



COLLECTIVE AGREEMENT

BETWEEN

CHOICES IN COMMUNITY LIVING INC.

LEGACY LODGE

- and -

ALBERTA UNION OF PROVINCIAL EMPLOYEES

on behalf of

Local 048 Chapter 020

Expires March 31, 2024

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PREAMBLE

The Parties agree that the primary purpose of the Employer and its Employees is to provide quality health care with compassion in accordance with the values of Choices in Community Living, Legacy Lodge.

It is the intent of the Parties to:

- (a) Ensure the provision of the best possible service and quality resident care;
- (b) Protect the interest of residents, Employees and the Employer;
- (c) Maintain harmonious relations between the Employer and the Union;
- (d) Recognize the mutual value of joint discussions and negotiations in all matters of mutual concern to the parties.

NOW THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

ARTICLE 1
TERM OF AGREEMENT

- 1.01 This Agreement, including Appendices thereto, unless altered by mutual consent of both parties here, shall be in force and effect from date of ratification up to and including March 31, 2024 and from year to year thereafter unless notification of desire to amend or terminate be given in writing by either party during the period between sixty (60) and one hundred and twenty (120) days prior to the expiration date of this Agreement.
- 1.02 When either party serves notice of desire to amend the Collective Agreement under Article 1.01 above, the negotiating committees shall exchange and initial proposed amendments at commencement of negotiations.
- 1.03 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
Legacy Lodge
335 Lettice Perry Rd. North
Lethbridge, AB
T1H 5V7
and in the case of the Union to:
The President
Alberta Union of Provincial Employees
10025 – 182 Street NW
T5S 0P7
- 1.04 The Collective Agreement shall continue in full force and effect until:
(a) A new Collective Agreement is concluded,
(b) The right of the bargaining agent to represent the Employees is terminated;
or
(c) A legal strike or lockout commences.

ARTICLE 2
DEFINITIONS

- 2.01 "Bargaining Unit" means all Employees of the Employer covered by Labour Relations Board Certificate #93-2011.
- 2.02 "Basic Rate of Pay" shall mean the incremental step in the Salaries Appendix applicable to an Employee in accordance with the terms of this Collective Agreement, exclusive of all allowances and premium payments.
- 2.03 "Chapter" means a component of the Union responsible for administration and negotiation of the Collective Agreement.
- 2.04 "Code" is the *Alberta Labour Relations Code*, as amended from time to time.
- 2.05 "Employee" shall mean a person covered by this Collective Agreement employed by the Employer. At the time of hire the employment status of each Employee will be determined in accordance with the following:

- (a) "Full-time Employee" is one who is regularly scheduled to work the full specified hours in the "Hours of Work" Article of this Collective Agreement;
- (b) "Part-time Employee" is one who is regularly scheduled for less than the normal hours of work specified for Full-time Employees in the "Hours of Work" Article of this Collective Agreement;
- (c) "Casual Employee" is one who:
 - (i) is regularly scheduled for a period of three (3) months or less for a specific job; or
 - (ii) relieves for absences the duration of which is three (3) months or less; or
 - (iii) works on a call-in basis and is not regularly scheduled.
- (d) "Temporary Employee" is one who is hired on a temporary basis for a Full-time or Part-time position:
 - (i) for a specific job of more than three (3) months but less than twelve (12) months. A request by the Employer to extend the time limit shall not be unreasonably denied; or
 - (ii) to replace a Full-time or Part-time Employee who is on approved leave of absence for a period in excess of three (3) months; or
 - (iii) to replace a Full-time or Part-time Employee who is on leave due to illness or injury where the Employee has indicated that the duration of such leave will be in excess of three (3) months.

2.06 "Employer" is Choices in Community Living Inc. Legacy Lodge and includes such persons as may from time to time be appointed or designated to carry out administration duties in respect of the operation and management of the facility.

2.07 "Licensed Practical Nurse" means a person who is issued a certificate of registration as a Licensed Practical Nurse pursuant to the *Health Professions Act* RSA 2000, c. H-7 as amended.

2.08 "Local" means Local 048 of The Alberta Union of Provincial Employees.

2.09 "Member" means an Employee of Legacy Lodge who is covered by this Collective Agreement and who is a member of one of the Locals.

2.10 Probationary Employee is any Employee filling a position who is serving the required probation period as determined by the Employer.

2.11 "Position" shall mean:

- (a) the Employee status; or
- (b) the classification; or
- (c) Full-time equivalent.

A Full-time equivalent is thirty-eight point seven five (38.75) hours of work per week.

2.12 "Registration" shall have the meaning ascribed from the *Health Professions Act* RSA 2000, c. H-7 as amended.

- 2.13 "Shift" shall mean a daily tour of duty exclusive of overtime hours. The first (1st) shift of the day shall be that shift in which the majority of hours fall between midnight and zero eight hundred (0800) hours.
- 2.14 "Shift Cycle" means the period of time when the shift schedule repeats itself. In those instances where the schedule does not repeat itself, the term "shift cycle" shall be understood to mean a period of time not exceeding twelve (12) weeks.
- 2.15 "Union" is the Alberta Union of Provincial Employees.
- 2.16 "Union Representative" means a representative from the Union authorized by the Union to act on behalf of an Employee.

ARTICLE 3 **APPLICATION**

- 3.01 The Collective Agreement shall apply to all Employees covered by this Collective Agreement.
- 3.02 Employees shall be compensated for work performed in accordance with the schedule of basic rates of pay as set out in the Salaries Appendix, be bound by other provisions of employment, and qualify for such benefits in accordance with the provisions set out in this Collective Agreement.
- 3.03 In the event that any word, phrase, sentence, Section or Article of this Agreement is declared invalid by any court of competent jurisdiction, only such word phrase, sentence, Section or Article, shall be affected, and this Agreement shall be otherwise unaffected and shall continue in full force and effect. The Parties shall negotiate in accordance with the procedures in the *Code* a satisfactory provision to substitute for any word, phrase, sentence, Section or Article of this Agreement that is declared invalid.
- 3.04 Any changes deemed necessary in the Collective Agreement shall be made by mutual agreement at any time during the existence of this Collective Agreement. Such changes shall be in writing and duly signed by authorized agents of the parties.
- 3.05 A word used in the singular applies also to the plural, unless the context otherwise requires.

ARTICLE 4 **UNION RECOGNITION AND BUSINESS**

- 4.01 The Employer recognizes the Union as the sole bargaining agent for the Employees covered by this Collective Agreement.
- 4.02 This Agreement will not apply to persons who are agreed between the parties to be excluded from the bargaining unit, or who have been determined by the Labour Relations Board to be excluded from this agreement under the provisions of the *Labour Relations Code*.

- 4.03 Persons whose jobs are not in the Bargaining Unit shall not perform Bargaining Unit work, except for instruction purposes or due to unforeseen short-term emergency circumstances. Only after all applicable Bargaining Unit Employees have been given the opportunity to fill a vacant shift, may the Employer choose to fill such vacant shift with a non-bargaining unit individual. The filling of such shift shall not displace any Bargaining Unit Employee or reduce hours of work or pay for any Bargaining Unit Employee.
- 4.04 No Employee shall be required or permitted to make any written or verbal agreement that may be in conflict with the terms of this Agreement.
- 4.05 All correspondence between the parties shall be between designated representatives of the Employer and designated representatives of the Union. Both parties shall advise each other, in writing, of the names of their representatives.
- 4.06 Any Union activities or meetings on Employer time or on Employer property require prior permission of the Vice President of Operations, or their designate.
- 4.07 The Employer shall provide a bulletin board to be placed in a reasonably accessible location. The Union may be permitted to post notices of meetings and other such notices, which may be of interest to Employees. It is not the intention of the Union to post anything objectionable to the Employer. Content to be placed on the board shall be approved by the Site Director *or designate* prior to being posted. The Site Director shall provide a response for a request to post a notice within two (2) days of receipt of the request.
- 4.08 The Employer shall advise new Employees of the fact that a Collective Agreement is in effect.
- 4.09 The Employer and the Union will each pay one-half (1/2) of the cost of printing enough copies of this Agreement to provide each Employee with one (1) copy. A copy of the Collective Agreement shall be provided to each Employee on commencement of employment by the Union or at the Union orientation. The printing of the Collective Agreement will be processed at the AUPE Headquarters unionized print shop.
- 4.10 Employees can wear one (1) Union lapel pin during working hours provided that it does not interfere with the Employee's ability to carry out their duties of Employment.
- 4.11 The Employer agrees the Union shall be given the opportunity to present to new Employees for up to thirty (30) minutes at all general Employee orientations organized by the Employer. The Employer will notify the Chapter Chairperson when new Employee orientation has been scheduled.

ARTICLE 5
UNION MEMBERSHIP, SECURITY AND CHECK-OFF

- 5.01 All Employees have the right:
- (a) to be members of the Union and to participate in its lawful activities;
 - (b) to bargain collectively with the Employer through the Union.

- 5.02 (a) All Employees shall be required to pay Union dues. The Employer shall deduct from the base earnings (exclusive of overtime, differentials and premiums) of Employees covered by this Collective Agreement an amount equal to the monthly Union dues in a manner in keeping with the payroll system in effect for the Employer. In all instances such deductions shall be forwarded to the Secretary-Treasurer of the Union not later than the fifteenth (15th) day of the following month in which the dues were deducted.
- (b) Particulars identifying each Employee in a printed form showing the Employee name, last known address, home phone number (if available), base earnings for the period, Employee status and position, current deduction, and year to date deductions on which the dues are computed shall be provided monthly together with the amount deducted from each Employee.
- 5.03 The Union agrees to indemnify and save the Employer harmless from any form of liability arising from or as a result of the deduction of authorized dues, fees or assessments, unless caused by Employer error.
- 5.04 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 Collective Agreement. Such notice shall be communicated to the Employer at least thirty (30) days prior to the effective date of change.
- 5.05 The Employer will record the amount of individual dues deducted on T-4 slips issued for income tax purposes.

ARTICLE 6
UNION STEWARDS

- 6.01 Union Stewards are representatives of the Employees in all matters pertaining to this Agreement, particularly for the purpose of processing grievances and of enforcing bargaining rights and any other rights of the Employees under this Collective Agreement. Where it becomes necessary for a Union Steward to leave their job for this purpose, they will request time off from the Employee's immediate supervisor and provide the supervisor with as much advance notice as possible. A Union Steward shall not suffer any loss in pay for time spent performing their duties as provided in this Collective Agreement.
- 6.02 A list of Union Stewards shall be supplied by the Union to the Vice President of Operations. The Vice President of Operations shall be advised in writing of any change to this list. The list shall be updated by the Union annually.
- 6.03 Employees shall have the right to request the assistance of a Union Steward or Union Representative when dealing with issues arising from the interpretation or application of this Collective Agreement.

ARTICLE 7
MANAGEMENT RIGHTS

- 7.01 The Employer reserves all rights not otherwise abrogated or restricted in this Collective Agreement.

