COUNTY OF RENFREW

COLLECTIVE AGREEMENT

Between
The Corporation of the County of Renfrew
Concerning its operation of Bonnechere Manor

and

The Canadian Union of Public Employees
and its Local 1508

CUPE | Canadian Union of Public Employees

January 1, 2026 – December 31, 2027

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Where any provisions of this Agreement or any practice thereunder is at any time contrary to law, this Agreement is not to be deemed to be abrogated, but is to be deemed to be amended so as to make the provisions of this Agreement conform to law.

ARTICLE 1 - PREAMBLE

1.01 The general purpose of this Collective Agreement is to establish mutually satisfactory employment relations between the Employer and the Union covered by this Agreement. It provides the means for prompt settlement of grievances and for final settlement of disputes, which may relate to salaries, hours of work and other conditions of employment.

1.02 This Collective Working Agreement applies to full-time, part-time and relief Employees within classifications under the scope of the Agreement. In some instances a clause that applies to a full-time Employee will not apply to a part-time or relief Employee and vice versa. Throughout this Agreement, clauses that apply specifically to full-time, part-time or relief Employees are noted as "F/T", "P/T" or "R". Those clauses that are not specifically designated as full-time, part-time or relief will apply to all.

ARTICLE 2 – MANAGEMENT RIGHTS

2.01 The Union recognizes that the Employer has all regular and customary rights of management except insofar as such rights are modified or limited by this Agreement. The question of whether one of these rights is modified or limited by this Agreement may be decided through the grievance and arbitration procedure.

2.02 The Union agrees that the regular and customary rights of Management generally include the right:

(a) to maintain order, discipline and efficiency and to establish, revise from time to time and enforce rules, regulations and policies that are not inconsistent with the Collective Agreement, to be observed by the Employees (such rules shall be posted by the Employer on the bulletin board of each department and a copy sent to the Union).

(b) to hire, discharge, direct, transfer, classify, promote, demote, suspend or discipline its Employees, and increase or decrease the working force.

2.03 A claim by the Union that the Employer has exercised its management rights in violation of the Collective Agreement may be the subject of a grievance under this Agreement.

ARTICLE 3 - RECOGNITION

3.01 The Employer recognizes the Canadian Union of Public Employees and its Local 1508, as the sole and exclusive bargaining agent for all Employees at Bonnechere Manor in the County of Renfrew, save and except professional medical staff, technical personnel, Administrative Assistants as determined at the time of certification, supervisors, persons above the rank of supervisor and persons for whom any trade union held bargaining rights.

3.02 Employees whose jobs are not in the Bargaining Unit shall not work on any jobs which are included in the Bargaining Unit, except for the purposes of instruction, experimentation or in emergencies, or when Bargaining Unit Employees are not available, and further provided that the performing of the aforementioned operations, in itself, does not cause the lay-off of any Employee in the Bargaining Unit.

3.03 No Other Agreement

No Employee shall be required or permitted to make a written and/or verbal agreement with the Employer or the Employer's representative, which conflicts with the terms of this Collective Agreement.

3.04 Definition of Employee

(F/T)

(a) A full-time Employee shall be defined as an Employee who works forty (40) hours per week on an ongoing basis.

(P/T)

(b) A part-time Employee shall be defined as an Employee who is regularly scheduled for fifty-six (56) hours or less in a pay period and who works in accordance with a schedule pre-determined by management, and who is subject to call-in for relief, or for replacement of an Employee absent from work due to an approved leave of absence.

(R)

(c) Relief Employees may be hired by the Employer. The Employer reserves the right to pre-schedule hours during the peak period of May 1st to September 30th and December 15th to January 15th.

Relief staff shall only be called in after the part-time availability is exhausted.

ARTICLE 4 – NO DISCRIMINATION

4.01 The Employer and the Union, its servants and agents, agree that there shall be no discrimination, harassment, interference, restriction or coercion exercised or practiced with respect to any Employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, lay-off, discipline, discharge, or otherwise by any reason prohibited by the Human Rights Code and its regulations.

Every person has a right to equal treatment in the workplace. Every person who is an Employee has a right to freedom from harassment and/or discrimination in the workplace by the Employer or the agent of the Employer or by another Employee.

All grievances filed under harassment and/or discrimination shall follow the procedure of the Collective Agreement.

4.02 The Employer and the Union agree that there shall be no discrimination, interference, restriction or coercion exercised or practised with respect to any Employee by reason of membership or activity in the Union.

ARTICLE 5 – UNION DUES

5.01 All Employees of the Bargaining Unit, as a condition of continued employment, shall become and remain members in good standing of the Union according to the Constitution and by-laws of the Union. All new Employees shall, as a condition of continued employment, become and remain members in good standing in the Union within thirty (30) days of employment.

ARTICLE 6 – CHECK-OFF UNION DUES

6.01 Check-off Payments

The Employer shall deduct from every Employee any monthly dues and/or levies in accordance with the Union constitution and/or by-laws and owing by them to the Union.

6.02 (a) Deductions shall be made from each pay and shall be forwarded to the National Secretary-Treasurer of the Union, 1375 St. Laurent Blvd., Ottawa, Ontario K1G 0Z7, as well as the Treasurer of the Local, not later than the next payroll period, accompanied by two (2) copies of a list of names and wages of Employees from whose wages the deductions have been made.

(b) The Employer shall provide each Employee with a statement of income and deductions for income tax purposes (T4 Supplementary), which shall include the deductions for union dues.

ARTICLE 7 – THE EMPLOYER AND THE UNION SHALL ACQUAINT NEW EMPLOYEES

7.01 New Employees

The Employer agrees to acquaint new Employees with the fact that a Union Agreement is in effect, and with the conditions of employment set out in the Articles dealing with Union Security and Dues Check-off.

7.02 Induction of New Employees

(a) Within the first five shifts, the Employee's immediate supervisor shall introduce the new Employee to their union steward or representative who shall be allotted thirty (30) minutes to acquaint the new Employee with the Collective Agreement.

(b) During the induction period referred to in 7.02 (a), the new Employee will be expected to sign their Union Membership Card.

7.03 Copies of Agreement

The Union and the Employer desire all Employees to be familiar with the provisions of the Agreement and their rights and obligations under it. For this reason, it is agreed that a sufficient number of copies will be printed to allow each Employee who elects to have a printed copy of the agreement as well as each Management Representative to have their own copy. The two parties shall mutually agree on the selection of the printer and format of the document prior to printing. The cost of printing the Agreement shall be shared equally between the Employer and the Union. The Employer shall make the agreement available electronically to the members of the bargaining unit.

ARTICLE 8 - CORRESPONDENCE

8.01 All correspondence between the parties, arising out of this Agreement or incidental thereto, shall pass electronically to and from the Administrator of the Home and County Human Resources and the President of the Union or their designate, and the CUPE National Representative.

ARTICLE 9 – LABOUR/MANAGEMENT RELATIONS

9.01 Representation

The Union shall notify the Employer in writing of the names of the Union's officers, stewards and committee members who are chosen in accordance with this Agreement and they shall thereupon be recognized by the Employer as the representatives of the Union. Similarly, the Employer will supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business. The Union shall have the right to appoint or elect up to a total of 6 stewards.

9.02 Bargaining Committee

(a) A Union Bargaining Committee shall be appointed and consist of not more than five (5) members of the Union. The Union will advise the Employer of the Union nominees to the Committee. (An alternate shall be permitted to replace an absent Bargaining Committee Member).

(b) An Employer Bargaining Committee shall be appointed and consist of not more than five (5) representatives of the Employer. The Employer will advise the Union of the Employer nominees to the Committee.

9.03 Labour/Management Committee

To discuss matters of mutual interest with the objective of improved labour/management relations. The Committee shall not have jurisdiction over any other Committee nor shall it have any authority to amend any provision of the Collective Agreement. A Labour/Management Committee consisting of not more than three (3) members of the Union and three (3) management representatives shall be recognized. The Union Committee shall consist of representatives from different departments of the Home, if possible. The parties shall advise each other of its representatives on the Committee. (An alternate shall be permitted to replace an absent Labour/Management Committee Member). The Home Administrator or their

designate and the Union President or their designate shall jointly share the duties of Chairperson. Preparation and distribution of the minutes shall be the responsibility of the Chairperson or their designate. Minutes shall be distributed within two (2) weeks, of the meeting. The Committee shall meet at six (6) week intervals if there is an approved agenda. Employees shall be paid the regular scheduled time lost for time spent in Committee meetings.

9.04 Representatives of 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 meeting with the Employer. If access is required to other than meeting rooms, the prior approval of the Employer must be obtained.

9.05 Employer/Union Meetings

(a) In the event that either party wishes to call a meeting of Labour/Management Committee, or any other face to face meeting with the Employer, the meeting shall be held at a place fixed by mutual agreement as soon as reasonably possible. Upon request being made, both parties shall state the names of the members who will attend. When possible, seven (7) calendar days notice shall be given.

(b) In the event that either party wishes to call a meeting not specifically concerning the Labour/Management Committee, Collective Bargaining Committee or the grievance procedures, the agenda, time of meeting and participants shall be mutually agreed upon. Attendance at such meetings shall be without loss of pay, benefits and seniority.

9.06 Time Off For Committee Meetings

Any representative of the Collective Bargaining Committee or Labour/Management Committee shall have the right to attend Collective Bargaining meetings or Labour/Management meetings held with management within working hours. Such leave shall be without loss of pay and or benefits and or seniority up to and including arbitration concerning renewal of this agreement.

9.07 Cancelled Meetings

If a meeting is cancelled by the Union, less than three (3) full days prior to the day of the scheduled meeting, the Union shall assume responsibility for lost time pay on behalf of any Union Member, unless in the opinion of the Department Head, rescheduling is possible.

If a meeting is cancelled by the Employer less than three (3) full days prior to the day of the scheduled meeting, the Employer agrees to reschedule Employees who would normally have worked that day, otherwise such Employees shall be compensated for lost time at their regular rate of pay including benefits and seniority. Employees shall be rescheduled if a meeting is cancelled prior to three (3) days before the scheduled meeting. Scheduled changes as a result of meeting cancellation shall not be subject to the provisions of Clause 16.02.

ARTICLE 10 – GRIEVANCE PROCEDURE

10.01 Definition of a Grievance

A grievance shall be considered as a difference between the parties in the interpretation, application or administration or alleged violation of this Agreement. Nothing within the grievance definition or procedure shall prevent an Employee from discussing their concern or complaint with their Supervisor or Department Head.

10.02 Settling of Grievances

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

Complaint Stage

It is agreed that an Employee has no grievance until they have first given their immediate Supervisor an opportunity to adjust their complaint within fourteen (14) calendar days of its occurrence or when they ought to have become aware of it. The Employee may request to meet with their Supervisor and is permitted to have a co-worker from their department present at the meeting. Prior approval is required to attend the meeting. The Employee has the option of making a written submission as an alternative to the meeting. The Employer will provide a written response to the complaint and if no satisfactory answer is received within ten (10) calendar days from the time it was first discussed with the Employee's immediate Supervisor, the Employee may proceed to Step 1 of the grievance procedure.

Step 1

Failing satisfactory settlement at the complaint stage the Union may present the grievance to the appropriate supervisor within ten (10) calendar days following the decision at the complaint stage. The grievance shall be in writing on a mutually approved form and shall include the nature of the grievance, the redress sought and

the section or sections of the agreement that are alleged to have been violated. The Supervisor shall deliver their decision in writing within ten (10) calendar days following the presentation of the grievance to them.

Step 2

Failing satisfactory settlement at Step 1, the Union may present the grievance to the Administrator, or designate, in writing within ten (10) calendar days following receipt of the decision at Step 1. A meeting will be held within ten (10) calendar days from receipt of the grievance between the Administrator, or designate, and the Union. The decision of the Administrator, or designate, shall be delivered in writing within ten (10) calendar days of the meeting.

Step 3

Failing satisfactory settlement at Step 2, either party may refer the grievance to arbitration within thirty (30) calendar days following receipt of the decision at Step 2.

10.03 Policy Grievance

The Union may file a grievance alleging violation, misinterpretation or non-application of any provision of this Agreement within fourteen (14) calendar days from the date they have been made aware of any new or revised policies being issued. Such a grievance will be submitted at Step Two (2) of the grievance procedure by the President of the Local or their designate.

10.04 Attendance at Grievance Hearings

(a) A maximum of three (3) Union representatives deemed to be the Grievance Committee, plus the grievor, will be granted leave to attend hearings at any level of the grievance procedure. Such leave shall be without loss of pay and/or benefits and/or seniority.

(b) Where a group grievance is presented, attendance at the grievance hearing will be limited to one grievor.

10.05 The Union acknowledges that Union Officers and Stewards have regular duties to perform on behalf of the Employer and that they will not leave their regular duties without obtaining permission from their immediate supervisor who will be advised of the general type of Union business to be performed during the requested absence. Such permission shall be granted by the Supervisor as soon as reasonably possible. Any Union Officer or Steward who is privileged by this Agreement to take up Union business in a department other than their own will also report to the Supervisor in charge of that department at the time. When resuming their regular duties after engaging in

duties on behalf of the Union, a Union Officer or Steward will report to their Supervisor immediately upon their return. The Employer reserves the right to limit the Union Officer or Steward's absence from work.

10.06 Facilities for Grievances

The Employer shall provide the necessary facilities for the grievance meetings provided for in Clause 10.02 above.

10.07 Failure to Act Within Time Limits

If the Griever or the Union fails to process a grievance to the next step in the grievance procedure within the time limits specified, they shall not be deemed to have prejudiced their position on any future grievance.

10.08 Joint Request for Grievance Mediation

The Union and the Employer may agree to participate in joint mediation, which shall be without precedent and prejudice to either party. The parties agree the mediator shall be non-compellable in any proceedings, litigation or hearings that may be subsequent to these mediation efforts. The parties recognize and accept these proceedings are voluntary and can be concluded at any time. The cost for these proceedings and the mediator shall be shared by the union and the Employer. Failing satisfactory settlement of the grievance at mediation, either party may refer the grievance to arbitration (expedited or regular) within thirty (30) calendar days after mediation.

ARTICLE 11 - ARBITRATION

11.01 Composition of Board of Arbitration

When a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, either of the parties may, after exhausting the Grievance Procedure established by this Agreement, notify the other party in writing of its desire to submit the difference or allegation to arbitration. The grievance may be referred to arbitration through the expedited process, S.46 of the *Labour Relations Act*. Alternatively, the grievance may be referred to a board of arbitration and such notice shall contain the name of the party's appointee to an Arbitration Board. The recipient of the notice shall within seven (7) calendar days inform the other party of the name of its appointee to the arbitration

board. The two (2) appointees so appointed, shall, within fourteen (14) calendar days of the appointment of the second of them appoint a third person who shall be the Chairperson. If the recipient of the notice fails to appoint an arbitrator, or if the two appointees fail to agree upon Chairperson within the time limits, the appointment shall be made by the Minister of Labour for Ontario upon the request of either party.

The Arbitration Board shall hear and determine the difference or allegation and shall issue a decision and the decision is final and binding and enforceable upon the parties and upon any Employee affected by it. The decision of the majority is the decision of the Arbitration Board, but if there is no majority the decision of the Chairperson governs.

