



AgeCare
WALDEN
HEIGHTS



Collective Bargaining Agreement

Between

Walden Heights Seniors' Community

And

Alberta Union of Provincial Employees

Local 048 Chapter 031

General Support Services

- Expiry: June 1, 2025

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PURPOSE AND PREAMBLE

The Parties are mutually desirous of entering into a collective agreement to:

- (a) Maintain harmonious relations between the Employer and the Union and to work together in the promotion of the highest standard of care and services in Walden Heights Seniors' Community.
- (b) Share responsibility in preserving the public trust in quality long-term care by upholding professional and procedural standards of care; and
- (c) Enter into a collective agreement setting forth rates of pay, hours of work and other terms and conditions of employment.

ARTICLE 1

TERM OF COLLECTIVE AGREEMENT

1.01 Except where otherwise agreed, this Collective Agreement shall be in force and effect from June 2, 2020 to and including June 1, 2025 and from year to year thereafter unless notice, in writing, is given by either Party to the other Party not less than sixty (60) calendar days nor more than one hundred and twenty (120) calendar days prior to the expiration date, of its desire to amend this Collective Agreement.

1.02 Where notice is served by either Party to commence collective bargaining this 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 strike or lockout commences.

1.03 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.

1.04 In the event that any law passed by the Government of Alberta, or Canada renders null and void any provisions of this Collective Agreement, the remaining provisions shall remain in effect for the term of the Collective Agreement.

1.05 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:

AgeCare Aster Joint Venture - Walden Heights

Vice President, Human Resources

19655 Walden Boulevard SE,

Calgary, AB, T2X 0N7

and in the case of the Union to:

The President

Alberta Union of Provincial Employees

10025 182 Street NW Edmonton, AB T5S 0P7

- 1.06 Where a conflict exists between a provision contained in this Collective Agreement and the Employer's policies, regulations, guidelines or directives cover the subject matter, the Collective Agreement shall apply.

ARTICLE 2

DEFINITIONS

- 2.01 "Code" means the Labour Relations Code, as amended from time to time.
- 2.02 "Arbitration and Adjudication" takes its meaning from the section of the appropriate Act dealing with the resolution of a difference. Hereinafter, where the word "Arbitration" is used, it shall be deemed to mean "Adjudication" where applicable.
- 2.03 "AUPE" means The Alberta Union of Provincial Employees. In the event of a change of name of the aforementioned AUPE, the subsequent name shall be recognized.
- 2.04 "Basic Rate of Pay" means the incremental step in the Salaries Schedule applicable to an Employee in accordance with the terms of this Collective Agreement, exclusive of all premium payments.
- 2.05 "Centre" means AgeCare Walden Heights named as the "Employer" in this Collective Agreement
- 2.06 "Continuous Service" means the period of employment commencing on the latest date of employment in the bargaining unit that is not interrupted by termination or dismissal.
- 2.07 "Employee" means a person covered by this Collective Agreement and employed by the Employer. At the time of hire the employment status of each Employee will be determined in accordance with the following:
- (a) "Regular Employee" is one who works on a Full-time or Part-time basis on regularly scheduled shifts of continuing nature:
 - (i) "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;
 - (ii) "Part-time Employee" is one who is regularly scheduled for less than the normal hours specified in the "Hours of Work" Article of this Collective Agreement.
 - (b) "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.
- (c) "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 less than eighteen (18) months; 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.

Alteration of employment status thereafter will be regulated by the terms of this Collective Agreement.

- 2.08 "Employer" means and includes such officers as may from time to time be appointed, or designated, to carry out administrative duties in respect of the operation and management of the Centre.
- 2.09 Respecting our diverse employee group, gender neutral pronouns are adopted throughout the agreement.
- 2.10 "Shift" means a daily tour of duty excluding overtime hours.
- 2.11 "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.
- 2.12 "Shift Pattern" means days and/or evenings and/or night shifts.
- 2.13 For the purpose of applying the terms of this Collective Agreement, time worked shall be deemed to have been worked on the day on which the majority of hours of the shift fall.
- 2.14 "Position" means:
 - (a) the status;
 - (b) the classification;
- 2.15 "Status" means either Full-time or Part-time or temporary or casual as defined above.
- 2.16 "Classification" means job title.
- 2.17 "Full-time Equivalency (FTE)" means the ratio of the scheduled hours for the position averaged over the shift cycle held by the Employee to the normal Full-time bi-weekly hours defined at Article 12 Hours of Work in the Agreement.

ARTICLE 3

RECOGNITION

- 3.01 The Employer acknowledges that when duly certified as the Bargaining Agent for Employees described in the certificate issued by the Alberta Labour Relations Board, the Union has exclusive authority to bargain collectively on behalf of the

Employees in the Unit for which it is certified and to bind them by a Collective Agreement.

- 3.02 Except when this Collective Agreement provides for mutual agreement between Employee and Employer no Employee shall be required or permitted to make written or verbal agreement which may be in conflict with this Agreement.
- 3.03 For the purposes of this Collective Agreement, the Union will be represented by its properly appointed officers. The Union shall provide the Employer with a current list of the officers' names.
- 3.04 Persons whose jobs are not in the bargaining unit shall not work on a job which is included in the bargaining unit, except in an emergency or when a regular employee is not available or for the purposes of training or instruction and provided the act of performing the work does not reduce the hours of pay or work of any regular employee.
- 3.05 (a) The Employer shall grant Union Representatives access to its premises for Union business subject to the approval of the Manager, Labour Relations or designate.
- (b) Union bargaining unit membership meetings may be held on the Employer premises subject to the prior approval Manager, Labour Relations or designate.
- (c) The Union Representative shall notify the Employer in writing of the name of each Union Steward and the Chapter Chairperson.
- 3.06 The Union Chapter Chairperson or their designate shall be given the opportunity to have a thirty (30) minute orientation meeting with all new Employees. This orientation meeting shall be for the sole purpose of explaining the role of AUPE on the worksite and what AUPE offers to its membership. This presentation shall occur during the first three (3) months of employment and, preferably, at the Employer's orientation of new Employees.
- 3.07 The Employer shall provide an exclusive bulletin board(s) to be placed in reasonably accessible locations upon which designated space shall be provided where 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.
- 3.08 While acknowledging the responsibility of safety in the workplace, an Employee shall have the right to wear or display the recognized insignia of the Union no larger than three (3) inches by three (3) inches, while on duty. No Union insignia shall be displayed on the Employer's equipment or property.

ARTICLE 4

UNION MEMBERSHIP AND DUES DEDUCTION

- 4.01 All Employees have the following rights:
- (a) To be members of the Union and to participate in its lawful activities;

- (b) To bargain collectively with the Employer through the Union;
 - (c) Membership in the Union is voluntary.
- 4.02 All Employees shall be required to pay Union Dues as a condition of employment. The Employer shall, therefore, deduct from each pay period the amount of the Union Dues as set by the Union from time to time from the pay of all Employees.
- 4.03 (a) Consistent with the payroll system of the Employer, the Union will advise the Employer of the monthly amount of its membership dues. An amount equal to said membership dues will be deducted from each Employee at the prescribed rate and remitted to the Union not later than the fifteenth (15th) of the month following. The remittance shall be accompanied by a listing of the names of Employees from whom deductions were made and the amount of the deduction. Such list shall include newly hired Employees.
- (b) Where the Employer's management information system permits and where the Employer agrees, the remittance of Union dues shall be by direct deposit to the Union's bank account.
- 4.04 The dues structures of the Union shall be on a percentage basis and the Union shall give not less than thirty (30) days notice of any change in the rate at which dues are to be deducted. Any change in the amount of deduction shall be implemented by the Employer at the next possible pay period following expiry of the notice period.
- 4.05 The Employer shall indicate the dues deducted and enter the amount on the T-4 Slips supplied to the Employee.
- 4.06 The remittance shall be accompanied by a listing of the names of Employees from whom deductions were made and the amount of the deduction. Such list shall include newly hired Employees.

ARTICLE 5

MANAGEMENT RIGHTS

- 5.01 The Employer retains all rights not specifically limited by this Collective Agreement.

ARTICLE 6

NO DISCRIMINATION/HARASSMENT

- 6.01 Discrimination
- (a) There shall be no discrimination, restriction or coercion exercised or practiced in respect of any Employee by either party by reason of age, race, color, creed, national origin, political or religious belief, gender, gender identity, gender expression, sexual orientation, marital status, physical disability, mental disability, ancestry, place of origin, source of income, family status, or any other prohibited grounds as provided in the Alberta Human Rights Code;

- (b) The Employer shall not discriminate against an employee because of their connection with the Union or activities related to the Union that are permitted by the Employer or the Union, sanctioned by the terms of the collective agreement or in accordance with those rights and privileges defined in the Labour Relations Code, the Employment Standards Code or any other applicable law.;
- (c) Nor in respect of an Employee's or Employer's exercising any right conferred under this Agreement or any law of Canada or Alberta.

6.02 Harassment/Bullying/Violence

The Union and the Employer recognize the right of the Employees to work in an environment free from harassment, bullying, and violence. The Employer shall have a Policy available to all Employees. Should the Employer change, modify or remove the policy, the Union will be notified forthwith.

6.03 When an incident of workplace harassment or discrimination is alleged, it shall be investigated in accordance with the Employer policy in an objective, timely and sensitive manner.

6.04 The Manager, in consultation with the Human Resource representative, shall ensure that the complainant and respondent are informed in writing of the outcome of the harassment or discrimination investigation within ninety (90) days of receiving the complaint.

6.05 Right to an Environment free of Sexual Harassment

The Union and the Employer recognize the right of all employees to work in an environment of mutual respect free from sexual harassment and agree to so operate in resolving, in a confidential manner, all complaints of sexual harassment which arise in the workplace.

6.06 Sexual Harassment - No Reprisal for Raising a Complaint

No employee shall be subject to reprisal, threat of reprisal or discipline as a result of raising a bona fide complaint of sexual harassment.

6.07 The Employer and the Union recognize the diversity of the workplace, including the multicultural and linguistic composition of the workforce. To support an inclusive workplace, employees shall speak in English while on Employer paid time, unless required otherwise for the care of a resident.

6.08 Nothing in this Article prevents Employees who believe they are being harassed or discriminated against from filing a grievance subject to Article 34 or a complaint under the Alberta Human Rights Act.

ARTICLE 7

IN-SERVICE PROGRAMS

7.01 (a) The Parties to this Collective Agreement recognize the value of continuing in-service education for all Employees and that the responsibility for such

continuing education lies not only with the individual but also with the Employer. For the purpose of this Article, the term "in-service" includes: orientation, acquisition and maintenance of essential skills, and other programs, which may be offered by the Employer.

- (b) The Employer reserves the right to identify specific in-service sessions as being compulsory for Employees and those required to attend such sessions shall be paid at the applicable rate of pay for attendance, except for requirements set forth in any disciplinary expectations.
- (c) An Employee who is required by the Employer to attend education programs or staff meetings, shall be entitled to required course materials and registration fees. When required the Employer shall pay for transportation and subsistence in accordance with the Walden Heights Policy.