- 7.02 Without limiting the generality of the foregoing, the Union acknowledges that it shall be the exclusive right of the Employer to operate and manage its business, including the right to:
- (a) Maintain order, discipline, efficiency and to make, alter, and enforce rules and regulations to be observed by an Employee, which are not in conflict with any provision of this Collective Agreement.
 - (b) Direct the working force and to create new job classifications and work units and to determine the number of Employees, if any, needed in any work unit or job classification and to determine whether or not a position, work unit, or job classification will be continued or declared redundant.
 - (c) Direct, select, hire, assign to positions and shifts including rotating shifts, schedule, promote, classify, layoff and recall Employees.
 - (d) Determine job content and quality and quantity standards and the right to use improved methods, models, and equipment.
 - (e) Demote, discipline, suspend or discharge Employees for just cause.
 - (f) Determine the nature and type of healthcare and other services to be provided by the Employer, the methods and techniques of work to provide healthcare and other services, and the number of Employees to be employed by the Employer.

ARTICLE 8
RESPECTFUL WORKPLACE

- 8.01 The Employer, the Union and Employees are committed to a safe and respectful workplace where Discrimination, Harassment, Bullying, Sexual Harassment and Violence are not tolerated.
- 8.02 The Employer and the Union agree 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, ancestry, place of origin, political or religious affiliation, gender, gender identity, gender expression, sexual orientation, marital status, source of income, family status, physical or mental disability, or by reason of their membership or activity of the Union or in respect of the Employer exercising any right conferred under this Collective Agreement or any provisions covered under the Alberta *Human Rights Act*, except to the extent permitted by law.
- 8.03 The Employer shall maintain current policies to ensure the workplace is free from Harassment, Bullying, Sexual Harassment and Violence. Harassment, Bullying, Sexual Harassment and Violence are defined in policy as follows:
- (a) Harassment is any offensive and intimidating behavior by an individual or group of individuals that is directed at another person or persons in the workplace, and that the individual knew or ought reasonably to have known would cause offence or harm.
 - (b) Bullying is a repeated pattern of negative behaviour intended to offend, humiliate or intimidate a specific person or group.

- (c) Sexual Harassment is deliberate and unsolicited conduct of a sexual nature, including but not limited to suggestive remarks, gestures, leering, displaying sexually suggestive pictures or physical contact, either on a one-time basis or in a continuous series of incidents that detrimentally affects the work environment or leads to adverse job-related consequences. It is behaviour that is offensive, objectionable, coercive and one-sided.
 - (d) Violence is threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury.
- 8.04 The responsibility to ensure compliance with the above is shared equally by the Employer, the Union and all Employees.
- 8.05 The Employer, upon receipt of a written complaint shall conduct a proper investigation. Written complaints are to be handled immediately in a confidential manner.
- 8.06 The Employer may discipline for just cause any person employed by the Employer engaging in the Discrimination, Harassment, Bullying, Sexual Harassment and Violence of another Employee.
- 8.07 A complaint alleging Discrimination, Harassment, Bullying, Sexual Harassment or Violence may be presented as a grievance directly to Level 2.
- 8.08 Nothing in this Article prevents an Employee who believes they are being harassed or discriminated against from filing a complaint in accordance with the *Alberta Human Rights Act*.

ARTICLE 9
PROBATIONARY PERIOD

- 9.01 A new Employee shall serve a probationary period of five hundred (500) hours worked, for each period of continuous employment not interrupted by termination or dismissal. In the case of Part-time or Casual Employees who, upon completion of six (6) months of employment and who have not completed five hundred (500) hours, shall be deemed to have completed their probationary period.
- 9.02 The new Employee's probationary period may be extended in consultation with the Union by up to an additional five hundred (500) hours worked.
- 9.03 During the probationary period the Employee may be dismissed or terminated for any reason. The Employer shall provide a reason for the dismissal or termination to the Employee. The Employee shall have recourse to the grievance procedure up to and including at Step 2.
- 9.04 The Employer shall provide a paid orientation period for all new Employees, including;
- (a) Orientation to the site and/or Employer organization as determined by the Employer;
 - (b) Orientation on all shift (days, evenings, and/or nights) the Employer assigns the Employee to work; and
 - (c) The Employee's first shift shall be under guidance or supervision.
- 9.05 Additional orientation requested by an Employee will not be unreasonably denied.

ARTICLE 10
SENIORITY

- 10.01 A Full-time or Part-time Employee's Seniority Date shall be the date on which an Employee's continuous service is commenced within the Bargaining Unit, including all prior periods of service as Casual or Temporary Employee contiguous to present regular employment.
- 10.02 Seniority shall not apply during the probationary period, however once the probationary period has been completed seniority shall be credited from the seniority date established pursuant to Clause 10.01.
- 10.03 Seniority shall be recognized only where specifically referenced in this Agreement.
- 10.04 An Employee shall lose their seniority and forfeit all rights and the Employer is under no obligation to rehire when the Employee:
- (a) resigns or retires, or
 - (b) is discharged for just cause, or
 - (c) overstays their authorized leave of absence without written permission unless a reason satisfactory to the Employer is provided, or
 - (d) is absent for three (3) consecutive days without notifying the Employer, the Employee shall be considered to have resigned, or
 - (e) fails to reply to a recall notice within five (5) days of its receipt pursuant to Article 26.
- 10.05 The Employer will supply the Union Chapter Chairperson a seniority list setting out the names and starting dates with the Employer on January 15th each year.

ARTICLE 11
JOB POSTINGS AND VACANCIES

- 11.01 Postings
When a new Full-time, Part-time or Temporary position is created or when a Full-time, Part-time or Temporary vacancy occurs in any position covered by this Collective Agreement such position or vacancy shall be posted for not less than seven (7) calendar days in advance of making an appointment. A copy of all posting shall be forwarded to the Union Chapter Chairperson.
The posting shall be identified with a competition number and shall state the classification, Full-time equivalency, qualifications and education, hours of work, shift schedule, and pay rate, date of posting and closing date and time of posting.
- 11.02 When circumstances require the Employer to fill a vacancy before the expiration of seven (7) calendar days, the appointment shall be made on a temporary basis only.
- 11.03 Applications
Applications for vacancies shall be in writing according to the procedures established by the Employer. Facilities will be provided to accept applications for a posted position at any time within the seven (7) calendar day posting period.

- 11.04 Selection
- (a) In filling vacancies, appointments will be made on the basis of education, experience, training, qualifications, skills and other relevant attributes and where these factors are considered by the Employer to be equal, seniority shall be the deciding factor.
- (b) Subject to Article 11.04(a), internal applicants shall be given preference over external applicants.
- 11.05 If in the Employer's opinion, no applicant is qualified to perform the required work, the Employer shall repost the position leaving the competition open until a qualified applicant is found.
- 11.06 The name of the Employee who is appointed to fill a vacancy shall be posted for not less than eight (8) calendar days. The Union Chapter Chairperson shall be informed in writing of the name and competition number for the successful applicant within five (5) calendar days.
- 11.07 When an Employee is appointed to a position or vacancy under this Article, the Employee shall serve a trial period of four hundred sixty-five (465) regular hours worked, in which to demonstrate the ability to fill the new position or vacancy satisfactorily. The trial period may be extended by the number of working hours absent for any reason during the trial period. If the Employer finds the Employee to be unsatisfactory during the trial period, the Employer shall reinstate the Employee into their former position. During the trial period the Employee may also choose to leave their appointment and may return to their former position.
- 11.08 A Full or Part time Employee may apply for temporary positions. If successful in the competition the Employee may move into the temporary position without loss of benefits. An Employee will have the right to return to their former position when the temporary Position expires. A Casual Employee who applies for and is successful for a temporary position shall receive all entitlements and benefits applicable to a temporary Employee. At the completion of their temporary position, the Casual Employee shall resume the normal terms and conditions of employment applicable to a Casual Employee.
- 11.09 The foregoing provisions shall be waived and inoperative when placement of an Employee in a job within the bargaining unit is affected to accommodate an Employee as required by law or requested by the Workers' Compensation Board to provide a period of rehabilitative work experience.

ARTICLE 12
HOURS OF WORK

- 12.01 This Article defines the normal hours of work. The Employer reserves the right to establish the start and end time of shifts for Employees within the bargaining unit.
- 12.02 It is understood and agreed that the Employer operates a continuous operation from Sunday at 0000 hours to Saturday at 2400 hours.
- 12.03 (a) The normal hours of work for Full-time Employees shall be seven and three-quarter hours (7 3/4) per day and seventy-seven and one-half (77 1/2) hours bi-weekly averaged over an Employee's shift rotation exclusive of an unpaid meal period.

- (b) The normal hours of works for Full-time Employees working eleven (11) hour and five (5) minute shifts shall be eleven (11) hours and five (5) minutes per day and seventy-seven (77) hours and thirty-five (35) minutes bi-weekly averaged over an Employee's shift rotation exclusive of an unpaid meal period.
- 12.04 Employees will not be required to work split shifts, except by mutual agreement between the Employee and Employer.
- 12.05
- (a) All Employees working seven and three-quarter (7 3/4) hour shifts or less shall be permitted one (1) fifteen (15) minute rest period during each period of three point eight seven five (3.875) hours of work.
 - (b) All Employees working eleven (11) hour and five (5) minute shifts shall be permitted three (3) rest periods of fifteen (15) minutes during each shift or as mutually agreed between the Employee and Employer providing the rest periods do not exceed forty-five (45) minutes total.
 - (c) All Employees working a minimum six (6) hour shift up to a seven and three-quarter (7 3/4) hour shifts shall be permitted one (1) unpaid meal period of thirty (30) minutes.
 - (d) All Employees working eleven (11) hour and five (5) minute shifts shall be entitled to two (2) unpaid meal periods of thirty (30) minutes.
 - (e) Employees shall be allowed to take their unpaid meal period uninterrupted by the Employer except in cases of emergency.
 - (f) An Employee required by the Employer to work, or be readily available to work, in excess of the regular hours of work as defined in clause 12.03, due to being recalled during their unpaid meal period or rest period will be compensated at the Employee's Basic Rate of Pay should the Employer be unable to re-schedule the Employee's meal or rest period later in the same shift.
 - (g) The actual times at which an Employee shall take meal period and rest periods will be determined by the Employer. It is understood that meal periods and rest periods will not be combined.
 - (h) Meal and rest periods shall commence when an Employee leaves their place of work and the Employee shall be back at their place of work when the minutes of the meal and rest period expire.
- 12.06 Employees who wish to leave the facility at meal times shall advise their Supervisors. Employees required to stay at the facility at meal times will be compensated in accordance with Article 12.05(f).
- 12.07
- (a) Except in cases of emergency or by mutual agreement between the Employer and the Union, shift schedules for Full-time or Part-time Employees working seven and three-quarter (7 3/4) hour shifts shall provide for:
 - (i) at least fifteen and one-half (15 1/2) hours off duty between shifts;
 - (ii) not more than six (6) consecutive scheduled days of work;
 - (iii) at least two (2) consecutive days of rest.