11.02 The Arbitration Board shall not have the power to change this Agreement or to alter or modify any of its provisions. However, the Board shall have the power to dispose of a discharge or discipline grievance by any arrangement, which it deems just and equitable.

11.03 Expenses of the Board

Each of the parties to this Agreement will pay the fees and disbursements of its appointee to the Arbitration Board and will share equally the fees and disbursements of the Chairperson.

11.04 Disagreement on Decision

Should the parties disagree as to the meaning of the Board's decision, either party may apply to the Chairperson of the Board of Arbitration to reconvene the Board to clarify the decision, which they shall attempt to do within seven (7) calendar days.

11.05 The time limits fixed in both the grievance and arbitration procedures may only be extended by mutual written consent of both parties to this Agreement. Should any grievance not be submitted within the time limits specified, it shall be considered to have been abandoned.

11.06 Witnesses

At any stage of the grievance or arbitration procedure, the parties may have the assistance of the Employee(s) concerned as witnesses and any other witnesses. All reasonable agreements will be made to permit the conferring parties or the Arbitrator(s) to have access to the Employer's premises to view any working condition which may be relevant to the settlement of the grievance.

11.07 Attendance at an Arbitration Hearing

Leave to attend an arbitration hearing shall be granted without loss of pay, benefits and seniority to the grievor, Union representatives and witnesses called by the Union. However, the Union shall reimburse the Employer for the actual costs of pay and benefits during the period of absence. The Union shall notify the Employer of the names of Employees and hours to be reimbursed. It is understood that such leave shall not be deducted from the leave of absence for Union functions under Article 22.02.

11.08 Single Arbitrator

The Employer and the Union agree that by mutual written agreement of the parties, a Sole Arbitrator may be substituted for a Board of Arbitration. The appointment and jurisdiction of the Arbitrator shall conform to the provisions of the Article. Each party shall pay one-half (1/2) of the fees and expenses of the Arbitrator and any costs of the place of hearing of such arbitration if and when the necessity arises.

ARTICLE 12 – DISCIPLINE AND DISCHARGE

12.01 Procedures

An Employee may be disciplined or discharged for just cause and upon the authority of the Employer.

When the Employer deems it necessary to discipline or discharge an Employee, the Employee shall be advised of their right to have a representative of the Union present. This shall include notification at the time of suspension with pay.

The discipline or discharge shall be discussed in private so as to protect the dignity of the Employee. The Union shall be advised in writing by the Employer of the action taken at the time of the discipline.

12.02 Unjust Suspension or Discharge

(a) An Employee considered by the Union to be wrongfully or unjustly discharged or suspended shall be entitled to a hearing under Article 10 - Grievance Procedure, within ten (10) calendar days after such discharge or suspension. Steps 1 of the Grievance Procedure shall be omitted in such cases.

(b) An Employee who is found to have been unjustly suspended or discharged shall be immediately reinstated in their former position without loss of seniority. They shall be compensated for all time lost in the amount equal to their normal earnings or by any other compensation arrangement which is just and equitable in the opinion of the parties or in the opinion of a Board of Arbitration, if the matter is referred to such a Board.

12.03 The record of an Employee, as it applies to this article, shall not be used against them at any time after twelve (12) months following a suspension or disciplinary action, including letters of reprimand.

The record of an Employee, as it applies to this Article, shall not be used against them at any time after twenty-four (24) months for issues related to resident care, and shall be removed from the Employee's file if no further similar incidents occur. These reports will not be discarded.

In the event of a leave of absence greater than thirty (30) days, the timelines above will be extended by the length of the leave.

12.04 Access to Personnel File

An Employee shall have access to their personnel file subject to the following:

- three business days notice or such shorter period as can be accommodated by the personnel office and not more than once per year or during grievance procedure. During the grievance procedure the Employee can request that a union representative assist them with their file.

- the appointment shall be made for a time outside of the Employee's and union representative's shift; and,

- copies of above mentioned may be taken, if not previously received by Employee, at the Employee's expense consistent with County of Renfrew By-laws, as may be amended and including clerical staff time to photocopy if the quantity is excessive.

12.05 Employer Investigations

(a) (i) When the Employer is conducting a workplace investigation, the Employee(s) who are the primary subject of any investigation will be

entitled to have Union representation during the investigation. Witnesses or individuals who are not the primary subject of the investigation may request Union Representation to meet with the Employer.

(ii) For clarity, a primary subject is the party who the complaint is about. In situations where there is no complaint, the primary subject is the individual who is the central figure in the investigation.

(b) The member being investigated shall have the choice of their Executive member to represent them in the investigation meeting, however, if said representative is not readily available, another Executive member may be asked to participate by the Employee.

(c) All parties would be expected to follow the Employer's protocols for conducting the investigation.

(d) Due to the mandatory requirements of the Ministry of Health, where no Union Executive member is readily available, another CUPE member may participate. Any member of CUPE that sits in on an Employer investigation will be required to ensure that anything learned during the investigation remain confidential to the Union Executive.

ARTICLE 13 - SENIORITY

13.01 Seniority Defined

(F/T, P/T, R)

(a) Seniority is defined as the length of continuous service with the Employer and shall be based on the number of credited hours. An Employee cannot accrue more than one year's seniority in a twelve (12) month period.

(P/T, R)

(b) Part-time and Relief Employees shall have the equivalent of one year's service for each 1,840 hours worked. Part-time Employees will be called in rotation and in accordance with their seniority for all available hours or shifts. An Employee cannot accrue more than one year's seniority in a twelve (12) month period.

(c) Office and Clerical Employees (P/T)
Seniority is defined as the length of continuous service with the Employer and shall be based on the number of credited hours. Part-time Employees will have the equivalent of one year's service for each 1820 hours worked.

(d) Principle of seniority shall operate on a Bargaining Unit wide basis. When an Employee transfers from the part-time service to the full-time service and vice versa, their seniority shall carry forth to the new position.

(e) Full/Part-time Employee(s) shall continue to accumulate seniority while on leave of absence under Article 22.02 and 22.03. For the purpose of calculating seniority for part-time Employee(s), seniority shall be averaged over the preceding eight (8) weeks prior to the leave. The purpose of this clause is for the purpose of the accumulation of seniority only. Such accumulation of seniority shall not be considered as time worked for the purpose of Article 19.02 (b) P/T.

13.02 Seniority List

(a) The Employer shall maintain an integrated seniority list showing the date upon which the service of each Employee, who has completed their probationary period, commenced.

(b) A copy of the up-to-date seniority list which shall include all Employees' current addresses and phone numbers, will be filed with the Union and a revised list will be supplied in November, December, March and July of each year. In addition, at the time of any layoff the Union, upon request, will be given a copy of a revised seniority list updated to notice of layoff. The seniority list is to be shared electronically with the members, this list shall not include Employees' addresses or phone numbers.

An adjusted to date seniority list shall be provided in advance of vacation selection, line selection and for use in promotion and staff changes. For full time Employees, seniority will be calculated based on elapsed time during the year based on a 2080 hours year. For part time correct to date seniority list shall be provided in advance to vacation selections and line rotation selections.

(c) The order of staff names shall be arranged by seniority and shall be updated bi-weekly.

13.03 Probation of Newly Hired Employees

(F/T) (a) Newly hired Employees shall be on probation for a period of six (6) months from the date of hiring. During the probationary period, Employees shall be entitled to all rights and privileges of this Agreement, except with respect to discharge. The employment of such Employees may be terminated at any time during the

probationary period without recourse to the grievance procedure. This probationary period may be extended through mutual agreement by the Employer and the Union. The maximum extension of the period would be one (1) additional probationary period.

(P/T, R)(b) Part-time and Relief Employees shall be on probation for a period of 920 working hours from the date of hiring. During the probationary period, Employees shall be entitled to all rights and privileges of this Agreement, except with respect to discharge. The employment of such Employees may be terminated at any time during the probationary period without recourse to the grievance procedure. This probationary period may be extended through mutual agreement by the Employer and the Union. The maximum extension of the period would be one (1) additional probationary period.

13.04 Loss of Seniority

An Employee shall lose seniority rights and be deemed terminated in the event:

(a) They are discharged for just cause and is not reinstated;

(b) They resign;

(c) They are absent from work in excess of three (3) working days without sufficient cause or without notifying the Employer;

(d) They fail to return to work within seven (7) calendar days following a lay-off and after being notified by registered mail to do so, unless through sickness or other just cause. It shall be the responsibility of the Employee to keep the Employer informed of their current address. An Employee recalled for casual work or employment of short duration not exceeding a period of two (2) weeks, at a time when they are employed elsewhere, shall not lose their recall rights for refusal to return to work. In the case the Employee refuses such offer then the job can be filled for the two (2) weeks without posting;

(e) They are laid off for a period of more than two (2) years. A laid-off Employee may refuse any recall without loss of seniority for up to 2 years if such recall is in a different classification from which they were laid off without losing their recall right of refusing to return to work.

It shall be the responsibility of the Employee to keep the Employer informed of their current address. An Employee recalled for casual work or employment of

short duration not exceeding a period of two (2) weeks, at a time when they are employed elsewhere, shall not lose their recall rights for refusal to return to work. In the case the Employee refuses such offer then the job can be filled for the two (2) weeks without posting;

(f) They overstay a leave of absence without permission of the Employer, unless for just cause; or

(g) After any continuous unpaid leave of absence in excess of two (2) years.

13.05 Relief Employees who have been offered work, but failed to work for a period of three (3) consecutive months or make themselves unavailable for a period of three (3) consecutive months, except in the case of an approved leave, included but not limited to sick, maternity, may be terminated.

13.06 Transfers and Seniority Outside of the Bargaining Unit

(F/T, P/T)
No Employee shall be transferred to a position outside the Bargaining Unit without their consent. An Employee who is transferred to a position outside the Bargaining Unit shall retain their seniority acquired at the date of leaving the Unit, but will not accumulate any further seniority. Upon completion of a six (6) month period, their seniority will become null and void in the Bargaining Unit. An Employee who returns to the Bargaining Unit within the six (6) month period, shall be placed in their former classification, provided they have seniority over the present Employees as well as the qualifications and ability to perform the duties of the position. Such return shall not result in the lay-off or bumping of an Employee holding greater seniority.

ARTICLE 14 – PROMOTION AND STAFF CHANGES

14.01 Job Posting

(a) When the Employer decides to fill a permanent vacancy a new position or a temporary vacancy (greater than six weeks) in the Bargaining Unit, notice of the position will be posted on the bulletin board and shared electronically for a minimum of seven (7) days so that all members will know about the position and be able to make written application therefore. The postings shall stipulate the qualifications, classifications rate of pay, location/department and shift.

Vacancies created by filling of an initial permanent vacancy will be posted for a period of three (3) consecutive calendar days, excluding Saturdays, Sundays and Holidays. Applications for such vacancies shall be made in writing within the three (3) days period referred to herein.

Vacancies created by filling of an initial temporary vacancy and subsequent temporary vacancies will be posted up to three (3) postings (or more at the Employer's discretion based on anticipated duration) for a period of three (3) consecutive business days. Otherwise, vacant shifts will be filled by scheduling and call-in practices until the end of the vacancy term.

(b) It is understood and agreed that the Employer may advertise the vacant position externally at the same time as the internal posting in order to expedite the filling of the vacancy.

(c) i) Employees that accept a temporary job posting shall be provided with a one (1) month trial period. If the Employee requests to be returned to their permanent positions they shall not be considered for any future temporary posting for a period of three (3) months.

ii) When an Employee accepts a temporary transfer they continue to receive the percentage in lieu and vacation pay, they shall not be entitled to the benefits and vacation entitlements of permanent full time Employees.

14.02 Information on Postings

Job postings shall contain the following information: Classification, title, department, full-time or part-time, shift and hours of work, duties (consistent with the principle duties of the job description), skills, qualifications, wage rate, date of posting, deadline for applications, and the number of positions available.

14.03 Role of Seniority

Each party recognizes:

(a) The principle of promotion within the service of the Employer;

(b) That job opportunity should increase in proportion to length of service;

(c) Management shall fill any vacant position for a temporary period not to exceed a total of three (3) weeks, pending a permanent position posting to the vacant position.

Therefore, in making staff changes, transfers, or promotions, to a position which has been posted, appointment shall be made of the applicant having the required qualifications and ability, but where two or more applicants have the required qualifications and ability, the appointment shall be given to the applicant who has the greatest seniority. Appointments from within the Bargaining Unit shall be made within three (3) weeks of posting unless a further extension is mutually agreed.

14.04 (a) Promotion Requiring Higher Qualifications

Where there is no qualified applicant for a posted position, consideration for promotion will be given to the senior applicant who does not possess the required qualifications, but who is preparing for qualification prior to the filling of the vacancy.

If such Employee is promoted, they will be given an opportunity to qualify within a reasonable length of time and if they fail to qualify they shall revert to their former position and wage rate.

(b) Transfers to a New Classification

Whenever an Employee voluntarily transfers to another classification that has a wage range equivalent to, or lower than the current wage rate, and if they have not been in the classification in the last two (2) years, they shall start at the starting rate of that classification. Management will review the performance of the Employee after two (2) calendar months and if the Employee is qualified to perform the work in the new classification and is performing satisfactorily, the Employee will be placed at the same step in the wage range of the new classification to which is closest to but not less than their current base pay rate.

(c) Temporary Transfers

When an Employee is temporarily assigned or transferred in excess of 3.5 hours, to perform the duties of a classification in the Bargaining Unit with a higher rate of pay, the Employee shall be paid at the rate of pay in the new classification that is closest to but not less than their current base pay rate for the duration of the time worked.

(d) When an Employee is temporarily assigned or transferred in excess of 3.5 hours, to perform the duties of a classification in the Bargaining Unit with a lower rate of pay, the Employee shall be paid their regular rate of pay.

(e) i) When the Employer temporarily transfers an Employee to perform duties of a full-time or part-time classification, the temporary position will first be offered to the Employees in the same job classification by seniority and thereafter to the most senior qualified available Employee in the Bargaining Unit, who has previously worked in the position. Such determining factors shall be governed by Article 14 of the Collective Agreement.

ii) Except where a shift schedule conflicts, an Employee shall not suffer any reduction in their shift total, in their regular classification, as a result of their temporary transfer. If transferred to a higher paid classification, they will be paid at a level closest to bust not less than their current wage.

iii) An Employee may be temporarily assigned/transferred without their approval, subject to i) above.

(f) When an Employee is hired into a new classification, with a pay rate higher that their previous classification will progress in the wage grid in accordance with the timeframes outlined in the wage grid.

(g) i) Whenever an Employee voluntarily transfers to another classification that has a wage range equivalent or lower than the wage rate they presently earn, and if they have not been in the position in the last two (2) years, they shall start at the starting rate of that classification.

Management will review the performance of the Employee after two (2) calendar months and if the Employee is qualified to perform the work in the new classification satisfactorily, Management will upgrade that person to the wage scale in the classification that was equal in time to the previous progression before transfer.

ii) When an Employee is hired into a new classification with a pay rate higher than their previous classification will progress in the wage grid in accordance with the timeframes outlined in the wage grid.

