultant / Day Care Consultant / Community Consultant / Resource Consultant	1	$56,432	$58,689	$60,450
	2	$58,034	$60,355	$62,166
	3	$59,689	$62,077	$63,939
	4	$61,390	$63,846	$65,761
Child Development Consultant / Coordinator	1	$57,274	$59,565	$61,352
	2	$59,428	$61,805	$63,659
	3	$61,650	$64,116	$66,039
	4	$63,943	$66,501	$68,496
	5	$66,079	$68,722	$70,784
Family Support Worker	1	$57,662	$59,968	$61,768
	2	$59,275	$61,646	$63,495
	3	$60,945	$63,383	$65,284
	4	$62,660	$65,166	$67,121

MACAULAY CENTRES FOR CHILDREN
2026-2027 Salary Grid Effective January 1, 2026

Social Worker	1	$60,057	$62,459	$64,333
	2	$62,318	$64,811	$66,755
	3	$64,666	$67,253	$69,270
	4	$67,119	$69,804	$71,898
Home Child Care Consultant (Trained)	1	$54,106	$56,270	$57,958
	2	$56,227	$58,476	$60,230
	3	$58,350	$60,684	$62,505
	4	$60,460	$62,878	$64,765
Community / Parent Program Worker (PWW)	1	$58,787	$61,138	$62,973
	2	$60,401	$62,817	$64,702
	3	$62,074	$64,557	$66,494
	4	$63,792	$66,344	$68,334
Parent Education & Support Worker (community parent)	1	$49,716	$51,705	$53,256
Program Development Worker (SYF, Skills for Success)	1	$57,836	$60,149	$61,954
	2	$59,450	$61,828	$63,683
Family Literacy Coordinator / Parent Education / Project Coordinator / Early Lit Specialist	1	$64,274	$66,845	$68,850
	2	$66,664	$69,331	$71,410
	3	$69,150	$71,916	$74,073
Early Learning Family Educator (formerly Program Worker)	1	$49,497	$51,477	$53,021
	2	$50,901	$52,937	$54,525
	3	$52,303	$54,395	$56,027
Outreach Worker	1	$50,543	$52,565	$54,142
Volunteer Coordinator	1	$53,552	$55,694	$57,365
	2	$55,139	$57,345	$59,065
	3	$56,776	$59,047	$60,818
	4	$58,455	$60,793	$62,617
PSL - ECE	1	$56,597	$58,861	$60,627
	2	$58,200	$60,528	$62,344
	3	$59,856	$62,250	$64,118
	4	$61,563	$64,026	$65,946
PSL - CDA	1	$65,411	$68,027	$70,068
	2	$67,317	$70,010	$72,110
	3	$69,984	$72,783	$74,967
	4	$72,654	$75,560	$77,827
Speech and Language Consultant	1	$85,279	$88,690	$91,351
	2	$87,409	$90,905	$93,633
	3	$89,596	$93,180	$95,975
	4	$91,836	$95,509	$98,375
	5	$94,138	$97,904	$100,841
	6	$96,498	$100,358	$103,369
	7	$98,920	$102,877	$105,963
	8	$101,406	$105,462	$108,626

MACAULAY CENTRES FOR CHILDREN
2026-2027 Salary Grid Effective January 1, 2026

SLP - Clerk	1	$50,493	$52,513	$54,088
	2	$52,150	$54,236	$55,863
	3	$53,874	$56,029	$57,710
	4	$56,281	$58,532	$60,288
	5	$58,686	$61,033	$62,864
General Accountant/ Accounting Analyst	1	$57,274	$59,565	$61,352
	2	$59,429	$61,806	$63,660
	3	$61,650	$64,116	$66,039
	4	$63,943	$66,501	$68,496
	5	$66,081	$68,724	$70,786
Junior Accountant	1	$46,939	$48,817	$50,281
	2	$48,932	$50,889	$52,416
	3	$50,975	$53,014	$54,604
	4	$53,086	$55,209	$56,866
	5	$55,255	$57,465	$59,189
Bookkeeper	1	$44,898	$46,694	$48,095
	2	$46,890	$48,766	$50,229
	3	$48,933	$50,890	$52,417
	4	$51,043	$53,085	$54,677
	5	$53,212	$55,340	$57,001
Accounting Clerk	1	$41,392	$43,048	$44,339
	2	$43,282	$45,013	$46,364
	3	$45,224	$47,033	$48,444
	4	$47,224	$49,113	$50,586
	5	$49,287	$51,258	$52,796
Receptionist - Typist	1	$41,392	$43,048	$44,339
	2	$43,282	$45,013	$46,364
	3	$45,224	$47,033	$48,444
	4	$47,224	$49,113	$50,586
	5	$49,287	$51,258	$52,796
Receptionist	1	$36,844	$38,318	$39,467
	2	$38,551	$40,093	$41,296
	3	$40,305	$41,917	$43,175
	4	$42,109	$43,793	$45,107
	5	$43,967	$45,726	$47,097

Provincial Wage Enhancement Grant for eligible positions is not included in this Salary Grid.

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