- (b) Except by mutual agreement between the Employer and the Union, a Full-time or Part-time Employee working seven and three-quarter (7 3/4) hour shifts shall receive at least one (1) weekend off in three (3) averaged over one (1) complete cycle of the shift schedule. A weekend shall be a Saturday and a Sunday. Named Holidays shall not be used as days off for the purposes of this Article.
 - (c) Except in cases of emergency or by mutual agreement between the Employer and the Union, shift schedules for Full-time or Part-time Employees working eleven (11) hour and five (5) minute shifts shall provide for:
 - (i) at least eleven (11) hours and fifty-five (55) minutes off duty between shifts;
 - (ii) not more than four (4) consecutive scheduled days of work.
 - (d) Except by mutual agreement between the Employer and the Union, a Full-time or Part-time Employee working eleven (11) hour and five (5) minute shifts shall receive at least one (1) weekend off in two (2) averaged over one (1) complete cycle of the shift schedule. A weekend shall be a Saturday and the following Sunday. Named Holidays shall not be used as days off for the purposes of this Article.
- 12.08 (a) Shift schedules shall be posted not less than fourteen (14) calendar days in advance.
- (b) When the Employer requires a change in the scheduled days of work with less than seven (7) calendar days' notice, the Employee shall be paid at time and one-half (1½ X) for all hours worked on the first shift of the changed schedule.
- (c) Employee requests for shift changes must be made in writing at least seven (7) calendar days in advance, except in extenuating circumstances.
- (d) Where the Employer permits Employees to exchange shifts, the Employer shall not be liable for non-compliance with the scheduling provisions of the Collective Agreement, including Articles 12 and 13, arising with the shift exchange.
- 12.09 Those Employees working the night shift when the change from Daylight Time to Standard Time occurs shall be paid overtime for all hours worked over eight (8) hours in a shift and Employees working the night shift when the change from Standard Time to Daylight Time occurs shall be paid their basic hourly rate of pay for all hours worked.
- 12.10 An Employee who reports for a scheduled shift and is subject to cancellation of the shift shall be paid for a minimum of three (3) hours or for all hours worked, whichever is greater, at the Employee's basic hourly rate of pay.
- 12.11 This Article applies to Casual Employees except Clauses 12.07(a)(i), (iii), 12.07(b), 12.07(c)(ii) and 12.08(a), which shall have no application to Casual Employees.
- 12.12 Employees will record their daily hours worked on time sheets provided by the Employer and will submit them to their Supervisor at times specified by the Employer.

- 12.13 (a) Part-time Employees may pick up extra shifts in addition to their regularly scheduled shifts up to the Full-time equivalent for their classification. In order to facilitate the distribution of opportunities to work additional shifts Part-time Employees shall indicate the extent of their availability in writing to the Employer at least on a monthly basis. Where Employee(s) have provided their availability, the Employer will ensure it is recorded on the master schedule for ease of access.
- (b) The Employer will make every reasonable effort to offer additional hours to Part-time Employees prior to offering such additional hours to Casual Employees.
- (c) In the case of shifts available five (5) days or more in advance, the Employer will contact Employees who have provided their availability in order of seniority. The extra shifts will be awarded to the most senior Employee to respond by 0800hrs the day following contact.

12.14 The Employer is committed to addressing concerns related to working short. "Working short" occurs when shifts are unfilled due to Employee absences from their regularly scheduled shifts (e.g. calling in sick). The parties agree that working short should not occur. Where shift(s) are left vacant due to Employee absence the Employer will endeavour to fill shifts to maintain a full staffing compliment. If the full staffing compliment is not available, Employees should discuss with their supervisor workload issues and seek direction on duties to ensure resident care and safety by prioritizing tasks while avoiding Employee stress and injury.

ARTICLE 13 OVERTIME

13.01 Overtime is all time authorized by the Employer or designated charge person and worked by an Employee:

- (a) in excess of seven and three-quarter (7 3/4) work hours for Employees scheduled to work pursuant to Clause 12.03 (a); and
- (b) in excess of seventy-seven and one-half (77 1/2) work hours in a bi-weekly period for Employees scheduled to work pursuant to Clause 12.03 (a); or
- (c) in excess of eleven (11) hours and five (5) minutes of work for Employees scheduled to work pursuant to Clause 12.03 (b); and
- (d) in excess of seventy-seven (77) hours and thirty-five (35) minutes work in a bi-weekly period for Employees scheduled to work pursuant to Clause 12.03 (b).

13.02 The overtime rate of two times (2X) the applicable Basic Rate of Pay shall be paid for all overtime hours worked.

13.03 Overtime may be accumulated and taken in time off at a mutually acceptable time at the applicable premium rate. Time off not scheduled to be taken by March 31st in any given year shall be paid out.

13.04 Rest Period and Meal Period

An Employee required to work more than one (1) hour overtime shall be provided with a fifteen (15) minute rest period prior to working the overtime. Where overtime of three point eight seven five (3.875) hours of work or more is required, the Employer shall provide a one half (1/2) hour meal period without pay.

13.05

Casual Employees

Except for Clause 13.03, this Article shall apply to Casual Employees.

ARTICLE 14
SALARIES

14.01

The basic rates of pay as set out in the Salaries Schedule are applicable to all Employees covered by this Collective Agreement.

14.02

- (a) A Full-time Employee shall be entitled to one (1) increment on the salary grid upon the completion of one thousand nine hundred and fifty (1,950) hours of work with the Employer, exclusive of overtime.
- (b) Part-time, Temporary and Casual Employees shall be entitled to one (1) increment on the salary grid upon the completion of one thousand nine hundred and fifty (1,950) hours of work with the Employer, exclusive of overtime.

14.03

Recognition of Previous Experience

When a new Employee has experience satisfactory to the Employer, the Employee's starting salary will be adjusted as follows:

- (a) Recognition of experience with other Employers will be recognized on the basis of one (1) annual increment for each one (1) full year of service, up to a maximum of Step 4 on the salary grid for all General Support Staff;
- (b) Recognition of experience with other Employers will be recognized on the basis of one (1) annual increment for each one (1) full year of service, up to Step 7 on the salary grid for all Auxiliary Nursing Staff (HCAs and LPNs);
- (c) Part-time service shall be recognized on a pro-rata basis with one (1) year of experience recognized for each one thousand nine hundred and fifty (1,950) paid hours in the qualifying period, exclusive of overtime; and
- (d) Partial years of experience and experience prior to a two (2) year lapse in comparable employment will not be recognized in the calculation previous experience by the Employer.

In order for previous experience to be considered by the Employer, it shall be the responsibility of the newly hired Employee to provide to the Employer proof of recent related experience. If the Employee fails to do so within two (2) months of their date of hire, they will not be entitled to the recognition of previous experience.

14.04

Re-Employment

Employees who terminate employment from the Employer and are re-employed will be placed at the same increment on the salary scale upon re-employment provided:

- (a) they are re-employed into exactly the same classification that they held prior to termination;
- (b) that their re-employment is within two (2) years of their prior termination.

14.05

Only Employees entitled to designation as a Licensed Practical Nurse pursuant to the *Health Professions Act*, RSA 2000, c. H-7 shall be employed as a Licensed Practical Nurse.

14.06 Overpayment

Should the Employer issue an Employee an overpayment of wages and/or entitlements, then the Employer may make the necessary monetary or entitlement adjustments and take such internal administrative action as is necessary to correct such errors providing such corrective action is taken within six months of the overpayment. The Employer shall notify the Employee in writing that an overpayment has been made and discuss repayment options. By mutual agreement between the Employer and the Employee, repayment arrangements shall be made. In the event mutual agreement cannot be reached, the Employer shall recover the overpayment by deducting up to ten percent (10%) of the Employee's gross earnings per pay period.

14.07 Underpayment

Should the Employer issue an Employee an underpayment of wages and/or entitlements or where an underpayment is identified by an Employee and is reported, the Employer shall take such internal administrative action as is necessary to correct such errors. The monetary and/or entitlement adjustments shall be made within at least one (1) pay period. If the error results in a hardship to the Employee having been underpaid, the Employer will make reasonable efforts to provide payment for the shortfall within three (3) business days from the date it is notified of the error except in extenuating circumstances.

ARTICLE 15
SHIFT DIFFERENTIAL AND WEEKEND DIFFERENTIAL

15.01 Shift Differential

(a) Evening

A shift differential of two dollars and seventy-five cents (\$2.75) per hour will be paid to an Employee for all hours worked between fifteen hundred (1500) hours to twenty-three hundred (2300) hours.

(b) Night

A shift differential of four dollars and fifty cents (\$4.50) per hour will be paid to an Employee for all hours worked between twenty-three hundred (2300) hours to zero seven hundred (0700) hours.

Effective date of ratification, a shift differential of four dollars and seventy-five cents (\$4.75) per hour will be paid to an Employee for all hours worked between twenty-three hundred (2300) hours and zero seven hundred (0700) hours.

15.02 To be eligible for payment of shift differential, an Employee must work at least thirty (30) minutes between fifteen hundred (1500) hours to zero seven hundred (0700) hours.

15.03 Weekend Differential

An Employee shall be paid, in addition to the Employee's Basic Rate of Pay and any shift differential to which they may be entitled, a weekend differential of three dollars and twenty-five cents (\$3.25) per hour for all hours worked between fifteen hundred (1500) hours Friday and zero seven hundred (0700) hours Monday.

15.04 All premiums payable under this Article shall not be considered as part of the Employee's Basic Rate of Pay.

- 15.05 Where, applicable, an Employee shall be eligible to receive both Shift Differential and Weekend Premium.

ARTICLE 16
PREMIUMS

16.01 Charge Pay

Where the Employer designates a Licensed Practical Nurse to assume responsibility in the absence of the Manager, they shall be paid an additional one dollar and fifty cents (\$1.50) per hour.

16.02 Preceptor Pay

Preceptor shall mean an Employee who is assigned by the Employer to supervise, educate and evaluate students in an educational program, or any other Eligible Program.

A Licensed Practical Nurse assigned by the Employer to act as a Preceptor for students in the Licensed Practical Nurse program or any specialized practice education or training programs, as recognized by the College of Licensed Practical Nurses of Alberta shall receive an additional sixty-five cents (\$0.65) per hour on each bi-weekly pay period.

A Health Care Aide assigned by the Employer to act as a preceptor to a student in a recognized Health Care program shall receive an additional sixty-five cents (\$0.65) per hour on each bi-weekly pay period.

A Recreation Therapist assigned by the Employer to act as a preceptor to a student in a recognized program shall receive an additional sixty-five cents (\$0.65) per hour on each bi-weekly pay period.

16.03 Temporary Assignment Pay

When an Employee is directed and approved by the Employer (Site Director or Designate) to replace another Employee in a higher paid classification within this Collective Agreement for a period greater than two (2) consecutive days or longer, they shall be paid the Basic Rate of Pay for the classification in which the Employee is relieving at the same step on the wage scale the Employee is currently at, providing the Employee is qualified to perform the substantive duties of the higher paid position. When an Employee is required temporarily to perform the duties of a lower paid classification, the Employee's Basic Rate of Pay will not be changed.