14.05 Union Notification

(a) The Union shall be notified in writing at the time of all job postings, vacancies, new positions, i.e.: resignations, etc., and also the Union shall be notified of all successful appointees to the vacancies, job postings and new positions.

(b) On all job postings which occur, the Union shall be notified who the Employee was that has created the vacancy. The Employer shall post on the bulletin board, the name of the successful applicant to the job posting within twelve (12) days.

14.06 Trial Period for Permanent Job Postings

When a member of the Bargaining Unit is the successful applicant in a new job classification not inclusive of a change in status (F/T, P/T, R), they shall be notified within one (1) week following the end of the posting period. They shall be placed on trial for a period of two (2) months. Conditional on satisfactory service, the Employee shall be declared regular full-time part-time in the posted position after the period of two (2) months.

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 job classification, or if the Employee wishes to return to their former position within the first month (full-time), they shall be returned to their former position, wage or salary rate and without loss of seniority. Any other Employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position, wage or salary rate, without loss of seniority. If the Employee chooses to return to their former position, they will be moved back at the conclusion of the currently posted schedule period, unless agreed by the Employer.

When a member of the Bargaining Unit is the successful applicant in a new job classification, they shall be notified within one (1) week following the end of the posting period. They shall be placed on trial for a period of four (4) calendar months (560 working hours for part-time).

Conditional on satisfactory service, the Employee shall be declared regular full-time in the posted position after the period of four (4) months or regular part-time after 560 working hours for part-time.

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 job

classification, they shall be returned to their former position, wage or salary rate and without loss of seniority.

14.07 Regular part-time Employees may hold a maximum of one (1) regular part-time position and relief positions at any one time. These Employees shall first priority to their part-time position.

Relief Employees may hold a maximum of three (3) relief positions at one time. Notwithstanding this article, Employees who at the date of signing of this agreement hold in excess of the number of positions outlined in this Article, shall be allowed to continue in these positions.

14.08 Portability of Service

The Employer shall notify an Employee hired in a classification which is professionally regulated with recent and related experience may claim consideration for such experience at the time of hiring on a form to be supplied by the Employer for the purpose of placement on the wage grid. Any such claim shall be accompanied by verification of previous related experience.

The Employer will recognize related experience on the increment on the wage grid.

Part-time service shall be recognized on the basis on 1840 hours paid in previous employment equals one (1) year of service.

It shall be the responsibility of a newly hired Employee to provide proof of recent and related experience during the first month of employment in order to be considered for a salary increment, and if they fail to do so they will not be entitled to recognition.

It is understood and agreed that the recognition is solely for the placement on the wage grid and shall not constitute a violation of the Collective Agreement.

ARTICLE 15 – LAY-OFFS AND RECALLS

15.00 In the event of a proposed lay-off, the employer will meet with the Labour Management Committee prior to notification being provided to the union or the Employee(s). The purpose of the meeting will be to review the lay-off process or any alternative that may be recommended.

15.01 Lay-off Procedure

(a) Definition of a Lay-off

(F/T)

i) A lay-off shall be defined as a reduction in the work force or a reduction in the regular hours of work as defined in this agreement.

(P/T)

ii) A lay-off for part-time Employees shall be defined as reduction in the work force or a 40% reduction in hours as per the qualification period set out in the Employment Standards Act.

(b) Notice to Lay-off

In the event of a proposed lay-off at the Home or the elimination of a position within the Bargaining Unit, the Employer shall:

i) Provide the Union with no less than eight (8) weeks written notice of the proposed lay-off or elimination of position and;

ii) Provide to the affected Employees written notice of lay-off by hand delivery, registered mail, or pay in lieu thereof. Such notice shall be a minimum of two (2) weeks or as required under the E.S.A., whichever is greater.

15.02 Role of Seniority

In the event of a lay-off, Employees shall be laid off in the reverse order of their seniority by job classification.

An Employee in receipt of notice of lay-off may:

(a) accept the lay-off; or

(b) opt to retire, if eligible under the terms of the OMERS Pension Plan

(c) displace another Employee who has lesser Bargaining Unit seniority if the Employee originally subject to lay-off has the ability and qualification to meet the normal requirement of the job within ten (10) days. An Employee so displaced shall be deemed to have been laid off.

An Employee who chooses to exercise the right to displace another Employee with lesser seniority shall advise the Employer of their intention to do so, and the position claimed within five (5) days after receiving the notice of lay-off.

(d) In the event of a lay-off, an Employee shall have the option to displace either a full-time Employee or a part-time Employee provided that the above conditions are met.

15.03 Recall

(a) An Employee who is laid off through direct notification or the bumping process and remains employed at the facility will be given preference over seniority if they apply for any position in a job posting that is the same as the original position they were laid off from. The Employee will have one year from the day of lay-off to exercise this option.

(b) An Employee who is laid off and no longer works at the facility will be offered any available positions for which they are qualified, after the position has been posted under Article 14.00 in the workplace. The Employee is eligible to apply for any job posting and may refuse any recall without loss of seniority for a period of two (2) years.

15.04 No New Employees

No new Employees will be hired until those laid off have been given an opportunity for recall in accordance with 15.03 above.

15.05 Grievance on Lay-off

Grievances concerning lay-offs affected in accordance with this Article shall be initiated at Step 2 of the Grievance Procedure.

ARTICLE 16 – HOURS OF WORK

16.01 Normal Daily hours

(F/T)

(a) (i) The normal daily hours of work for regular full-time Employees inclusive of one thirty (30) minute meal period per eight (8) hours shift, or two (2) thirty (30) minute meal periods per twelve (12) hour shift, shall be eight (8) or twelve (12) hours per day. Meal times shall be allocated by Management within each eight (8) or twelve (12) hour period.

Office and Clerical Employees (F/T)

(ii) The normal daily hours of work for full-time Employees shall be seven (7) hours per day exclusive of an unpaid meal period not to exceed one (1) hour.

(P/T)

(b) (i) The normal hours of work for part-time Employees inclusive of one thirty (30) minute meal period per eight (8) hour shift, or two thirty (30) minute meal periods per twelve (12) hour shift and shall not exceed fifty-six (56) hours per pay period save and except during emergencies.

Office and Clerical Employees (P/T)

(ii) The normal hours of work for part-time Employees shall not exceed fifty-six (56) hours per pay period.

(c) (FT/,P/T,R)

Employees working a shift of less than eight (8) hours shall receive meal and rest periods on the following basis:

Hours in Shift	Minutes of Break
3.5	15
4.0	20
4.5	20
5.0	30
5.5	30
6.0	45
6.5	45
7.0	45
7.5	45
8.0	60

(d) No scheduled shift shall be less than three and one half (3 1/2) hours in duration.

16.02 Normal Days of Work

(F/T)

(a) The normal days of work shall be a total of ten (10) days or eighty (80) hours per pay period and any and all Employees may be required to work a shift schedule.

Should a scheduled shift be changed and the affected Employee not given seven (7) days notice, the first day of the new schedule shall be paid at the rate of time and one-half (1 1/2).

(F/T)

(b) In the event that there is a sudden scheduled shift change as outlined in (a), the displaced Employee shall be returned to their regular rotation as soon as practically possible.

(P/T)

(c) i) Part-time Employees shall be entitled to thirty-six (36) hours notice for any shift that is added to their schedule. If thirty-six (36) hours notice is not possible, the Employee will have the option of non-acceptance of the shift without penalty. Notice will be provided consistent with current scheduling practices.

ii) In the event an Employee has a cancelled shift for which they did not receive twenty- four (24) hours notice, the Employer will adjust the schedule, by seniority, within the current, or if not possible, the following pay period. In the event that a shift would be given in the following pay period, it would not be calculated in the total number of scheduled hours.

(d) Work schedules shall be posted at least two (2) weeks in advance.

16.03 Weekends to Allow Equality of Distribution

(a) For shift workers, weekends will be planned to allow for equality of distribution where possible. Days shall be scheduled consecutively when practicable. All shift workers will be scheduled to allow two (2) weekends off in every five (5).

(b) For the purpose of this Article, a weekend shall be defined as Friday 2300 to Sunday 2300.

16.04 Rest Periods

(a) There shall be a fifteen (15) minute rest period allocated twice during each eight (8) hour work period. There shall be a fifteen (15) minute rest period allocated two times during each twelve (12) hour work period.

(b) Office and Clerical Employees

- (F/T) Employees shall be entitled to one fifteen (15) minute paid rest period in each half of the normal seven (7) hours working day.

- (P/T) Employees shall be entitled to one fifteen (15) minute paid rest period for each three and one half (3 ½) hours of work.

16.05 No Split Shifts

While it is recognized that evening and night shifts must be continued, the Employer undertakes that no Bargaining Unit Employee shall be required to work a split shift.

16.06 Call-in

(a) Call-in is defined as being called to work an unscheduled shift.

(b) If called in to work after a shift has clearly begun, or if not given enough call-in time to report to work before the shift starts, the Employee shall be paid for the full time worked plus one (1) hour to prepare for the call in for eight (8) hours of pay if called in for an eight (8) hour shift and twelve (12) hours of pay If called in for a twelve (12) hour shift, but not an amount exceeding eight (8) hours of pay for an eight (8) hour shift or twelve hours of pay for a twelve (12) hour shift.

(c) Office and Clerical Employees
If called in to work after a shift has clearly begun, or if not given enough call-in time to report to work before the shift starts, the Employee shall be paid for the full-time worked plus one (1) hour but not an amount exceeding seven (7) hours of pay.

16.07 Shift Exchange

Staff can be permitted to switch an unlimited number of shifts with other staff provided that the following conditions are met:

(a) That the staff are within the same job classification.

(b) That overtime rate will not be paid for any shift that is voluntarily switched.

(c) That full-time shift exchanges must result in the same total number of hours paid in a paid period. For clarity, if the shifts are not equal in the number of hours, full-time are required to use lieu time hours that are available in their bank to reach the total of eighty (80) hours.

(d) Switches can only be done in the posted periods.

(e) Once a switched shift occurs, the Employee who has given up the shift can mark themselves as unavailable for all shifts that day.

(f) That only staff who are marked available to work can accept a shift switch.

16.08 Distribution of Available Shifts

(a) The Employer agrees that all available hours of work and preference of shifts shall be offered to all available regular part-time Employees first, provided that overtime is not incurred, and thereafter to Relief. Relief may be pre-scheduled during the peak periods of May 1 to September 30 and December 15 to January 15.

(b) Preference of shifts shall be defined as the length of shifts. Available shall be defined as an Employee who is not scheduled to work on that day or if accepting the shift would not result in premium overtime pay. Employees who have waived overtime would be eligible consistent with scheduling practices.

(c) Once scheduled, an Employee shall not be considered available for any other hours that day, subject to Articles 16.05 and 17.01.

16.09 Scheduling

The current practice of scheduling shall continue. Any changes to the current practice shall be discussed with the Union prior to change being implemented.

16.10 When the Employer decides to change the master rotations within the Department, these shall be offered on a seniority basis, by job classification including the unit or department at least annually. The Employer will endeavor to complete the changes to the Master Rotations in the fall of the year, with the changes coming into effect in the new year. If there is any anticipated delay in this process, the Employer shall advise the union. Should the need arise to change master rotations more than one time in a year, the Employer shall advise the union and discuss at the Labour Management Meeting.

ARTICLE 17 - OVERTIME

17.01 Compensation Outside Scheduled Hours

(F/T)

(a) Authorized work performed by regular full-time Employees outside the scheduled eight (8) hours of work or the scheduled twelve (12) hours of work shall be considered to be overtime and shall be paid for at the rate of time and one-half (1 ½).

(P/T)

(b) Authorized work performed beyond eight (8) hours of scheduled work or twelve (12) hours of scheduled work in any twenty (20) hour period shall be paid for at the rate of time and one half (1 ½).

No Bargaining Unit Employee shall be required to work beyond eight (8) or twelve (12) hours in any twenty (20) hour period, without their consent. An Employee who is required to work beyond eight (8) or twelve (12) hours in any twenty (20) hour period, but has not consented to waive overtime pay, shall be paid as referenced above.

All Office and Clerical Employees

(c) Authorized work performed beyond seven (7) hours per day or thirty-five (35) hours per week shall be paid at the rate of time and one-half (1½).

17.02 Supply of Meals

Employees required to work more than two (2) hours overtime during the hours when kitchen is functioning will be provided with a meal during those overtime hours worked.

17.03 Sharing of Overtime

Overtime and call-back time shall be assigned as equitable as possible among the Employees who work in the affected department on a regular daily basis and who are willing and qualified to perform the available work.

17.04 Overtime Assignment

Overtime work shall be on a voluntary basis except that when no Employees are available, it is agreed that the Employer shall have the right to schedule or assign overtime work whenever necessary to meet emergencies or to ensure the efficiency of

its operations. When such overtime assignments are made by the Employer, they shall be made to qualified Employees with the least seniority who work in the affected department on a regular daily basis.

17.05 Call-back Guarantee

(a) Call-back is defined as being called to work for an unscheduled term, which is not a regular shift.

(b) If an Employee is called back to work after leaving the premises of the Home, they shall be paid a minimum of three (3) hours of time and one-half (1 ½) their regular hourly rate provided they remain on the premises for the three (3) hour period if required to do so.

17.06 Time Off in Lieu of Payment

(a) Full time and Part time Employees' overtime is to be paid at the rates agreed. This does not preclude, however, an Employee requesting to take time off in lieu of overtime pay. If approved, time off shall be at the appropriate overtime rate. Such arrangements shall be by mutual agreement. No carry over and all outstanding banked lieu time will be paid out by December 17th, and any overtime accumulated thereafter will be paid out until the next calendar year.

(b) Staff on active payroll can access their overtime lieu banks for payment with a request made to payroll on the Wednesday preceding the end of the pay period.

17.07 Overtime Assignment While Employees on Lay-off

Overtime shall not be assigned on a regular basis while there are Employees on lay-off who are capable of performing the work available; however, casual overtime may be assigned under such circumstances.

17.08 Additional Break for Extended Hours

When an Employee is scheduled overtime of at least three (3) hours beyond their normal shift, the overtime assignment shall include a fifteen (15) minute rest period.

17.09 Pay for Reporting to Work

If an Employee reporting to work for a regular scheduled shift is returned home due to an error in scheduling, they shall be paid at the regular rate of pay for the scheduled shift.

17.10 Standby - Maintenance Department

(a) Each Employee on standby from 2300 Sunday to 2300 Friday will receive one (1) hour pay at straight time for each total of eight (8) hours on standby. Any total less than eight (8) will be pro-rated to the hourly wage.

(b) Each Employee on standby from 2300 Friday to 2300 Sunday will receive one and one-half (1½) hours' pay for each total of eight (8) hours on standby. Any total less than eight (8) hours will be pro-rated to the hourly wage.

(c) The Employee on Standby shall receive one day off in lieu of standby to be taken in the week following the Employee's week of standby. This eight (8) hours will be subtracted from the total hours paid for standby, the balance of which will be paid out as regular wages.

If the Employer is faced with an emergency situation, the Employer may schedule the Employee to work at straight time with the understanding that the day in lieu will be rescheduled at a mutually agreeable time.

(d) The Employer shall pay a minimum pay of three (3) hours at time and one-half (1 ½) of the normal hourly rate for reporting to work while on standby. The half (1/2) hour travelling time will be considered as time worked.