7.02 The following in-service programs shall be compulsory and shall be provided to Employees on an annual basis:

- (a) Emergency preparedness including fire, evacuation and disaster procedures;
- (b) Occupational health & safety matters and prevention of personal injury including musculoskeletal injury arising from repetitive movements or strains including proper lifting and prevention of back injuries;
- (c) Workplace Hazardous Materials Information System (WHMIS);

and other education programs, as deemed appropriate by the Employer for the purpose of maintaining competency.

Specific in-service sessions shall be conducted during the paid working time of each employee (for example- not during paid rest periods) and the sessions shall not interfere with scheduled shift and the staffing for each schedule shift.

7.03 The Employer may make available other in-service education programs as deemed appropriate for the purpose of maintaining proficiency.

ARTICLE 8

PROBATIONARY PERIOD

8.01 An Employee shall serve a single probationary period of five hundred and twenty (520) hours worked, exclusive of overtime, for each period of continuous employment. The probationary period may be extended for a period up to an additional five hundred and twenty (520) hours worked, exclusive of overtime hours worked. During the probationary period the Employee may be terminated for any reason without;

- (a) notice and
- (b) pay (except as may be required by the provisions of the Alberta Employment Standards Code) and shall not have recourse to the Grievance

Procedure set out in this Collective Agreement or the Code, with respect to such termination.

- 8.02 The Employer shall provide a paid orientation period for all new Employees and for any employee returning from an absence twelve (12) months or greater.
- 8.03 New Employees will be given a Corporate based orientation to the Employer's organization. During this period, the Supervisor will ensure that the new Employee is provided with appropriate support to properly orient them to the position. Additional orientation requested by an Employee will not be unreasonably denied.
- 8.04 The employee's performance will be documented in writing, reviewed and discussed between the Supervisor and the employee, at least once during the probationary period.

ARTICLE 9

SENIORITY

- 9.01 (a) A Regular Employee's Seniority Date shall be the date on which a Regular Employee's continuous service in the Centre's employ commenced within the bargaining unit, including all prior periods of service as Casual, Temporary or Regular Employee contiguous to present regular employment.
- (b) 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 9.01 (a).
- 9.02 Seniority shall be considered in determining:
- (a) Preference of vacation time in the Annual Vacation article.
- (b) Layoffs and recalls, subject to the provisions specified in the Layoff and Recall article.
- (c) Promotions and in filling vacancies within the bargaining unit subject to the provisions specified in Appointments, and Promotions article.
- (d) The selection of available rotations by Employees on a unit affected by a new master rotation (changes to shifts, shift cycles or shift patterns) that does not change an Employee's Full-time equivalency (FTE) or does change an Employee's Full-time equivalency or employment status.
- (e) Distribution and allocation of casual shifts or any other available shifts or additional shifts/hours of work subject to the provisions specified in Article 35 - Casual Shifts.
- 9.03 Seniority shall be considered broken, all rights forfeited, and there shall be no obligation to rehire:
- (a) when the employment relationship is terminated by either the Employer or the Employee;

- (b) upon the expiry of twelve (12) months following the date of layoff, if during which time the Employee has not been recalled to work;
- (c) if an Employee does not return to work on recall, as provided in the layoff and recall article.

9.04 The Employer will post in a conspicuous place accessible to all employees, a seniority list containing the name and seniority date of each regular and temporary Employee in chronological order. The seniority list will include the names of each casual Employee for information purposes.

9.05 The seniority list will be updated by the Employer not less frequently than every six (6) months. Copies of said seniority lists will be provided to the Union and Chapter Chairperson following posting. Should a difference arise regarding an Employee's seniority, the Employer will provide the Employee with the information necessary to establish accurate seniority.

9.06 In the event seniority dates are the same, the Employee with the earliest dated letter of hire shall be deemed to have the most seniority. In the event that Employees with the same seniority dates also have letters of hire with the same dates, the Employee with the earliest dated application shall be deemed to have the most seniority. In the event the tied seniority cannot be resolved in this manner, the tie shall be resolved by a coin toss.

ARTICLE 10

PERFORMANCE APPRAISALS

10.01 The Parties recognize the desirability of a performance appraisal system designed to effectively utilize and develop the Employees of the Centre.

The performance appraisal system is an ongoing process of communication and support in accomplishing the objectives of Age Care Walden. The ongoing process provides feedback, constructive accountability, and support to achieve outcomes by clarifying expectations, setting objectives, identifying goals, providing constructive feedback and reviewing results.

10.02 Meetings for the purpose of the performance appraisal discussion shall be scheduled by the Employer with reasonable advance notice. Following the discussion the Employee shall be given a copy of the performance appraisal document. The Employee shall sign her performance appraisal for the sole purpose of indicating that she is aware of the performance appraisal, and shall have the right to respond in writing within ten (10) days of the discussion and that reply shall be placed in her personnel file.

10.03 By appointment made at least three (3) working day in advance, excluding weekends and holidays, an Employee may have reasonable access to view their personnel file in the Human Resource Office. An Employee may be accompanied by a Union representative when viewing her personnel file.

Subject to the provisions of the *Alberta Personal Information Protection Act*, S.A. 2003, c. P-6.5, an Employee shall be given a copy of the contents of their personnel file

upon request, provided that they first pays to the Employer a reasonable fee, established by the Employer to cover the cost of copying.

In the case of a grievance, the fee prescribed shall be waived where the Employee requests a copy of material related to the grievance.

10.04 An Employee's performance appraisal shall not be released by the Employer to any person except to **Protection for Persons in Care (PPIC)**, a Board of Arbitration, or as required by law, without the written consent of the Employee.

10.05 The Employer's representative who conducts the performance appraisal shall be in a position outside the bargaining unit. Except in extenuating circumstances the appraisal shall be completed by the employee's direct supervisor. The appraisal should include rationale for the rating given, evidence to support the rating, if the rating is unsatisfactory a development plan shall be created to ensure the employee's future success.

10.06 The parties recognize the importance of performance appraisals; however performance should be addressed throughout the year with positive feedback from the employees direct supervisor.

ARTICLE 11

APPOINTMENTS AND PROMOTIONS

11.01 When the Employer determines a vacancy needs to be filled, and appointments cannot be made from the recall list, the Employer shall post within the Centre notices of vacant positions within the bargaining unit not less than ten (10) calendar days in advance of making an appointment.

The posting shall contain the following information:

- (a) qualifications and or competencies required;
- (b) employment status (Regular, **Temporary - anticipated duration** or Casual);
- (c) Classification and FTE;
- (d) range of rate of pay

Also, for information purpose only, a notice of vacancy shall specify the number of hours per shift, shifts per cycle and the current shift pattern for that position.

11.02 Applications for vacancies, or promotions, shall be made in writing to such officer of the Centre as the Employer may designate.

11.03 When circumstances require the Employer to hire a new Employee to fill a vacancy pending completion of the transactions contemplated in this Article, the appointment shall be made on a casual basis only.

11.04 When making promotions and filling vacancies within the Bargaining Unit, the determining factors shall be the most requisite job-related skills, training, knowledge, and other relevant attributes and where these factors are considered by the Employer to be equal and satisfactory, seniority shall be the deciding factor.

Order of consideration will be as follows:

- (a) Applicants from the bargaining unit at AgeCare Walden Heights;
- (b) External applicants.

11.05 The Employer shall, within five (5) working days of making an appointment to fill the promotion or vacancy, post the name of the successful candidate with the posting number on the bulletin board provided for that purpose and provide electronically to the Chapter Chairperson. The notice shall remain posted for ten (10) calendar days. The Employer shall provide the Employee with a letter confirming, in writing, the selection and appointment into the vacancy or promotion.

11.06 Trial Period

Appointments into vacancies or promotions shall be on a trial basis. Employee will be given a trial period of three hundred forty-eight point seven five (348.75) regular hours worked, in which to demonstrate the ability to fill the new position satisfactorily. The trial period shall 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 endeavor to reinstate the Employee in their former position without loss of seniority, or, if such reinstatement is not possible, place the Employee in another suitable position without loss of seniority and at a rate of pay equivalent to that of her former position.

11.08 The foregoing provisions shall be waived and inoperative when placement of an Employee in a job within the bargaining unit is effected to facilitate a period of Return to Work.

11.09 A Regular Employee who applies for and is successful on a temporary posting shall maintain her status as a Regular Employee. 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 the temporary term, the Regular Employee shall return to her former position. At the completion of her temporary term, the Casual Employee shall resume the normal terms and conditions of employment applicable to a Casual Employee.

ARTICLE 12

HOURS OF WORK

12.01 (a) Regular hours of work for the Full-Time Employees exclusive of meal periods shall be:
Housekeeping & Food Services

- (i) seven point five (7.5) consecutive hours per day;
- (ii) thirty-seven point five (37.5) hours per week averaged over one cycle of the shift schedule.

(b) Regular hours of work for the Full-Time Employees exclusive of meal periods shall be:
Maintenance

- (i) seven point seven five (7.75) consecutive hours per day;
 - (ii) thirty eight point seven five (38.75) hours per week averaged over one cycle of the shift schedule.
- (c) Regular hours of work for the Full-Time Employees exclusive of meal periods shall be:
- Administrative
- (i) eight (8) consecutive hours per day;
 - (ii) forty (40) hours per week averaged over one cycle of the shift schedule.
- 12.02 Regular hours of work shall be deemed to:
- (a) include, as scheduled by the Employer, either
 - (i) two paid rest periods of fifteen (15) minutes during each full working shift of seven point five (7.5) hours, or
 - (ii) one paid rest period of thirty (30) minutes during each full working shift of seven point five (7.5) hours, if this is more compatible with scheduling of work assignments, and
 - (iii) the alternative to be applied shall be at the discretion of the Employer.
 - (b) Include, as scheduled by the Employer, one paid rest period of fifteen (15) minutes during each half shift of not less than four (4) hours.
 - (c) Exclude, a meal period of thirty (30) minutes to be scheduled by the Employer during each working day on which the Employee works in excess of five (5) hours.
- 12.03 Shift schedules shall be posted two (2) weeks in advance or such shorter period as is mutually agreed between the Employer and representative of the Union. The Employer shall allow a representative of the Union to reproduce a copy of the posted shift schedule.
- 12.04 Shift schedules/rotations shall provide for:
- (a) at least fifteen point five (15.5) hours off duty between shifts;
 - (b) a minimum of one (1) weekend off in a five (5) week period; or
 - (c) Employer may offer a 'weekend only' shift schedule / rotation by utilizing the posting provisions of the Appointments, and Promotions article. A weekend only schedule / rotation shall mean a Saturday and the following Sunday. All provisions of the collective agreement shall apply except for Sub-Clause 12.04(b)
 - (d) "Weekend" means a Saturday and the following Sunday, assuring a minimum of fifty-six (56) hours off duty.
- 12.05 (a) Employees shall be aware that, in the course of their regular duties, they may be required to work on various shifts throughout the twenty-four (24)

hour period of the day and the seven (7) days of the week and will be expected to work the shifts and locations they are assigned.

- (b) The first shift of the working day shall be the one wherein the majority of hours worked fall between twenty-three hundred (2300) hours and zero seven hundred (0700) hours.

12.06 A regular Employee shall not be scheduled to work more than two (2) different shifts between scheduled days off except as mutually agreed between the Employer and the Employee.

