



COLLECTIVE AGREEMENT

BETWEEN THE

CAPITAL REGION HOUSING CORPORATION

AND THE

ALBERTA UNION OF PROVINCIAL EMPLOYEES

LOCAL 118/011

JANUARY 1, 2016 - DECEMBER 31, 2018

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PREAMBLE

This Agreement made this _____ day of _____, A.D. 2016

BETWEEN:

The Capital Region Housing Corporation
(hereinafter called "the Employer")

OF THE FIRST PART

and

The Alberta Union of Provincial Employees, Local 118/011,
(hereinafter called "the Union")

OF THE SECOND PART

WHEREAS the Union has the sole right to negotiate on behalf of the Employer's said Employees;

AND WHEREAS the Parties are mutually desirous of entering into an Agreement as defined in the Act containing provisions with reference to rates of pay, hours of work and other terms or conditions of employment and providing a procedure for the consideration of grievances and the settlement of disputes;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, the Parties herein mutually covenant and agree with each other as follows:

ARTICLE 1

Interpretation

- 1.01
- (a) "Code" means the Labour Relations Code of Alberta, as amended.
 - (b) "Anniversary Date", unless otherwise changed by the operation of the terms of this Agreement, means:
 - (i) In the case of an Employee whose employment commenced between the first (1st) and fifteenth (15th) day inclusive of any month, the first (1st) day of that calendar month, or
 - (ii) In the case of an Employee whose employment commenced between the sixteenth (16th) and the last day in any month, the first (1st) day of the following calendar month.
 - (c) "Employer" means the Capital Region Housing Corporation or other name taken pursuant to the Alberta Housing Act.
 - (d) "Employee" means any person employed in a job classification covered by this Agreement and whose service is designated as:
 - (i) "Regular Full-time", an Employee who occupies a permanently established full-time position.
 - (ii) "Regular Part-time", an Employee who occupies a permanently established part-time position and who normally works only part of the regular work day or less than the full number of work days in each week or month. Regular Part-time Employees shall receive all benefits of this Agreement on a pro-rata basis.
 - (iii) "Probationary Employee", an Employee who is serving a period of probation as defined in Article 16 of this Collective Agreement. Benefit entitlement shall be only as specified in the various Articles of this Collective Agreement.
 - (iv) "Temporary Employees", are persons engaged on a full-time or part-time basis for a period of employment of an uncertain duration. No Employee shall be kept on temporary status in excess of six (6) months. The temporary status may be extended to a maximum of twelve (12) months with the written approval of the Union. Such approval shall not be unreasonably denied.

In the case of maternity leave coverage, temporary status can be extended up to twelve (12) months without the written approval of the Union. Temporary Employees will not be covered by Articles 20, Position Abolishment, 19, Lay Off and Re-employment. Benefit entitlement shall be as specified in the various Articles of this Collective Agreement.

- (e) "Work Day" means any day on which an Employee is normally expected to be at his place of employment.
- (f) "Family" in addition to its usual meaning, includes common-law relatives.
- (g) "Common-law partner" means a person who has lived in the Employee's household for at least **one (1)** year and has been maintained and publicly represented by the Employee as his or her spouse for at least **one (1)** year.
- (h) Throughout this Agreement, a word used in the masculine gender applies also in the feminine gender and a word used in the singular applies also in the plural, unless the context otherwise requires.
- (i) "Union Dues" are dues, fees, and other assessments levied by the Union, equally and concurrently on all Employees covered by this Agreement in amounts as the Union may determine from time to time.
- (j) "Dismiss" means to discharge an Employee for just cause. Dismiss does not apply to "Position Abolishment" as per Article 20 of this Agreement or "Lay-Off" as per Article 19 of this Agreement.
- (k) "Employment Year" means the period of time from an Employee's anniversary date to his next anniversary date.

ARTICLE 2

Application

- 2.01 The Employer and the Union agree that the terms and conditions of employment and pay rates as set out herein shall not be changed during the life of this Agreement except by written mutual agreement between the Parties.
- 2.02 In the event any provision of this Agreement is in conflict with any present or future Statutes of the Province of Alberta applicable to the Employer, the section so affected shall be altered or amended forthwith in a manner agreeable to both Parties so as to incorporate required changes. Such action shall not affect any other provisions of this Agreement.

ARTICLE 3

Management Rights Clause

- 3.01 The Union recognizes that all functions, rights, powers, and authority which the Employer has not specifically abridged, delegated or modified by this Agreement are retained by the Employer.

ARTICLE 4

Union Membership and Dues Check-Off

- 4.01 All Employees covered by this Agreement shall apply for membership in the Union within thirty (30) days of the date of employment, as a condition of employment. An Employee who has a religious objection to becoming a member of the Union shall be permitted to opt out of membership by providing the Union with a signed statutory declaration outlining the objection within sixty (60) consecutive calendar days from the date of commencement of employment, but such Employee shall continue to pay Union Dues.
- 4.02 Notwithstanding the generality of the above, all Employees covered by this Agreement shall be required to pay Union Dues. The Employer shall, therefore, as a condition of employment, deduct each month the amount of the Union Dues as set by the Union from time to time from the pay of all Employees covered by this Agreement. Union Dues shall be pro-rated for Employees regularly working less than full-time.
- 4.03 The Employer shall remit Union Dues deducted from the pay of all Employees to the Union by the first (1st) working day after the fifteenth (15th) calendar day in the following month. Where an accounting adjustment is necessary to correct an over or under payment of dues, it shall be effected in the succeeding month.
- Particulars, identifying each Employee in an electronic/computerized form showing the Employee number if available, starting date, classification, name and address, if active, on LTD or terminated, shall also be provided monthly together with the amount deducted from each member.
- 4.04 The Union agrees that for purposes of this Article, all Employees are members of the Union except those who have voluntarily opted out in accordance with Clause 4.01.
- 4.05 The Union shall advise the Employer, in writing, of any change in the amount of dues to be deducted from the Employees covered by this Agreement. Such notice shall be communicated to the Employer at least thirty (30) days prior to the effective date of the change.
- 4.06 Each Party agrees to pay one-half (1/2) the cost of printing sufficient copies to provide each present and new Employee with a copy of the Collective Agreement.

ARTICLE 5

Union Recognition

- 5.01 The Employer recognizes the Union as the sole bargaining agent for the Employees covered by this Agreement.
- 5.02 The Employer shall not enter into any separate Agreement(s) with an Employee or group of Employees covered by this Agreement that contravenes the terms or conditions of employment contained in this Agreement or the intent of this Agreement without the prior written approval of the Union.
- 5.03 Employees excluded from the bargaining unit will not perform work normally assigned to the bargaining unit Employees except in emergency situations, for the purposes of training Employees in the bargaining unit or in order to meet vacation requirements of the Employer. The Employer will not reduce the regular and overtime work of bargaining unit Employees by exercising the above provisions.
- 5.04 The Parties agree that there shall be no discrimination or coercion exercised or practiced with respect to any Employee for reason of membership or lawful activity in the Union.
- 5.05 An Employee shall have the right to wear or display the recognized insignia of the Union, however, no such insignia larger than a lapel pin shall be worn on issue clothing, nor shall such an insignia be displayed on the Employer's equipment or facilities.

ARTICLE 6

Employee Management Advisory Committee

- 6.01 The Employer and the Union agree that there shall be an Employee Management Advisory Committee consisting of six (6) persons, three (3) of whom shall represent the Employer and three (3) of whom shall be Employees representing the Union.
- 6.02 The representatives of the Employer on EMAC shall be those persons or alternates employed and designated by the Employer from time to time.
- 6.03 The representatives of the Union on EMAC shall be those Employees or Employee alternates designated by the Local from time to time.
- 6.04 The Parties mutually agree that the representatives of the Employer and the Union on EMAC should be the persons in authority whose membership should be as constant as reasonably possible with a minimum of alteration or substitution.

- 6.05 The senior representative of the Employer and the senior representative of the Union shall alternate as Chairman on EMAC.
- 6.06 EMAC shall meet at a mutually acceptable hour and date, and at least monthly. Either senior representative may request a special meeting to deal with urgent matters.
- 6.07 It is the function of EMAC to consider matters of mutual concern including working conditions and workload demands affecting the relationship of the Employer to its Employees and to advise and make recommendations to the Employer and the Union with a view to resolving difficulties and promoting harmonious relations between the Employer and its Employees.
- 6.08 Either the Employer or the Union may have experts or advisers present at meetings of EMAC to make submissions to or to assist EMAC in the consideration of any specific problem, but such persons shall not have the right to vote. Each Party shall give the other reasonable advance notice of the anticipated presence of such experts or advisers.

ARTICLE 7

Union Stewards

- 7.01 The Employer recognizes the right of the Union to elect Employees as Union Stewards to act on behalf of Employees in conformance with the provisions of this Agreement.
- 7.02 The Union shall determine the number of Union Stewards, having regard to the plan of organization and the distribution of Employees at the workplace. No more than seven (7) Union Stewards shall be allowed time off for training within one (1) calendar year. The Union shall provide a list of eligible Stewards to the Employer.
- 7.03 Employees may be represented by a Union Steward and/or Union Staff Member at any step of the Grievance Procedure.
- 7.04 The Employer recognizes the Union Stewards as official representatives of the Union.
- 7.05 A currently maintained list of Union Stewards shall be supplied to the Employer by the Union.
- 7.06 Members who have been appointed as Union Stewards may wear a lapel pin denoting such position and shall carry a Union Steward identification card.
- 7.07 The Employer agrees to allow a Union Steward, designated by the Union, a period of fifteen (15) minutes to speak to new Employees regarding the Union, on or around their first day of work.

ARTICLE 8

Employer - Union Relations

- 8.01 The Employer will grant Union Staff Members access to its premises when negotiating or participating in committees with representatives of the Employer, or when investigating a grievance at a mutually agreed upon time.
- 8.02 The Employer agrees that access to an Employee's Personnel File shall be provided to the Employee, or his authorized Union Representative, four (4) times in each year and in the event of grievance. He may request a representative of the Union to be present at the time of such examination.
- 8.03 The Employee will be provided with a copy of all written reprimands or written notices of other disciplinary action. Such written reprimand or notice shall advise the Employee that he may bring the matter to the attention of the Union if he considers the action unfair.