An Employee called back to work will be eligible to receive shift premium for all hours worked. The standby allowance will be separate from call-back pay and will be paid for the entire shift whether or not a call-back situation occurs.

There will be no standby premium for statutory holidays.

17.11 Turnaround Time

(a) Employee required to start a new shift within twelve (12) hours of completing their previous regularly scheduled shift shall be paid at the rate of time and one-half (1½) for all hours which fall within the twelve (12) hour turnaround time.

(b) No bargaining unit Employee shall be required to work within twelve (12) hours of completing their previous regularly scheduled shift without their consent. An Employee who is required to work withing twelve (12) hours of completing their previous regularly scheduled shift, but has not consented to waive overtime pay, shall be paid at the rate of time and one-half (1 ½).

(c) Food Service, Housekeeping and Client Program Departments will be ten (10) hour turnaround time.

(d) The Employer agrees not to use this practice in an excessive manner.

ARTICLE 18 – SHIFT WORK

18.01 Premium (F/T, P/T, R)

Shift Premium

(a) An Employee shall be entitled to a shift premium for all hours worked between 1430 and 0630. Effective January 1, 2026, the pad premium shall be one dollar ($1.00) per hour. Only the hours worked between 1430 and 0630 shall be paid the shift premium.

Weekend Premium

(b) All Employees who work from 2230 hours Friday to 0630 hours Monday shall be paid an additional weekend premium. The premium rate shall be one dollar ($1.00) per hour effective January 1, 2026.

18.02 No Pyramiding

Employees who are assigned to work overtime at premium rates of pay between 1500 and 0700 shall be paid the said shift premium, but the premium overtime rate shall be calculated on the regular rate of pay not including the shift premium.

ARTICLE 19 – PAID HOLIDAYS

19.01 Holidays to be Observed

(a) The following shall be observed by the Employer as paid holidays for Employees:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	National Day for Truth & Reconciliation
Easter Monday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
	Boxing Day

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

(F/T)

(b) In addition to the holidays listed above, each Employee of the Bargaining Unit shall be allowed one (1) additional holiday to be known as a Floating Holiday earned as eight (8) hours and granted effective January 2nd. (For administrative purposes only - the entitlement to use January 1st as the Floating Holiday will remain in place). The date and time for taking the Floating Holiday shall be mutually agreed upon by the Employer and the Employee.

(F/T)

(c) Employees will be allowed to take lieu time upon mutual agreement between the Employer and the Employee. All lieu days not taken in the calendar year, in excess of five (5), would be paid out at the end of the year. With written request an Employee on active payroll can access their stat banks for payment in full day increments with a request made to payroll on the Wednesday preceding the end of the pay period.

(P/T)

(d) In addition to the holidays listed in (a) above, each part-time Employee shall be allowed one (1) additional holiday earned as eight (8) hours to be known as a Floating Holiday and granted effective January 2nd. (For administrative purposes). January 2nd in lieu of the Floating Holiday enjoyed by full-time Employees. Part-time Employees shall be allowed to accumulate one (1) floating holiday for emergency use should they qualify for the stat in any given year. Stats not used in that calendar year would be paid out on or before December 17th at the end of the year. The Employee must request that the stat be banked prior to the applicable pay period. The date and time of the Floating Holiday shall be mutually agreed upon by the Employer and the Employee.

(F/T, P/T)

(e) It is understood that for Employees whose regular shift begins at 2230, the twenty-four (24) hour period for a paid holiday for time keeping purposes begins at 2230 the day preceding the holiday to 2230 the day of the holiday.

19.02 Qualification for Holiday Pay

(a) In order to qualify for holiday pay an Employee must work their full scheduled shift immediately preceding and immediately following the holiday and must work on such holidays if scheduled to work except where their absence is as a result of sickness or absence authorized by Management. W.S.I.B. shall not be considered as an absence authorized by Management.

(b) An Employee shall not receive holiday pay for holidays which occur during unpaid absences (including Workplace Safety Insurance and Maternity, Adoption or other Parental Leaves) or after a period of thirty (30) days leave for illness.

19.03 Compensation for Holidays

(F/T)

(a) Full-time Employees shall be paid for the above holidays on the basis of eight (8) hours at the regular straight time hourly rate.

(P/T, R)

(b) Part-time and relief Employees shall be paid for the above holidays as per the *Employment Standards Act* with the exception of the floating holiday outline in section 19.01(d).

19.04 Compensation for Holidays Worked

(F/T)

(a) A full-time Employee who qualifies and works on a paid holiday shall be paid at the rate of time and one-half (1 ½) their normal rate for all hours worked plus receive another day off with pay at a time agreeable to the Employer and the Employee.

(P/T)

(b) A part-time Employee who qualifies and works on a paid holiday shall be paid at the rate of time and one-half (1½) their normal rate for all hours worked, and, in addition, may bank or be paid for the holiday in accordance with 19.03 (b).

(c) An Employee who does not qualify and who works on a paid holiday shall be paid at the rate of time and one-half (1½) their normal rate.

19.05 Compensation for Holidays Falling on a Scheduled Day Off.

(F/T)

If a paid holiday is observed on an Employee's scheduled day off and the Employee qualifies but does not work on that day, they shall be allowed another day off with pay in accordance with 19.03 at a time agreeable to the Employer and the Employee. Such time off may be taken as whole or half days.

19.06 Christmas & New Year's Day Requests

(a) Where possible, the Employer and the Union will continue to recognize the Employer's past practice of allowing Employees to be scheduled off, by Department, by Job Class on an annual alternating basis for Christmas Eve Day/Christmas Day and New Year's Eve Day/New Year's Day. The regular schedule may be altered during the period of December 20 to January 5 of the following year. For this purpose the principle of seniority shall not apply.

Every effort will be made to schedule Employees at Christmas and New Years's such that an Employee granted time off will be given four (4) consecutive days off at either Christmas of which two (2) days are to be December 24th and 25th or New Years's of which two days will be December 31st and January 1st.

(b) In the event of Employee transfers and departmental staffing changes, the Employer will endeavour to accommodate all Employees in the department based on the Employee's previous year's schedule. In the event of staffing conflict, seniority will be the governing factor in granting approvals.

(c) It is understood that Employees who volunteer to work either Christmas Day or New Year's Day, may have first opportunity to do so provided there are no operational concerns of the Employer.

(d) After the New Year's and Christmas schedule has been established consistent with the above, the Employer will consider requests for vacation, "stats", or other scheduling changes. These requests will not be granted if doing so would result in another Employee being forced to work a holiday that they worked the previous year, unless otherwise mutually agreed, or if the granting of such requests would cause operational concerns for the Employer.

ARTICLE 20 – ANNUAL VACATION

20.01 (a) FULL-TIME VACATION ENTITLEMENT, QUALIFIERS AND CALCUALTIONS OF PAYMENT

(The following shall be used to calculate vacations if working a combination of eight (8) and twelve (12) hour shifts)

An Employee who will complete the following number of continuous years of service:	But less than the following number of continuous years of service:	Is entitled to the following number of weeks of annual vacation with pay:
0	1	2*
1	8	3
8	15	4
15	20	5
20	25	6
25		7

* During the first year of employment, Employees shall be credited with vacation leave at the rate of .83 days for each full calendar month worked up to December 31st.

(F/T)

(b) For the purpose of determining vacation entitlement, the full-time date of hire is the anniversary date. Employees who have had part-time service continuing into full-time service will have a calculated date of hire for the purpose of determining vacation entitlement. For purposes of vacation, full time and part time seniority will be integrated. For clarity, the calculation for the date of hire will be formulated based on seniority hours divided by 1840 hours.

(c) The vacation year shall be from January 1st to December 31st.

(F/T)

(d) Vacation may be taken in whole or half days equating to 8 or 12 hour blocks and 4 or 6 hour blocks.

(F/T)

(e) An Employee may elect to carry over not more than ten (10) days or 80 hours of their earned vacation to the ensuing year. Requests to carry over vacation to the ensuing year must be made in writing to staffing prior to December 17th.

20.02 (a) PART-TIME ENTITLEMENT, QUALIFIERS AND CALCULATION OF PAYMENT

(The following clause is applicable to Part-Time Employees only)

An Employee who will complete the following number of continuous hours of service:	But less than the following number of hours of continuous service:	Is entitled to the following percentage of vacation pay:
Less than 1,840		4%
1,840	14,720	6%
14,720	27,600	8%
27,600		10%

Progression on Vacation Schedule (Part-Time)

Part-time Employees, including casual Employees, shall accumulate service for the purpose of progression on the vacation scale, on the basis of one (1) year for each 1,840 hours worked.

(b) A part-time Employee shall be entitled to twenty-one (21) days or 168 hours vacation without pay. Vacation shall be granted based on seniority. After fifteen (15) years of employment, a part-time Employee will be entitled to twenty eight (28) days or 224 hours of vacation without pay. Part-time Employees cannot carryover an unused vacation time to the following year.

During the first year of employment, part-time Employees shall be credited with vacation leave at a rate of 1.75 days for each full calendar month worked up to December 31st.

20.03 Compensation for Holiday Falling Within Vacation Schedule

(F/T)

If a paid holiday is observed during an Employee's annual vacation period, the Employee shall be allowed a lieu day off at a mutually agreeable date.

20.04 Calculation of Vacation Pay

(F/T)

(a) Vacation pay shall be calculated at the rate effective immediately prior to the vacation period and the Employees shall receive their vacation pay prior to the beginning of their vacation period, provided that Employees notify the pay office three (3) weeks before the start of the vacation.

(P/T)

(b) Earned vacation pay for part-time Employees shall be paid twice a year on or before June 15 and on or before December 15 by separate payment.

Effective the December 2026 pay out, earned vacation pay for part-time and relief shall be paid out each pay period.

20.05 Vacation Pay on Termination

(F/T)

An Employee who leaves full-time employment with earned vacation to their credit shall be paid the unused portion of their vacation credits. An Employee who has used vacation leave credits not yet earned will be required to reimburse the Employer for the unearned portion of vacation leave.

20.06 Preference in Vacation

Preference for vacation shall be given to Employees in accordance with the Employee's seniority. Within each job classification and Employment Status except as outlined in the Article 19.06 in respect to Christmas Day and New Year's Day.

20.07 Vacation Schedule

Vacation schedules shall not be changed unless by agreement between the Employer and the affected Employee.

(a) Employees shall be given opportunity to request their vacation by seniority at a departmental meeting in the second week of November of each year, for the period of Jan 1st to April 30th of the following year.

(b) At the time of posting, the Employer shall identify the number of Employees who can leave at one time, within each job classification.

(c) Vacation schedules shall be authorized and posted by December 15th and shall not be changed unless agreed upon by the Employer and the affected Employee(s).

(d) Employees shall be given opportunity to request their vacation by seniority at a departmental meeting which will be held during the last week of March for the period of May 1st to December 31st

(e) Vacation schedules shall be authorized and posted by May 1 and shall not be changed unless agreed upon by the Employer and the affected Employee(s).

(f) In the event of a conflict, seniority shall prevail and the Employer shall inform the affected Employees. The affected Employee will be required to make an alternate choice at the scheduled meeting.

(g) Vacation time not requested under (a) above shall be granted on a first come first served basis.

(h) An Employee who is unable to attend the departmental meeting as outlined above shall be allowed to submit their choices in writing. Such requests shall be forwarded or given to the department head prior to or during the meeting.

20.08 Unbroken Vacation Period

(F/T)
An Employee shall be entitled to receive their annual vacation in an unbroken period unless otherwise agreed between the Employer and the Employee.

20.09 Except where legislated otherwise, vacation shall not accrue after thirty (30) days of unpaid leave, including Workplace Safety Insurance, or after thirty (30) days' leave due to illness.

The payout of accrued entitlement (ie. vacation, statutory holiday pay, overtime, etc...) during the leave will not restart the thirty (30) day calculation.

20.10 Summer Vacation Selection

(F/T, P/T)
In order to allow the maximum number of Employees off during July and August, Employees will be restricted to selecting two (2) one-week blocks or one block of fourteen (14) consecutive days. Where full weeks are not available, part weeks will be permitted until the vacation schedule is filled. Following the vacation-scheduling meeting, additional requests will be considered on a first come first serve basis as approved by the Employer and as operational needs allow.

Employees are permitted to cancel approved vacation on the Wednesday prior to the posting of the applicable work schedule. Cancellation of a block submission requires the cancellation of the entire block approved. With mutual agreement between CUPE, the Employer and the Employee, exceptions can be made.

ARTICLE 21 – SICK LEAVE

21.01 Sick Leave Defined

(F/T)

(a) Sick Leave shall be considered to mean the period of time an Employee is absent from work at full pay because of sickness or disability or because of an accident for which compensation is not being paid under the W.S.I.B.

(P/T)

(b) The normal provisions of sick leave compensation as applicable to full-time Employees are compensated for in wage rates of part-time Employees.

21.02 Annual Paid Sick Leave

(F/T)

144 hours sick leave credit shall be accumulated annually by each Employee at the rate of one and one-half (1½) days, or 12 hours, for each month an Employee is on the active payroll. Sick leave shall not accrue after thirty (30) days leave due to illness.

21.03 Deduction From Sick Leave

(F/T)

Employees who are absent because of illness shall have the number of days or hours absent deducted from their accumulated sick leave credits.

21.04 Proof of Illness

An Employee may be required to produce a certificate from a medical practitioner for any illness in excess of three (3) consecutive working days, certifying that they are unable to carry out their duties due to illness. In addition, the Employer may require such certificate for absence for less than three (3) days where the Employee has been warned of excessive absenteeism. Employer exempted absences shall not be included in any calculation of excessive absenteeism.

21.05 Sick Leave During Leave of Absence

(F/T)

When an Employee is given leave of absence without pay for any reason, or is laid off on account of lack of work, they shall not continue to accumulate sick leave and shall

not be entitled to receive pay for sickness for the period of such absence, but shall retain their cumulative credit, if any, existing at the time of such leave or lay-off.

21.06 Payment for Unused Sick Leave on Severance, Retirement or Death

(F/T)
An Employee having accrued sick leave to their credit shall, on severance or retirement, receive a salary grant in lieu thereof equal to fifty percent (50%) of such credit at the rate of pay effective immediately prior to severance, to a maximum of six (6) months pay. In the event of death, such salary grant shall be paid to the Estate or designated Beneficiary.

21.07 Unpaid Sick Leave of Absence

If an Employee requires an unpaid sick leave of absence in excess of ten (10) working days due to insufficient sick leave credit, or in the case of part-time Employees the absence of sick leave credits, the Employee must submit a request for leave to their Supervisor within a period of ten (10) days following the incident which would cause the paid sick leave (if applicable) to expire, supported by a medical certificate, satisfactory to the Employer, stating the required duration of leave.

Such request will be granted for a period of up to three (3) months according to the period specified by the medical certificate. Subsequent requests must be submitted in advance of expiration of the previous leave granted and must also be supported by a medical certificate stating the required duration of leave. The application must be filed with the Employee's Supervisor for approval.