ARTICLE 17
RESIGNATION

- 17.01 An Employee shall provide to the Employer where possible twenty-eight (28) calendar days' notice, and shall, in any case, provide the Employer with fourteen (14) calendar days' notice, of their desire to resign from their employment. An Employee shall not be granted vacation leave during the notice period unless vacation leave has been previously approved.

- 17.02 If the required notice of resignation is given, an Employee who voluntarily leaves the employ of the Employer shall receive the wages and vacation pay to which the Employee is entitled on the pay day following the last day worked.

17.03 Subject to an Employee's request after they have provided resignation notice pursuant to Clause 17.01, the Employer will provide a letter of portability prior to the last date of employment, which will confirm date of hire, date of resignation and the total number of hours worked in that period.

ARTICLE 18
NAMED HOLIDAYS

- 18.01 (a) The following Named Holidays will be observed as Statutory Holidays:
- | | |
|--------------------|---|
| New Year's Day | Labour Day |
| Alberta Family Day | National Day for Truth and Reconciliation |
| Good Friday | Thanksgiving Day |
| Victoria Day | Remembrance Day |
| Canada Day | Christmas Day |
| Heritage Day | Boxing Day |

And all general holidays proclaimed by the Municipality or the Government of Alberta or Canada.

18.02 Qualifying for Named Holiday Pay

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

- (a) Have been employed for thirty (30) days during the preceding twelve (12) months;
- (b) Work their scheduled shift immediately prior to and immediately following the holiday except where the Employee is absent for reasons acceptable to the Employer; and
- (c) Work on a Named Holiday when scheduled except where the Employee is absent for reasons acceptable to the Employer.

18.03 Employees on layoff status, Maternity Leave, Parental Leave, Adoption Leave, Workers' Compensation or on Sick Leave on the date of the recognized holiday are not entitled to Named Holiday Pay.

18.04 Named Holiday Pay

Except as modified by 18.04 (d) below an Employee obliged to work on a Named Holiday shall be paid for all hours worked on the Named Holiday at one and one-half times (1 1/2X) the Employee's Basic Rate of Pay, plus;

- (a) an alternate day off with pay at a mutually agreed time; or
- (b) by mutual agreement, a day with pay added to the Employee's next annual vacation; or
- (c) by mutual agreement, the Employee may receive payment for such day at the Employee's Basic Rate of Pay;
- (d) an Employee obliged to work on Heritage Day and/or Christmas Day, shall be paid for all hours worked on the named holiday at two times (2X) the Employee's Basic Rate of Pay plus:
 - (i) an alternate day off with pay at a mutually agreed time; or

- (ii) by mutual agreement, a day with pay added to the Employee's next annual vacation; or
- (iii) by mutual agreement, the Employee may receive payment for such day at the Employee's Basic Rate of Pay.

18.05 Named Holiday While on Vacation

When a Named Holiday falls during an Employee's annual vacation, such holiday may, by mutual agreement, be added to the vacation period, or the alternate day off shall be dealt with as set out in Clause 18.04.

18.06 Named Holiday on Day Off

When a Named Holiday falls on a day that would otherwise be an Employee's regularly scheduled day of rest, the Employee shall receive an alternate day off as outlined in Clause 18.04.

18.07 Part-time, Temporary and Casual Employees

- (a) On each pay cheque, Part-time, Temporary and Casual Employees shall be paid, in addition to their earnings, four point six percent (4.6%) of their earnings in lieu of Named Holiday benefits.
- (b) Part-time, Temporary and Casual Employees who are required to work on a Named Holiday shall be paid at one and one-half times (1 1/2X) the Employee's Basic Rate of Pay for all hours worked on the Named Holiday.

18.08 (a) Full-time Employees shall be so scheduled as to provide them with either Christmas or New Year's Day unless otherwise requested.

- (b) (i) A Full-time Employee granted Christmas Day off in accordance with Clause 18.08 (a) shall be scheduled such that they will have two (2) consecutive days where they will not be obliged to work (i.e. December 24th and 25th or December 25th and 26th); and
- (ii) A Full-time Employee granted New Year's Day off in accordance with Clause 18.08 (a) shall be scheduled such that they will have two (2) consecutive days where they will not be obliged to work (i.e. December 31st and January 1st or January 1st and 2nd).
- (iii) The Employer will make reasonable efforts to rotate the requirement to work Christmas or New Years, from year-to-year.

ARTICLE 19
VACATIONS

19.01 During each year of continuous service in the employ of the Employer, a Full-time Employee shall earn entitlement to a vacation with pay. The rate at which vacation entitlements are earned shall be governed by the total length of such service as follows;

<u>Years of Continuous Employment</u>	<u>Vacation Time</u>	<u>% of Earnings</u>
1 to 3 years	116.25 hours	6% of regular pay
4 to 10 years	155 hours	8% of regular pay
11 to 15 years	193.75 hours	10% of regular pay
16 years and over	232.50 hours	12% of regular pay

19.02 Part-time Employees are entitled to vacation time as set out in Clause 19.01 on a pro-rated basis in accordance with the following formula;

$$\begin{array}{rcccl} \text{Hours worked at} & & \text{The applicable \%} & & \text{Number of hours of} \\ \text{the base rate of pay} & \times & \text{outlined above} & = & \text{paid vacation time to be} \\ & & & & \text{taken} \end{array}$$

19.03 An Employee shall be granted the vacation period preferred by the Employee at such time as may be mutually agreed by the Employer and the Employee. The granting of vacation period is subject to operational requirements.

- 19.04 (a) The Employer shall post two (2) vacation schedule planners each year. The first vacation schedule planner will be posted by March 1st and where an Employee submits their vacation preference by March 31st of that year, the Employer shall indicate approval or disapproval of that vacation request by April 30th of the same year. The first vacation schedule planner will cover the May 1st to October 31st period. The second vacation schedule planner will be posted by September 1st and where an Employee submits their vacation preference by September 30th of that year, the Employer shall indicate approval or disapproval of that vacation request by October 31st of the same year. The second vacation schedule planner will cover the November 1st to April 30th period. Where two (2) or more Employees have requested the same vacation period preference and through consultation a compromise cannot be reached, preference will be given to the Employee with the most seniority. Vacation approval will be given on a first come, first served basis for vacation requests outside of the planners. The Employer shall indicate approval or disapproval of vacation requests outside of the planner within ten (10) calendar days of the request being submitted.
- (b) An Employee shall have the right to utilize vacation credits provided the utilization does not exceed the total vacation earned by the Employee at the time of taking the vacation. If an Employee will not have enough vacation credits earned at the start of an Employee's scheduled vacation, the vacation may not be approved.
- (c) Employees are encouraged to use their vacation entitlement in the calendar year in which they are accrued. Employees may carry forward two weeks of accrued vacation into the following year. They are required to utilize all other accrued vacation credits (beyond the two weeks) before the end of each year – December 31st. Any unused vacation credits beyond two weeks will be paid out by January 31st.
- (d) An Employee may be permitted to carry forward an additional portion of unused vacation to the next year upon approval from the Site Manager. A request to carry forward unused vacation credits shall not be unreasonably denied.

19.05 An Employee who resigned or whose service is terminated shall receive vacation pay in lieu of all vacation earned but not taken.

19.06 No Employee may continue to work and draw vacation pay in lieu of taking their vacation.

19.07 Only those hours paid at the Basic Rate of Pay and on a Named Holiday will be recognized for the purpose of determining vacation pay.

- 19.08
- (a) Once vacations are authorized by the Employer they shall not be changed except by mutual agreement between the Employer and the Employee.
 - (b) Employees who are requested to work during their vacation, and who voluntarily accept to work during their vacation, will have the time worked rescheduled as vacation leave with pay on another day.
 - (c) An Employee mandated by the Site Director (or designate) to return to work during their vacation will receive two times (2X) their basic rate of pay for hours worked. In addition to receiving premium pay, the time worked will be rescheduled as vacation leave with pay.

ARTICLE 20
BENEFITS

20.01 Providing a Full-time or Part-time Employee meets the qualifying periods of employment for coverage and meets any other requirements for participation as determined by the Employer for the benefits listed below, the Employer agrees to pay a total of seventy-five percent (75%) of the total cost of the premiums, with the Employees paying the remaining twenty-five percent (25%) of the total cost of the premiums.

- (a) A Prescription Drug Plan that provides eighty percent (80%) reimbursement of eligible expenses up to the established maximums provided for within the benefit carrier contract which shall include a direct pay drug card.
- (b) A Dental Plan that provides eighty percent (80%) reimbursement of eligible basic services and fifty percent (50%) of reimbursement of extended services, up to the established combined maximum of \$2000.00 provided for within the benefit carrier contract.

Effective January 1, 2023, a Dental plan that provides eighty percent (80%) reimbursement of eligible basic services, and fifty percent (50%) reimbursement of extended services, up to the established combined maximum of \$2,500.00 provided for within the benefit carrier contract.

The Dental Plan will include fifty percent (50%) reimbursement of orthodontic services with a lifetime maximum of \$1500.00 provided to children under 19 years of age.

- (c) A Group Insurance Plan, inclusive of:
 - (i) Basic Life Insurance in the amount of \$25,000.00
 - (ii) Basic Accidental Death and Dismemberment Insurance.

The above benefits are taxable benefits to Employees. The Employee acknowledges that it is a condition of employment that they enroll in certain benefit plans, and that tax owing on benefit premiums and/or benefit coverages will be the sole responsibility of the Employees.

20.02 For all Employees eligible for benefits in accordance with Clause 20.01, the sum of six hundred (\$600.00) dollars per year of each benefit eligible Employee shall be allocated by the Employer to a Flexible Health Spending Account.

Effective April 1, 2023, the sum of seven hundred (\$700.00) dollars per year of each benefit eligible Employee shall be allocated by the Employer to the Flexible Health Spending Account.

- 20.03 The provisions of the insurance policies and the plans as amended from time to time by the Employer or the insurance carrier shall govern with respect to eligibility for participation, premiums paid and benefits provided. These documents shall not be considered part of or considered incorporated into the Agreement, nor shall the Employer be considered an insurer.
- 20.04 The Employer will provide the Union with copies of the plan text for any benefit provided in this Article at the onset of collective bargaining and within thirty (30) days following any changes to the plan text. This includes, but is not limited to: Prescription Drugs, Dental Plan, and Group Insurance.
- 20.05 The Employer shall have meaningful consultation with the Union prior to any change to insurance carriers and will ensure that such changes do not result in an overall reduction in benefits or coverages.
- 20.06 This Article shall not apply to Casual Employees. Temporary Employees are entitled to benefits under this Article after six (6) months of completed service.