12.07 An Employee will not be scheduled to work more than seven (7) consecutive days except as may be mutually agreed between the Employer and the Employee, or in cases of emergency. Where mutually agreed, such additional days shall be paid at the basic rate of pay.

12.08 Additional Shifts

Additional shifts or vacancies to be filled shall be filled efficiently and in a cost-effective manner to support access to shifts, staffing levels, and continuity and consistency of care.

Staff will be oriented to the scheduling software to support their access and use of the system.

Part-time Employees may pick up extra shifts in addition to their regularly scheduled shifts up to the full time equivalent for their classification.

- (a) A Part-time Employee may submit in writing their willingness to pick up additional shifts. The Employer may schedule Part-time Employees, who have given their request in writing, for additional shifts with the consent of the Part-time Employee. Where there are available additional shifts the Employer shall distribute the additional shifts to Part-time Employees first in accordance with Clause 12.08(b), except when the available shifts must be filled with less than eight (8) hours of notice. These short notice shifts will be provided to the first available Part-time or Casual Employee who responds to the Employer's request.

- (b) (i) Opportunity to work additional hours of work shall be made available to Part-time Employees first, by seniority, who are available, and have requested additional hours;

- (ii) Casual Employees on a fair rotational basis.

- (c) At the request of the Union or the Employer, the parties agree to meet to discuss the distribution of additional hours of work.

- (d) Extra shifts picked up by the Employees shall not be deemed a violation of the scheduling provisions of this Article

12.09 On the date fixed by proclamation, in accordance with the *Daylight Savings Time Act*, of conversion to Mountain Standard Time, regular hours of work shall be

extended to include the resultant additional hour with additional payment due therefore at the applicable overtime rate. On the date fixed by said *Act* for the resumption of Daylight Savings Time, the resultant reduction of one hour in the shift involved shall be effected with the appropriate deduction in regular earnings.

ARTICLE 13

OVERTIME

13.01 Overtime is all time authorized by the Employer or designate and worked by an Employee in excess of:

- (a) seven point five (7.5) hours per day for the Cook, Cook Assistant, Food Services Aide, Dishwasher, Housekeeping Assistant, and Laundry Aide or seventy-five (75) hours in a bi-weekly period.
- (b) eight (8) hours per day for Receptionist, Scheduler, Administrative Assistant, Housing Coordinator, Maintenance Assistant and Maintenance Worker or eighty (80) hours in a bi-weekly period.

The Employer shall provide on each unit overtime forms, which are to be signed by the designated authorizing person and a copy shall be given to the Employee at the time the overtime is worked. The Employer shall not unreasonably deny authorization after the fact for overtime worked where such overtime has arisen as a result of unforeseeable circumstances in which it is impossible to obtain prior authorization. Any unapproved overtime worked shall not be paid.

13.02 Overtime rate of two-times (2X)the applicable basic rate of pay shall be paid for overtime ~~hours~~ worked No Employee may waive their entitlement to overtime.

ARTICLE 14

SALARIES

14.01 The basic rates of pay as set out in the Salary Schedule shall be applicable to all Employees covered by this Collective Agreement.

14.02 Subject to any of the other terms of this Collective Agreement providing for the withholding of or delay in granting of an increment, an Employee's basic rate of pay will be advanced to the next higher basic rate of pay following the completion of the regular hours of work indicated in the Salary Schedule to the maximum increment granted for Full-time Employees.

14.03 Transfers

When an Employee is transferred to a classification with a higher rate of pay, they shall be advanced to the start rate of such higher classification, except where that start rate is lower than the Employee's existing basic rate of pay. In the latter case, they shall be advanced to the next higher increment for the higher classification provided that the trial period in the new position is successfully completed.

14.04 When an Employee is transferred to a classification with a lower rate of pay, their salary shall be adjusted immediately to the basic rate they would have been

entitled to, had they been on the lower rated classification from commencement of employment.

14.05 Reclassifications

In the event that the Employer varies the duties of a job classification substantially, the Union may apply for a determination as to whether a new classification has been created.

14.06 Should the Employer find it necessary to create a new classification during the life of this Collective Agreement, the new classification will be included within the scope of the unit for which the Union is the certified bargaining agent provided that:

(a) The Parties to this Collective Agreement mutually agree that the classification is within the scope of the unit for which the Union is the certified bargaining agent or, failing that;

(b) The Labour Relations Board rules that the new classification is within the scope of the unit for which the Union is the certified bargaining agent.

14.07 When a new classification is created under Clause 14.06 above, for which there is no pay scale in this Collective Agreement, the Employer may establish an interim pay rate and agrees to negotiate an appropriate pay scale with the Union. Failing agreement, the Parties will submit the question directly to Arbitration for settlement commencing at Clause 34.07 (Grievance Procedure). The resultant pay scale shall be implemented retroactively to the date the new classification was established.

14.08 Recognition of Previous Experience

When an Employee has experience satisfactory to the Employer, her starting salary shall be adjusted by applying the following formula as follows:

(a) Experience prior to a two (2) year lapse will not be recognized.

(b) All experience satisfactory to the Employer shall be recognized on a one-on-one basis, up to the top increment in the salary scale.

14.09 Payments

Employees required by the Employer to attend any mandatory staff meetings, and committee meetings, except as provided in Clause 32.01(Health and Safety), shall be paid at the applicable rate of pay for attendance at such meetings.

14.10 There shall be no pyramiding of differentials, premiums, and bonuses for purposes of computing overtime hourly rates, unless so stated expressly in this agreement.

14.11 Paydays shall be on a bi-weekly basis by direct deposit, in accordance with the Employer's established practice.

14.12 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. 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.

14.13 UNDERPAYMENT

Should the Employer issue an Employee an underpayment of wages and/or entitlements, then the Employer shall take such internal administrative action as is necessary to correct such errors. The Employer shall notify the Employee that an underpayment has been made and discuss payment options. The monetary or entitlement adjustments shall be made within two (2) pay periods.

ARTICLE 15

NOTICE OF SUBCONTRACTING

15.01 The Employer agrees that it is not the intention to contract out any work. However, should the Employer find it necessary to contract out work presently performed by members of the bargaining unit, Employees so displaced will be allowed to exercise their seniority rights subject to Layoff and Recall articles.

15.02 The Employer will advise the Union one hundred and twenty (120) days in advance pending contracting out or if there is intention to sell the business.

15.03 The Employer will make every effort to have affected Employees transferred with the contract to the new Employer.

ARTICLE 16

WEEKEND PREMIUM

16.01 Weekend Premium

A Weekend Premium of one dollar and fifty cents (\$1.50) per hour shall be paid to Employees, for all hours worked in the period commencing twenty-three hundred (23:00) hours on a Friday to Sunday at twenty-three hundred (23:00) hours, provided that greater than one (1) hour is worked twenty-three hundred (23:00) hours on a Friday to Sunday at twenty-three hundred (23:00) hours.

16.02 All premiums payable under this Article shall not be considered as part of the Employee’s basic rate of pay.

ARTICLE 17

ON CALL

- 17.01 On-call duty shall mean any period during which a Regular Employee is not working but during which the Employee is required by the Employer to be readily available to respond without undue delay to any request to report for work.
- 17.02 For each assigned hour of authorized On-Call duty, a Regular Employee shall be paid
- (a) the sum two dollars and twenty-fivecents (\$2.25) per hour of assigned on-call on any regular scheduled working day; or
 - (b) three dollars (\$3.00) per hours of assigned on-call on any regular day off or Named Holiday.

ARTICLE 18

CALL BACK

- 18.01 A Regular Employee who is called back to work during the On-Call period shall not be paid for those hours worked during the On-Call period in accordance with Article 17.
- 18.02 A Regular Employee who is called back and required to return to work outside of their regular hours shall be paid the applicable rate.

ARTICLE 19

PYRAMIDING

- 19.01 Except where expressly authorized in this Collective Agreement, there shall be no pyramiding of premiums.

ARTICLE 20

RESIGNATION AND TERMINATION

- 20.01 An Employee shall give the Employer at least fourteen (14) calendar days' notice of termination of employment.
- 20.02 Vacation Pay on Termination
- (a) If employment is terminated by an Employee without giving proper notice, pursuant to Clause 20.01 above, notwithstanding any other provisions of the Collective Agreement, such Employee shall receive pay at the rate prescribed in the Employment Standards Code concerning vacation with pay. The Employer may waive this clause if termination is due to illness or for other reasons that are acceptable to the Employer.
 - (b) If employment is terminated, and proper notice given, the Employee shall receive vacation pay in lieu of the unused period of vacation entitlement in each Calendar Year at the Employee's regular rate.
 - (c) When an Employee is discharged for cause, the Employee shall receive vacation pay in lieu of the unused period of vacation entitlement.

20.03

An Employee shall return any company property distributed for the purpose of doing their assigned work.

ARTICLE 21
NAMED HOLIDAYS

21.01 (a) Employees shall be entitled to receive a day off with pay on or for the following Named Holidays:

New Year's Day	Labour Day
Alberta Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
August Civic holiday (Heritage Day)	Truth and Reconciliation Day

(b) and any day proclaimed to be a holiday by

- (i) the Government of the Province of Alberta and/or
- (ii) the Government of Canada.

Further, any day proclaimed by the government of the municipality to be a civic holiday for general observance by the municipal community in which the Centre is located.

(c) Any of the following faith based named holidays:

- Good Friday
- Christmas Day

may be exchanged within the same calendar year for any religious holiday of ones' own faith at the request of the Employee.

The Employee shall provide at least twenty-one (21) calendar days' notice of the request.

21.02 Notwithstanding the foregoing, while:

- (a) on layoff; or
- (b) in receipt of compensation from the Workers' Compensation Board; or
- (c) on other leaves of absence with pay in excess of thirty (30) calendar days for any reason an Employee shall not be entitled to:
 - (i) a day off with pay, or
 - (ii) payment in lieu thereof,for the aforementioned Named Holidays.

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

- (a) worked for the Employer for at least thirty (30) days in the year before the general holiday;
- (b) worked their last scheduled shift before, and the first scheduled shift after

the holiday; and

(c) worked on the Holiday when scheduled or required to do so.

21.04 An Employee shall not be entitled to payment for a named Holiday or a day off in lieu when the Employee is absent for any reason for more than thirty (30) days except when she is on approved vacation.

21.05 All Eligible Employees as per Clauses 21.03 & 21.04 who are:

(a) Normally scheduled to work on day of the holiday – does not work, the Employee will be paid their regular wages for the day.

(b) Normally scheduled to work on day of the holiday –works:

(i) the Employee will be paid time-and a- half (1.5X) for all hours worked; or

(ii) Employee will be paid their regular wages for the day of the holiday and, within three (3) months after the statutory holiday, will be required to take another day off in lieu of the statutory holiday. The replacement holiday will be a day on which the Employee is normally scheduled to work.

(c) Ineligible Employee who does not work on day of the holiday, the Employee is not entitled to receive pay for the holiday nor another day off with pay.

(d) Ineligible Employee who works on day of the holiday, the Employee is entitled to be paid at regular rates of pay for all hours worked.

21.06 All Employees who work an irregular work schedule will be paid according to the following guidelines:

(a) If during at least five of the last nine weeks, the Employee regularly worked on the day of the week that the general holiday falls, the holiday is to be considered a day that would normally have been a workday for the Employee and paid accordingly.