During approved leaves of absence an Employee may continue benefit coverage to the extent permitted by the insuring company provided the Employee assumes and keeps current the premium costs of the benefits. The Employer shall notify the Employee of the premium costs but shall not continue the benefit coverage unless premiums are kept current by the Employee.

If a request for an extension of unpaid sick leave of absence is rejected, the Union shall reserve the right to file a Policy Grievance under Article 10 - Grievance Procedure, sub-article 10.03.

When the Employer determines that a full-time Employee may have insufficient sick leave credits for the anticipated duration required, the Employer will notify the Employee of the sick leave credits remaining and the obligation of the Employee to

request an unpaid leave of absence. The Employee shall also be advised of the terms under which life and health insurance benefits may be continued.

Failure by a full-time or part-time Employee to make application for leave may result in discipline except in circumstances where an individual is medically incapable of making application.

(F/T)

21.08 During the first year of an unpaid Sick Leave of Absence the Employer agrees to continue its portion of premium contribution toward the Extended Health Care Plan, Dental Plan and Life Insurance provided that the Employee keeps their premiums current and provided that the Employee applies for any available waiver of premium under any of the plans.

21.09 Employees may, on two (2) occasions per year, with the approval of the Employer, use up to a maximum of eight (8) hrs. per day of their accumulated sick leave credits in order to engage in personal preventative medical health and dental care. Such permission shall not be unreasonably withheld.

ARTICLE 22 – LEAVE OF ABSENCE

22.01 Absence for Union Representatives

For the purpose of leave for any meeting, Employees must apply for and receive permission from Management prior to leaving their places of employment. Union leave shall not be unreasonably withheld.

22.02 Leave of Absence for Union Functions

(a) Leave of Absence without pay will be granted upon request to Employees elected to represent the Local at Union functions. Such leaves shall not exceed a cumulative total of one hundred and thirty (130) days per year plus ten (10) days for negotiations in the negotiating year. No more than three (3) Employees may leave at any one time, unless prior approval is granted. No more than two (2) Employees, where possible, will be given leave from one department at one time. Where possible, applications for such leave must be received by the Employer not less than fourteen (14) days in advance of the date of commencement of the leave.

(b) Leave of Absence with pay will be granted upon request to one (1) Employee elected to represent the Local Union at Union Functions. Such leave shall not exceed a total of five (5) days per year. Applications for such leave must be received by the Employer, where possible, not less than one (1) week in advance of the date of commencement of leave.

(c) An Employee shall receive the pay and benefits provided for in this Agreement while on unpaid leave of absence for Union functions. However, the Union shall reimburse the Employer for all actual cost during the period of absence. Management will provide invoices on a monthly basis and the union will pay the invoices within thirty (30) days of the date of invoice.

(d) If an Employee requesting leave of absence without pay to represent the Local at a Union function is scheduled to work the 2300 to 0700 shift, two (2) consecutive shifts shall be granted provided:

i) Two (2) weeks notice has been given; and
ii) The duration of the meeting extends beyond 1900 hours.

22.03 Leave of Absence for Full/Part-time Union Duties

An Employee who is selected for a full/part-time position with the Union shall be granted leave of absence without pay or benefits but without loss of seniority for a period of up to two (2) years provided that if such leave of absence extends beyond one (1) month the Employer will maintain benefits where there is an agreement from the Union to reimburse the Employer for premiums and provided further that a written request for such leave is made with as much notice as is reasonably practical.

22.04 Bereavement Leave

(a) Employees shall be compensated five (5) days' pay of scheduled shifts at the Employee's straight time hourly rate for time lost in the event of the death of the Employee's spouse (to include a declared common-law relationship and same sex partner), parent, step-parent, child or stepchild. An Employee shall be compensated three (3) days' pay at the Employee's straight time hourly rate for schedule shifts for time lost in the event of the death of the Employee's father-in-law, mother-in-law, step-grandparents, spouse's grandparents, sister, brother, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, step-grandchildren or foster child.

When the funeral, burial or celebration of life occurs outside of Renfrew Country, such leave may include reasonable travelling time at the discretion of Management. The Employer requires an Employee who takes leave under this section, to provide evidence, reasonable in the circumstances, that the Employee is entitled to the leave. Such evidence shall be submitted within one (1) week of the leave.

(b) One (1) day leave shall be granted without loss of salary or wages to attend a funeral as a pallbearer or participation in a funeral service. A request for leave under this section shall be given twenty-four (24) hours in advance of such leave, unless under extenuating circumstances such notice of time was not possible.

(c) An Employee shall not be denied bereavement leave in the event that the death occurs while the Employee is on paid vacation. Such paid vacation shall be re-credited to the Employee.

(d) One or more of the above days may be deferred for up to a year from the date of passing in order to attend a memorial service, or celebration at a later date for a scheduled shift.

22.05 Pregnancy and Parental leave

Pregnancy and parental leaves shall be granted in accordance with the *Employment Standards Act* of Ontario unless otherwise amended.

(a) (i) An Employee who is pregnant shall be entitled, upon application, to pregnancy leave and parental leave immediately thereafter. Pregnancy leave shall be granted for seventeen (17) weeks as provided in the Employment Standards Act and may begin no earlier than seventeen (17) weeks before the expected birth date.

The Employee shall give the Employer four (4) weeks' notice, in writing, of the day upon which they intend to commence her leave of absence, unless impossible, and furnish the Employer with a certificate of a legally qualified medical practitioner stating that she is pregnant and giving the estimated day upon which delivery will occur.

(ii) The Employee must have started employment with their Employer at least thirteen (13) weeks prior to the expected date of birth.

(iii) The Employee shall give at least four (4) weeks' notice of her intention to return to work. The Employee may shorten the duration of the leave of absence requested under this Article upon giving the Employer four (4) weeks' notice of her intention to do so, and furnishing the Employer with a certificate of a legally qualified medical practitioner stating that they are able to resume her work.

(b) Additional leave of absence may be taken under Article 22.06 Parental Leave.

(c) An Employee who does not apply for leave of absence under 22.05 a) i) and who is otherwise entitled to pregnancy leave, shall be entitled to and shall be granted leave of absence in accordance with 22.05 a) i) upon providing the Employer, before the expiry of two (2) weeks after she ceased to work, with a certificate of a legally qualified medical practitioner stating that she was not able to perform the duties of her employment because of a medical condition arising from her pregnancy, and giving the estimated day upon which, in her opinion, delivery will occur or the actual date of her delivery.

(d) An Employee who intends to resume their employment on the expiration of the leave of absence granted to her under this article shall so advise the Employer. If an Employee returns to work at the expiry of the normal pregnancy or parental leave, and the Employee's former permanent position still exists, the Employee will be returned to her former job, and former shift if their shift was designated.

All Employees who fill vacancies as a result of the above absences shall likewise be returned to their former permanent positions.

(e) When the Employer has suspended or discontinued operations during the leave of absence and has not resumed operations upon the expiry thereof, the Employer shall upon resumption of operations, reinstate the Employee to their employment or to alternate work in accordance with the established seniority system or practice of the Employer in existence at the time the leave of absence began and in the absence of such a system or practice shall reinstate the Employee in accordance with the provisions of 22.05 (d).

(f) Such absence is not an illness under the interpretation of this agreement, and sick leave benefits cannot be used.

(g) Credits for service for the purpose of salary increments, vacations, or any other benefit included and prescribed under the Employment Standards Act shall continue and seniority shall accumulate during the leave.

(h) Upon expiry of seventeen (17) weeks pregnancy leave, an Employee may immediately commence parental leave, as provided under the Parental Leave provisions of this agreement. The Employee shall give the Employer at least four (4) weeks' notice, in writing that they intend to take parental leave.

22.06 Parental Leave

(a) An Employee who becomes a parent, and who has been employed for at least thirteen (13) weeks immediately preceding the date of the birth of child or the date the child first came into care or custody of the Employee, shall be entitled to parental leave.

(b) A "parent" includes: the natural mother or father of the child, a person with whom a child is placed for adoption and a person who is in a relationship with the parent of the child and who intends to treat the child as her or her own.

(c) Parental leave must begin within seventy-eight (78) weeks of the birth of the child or within seventy-eight (78) weeks of the day the child first came into the custody, care and control of the parent. For Employees on pregnancy leave, parental leave will begin immediately after pregnancy leave expires. Parental leave shall be granted for up to sixty-one (61) weeks in duration if the Employee also took pregnancy leave and sixty-three (63) weeks in duration if they did not.

(d) An Employee not on pregnancy leave requesting parental leave, shall give the Employer four (4) weeks written notice of the date the leave is to begin. Parental leave ends sixty-one (61) weeks or sixty-three 63) weeks after it began, as the case may be, or on an earlier day if the Employee gives the Employer at least four (4) weeks written notice of the day.

(e) For the purposes of Parental Leave the provisions under 22.05 (a), (d), (e), (f), (g) and (h) shall also apply.

The Employer will continue to pay its share of the contributions of the subsidized Employee benefits, including pension, in which the Employee is participating for a period of up to sixty-one (61) weeks while the Employee is on parental leave.

Credits for service and seniority shall accumulate for a period of up to sixty-one (61) weeks while the Employee is on parental leave on the basis of what the Employee's normal regular hours of work would have been.

The Employer will continue to pay the percentage in lieu of benefits and its share of pension contributions during the period of pregnancy leave. The Employer will register those benefits as part of the Supplemental Unemployment Benefit Plan with the Canada Employment Insurance Commission.

22.07 SUB Plan (effective ratification)

(a) An Employee who is on pregnancy and/or parental leave as provided under this Agreement and has applied for and is in receipt of Employment Insurance pregnancy/parental benefits pursuant to sections 18 and 20 of the Employment Insurance Act, 1971, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between eighty five percent (85%) of their regular weekly earnings and the sum of her weekly rate of Employment Insurance benefits and any other earnings.

Such payment shall commence following completion of the one (1) week Employment Insurance waiting period and receipt by the Employer of the Employee's Employment Insurance cheque stub as proof that they are in receipt of Employment Insurance pregnancy/parental benefits, and shall continue while the Employee is in receipt of such benefits for a maximum period of fifteen (15) weeks.

The Employee's regular weekly earnings shall be determined by multiplying their regular hourly rate on their last day worked prior to the commencement of the leave times their normal weekly hours.
Part time and relief Employees' regular weekly earnings shall be determined by multiplying their regular hourly rate on their last day worked prior to the commencement of the leave times the average number of hours paid over a twenty (20) week period prior to the commencement of the leave.

(b) The Employee does not have any vested right except to receive payment for the covered unemployment period. The plan provides that payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.

(c) For Employees electing Extended Parental Leave, the supplement shall be equivalent to the difference between their normal weekly earnings and the sum of weekly Employment Insurance Benefits and any other earnings that the Employee would have received should they have elected Standard Parental Leave.

(d) Return to Work Requirement
As a condition of receiving Supplemental Unemployment Benefits, the Employee agrees to return to active employment with the Employer upon the expiry of their pregnancy and/or parental leave and to remain actively employed for a minimum period of 6 weeks.

If an Employee:
- fails to return to work upon the expiry of their leave; or
- returns to work but resigns or otherwise voluntarily leaves employment before completing 6 weeks of active service,

the Employee shall be required to repay the full amount of Supplemental Unemployment Benefit.

22.08 General Provisions Applicable to Pregnancy and Parental Leave

(a) An Employee who has given notice to begin pregnancy or parental leave may change the notice to begin leave upon giving the Employer at least two (2) weeks' written notice.

(b) An Employee who has given notice to end leave may change the notice to an earlier date upon giving the Employer at least four (4) weeks' written notice before the earlier date.

(c) Employees are entitled during pregnancy and parental leave to continue participation in the pension plans, life insurance plans, accidental death plans, extended health plans and dental plans in which the Employee participated prior to taking the leave. The Employer shall continue to make the Employer's contribution for the prescribed benefit plans unless the Employee gives the Employer written notice that the Employee does not intend to pay the Employee's contributions during the leave period.

(d) Employees shall be reinstated following return from pregnancy or parental leave in the position that the Employee held prior to commencing leave, if it still exists, or a comparable position at the rate equal to the wages most recently paid by the Employer.

22.09 Paid Jury, Witness Duty Leave, or Coroner's Inquest

The Employer shall grant leave of absence without loss of seniority to an Employee who serves as a juror or witness in any court. The Employer shall pay such Employee the difference between their normal earnings and the payment they receive for jury service or court witness excluding payment for travelling, meals, or other expenses. The Employee will present proof of service and the amount of pay received. The Employee must be subpoenaed to attend a Coroner's Inquest.

22.10 General Non-Statutory Leave

The Employer may grant leave of absence without pay and benefits and without loss of seniority to any Employee requesting such leave for good and sufficient cause, such request to be in writing and approved by the Employer. Approval shall not be withheld by the Employer unreasonably.

22.11 An Employee who uses leave of absence for other than which it was intended, shall be subject to disciplinary action.

22.12 Domestic Violence Leave

Domestic or sexual violence leave is a job-protected leave of absence. It provides up to ten (10) days and fifteen (15) weeks in a calendar year of time off to be taken for specific purposes when an Employee or an Employee's child has experienced or been threatened with domestic or sexual violence. The first five days of leave taken in a calendar year are paid, and the rest are unpaid. Please refer to the *Employment Standards Act 2000, as amended* for the criteria for qualification.

ARTICLE 23 – BENEFITS AND ALLOWANCES

23.01 Pensions Plans

(F/T)

(a) In addition to the Canada Pension Plan, every Employee shall join the Ontario Municipal Employee's Retirement System. The Employer and the Employee shall make contributions in accordance with the provisions of the Plan.

(P/T)

(b) Eligible Employees may join the Ontario Municipal Employee's Retirement System. The Employer and the Employee shall make contributions in accordance with the provisions of the Plan.

(c) All Employee contributions shall be enumerated on pay statements.

In accordance with OMERS contribution plan the Employer shall match all Employee contribution.

23.02 Semi-Private Hospital

(F/T)

The Employer agrees to pay one hundred percent (100%) of the premium for semi-private hospital coverage.

23.03 Employer Contribution to Life Insurance

(F/T)

The Employer agrees to pay one hundred percent (100%) of the premium for Group Life and Accidental Death and Dismemberment in an amount equal to two (2) times an Employee's regular annual salary, to the nearest one thousand dollars ($1,000).

23.04 Employer Contributions to Dental Plan

(F/T)

The Employer shall contribute one hundred percent (100%) to a plan equivalent to the Blue Cross Basic Dental Insurance Plan #9 for all full-time Employees and their dependents. The O.D.A. fee schedule for the previous year shall apply.

Includes major restorative coverage at fifty percent (50%) co-insurance to a maximum of two-thousand dollars ($2000.00) per year.

23.05 Employer Contribution to Extended Health Care

(F/T)

The Employer shall contribute one hundred percent (100%) of the premiums for an Extended Health Care Plan equivalent to the Blue Cross Extended Health Care Plan (no deductible on prescribed drugs).

23.06 Early Retiree Benefits

(F/T)

The Employer shall contribute one hundred percent (100%) of the premiums for an Early Retiree Benefits Plan in accordance with OMERS guidelines.

For all Employees who retire prior to the date of ratification of this Collective Agreement, a lifetime maximum of $25,000 for claims ($20,000 for EHC and $5000 for dental total claims single or family).