ARTICLE 21
SICK LEAVE

- 21.01 Sick Leave shall be provided to permanent Full-time and Part-time Employees when they are absent from work due to a bona fide illness or injury that is not covered by the provisions of the *Workers' Compensation Act*.
- 21.02
- (a) Sick leave credits for Full-time and Part-time Employees shall be earned and computed at the rate of 11.07 hours per 168 hours of regular scheduled hours of work at the Basic Rate of Pay, up to a maximum credit of 930 hours.
 - (b) For the purpose of computing sick leave credits, the following shall not be counted
 - (i) hours worked in addition to regular scheduled hours of work; and
 - (ii) hours worked and paid at overtime rates.
 - (c) For the purpose of computing sick leave accumulation, the following shall be counted as working days:
 - (i) days of work;
 - (ii) days on which the Employee is on vacation;
 - (iii) the first thirty (30) days on which the Employee is on leave of absence with pay pursuant to the terms of this Collective Agreement;
 - (d) When an Employee has accrued the maximum sick leave credits the Employee shall no longer accrue sick leave credits until such time as the Employee's total accumulation is reduced below the maximum. At that time the Employee shall recommence accumulating sick leave credits, in accordance with Clause 21.02 (a) above.
 - (e) After an Employee has completed the probationary period, the Employee shall be allowed a credit for sick leave from the date of employment provided, however that the Employee shall not be entitled to apply sick leave credits to the completion of the probationary period.

- (f) Employees cannot use sick leave credits for any purpose other than when they are absent from work due to a bona fide illness or injury that is not covered by the provisions of the *Workers' Compensation Act*, subject to Article 22 (WCB).

21.03 Employees reporting sick shall do so to the Employer at a minimum of two (2) hours prior to the start of the shift, as soon as possible, in order that a replacement may be arranged for or duties redistributed. Failing to do so, the Employee shall be considered absent without leave and the Employer may make a deduction in pay for the time that expires between the time the Employee should have reported for work and the time at which the Employee reported sick.

21.04 Subject to Clauses 21.01, 21.02 and 21.03 an Employee granted sick leave shall be paid at the Employee's Basic Rate of Pay for regularly scheduled hours absent due to illness, and the number of hours thus paid shall be deducted from the Employee's accumulated sick leave credits up to the total amount of their accumulated credits at the time the sick leave commenced.

21.05 From time to time, an Employee may require a short period of absence from work with pay to attend to medical/dental appointments, which cannot be undertaken after working hours. Such hours shall be deducted from the Employee's accumulated sick leave credits. The Employer may require proof of attendance at such appointment.

21.06 (a) No sick leave shall be granted for any illness which is incurred once an Employee commences their vacation; in this event, the Employee will only receive vacation pay.

(b) Sick leave shall be granted if an Employee becomes ill during their vacation period as stated in Clause 21.06 (a) above, only after the expiry of the Employee's vacation and provided the illness continues beyond the vacation;

(c) Notwithstanding the provisions of Clause 21.06 (a) and (b), should an Employee be admitted to the hospital on an "in-patient" or "out-patient" basis during the course of the Employee's vacation, they shall be considered as being on sick leave for the period of hospitalization and subsequent period of recovery, provided they notify the Employer upon return from vacation and provide satisfactory proof of their hospitalization. Vacation time not taken as a result of such stay in hospital shall be rescheduled to a mutually agreeable time.

"Outpatient" shall mean an Employee who is undergoing scheduled hospital treatments as a result of illness or injury occurring during their vacation period.

21.07 An Employee who has exhausted their sick leave credits during the course of an illness, and the illness continues shall be deemed to be on leave of absence without pay or benefits except as provided in Article 21, for the duration of the illness or as provided below, whichever first occurs. The Employee shall keep the Employer advised as to when they shall be expected back to work and shall provide the Employer with twenty-eight (28) days written notice of readiness to return to work and:

(a) if the Employee is capable of performing the duties of the Employee's former position, they shall be reinstated by the Employer in the same position which they held immediately prior to the Employee's disability at not less than the same increment in the salary schedule and other benefits that accrued to the Employee prior to their disability;

- (b) if the Employee is incapable of performing the duties of the Employee's former position, when operationally possible the Employer will place the Employee in an available position that the Employee has the qualifications, skill and ability to perform. In such a case the Union agrees to waive the posting provisions of the Collective Agreement;
- (c) at the expiration of twenty-four (24) months from the last day of paid sick leave, if an Employee:
 - (i) is not capable of resuming work pursuant to section (a), or
 - (ii) for whom pursuant to section (b), alternate employment is not available, it shall be deemed that the employment relationship has terminated, provided that such termination is not contrary to any right conferred under this Agreement or any law of Canada or Alberta.

21.08 Upon termination of employment all sick leave credits shall be cancelled.

21.09 Temporary Employees are not eligible for sick leave benefits, unless employed in a temporary capacity with an anticipated end date of twelve (12) months or longer. Temporary Employees who qualify for sick leave benefits will be entitled to the benefits set out in Clause 21.02. Casual Employees are not entitled to sick leave.

21.10 A Physician's statement may be required, in a form acceptable to the Employer, for any absence from work by an Employee verifying the reasons for the absence, whether modified duties may be performed by the Employee, as well as a prognosis as to the Employee's return date. If an Employee is required to produce proof of illness the Employer shall cover the cost associated with obtaining such proof.

ARTICLE 22 WORKERS' COMPENSATION

22.01 Workers' Compensation Board coverage will be provided by the Employer for an Employee. In accordance with the *Income Tax Act*, Workers' Compensation benefits are not taxable.

22.02 An Employee who is unable to work as a result of a disability incurred while on duty in the service of the Employer and who qualifies for benefits in accordance to the *Workers' Compensation Act* will receive benefits directly from the Worker's Compensation Board.

22.03 Employees will be eligible to apply for sick leave benefits during the period of time they are waiting for the receipt of their claim for WCB. Sick leave benefits will be payable provided:

- (a) the Employee has sick leave credits available; and
- (b) the Employee meets the eligibility requirements for sick leave; and
- (c) the Employee assigns their WCB benefits to the Employer to the extent that it is required for the Employer to recover the money that was paid out for sick leave once the WCB claim has been approved.

After the money for sick leave has been recovered from the assigned WCB benefits the Employer will then reinstate the Employee's sick leave credits to the appropriate level and, the Employee shall receive their benefits directly from the Workers' Compensation Board.

- 22.04 An Employee receiving compensation benefits under Article 22.02 shall be deemed on Workers' Compensation leave and shall remain in the continuous service of the Employer for the purpose of salary increments and Employee Benefit Plans, providing they continue to pay their cost share amount of the benefit premiums as provided for under Article 20 of this Agreement. For clarity, if an Employee is off work due to Workers' Compensation leave for a period greater than one (1) year, the Employee must request that they maintain coverage under the contributory plans specified in Article 20 and make prior arrangements to pay the full premium costs of both parties in a lump sum or on a monthly basis.
- 22.05 Employees shall not be paid sick leave benefits when they are absent from work and drawing Workers' Compensation. An Employee absent on Workers' Compensation for a period in excess of thirty (30) calendar days shall not accumulate sick leave credits or vacation entitlement during the period of absence.
- 22.06 Employees shall not be entitled to a compensating day off in lieu of a Named Holiday from the Employer while receiving benefits from Workers' Compensation.
- 22.07 An Employee who has been on Workers' Compensation in excess of thirty (30) calendar days and who is certified by the Workers' Compensation Board as fit to return to work and who is capable of performing the duties of their former position, shall provide the Employer with fourteen (14) calendar days written notice of readiness to return to work. The Employer may accommodate return to work sooner than fourteen (14) calendar days where agreeable between the Employer and the Employee.
- 22.08 The Employee shall keep the Employer informed of the progress of their condition on an ongoing basis.

ARTICLE 23
LEAVE OF ABSENCE

- 23.01 The Employer recognizes all job protected leaves of absence provided for under the *Employment Standards Code* (Alberta) as may be amended from time to time. Where an Employee is entitled to a greater benefit under this Article than may be provided under the *Employment Standards Code* (Alberta), the Employee is only entitled to the benefit provided under this Agreement
- 23.02 General leaves of absence and provisions:
- (a) The Employer, at sole discretion, may grant a leave of absence to an Employee without pay, benefits (subject to Clause 23.02(f)) and without loss of seniority for good and sufficient cause.
 - (b) Applications for a leave of absence shall be submitted in writing to the Employer as early as possible, but no less than two (2) weeks in advance of the intended start date of the leave of absence in order that staff substitutions may be arranged. Applications shall indicate the date of departure on leave and the date of return. A false statement in an application for leave of absence or neglect to return at the end of the leave granted may result in discipline up to and including dismissal which shall be reported to the Union.
 - (c) All leave of absences must be pre-approved by the Vice President of Operations.

- (d) Sick leave entitlement, vacation entitlement and credit towards increments do not accrue during any leave of absence without pay in excess of thirty (30) calendar days. An Employees seniority dates will not be altered by virtue of a leave of absence of thirty (30) days or less, unless otherwise specified in this Article.
- (e) Employees are not entitled to Named Holidays with pay during any leave of absence.
- (f) Subject to approval by the Insurer(s) and the Employer, Employees on a leave of absence may request that they maintain coverage of contributory plans specified in Article 20, provided that the Employee makes prior arrangements to pay full premium costs of both parties in a lump sum or on a monthly basis. A failure to remit the payment required above will result in cancellation of benefits.

23.03

Maternity and Parental Leave

(a) Maternity

- (i) An Employee who is expecting the birth of their child and has completed ninety (90) days of continuous employment with the Employer shall, upon the Employee's written request at least four (4) weeks in advance, be granted Maternity Leave to become effective during the thirteen (13) weeks immediately preceding the expecting date of delivery provided that the Employee commences Maternity Leave not later than the date of delivery.
- (ii) Maternity Leave shall be without pay and benefits (subject to Clause 23.03(c)) except for that portion of Maternity Leave during which the Employee has a valid health-related reason for being absent from work and is also in receipt of sick leave. The total period of Maternity Leave shall not exceed sixteen (16) weeks unless mutually agreed between the Employer and Employee.
- (iii) A pregnant Employee whose pregnancy ends other than as a result of a live birth within (16) weeks of the estimated due date is entitled to Maternity Leave.

(b) Parental Leave

Upon their written request, providing at least four (4) weeks advance notice, an Employee shall be granted Parental Leave without pay and benefits. Such Leave shall be taken as follows:

- (i) For an Employee entitled to Maternity Leave, other than an Employee described in 23.03(a)(iii), immediately following the last day of Maternity Leave, a period not exceeding sixty-two (62) weeks; or
- (ii) In the case of a parent who has completed ninety (90) days of continuous employment, a period not exceeding sixty-two (62) weeks within seventy-eight (78) weeks after the child's birth; or
- (ii) In the case of an adoptive parent who has completed ninety (90) days of continuous employment, a period not exceeding sixty-two (62) weeks within seventy-eight (78) weeks after the child is placed with the adoptive parent for the purpose of adoption.