ARTICLE 9

Personnel File Clearance

- 9.01 An Employee who has been subject to disciplinary action may after fifteen (15) full months of continuous service from the latter of, the date the disciplinary measure was invoked, or, if suspended, the suspension completed, request that his official personnel file be cleared of any record of the disciplinary action. Such requests will be granted providing the Employee's file does not contain any further record of disciplinary action, during that period, of which the Employee is aware. The Employer will confirm in writing to the Employee eligible to have his record cleared, that such action has been effected.

ARTICLE 10

Disciplinary Action

- 10.01 When the Employer takes disciplinary action against an Employee, that Employee shall be informed in writing as to the reason(s) for such action.
- 10.02 In an interview related to disciplinary action, an Employee shall be entitled to have a Union Steward present at the interview. In the event that the meeting was not specified as a disciplinary interview, the Employee may suspend the interview if he determines that it is disciplinary in nature, until he has a Union Steward present.
- 10.03 When an Employee has grieved a disciplinary action and the grievance procedure or arbitration has allowed the grievance or has substituted a penalty, the Employee's file shall be amended to reflect the change.
- 10.04 No Employee shall be disciplined or dismissed except for just cause.

ARTICLE 11

Grievance Procedure

11.01 All differences between the Employer and the Union concerning the interpretation, application, operation or an alleged violation of this Agreement shall be referred to Step 3 below. In the event of any difference arising out of this Collective Agreement between the Employer and an Employee it shall be settled by following the procedures set out below:

- Step 1 An Employee who wishes to pursue a difference, must submit it in writing to the immediate Manager of the Employee within ten (10) working days from the date on which the subject of the difference occurred or at the time the Employee first became aware that a difference had allegedly occurred. The immediate Manager and Employee shall meet within five (5) working days and endeavor to resolve the difference. The immediate Manager from the date of this meeting shall respond within five (5) working days, by submitting a written reply to the Employee, with a copy to the Union.
- Step 2 When an Employee is not satisfied with the answer or settlement, the difference shall be forwarded in writing within five (5) working days to the Senior Manager of the Employee's division or his authorized alternate. The Senior Manager or his authorized alternate, the Employee and the Union Steward shall meet within five (5) working days and endeavor to resolve the difference. The Senior Manager or his authorized alternate shall within five (5) working days of the date of the meeting, submit a written reply to the Employee, with a copy to the Union.
- Step 3 When an Employee is not satisfied with the answer or settlement, the difference shall be forwarded in writing to the Chief Executive Officer or his authorized alternate within five (5) working days. The Chief Executive Officer or his authorized alternate, the Employee, a Union Steward and a Union Staff Member shall meet within five (5) working days and endeavor to resolve the difference. The Chief Executive Officer or his authorized alternate shall within ten (10) working days of the date of the meeting, submit a written reply to the Employee, with a copy to the Union.

Step 4 If the difference remains unresolved, the dissatisfied Party may forward the matter to an Arbitration Board. Such reference shall take place within ten (10) working days of the receipt of the reply provided for in Step 3. The Arbitration Board will be comprised of one (1) member appointed by the Employer, one (1) member appointed by the Union and a neutral Chairman appointed by the members. Each party shall bear the expenses of their appointee and the expenses of the Chairman shall be shared equally by the Parties. If either Party fails to appoint a member or if the appointed members cannot agree on a neutral Chairman, such appointment shall be made in accordance with the "Code".

11.02 The time limits between levels or the time limits to initially file a grievance may be extended by mutual agreement between the Employer and the Union but such agreement shall be in writing. In the case of a difference arising from demotion, suspension or dismissal, it shall initially be presented at Step 3 of this Article.

11.03 In the event the initiator of the difference fails to follow the procedure and time limits established in the Steps of the Grievance Procedure, the grievance shall be deemed to be abandoned.

11.04 If the recipient of the difference fails to respond within the time limits prescribed in the Grievance Procedure, the grievance may advance to the next applicable Step of the Grievance Procedure.

11.05 A group grievance may be initiated by more than one (1) Employee provided that all Employees are grieving the identical issue.

11.06 As an alternate procedure to that outlined in Article 11.01 commencing at Article 11.01 Step 3, the following procedure shall be used if mutually agreed upon in writing between the Employer and the Union:

- (a) Steps described in 11.01 shall apply.
- (b) If the matter of difference is not settled within ten (10) working days, it shall be referred to a single Arbitrator who shall be selected and agreed upon by the Employer and the Union.
- (c) Should the Employer and the Union fail to agree upon the appointment of a single Arbitrator, the appointment shall be made by the Minister of Labour.
- (d) The costs of and in connection with the single Arbitrator shall be borne equally by the Employer and the Union.

- 11.07 The Arbitration Board or single Arbitrator shall not have any power to alter, amend or change, in any way, the provisions of this Agreement, or to substitute any new provisions for any existing provisions but may substitute any penalty imposed on the grievor.
- 11.08 The Arbitration Board or single Arbitrator shall be vested with authority to decide whether any matter referred to is arbitrable. It shall make its decision within thirty (30) days of the appointment of the Chairman or single Arbitrator. By mutual consent of the Parties the time limit may be extended.
- 11.09 A Probationary Employee may only grieve dismissal through Step I to III inclusive of the Grievance Procedure.
- 11.10 A grievance shall not be presented on classification matters, or any other matters where an appeal procedure is already provided elsewhere in this Agreement.

ARTICLE 12

Time-Off for Union Business

- 12.01 Time-off from work without loss of regular earnings will be provided on the following basis:
- (a) The grievor and/or one (1) Union appointee for time spent in discussing grievances with representatives of the Employer as outlined in the Grievance Procedure.
 - (b) Union appointees not to exceed three (3) in number for time spent in Employee Management Advisory Committee meetings with representatives of the Employer.
- 12.02 Time off without pay shall be granted to an Employee for any of the following reasons once in any calendar month:
- (a) Members selected as representatives of the Union to attend Union Conventions or Seminars; and
 - (b) Members designated as delegates representing the Union at Conventions of labour organizations with which the Union is affiliated; and
 - (c) Members elected to the Provincial Executive of the Union to attend Provincial Executive meetings normally held once every two (2) months; and
 - (d) Members appointed to Standing Committees of the Union.

- 12.03 Time-off without pay shall be granted to the members of the Union Negotiating Committee, not to exceed four (4) in number, for:
- (a) preparatory meetings during negotiations.
 - (b) time spent meeting with representatives of the Employer during the formal negotiation of a Collective Agreement.
- 12.04 To facilitate the administration of this Article, the Employer shall, for a fee of 15% of the invoice total, grant the leave of absence with pay and invoice the Union for salary and benefits paid to the absent Employee.
- 12.05 Notwithstanding the provision of this Article, the Employer may refuse to grant time off where serious disruption of work or difficulty will arise, however, time-off will not be unreasonably denied.

ARTICLE 13

Notice of Resignation

- 13.01 An Employee is required to provide the Employer with ten (10) work days' prior written notice of resignation if required, by the Employer, if he wishes to resign in good standing.
- 13.02 An Employee who absents himself from his employment and who has not informed the Employer, shall, after three (3) consecutive work days of such unauthorized absence, be considered to have abandoned his position and will be deemed to have resigned, unless it is subsequently shown by the Employee that special circumstances prevented him from reporting to his place of work.
- 13.03 An Employee who is discharged shall receive his termination entitlements at the time he leaves the Corporation. An Employee who voluntarily leaves the employ of the Corporation shall receive his wages and vacation pay to which he is entitled within a reasonable period of time but no later than the regular pay day next following the day on which he terminates his employment.

ARTICLE 14

Regulations and Personnel Policies

- 14.01 A copy of the Personnel Regulations and Procedures and amendments issued by the Employer shall be provided by the Employer to all Employees. Such regulations and procedures shall be consistent with the provisions of this Agreement.
- 14.02 Upon completion, one copy of the Capital Region Housing Corporation Policy and Procedures Manual and subsequent amendments shall be provided by the Employer to each Union Steward.

ARTICLE 15

Bulletin Boards

- 15.01 The Employer will provide specific bulletin board space for use of the Union at locations on the Employer's premises which are accessible to Employees. Sites of the bulletin boards are to be determined by the Employing Department and the Union. Bulletin board space shall be used for posting Union information directed to its members.

ARTICLE 16

Probationary Appointment

- 16.01 The probationary period is the initial period of employment which shall be one hundred and eighty (180) consecutive calendar days.
- 16.02 A probationary Employee shall commence coverage for benefits in accordance with Articles 28, 30, 31, 34, 35, 38, 39, and 40 of this Collective Agreement after the completion of the Probationary period.
- 16.03 By mutual agreement between the Employer and the Union, the Probationary period may be extended beyond one hundred and eighty (180) calendar days to a maximum of two hundred and seventy (270) calendar days, but the extension shall not affect the benefit entitlement in 16.02 above.
- 16.04 The Employer may choose to waive the Probationary period.
- 16.05 An Employee shall be advised in writing of the completion of the period of probation.

ARTICLE 17

Seniority

- 17.01 Seniority shall be established on the basis of an Employee's service with the Employer commencing with his date of employment. During any period of leave of absence without pay in excess of thirty (30) calendar days, an Employee shall cease to accrue seniority for the whole of the period of leave of absence.
- 17.02 An Employee shall lose his seniority in the following circumstances:
- (a) if he is dismissed and is not reinstated,
 - (b) if he voluntarily resigns,
 - (c) if he is laid off for a period in excess of six (6) months.

- 17.03 Notwithstanding Clause 17.02, total service of an Employee shall be calculated for vacation entitlement for an Employee re-employed by the Employer within six (6) months of resignation or termination.