21.07 If a general holiday falls during an Employee's annual paid vacation, and it falls on a day that the Employee would normally have worked, the paid vacation will be extended by one day. Alternatively, the Employee will have the option of taking decreased vacation by one day.

ARTICLE 22
ANNUAL VACATION

22.01

Definition:

For the purpose of this Article:

- (a) "Vacation" means annual vacation with pay.
- (b) "Vacation Year" means the twelve (12) month period commencing on the first day of January in each calendar year and concluding on the last day of December of the same calendar year.
- (c) Regular Full-Time Employees will commence earning vacation entitlement upon the date of commencement of employment.

22.02

Vacation Entitlement

- (a) All full time employees, during each year of continuous service in the employ of the Employer, shall earn entitlement to a vacation with pay, which can be taken following completion of the probationary period and the rate of earning entitlement shall be as follows:
 - (i) during the first (1st) to fourth (4th) years of such employment an Employee earns a vacation at the rate of fifteen (15) working days;
 - (ii) during the fifth (5th) to twentieth (20th) years of employment, an Employee earns a vacation at the rate of twenty (20) working days; and
 - (iii) during the twenty-first (21st) and subsequent years of employment, an Employee earns a vacation at the rate of twenty-five (25) working days.
- (b) Employees with less than a year of service
An Employee who has less than one (1) year of service prior to the first (1st) day of January in any one (1) year shall be entitled to a vacation calculated on the number of months from the date of employment in proportion to which the number of months of the Employee's service bears to twelve (12) months.
- (c) Vacation Earning
The Employer shall provide each Employee with a bi-weekly report of their vacation accrual in hours.

22.03

- (a) Notwithstanding Article 22.02, vacation with pay shall not accrue during periods while:
 - (i) on layoff; and
 - (ii) in receipt of compensation from the Workers' Compensation Board; and
 - (iii) on leave of absence in excess of thirty (30) calendar days for any reason.

- (b) Vacation benefits will accrue during the remainder of the vacation year proportionate to the period worked.

22.04

Time of Vacation

- (a) As far as possible, Regular Full-Time Employees shall be granted their choice of vacation periods; however, the final allotment of vacation remains within the responsibility and authority of the Employer. The Employer shall post the vacation schedule planner by January 1st of each year.
- (b) Where an Employee submits her vacation preferences twice per year by March 15th and September 15th of that year, the Employer shall indicate approval or disapproval of that vacation request by April 30th and October 30th of the same year.
- (c) The Employer shall advise the Employee within twenty-one (21) days of the vacation request outside (a) and (b) above confirming approval or disapproval.
- (d) A Regular Employee shall have the right to utilize vacation credits provided that the utilization does not exceed the total vacation earned by the Employee at the time of taking the vacation.
- (e) Regular Employees are encouraged to use their vacation entitlement in the calendar year in which they are accrued. Regular Employees may carry forward one (1) week of accrued vacation into the following year. They are required to utilize all other accrued vacation credits (beyond the one week) before the end of each year - December 31st.
- (f) Any unused vacation credits beyond one (1) week will be scheduled by mutual agreement. Failing mutual agreement, any unused vacation will be paid out.
- (g) An Employee may be permitted to carry forward an additional portion of unused vacation to the next year upon approval from their manager. A request to carry forward unused vacation credits shall not be unreasonably denied.

22.05

The Employer and Employee may mutually agree to cancel and reschedule approved vacation.

ARTICLE 23

EMPLOYEE BENEFITS PLAN

23.01

The Employer will establish and provide the following benefit plans:

- (a) Desjardins Supplementary Benefits Plan, or equivalent, which provides eighty percent (80%) payment provision for all physician or dentist prescribed medication plus Paramedical coverage of \$25 per visit to a maximum of three hundred dollars (\$300) per practitioner per benefit year.
- (b) A benefits plan inclusive of:

- (i) Group Life Insurance, insuring to the amount of three times (3X) annual salary with a maximum of one hundred thousand (\$100,000) dollars.
- (ii) Accidental Death and Dismemberment (Basic);
- (iii) Desjardins Dental Plan, or equivalent, which provides for the reimbursement of eighty percent (80%) of eligible Basic Services, fifty percent (50%) of eligible Major Restorative Services and fifty percent (50%) of eligible Orthodontic Services, in accordance with the current Dental Fee Guide or equivalent. A maximum annual reimbursement of twenty-five hundred dollars (\$1500) per insured person per benefit year shall apply to Major Restorative. Orthodontic Services shall be subject to a lifetime maximum reimbursement of twenty-five hundred dollars (\$1500) per insured person.
- (iv) Vision Care (\$250/ every 2 years) and one (1) paid eye exam every twenty-four (24) months.

23.02 Enrolment by:

- (a) Regular Full-Time Employees;
- (b) Regular Part-time Employees, whose regular hours of work exceed twenty (20) hours per week averaged over one (1) complete cycle of shift schedule; and
- (c) Temporary Employees after six (6) months of continuous service and whose hours of work exceed twenty (20) hours per week averaged over one (1) complete cycle of the shift schedule shall be facilitated in accordance with the enrolment and other requirements of the Insurer.

23.03 The premium costs shall be paid sixty percent (60%) by the Employer and forty percent (40%) by the Employee.

23.04 The Employer shall make available to eligible Employees brochures outlining the above plans.

23.05 The Employer will provide one (1) copy of each of the plans to the Union.

23.06 The Employer shall notify the Union of any changes to the health benefit plans.

23.07 The Employer shall advise the Employees covered by benefits of all premium rate changes. This shall be provided in writing as soon as practicable after the Employer is notified of it.

ARTICLE 24

SICK LEAVE

24.01 (a) Sick leave is an insurance provided by the Employer, for the purpose of maintaining regular earnings, during absences due to illness or accidents for which compensation is not payable under the *Workers' Compensation Act*.

(b) The Employer recognizes that alcoholism, drug addiction and mental illness, are illnesses which can respond to therapy and treatment, and that absences from work due to such therapy shall be considered sick leave.

24.02

(a) After an Employee has completed her probationary period they shall be allowed a credit for sick leave from the date of employment at the rate of one and one point five (1.25) days per month to a maximum credit of eighty (80) days. Provided however, that an Employee shall not be entitled to apply sick leave credit prior to the completion of their probationary period.

(b) In the case of:

(i) illness;

(ii) injury;

(iii) layoff;

(iv) leave of absence;

(v) periods while in receipt of compensation from the Workers' Compensation Board;

sick leave shall not accrue during the period of such absence in excess of thirty (30) calendar days.

24.03

(a) Employees reporting sick shall advise the Employer as soon as possible but at a minimum of two (2) hours prior to the start of their day or evening shift and (4) hours prior to the start of their night shift. An Employee shall provide updates regularly thereafter as required by the Employer. Failure to provide adequate notice may result in the loss of sick leave benefits for that day of absence.

(b) No Employee shall be responsible for replacing themselves when off work due to illness.

(c) Access to sick leave insurance shall cease upon notification of resignation or termination.

24.04

Subject to Clause 24.01, 24.02 and 24.03 above, an Employee granted sick leave shall be paid, at their basic rate of pay for regularly scheduled shifts absent due to illness, and the number of hours thus paid shall be deducted from their accumulated sick leave credits up to the total amount of her accumulated credits at the time the sick leave commenced.

24.05

Employees shall be required to substantiate, in the form prescribed by the Employer, any claim for sick leave in excess of three (3) days. Payment of sick leave benefits shall not be affected until required substantiation from a qualified medical doctor or nurse practitioner has been supplied. The Employer may require a doctor's certificate for one (1) or more days absence but such requirement shall not be unreasonably imposed.

- 24.06 When an Employee has accrued the maximum sick leave credits they shall no longer accrue sick leave credits until such time as their total accumulation is reduced below the maximum. At that time they shall recommence accumulating sick leave credits.
- 24.07 If an Employee requires time off for the purpose of attending a dental, physiotherapy, optical, specialist or medical appointment, provided they have been given prior authorization by the Employer, such absence shall be charged against their accumulated sick leave.
- Employees may be required to submit satisfactory proof of such appointment. Employees are expected to make every reasonable effort to schedule such appointments to occur outside of their regular hours of work.
- The Employee shall be reimbursed for the full fee charged and all costs for the provision of satisfactory proof of such appointments.
- 24.08 Upon request of an Employee, but not more frequently than twice a year, the Employer shall advise an Employee of her accrued sick leave credits. The Employee shall give the Employer not less than three (3) day's notice (excluding weekends and holidays).
- 24.09 For the purpose of computing sick leave accumulation, the following shall be counted as working days:
- (a) days on which the Employee is on vacation;
 - (b) days on which the Employee is on leave of absence with pay pursuant to the terms of this Collective Agreement; and
 - (c) days on which the Employee is absent from work while attending official negotiating sessions with the Employer.
- 24.10 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 Sub-Clause 26.01(f), for the duration of the illness or as provided below, whichever first occurs. The Employee shall keep the Employer advised as to when she shall be expected back to work;
- (a) if the Employee is capable of performing the duties of her former position she shall be reinstated by the Employer in the same position which they held immediately prior to her disability at not less than the same increment in the salary schedule and other benefits that accrued to them prior to their disability;
 - (b) if the Employee is incapable of performing the duties of their former position, but is capable of performing the duties of their former classification, a reasonable effort shall be made by the Employer to place them in an available position that they are capable of performing. 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, after a reasonable effort having been made 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.

24.11 The reinstatement of an Employee in accordance with this Article shall not be construed as being in violation of the posting and/or scheduling provisions of Article 11: Appointments, Transfers and Promotion, Article 12: Hours of Work, Article 25: Part-time Employees.

ARTICLE 25

WORKERS' COMPENSATION

25.01 An Employee who is incapacitated and unable to work, as a result of an accident sustained while on duty in the service of the Employer within the meaning of the *Workers' Compensation Act*, shall receive compensation benefits directly from the Workers' Compensation Board.

25.02 An Employee receiving compensation benefits under Article 23.01 shall be deemed on Workers' Compensation leave and shall:

- (a) remain in the continuous service of the Employer for the purpose of salary increments and Prepaid Health Benefits providing they continue to pay their cost share amount of the benefit premium;
- (b) cease to earn Vacation and Sick Leave credits; and
- (c) not be entitled to Named Holidays with pay falling within the period of Workers' Compensation leave.

25.03 An Employee on Workers' Compensation leave and who is certified by the Workers' Compensation Board to be fit to return shall, subject to the employer's duty to accommodate, return to work as soon as practicable.

25.04 The reinstatement of an Employee in accordance with this Article shall not be construed as being in violation of the posting and/or scheduling provisions of: Appointments, and Promotions article; Hours of Work article; Regular Part-time Employee article.

25.05 At the expiration of twelve (12) months from the first day of absence as a result of a disability while on duty in the service of the Employer:

- (a) an Employee who is not capable of resuming work pursuant to Article 25.05(a); or
- (b) for whom, after a reasonable effort having been made pursuant to Article 25.05 (b), alternate employment is not available,

it shall be deemed that the employment relationship has terminated.

25.06 Any and all obligations of the Employer shall be negated should the Employee fail to keep the Employer informed of the prognosis of their condition in a prompt and timely manner.