- (c) An Employee on Maternity or Parental Leave may maintain their benefits by paying the full cost of the premiums (Employee and Employer portion) while on leave. An Employee who wishes to maintain benefits under this Article shall make arrangements with the Employer for the full cost of the premiums prior to commencing Maternity or Parental Leave.
- (d) An Employee on Maternity or Parental Leave must give the Employer at least four (4) weeks written notice of the date on which the Employee intends to resume work and, in any event, must give notice no later than four (4) weeks before the end of the leave period to which the Employee is entitled to or four (4) weeks before the date on which the Employee has specified as the end of the Employee's leave period, whichever is earlier.
- (e) On return from Maternity or Parental Leave, the Employee will be placed in their former regularly scheduled position, if it still exists. If the position no longer exists, such Employee will have access to the layoff and recall provisions as applicable within the Agreement.
- (f) Seniority and service will continue to accrue during the approved Maternity and Parental Leave consistent with the Employee's rotation at the time the said leave commenced.

23.04

Bereavement Leave

- (a) In the event of a death in the immediate family of a Full-time or Part-time Employee, who has successfully completed their required probationary period, the Employer shall provide the following:
 - (i) Bereavement leave up to a maximum of three (3) consecutive working days with pay upon the death of a spouse, common-law spouse, fiancé, legal guardian, child, parent, or spouse's parent, step-parent, brother, sister, step-brother, step-sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, step child, aunt, uncle, grandfather, grandmother, or grandchild.
 - (ii) If the Employee is required to travel in excess of three hundred (300) kilometers one (1) way to attend a funeral of a person referred to in paragraph (i) above, the Employee may request a maximum of an additional two (2) paid working days for said travel. Such time shall be granted at the sole discretion of the Director of Operations.
- (b) Upon request the Employer may extend bereavement leave in paragraph (a)(i) by up to two (2) additional days where extenuating circumstances warrant.
- (c) Upon request the Employer may grant unpaid bereavement leave up to one (1) working day to attend the funeral of a close friend or relative not listed in paragraph (a)(i).

Any Employee taking leave under this Article may be required to provide, in a form acceptable to the Employer, proof of death or travel.

23.05

Jury or Crown Witness Duty

- (a) The Employer will pay an Employee their normal hourly earnings for the day(s) spent serving Jury Duty, provided proof of a subpoena for Jury Duty or proof of Jury service has been given to the Employer, and the Employee remits to the Employer the cheque they received from the Court for participating in Jury Duty or Jury Service.
- (b) An Employee subpoenaed by the Crown as a Witness will be paid their normal hourly earnings for time spent in Court, provided the Employee provides a copy of the Crown Subpoena to the Employer, and the Employee remits to the Employer the cheque they received from the Court for serving as a Crown Witness.

23.06

Education Leave

- (a) At its sole discretion, the Employer may upon written request from an the Employee who has completed their probationary period, grant the Employee an unpaid leave of absence for the purpose of allowing an Employee to upgrade their education.
- (b) The general provisions regarding leave absence in Clause 23.02 apply to Education leaves of absence.

23.07

Compassionate Care Leave

- (a) The Employer recognizes the potential need for Employees to care for gravely ill or dying family members or other qualified persons.
- (b) Qualified person means a person in a relationship with the Employee for whom the Employee would be eligible to receive the compassionate care benefit under Employment Insurance legislation.
- (c) When a regular Employee who is required to care for a qualified person with a serious medical condition with a significant risk of death within twenty-six (26) weeks from the date of the request, the Employee shall be entitled to leave of absence without pay for a period of twenty-seven (27) weeks. An Employee who wishes to maintain benefits under this Article shall make arrangements with the Employer for payment of the full cost of the premiums.
- (d) In order to qualify for leave under this provision, the Employee shall meet the eligibility requirements of the *Employment Insurance Act* and Regulations.
- (e) Employees may be required to submit to the Employer, proof demonstrating the need for compassionate care leave, in a form acceptable to the Employer.

23.08

Personal and Family Responsibility Leave

If an Employee who has completed ninety (90) days of continuous employment and is unable to report to work due to personal matters or family responsibilities, the Employee shall inform the Employer with as much advance notice as possible. Such absence from work shall not exceed five (5) working days per year and will be paid. Personal and Family Responsibility Leave is not intended to supplement or replace vacation leave. An Employee may be required to submit proof of the leave requirement in a form acceptable to the Employer.

- 23.09 Political Office
- (a) The Employer recognizes the right of an Employee to participate in public affairs. The Employer shall allow leave of absence without pay so that an Employee may be a candidate in federal, provincial or municipal elections.
 - (b) Applications for a leave of absence shall be submitted in writing to the Employer as early as possible, but no less than two (2) weeks in advance of the intended start date of the leave of absence in order that staff substitutions may be arranged. Applications shall indicate the date of departure on leave and the date of return.
 - (c) Employees who are elected to public office shall be allowed leave of absence without pay for a maximum of one (1) term.
- 23.10 Clauses 23.04, 23.05, 23.06, 23.07, 23.08 and 23.09 shall not apply to Temporary or Casual Employees, or Full-time or Part-time Employees on a leave of absence, sick leave, off work on disability benefits, layoff or on Workers' Compensation Benefits.

ARTICLE 24
UNION REPRESENTATIVES LEAVE

- 24.01 Where it is necessary for a Union Member to make a request for a leave of absence to perform the duties of any office of the Union, the application for leave must be made in writing to the Employer for approval. The application for leave shall be with as much notice as possible and where possible two (2) weeks' notice shall be provided.
- 24.02 The Employer shall not unreasonably withhold leave of absence for Employees elected or appointed to represent the Union at Negotiations, Conventions, Workshops, Institutes, Seminars, Schools, or to attend meetings as members of the Union's Provincial Executive Board or to attend to other business of the Union that may arise from time to time.
- 24.03 When leave to attend to Union Business has been approved, it shall be granted with pay. The Union agrees to reimburse the Employer for the actual salary and premiums the Employee would have received had they been at work plus an amount determined by the Employer to cover the cost of benefits.
- 24.04 When it becomes necessary at the request of an Employee, for a Union Steward to leave their job, for the purpose of grievances, investigations or to attend meetings with the Employer as a Steward, once approved by the Employer, the Steward shall suffer no loss of pay.
- 24.05 One (1) Employee may be elected to a Full-time position with the Union. The elected Employee shall be granted a leave of absence without pay and without loss of seniority. If permissible by the carriers, the Employee shall have the right to pay the full cost of benefits, including the Employers share during the period of such leave of absence.
- 24.06 The Employer shall grant up to three (3) Employees time off to meet the Union to prepare for negotiations or to meet with the Employer during contract negotiations. The time off shall be given as per Clause 24.03.

ARTICLE 25
TEMPORARY EMPLOYEES

- 25.01 A Temporary Employee shall be covered by the terms of this Collective Agreement with the exception of:
- (a) Article 26 (Layoff/Recall Procedure)
 - (b) Article 27 (Discipline and Dismissal)
- that are superseded and replaced by the following:
- 25.02
- (a) A Temporary Employee shall not have the right to grieve the termination of the term position.
 - (b) The Employer shall provide at least seven (7) calendar days written notice of termination of their term position.
 - (c) An Employee occupying a temporary position shall retain their seniority and shall not have the right to grieve placement pursuant to Article 11 when no longer required in that capacity.

ARTICLE 26
LAYOFF/RECALL PROCEDURE

- 26.01 When, in the opinion of the Employer, it becomes necessary to displace an Employee, due to a reduction of the workforce or reduction in regularly scheduled hours of work of a regular Employee, the Employer will notify Employees in writing who are to be laid off at least twenty-eight (28) calendar days prior to the date of the layoff, except that no notice is required where layoff results from emergency conditions or circumstances, including an act of God, fire, flood, or a work stoppage by Employees not covered by this Collective Agreement.
- 26.02 The Employer and the Union recognize the value of meeting prior to the layoff process occurring. The purpose of this meeting is to discuss how the process of the reduction will take place, review the current seniority list, and discuss other relevant factors the parties agree upon.
- 26.03 In determining the order of layoff, the Employer shall lay off Employees by position in reverse order of seniority provided that the remaining Employees have the qualifications to perform the available work satisfactorily.
- 26.04 No new Full-time or Part-time Employees will be hired while there are other Employees on layoff as long as laid off Employees have the qualifications, skills and ability to perform the work required and are available to do so.
- 26.05 Employees affected by layoff shall make prior arrangements for payment of the full premium of any applicable benefit plan. Failure to make arrangements for payment will result in termination of all benefits.
- 26.06 Other than the continuance of certain benefits as may be arranged under Clause 26.05 and the retention of seniority under Article 10 (Seniority), an Employee's right while on layoff shall be limited to the right to recall only as specified in Clauses 26.07 and 26.08.
- 26.07 Employees on layoff are responsible for informing the Employer of any change in address or telephone number which may be used to contact them for recall.

26.08 When recalling Employees on lay-off, recalls shall be carried out in order of seniority provided the Employee being recalled has the qualifications, skills and abilities to perform the required work satisfactorily.

26.09 Termination of Recall Rights

The employment of an Employee shall be considered terminated when the Employee does not accept recall, or has not changed status to casual prior to the layoff end date, or has been on layoff for twelve (12) months without being recalled.

26.10 Severance

In the event of layoff resulting in permanent reductions of regular Employees, such regular Employees shall be eligible for severance pay in the amount of two (2) weeks' base earnings per each full year of continuous employment to a maximum of 16 weeks' pay.

26.11 Casual and Temporary Employees

This Article shall have no application to Casual and Temporary Employees.

ARTICLE 27
DISCIPLINE AND DISMISSAL

27.01 Except for the dismissal of an Employee serving a probation period, no Employee shall be dismissed without just cause.

27.02 The Employer shall schedule a disciplinary discussion with the Employee by giving advance notice, which shall not be less than twenty-four (24) hours. An Employee shall have the right to Union representation during a disciplinary meeting with the Employer. An Employee shall have the right to waive the right to Union representation if the Employee wishes.

27.03 When disciplinary action is taken against an Employee, the Employee and the Union shall be informed in writing as to the reason(s) for such action.

27.04 The Employee shall be given opportunity to sign any written notice of discipline, for the sole purpose of indicating that the Employee is aware of the disciplinary notice.

27.05 Discipline issued to an Employee pursuant to Clause 27.01 shall not be considered by the Employer in issuing further discipline upon the expiry of the time periods specified below, provided that the Employee's personnel file does not contain any further record of disciplinary action that occurred during the time period specified below:

(a) For discipline excluding suspensions, after eighteen (18) months of active employment exclusive of unpaid leaves of absence from the date the disciplinary action was invoked.

(b) For discipline involving suspensions, after twenty-four (24) months of continuous service exclusive of unpaid leaves of absence from the date the disciplinary action was invoked.

27.06 When an Employee has grieved a disciplinary action and a designated officer of the Employer has either allowed the grievance or reduced the penalty levied against the Employee, the personnel file of the Employee shall be amended to reflect this action provided this action results in the abandonment of the grievance.