For all Employees who retire after the date of ratification of this Collective Agreement, a lifetime maximum of $50,000 for claims ($45,000 for EHC and $5000 for dental total claims single or family).

For all Employees who retire after January 1, 2019, a lifetime maximum of $75,000 for claims ($60,000 for EHC and $15,000 for dental total claims single or family).

23.07 Benefit Eligibility

For purposes of the Benefit Plan entitlement, common-law and same sex relationships will apply as defined.

23.08 Allowance in Lieu of Benefits for Part-Time Employees

(P/T)
In lieu of benefits, part-time Employees shall be paid an allowance of 14.0% over and above the regular full-time hourly rate as outlined in Schedule "A".

23.09 Clothing Allowance

(F/T)

(a) The Employer shall pay a Clothing Allowance of $125.00 per year.

(P/T)

(b) The Employer shall pay a Clothing Allowance of $80.00 per year.

(c) On or before December 15th of each year, Employees will be paid the annual clothing allowance in accordance with the above, conditional on the Employee being on active payroll for a minimum of six (6) months in the calendar year.

(d) On or before December 17th of each year, the Employer shall pay a safety boot allowance of $150.00 per year to the positions of Plumber, Electrician and Maintenance. For Employees hired during the year a prorated calculation shall be used.

23.10 Vision

Effective on ratification, the maximum coverage in any two (2) year period shall be four hundred and fifty dollars ($450.00) inclusive of an eye exam(s).

23.11 Employee and Family Assistance Program

The Employer shall provide an E.F.A.P. (Employee and Family Assistance Program) for all full-time, regular part-time and relief Employees at no cost to Employees.

ARTICLE 24 – W.S.I.B.

24.01

(F/T)

(a) If a full-time Employee is injured on the job and their supervisor excuses them from further duty for the balance of the shift, the Employee's regular rate of pay shall continue for the balance of that shift and there shall be no deduction from sick leave or other credits.

(P/T)

(b) If a part-time Employee is injured on the job and their supervisor excuses them from further duty for the balance of the shift, the Employee's regular rate of pay shall continue for the balance of that shift.

24.02

(a) The Employer shall advance to the Employee a percentage of the Employee's net average earnings as per W.S.I.B. legislation, until such time as W.S.I.B. benefits are processed, if the duration of an approved W.S.I.B. claim exceeds two (2) weeks. The Employee must file a separate request for each two (2) week period.

(P/T)

(b) The net average earnings for part-time Employees will be calculated based on earnings in the twelve (12) month period preceding the accident.

(c) Although there will be no assignment of W.S.I.B. payments, the Claimant must immediately reimburse the Employer upon receipt of W.S.I.B. benefits for any advance of funds provided for in this clause. If a claim is disallowed by the W.S.I.B. the Employee(s) shall repay the Employer the full amount owed at a rate of no less than ten percent (10%) of each net pay. Should the Employee voluntarily resign their employment the amount owed will be deducted from moneys owed to the Employee by the Employer upon termination, and any outstanding balance still owed by the Employee after that will be repaid within two (2) weeks.

(d) This provision shall not apply in the event of lump sum or permanent disability awards.

24.03 (F/T)

When an Employee is absent as a result of an occupational illness or accident for which they are in receipt of W.S.I.B. benefits, the Employee may utilize unused sick leave credits, if such are available, to make up the difference between W.S.I.B. benefits and the Employee's basic pay provided that the Employee shall not receive more than they would have received had they been actively at work.

24.04 W.S.I.B. Rehabilitation

Where an Employee has been in receipt of W.S.I.B. benefits, and the Employee's consulting doctor recommends a return to work with the assignment of light duties, the Employer shall make reasonable efforts to provide light duties as are recommended, at the current rate of pay of the classification held by the Employee prior to injury.

24.05 (F/T)

A permanent Employee on W.S.I.B. benefits shall continue to accumulate seniority for a maximum period of twelve (12) months and shall retain their seniority thereafter, without further accumulation.

24.06 (P/T)

Calculation of seniority for part-time Employees on W.S.I.B. shall be on the average of time worked per week using the preceding six (6) months work record before the accident. An Employee shall continue to accumulate seniority for a maximum period of twelve (12) months and shall retain their seniority thereafter without further accumulation.

24.07 Continuation of Benefits While on W.S.I.B.

(F/T)

The Employer will continue the Employer's portion of hospital, medical, dental and group life insurance premiums during any period of absence on W.S.I.B. benefits to a maximum of two (2) years.

24.08 Workplace Accommodations

(a) Employees who request workplace accommodation shall have Union representation at meetings where a return to work (RTW) accommodation is developed. If the Employee elects to have Union representation, any member of the local Executive who has received Return to Work training will first be asked to participate. If there is no Executive Member with the required training available, another Executive Member will be asked to participate.

(b) It is understood that once the initial return to work plan has been developed, the Employee's supervisor or the Employee Health Coordinator will meet with the Employee on a regular basis as required. In the event the Employee has concerns over any return to work plans, the Employee may elect to request a Union representative attend the meeting with the Employer. (as per (a) above)

ARTICLE 25 - GENERAL

25.01 Restrictions on Contracting Out

The Employer will not contract out work which will result in an Employee in the Bargaining Unit being laid off or suffering a reduction in their hourly rate of pay or regularly scheduled hours.

25.02 Proper Accommodation

Separate accommodation shall be provided on the premises of Bonnechere Manor for Employees to have their meals and to store and change clothes.

25.03 Bulletin Boards

The Employer shall provide a bulletin board upon which the Union Executives or Secretary will have the right to post notices of meetings or other matters of interest to Employees. Management can require removal of anything considered objectionable.

25.04 Plural or Feminine Terms May Apply

Whenever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used where the context so requires.

25.05 Standard Time Change

At the time of change from standard to daylight saving time or visa versa, the time change will take place at 0200. Each shift will be paid for time spent at the Manor. The ninth (9) hour will be paid at time and one-half (1½).

25.06 A free meal is to be given to all staff working all shifts on New Year's Day and Christmas Day.

25.07 Health and Safety Committee

The Union and Employer recognize that the Occupational Health and Safety Act of Ontario and its regulations is binding upon both Parties and agree to recognize the requirements thereof. Accordingly, the Employer and the Union agree to a joint Health and Safety Committee in accordance with the Occupational Health Act of Ontario and its regulations with two (2) representatives from Management and two (2) representatives from the Union.

In order to promote the occupational health and safety of Employees, the Union and Employer will work cooperatively to support the return to work and modified work program(s) and ensure safe workplace practises.

25.08 Safety and Health Records, Reports and Data

The Employer shall provide the Health and Safety Committee with all incident reports and other related health and safety records in the possession of the Employer, excluding personal medical records and any other information protected by legislation.

25.09 Influenza Vaccine

The parties agree that influenza vaccinations may be beneficial for residents and Employees. Upon a recommendation pertaining to a facility or a specifically designated area(s) thereof from the Medical Officer of Health or in compliance with applicable provincial legislation, the following rules will apply:

(a) The Employer recognizes that Employees have the right to refuse any required vaccination.
(b) If an Employee refuses to take the vaccine required under this provision, they will be reassigned during the outbreak period, unless reassignment is not possible, in which case they will be place on unpaid leave. If an Employee is

placed on unpaid leave, they can use banked lieu time or vacation credits in order to keep their pay whole.

(c) If an Employee refuses to take the vaccine because it is medically contra-indicated, and where a medical certificate is provided to this effect, they will be reassigned during the outbreak period, unless reassignment is not possible, in which case the Employee will be paid. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other Employees.

(d) If an Employee gets sick as a result of the vaccination and applies for W.S.I.B., the Employer will not oppose the claim.

(e) If the full cost of such medication is not covered by some other source, the Employer will pay the full or incremental cost for the vaccine and will endeavour to offer vaccinations during an Employee's working hours. In addition, Employees will be provided with information, including risks and side effects, regarding the vaccine.

(f) This clause shall be interpreted in a manner consistent with the *Ontario Human Rights Code.*

25.10 Job Description

(a) The Employer shall provide the Union with copies of all existing job descriptions which detail the duties actually being performed by Employees in each position classification. Each Employee will be given a copy of their job description. Any modification to any existing job description shall be discussed with the Union prior to implementation. Job descriptions shall be provided upon the request of the Union.

(b) In the event that a new or changed occupational classification is decided upon by the Employer as necessary to its operation, then the work, the job title and the wage rate shall be first determined and acted upon by the Employer for the purpose of assigning an Employee and proceeding with the task to be then performed. Thereafter, the Employer shall immediately notify the Union in writing of the action taken.

If no formal protest is lodged in writing to the employer by the Union within one (1) month of the date of such notice, the new or changed occupational classification shall be deemed to have become a modification of Schedule "A" of this Agreement. In the event a formal protest is made by the Union, the parties

shall arrange for a meeting for the purpose of endeavouring to resolve any differences. If such differences between the parties are not resolved by this means within thirty (30) days, then the dispute may be submitted to arbitration in the same manner as a grievance.

25.11 Pay Days

The Employer shall pay salaries and wages in a bi-weekly payroll and in accordance with Schedule A attached hereto and forming part of this Agreement. On or before each pay day each Employee shall be provided with an itemized statement of hourly rate wages, overtime and other supplementary pay and deductions.

When there is an Employer error in issuing an Employee's pay, the Employee shall identify the issue and the Employer shall arrange pay for any payment owing that is equal to or greater than one day's pay.

25.12 Definitions

(a) Day: Reference in this Agreement to days shall mean calendar days. A calendar day shall be defined as 2230 hrs to 2230 hrs.

(b) Week: Reference in this Agreement to weeks shall mean seven (7) consecutive calendar days.

(c) Year: Reference in this Agreement to years shall mean three hundred and sixty-five (365) consecutive calendar days.

(d) Month: Reference in this Agreement to months shall mean calendar months.

ARTICLE 26 – TERM OF AGREEMENT

26.01 Duration

This Agreement shall be binding and remain in effect from January 1, 2026 to December 31, 2027 and shall continue from year to year thereafter unless either party gives to the other party notice in writing within ninety (90) days prior to December 31, 2027 that it desires termination or amendments. Within fifteen (15) days from the giving of notice, or such longer period as the parties may agree upon the parties shall exchange proposals and commence negotiations.

26.02 Changes in Agreement

Any changes deemed necessary in this Agreement may be made by mutual agreement in writing at any time during the existence of this Agreement.

The parties agree that all rights, privileges, customs, practices and working conditions which Employees now enjoy, receive or possess shall continue, insofar as they are consistent with this Agreement, unless modified by mutual agreement between the Employer and the Union.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

FOR THE EMPLOYER:

Date: October 30th, 2026

FOR THE UNION:

Sandra M Hawig

Date: October 30, 2026

SCHEDULE "A"

COUNTY OF RENFREW **1.035**
BONNECHERE MANOR C.U.P.E. HOURLY RATES
Effective: January 1, 2026

CLASSIFICATION	FULL-TIME EMPLOYEES				PART-TIME EMPLOYEES								
					Base	14% benef	HOURLY	Base	14% benef	HOURLY	Base	14% benef	HOURLY
	Start Rate	6 months	1 year		Start Rate	in lieu	Start Rate	920 hrs	in lieu	920 hrs	1840 hrs	in lieu	1840 hrs
Food Service Worker	26.45	26.66	26.83	Reg	26.45	3.70	30.15	26.66	3.73	30.39	26.83	3.76	30.59
	39.68	39.99	40.25	OT			43.38			43.72			44.01
Housekeeping Aide	26.45	26.66	26.83	Reg	26.45	3.70	30.15	26.66	3.73	30.39	26.83	3.76	30.59
	39.68	39.99	40.25	OT			43.38			43.72			44.01
Personal Suport Worker	29.78	29.96	30.14	Reg	29.78	4.17	33.95	29.96	4.19	34.15	30.14	4.22	34.36
	44.67	44.94	45.21	OT			48.84			49.13			49.43
Clothing Aide	25.98	26.08	26.30	Reg	25.98	3.64	29.62	26.08	3.65	29.73	26.30	3.68	29.98
Laundry Aide	38.97	39.12	39.45	OT			42.61			42.77			43.13
Chef	29.55	29.74	29.92	Reg	29.55	4.14	33.69	29.74	4.16	33.90	29.92	4.19	34.11
	44.33	44.61	44.88	OT			48.47			48.77			49.07
Cook	27.44	27.62	27.80	Reg	27.44	3.84	31.28	27.62	3.87	31.49	27.80	3.89	31.69
	41.16	41.43	41.70	OT			45.00			45.30			45.59
R.P.N.	34.30	34.53	34.78	Reg	34.30	4.80	39.10	34.53	4.83	39.36	34.78	4.87	39.65
	51.45	51.80	52.17	OT			56.25			56.63			57.04
Recreation Programmer /	27.38	27.52	27.79	Reg	27.38	3.83	31.21	27.52	3.85	31.37	27.79	3.89	31.68
Recreation Therapist	41.07	41.28	41.69	OT			44.90			45.13			45.58
Rehabilitation / Physiotherapist	27.21	27.33	27.62	Reg	27.21	3.81	31.02	27.33	3.83	31.16	27.62	3.87	31.49
	40.82	41.00	41.43	OT			44.63			44.83			45.30
Day Program Assistant	27.66	27.78	28.07	Reg	27.66	3.87	31.53	27.78	3.89	31.67	28.07	3.93	32.00
	41.49	41.67	42.11	OT			45.36			45.56			46.04
Maintenance Person	26.45	26.66	26.83	Reg	26.45	3.70	30.15	26.66	3.73	30.39	26.83	3.76	30.59
Stock keeper	39.68	39.99	40.25	OT			43.38			43.72			44.01
P1 Plumber	0.00	0.00	33.22	Reg	0.00	0.00	0.00	0.00	0.00	0.00	33.22	4.65	37.87
	0.00	0.00	49.83	OT			0.00			0.00			54.48
Electrician	0.00	0.00	32.63	Reg	0.00	0.00	0.00	0.00	0.00	0.00	32.63	4.57	37.20
	0.00	0.00	48.95	OT			0.00			0.00			53.52
Lead Hand	26.58	26.73	26.91	Reg	26.58	3.72	30.30	26.73	3.74	30.47	26.91	3.77	30.68
	39.87	40.10	40.37	OT			43.59			43.84			44.14
Clerical Staff	Year 1	Year 2	Year 3		Base Year 1			Base Year 2			Base Year 3		
Receptionist	26.45	26.66	26.83	Reg	26.45	3.70	30.15	26.66	3.73	30.39	26.83	3.76	30.59
	39.68	39.99	40.25	OT			43.38			43.72			44.01
Ward Clerk	26.51	27.50	28.53	Reg	26.51	3.71	30.22	27.50	3.85	31.35	28.53	3.99	32.52
(Unit Clerk)	39.77	41.25	42.80	OT			43.48			45.10			46.79
Staffing Clerk	30.36	31.44	32.64	Reg	30.36	4.25	34.61	31.44	4.40	35.84	32.64	4.57	37.21
Medical Records Clerk	45.54	47.16	48.96	OT			49.79			51.56			53.53