ARTICLE 26

LEAVE OF ABSENCE

26.01 General Conditions

- (a) Requests for a leave of absence, without pay or benefit of Employer contributions will, where possible, be made in writing to the proper officer of the Employer six (6) weeks in advance, except that in extenuating circumstance the time factor may be waived or reduced. Recognizing that the primary commitment of the Employee is to the Employer, the granting of leaves of absence is subject to operational requirements and the approval of the Employer. Apart from exceptional circumstances the Employer will reply in writing to a request for leave of absence within fourteen (14) days of receipt of the request.
- (b) For the purposes of this Article, Leaves of Absence shall not be granted, nor continued, for the purpose of working for another Employer except for instances of volunteer work.
- (c) During leaves of absence without pay of longer than thirty (30) calendar days, subject to approval by the Insurer(s), Employees may elect to maintain coverage of contributory plans specified in the Employee Benefits Plan, provided that the Employee makes prior arrangements to pay full premium costs. Prior to starting their leave, the Employee must submit post-dated cheques for each month, for the duration of the leave of absence, to the Payroll Department for the full amount of the premiums. Failure to remit the full payment required above, reinstatement in any and all plans shall be subject to the enrolment and other requirements of the underwriter.
- (d) An Employee who has been granted leave of absence and overstays the leave without permission of the Employer shall automatically terminate her employment with the Employer; except in cases of extenuating circumstances acceptable to the Employer.
- (e) Employees shall not be entitled to Named Holidays with pay, which may fall during a period of leave of absence without pay.
- (f) Employees granted leave of absence for more than thirty (30) calendar days may, at the discretion of the Employer, be required to use up accumulated vacation entitlement prior to commencing the unpaid portion of her leave of absence.
- (g) When an Employee is on leave of absence without pay and is receiving WCB benefits, she may continue participation in the Desjardins Supplementary Benefits Plan for the period of her employment pursuant to Sick Leave or Workers Compensation articles whichever is applicable

from the last day of paid sick leave, by paying the full premium costs to the Employer.

- (h) All Employees returning early from a leave of absence in excess of thirty (30) days shall provide a minimum of fourteen (14) days written notice.
- (i) An employee on approved leave of absence shall provide their contact information to the employer prior to commencing the leave, for purposes of sharing important workplace information, and confirming return to work dates.

26.02

Maternity Leave

- (a) An Employee who has completed six (6) months' continuous employment shall, upon her written request, providing at least twenty-eight (28) calendar days advance notice, be granted maternity leave to become effective at any time during the twelve (12) weeks immediately preceding the expected date of delivery, provided that she commences maternity leave no later than the date of delivery. If during the twelve (12) week period immediately preceding the estimated date of delivery the pregnancy interferes with the performance of the Employee's duties the Employer may, by notice in writing to the Employee, require the Employee to commence maternity leave forthwith.

Such leave shall be without pay and benefits, except for the 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. Maternity Leave shall not exceed (15) fifteen weeks unless mutually agreed otherwise between the Employer and the Employee.

- (b) An Employee requesting an extension of maternity leave and who has unused vacation entitlement may be required to take the vacation pay as a part or all the period of the extension.

26.03

Parental Leave

- (a) A parent who has completed six (6) months continuous employment shall upon her written request be granted an unpaid leave for up to thirty-seven (37) weeks without pay within the fifty-two (52) weeks of the child's birth.
- (b) An Employee on maternity leave or parental leave shall provide the Employer with at least twenty-eight (28) calendar days' notice, in writing of their readiness to return to work, following which the Employer will reinstate her in the same or an equivalent position at not less than the same step in the pay scale and other benefits that accrue to her up to the date she commenced leave.
- (c) In the event that during the period of an Employee's Parental Leave, the position from which the Employee is on such leave has been eliminated due to reduction of the workforce or discontinuation of an undertaking or activity and the Employer has not increased the workforce or resumed operations on the expiry of the Employee's Parental Leave and the returning Employee does not have sufficient seniority to displace any other

incumbent, the name of the Employee will be added to the list of laid off Employees. Upon increasing the workforce, resumption of the business, undertaking, or activity, recall or reinstatement to the working force shall be in compliance with the layoff and recall provisions.

- (d) Parental leave described above may be taken wholly by one of the parents or shared by both parents.
- (e) If two (2) Employees are parents to the same child. The Employers is not required to grant parental leave to more than one (1) Employee at a time.

26.04

Adoption Leave

- (a) An Employee who had completed six (6) months continuous employment shall upon written request, giving twenty-eight (28) calendar days notice before the Employee can reasonably expect to first obtain custody of the child being adopted, be granted leave without pay for up to thirty-seven (37) weeks, within the fifty-two (52) weeks of the child's placement with the adoptive parent for the purpose of adoption.
- (b) Where the Employee is unable to comply with (a) the Employee may commence adoption leave upon one (1) days notice provided that application for such leave was made when the adoption was approved and the Employer is kept informed of the progress of the adoption proceedings.
- (c)
 - (i) Subject to section (ii) an Employee granted adoption leave shall provide the employer with twenty-eight (28) days notice, in writing of her readiness to return to work, following which the Employer will reinstate her in the same or an equivalent position at not less than the same step in the pay scale and other benefits that accrue to her up to the date she commenced leave.
 - (ii) In the event that during the period of an Employee's Adoption Leave, the position from which the Employee is on such leave has been eliminated due to reduction of the workforce or discontinuation of the undertaking or activity and the Employer has not increased the workforce or resumed operations on the expiry of the Employee's adoption leave and the returning Employee does not have sufficient seniority to displace any other incumbent, the name of the Employee will be added to the list of laid off Employees. Upon increasing the workforce, resumption of the business, undertaking or activity, recall or reinstatement to the workforce shall be in compliance with Article 30.04.
- (d) Adoption leave described above may be taken wholly by one (1) of the parents or shared by both parents.
- (e) If two (2) Employees are parents to the same child, the Employer is not required to grant adoption leave to more than one (1) Employee at a time.

26.05

Bereavement Leave

- (a) Upon request, an Employee shall be granted reasonable leave of absence in the event of a death of a member of the Employee's immediate family (i.e. spouse, child, parent, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, guardian or fiancé). Spouse shall include common-law and/or same sex relationship. Step-parent, step-children, step-brother and step-sister shall be considered as members of the Employee's immediate family. For the first three (3)five (5) working days of such leave of absence, the Employee shall suffer no loss of regular earnings. The Employer may extend bereavement leave by up to two (2) additional days if travel in excess of two hundred and fifty (250) kilometers one way from the Employee's residence is necessary for the purpose of attending the funeral. Bereavement leave may include normal days off and/or vacation but no additional payment is due therefore.
- (b) An Employee shall not be required to take previously unscheduled vacation leave in lieu of bereavement leave when she is entitled to that bereavement leave.
- (c) If required, the Employer shall be responsible for replacement of Employee, while Employee is off for Bereavement Leave.

ARTICLE 27

REGULAR PART-TIME EMPLOYEES

27.01 All provisions of this Collective Agreement shall apply to Regular Part-time Employees, except:

Article 12 - Hours of Work

Article 13 - Overtime

Article 22 - Annual Vacation

Article 24 - Sick Leave

which are superseded by the following:

27.02 Hours of Work

- (a) Regular hours of work for the Part-Time Employees exclusive of meal periods shall be up to:

Housekeeping & Food Services

- (i) seven point five (7.5) consecutive hours per day;
- (ii) thirty seven point five (37.5) hours per week averaged over one cycle of the shift schedule.

- (b) Regular hours of work for the Part-Time Employees exclusive of meal periods shall be up to:

Maintenance

- (i) seven point seven five (7.75) consecutive hours per day;
 - (ii) thirty eight point seven five (38.75) hours per week averaged over one cycle of the shift schedule.
- (c) Regular hours of work for the Part-Time Employees exclusive of meal periods shall be up to:
- Administrative
- (i) eight (8) consecutive hours per day;
 - (ii) forty (40) hours per week averaged over one cycle of the shift schedule.

27.03 Regular hours of work shall be deemed to:

- (a) include, as scheduled by the Employer, either
 - (i) two (2) paid rest periods of fifteen (15) minutes during each full working shift; or
 - (ii) one (1) paid rest period of thirty (30) minutes during each full working shift, if this is more compatible with the scheduling of work assignments, and;
 - (iii) the alternative to be applied shall be at the discretion of the Employer; or
- (b) include, as scheduled by the Employer, one (1) paid rest period of fifteen (15) minutes during each half shift of not less than four (4) hours; and
- (c) exclude a meal period of thirty (30) minutes to be scheduled by the Employer during each working day on which the Employee works in excess of five (5) hours;
- (d) notwithstanding that the meal break is to be excluded in the calculation of regular hours of work, if the Employer requires an Employee to be readily available for duty during her meal period, she shall be so advised in advance and be paid for that meal period at her basic rate of pay.

27.04 Shift schedules shall be posted two (2) weeks in advance or such shorter period as is mutually agreed between the Employer and a representative of the Union.

The Employer shall allow a representative of the Union to reproduce a copy of the posted shift schedule.

27.05 Shift schedules/rotations shall provide for:

- (a) at least fifteen (15) hours off duty between shifts;
- (b) (i) a minimum of one (1) weekend off in a three (3) week period.
- (ii) Employer may offer a 'weekend only' shift schedule / rotation by utilizing the posting provisions of Article 11 Appointments, and Promotions. A weekend only schedule / rotation shall mean a Saturday and the following Sunday. All provisions of the collective agreement shall apply except for Article 27.05 (b)(i).

“Weekend” means a Saturday and the following Sunday, assuring a minimum of fifty-six (56) hours off duty;

- 27.06 (a) Employees shall be aware that, in the course of their regular duties, they may be required to work on various shifts throughout the twenty-four (24) hour period of the day and the seven (7) days of the week and will be expected to work the shifts and locations they are assigned throughout the bargaining unit.
- (b) The first shift of the working day shall be the one wherein the majority of hours worked fall between twenty- three hundred (2300) hours and zero seven hundred (0700) hours.
- 27.07 (a) Employees may exchange shifts among themselves, to a maximum of 1 shift per month, provided that:
- (i) the exchange is agreed to, in writing, between the affected Employees; and
- (ii) prior approval of such exchange has been given by the Employee’s immediate supervisor.
- (ii) Such exchange shall not result in the payment of overtime.
- (b) Such exchanges shall be recorded on the shift schedule.
- (c) Such exchange shall not be deemed a violation of provisions of this Collective Agreement.
- 27.08 A Regular Part-time Employee shall not be scheduled to work more than two (2) different shifts between scheduled days off except as mutually agreed between the Employer and the Employee.
- 27.09 (a) A Part-time Employee may work additional shifts.
- (b) Where a Part-time Employee accepts additional shifts, they shall be paid their basic rate for such hours, or if applicable, the overtime rate(s) provided in Clause 13.02
- (i) for those hours worked in excess of normal daily hours in a day; or
- (ii) for work performed by the Employee on days in excess of the hours of work referred to in Clause 27.02.
- 27.10 On the date fixed by proclamation, in accordance with the *Daylight Savings Time Act*, of conversion to Mountain Standard Time, regular hours of work shall be extended to include the resultant additional hour with additional payment due therefore at the applicable overtime rate. On the date fixed by said *Act* for the resumption of Daylight Savings Time, the resultant reduction of one (1) hour in the shift involved shall be effected with the appropriate deduction in regular earnings.
- 27.11 Overtime
- (a) Overtime is all time authorized by the Employer and worked by an Employee in excess of normal full-time hours per day, or in excess of eighty

total vacation earned by the Employee at the time of taking the vacation.