- 27.07 Once a year, or if the Employee has commenced grievance proceedings under Article 29, the Employee may:
- (a) Upon not less than three (3) working days' notice, Employees and their representative(s), upon written authorization of the Employee, shall have reasonable access to their employment file and shall on request be provided with copies of materials contained in the employment file, which shall be corrected if inaccurate.
 - (b) Where an Employee has requested the entire contents of the file for reasons other than a grievance, the Employer shall be entitled to charge a reasonable fee for copying.
- 27.08 In the event an Employee is reported to their licensing body by the Employer, the Employee shall be so advised and unless otherwise requested, a written copy or all information provided to the licensing body regarding an incident shall be provided to the Employee and forwarded to the Union.

ARTICLE 28
OCCUPATIONAL HEALTH AND SAFETY

- 28.01 The Occupational Health and Safety (OH&S) Committee shall consider matters of Occupational Health and Safety.
- 28.02 The OH&S Committee shall be composed of representatives of the Employer and representatives of the Union and the Union shall have the right to designate two members of the bargaining unit as members of the OH&S Committee.
- 28.03 The OH&S Committee shall meet at least four (4) times per year, or more frequently if required and mutually agreed to by the Employer and the Union, at a mutually acceptable hour and date.
- 28.04 The applicable rate of pay will be paid to Employees for time spent in attendance at an official meeting of the OH&S Committee.
- 28.05 The terms of reference of the OH&S Committee will be decided jointly by the committee representatives.

ARTICLE 29
EMPLOYEE-MANAGEMENT ADVISORY COMMITTEE

- 29.01 An Employee-Management Advisory Committee (EMAC) shall be established. The desired functions of the EMAC are to examine and make recommendations regarding the concerns of Employees relative to resident care and other matters related to employment, not covered within the Collective Agreement.
- 29.02 The Union Chapter Chairperson shall provide the names of up to four (4) elected Employees and the Employer shall provide the names of up to four (4) appointed representatives to sit on the EMAC in Clause 29.01.
- 29.03 The Employee shall be paid the appropriate rate of pay for attendance at EMAC meetings.
- 29.04 The terms of reference of the EMAC will be decided jointly by the committee representatives and shall include the frequency of the meetings.

ARTICLE 30
GRIEVANCE PROCEDURE

- 30.01 A grievance shall be defined as any difference concerning the interpretation, application, operation or alleged violation of this Agreement, and shall be categorized as follows:
- (a) An individual grievance is a difference affecting one (1) Employee. Such grievance shall be initiated at the appropriate level of the grievance procedure as outlined in Clause 30.02; or
 - (b) A group grievance is a difference affecting two (2) or more Employees, seeking the same redress. Such grievance shall be initiated in the same manner as an individual grievance as outlined in Clause 30.02. A group grievance shall list all Employees who consent to be included in the grievance. The results of a group grievance shall be applied to all affected Employees; or
 - (c) A policy grievance is a difference that seeks to enforce an obligation of the Employer to the Union or the Union or its members to the Employer. A policy grievance shall not be an obligation that may or could have been the subject of a grievance by an Employee. A policy grievance shall be initiated in writing at Step 2 of the grievance procedure within ten (10) days of notice of the act causing the grievance.
 - (d) The Employer's Representative and the Union Representative shall exchange all particulars known to them, that would assist in resolving a grievance, at each step of the grievance procedure.

30.02 Grievance Process

Step 1

The Employee(s) will attempt to resolve differences through informal means, where possible, prior to proceeding with a written grievance. Employee(s) and their manager should first seek to resolve differences through meaningful discussion with or without a representative of the Union within ten (10) days of the occurrence of the incident causing the difference or the time the Employee should have first become aware of the incident causing the difference.

Step 2

- (a) Failing settlement at Step 1, the Employee(s) and the Union Representative shall submit the grievance in writing to the Vice President of Operations, or their Designate within ten (10) days of the discussion held at Step 1.
- (b) The grievance must be presented in writing by the Union and must contain:
 - (i) the facts giving rise to the grievance;
 - (ii) the provision(s) of the Agreement considered; and
 - (iii) the remedy sought.
- (c) The Union by notice in writing to the Vice President of Operations, may withdraw a grievance at any stage of this grievance procedure.

- (d) The aggrieved Employee(s) and their Union Representative, unless otherwise mutually agreed to by the parties, shall meet with the Vice President of Operations or their Designate within ten (10) days of the submission of the grievance in writing unless otherwise mutually agreed to by the parties.
- (e) The Vice President of Operations (or Designate) shall reply within ten (10) days of the grievance meeting.
- (f) If the grievance is not satisfactorily resolved at Step 2, the grievance may be referred to Step 3.

Step 3

If the grievance is not resolved under Step 2 above, the Union or Employee(s) may, within ten (10) days of receipt of the written decision of the Vice President of Operations (or Designate), submit the grievance in writing, specifying the nature of the grievance and redress sought, to the President (or Designate) who will meet with the grievor(s) and their Union Representative within ten (10) days of the submission of the grievance and shall render a decision in writing to the Union within ten (10) days of hearing the grievance.

Step 4 - Arbitration

- (a) If the grievance is not satisfactorily resolved at Step 3, the Union may refer the grievance to Arbitration by notice in writing to the President (or Designate) within ten (10) days after the President (or Designate) replies in Step 3.
- (b) The notice of intent to refer the grievance to arbitration shall contain the name, address and business phone number of the Union's nominee to the Board of Arbitration.
- (c) The President (or Designate) shall, within ten (10) days of receipt of the notice of intent to arbitrate, advise the Union of the name, address and business phone number of its nominee to the Board of Arbitration.
- (d) The two nominees shall, within ten (10) days of the appointment of the Employee's nominee appoint a third person who shall be the Chairman. If the Union and Employer nominees fail to agree upon a Chairman within the time limit (or such longer period of time as may be mutually agreed) then the Director of Mediation Services may be requested by either party to appoint a qualified person to act as Chairman.
- (e) The Arbitration Board shall not make any decision inconsistent with the provisions of this Agreement or make any decision which would alter, modify, amend, add to, or subtract from any part of this Agreement. The Arbitration Board shall not adjudicate any matter not specifically grieved in the grievance.
- (f) The decision of the majority of the Arbitration Board shall be the decision of the Board, but if there is no majority decision, the decision of the Chairman shall govern. The decision shall be final and binding upon both parties. Each party shall bear the expenses of their nominee and the expenses of the Chairman shall be shared equally.

- 30.03 For the purposes of this Article, the time limits referred to herein shall be working days Monday to Friday, exclusive of Named Holidays. By mutual agreement of the Employer and the Union, the time limits specified in this Article may be extended at any Step.
- 30.04 (a) It is the desire of both Parties to this Agreement to resolve grievances in a manner that is just and equitable, and it is not the intention of either the Employer or the Union to evade settlement of a dispute on a procedural technicality. Notwithstanding the foregoing, it is clearly understood time limits established herein are for the sake of procedural orderliness and are to be adhered to.
- (b) Should either Party fail to adhere to the time limits, the onus is on that party to show a justifiable reason for its failure to adhere to such limits.
- 30.05 A grievance at Step 4 may, upon agreement of both parties, be submitted to a single Arbitrator.
- 30.06 A grievance may, upon agreement of both parties, be submitted to Mediation for possible resolution before accessing the Arbitration process as explained in Step 4 of the Grievance procedure as follows:
- (a) Either party may request that a Mediator be appointed to meet with the parties, investigate and define the issues in dispute and facilitate a resolution.
- (b) The Mediator shall be appointed by mutual agreement between the parties.
- (c) The purpose of the Mediator's involvement in the grievance process is to assist the parties in reaching a resolution of the dispute, and anything said, proposed, generated or prepared for the purpose of trying to achieve a settlement is to be considered privileged and will not be used for any other purpose.
- (d) The expenses of the Mediator shall be equally borne by both parties.
- (e) The grievance may be resolved by mutual agreement between the parties.
- 30.07 Communication
- (a) Any notice which the Employer or members of its administrative staff are required to provide the Union in respect of any matter referred to in this Article shall be sufficient if delivered to the Union Representative.
- (b) Any notice which the Union is required to provide to the Employer in respect of any matter referred to in this Article shall be sufficient if delivered to the Vice President of Operations or their designate.

ARTICLE 31
PROFESSIONAL FEES

- 31.01 An Employee shall be eligible for reimbursement of dues paid to their Professional College, to a maximum of three hundred dollars (\$300.00) if:
- (a) At the beginning of their next registration year the Employee has an active registration in their Professional College, and requires such active registration to perform the Employee's duties; and
- (b) The Employee has accumulated a minimum of eight hundred and seventy-five (875) hours actually worked in the previous fiscal year.

ARTICLE 32
POSITION

- 32.01 Employees holding Positions which fall within the Bargaining Unit, shall be provided with a job description.
- 32.02 New Positions included in this Collective Agreement may be established by the Employer during the life of this Agreement. Basic Rates of Pay for such new Positions shall be negotiated with the Union. If negotiations fail to produce an agreement, then the basic hourly rates of pay shall be settled by arbitration in accordance with Article 30 of this Collective Agreement.

ARTICLE 33
PAYMENT OF WAGES

- 33.01 The Basic Rates of Pay as set out in Schedule "A" shall be applicable to all Employees covered by this Collective Agreement.
- 33.02 All Employees shall be paid on a biweekly basis, and each Employee shall be provided with an itemized statement of earnings and deductions.
- 33.03 The Employee's statement of earnings will include the amount of Employee's Vacation accrued, Banked Overtime, Banked Stats and Sick Leave accrued.

ARTICLE 34
IN-SERVICE PROGRAMS/ PROFESSIONAL DEVELOPMENT

- 34.01 The Parties to this Collective Agreement recognize the value of continuing in-service education for Employees and that the responsibility for such continuing education lies, not only with the individual, but also with the Employer.
- 34.02 The Employer reserves the right to identify specific in-service sessions as being compulsory for Employee groups and those required to attend such sessions shall be paid at the applicable rate of pay for attendance.
- 34.03 An Employee who is required by the Employer to attend education programs shall be entitled to required course materials and registration fees.
- 34.04 Licensed Practical Nurses who are required to attend professional development for the purpose of maintaining their license, shall by mutual agreement be entitled to required course materials, registration fees and pay at the applicable rate.

ARTICLE 35
REGISTERED RETIREMENT SAVINGS PLAN

- 35.01 The Employer shall maintain a Group Registered Retirement Savings Plan (RRSP). Participation in the group plan shall be voluntary.
- 35.02 All current and new Full-time and Part-time Employees with a .50 FTE or greater who have completed the twelve (12) months of service shall have the option of enrolling in the Group Registered Retirement Savings Plan by providing written notice of their intent to participate.

35.03

Contributions

- (a) Each Employee who opts into the Group RRSP will be required to make bi-weekly contributions of thirty dollars (\$30.00), which will be matched on a dollar-for-dollar basis by the Employer. Employees who choose to contribute greater than thirty dollars (\$30.00) bi-weekly will be allowed to, however the Employer is not required to match the additional contribution.