ARTICLE 18

Job Opportunities and Promotions

- 18.01 In making promotions, filling job vacancies and filling new bargaining unit positions, the selections will be based on job knowledge, experience, education, special skills, ability to supervise if applicable, and personal suitability for the position. Where these skills are judged equal by the Employer, seniority will be the determining factor.
- 18.02 Notice outlining details of available Regular Full-time, Regular Part-time, and Temporary bargaining unit positions over six (6) months in duration will be maintained on notice boards at suitable locations; such notices will be posted for a minimum period of two (2) working days prior to filling the vacancy. The positions may be advertised publicly, but outside applicants shall not be considered if suitable in-service candidates make application for the position.
- Regular Full-time or Regular Part-time bargaining unit positions that have become vacant may be filled immediately by a Temporary Employee until the conditions of this Article have been complied with.
- 18.03 The Employer may fill a vacant regular bargaining unit position by transferring an Employee who is already in the same classification as the vacant position.
- 18.04 An Employee who has been promoted or transferred to another position may be required to serve a trial period to determine his suitability for the new position. The trial period shall be no more than one hundred and eighty (180) calendar days, or such shorter period as approved by the Chief Executive Officer. During the trial period, the Employee may return, or be returned to his former position or to another similar position for which he is qualified at his former salary.
- 18.05 An Employee who is promoted to a position with a higher salary assignment shall be paid a rate in the more senior position which is at least three percent (3%) higher than his present salary. The Employee's anniversary date for salary purposes shall not change.
- 18.06 An Employee who is successful in a competition for a position with a lower salary assignment shall be paid at a rate in the new position that is at the same step as they were at in the position they are leaving.

ARTICLE 19

Layoff and Re-employment

- 19.01 Layoff is defined as an indefinite separation from employment as a result of lack of work, with the intention of being returned at some future date.
- 19.02 Employees shall be laid off in reverse order of seniority within their classification.
- 19.03 The Employer shall notify Employees who are laid off, twenty (20) working days before the layoff is to be effective or payment shall be made, at the Employee's regular rate of pay, for each day that such notice is short of twenty (20) working days. Any layoff for longer than twelve (12) months shall be considered a cessation of employment and if the Employee had at least one (1) year of continuous employment with the Employer at the time of the layoff he shall receive severance allowance equal to the allowance paid under Article 20.01 based on their service at time of lay-off.
- 19.04 Employees laid off shall be placed on a re-employment list for a period of twelve (12) months. The Employee shall be solely responsible for providing the Employer with his current address.
- 19.05 When increasing the work force, recalls shall be carried out in order of seniority provided the Employee is qualified and able to perform the work of the available position. The Employer shall make reasonable effort to contact the Employee for recall purposes. The Employee so contacted will return to work as soon as possible, but not later than seven (7) calendar days following the date of contact. An Employee's name shall be removed from the recall list upon failure to advise the Employer of an address change.
- 19.06 Where operational requirements permit, an Employee will be allowed time off with pay, up to five (5) days, during the notice of layoff period to explore other job opportunities.
- 19.07 An Employee shall continue to accrue seniority while on layoff.

ARTICLE 20

Position Abolishment

20.01 The Employer agrees that if a position is to be abolished, the Employee affected shall be given no less than sixty (60) calendar days' written notice prior to the effective date of the abolition of the position. Pay shall be given for regularly scheduled working days in lieu of notice for that period by which the notice falls short of sixty (60) calendar days. Every effort will be made by the Employer to relocate the Employee in another position for which he is qualified; failing this, an Employee with at least one (1) year of continuous employment with the Employer at the time his position is abolished, will be eligible to receive severance pay as follows:

Full Years of Continuous Employment	Severance Allowance Weeks of Pay at Regular Rate of Pay (No Benefits)
1	2
2	4
3	6
4	8
5	10
6	22
7	25
8	28
9	31
10	34
11	37
12	40
13 plus	43

20.02 The severance pay provisions of 20.01 shall not apply if, during the notice period referred to in 20.01 an Employee has accepted alternative employment with the Employer pursuant to 20.01 bearing a comparable salary range to that of the abolished position.

20.03 Notwithstanding the foregoing provisions, the Employee may be terminated for just cause and shall not be entitled to notice or pay in lieu thereof, but shall have recourse to the Grievance Procedure.

ARTICLE 21

Classification

- 21.01 The Employer agrees to maintain a Classification Plan and to provide a complete copy of the Classification Manual to the Union along with any subsequent amendments.
- 21.02 Employees presently on staff will be provided with a copy of their own job descriptions and classification allocation. New Employees will be provided with this information on their first (1st) day of employment.
- 21.03 When an Employee considers that the duties/or responsibilities of his position have been materially changed since the last review, the Employee may make a request in writing to his immediate Manager, who will review the case and submit the request to the Chief Executive Officer for a decision. Reasons for such decision shall be provided in writing to the Employee. An Employee not satisfied with the resulting decision in regard to classification made by the Chief Executive Officer may appeal the decision in accordance with the Classification Appeal Procedures as outlined.
- 21.04 An Employee wishing to appeal the decision of the Chief Executive Officer pursuant to Clause 21.03 shall submit a request in writing to the Chief Executive Officer within twenty-one (21) days.
- 21.05 The Employer shall select two (2) members of the Employer's Board of Directors to act on the Appeal Board, one (1) of whom shall be appointed Chairman of the Appeal Board and request the Union to appoint a Union Member or Union Staff Officer to the Appeal Board.
- 21.06 The Appeal Board may call upon records and interview such persons concerned as it sees fit and render a decision within fourteen (14) days of the appointment of the last member to the Appeal Board. The decision of the Appeal Board shall be final and binding. The Employee may be represented by a Union Staff Member at the board hearing. The Employee may initiate another request for reclassification after six (6) months has lapsed from the decision of the Appeal Board.
- 21.07 The persons concerned shall be advised within seven (7) days of the decision of the Appeal Board.
- 21.08 Notwithstanding any of the foregoing, the Appeal Board may not create, or alter classes or class specifications.
- 21.09 An Employee whose position is reclassified to a higher salary assignment shall be paid a rate that is at least one (1) increment higher than his present rate of pay. The Employee's anniversary date for salary purposes shall not change.

- 21.10 An Employee whose position is reclassified to a lower salary assignment, shall not suffer a loss in pay, and the Employer shall assist the Employee to relocate to a position assigned to his former classification.
- 21.11 When a new position is formed or where the duties of any classification are significantly altered during the term of this Agreement, the rate of pay shall be subject to agreement between the Employer and the Union. Should the two (2) Parties fail to reach agreement on the rate of pay, the Grievance Procedure shall apply.

ARTICLE 22

Hours of Work

- 22.01 The normal hours of work for Regular Full-Time Employees shall be thirty-six and one-quarter (36 1/4) hours per week.
- 22.02 All Employees covered by this Agreement shall normally receive two (2) fifteen (15) minute paid rest periods in each work period in excess of six (6) hours, one (1) period to be granted before the meal break and one (1) to be granted after. An Employee working a shift of more than two (2) hours but less than six (6) hours, shall be granted one (1) rest period per shift. Rest periods shall not be granted within one (1) hour of commencement or termination of a work period.
- 22.03 A meal period of not less than one-half (1/2) hour and not more than one and one-half (1 1/2) hours, shall be granted to all Employees at approximately the mid-point of each work period that exceeds four (4) hours. Such meal period shall be without pay except as provided for in 22.04.
- 22.04 Any Employee who is unable, due to assignment or responsibility, to leave his station of employment during his meal period shall be paid for such meal period at his regular rate of pay, except where the Employee fulfills regular noon hour answering service. Such Employees shall take a late lunch period.
- 22.05 An Employee shall not be required to work a split shift involving a break between work periods longer than the specified meal period except where there is agreement by the Union.
- 22.06 The Parties agree that the Employer may establish starting and finishing times made necessary to maintain continuous service between the hours of 8:30 a.m. to 4:30 p.m.

- 22.07 An Employee who is absent from work without prior authorization shall communicate the reason for his absence to a senior official prior to the starting of the Employee's shift. Should the Employee be required to attend a meeting or function, he is required to advise a senior official of the Housing Corporation of his inability to be present prior to the time the meeting or function is scheduled to commence. Time limits shall be waived when it can be established that the Employee, for good reasons, was unable to contact a senior official within these time limits.
- 22.08 An Employee who is required to attend a meeting or function outside of normal working hours, shall normally be notified forty-eight (48) hours in advance of such meeting or function.
- 22.09
- (a) Where the parties agree to implement a system employing extended/modified work day, they shall evidence such agreement by signing a document indicating those positions/work areas to which the agreement applies, and indicating the implementation timelines, and the resulting amendments to regular hours of work and related articles.
 - (b) Either party will provide the other party with at least twenty-eight (28) calendar days notice in writing of their intention to terminate this agreement.
 - (c) The parties agree that with the exception of those amendments when an extended/modified work day is implemented, all other articles shall remain in full force and effect.

ARTICLE 23

Overtime

- 23.01 An Employee may occasionally be required to work extra time immediately following closing time without payment. However, if the extra time exceeds fifteen (15) minutes, a minimum of one-half (1/2) hour overtime compensation will be paid with quarter (1/4) hour increments thereafter.
- 23.02 All overtime must be authorized in advance. An Employee who works overtime shall be paid at the rate of time and one-half (1 1/2) times his regular rate of salary for the first two (2) hours of overtime and double (2) his rate of salary for all overtime in excess of two (2) hours. Overtime is defined as:
- (a) time worked in excess of seven and one-quarter (7 1/4) hours per day for Regular Full-Time Employees, or,
 - (b) time worked in excess of the scheduled hours of work for Regular Part-Time or Temporary Employees but in any event after seven and one-quarter (7 1/4) hours of work, or,

- (c) time worked when an Employee is called back to duty beyond the Employee's normal working hours, pursuant to Article 24 (Call Back).

- 23.03 Employees required to work on their first (1st) scheduled day of rest or a paid holiday shall be paid at the rate of time and one-half (1 1/2) for all hours worked up to their normal daily hours and double time (X 2) thereafter. Employees required to work on their second (2nd) or subsequent scheduled day of rest shall be paid for all hours worked at the rate of double time (X 2).
- 23.04 Time off in lieu of overtime worked shall only be granted if requested by the Employee and approved by the Employer. Employees shall not be required to lay off during the regular shift to equalize any overtime worked previously. The calculation of time off in lieu will be determined on the basis of the way in which overtime is defined in this Article.
- 23.05 All overtime shall be calculated to the nearest one-quarter (1/4) hour.
- 23.06 Where an Employee is authorized to work overtime of more than two (2) hours beyond the full normal workday, and as a result misses his/her normal evening meal and therefore purchases a meal, he/she will be paid a meal allowance not to exceed fifteen dollars (\$15.00) upon production of a receipt.