- (v) Regular Part-time Employees are encouraged to use their vacation entitlement in the calendar year in which they are accrued. Regular Part-time Employee may carry forward one (1) week of accrued vacation into the following year. They are required to utilize all other accrued vacation credits (beyond the one week) before the end of each year - December 31st.
 - (vi) Any unused vacation credits beyond one (1) week will be scheduled by mutual agreement. Failing mutual agreement, any unused vacation will be paid out.
 - (vii) Seniority within each classification shall be the determining factor when there is a dispute regarding preference for the time that vacation is to be taken.
 - (viii) A request to utilize vacation shall be made in writing to the Employer. The request shall be subject to the approval of the Employer and shall not exceed the number of vacation days accrued to the date of the request.
 - (ix) Once vacations are authorized by the Employer they shall not be changed except in cases of emergency or by mutual agreement between the Employer and the Employee.
 - (x) The Employer may establish a limit to the level of vacation accrual an Employee is permitted to maintain on an on-going basis.
- (b) The Employer upon termination of an Employee shall provide the employee with a written statement of their vacation entitlement.

27.15

Sick Leave

- (a) Sick leave insurance is provided by the Employer, for the purpose of maintaining regular earnings during absences due to illness or accident for which compensation is not payable under The Workers Compensation Act.
- (b) The Employer recognizes that alcoholism, drug addiction and mental illness, are illnesses which can respond to therapy and treatment, and that absences from work due to such therapy shall be considered sick leave.

27.16

- (a) On completion of the stipulated probationary period a Regular Part-time Employee, will receive a credit for sick leave computed from the date her continuous service commenced at the rate one and one quarter (1.25) days per month to a maximum credit of eighty (80) days prorated on the basis of the regularly scheduled hours worked by the Employee in relation to the regularly scheduled hours for a Full-Time Employee.
- (b) In the case of:
 - (i) illness;
 - (ii) injury;

- (iii) layoff;
 - (iv) leave of absence;
 - (i) periods while in receipt of compensation from the Workers Compensation Board, sick leave shall not accrue during the period of such absence in excess of thirty (30) calendar days.
- 27.17 (a) Part-time Employees reporting sick shall advise the Employer as soon as possible but at a minimum of two (2) hours prior to the start of her day or evening shift and four (4) hours prior to the start of her night shift. An Employee shall provide updates regularly thereafter as required by the Employer. Failure to provide adequate notice may result in the loss of sick leave benefits for that day of absence.
- (b) No Employee shall be responsible for replacing themselves when off work due to illness.
- 27.18 Subject to the above, a Part-time Employee granted sick leave shall be paid for the period of such leave at the basic rate of pay and the number of hours thus paid shall be deducted from her accumulated sick leave credits up to the total amount of the Employee's accumulated credits at the time sick leave commenced.
- 27.19 Employees shall be required to substantiate, in the form prescribed by the Employer, any claim for sick leave in excess of three (3) days. Payment of sick leave benefits shall not be affected until required substantiation from a qualified medical doctor or nurse practitioner has been supplied. The Employer may require a doctor's certificate for one (1) or more days absence, but such requirement shall not be unreasonably imposed.
- 27.20 (a) When a Part-time Employee has accrued the maximum sick leave credits, they shall no longer accrue sick leave credits until such time as their total accumulation is reduced below the maximum. At that time they shall recommence accumulating sick leave credits.
- (b) An Employee who has accrued sick leave credits under the terms of this Collective Agreement and who then has a decrease in their regular scheduled hours such that their new maximum sick leave entitlement is less than the amount the Employee has accrued shall have the excess put in abeyance until such time as the Employee's regular scheduled hours increase.
- 27.21 If an Employee requires time off for the purpose of attending a dental, physiotherapy, optical, specialist or medical appointment, provided they have been given prior authorization by the Employer, such absence shall be charged against their accumulated sick leave.
- Employees may be required to submit satisfactory proof of such appointment. Employees are expected to make every reasonable effort to schedule such appointments to occur outside of their regular hours of work.
- The Employee shall be reimbursed for the full fee charged and all costs for the provision of satisfactory proof of such appointments.

- 27.22 Upon request of an Employee but not more frequently than twice a year, the Employer shall advise an Employee of their accrued sick leave credits. The Employee shall give the Employer not less than one (1) days' notice (excluding weekends and holidays).
- 27.23 For the purpose of computing sick leave accumulation, the following shall be counted as working days:
- (a) days on which the Employee is on vacation;
 - (b) days on which the Employee is on leave of absence with pay pursuant to the terms of this Collective Agreement; and
 - (c) days on which the Employee is absent from work while attending official negotiating sessions with the Employer.
- 27.24 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 26.01(f), for the duration of the illness or as provided below, whichever first occurs. The Employee shall keep the Employer advised as to when she shall be expected back to work and:
- (a) if the Employee is capable of performing the duties of their former position she shall be reinstated by the Employer in the same position which they held immediately prior to their disability at not less than the same step in the pay scale and other benefits that accrued to them prior to their disability;
 - (b) if the Employee is incapable of performing the duties of their former position, but is capable of performing the duties of their former classification, a reasonable effort shall be made by the Employer to place them in an available position that they are capable of performing. 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, an Employee
 - (i) is not capable of resuming work pursuant to section (a), or
 - (ii) for whom, after a reasonable effort having been made 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.
- 27.25 The reinstatement of an Employee in accordance with this Article shall not be construed as being in violation of the posting and/or scheduling provisions of Article 11: Appointments, Transfers and Promotion, Article 12: Hours of Work, Article 26: Part-time Employees.

ARTICLE 28

TEMPORARY EMPLOYEES

- 28.01 A Temporary Employee shall be covered by the terms of this Collective Agreement with the exception of:
- (a) Employee Benefits Plan, prior to the completion of six (6) months of continuous service;
 - (b) Layoff and Recall;
- 28.02
- (a) A Temporary Employee shall not have the right to grieve the termination of their employment if such termination occurs at the end of the period for which they were hired or if the original term is altered by a change in circumstances that was used to determine the original term length.
 - (b) The Employer shall provide at least seven (7) calendar days' written notice of termination of her temporary position.
 - (c) A Regular Employee occupying a temporary position shall retain their seniority and shall not have the right to grieve placement pursuant to the Layoff and Recall articles, of this Collective Agreement when no longer required in that capacity.

ARTICLE 29

CASUAL EMPLOYEE

- 29.01 The provisions of this Collective Agreement shall not apply to Casual Employees except as provided by this Article.
- 29.02
- (a) Casual employees will be required to submit their availability monthly.
 - (b) No Casual Employee shall be scheduled except with their consent.
 - (c) Employees shall be aware that, in the course of their regular duties, they may be required to work on various shifts throughout the twenty-four (24) hour period of the day and the seven (7) days of the week and will be expected to work the shifts and locations they are assigned throughout the bargaining unit. The first shift of the working day shall be one wherein the majority of hours worked fall between twenty-three hundred (23:00) and zero seven hundred (07:00) hours.
- 29.03 Overtime
Casual Employees shall be covered Overtime article
- 29.04
- (a) Subject to clause 14.01, the basic rate of pay for Casual Employees shall be as outlined in the Salary Schedule.
 - (b) Subject to any of the other terms of this Collective Agreement providing for the withholding or delay in granting of an increment, an Employee's basic rate of pay will be advanced to the next higher basic rate of pay following the completion of regular hours of work indicated in the salary schedule to the maximum increment granted for Full-Time Employees.
 - (c) There shall be no pyramiding of differentials, premiums, and bonuses for purposes of computing overtime hourly rates, unless so stated expressly in this agreement.

(d) Paydays shall be on a bi-weekly basis by direct deposit, in accordance with the Employer's established practice.

29.05 Weekend Premiums

Casual Employees shall be covered by the Weekend Premiums article.

29.06 Annual Vacations

Casual Employees shall be entitled to, in addition to their basic rate of pay, vacation pay as per article 20.02, six percent (6%) of their basic rate of pay in lieu of vacation and shall be entitled to an additional two percent (2%) vacation pay on completion of the equivalent hours of work required by a Full-Time Employee to reach the vacation entitlement of twenty five (25) working days.

29.07 Dues Deduction

Casual Employees shall be subject to dues deductions as provided in the Union Membership and Dues Deductions article.

29.08 Grievance Procedure

Casual Employees shall be covered by the Grievance and Arbitration procedure provision of this Collective Agreement.

29.09 Appointments and Promotions

Subject to the criteria established in Article 11 of this Collective Agreement, an applicant for regular employment who has experience with the Employer as a Casual Employee within the bargaining unit shall be given preference over external applicants.

29.10 Casual Employees who are appointed to Regular Full-time or Part-time employment with the Employer shall be credited with the following entitlements earned during her casual period of employment provided not more than six (6) months have elapsed since she last worked for the Employer:

- (a) vacation entitlement; and
- (b) the total accumulation of regular hours worked for the purpose of incremental advancement.

29.11 Temporary Assignments

When a Casual Employee is assigned by their Employer to replace another Employee in a higher paid classification within this Collective Agreement for a full or partial shift or longer, she shall be paid the basic rate of pay for the classification in which the Employee is relieving, providing she is qualified to perform the substantive duties of the higher paid classification. When an Employee is required temporarily to perform the duties of a lower paid classification, her basic rate of pay will not be changed.

29.12 Probationary Period

Casual Employees shall be covered by Probationary Period article.

29.13 Discipline and Dismissal

Casual Employees shall be covered by the Discipline and Dismissal article.

29.14 Casual employees who do not submit their availability or pick up shifts for a period of 1 month will be terminated.

ARTICLE 30

LAYOFF AND RECALL

30.01 It is the exclusive right of the Employer to:

- (a) establish, and vary from time to time the job classifications and the number of Employees if any, to be employed in any classification, or in any work place of the Centre; and
- (b) assign to other classifications any, or all, of the duties normally performed by classifications of this bargaining unit when Employees from within this bargaining unit are not available.

30.02 (a) The Parties recognize the value of meeting prior to a layoff process occurring. The purpose of this meeting is to discuss the process of how layoffs will take place, review the current seniority list and discuss other relevant factors the Parties agree upon. The Parties will also discuss the process to be followed for Employees on approved leave of absence, WCB benefits.

(b) When, in the opinion of the Employer, it becomes necessary to displace an Employee, due to reduction of the work force, or wholly or partly discontinue an undertaking, activity or service, or reduction in regularly scheduled hours of work of a regular Employee, the Employer will notify the Employee not less than fourteen (14) calendar days prior to the date of layoff, except that the fourteen (14) calendar days' notice shall not apply where layoff results from an act of God, fire, flood or a work stoppage by Employees not covered by this Collective Agreement.

(c) Where the layoff results from an act of God, fire or flood, the not less than fourteen (14) calendar days' notice is not required but up to two (2) weeks' pay in lieu thereof based on regularly scheduled hours worked during this period shall be paid to affected Employees.