Notes:
- Part-time hourly rate = full-time rate plus 14%
-Part-time overtime rate = 1/2 full-time rate plus part-time hourly rate
-Effective January 1, 2026 night shift premuim $1.00 per hour
-Effective January 1, 2026 w eekend shift premuim $1.00 per hour

COUNTY OF RENFREW 1.035
BONNECHERE MANOR C.U.P.E. HOURLY RATES
Effective: January 1, 2027

CLASSIFICATION	FULL-TIME EMPLOYEES				PART-TIME EMPLOYEES								
					Base	14% benef	HOURLY	Base	14% benef	HOURLY	Base	14% benef	HOURLY
	Start Rate	6 months	1 year		Start Rate	In lieu	Start Rate	920 hrs	in lieu	920 hrs	1840 hrs	In lieu	1840 hrs
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	41.07	41.39	41.66	OT			44.90			45.25			45.55
Housekeeping Aide	27.38	27.59	27.77	Reg	27.38	3.83	31.21	27.59	3.86	31.45	27.77	3.89	31.66
	41.07	41.39	41.66	OT			44.90			45.25			45.55
Personal Suport Worker	30.82	31.01	31.19	Reg	30.82	4.31	35.13	31.01	4.34	35.35	31.19	4.37	35.56
	46.23	46.52	46.79	OT			50.54			50.86			51.16
Clothing Aide	26.89	26.99	27.22	Reg	26.89	3.76	30.65	26.99	3.78	30.77	27.22	3.81	31.03
Laundry Aide	40.34	40.49	40.83	OT			44.10			44.27			44.64
Chef	30.58	30.78	30.97	Reg	30.58	4.28	34.86	30.78	4.31	35.09	30.97	4.34	35.31
	45.87	46.17	46.46	OT			50.15			50.48			50.80
Cook	28.40	28.59	28.77	Reg	28.40	3.98	32.38	28.59	4.00	32.59	28.77	4.03	32.80
	42.60	42.89	43.16	OT			46.58			46.89			47.19
R.P.N.	35.50	35.74	36.00	Reg	35.50	4.97	40.47	35.74	5.00	40.74	36.00	5.04	41.04
	53.25	53.61	54.00	OT			58.22			58.61			59.04
Recreation Programmer /	28.34	28.48	28.76	Reg	28.34	3.97	32.31	28.48	3.99	32.47	28.76	4.03	32.79
Recreation Therapist	42.51	42.72	43.14	OT			46.48			46.71			47.17
Rehabilitation / Physiothe	28.16	28.29	28.59	Reg	28.16	3.94	32.10	28.29	3.96	32.25	28.59	4.00	32.59
	42.24	42.44	42.89	OT			46.18			46.40			46.89
Day Program Assistant	28.63	28.75	29.05	Reg	28.63	4.01	32.64	28.75	4.03	32.78	29.05	4.07	33.12
	42.95	43.13	43.58	OT			46.96			47.16			47.65
Maintenance Person	27.38	27.59	27.77	Reg	27.38	3.83	31.21	27.59	3.86	31.45	27.77	3.89	31.66
Stock keeper	41.07	41.39	41.66	OT			44.90			45.25			45.55
P1 Plumber	0.00	0.00	34.38	Reg	0.00	0.00	0.00	0.00	0.00	0.00	34.38	4.81	39.19
	0.00	0.00	51.57	OT			0.00			0.00			56.38
Electrician	0.00	0.00	33.77	Reg	0.00	0.00	0.00	0.00	0.00	0.00	33.77	4.73	38.50
	0.00	0.00	50.66	OT			0.00			0.00			55.39
Lead Hand	27.51	27.67	27.85	Reg	27.51	3.85	31.36	27.67	3.87	31.54	27.85	3.90	31.75
	41.27	41.51	41.78	OT			45.12			45.38			45.68
Clerical Staff	Year 1	Year 2	Year 3		Base Year 1			Base Year 2			Base Year 3		
Receptionist	27.38	27.59	27.77	Reg	27.38	3.83	31.21	27.59	3.86	31.45	27.77	3.89	31.66
	41.07	41.39	41.66	OT			44.90			45.25			45.55
Ward Clerk	27.44	28.46	29.53	Reg	27.44	3.84	31.28	28.46	3.98	32.44	29.53	4.13	33.66
(Unit Clerk)	41.16	42.69	44.30	OT			45.00			46.67			48.43
Staffing Clerk	31.42	32.54	33.78	Reg	31.42	4.40	35.82	32.54	4.56	37.10	33.78	4.73	38.51
Medical Records Clerk	47.13	48.81	50.67	OT			51.53			53.37			55.40

Notes:

- Part-time hourly rate = full-time rate plus 14%
-Part-time overtime rate = 1/2 full-time rate plus part-time hourly rate
-Effective January 1, 2026 night shift premuim $1.00 per hour
-Effective January 1, 2026 w eekend shift premuim $1.00 per hour

LETTER OF UNDERSTANDING

BETWEEN

THE CORPORATION OF THE COUNTY OF RENFREW CONCERNING ITS OPERATION OF BONNECHERE MANOR

AND

CUPE LOCAL 1508

This Letter of Understanding is to provide part-time Employees to have the option to give away any scheduled shift to other part-time Employees within the same job classification and department.

It is understood that:

- Only part-time staff can give away shifts and only to part-time or relief staff;
- Relief Employees in a temporary part-time line can participate in shift giveaways
- There is a limit of 2 giveaways allowed per pay period;
- Part-time and Relief Employees in temporary full-time roles may, on two (2) occasions per year, with the approval of the Employer give away their shift in order to engage in personal preventative medical health and dental care. Such personal shall not be unreasonably withheld;
- Overtime will not be incurred by staff for hours gained through accepting the shift;
- Shift Give aways must adhere to all provisions of the Collective Agreement including but not limited to allocation of shifts in order of seniority .

It is understood that either party may terminate this agreement by providing a minimum of sixty (60) days notice of intention of termination in writing to either the Director of Long-Term Care of the President of CUPE Local 1508.

Signed this 30th day of October 2026 in Ontario.

For the Employer:

For the Union:

LETTER OF UNDERSTANDING

BETWEEN

THE CORPORATION OF THE COUNTY OF RENFREW CONCERNING ITS OPERATION OF BONNECHERE MANOR

AND

CUPE LOCAL 1508

RE: Scheduling

This Letter of Understanding is to demonstrate the Employer's commitment to reviewing and endeavoring where possible to operationalize the unions requests for:

- Changing from a two (2) weeks advance posting of schedules to a four (4) week schedule being posted as an amendment to the current Collective Agreement article 16.02 (d).
- Christmas schedules for December 20 to January 5 of the following year have added language so they are being posted by November 15 as an addition to the language in the current Collective Agreement article 19.06.
- Summer vacation schedules for the months of July and August, being posted by June 1 as an addition to language in the current Collective Agreement article 20.10 Summer Vacation Selection.
- A detailed understanding of scheduling practices to support the language of the current Collective Agreement in article 16.09 Scheduling.

The Employer is currently undertaking a centralized scheduling process and has sourced new software and is working on developing detailed schedule practices as part of the new system implementation. The above noted requests from the union will be explored as part of the new system implementation, and will be brought back to a future labour management meeting to discuss the Employer's ability to make these changes in light of system abilities and backend functionality, operational sustainability, and the ability to consistently apply the changes when the new system is fully implemented and functional.

Signed this 30th day of October, 2026 in Ontario.

For the Employer:

For the Union:

LETTER OF UNDERSTANDING

BETWEEN

THE CORPORATION OF THE COUNTY OF RENFREW CONCERNING ITS OPERATION OF BONNECHERE MANOR

AND

CUPE LOCAL 1508

RE: Scheduling Errors

The parties acknowledge that scheduling errors may occur from time to time. In the event that an error has been made under the provisions of article 16.06 or 16.08, and is subject to the provisions of the grievance process as set out in Article 10- Grievance Procedure, the error will be remedied as follows:

a) Within seven (7) calendar days of the agreement between the parties that an error has been made, the affected Employee will provide availability for the next sixty (60) days. The affected Employee will be offered a shift as an extra within those sixty (60) days based on submitted availability and shall be paid for those worked hours at the rate of pay that would have been received had the scheduling error not occurred.

b) For the purposes of this Letter of Understanding, a scheduling error shall mean an error made by the Employer in the posting, or administration of a schedule which results in an Employee being improperly denied hours of work they otherwise would have worked.

c) The Employee working the extra shift will not be counted in the minimum staffing for the unit and will work as an extra staff member for the scheduled shift.

d) The Employee working as an extra will not be assigned as a replacement if an absence subsequently arises on that shift which requires a call-in replacement of a regular part-time Employee.

e) The shift that is scheduled supernumerary shall not be set so as to create, pyramid, or compound overtime entitlements beyond what the Employee would have earned had the scheduling error not occurred.

f) If the Employer does not offer the affected Employee an extra shift in accordance with this LOU, the Employee will be paid at the rate that they would have received had the scheduling error not occurred.

It is understood that either party may terminate this agreement by providing a minimum of sixty (60) days notice of intention of termination in writing to either the Director of Long-Term Care of the President of CUPE Local 1508.

Signed this 30th day of October, 2026 in Ontario.

For the Employer:

For the Union:

LETTER OF UNDERSTANDING

BETWEEN

THE CORPORATION OF THE COUNTY OF RENFREW CONCERNING ITS OPERATION OF BONNECHERE MANOR

AND

CUPE LOCAL 1508

RE: RPN Temporary ten (10) Hour Shifts

In response to scheduling needs and to support operational efficiency at Bonnechere Manor, the Parties agree to allow the implementation of ten (10) hour shifts for RPNs, subject to the conditions below:

This letter of understanding (LOU) is without precedent or prejudice and applies to CUPE members employed at Bonnechere Manor only.

The following articles shall be amended for Employees working a ten (10) hour schedule;

16.01 Normal Daily hours

(F/T)

(a) The normal daily hours of work for regular full-time Employees on ten hour shifts shall be two thirty (30) minute meal periods per ten (10) hour shift. Mealtimes shall be allocated by Management.

(P/T)

(b) The normal hours of work for part-time Employees inclusive of two thirty (30) minute meal periods per ten (10) hour shift and shall not exceed fifty-six (56) hours per pay period save and except during emergencies.

16.02 Normal Days of Work

(F/T)

(a) The normal days of work shall be a total of ten (10) days or 80 hours per pay period and any and all Employees may be required to work a shift schedule.

16.04 Rest Periods

There shall be a fifteen (15) minute rest period allocated twice during each during each ten (10) hour work period.

16.06 Call-in

(a) Call-in is defined as being called to work an unscheduled shift.

(b) If called in to work after a shift has clearly begun, or if not given enough call-in time to report to work before the shift starts, the Employee shall be paid for the full-time worked plus one (1) hour to prepare for the call in for ten (10) hours of pay if called in for an ten(10) hour shift

17.01 Compensation Outside Scheduled Hours

(F/T)

(a) Authorized work performed by regular full-time Employees outside the scheduled eight (8) hours of work, ten (10) ten hours or the scheduled twelve (12) hours of work shall be considered to be overtime and shall be paid for at the rate of time and one-half (1 ½).

(P/T)

(b) Authorized work performed beyond eight (8) hours of scheduled work, ten(10) hours or twelve (12) hours of scheduled work in any twenty (20) hour period shall be paid for at the rate of time and one half (1 ½).

No Bargaining Unit Employee shall be required to work beyond eight (8) , ten or twelve (12) hours in any twenty (20) hour period, without their consent. An Employee who is required to work beyond eight (8) or twelve (12) hours in any twenty (20) hour period, but has not consented to waive overtime pay, shall be paid as referenced above.

21.02 Annual Paid Sick Leave

(F/T)

144 hours sick leave credit shall be accumulated annually by each Employee at the rate of one and one-half (1½) days, 10 hours or 12 hours, for each month an Employee is on the active payroll. Sick leave shall not accrue after thirty (30) days leave due to illness.

21.03 Deduction From Sick Leave

(F/T)

Employees who are absent because of illness shall have the number of days or hours absent deducted from their accumulated sick leave credits.

Either party may terminate this LOU with sixty (60) days' written notice to the other party.

Signed this 30th day of October, 2026 in Ontario.

For the Employer:

For the Union:

Revised September 30, 2026

County of Renfrew	Manulife / 4704 Location 108 Class 108 Plan AL	Manulife / 4704 Location 108 Class 902 Plan AO	Manulife / 4704 Location 109 Class 109 Plan AM	Manulife / 4704 Location 109 Class 906 Plan AR
Category	**COR**	**COR**	**COR**	**COR**
Description	Active Bonnechere Manor employees who are members of CUPE Local 1508	Active Part-Time Bonnechere Manor employees who are members of CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE prior to January 31, 2018 CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE on or after January 1, 2019 CUPE Local 1508
BASIC LIFE INSURANCE		n/a	n/a	n/a
-enrollment	mandatory			
-volume	2 times earnings rounded to next $1,000			
-maximum	$175,000			
non-evidence maximum	$175,000			
-minimum	none			
-reduction	none			
-paid-up insurance	none			
-premium waiver	6 months			
-disability definition	any occupation			
-maximum conversion	$200,000 or amount already in force, whichever is less			
-eligibility waiting period	none			
-termination	end of the month following attainment of age 70 or retirement, whichever is earlier			
-Prior insurer / policy	Canada Life / 30703 / Replaced by Manulife 28765			
-effective date	March 1, 1988 / replaced effective March 1, 2003			
-insurer / policy #	Manulife / 4704 (platform change)			
-effective date	September 1, 2015			
-renewal date	1-Jan			
-employer contribution	100%			
-particular provisions	n/a			
BASIC AD&D		n/a	n/a	n/a
-enrollment	mandatory			
-volume	2 times earnings rounded to next $1,000			
-maximum	$175,000			
-minimum	none			
-premium waiver	6 months			
-disability definition	any occupation			
-maximum conversion	n/a			
-eligibility waiting period	none			
-termination	end of the month following attainment of age 70 or retirement, whichever is earlier			
-Prior insurer / policy	RBC/808095			
-effective date	January 1, 1996			