ARTICLE 24

Call Back Pay

- 24.01 When an Employee is called back to work outside of his scheduled working hours, he shall be paid at the applicable overtime rate pursuant to Article 23.
- 24.02 Subject to 24.03, an Employee, called back to duty shall be compensated at the overtime rate for the time spent on the job and for the time he spends travelling directly to and from work, however, if such total time is less than two (2) hours, he shall be compensated for a period of two (2) hours.
- 24.03 There shall be no compensation for time spent in travelling if the call back is contiguous with a normal working period.
- 24.04 When an Employee is called back one (1) or more times during a period in which he is required to be on standby pursuant to Article 25, he shall be compensated for the full standby period in addition to his compensation entitlement under this Article.

ARTICLE 25

Standby Duty

- 25.01 Standby Duty shall be defined as:
- (a) being designated to receive emergency calls and arrange for required response, or,
 - (b) being requested to be immediately available to return to work,
- during a period of which the Employee is not on regular duty.
- 25.02 Where an Employee is designated to be on standby duty as defined in 25.01 he shall be paid the amount of one-half (1/2) hour at his regular rate of pay for each four (4) hours or portion thereof on standby duty subject to 25.03, and forty-five (45) minutes pay for each four (4) hours standby or portion thereof on a day of rest or a day designated as a Statutory Holiday.
- 25.03 When an Employee, while on standby duty, fails to be available as per 25.01(a) or 25.01(b), no compensation shall be granted for the total standby period.
- 25.04 An Employee designated for standby duty shall be provided with an electronic notification device with a range of forty (40) kilometers and shall be able to report for duty as quickly as possible if notified. The cost of such device shall be assumed by the Employer.

ARTICLE 26

Acting Incumbent

- 26.01 When an Employee is authorized by the Employer to substitute on a job covered by this Agreement with a higher pay assignment in excess of three (3) working days, he shall be paid in addition to his regular salary, an amount of eight percent (8%) each day for the full period worked up to the maximum daily rate of pay for the incumbent position.
- 26.02 Where the Employer requires an Employee to substitute on a job outside of this Agreement for a period of more than three (3) working days, the Employee will receive in addition to his regular salary, an amount commensurate with the additional responsibilities.
- 26.03
- (a) Where a Regular Employee is designated by the Employer to be a charge hand, he shall be paid eighty cents (80¢) per hour additional to his regular salary for that period for which he is designated.
 - (b) Where a Temporary Employee is designated by the Employer to be a charge hand, he shall be paid fifty cents (50¢) per hour additional to his regular salary for that period for which he is designated.

ARTICLE 27

Casual Illness

- 27.01 "Casual Illness" means an illness which causes an Employee to be absent from duty for a period of three (3) consecutive work days or less, and includes the actual time spent at medical and dental treatment, which has been given prior authorization by the Employer.
- 27.02 Leave with pay for casual illness shall be granted to a Regular Full-Time Employee or a Regular Part-Time Employee in the fourth (4th) and subsequent months of the first (1st) year of employment as follows:
- (a) leave with pay shall be granted for all or part of the period of casual illness as defined by Clause 27.01 provided that the total period does not exceed:
 - (i) three (3) work days in the first four (4) months;
 - (ii) four (4) work days in the first five (5) months;
 - (iii) five (5) work days in the first six (6) months;
 - (iv) six (6) work days in the first seven (7) months;
 - (v) seven (7) work days in the first eight (8) months;
 - (vi) eight (8) work days in the first nine (9) months;
 - (vii) nine (9) work days in the first ten (10) months;
 - (viii) ten (10) work days in the first eleven (11) months.
 - (b) In the second (2nd) and subsequent years of employment, leave shall be granted, or part thereof, to a maximum of ten (10) work days in any one (1) year.
- 27.03 Leave with pay for casual illness shall be granted to a Temporary Employee in the eighth (8th) and subsequent months of the first (1st) year of employment as follows:
- (a) in the eighth (8th) month – one (1) work day,
 - (b) in the ninth (9th) month – two (2) work days if no leave with pay for casual illness was granted in the eighth (8th) month,
 - (c) in subsequent months, leave with pay shall be granted for all or part of the period of casual illness as defined by Clause 27.01 provided that the total period does not exceed:

- (i) three (3) work days in the first ten (10) months;
- (ii) four (4) work days in the first eleven (11) months;
- (iii) five (5) work days in the first twelve (12) months.

ARTICLE 28

General Illness

- 28.01 "General Illness" means an illness which causes a Regular Full-Time Employee or a Regular Part-Time Employee to be absent from duty for a period of more than three (3) consecutive work days but shall not exceed eighty (80) consecutive work days. General Illness Leave shall be in addition to any Casual Illness Leave entitlements.
- 28.02 Provided the Employee is not then absent from work due to illness, pursuant to Clause 28.01, the Employee at the commencement of each year of employment shall be entitled to General Illness Leave at the specified rates of pay in accordance with the following Sub-clauses, and the application of such General Illness Leave shall be as set out in accordance with Clause 28.03:
- (a) Illness commencing in the first (1st) year of employment, but following the sixth (6th) month of employment; one hundred percent (100%) of normal salary for each of the first ten (10) work days of illness and seventy percent (70%) of normal salary for each of the next seventy (70) work days of illness.
 - (b) Illness commencing in the second (2nd) year of employment; one hundred percent (100%) of normal salary for each of the first fifteen (15) work days of illness and seventy percent (70%) of normal salary for each of the next sixty-five (65) work days of illness.
 - (c) Illness commencing in the third (3rd) year of employment; one hundred percent (100%) of normal salary for each of the first twenty-five (25) work days of illness and seventy percent (70%) of normal salary for each of the next fifty-five (55) work days of illness.
 - (d) Illness commencing in the fourth (4th) year of employment; one hundred percent (100%) of normal salary for each of the first thirty-five (35) work days of illness and seventy percent (70%) of normal salary for each of the next forty-five (45) work days of illness.
 - (e) Illness commencing in the fifth (5th) year of employment; one hundred percent (100%) of normal salary for each of the first forty-five (45) work days of illness and seventy percent (70%) of normal salary for each of the next thirty-five (35) work days of illness.

- (f) Illness commencing in the sixth (6th) or any subsequent years of employment; one hundred percent (100%) of normal salary for each of the first sixty (60) work days of illness and seventy percent (70%) of normal salary for each of the next twenty (20) work days of illness.
- 28.03
- (a) Subject to Clause 28.03(b), an Employee upon return to active work after a period of general illness of less than eighty (80) consecutive work days will have:
 - (i) illness leave entitlements reinstated pursuant to Clause 28.02 when the Employee returns to work in the next year of employment; or
 - (ii) any illness leave days used for which normal salary was paid at the rate of one hundred percent (100%) or seventy percent (70%), reinstated for future use at the rate of seventy percent (70%) of normal salary, within the same year of employment.
 - (b) Such reinstatement shall only occur where an Employee has not taken any general illness leave for the same or related illness during the first ten (10) consecutive work days following the date of return to active work.
- 28.04
- For the purposes of this Article, the maximum period of continuous absence recognized shall be eighty (80) consecutive work days. Absence due to illness or disability in excess of that period shall be subject to the Long Term Disability Income Plan.
- 28.05
- Notwithstanding the Casual Illness Article or Clause 28.02, an Employee is not eligible to receive sick leave benefits under this Article or Casual Illness Article:
- (a) if the absence is due to an injury while in the employ of any other Employer and such injury is covered by the Workers Compensation Act, nor is he eligible for any sick leave benefits for any subsequent absence caused by that injury, or,
 - (b) if the absence is due to an intentional self-inflicted injury, or,
 - (c) while receiving Workers' Compensation benefits.
- 28.06
- When a day designated as a paid holiday falls within a period of general illness, it shall be counted as a day(s) of general illness and under no circumstances shall an Employee receive any additional entitlement in respect of that day.

ARTICLE 29

Proof of Illness

- 29.01 The Employee may be required to provide proof of illness upon return to work, where it can be shown that reasonable doubt exists in respect to the purpose of an absence claimed to be due to illness. Such proof may take the form of a medical certificate. The Employer may also require the Employee to submit proof of attendance at a medical, dental or optical appointment when time off from work is granted to attend such appointments.
- 29.02 The Employer shall request a medical certificate for any absence under Article 28 (General Illness).
- 29.03 The Employer may require that an Employee be examined by a medical board:
- (a) in the case of prolonged or frequent absence due to general illness, or,
 - (b) when it is considered that an Employee is unable to satisfactorily perform his duties due to disability or illness.
- 29.04 Pursuant to Clause 29.03, an Employee shall be entitled to have his personal physician or other physician of his choice to be a member of the medical board or to act as his counsel before the medical board. Expenses incurred under this Clause shall be paid by the Employer.

ARTICLE 30

Long Term Disability Income Plan

- 30.01 The Employer will provide and maintain a Long Term Disability Income Plan through a policy in the name of the Employer, with a private Insurance Company, to insure all Regular Full-time and Regular Part-time Employees covered by this Agreement.
- 30.02 The Employee shall pay the total premium cost of providing benefits covered under the Plan.
- 30.03 An eligible Employee who becomes ill or disabled and who, as a result of such illness or disability is absent from work for a period of eighty (80) consecutive work days, may apply for Long Term Disability benefits as provided under the LTD Plan. The final ruling as to whether or not the claimant's disability is of a nature which qualifies the claimant for benefits within the interpretation of the provisions of the Plan shall be made by the third party claims adjudicator.

- 30.04 Long Term Disability benefits payable under the provisions of the LTD Plan, will entitle an Employee with a qualifying disability to a total income, from sources specified under Clause 30.05 of not less than sixty-seven percent (67%) of his monthly salary received or entitled to receive as a Capital Region Housing Corporation Employee at the time of commencement of absence pursuant to Clause 30.03, up to a maximum benefit of six thousand dollars (\$6,000.00) per month.
- 30.05 The monthly LTD benefit amount to which an Employee is entitled shall be reduced by:
- (a) the amount of disability benefit entitlement, excluding children's benefits, under the Canada Pension Plan,
 - (b) the amount of Workers' Compensation entitlement,
 - (c) the amount of benefits payable from any other group disability plan(s) sponsored by the Employer,
 - (d) vacation leave pay,
 - (e) the amount of any other remuneration received as a result of employment or self-employment unless subject to Clause 30.06.
- 30.06
- (a) An Employee who, after qualifying for LTD benefits, returns to work or enters a recognized training program and the resulting income received is less than the monthly salary in effect immediately prior to the commencement of absence pursuant to Clause 30.03 (predisability salary), the Employee shall have the monthly LTD benefit payable by the Plan reduced by fifty percent (50%) of the income received, provided that the combination of reduced LTD benefit and income does not exceed the predisability salary.
 - (b) Where the combination of reduced LTD benefits and income received pursuant to Clause 30.06(a) is a higher amount than the predisability salary, the LTD benefits shall be reduced further so that LTD benefits and income received equal one hundred percent (100%) of the predisability salary.
- 30.07 An Employee who receives LTD benefits and who at the commencement of absence due to disability or illness, and is participating in the Capital Region Housing Corporation Group Life Insurance Plan, shall continue to be covered under these Plans throughout the total period the Employee is receiving LTD benefits and the Employer and Employee premium contributions, if applicable, shall continue.