(d) To assist the Employee in indicating their preference of alternate positions, the Employee will have access to seniority lists, shift schedules, and a list of positions available prior to the consultation with the Employer.

(e) A consultation meeting will be arranged by the Employer between the Employee, the Employer representative(s) and the Union representative(s). The consultation process will not be unreasonably delayed as a result of the unavailability of the Union representative.

(f) The Employee, through consultation with the Employer, shall indicate a preference of positions by selecting a position in the same classification and FTE or less, which is vacant first, then by selecting to displace the Employee with the least seniority in the same classification and FTE or less. Following

consultation with the Employee, the Employer may place her in a position within the same classification and FTE.

- 30.03 Employees who refuse an offer by the Employer of alternate work shall be provided with not less than fourteen (14) calendar days' notice specifying the date on which she will be laid off.
- 30.04 No new Regular or Temporary Employees will be hired in classifications where there are other Employees in that classification, who possess the requisites skills, training, knowledge and ability for the available job, who are on layoff.
- 30.05 Other than for the continuation of the seniority held at the time of layoff, discipline, grievance and arbitration rights, and rights and benefits arising under this Article, an Employee's rights while on layoff shall be limited to the right of recall. Employment shall be deemed terminated when an Employee does not return from layoff when notified to do so, or on the expiry of twenty four (24) months from the date of layoff, whichever first occurs.
- 30.06 Employees affected by temporary layoff may elect to maintain coverage under the contributory plans specified in Article 23: Health Benefits. On the following basis, provided they pay the employer and employee share of the premiums:
- (a) for up to twelve (12) months from the end of the month in which the layoff occurred with respect to Desjardins Supplementary Benefits Plan and Desjardins Dental Plan, and
 - (b) up to six (6) months from the end of the month in which the layoff occurred with respect to Group Life Insurance and Accidental Death and Dismemberment, subject to underwriting approval, provided that the Employee makes prior arrangements to pay full premium costs. In the event the Employee works casual shift(s) the Employee shall remain responsible for the payment of the full premium costs and her recall status shall not be adversely affected.
- 30.07 Prior to posting vacancies in accordance with article 11, employees on recall shall be recalled in order of their seniority and FTE to an available position in the same classification and FTE held prior to layoff. Upon acceptance of position through the recall procedure, the employee will have their name removed from the recall list and will no longer have any rights of recall.
- 30.08 The method of recall shall be by telephone, and if contact with the Employee is not accomplished, by registered letter sent to the Employee's last known place of residence or by personal delivery of same. When dispatched by registered mail, the letter shall be deemed delivered five (5) calendar days from the date of mailing. The Employee so notified will report for work as directed but in any event shall notify the Employer of their intent no later than five (5) days following the delivery date. In any event an Employee must report to work as recalled in no less than ten (10) work days from the date of recall.
- 30.09 The operation of this Article, including revision to shift schedules caused by layoff or displacement, shall not constitute a violation of the terms of this Collective Agreement.

- 30.10 When an Employee is on approved leave of absence, or Worker's Compensation Benefits, the consultation meeting shall occur and notice of layoff, if applicable, shall be served at the time of layoff. If the employee is successful in securing a position through the layoff process they will remain on the aforementioned approved leave of absence, or Worker's Compensation Benefits and the employer will back fill their position on a temporary basis until the employee on approved leave of absence, or Worker's Compensation Benefits returns to work.
- 30.11 Employees who have been reduced in regular hours of work through the application of this Article shall indicate in writing, their availability to work casual shifts. Casual shifts will be offered on the basis of seniority and availability up to the Employees previous regular hours. This obligation of offer of casual shifts shall expire on twenty-four (24) months from the date the Employee is reduced in hours or laid off.
- 30.12 Employees on layoff will be eligible to apply for promotions and vacancies in accordance with article 11. Upon appointment to a position, the employee will have their name removed from the recall list and will no longer have any rights of recall.

ARTICLE 31

DISCIPLINE AND DISMISSAL

- 31.01 Unsatisfactory conduct and/or performance by an Employee may be grounds for discipline up to, and including, immediate dismissal.
- 31.02 Unsatisfactory conduct and/or performance by an Employee which is not considered by the Employer to be serious enough to warrant suspension or dismissal may result in a written warning to the Employee. A copy of the written warning shall be placed on the Employee's personnel file.
- 31.03 Following a preliminary investigation of an incident, and where the Employer has a significant reason to believe that an Employee(s) may be responsible, and that their actions may lead to discipline, the Employee may be accompanied by a Union representative in subsequent meetings.
- 31.04 The Employee shall be informed by the Employer that they are being investigated with respect to an incident that may result in discipline and that they have the right to have a Union representative present if they so choose.
- 31.05 The Employee shall sign any written notice of discipline for the sole purpose of indicating that they are aware of the disciplinary notice. Where circumstances permit, an Employee may be accompanied by a representative of the Union during the disciplinary discussion.
- 31.06 When an Employee has grieved a disciplinary action and the Employer has either allowed the grievance or reduced the penalty levied against the grievor, the personnel file of the Employee shall be amended to reflect this action provided this action results in the abandonment of the grievance.
- 31.07 An Employee who has been subject to disciplinary action may, after two (2) years of continuous service from the date the disciplinary measure was invoked, request

in writing that her personnel file be cleared of any record of the disciplinary action. Such request shall be granted provided the Employee's file does not contain any further record of disciplinary action, during the two (2) year period, of which the Employee is aware. The Employer will confirm in writing to the Employee that such action has been effected.

- 31.08 An Employee absent for three (3) consecutive working days without notifying the Employer shall be considered to have terminated her employment unless the Employee subsequently provides reason acceptable to the Employer and, where in the opinion of the Employer, such prior notification was not possible.
- 31.09 Where circumstances permit, the Employer shall schedule a disciplinary discussion with the Employee by giving reasonable advance notice, which shall not be less than twelve (12) hours. At such discussion an Employee may be accompanied by a representative of the Union.
- 31.10 Nothing in this Article prevents immediate suspension or dismissal for just cause.

ARTICLE 32

HEALTH AND SAFETY

- 32.01 The Health and Safety Committee shall be composed of equal representatives of the Employer and representatives of the Employees. This committee shall schedule meetings in accordance with its terms of reference. Should there be an issue requiring immediate attention of the Committee, the Chairperson or Vice-Chairperson shall call a special meeting of this committee. An Employee shall be paid their basic rate of pay for attendance at these committee meetings.
- When possible each department shall have a representative attend a meeting at least once every three (3) months. If during the employees scheduled shift the Employer shall arrange coverage for the duration of the meeting.
- 32.02 The Health and Safety Committee shall consider such matters as occupational health and safety and may make recommendations to the Employer in that regard. The Committee will function in accordance with the regulations published pursuant to the Occupational Health and Safety Act or such other procedural rules as may be mutually agreed.
- 32.03 The Health and Safety Committee shall also consider measures necessary to ensure the security of each Employee on the Employer's premises including working alone and may make recommendations to the Employer in that regard. A written reply will be given within fourteen (14) calendar days of the presentation by the Committee.
- 32.04 Where the Employer requires the Employee to receive specific immunization and titre, as a result of or related to the Employee's work, it shall be provided at no cost.
- 32.05 The Employer shall ensure that a reasonable amount of adequate supplies of protective apparel and equipment (i.e. gloves, gowns, masks, protective eyewear, digital equipment, etc.) are provided to ensure the safety of Employees.

ARTICLE 33

COPIES OF THE COLLECTIVE AGREEMENT

- 33.01 Within ninety (90) calendar days of the signing of this Collective Agreement, the Employer shall provide each Employee with a copy.
- 33.02 The Employer shall provide a copy of the Collective Agreement to each new Employee upon appointment.
- 33.03 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 Employer or at the Union Orientation. The printing of the Collective Agreements will be processed at AUPE Headquarters, conditional upon agreement of the cost of printing.
- 33.04 The final version of the Collective Agreement shall be in electronic form and both the Employer and the Union shall be provided with a copy of the final version of the Collective Agreement on disk.

ARTICLE 34

GRIEVANCE PROCEDURE

- 34.01 Grievance Procedure
- The problem resolution process is a grievance and arbitration process that is designed to provide a formal mechanism for the resolution of disagreements that arise between the Employer, Employees and the AUPE. This mechanism is intended to maintain and improve working relationships between the Parties.
- The Parties agree that every effort shall be made by the parties to resolve problems in the workplace through discussion and dialogue at the Centre between the Employer, the Employee and the Union when required prior to initiating a grievance. The Parties agree that complete and full explanation of issues relevant facts and information shall occur during the initial discussions and dialogue at the Centre.
- The process is designed to allow for a timely and thorough investigation and resolution of grievances.
- A grievance shall be defined as any difference arising out of an interpretation, application, administration or alleged violation of this Collective Agreement. A grievance shall be categorized as follows:
- (a) An individual grievance is a dispute affecting one (1) Employee. Such grievance shall be initiated at Step 1 of the grievance procedure as outlined in Article 34.05 except in cases of suspension or dismissal which will commence at Step 2. A dispute arising out of the same issue or event affecting more than one employee shall not be filed as multiple individual grievances but shall be filed as a single group grievance.
 - (b) A group grievance is a dispute arising out of an issue or event affecting two (2) or more Employees. A group grievance shall be submitted as a single grievance and may be initiated at Step 2 and processed in the same manner

as outlined in Article 34.05. A group grievance shall list all Employees affected by the grievance and the results of such grievance shall apply, proportionately if applicable, to all Employees listed on the original grievance; or

- (c) A policy grievance is a dispute between the Parties, which due to its nature, is not properly the subject of an individual or group grievance. When an individual or group grievance has been filed, a policy grievance, arising out of the same issue or event that is the subject of the aforementioned individual or group grievance, shall not be filed. Such grievance shall be initiated, in writing, within ten (10) days of the date the aggrieved party first became aware of or reasonably should have become aware of the event leading to the grievance. If the policy grievance is a Union grievance, it shall commence at Step 2. If the policy grievance is an Employer grievance, it shall be directed to the Union and the Union shall render a written reply within ten (10) days of receipt. Upon receipt of response or failure to reply, the Employer may advance the grievance to arbitration.

34.02 Authorized Representatives

- (a) An Employee may be assisted and represented by a representative of the Union when presenting a grievance.
- (b) The Employer agrees that Union Representatives shall not be hindered, coerced or interfered with in any way in the performance of ~~her~~ **their** functions while investigating disputes and presenting adjustment as provided in this Article. However, no representative shall leave ~~her~~ **their** work without obtaining consent from ~~her~~ **their** Employer which shall not be unreasonably withheld. The Union representative shall not suffer any loss of pay for time spent in the performance of ~~her~~ **their** duties involving discussion and dialogue prior to filing a grievance, provided that the Union representative does not leave the Employer's premises.
- (c) All grievances shall be submitted electronically to the site Human Resources contact and the Manager, Labour Relations. The name of the Management person hearing and responding to the grievance will be shared with the Union at the time of scheduling the hearing.

34.03 Time Limits

For the purpose of this Article, periods of time referred to in days shall be deemed such periods of time calculated on consecutive calendar days exclusive of Saturdays, Sundays and Named Holidays which are specified in Article 21: Named Holidays, of this Collective Agreement.