Effective September 1, 2022, each Employee who opts into the Group RRSP will be required to make bi-weekly contributions of fifty cents (\$0.50) per Paid Hour which will be matched on a dollar-for-dollar basis by the Employer. Employees who choose to contribute greater than fifty cents (\$0.50) per Paid Hour bi-weekly will be allowed to, however the Employer is not required to match the additional contribution.

- (b) For Employees with five (5) years of service with the Employer or more, the Employee will have the option to increase the bi-weekly contributions to a maximum of forty dollars (\$40.00), which will be matched on a dollar-for-dollar basis by the Employer. Employees who choose to contribute greater than forty dollars (\$40.00) bi-weekly will be allowed to, however the Employer is not required to match the additional contribution.

Effective September 1, 2022, for Employees with five (5) years of service with the Employer or more, the Employee will have the option to make bi-weekly contributions of sixty-five cents (\$0.65) per Paid Hour which will be matched on a dollar-for-dollar basis by the Employer. Employees who choose to contribute greater than sixty-five cents (\$0.65) per Paid Hour bi-weekly will be allowed to, however the Employer is not required to match the additional contribution.

- (c) For Employees with ten (10) years of service with the Employer or more, the Employee will have the option to increase the bi-weekly contributions to a maximum of forty-five dollars (\$45.00) which will be matched on a dollar-for-dollar basis by the Employer. Employees who choose to contribute greater than forty-five dollars (\$45.00) bi-weekly will be allowed to, however the Employer is not required to match the additional contribution.

Effective September 1, 2022, for Employees with ten (10) years of service with the Employer or more, the Employee will have the option to make bi-weekly contributions of seventy cents (\$0.70) per Paid Hour which will be matched on a dollar-for-dollar basis by the Employer. Employees who choose to contribute greater than seventy cents (\$0.70) per Paid Hour bi-weekly will be allowed to, however the Employer is not required to match the additional contribution.

- (d) Years of Service with the Employer will be calculated based on the Employee's start date with the Employer.

35.04 For the purposes of this Article "Paid Hours" shall be defined as those hours actually worked by Full-time or Part-time Employees including hours paid for Vacation, Named Holidays, Sick Leave and other paid leaves provided in this collective agreement up to a bi-weekly maximum of 77.5 Paid Hours.

35.05 The Employer will provide the Union with copies of the plan text for the Group Retirement Saving Plan at the onset of collective bargaining and within thirty (30) days following any changes to the plan text.

SALARY TREATMENT INFORMATION

Lump sum signing bonus equivalent to 1.5% of an employee's basic rate of pay for regular hours actually worked by Employees including hours paid for Vacation, Named Holidays, Sick Leave and other paid leaves provided in this collective agreement between January 1, 2021 and December 31, 2021, payable within 30 days of ratification. Employees must be employed by the Employer on the date of ratification of the collective agreement to be eligible for payment.

The wage rates contained in the Salary Grid shall be adjusted in accordance with the following:

Year 1 (April 1, 2021 to March 31, 2022) – 1.0% increase

Year 2 (April 1, 2022 to March 31, 2023) – 1.25% increase

Year 3 (April 1, 2023 to March 31, 2024) – 2.00% increase

The Employer will make changes to the rates of pay in the salary schedule and provide retroactive pay to Employees within sixty (60) days of ratification of the collective agreement.

In addition to the salary increases above a Market Adjustment for GSS Classifications (Admin Assistant, Head Chef, Cook, Cook's Assistant, Food Service Aide, Housekeeping and Maintenance) of a 1.5% increase effective date of ratification to each Step and rates of pay on the salary grid rates.

Position	Effective Date	Increase	Step 1	Step 2	Step 3	Step 4
Admin Assistant	Current		\$19.57	\$20.03	\$20.51	\$21.00
	<i>April 1, 2021</i>	1%	\$19.77	\$20.23	\$20.72	\$21.21
	<i>April 1, 2022</i>	1.25%	\$20.01	\$20.48	\$20.97	\$21.48
	<i>Ratification Date</i>	1.50%	\$20.31	\$20.79	\$21.29	\$21.80
	<i>April 1, 2023</i>	2%	\$20.72	\$21.21	\$21.71	\$22.23
Head Chef	Current		\$24.42	\$24.85	\$25.28	\$25.72
	<i>April 1, 2021</i>	1%	\$24.67	\$25.09	\$25.53	\$25.98
	<i>April 1, 2022</i>	1.25%	\$24.97	\$25.41	\$25.85	\$26.31
	<i>Ratification Date</i>	1.50%	\$25.35	\$25.79	\$26.24	\$26.70
	<i>April 1, 2023</i>	2%	\$25.86	\$26.31	\$26.76	\$27.24
Cook	Current		\$24.06	\$24.49	\$24.93	\$25.35
	<i>April 1, 2021</i>	1%	\$24.30	\$24.74	\$25.18	\$25.60
	<i>April 1, 2022</i>	1.25%	\$24.60	\$25.05	\$25.49	\$25.92
	<i>Ratification Date</i>	1.50%	\$24.97	\$25.42	\$25.87	\$26.31
	<i>April 1, 2023</i>	2%	\$25.47	\$25.93	\$26.39	\$26.84
Cook Assistant	Current		\$19.86	\$20.35	\$20.86	\$21.38
	<i>April 1, 2021</i>	1%	\$20.06	\$20.55	\$21.07	\$21.59
	<i>April 1, 2022</i>	1.25%	\$20.31	\$20.81	\$21.33	\$21.86
	<i>Ratification Date</i>	1.50%	\$20.61	\$21.12	\$21.65	\$22.19
	<i>April 1, 2023</i>	2%	\$21.03	\$21.55	\$22.08	\$22.64
Food Service Assistant	Current		\$15.66	\$16.09	\$16.52	\$16.98
	<i>April 1, 2021</i>	1%	\$15.81	\$16.25	\$16.69	\$17.15
	<i>April 1, 2022</i>	1.25%	\$16.01	\$16.45	\$16.90	\$17.36
	<i>Ratification Date</i>	1.50%	\$16.25	\$16.70	\$17.15	\$17.62
	<i>April 1, 2023</i>	2%	\$16.57	\$17.03	\$17.49	\$17.98
Housekeeping Lead	Current		\$17.45	\$17.89	\$18.34	\$18.80
	<i>April 1, 2021</i>	1%	\$17.63	\$18.07	\$18.53	\$18.98
	<i>April 1, 2022</i>	1.25%	\$17.85	\$18.29	\$18.76	\$19.22
	<i>Ratification Date</i>	1.50%	\$18.12	\$18.57	\$19.04	\$19.51
	<i>April 1, 2023</i>	2%	\$18.48	\$18.94	\$19.42	\$19.90
Housekeeping	Current		\$16.17	\$16.63	\$17.11	\$17.58
	<i>April 1, 2021</i>	1%	\$16.33	\$16.80	\$17.28	\$17.76
	<i>April 1, 2022</i>	1.25%	\$16.54	\$17.01	\$17.50	\$17.98
	<i>Ratification Date</i>	1.50%	\$16.78	\$17.27	\$17.76	\$18.25
	<i>April 1, 2023</i>	2%	\$17.12	\$17.61	\$18.11	\$18.62
Recreation Therapist	Current		\$26.48	\$27.07	\$27.67	\$28.30
	<i>April 1, 2021</i>	1%	\$26.75	\$27.34	\$27.95	\$28.58
	<i>April 1, 2022</i>	1.25%	\$27.08	\$27.68	\$28.30	\$28.94
	<i>April 1, 2023</i>	2%	\$27.62	\$28.23	\$28.87	\$29.52

Position	Effective Date	Increase	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Recreation Assistant	Current		\$20.46	\$20.91	\$21.39	\$21.88				
	<i>April 1, 2021</i>	<i>1%</i>	\$20.67	\$21.12	\$21.61	\$22.10				
	<i>April 1, 2022</i>	<i>1.25%</i>	\$20.93	\$21.38	\$21.88	\$22.37				
	<i>April 1, 2023</i>	<i>2%</i>	\$21.35	\$21.81	\$22.32	\$22.82				
Maintenance 2	Current		\$26.96		\$28.08	\$28.64				
	<i>April 1, 2021</i>	<i>1%</i>	\$27.23	\$27.78	\$28.36	\$28.93				
	<i>April 1, 2022</i>	<i>1.25%</i>	\$27.57	\$28.12	\$28.71	\$29.29				
	<i>Ratification Date</i>	<i>1.50%</i>	\$27.98	\$28.55	\$29.14	\$29.73				
	<i>April 1, 2023</i>	<i>2%</i>	\$28.54	\$29.12	\$29.73	\$30.33				
Maintenance 1	Current		\$21.66	\$21.99	\$22.32	\$22.65				
	<i>April 1, 2021</i>	<i>1%</i>	\$21.88	\$22.21	\$22.54	\$22.88				
	<i>April 1, 2022</i>	<i>1.25%</i>	\$22.15	\$22.49	\$22.83	\$23.17				
	<i>Ratification Date</i>	<i>1.50%</i>	\$22.49	\$22.82	\$23.17	\$23.51				
	<i>April 1, 2023</i>	<i>2%</i>	\$22.94	\$23.28	\$23.63	\$23.98				
Health Care Aide	Current		\$20.75	\$21.26	\$21.82	\$22.36	\$22.90	\$23.46	\$24.06	\$24.67
	<i>April 1, 2021</i>	<i>1%</i>	\$20.95	\$21.47	\$22.03	\$22.59	\$23.13	\$23.70	\$24.30	\$24.92
	<i>April 1, 2022</i>	<i>1.25%</i>	\$21.21	\$21.74	\$22.31	\$22.87	\$23.41	\$23.99	\$24.60	\$25.23
	<i>April 1, 2023</i>	<i>2%</i>	\$21.64	\$22.18	\$22.76	\$23.32	\$23.88	\$24.47	\$25.09	\$25.74
	Current		\$27.45	\$28.00	\$29.12	\$30.29	\$31.42	\$32.60	\$34.21	
Licensed Practical Nurse	<i>April 1, 2021</i>	<i>1%</i>	\$27.73	\$28.28	\$29.41	\$30.59	\$31.74	\$32.93	\$34.55	
	<i>April 1, 2022</i>	<i>1.25%</i>	\$28.07	\$28.63	\$29.78	\$30.98	\$32.13	\$33.34	\$34.98	
	<i>April 1, 2023</i>	<i>2%</i>	\$28.63	\$29.20	\$30.37	\$31.59	\$32.77	\$34.01	\$35.68	

IN WITNESS HEREOF the parties have executed this Collective Agreement by affixing hereto the signatures of their duly authorized officers in that behalf.


Signed this 6th day of July, 2022.



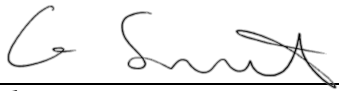
Witness



Nicole Gaudet
Choices in Community Living Inc.
Legacy Lodge



Witness



Guy Smith
President