- 30.08 The LTD Benefits shall be equal to or greater than those in effect under the Manulife Plan as at April 1, 2016. The LTD benefits applicable to Employees covered by this Agreement shall not be altered except through negotiations by the Parties to this Agreement.

ARTICLE 31

Workers' Compensation Supplement

- 31.01 If a Regular Full-Time or Regular Part-Time Employee sustains an injury in the course of his duties with the Employer, which causes him to be absent from work and as a result is eligible to receive Workers' Compensation, he shall be paid his regular full salary for a maximum of eighty (80) working days.
- 31.02 If the Employee has not returned to work due to injury at the end of the eighty (80) working days period, he shall then be paid according to the rate prescribed by the Workers' Compensation Act and shall be paid any benefit to which the Employee might be entitled under the provisions of the Long Term Disability Plan.
- 31.03 The eligibility period specified in 31.01 shall not apply in the event of a re-occurrence of a disability due to a previously claimed injury, payable under this supplement, unless the Employee has not used the total eligibility period, in which case the unexpended period of eligibility may be applied.
- 31.04 When a day designated as a paid holiday under Article 32 falls within a period of time an Employee is eligible to receive Workers' Compensation Supplement, it shall be counted as a day of Workers' Compensation Supplement, and under no circumstances shall an Employee receive any additional entitlement in respect to that day.
- 31.05 An Employee who is injured on the job during working hours and who is required to leave the job site for treatment, or is sent home as a result of such accident or injury, shall not suffer loss of pay for that day's work, regardless of the time of injury. That day shall not be deducted from the eligibility period specified in Clause 31.01.

ARTICLE 32

Paid Holidays

32.01 Employees are entitled to one (1) day's paid leave for each of the following holidays:

- | | | |
|-----|-----------------------|----------------------------|
| (a) | New Year's Day | Labour Day |
| | Good Friday | Thanksgiving Day |
| | Easter Monday | Remembrance Day |
| | Victoria Day | Christmas Day |
| | Canada Day | Boxing Day |
| | Civic Holiday (1 day) | Christmas Floater (3 days) |
| | Family Day | |
- (b) The Christmas float days shall be observed as follows:
- (i) on December 27th, 28th and 29th when Christmas Day falls on a Monday;
 - (ii) on December 27th, 28th and 31st when Christmas Day falls on a Tuesday;
 - (iii) on December 27th, 30th and 31st when Christmas Day falls on a Wednesday;
 - (iv) on December 29th, 30th and 31st when Christmas Day falls on a Thursday, Friday or Saturday;
 - (v) on December 28th, 29th, and 30th when Christmas Day falls on a Sunday.

32.02 If a municipality does not proclaim a Civic Holiday as specified in 32.01, the first Monday in August shall be observed as such holiday.

32.03 To qualify for a Paid Holiday with pay, the Employee must:

- (a) work his scheduled shift immediately prior to and immediately following the holiday except where the Employee is absent due to illness or other reasons acceptable to the Employer;
- (b) work on the Paid Holiday when scheduled or required to do so.

32.04 An Employee obliged in the course of duty to work on a Paid Holiday shall be paid for all hours worked at the specified overtime rate as per Clause 23.03 plus:

- (a) one (1) regular day's pay, or

(b) a mutually agreeable day off with pay within thirty (30) days either before or after the Holiday, or

(c) by mutual agreement, a day added to his next annual vacation.

32.05 Should a Paid Holiday fall during an Employee's vacation period, he shall be allowed an extra day for such Paid Holiday. Should it not be possible for the Employee to take such extra day in connection with his vacation, he shall be allowed the extra day within one (1) month.

32.06 When a Paid Holiday falls on a day that would otherwise be an Employee's regularly scheduled day off, the Employee shall receive an alternate day off. When such alternate day off cannot be arranged within thirty (30) days of the Holiday, the Employee shall receive one (1) regular day's pay in lieu of the Holiday.

ARTICLE 33

Annual Vacation

33.01 An Employee shall not take vacation leave without prior authorization from the Employer.

33.02 Vacation Entitlement is earned and accumulated each full calendar month. The Employee can take vacation as it is earned except during their first year of employment. Earning rate changes in the month following the month vacation service threshold is reached.

When employment has commenced on or before the fifteenth (15th) day of any month, he shall earn vacation entitlements from the first (1st) day of that month and when employment has commenced on or after the sixteenth (16th) day of any month, he shall earn vacation entitlements from the first (1st) day of the following month.

33.03 Vacation thresholds and entitlement with pay, shall be as follows:

(a) On completing one (1) full year of service, an Employee shall receive fifteen (15) working days vacation with pay.

(b) On completing four (4) full years of service, an Employee shall in the following month, begin earning twenty (20) working days vacation with pay.

(c) On completing twelve (12) full years of service, an Employee shall in the following month, begin earning twenty-five (25) working days vacation with pay.

- (d) On completing twenty (20) full years of service, an Employee shall in the following month, begin earning thirty (30) working days vacation with pay.
 - (e) On completing twenty-nine (29) full years of service, an Employee shall in the following month, begin earning thirty-five (35) days vacation with pay.
 - (f) Vacation pay shall be at the rate effective immediately prior to the vacation period.
- 33.03
- (a) Vacation leave shall be taken in one (1) consecutive period unless otherwise mutually agreed by the Employee and Employer.
 - (b) Vacations may be carried over from one (1) vacation period to the next upon mutual agreement of the Employee and Employer.
- 33.04
- A temporary Employee shall in lieu of receiving annual vacation leave be paid in addition to his regular salary, pay at six percent (6%) of his regular salary.

ARTICLE 34

Special Leave

- 34.01
- A Regular Full-Time or Regular Part-Time Employee not on leave of absence without pay, shall be granted upon application, special leave at his basic rate of pay. The circumstances under which special leave is granted, subject to Clause 34.02, and the corresponding maximum length of each, are as follows:
- (a) illness within the immediate family - two (2) days;
 - (b) bereavement - four (4) days;
 - (c) travel time for illness within the immediate family or bereavement - two (2) days;
 - (d) administration of estate - two (2) days;
 - (e) moving household effects - one (1) day;
 - (f) disaster conditions - two (2) days;
 - (g) write examination(s) for course(s) approved by the Employer - as required;
 - (h) attend funerals as pall-bearer or mourner - one (1) day;
 - (i) be present at birth or adoption proceedings of the Employee's child - one (1) day;
 - (j) attend formal hearing to become Canadian Citizen - one (1) day.

Two (2) weeks prior notice is required for leave request under Clause 34.01, Sub-clauses (d), (e), (g) and (j), except where prior notice is beyond the Employee's control.

34.02 For purposes of determining eligibility for special leave under Clause 34.01, the following provisions shall apply:

- (a) illness within the immediate family - leave of absence shall be granted for purpose of making arrangements for the care of the person that is ill or for the care of the children. Immediate family shall mean: spouse, common-law spouse, son, daughter, foster child, mother, father, or the husband or wife of any of them. Notwithstanding the foregoing, tenants, boarders or guests or any or all of the same living in the Employee's household shall be deemed not to be part of the Employee's immediate family;
- (b) bereavement - leave of absence will be granted in the event of the death of the Employee's spouse or any of the following relations of an Employee or spouse: foster child, parents, guardian, grandparent, grandchild, son, daughter, brother, sister or the husband, or wife of any of them; or the grandparent of an Employee's child; or aunt, uncle, niece and nephew.
- (c) travel time for illness within the immediate family or for bereavement shall mean for travel where long distances are involved;
- (d) administration of estate shall apply only when an Employee has been designated as an executor of the estate for the deceased;
- (e) moving of household effects shall apply to an Employee who maintains a self-contained household and who changes his place of residence which necessitates the moving of his household effects during his normal working hours;
- (f) disaster conditions shall apply for a critical condition which requires an Employee's personal attention in a disaster which cannot be served by others or attended to by the Employee at a time when he is normally off duty.

34.03 The maximum length specified for each circumstance requiring use of special leave shall not be exceeded. However, special leave may be granted more than once for the same circumstance within an employment year only for the circumstances described in 34.01(a), (b), (c), (f), (g), (h), and (i). The total special leave granted under Article 34.01 shall not exceed ten (10) working days per employment year unless additional special leave is approved by the Employer.

34.04 Leave of absence without pay may be granted, at the discretion of the Employer, upon the request of an Employee for any period, upon reasonable notice, such request shall not be unreasonably denied.

ARTICLE 35

Maternity/Parental/Adoption Leave

- 35.01 A Regular Full-Time or Regular Part-Time Employee may be granted maternity leave for a period not to exceed one (1) year.
- 35.02 If during the granted maternity leave an Employee is unable to work due to a valid health reason related to her pregnancy, this shall be considered as a valid health related absence covered by Article 28 and Article 30 of this Agreement, but subject to Article 35.03 and Article 29.02.
- 35.03 In place of illness benefits provided in Article 28 of this Agreement, the Employer may provide a Supplemental Employment Benefits Plan (SEB Plan) to eligible Employees. The weekly benefit level paid for a period of up to sixteen (16) weeks will be equivalent to that which the Employee would be eligible to receive under the provisions of Article 28 of this Agreement up to ninety-five percent (95%) of the Employee's normal salary less the amount the Employee is eligible to receive from the Canada Employment and Immigration Commission.
- 35.04 An Employee granted maternity leave shall have her salary, sick leave, vacation entitlement and accrued seniority protected as though she had been continuously employed, subject to a reduction of vacation entitlements during periods of unpaid Maternity Leave. The Employer will protect the Employee's position or an equivalent position. A Regular Full-Time or Regular Part-Time Employee who resigns for maternity reasons and accepts re-employment with the Employer within six (6) months, shall have her previous years of service counted towards her sick leave and vacation entitlements.
- 35.05 An Employee, who at the commencement of leave under Article 35.02 is participating in the plans outlined in Articles 30, 37, 38, 39, and 40, shall have continued coverage for the total period the leave has been granted. Premium contributions, both Employer and Employee, shall be continued.
- 35.06 Maternity Leave shall not be unreasonably denied.
- 35.07 The SEB Plan referred to herein shall not be changed or altered without prior approval of the Union.
- 35.08 An Employee shall be entitled to adoption and parental leave in accordance with the provisions of the Employment Standards Code.
- 35.09 An Employee shall be entitled to compassionate care leave in accordance with the provisions the Employment Insurance Act and it's Regulations.