Revised September 30, 2026

County of Renfrew	Manulife / 4704 Location 108 Class 108 Plan AL	Manulife / 4704 Location 108 Class 902 Plan AO	Manulife / 4704 Location 109 Class 109 Plan AM	Manulife / 4704 Location 109 Class 906 Plan AR
Category	**COR**	**COR**	**COR**	**COR**
Description	Active Bonnechere Manor employees who are members of CUPE Local 1508	Active Part-Time Bonnechere Manor employees who are members of CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE prior to January 31, 2018 CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE on or after January 1, 2019 CUPE Local 1508
-insurer / policy #	SSQ/Beneva / 1F900			
-effective date	March 1, 2003			
-renewal date	1-Jan			
-employer contribution	100%			
-particular provisions	n/a			
BASIC DEPENDENT LIFE	n/a	n/a	n/a	n/a
OPTIONAL LIFE		n/a	n/a	n/a
(EMPLOYEE)				
-volume	multiples of $25,000			
-maximum	$250,000			
-minimum	$25,000			
-proof of insurability	yes			
-premium waiver	6 months			
-conversion privilege	yes			
-termination	end of the month following attainment of age 70 or retirement, whichever is earlier			
-Prior insurer / policy	Canada Life / 30703 / Replaced by Manulife 28765			
-effective date	March 1, 1988 / replaced effective March 1, 2003			
-insurer / policy #	Manulife / 4704 (platform change)			
-effective date	September 1, 2015			
-renewal date	1-Jan			
-particular provisions	n/a			
OPTIONAL LIFE	n/a	n/a	n/a	n/a
(SPOUSE)				
EHC				
-enrollment	mandatory	mandatory	mandatory	mandatory
late enrollment	proof of insurability request after 31 days	proof of insurability request after 31 days	proof of insurability request after 31 days	proof of insurability request after 31 days
-deductible	$10 / $20 (n/a drugs)	$10 / $20 (n/a drugs)	$10 / $20 (n/a drugs)	$10 / $20 (n/a drugs)
-co-insurance	100%	100%	100%	100%
-overall maximum	unlimited	unlimited	$20,000 lifetime	$60,000 lifetime
-drugs	prescription with some OTC	prescription with some OTC	prescription with some OTC	prescription with some OTC
-drug card	yes	yes	yes	yes
-maximum dispensing fee	$7.50 per prescription	$7.50 per prescription	$7.50 per prescription	$7.50 per prescription
-deductible per prescription	none	none	none	none
vaccination for Hepatitis A, B and C	n/a	n/a	n/a	n/a
-fertility drugs	$10,000 lifetime effective May 1, 2026	n/a	n/a	n/a

Revised September 30, 2026

County of Renfrew	Manulife / 4704 Location 108 Class 108 Plan AL	Manulife / 4704 Location 108 Class 902 Plan AO	Manulife / 4704 Location 109 Class 109 Plan AM	Manulife / 4704 Location 109 Class 906 Plan AR
Category	**COR**	**COR**	**COR**	**COR**
Description	Active Bonnechere Manor employees who are members of CUPE Local 1508	Active Part-Time Bonnechere Manor employees who are members of CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE prior to January 31, 2018 CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE on or after January 1, 2019 CUPE Local 1508
-anti-smoking drugs	n/a	n/a	n/a	n/a
-anti-obesity drugs	$5,000 per calendar year effective May 1, 2026	n/a	n/a	n/a
-treatment of sexual dysfunction	$1,200 per calendar year	$1,200 per calendar year	$1,200 per calendar year	$1,200 per calendar year
-generic substitution	yes	yes	yes	yes
-medical marijuana	n/a	n/a	n/a	n/a
-nursing home	$20/day subject to a maximum of 120 days per period of confinement	$20/day subject to a maximum of 120 days per period of confinement	$20/day subject to a maximum of 120 days per period of confinement	$20/day subject to a maximum of 120 days per period of confinement
-private duty nursing	max $10,000 during a period of 3 consecutive years	max $10,000 during a period of 3 consecutive years	max $10,000 during a period of 3 consecutive years	max $10,000 during a period of 3 consecutive years
-massage therapist - maximum	$500/calendar year* effective May 1, 2026	$300/calendar year*	$300/calendar year*	$300/calendar year*
-speech therapist - maximum	$300/calendar year	$300/calendar year	$300/calendar year	$300/calendar year
-clinical psychologist - maximum	see Mental Health Practitioners	$300/calendar year	$300/calendar year	$300/calendar year
Mental Health Practitioners (clinical psychologist, clinical councillor, marriage and family therapist, psychoanalyst, psychotherapist and social worker)	$500/calendar year effective May 1, 2026			
-chiropractor - maximum	$500/calendar year* effective May 1, 2026	$300/calendar year*	$300/calendar year*	$300/calendar year*
-osteopath - maximum	$500/calendar year* effective May 1, 2026	$300/calendar year*	$300/calendar year*	$300/calendar year*
-podiatrist - maximum	$500/calendar year* effective May 1, 2026	$300/calendar year*	$300/calendar year*	$300/calendar year*
-naturopath - maximum	$500/calendar year* effective May 1, 2026	$300/calendar year*	$300/calendar year*	$300/calendar year*
-physiotherapist - maximum	unlimited	unlimited	unlimited	unlimited
-acupuncturist - maximum	n/a	n/a	n/a	n/a
-biofeedback therapy - maximum	n/a	n/a	n/a	n/a
-hearing aids - maximum	$300 / 4 calendar years	$300 / 4 calendar years	$300 / 4 calendar years	$300 / 4 calendar years
-orthopaedic shoes	1 pair/calendar year **	1 pair/calendar year **	1 pair/calendar year **	1 pair/calendar year **
-orthotics	1 pair/calendar year **	1 pair/calendar year **	1 pair/calendar year **	1 pair/calendar year **
-out of province emergency coverage	yes	yes	Limited coverage. Recommend private insurance be purchased	Limited coverage. Recommend private insurance be purchased
-out of province hospital coverage	yes	yes	Limited coverage. Recommend private insurance be purchased	Limited coverage. Recommend private insurance be purchased
-external breast prosthesis	1 initial following a mastectomy plus 1 every 2 calendar years thereafter	1 initial following a mastectomy plus 1 every 2 calendar years thereafter	1 initial following a mastectomy plus 1 every 2 calendar years thereafter	1 initial following a mastectomy plus 1 every 2 calendar years thereafter
-transcutaneous nerve stimulators	$700 / lifetime	$700 / lifetime	$700 / lifetime	$700 / lifetime
-custom-made compression hose	2 pairs / calendar year	2 pairs / calendar year	2 pairs / calendar year	2 pairs / calendar year

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County of Renfrew	Manulife / 4704 Location 108 Class 108 Plan AL	Manulife / 4704 Location 108 Class 902 Plan AO	Manulife / 4704 Location 109 Class 109 Plan AM	Manulife / 4704 Location 109 Class 906 Plan AR
Category	**COR**	**COR**	**COR**	**COR**
Description	Active Bonnechere Manor employees who are members of CUPE Local 1508	Active Part-Time Bonnechere Manor employees who are members of CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE prior to January 31, 2018 CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE on or after January 1, 2019 CUPE Local 1508
-eligibility waiting period	none	none	none	none
-termination	end of the month following attainment of age 70 or retirement, whichever is earlier	end of the month following attainment of age 70 or retirement, whichever is earlier	end of the month following attainment of age 65	end of the month following attainment of age 65
-Prior insurer / policy	Canada Life / 30703 / Replaced by Manulife 28765		Canada Life / 30703 / Replaced by Manulife 28765	
-effective date	March 1, 1988 / replaced effective March 1, 2003		March 1, 1988 / replaced effective March 1, 2003	
-insurer / policy #	Manulife / 4704 (platform change)	Manulife / 4704	Manulife / 4704 (platform change)	Manulife / 4704
-effective date	September 1, 2015	February 18, 2017	September 1, 2015	January 1, 2019
-renewal date	1-Jan	1-Jan	1-Jan	1-Jan
-employer contribution	85% June 29, 2023 90% January 1, 2024 95% January 1, 2025 100%	in lieu of 14% allowance family coverage - the allowance in lieu is 0% single coverage - the allowance is 8% The reduction in the current 14% allowance in lieu is known as an offset	85% June 29, 2023 90% January 1, 2024 95% January 1, 2025 100%	85% June 29, 2023 90% January 1, 2024 95% January 1, 2025 100%
Particular Provisions	*Paramedical combined maximum ** 1 pair of Orthotics or Orthopaedic shoes per year;	*Paramedical combined maximum ** 1 pair of Orthotics or Orthopaedic shoes per year;	*Paramedical combined maximum ** 1 pair of Orthotics or Orthopaedic shoes per year;	*Paramedical combined maximum ** 1 pair of Orthotics or Orthopaedic shoes per year;
HOSPITAL CARE			n/a	n/a
-enrollment	mandatory	mandatory		
-deductible	none	none		
-co-insurance	100%	100%		
-room and board	semi-private and private	semi-private and private		
-rehabilitation care	n/a	n/a		
-eligibility waiting period	none	none		
-termination	end of the month following attainment of age 70 or retirement, whichever is earlier	end of the month following attainment of age 70 or retirement, whichever is earlier		
-employer contribution	100%	100%		
-particular provisions	n/a	n/a		
OUT OF COUNTRY COVERAGE			n/a	n/a
-enrollment	mandatory	mandatory		
-deductible	none	none		
-eligibility waiting period	none	none		
-termination	end of the month following attainment of age 70 or retirement, whichever is earlier	end of the month following attainment of age 70 or retirement, whichever is earlier		
-maximum length of trip	60 consecutive days	60 consecutive days		
-maximum	$5,000,000 / lifetime	$5,000,000 / lifetime		

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County of Renfrew	Manulife / 4704 Location 108 Class 108 Plan AL	Manulife / 4704 Location 108 Class 902 Plan AO	Manulife / 4704 Location 109 Class 109 Plan AM	Manulife / 4704 Location 109 Class 906 Plan AR
Category	**COR**	**COR**	**COR**	**COR**
Description	Active Bonnechere Manor employees who are members of CUPE Local 1508	Active Part-Time Bonnechere Manor employees who are members of CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE prior to January 31, 2018 CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE on or after January 1, 2019 CUPE Local 1508
-employer contribution	85% June 29, 2023 90% January 1, 2024 95% January 1, 2025 100%	in lieu of 14% allowance family coverage - the allowance in lieu is 0% single coverage - the allowance is 8% The reduction in the current 14% allowance in lieu is known as an offset		
-particular provisions	n/a	n/a		
VISION CARE			n/a	n/a
-enrollment	mandatory	mandatory		
-deductible	none	none		
-co-insurance	100%	100%		
-maximum prescription glasses	$300 / 2 calendar years up to June 30, 2023 $350 per 2 year fixed period from July 1, 2023 to June 30, 2025 $450 per 2 year fixed period from May 1, 2026 to April 30, 2028	$300 / 2 calendar years up to June 30, 2023 $350 per 2 year fixed period from July 1, 2023 to June 30, 2025		
-maximum contact lenses	$300 / 2 calendar years up to June 30, 2023 $350 per 2 year fixed period from July 1, 2023 to June 30, 2025 $450 per 2 year fixed period from May 1, 2026 to April 30, 2028	$300 / 2 calendar years up to June 30, 2023 $350 per 2 year fixed period from July 1, 2023 to June 30, 2025		
-eye exam	included in Vison Care maximum	included in Vison Care maximum		
-visual training	n/a	n/a		
-eligibility waiting period	none	none		
-termination	end of the month following attainment of age 70 or retirement, whichever is earlier	end of the month following attainment of age 70 or retirement, whichever is earlier		
-employer contribution	85% 90% as of June 29, 2023 95% as of January 1, 2024 100% as of January 1, 2025	in lieu of 14% allowance family coverage - the allowance in lieu is 0% single coverage - the allowance is 8% The reduction in the current 14% allowance in lieu is known as an offset	85% 90% as of June 29, 2023 95% as of January 1, 2024 100% as of January 1, 2025	85% 90% as of June 29, 2023 95% as of January 1, 2024 100% as of January 1, 2025
-particular provisions	for employees and dependents	for employees and dependents		

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County of Renfrew	Manulife / 4704 Location 108 Class 108 Plan AL	Manulife / 4704 Location 108 Class 902 Plan AO	Manulife / 4704 Location 109 Class 109 Plan AM	Manulife / 4704 Location 109 Class 906 Plan AR
Category	**COR**	**COR**	**COR**	**COR**
Description	Active Bonnechere Manor employees who are members of CUPE Local 1508	Active Part-Time Bonnechere Manor employees who are members of CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE prior to January 31, 2018 CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE on or after January 1, 2019 CUPE Local 1508
DENTAL CARE				
-enrollment	mandatory	mandatory	mandatory	mandatory
late enrollment	$125 per person for the first 12 months of coverage	$125 per person for the first 12 months of coverage	$125 per person for the first 12 months of coverage	$125 per person for the first 12 months of coverage
-deductible	none	none	none	none
A) basic services				
-co-insurance	100%	100%	100%	100%
-maximum	unlimited	unlimited	$5,000 lifetime	$15,000 lifetime
-recall exam	2 times / year	2 times / year	2 times / year	2 times / year
-particular provisions	n/a	n/a	combined for basic services and supplementary basic services	combined for basic services and supplementary basic services
B) supplementary basic services (including endodontic and periodontal services				
-co-insurance	100%	100%	100%	100%
-maximum	unlimited	unlimited	$5,000 lifetime	$15,000 lifetime
C) dentures				
-co-insurance	n/a	n/a	n/a	n/a
-maximum				
-particular provisions			combined for basic services and supplementary basic services	combined for basic services and supplementary basic services
D) major restorative				
-co-insurance	50%	50%	n/a	n/a
-maximum	$2,000 per calendar year children & adult	$2,000 per calendar year children & adult		
-particular provisions				
E) orthodontics	n/a	n/a	n/a	n/a
-co-insurance				
-maximum				
-child coverage				
-adult coverage				
-dental fee guide	current less one year based on ODA	current less one year based on ODA	current less one year based on ODA	current less one year based on ODA
-eligibility waiting period	none	none	none	none
-termination	end of the month following attainment of age 70 or retirement, whichever is earlier	end of the month following attainment of age 70 or retirement, whichever is earlier	end of the month following attainment of age 65	end of the month following attainment of age 65
-Prior insurer / policy	Canada Life / 30703 / Replaced by Manulife 28765		Canada Life / 30703 / Replaced by Manulife 28765	

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County of Renfrew	Manulife / 4704 Location 108 Class 108 Plan AL	Manulife / 4704 Location 108 Class 902 Plan AO	Manulife / 4704 Location 109 Class 109 Plan AM	Manulife / 4704 Location 109 Class 906 Plan AR
Category	**COR**	**COR**	**COR**	**COR**
Description	Active Bonnechere Manor employees who are members of CUPE Local 1508	Active Part-Time Bonnechere Manor employees who are members of CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE prior to January 31, 2018 CUPE Local 1508	Bonnechere Manor - Early Retiree Plan CUPE on or after January 1, 2019 CUPE Local 1508
-effective date	March 1, 1988 / replaced effective March 1, 2003		March 1, 1988 / replaced effective March 1, 2003	
-insurer / policy #	Manulife / 4704 (platform change)	Manulife / 4704	Manulife / 4704 (platform change)	Manulife / 4704
-effective date	September 1, 2015	February 18, 2018	September 1, 2015	January 1, 2019
-renewal date	1-Jan	1-Jan	1-Jan	1-Jan
-employer contribution	85% 90% as of June 29, 2023 95% as of January 1, 2024 100% as of January 1, 2025	in lieu of 14% allowance family coverage - the allowance in lieu is 0% single coverage - the allowance is 8% The reduction in the current 14% allowance in lieu is known as an offset	85% 90% as of June 29, 2023 95% as of January 1, 2024 100% as of January 1, 2025	85% 90% as of June 29, 2023 95% as of January 1, 2024 100% as of January 1, 2025
TYPE OF COVERAGE				
General Terms and Conditions				
Dependant child for EHC and Dental	either under 22 years of age, or if full-time student under 25 years of age	either under 22 years of age, or if full-time student under 25 years of age	either under 22 years of age, or if full-time student under 25 years of age	either under 22 years of age, or if full-time student under 25 years of age