ARTICLE 36

Jury or Witness Duty

- 36.01 Any Regular Full-time or Regular Part-time Employee summoned or subpoenaed for jury or witness duty shall be allowed time off without loss of regular earnings during such absence, but any fee receivable as such juror or witness shall be paid to the Employer. An Employee acting as a voluntary witness shall not be paid for such absence.

ARTICLE 37

Pension Plan

- 37.01 (a) The Employer shall contribute to the Local Authorities Pension Plan for retirement benefits for eligible participating full-time Employees in accordance with the regulations of the Plan.
- (b) The Employer shall contribute to the Local Authorities Pension Plan for retirement benefits for eligible part-time Employees who request enrollment in the plan in accordance with the regulations of the Plan.
- 37.02 The Employer shall distribute to all Employees brochures and other relevant materials outlining the Plan upon hiring and when there are changes to the Plan.

ARTICLE 38

Group Life Insurance

- 38.01 All Regular Full-Time and Regular Part-Time Employees shall participate in the Group Life Insurance Plan upon completion of the Probationary period as defined in Article 16 of this Agreement.
- 38.02 The Employer shall pay the total premium cost for the first twenty-five thousand dollars (\$25,000.00) of basic life coverage for an Employee.
- 38.03 The Employee shall pay the total premium cost of the additional basic life coverage.
- 38.04 The schedule of insurance for an Employee who is eligible to participate pursuant to 38.01 shall be two times (2X) regular salary rounded out to the next highest one thousand dollars (\$1,000.00) to a maximum of \$250,000.
- 38.05 The Employer shall provide and maintain an Accidental Death and Dismemberment Insurance policy for all Regular Full-Time and Regular Part-Time Employees covered by this Agreement that provides insurance coverage up to a maximum of two times (2X) an Employee's regular annual salary in the event of accidental death and dismemberment resulting while on the Employer's

business to a maximum of \$250,000. The total premium cost of this policy shall be paid by the Employer.

- 38.06 The coverage under this Article shall be equal to or exceed that provided in the Manulife Plan as at April 1, 2016.

ARTICLE 39

Supplementary Health Care Plan

- 39.01 Upon completion of the probationary period as defined in Article 16 of this Agreement, the Employer shall provide and maintain a supplementary Health Care Insurance Plan for all Regular Full-Time and Regular Part-Time Employees. The Employer and Employee shall share the premium cost:

- (i) one-half (1/2) the cost, of a family plan, or
- (ii) one-half (1/2) the cost, of a single plan.

- 39.02 The Plan shall provide for one hundred percent (100%) reimbursement of all allowable expenses, subject to no deductibles. Allowable expenses mean the reasonable and customary charges for services and supplies furnished as a result of injury or illness while insured.

- 39.03 This coverage shall be equal to or exceed those provided in the Manulife Plan as at April 1, 2016.

39.04 Health Benefits Spending Account

- (a) The Employer shall implement a Health Benefits Spending Account for all Employees eligible for benefits in accordance with Article 39 and 40.
- (b) A sum of six hundred and fifty dollars (\$650.00) per year shall be allocated by the Employer to the Health Benefits Spending Account for each Full-time Employee effective January 1st, 2014.

Part-time Employees shall be pro-rated based on the number of hours per week.
- (c) Any unused allocation in an Employee's Health Benefit Spending Account as of December 31st of each calendar year may be carried forward for a maximum of one (1) calendar year.
- (d) The Health Benefit Spending Account shall be implemented and administered in accordance with the *Income Tax Act* and applicable Regulations in effect at the time of the implementation and during the course of operation of the Health Benefit Spending Account.

39.05

Flex Taxable Spending Account

- (a) The Employer shall implement a Flex Taxable Spending Account for all Employees eligible for benefits in accordance with Article 39 and 40.
- (b) A sum of three hundred and fifty dollars (\$350.00) per year shall be allocated by the Employer to the Flex Taxable Spending Account for each Full-time Employee effective January 1st, 2016.

Part-time Employees shall be pro-rated based on the number of hours per week.

- (c) Any unused credit allocation in an Employee's Flex Taxable Spending Account as of December 31st of each calendar year may be carried forward for a maximum of one (1) calendar year.
- (d) The Flex Taxable Spending Account shall be implemented and administered in accordance with the *Income Tax Act* and applicable Regulations in effect at the time of the implementation and during the course of operation of the Flex Taxable Spending Account.
- (e) The administration of the Flex Taxable Spending Account shall be subject to and governed by the terms and conditions of the applicable contract.

ARTICLE 40

Dental Plan

- 40.01 The Employer shall provide and maintain a Dental Plan for all Regular Full-Time and Regular Part-Time Employees, upon completion of the probationary period as defined in Article 16 of this Agreement.
- 40.02 The Capital Region Housing Corporation Dental Plan as provided through the Manulife Plan as at April 1, 2016, shall continue unchanged for the term of this Agreement except that it will adopt the current Standard Life Dental Fee Reimbursement Schedule upon ratification of this Agreement by both parties and any subsequent changes to that schedule shall be adopted in the effective date of the schedule.
- 40.03 The Employer will pay the full cost of all premiums to be paid to provide the Plan.
- 40.04 The Parties agree to the addition of major dental coverage. The Employer agrees to pay the first six dollars (\$6.00) of the monthly premium for family coverage or the first two dollars (\$2.00) for single coverage. Over the term of this agreement, any premium costs in excess of these amounts for major coverage would be the responsibility of the Employee.

ARTICLE 41

Transportation Allowance

41.01 Where an Employee is required to use his own vehicle to carry out the Employer's business, he shall be entitled to claim an allowance equivalent to the automobile allowance rates recommended by the Canada Revenue Agency for kilometers traveled on authorized Employer business.

Employees required to be insured for business use of a motor vehicle shall be reimbursed for the full amount of the applicable business premium or five hundred dollars (\$500.00) whichever is the lesser.

41.02 The Employer shall pay all parking fees incurred by Employees while carrying out the Employer's business when approved. Receipts are to be obtained whenever possible.

41.03 Where an Employee is required to use his own vehicle pursuant to 41.01 as a maintenance and/or tradesman is required to deliver materials to the worksite, he shall be compensated an additional five cents (5¢) per kilometer for all distances engaged while in this undertaking.

ARTICLE 42

Work Clothing and Allowances

42.01 Where the Employer determines that uniforms, coveralls, smocks, or other such items should be provided for the protection of the Employee's personal garments, such items shall be provided and replaced as required.

Protective clothing and safety equipment shall be supplied by the Employer as required by the Alberta Workers' Compensation Act and the Regulations thereto.

ARTICLE 43

Tool Allowance

43.01 Bench and hand tools shall be supplied by Tradesmen, but shall be replaced by the Employer when damaged or broken when in normal use or when lost despite the Tradesman having taken reasonable precautions for their care and retention.

Special or unusual tools shall be supplied by the Employer as required.

ARTICLE 44

Spray Allowance

44.01 Employees who during the course of their employment are required to use paint spraying machines or mix or spray pesticides shall be paid sixty-five cents (65¢) per hour above their regular rate of pay.

ARTICLE 45

Parking

- 45.01 Parking will be made available to eligible Employees under the provisions of the Personnel Regulations.

ARTICLE 46

Safety and Health

- 46.01 Both Parties to this Agreement will co-operate to the fullest extent in the matter of Employee safety and health programs.
- 46.02 Both Parties will have equal representation on a Joint Health and Safety Committee. The Committee mentioned herein should not exceed a maximum of three (3) Employees and three (3) Management Representatives. The Employees shall be designated by the Union.
- 46.03 The Employer agrees to comply with the Occupational Health and Safety Act of Alberta and regulations thereto.
- 46.04 Health programs will recognize and deal with illness including alcohol and other chemical dependency, as well as mental illness.
- 46.05 The Employer agrees that all reasonable effort will be made to ensure the safety of Employees working at Video Display Terminals. The Employer shall provide inspection and any necessary repairs to ensure that the equipment meets all operating standards and pertinent federal, provincial or Workers' Compensation Board standards.

ARTICLE 47

Apprentices

- 47.01 Employees commencing employment with the Employer under a contract of Apprenticeship shall be paid the product of the appropriate percentage established in regulations issued pursuant to The Manpower Development Act and the appropriate tradesman job rate.
- 47.02 Employees who join the Apprenticeship Program shall have their pay as established in 47.01 maintained while attending school as required by The Manpower Development Act. Total compensation from all sources made available to the Employee shall not exceed his normal rate of pay except when travel and subsistence allowance is received for required attendance at school outside of the boundaries of the City of Edmonton.

ARTICLE 48

Educational Leave

- 48.01 Any Regular Full-Time or Regular Part-Time Employee is eligible to apply for educational leave in accordance with the provisions contained in the Personnel Regulations.

ARTICLE 49

No Discrimination

- 49.01 There shall be no discrimination, restriction or coercion exercised or practiced in respect of any Employee by either Party by reason of age, race, colour, creed, national origin, political or religious belief, gender, sexual orientation, marital status, physical or mental disability, nor by reason of membership or non-membership or activity in the Union nor in respect of an Employee's or Employer's exercising any right conferred under this Collective Agreement or any law of Canada or Alberta.

ARTICLE 50

Salary Implementation

- 50.01 This Agreement shall come into full force and effect on the date of ratification of this Agreement by both Parties except for the schedule of Salary Ranges, which shall be in effect for the periods as follows:

Schedule "A" January 1, 2016 to December 31, 2016

Schedule "B" January 1, 2017 to December 31, 2017

Schedule "C" January 1, 2018 to December 31, 2018

The Schedule of Salary Ranges shall apply to all Employees who are still employed on the date of ratification of this Agreement by both Parties.

- 50.02 Upon satisfactory completion of his probation period, the Employee advances one (1) step in his respective range. Upon satisfactory completion of each year of service, the Employee advances to the next higher salary in his respective range. An Employee upon satisfactory completion of his tenth (10th) year of service and having reached Step 6 in his respective range will be eligible for the Long Service Increment (LSI). In the event that the Employer withholds an Employee's increment, the Employee must be notified in writing of the reason it is being withheld on or before the due date of the increment, otherwise the increment shall not be withheld. The Parties recognize the value of more frequent Employee Evaluations following the withholding of an increment. The increment may be awarded at a later date at the discretion of the Employer.

- 50.03 Hourly rates shall be equivalent to the monthly rates for the classification.
- 50.04 A person performing a supervisory function will receive a salary in his respective class schedule which is higher than the person he is supervising.

ARTICLE 51

Term of Agreement

- 51.01 This Collective Agreement including appendices shall remain in force until December 31, 2018, and thereafter from year to year unless either Party serves notice of termination or amendment not greater than one hundred and twenty (120) days prior to December 31, 2018, and not less than sixty (60) days preceding the expiry of the term of the Agreement. If such notice is not served within that period, either Party may serve notice not greater than one hundred and twenty (120) days and not less than sixty (60) days prior to December 31 of any subsequent year. In the event such notice is served, the Parties agree that this Collective Agreement shall remain in force until the earlier of a ratified amended Collective Agreement or the commencement of a permitted strike or lockout under the provisions of the Labour Relations Code.
- 51.02 Any notice required hereunder to be given shall be deemed to have been sufficiently served if personally delivered or mailed in a prepaid registered envelope addressed in the case of the Employer to:

The Chief Executive Officer
Capital Region Housing Corporation
10232 – 112 Street
Edmonton, Alberta T5K 1M4

and in the case of the Union to:

The President
The Alberta Union of Provincial Employees
10451 - 170 Street
Edmonton, Alberta T5P 4S7

CAPITAL REGION HOUSING CORPORATION
SALARY, SCHEDULE "A"
EFFECTIVE JANUARY 1, 2016 TO DECEMBER 31, 2016

POSITION		1	2	3	4	5	6	LSI
Clerk I	Monthly	3,061	3,149	3,255	3,380	3,536	3,708	3,818
Administrative Support Clerk	B/W	1,412.77	1,453.38	1,502.31	1,560.00	1,632.00	1,711.38	1,762.15
Finance Clerk	Annually	36,732	37,788	39,060	40,560	42,432	44,496	45,816
Clerk II	Monthly	3,591	3,711	3,827	3,981	4,147	4,354	4,485
Finance Clerk	B/W	1,657.38	1,712.77	1,766.31	1,837.38	1,914.00	2,009.54	2,070.00
	Annually	43,092	44,532	45,924	47,772	49,764	52,248	53,820
Clerk III	Monthly	3,876	3,982	4,136	4,290	4,472	4,668	4,807
Applications Clerk	B/W	1,788.92	1,837.85	1,908.92	1,980.00	2,064.00	2,154.46	2,218.62
Asset Management Clerk	Annually	46,512	47,784	49,632	51,480	53,664	56,016	57,684
Finance Clerk								
Housing Clerk								
Rent Supplement Clerk								
Clerk IV	Monthly	4,190	4,321	4,464	4,641	4,851	5,089	5,241
Customer Service Clerk	B/W	1,933.85	1,994.31	2,060.31	2,142.00	2,238.92	2,348.77	2,418.92
Finance Clerk	Annually	50,280	51,852	53,568	55,692	58,212	61,068	62,892
Investigative Clerk								
Placement Clerk								
Rent Supplement Clerk								
Systems Clerk								
Clerk V	Monthly	4,866	5,012	5,180	5,394	5,631	5,912	6,090
Accounts Payables Supervisor	B/W	2,245.85	2,313.23	2,390.77	2,489.54	2,598.92	2,728.62	2,810.77
Customer Service Supervisor	Annually	58,392	60,144	62,160	64,728	67,572	70,944	73,080
Home Program Clerk								
Housing Supervisor								
Investigator								
Rent Supplement Supervisor								
Senior Finance Officer								
Systems Operator								
Accountant	Monthly	5,594	5,861	6,128	6,406	6,696	6,868	7,215
Communications								
Advisor	B/W	2,581.85	2,705.08	2,828.31	2,956.62	3,090.46	3,169.85	3,330.00
Policy and Research								
Analyst	Annually	67,128	70,332	73,536	76,872	80,352	82,416	86,580
Senior Investigator								

POSITION		1	2	3	4	5	6	LSI
Maintenance Worker I (temporary employees)	Monthly	2,924	3,013	3,113	3,236	3,381	3,547	3,653
	B/W	1,349.54	1,390.62	1,436.77	1,493.54	1,560.46	1,637.08	1,686.00
	Annually	35,088	36,156	37,356	38,832	40,572	42,564	43,836
Maintenance Worker II Custodian	Monthly	3,061	3,149	3,255	3,380	3,536	3,708	3,818
	B/W	1,412.77	1,453.38	1,502.31	1,560.00	1,632.00	1,711.38	1,762.15
	Annually	36,732	37,788	39,060	40,560	42,432	44,496	45,816
Maintenance Worker III	Monthly	3,876	3,982	4,136	4,290	4,472	4,668	4,807
	B/W	1,788.92	1,837.85	1,908.92	1,980.00	2,064.00	2,154.46	2,218.62
	Annually	46,512	47,784	49,632	51,480	53,664	56,016	57,684
Maintenance Technician	Monthly	4,866	5,012	5,180	5,394	5,631	5,912	6,090
	B/W	2,245.85	2,313.23	2,390.77	2,489.54	2,598.92	2,728.62	2,810.77
	Annually	58,392	60,144	62,160	64,728	67,572	70,944	73,080
Field Supervisor Systems Administrator Web Developer Application & Database Developer	Monthly	6,093	6,277	6,489	6,749	7,055	7,412	7,636
	B/W	2,812.15	2,897.08	2,994.92	3,114.92	3,256.15	3,420.92	3,524.31
	Annually	73,116	75,324	77,868	80,988	84,660	88,944	91,632

CAPITAL REGION HOUSING CORPORATION
SALARY, SCHEDULE "B"
EFFECTIVE JANUARY 1, 2017 TO DECEMBER 31, 2017

POSITION		1	2	3	4	5	6	LSI
Clerk I	Monthly	3,122	3,212	3,320	3,448	3,607	3,782	3,894
Administrative Support Clerk	B/W	1,440.92	1,482.46	1,532.31	1,591.38	1,664.77	1,745.54	1,797.23
Finance Clerk	Annually	37,464	38,544	39,840	41,376	43,284	45,384	46,728
Clerk II	Monthly	3,663	3,785	3,904	4,061	4,230	4,441	4,575
Finance Clerk	B/W	1,690.62	1,746.92	1,801.85	1,874.31	1,952.31	2,049.69	2,111.54
	Annually	43,956	45,420	46,848	48,732	50,760	53,292	54,900
Clerk III	Monthly	3,954	4,062	4,219	4,376	4,561	4,761	4,903
Applications Clerk	B/W	1,824.92	1,874.77	1,947.23	2,019.69	2,105.08	2,197.38	2,262.92
Asset Management Clerk	Annually	47,448	48,744	50,628	52,512	54,732	57,132	58,836
Finance Clerk								
Housing Clerk								
Rent Supplement Clerk								
Clerk IV	Monthly	4,274	4,407	4,553	4,734	4,948	5,191	5,346
Customer Service Clerk	B/W	1,972.62	2,034.00	2,101.38	2,184.92	2,283.69	2,395.85	2,467.38
Finance Clerk	Annually	51,288	52,884	54,636	56,808	59,376	62,292	64,152
Investigative Clerk								
Placement Clerk								
Rent Supplement Clerk								
Systems Clerk								
Clerk V	Monthly	4,963	5,112	5,284	5,502	5,744	6,030	6,212
Accounts Payables Supervisor	B/W	2,290.62	2,359.38	2,438.77	2,539.38	2,651.08	2,783.08	2,867.08
Customer Service Supervisor	Annually	59,556	61,344	63,408	66,024	68,928	72,360	74,544
Home Program Clerk								
Housing Supervisor								
Investigator								
Rent Supplement Supervisor								
Senior Finance Officer								
Systems Operator								
Accountant	Monthly	5,706	5,978	6,251	6,534	6,830	7,005	7,359
Communications								
Advisor	B/W	2,633.54	2,759.08	2,885.08	3,015.69	3,152.31	3,233.08	3,396.46
Policy and Research								
Analyst	Annually	68,472	71,736	75,012	78,408	81,960	84,060	88,308
Senior Investigator								

POSITION		1	2	3	4	5	6	LSI
Maintenance Worker I (temporary employees)	Monthly	2,982	3,073	3,175	3,301	3,449	3,618	3,726
	B/W	1,376.31	1,418.31	1,465.38	1,523.54	1,591.85	1,669.85	1,719.69
	Annually	35,784	36,876	38,100	39,612	41,388	43,416	44,712
Maintenance Worker II Custodian	Monthly	3,122	3,212	3,320	3,448	3,607	3,782	3,894
	B/W	1,440.92	1,482.46	1,532.31	1,591.38	1,664.77	1,745.54	1,797.23
	Annually	37,464	38,544	39,840	41,376	43,284	45,384	46,728
Maintenance Worker III	Monthly	3,954	4,062	4,219	4,376	4,561	4,761	4,903
	B/W	1,824.92	1,874.77	1,947.23	2,019.69	2,105.08	2,197.38	2,262.92
	Annually	47,448	48,744	50,628	52,512	54,732	57,132	58,836
Maintenance Technician	Monthly	4,963	5,112	5,284	5,502	5,744	6,030	6,212
	B/W	2,290.62	2,359.38	2,438.77	2,539.38	2,651.08	2,783.08	2,867.08
	Annually	59,556	61,344	63,408	66,024	68,928	72,360	74,544
Field Supervisor Systems Administrator Web Developer Application & Database Developer	Monthly	6,215	6,403	6,619	6,884	7,196	7,560	7,789
	B/W	2,868.46	2,955.23	3,054.92	3,177.23	3,321.23	3,489.23	3,594.92
	Annually	74,580	76,836	79,428	82,608	86,352	90,720	93,468

CAPITAL REGION HOUSING CORPORATION
SALARY, SCHEDULE "C"
EFFECTIVE JANUARY 1, 2018 TO DECEMBER 31, 2018

POSITION		1	2	3	4	5	6	LSI
Clerk I	Monthly	3,200	3,292	3,403	3,534	3,697	3,877	3,991
Administrative Support Clerk	B/W	1,476.92	1,519.38	1,570.62	1,631.08	1,706.31	1,789.38	1,842.00
Finance Clerk	Annually	38,400	39,504	40,836	42,408	44,364	46,524	47,892
Clerk II	Monthly	3,755	3,880	4,002	4,163	4,336	4,552	4,689
Finance Clerk	B/W	1,733.08	1,790.77	1,847.08	1,921.38	2,001.23	2,100.92	2,164.15
	Annually	45,060	46,560	48,024	49,956	52,032	54,624	56,268
Clerk III	Monthly	4,053	4,164	4,324	4,485	4,675	4,880	5,026
Applications Clerk	B/W	1,870.62	1,921.85	1,995.69	2,070.00	2,157.69	2,252.31	2,319.69
Asset Management Clerk	Annually	48,636	49,968	51,888	53,820	56,100	58,560	60,312
Finance Clerk								
Housing Clerk								
Rent Supplement Clerk								
Clerk IV	Monthly	4,381	4,517	4,667	4,852	5,072	5,321	5,480
Customer Service Clerk	B/W	2,022.00	2,084.77	2,154.00	2,239.38	2,340.92	2,455.85	2,529.23
Finance Clerk	Annually	52,572	54,204	56,004	58,224	60,864	63,852	65,760
Investigative Clerk								
Placement Clerk								
Rent Supplement Clerk								
Systems Clerk								
Clerk V	Monthly	5,087	5,240	5,416	5,640	5,888	6,181	6,367
Accounts Payables Supervisor	B/W	2,347.85	2,418.46	2,499.69	2,603.08	2,717.54	2,852.77	2,938.62
Customer Service Supervisor	Annually	61,044	62,880	64,992	67,680	70,656	74,172	76,404
Home Program Clerk								
Housing Supervisor								
Investigator								
Rent Supplement Supervisor								
Senior Finance Officer								
Systems Operator								
Accountant	Monthly	5,849	6,127	6,407	6,697	7,001	7,180	7,543
Communications								
Advisor	B/W	2,699.54	2,827.85	2,957.08	3,090.92	3,231.23	3,313.85	3,481.38
Policy and Research								
Analyst	Annually	70,188	73,524	76,884	80,364	84,012	86,160	90,516
Senior Investigator								

POSITION		1	2	3	4	5	6	LSI
Maintenance Worker I (temporary employees)	Monthly	3,057	3,150	3,254	3,384	3,535	3,708	3,819
	B/W	1,410.92	1,453.85	1,501.85	1,561.85	1,631.54	1,711.38	1,762.62
	Annually	36,684	37,800	39,048	40,608	42,420	44,496	45,828
Maintenance Worker II Custodian	Monthly	3,200	3,292	3,403	3,534	3,697	3,877	3,991
	B/W	1,476.92	1,519.38	1,570.62	1,631.08	1,706.31	1,789.38	1,842.00
	Annually	38,400	39,504	40,836	42,408	44,364	46,524	47,892
Maintenance Worker III	Monthly	4,053	4,164	4,324	4,485	4,675	4,880	5,026
	B/W	1,870.62	1,921.85	1,995.69	2,070.00	2,157.69	2,252.31	2,319.69
	Annually	48,636	49,968	51,888	53,820	56,100	58,560	60,312
Maintenance Technician	Monthly	5,087	5,240	5,416	5,640	5,888	6,181	6,367
	B/W	2,347.85	2,418.46	2,499.69	2,603.08	2,717.54	2,852.77	2,938.62
	Annually	61,044	62,880	64,992	67,680	70,656	74,172	76,404
Field Supervisor Systems Administrator Web Developer Application & Database Developer	Monthly	6,370	6,563	6,784	7,056	7,376	7,749	7,984
	B/W	2,940.00	3,029.08	3,131.08	3,256.62	3,404.31	3,576.46	3,684.92
	Annually	76,440	78,756	81,408	84,672	88,512	92,988	95,808

LETTER OF UNDERSTANDING

Re: Article 21 - Classification

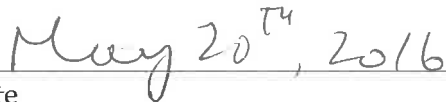
During the 1983 negotiations it was agreed to establish a new internal appeal procedure for disputes over classification.

Should the Union at any time feel that the decisions of the Appeal Board are not impartial, the Union may cancel the Appeal Board system and revert to a system that permits final adjudication in accordance with the Grievance procedure. Cancellation by the Union shall be in writing to the Capital Region Housing Corporation giving sixty (60) days notice.

Notwithstanding Article 11.10, the Union may introduce a grievance at Step #2 of the grievance procedure in regards to that classification appeal, the decision on which caused the Union to cancel the Appeal Board procedure, irrespective of the time limits provided for in Step #1. All future grievances in relation to classification, thereafter, shall be handled through the grievance procedure commencing at Step #2.



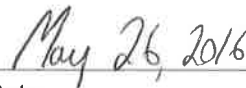
President, The Alberta Union
of Provincial Employees



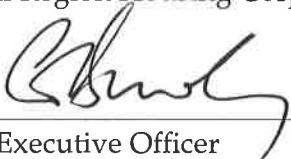
Date



Chairman
Capital Region Housing Corporation



Date



Chief Executive Officer
Capital Region Housing Corporation



Date

LETTER OF UNDERSTANDING

RE: Article 22 – Hours of Work

This Letter of Understanding specifies the conditions applicable to an arrangement for flextime.

Approval is subject to operational requirements. Any performance issues, misuse or abuse of flextime may be grounds for the individual(s) to be withheld from participating. On special days, such as, but not limited to, staff meeting days, hours will be 8:30 am to 4:30 pm for all employees. Opting in and out must be tied to the existing payroll cycle.

The start and end time of the day can be set within one hour either way from normal regular business hours of 8:30 am to 4:30 pm in 15 minute increments. Breaks and lunch times shift by the same amount of time that the shift changes either forward or backwards. Possible shift times are:

7:30 am – 3:30 pm

7:45 am – 3:45 pm

8:00 am – 4:00 pm

8:15 am – 4:15 pm

8:45 am – 4:45 pm

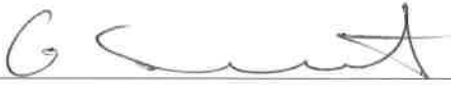
9:00 am – 5:00 pm

9:15 am – 5:15 pm

9:30 am – 5:30 pm

The employer/employee agrees that any additional hours which might involve overtime must be approved in advance by the Manager of the Department.

The employer/employee agrees that all obligations, responsibilities, terms and conditions of employment with Capital Region Housing Corporation remain unchanged, except those obligations and responsibilities specifically addressed in this Letter of Understanding.



President, The Alberta Union
of Provincial Employees

May 20th, 2016

Date



Chairman
Capital Region Housing Corporation

May 26, 2016

Date



Chief Executive Officer
Capital Region Housing Corporation

May 25/16

Date

LETTER OF UNDERSTANDING

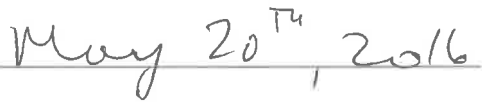
RE: Article 33 – Annual Vacation

This Letter of Understanding specifies the conditions applicable to the changes made to the Annual Vacation article.

- a) The increase in entitlement change shall be effective the date of ratification of this agreement.
- b) The accrual and vacation cycle changes shall be in effect by January 1, 2018 or upon successful implementation of a new HRIS system, whichever is the earlier.



President, The Alberta Union
of Provincial Employees



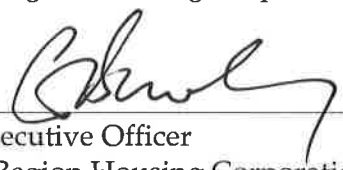
Date




Chairman
Capital Region Housing Corporation



Date



Chief Executive Officer
Capital Region Housing Corporation



Date

IN WITNESS WHEREOF the Parties hereto have caused these presents to be executed by their duly authorized officers on their behalf the day and year first written below.

DATED at Edmonton, Alberta this 20th day of May, 2016.

SIGNED ON BEHALF OF THE UNION:



President, The Alberta Union
of Provincial Employees

Witness

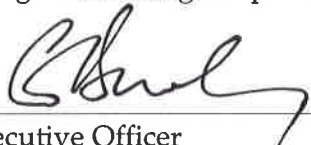
SIGNED ON BEHALF OF THE EMPLOYER:



Chairman
Capital Region Housing Corporation



Witness



Chief Executive Officer
Capital Region Housing Corporation



Witness

LETTER OF UNDERSTANDING

BETWEEN

CAPITAL REGION HOUSING CORPORATION

- and -

ALBERTA UNION OF PROVINCIAL EMPLOYEES
LOCAL 118/011

RE: NEW CLASSIFICATION TITLE – CLERK III

The parties agree to a new classification into the Salary, Schedule of the Collective agreement (January 1, 2016 – December 31, 2018) and the following rates of pay:

New Classification Title(s): Maintenance Clerk

Effective Date: March 29, 2019

Pay Range: January 1 – December 31, 2018

	1	2	3	4	5	6	LSI
Monthly	4,053	4,164	4,324	4,485	4,675	4,880	5,026
B/W	1,870.62	1,921.85	1,995.69	2,070.00	2,157.69	2,252.31	2,319.69
Annually	48,636	49,968	51,888	53,820	56,100	58,560	60,312

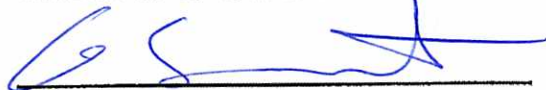
ON BEHALF OF THE EMPLOYER



Greg Dewling, CEO

DATE: Mar 29/19

ON BEHALF OF THE UNION



GUY SMITH - PRESIDENT

DATE: MAY 6TH, 2019