34.04 Mandatory Conditions

- (a) Should the Employee or the Union fail to comply with any time limit in the grievance procedure, the grievance will be considered to be abandoned, unless the Parties have mutually agreed in writing to extend the time limits.

- (b) Should the Employer fail to comply with any time limits in the grievance procedure, the grievance shall automatically move to the next step following expiry of the particular time limit, unless the parties have mutually agreed in writing to extend the time limits.
- (c) During any and all grievance proceedings, the Employee shall continue to perform their duties, except in cases of suspension or dismissal.
- (d) A suspension or dismissal grievance shall commence at Step 2.

34.05

The Grievance Procedure

(a) Step 1 (Immediate Supervisor)

An Employee who has a grievance shall, within ten (10) days of the date she becomes aware of, or reasonably should have become aware of, the occurrence which led to the grievance, first discuss the matter with their immediate supervisor and attempt to resolve the grievance at this stage. In the event that it is not resolved satisfactorily to the Employee, it may be advanced in accordance with the following steps.

(b) Step 2 (Centre Executive Director)

- (i) Where an Employee is not satisfied with the response at step 1, from their immediate supervisor, she may submit in writing an individual grievance, at step 2 to the Centre Executive Director or designate within ten (10) days of discussing the grievance with their immediate supervisor in Step 1;

- (ii) If the grievance is a group grievance, it shall be submitted in writing at step 2 to the Centre Executive Director or designate within ten (10) days of the date any of the aggrieved Parties became aware of the event or reasonably should have become aware of the event leading to the grievance.

The grievance shall be submitted, in writing, stating the Article(s) claimed to have been violated, the nature of the grievance and the redress sought. The Centre Executive Director or designate shall hold a hearing within ten (10) days of receipt of the grievance. The Employee shall be entitled to have a representative of the Union present during the meeting. The grievance will be responded to, in writing, by the Centre Executive Director or designate within ten (10) days of the grievance hearing at step 2.

If the grievance is not settled at this stage, it may be advanced to Step 3.

(c) Step 3 (Vice President, Human Resources)

Within ten (10) days of the reply at Step 2, the Employee shall submit the grievance, in writing to the Vice President, Human Resources or designate.

The Vice President, Human Resources or designate shall hold a hearing within ten (10) days of receipt of the grievance. The Employee shall be entitled to have a representative of the Union present during the meeting. The Vice President, Human Resources or designate shall render a written

decision within ten (10) days of the date of the hearing. If the grievance is not settled at this stage, either party may decide to proceed to Regular Arbitration, Expedited Arbitration or by mutual agreement to Mediation.

- (d) The Union shall provide a copy of the written grievance at Step 2 and Step 3 shall be submitted to the Manager, Labour Relations.

34.06

Alternative Dispute Resolution Mechanisms

Third Party Mediation

If the grievance proceeds to mediation, one jointly selected mediator shall meet with the Parties within five (5) days of the request.

All materials and information relating to the dispute, and known to the parties at the time of mediation, shall be disclosed during the proceedings. The proceedings shall be conducted with a view to settling the dispute, and as such, are privileged.

- (i) The fees and expenses of the mediator shall be shared equally to the parties to the dispute.
- (ii) If the grievance is not settled at this stage, either party may decide to proceed to Arbitration.

34.07

Regular Arbitration

- (a)
 - (i) Either Party wishing to submit a grievance to Arbitration shall, within ten (10) days of the receipt of the decision at Step 3 of the grievance procedure, notify the other Party in writing of its intention to do so and shall nominate an individual to serve as a sole arbitrator.
 - (ii) The Party receiving the notice shall respond in an effort to agree on the selection of a mutually acceptable sole arbitrator. Where agreement on a mutually acceptable sole arbitrator cannot be reached within ten (10) days of the receipt of the notification provided for in Sub-Clause 34.07(a)(i), the Parties shall request the Department of Labour to appoint an arbitrator, or
 - (iii) At the request of either Party, a three person Arbitration Board, rather than a sole arbitrator shall be used. The Party requesting the use of an Arbitration Board shall indicate to the other Party within ten (10) days of the grievance being advanced to arbitration, their nominee to the Arbitration Board. The chairperson shall be selected in accordance with Sub-Clause 34.07(a)(ii).
- (b) After a single arbitrator has been selected, or the Arbitration Board has been formed in accordance with the above procedure, it shall meet with the Parties and hear such evidence as the Parties may desire to present; assure a full, fair hearing, and shall render the decision, in writing, to the Parties.
- (c) In the case of an Arbitration Board or single arbitrator, the Chairman shall have the authority to render a decision with the concurrence of either of

the other members, and decision thus rendered or the decision of the single arbitrator shall be final and binding on the Parties.

- (d) The Arbitration decision shall be governed by the terms of this Collective Agreement and shall not alter, amend or change the terms of this Collective Agreement.
- (e) Each of the Parties to this Collective Agreement shall pay the expenses of its appointee to an Arbitration Board. The fees and expenses of the Chairman or single arbitrator shall be shared equally by the two (2) Parties to the dispute.
- (f) Any of the time limits herein contained in Arbitration proceedings may be extended if mutually agreed to in writing by the Parties.

ARTICLE 35

CASUAL SHIFTS

- 35.01 When a layoff has not occurred, casual shifts that are available in either blocks or single shifts shall be offered in order of seniority to Part-time Employees, subject to their availability, and distributed to casual Employees in an equitable manner.

ARTICLE 36

RETIREMENT SAVINGS PLAN

- 36.01 The Employer shall establish a Registered Retirement Savings Plan (RRSP) in which there shall be voluntary participation by regular Employees.
- 36.02 Regular Employees who work an average of more that forty (40) hours bi-weekly in a cycle of the shift schedule are eligible to participate in the RRSP.
- 36.03 New regular Full-Time Employees must complete six months of employment before participating in the RRSP. New regular Part-time Employees must complete one thousand and seven point five (1007.5) hours of work before participating in the RRSP.
- 36.04 Once an Employee has completed the necessary hours for participation in the RRSP, they may start the plan by providing written notice of their intent to participate.
- 36.05 Employees must contribute a minimum of twenty- five dollars (\$25.00) per pay period and may contribute an unlimited amount of their earnings to the RRSP.
- 36.06 The Employer will match Employee contributions to the RRSP to a maximum of four percent (4%) per annum.

Salary Schedule

Administrative		Start	2080	4160	6240	8320
Receptionist	Current	15.00	15.00	15.39	15.92	16.45
	June 2, 2020 - 1%	15.15	15.15	15.54	16.07	16.61
	June 2, 2021 - 1%	15.30	15.30	15.70	16.23	16.78
	June 2, 2022 - 1.5%	15.53	15.53	15.93	16.48	17.03
	June 2, 2023 - 2%	15.84	15.84	16.25	16.81	17.37
	June 2, 2024 - 2.5%	16.24	16.24	16.66	17.23	17.80

Administrative		Start	2080	4160	6240	8320
Scheduler	Current	19.27	19.87	20.48	21.12	21.75
	June 2, 2020 - 2%	19.66	20.27	20.89	21.54	22.19
	June 2, 2021 - 3%	20.25	20.88	21.52	22.18	22.85
	June 2, 2022 - 3%	20.85	21.50	22.16	22.85	23.54
	June 2, 2023 - 3%	21.48	22.15	22.83	23.54	24.24
	June 2, 2024 - 2.5%	22.02	22.70	23.33	24.13	24.85

Administrative		Start	2080	4160	6240	8320
Administrative Assistant Clinical Office Assistant	Current	19.27	19.87	20.48	21.12	21.75
	June 2, 2020 - 1%	19.46	20.07	20.68	21.33	21.97
	June 2, 2021 - 1%	19.66	20.27	20.89	21.54	22.19
	June 2, 2022 - 1.5%	19.95	20.57	21.21	21.87	22.52
	June 2, 2023 - 2.5%	20.45	21.08	21.74	22.42	23.08
	June 2, 2024 - 2%	20.86	21.51	22.18	22.87	23.54

Administrative		Start	2080	4160	6240	8320
Unit Clerk	Current	19.27	19.87	20.48	21.12	21.75
	June 2, 2020 - 1%	19.46	20.07	20.68	21.33	21.97
	June 2, 2021 - 1%	19.66	20.27	20.89	21.54	22.19
	June 2, 2022 - 1.5%	19.95	20.57	21.21	21.87	22.52
	June 2, 2023 - 1%	20.15	20.78	21.42	22.09	22.74
	June 2, 2024 - 2%	20.55	21.20	21.85	22.53	23.19

Maintenance		Start	2080	4160	6240	8320
Maintenance Assistant	Current	17.96	18.52	19.09	19.68	20.29
	June 2, 2020 - 1%	18.14	18.70	19.28	19.88	20.49
	June 2, 2021 - 1%	18.32	18.89	19.47	20.08	20.69
	June 2, 2022 - 1.5%	18.60	19.18	19.77	20.38	21.01
	June 2, 2023 - 2%	18.97	19.56	20.16	20.78	21.43
	June 2, 2024 - 2.5%	19.44	20.05	20.67	21.30	21.96

Maintenance		Start	2080	4160	6240	8320
Maintenance Technician	Current	19.77	20.29	22.89	23.41	23.93
	June 2, 2020 – 3%	20.36	20.90	23.58	24.11	24.65
	June 2, 2021 – 3%	20.97	21.53	24.28	24.84	25.39
	June 2, 2022 – 3%	21.60	22.17	25.01	25.58	26.15
	June 2, 2023 – 3%	22.25	22.84	25.76	26.35	26.93
	June 2, 2024 – 2%	22.70	23.29	26.27	26.88	27.47

The Parties agree the Employees shall receive the following wage adjustments during the term of the Collective Agreement:

Receptionist – eight percent (8%) spread out as follows:

- a. Effective June 2, 2020 – one percent (1%) to the wage grid.
- b. Effective June 2, 2021- one percent (1%) to the wage grid.
- c. Effective June 2, 2022- one point five percent (1.5%) to the wage grid.
- d. Effective June 2, 2023 – two percent (2%) to the wage grid.
- e. Effective June 2, 2024 – two-point five percent (2.5%) to wage rates.

Scheduler – thirteen-point five percent (13.5%) spread out as follows:

- a. Effective June 2, 2020 - two percent (2%) to the wage grid.
- b. Effective June 2, 2021- three percent (3%) to the wage grid.
- c. Effective June 2, 2022- three percent (3%) to the wage grid.
- d. Effective June 2, 2023 – three percent (3%) to the wage grid.
- e. Effective June 2, 2024 – two-point five percent (2.5%) to wage rates.

Admin & Clinical Assistant- eight percent (8%) spread out as follows:

- a. Effective June 2, 2020 - one percent (1%) to the wage grid.
- b. Effective June 2, 2021- one percent (1%) to the wage grid.
- c. Effective June 2, 2022- one point five percent (1.5%) to the wage grid.
- d. Effective June 2, 2023 – two-point five percent (2.5%) to wage rates.
- e. Effective June 2, 2024 – two percent (2%) to wage rates.

Unit Clerk – six-point five percent (6.5%) spread out as follows:

- a. Effective June 2, 2020 - one percent (1%) to the wage grid.
- b. Effective June 2, 2021- one percent (1%) to the wage grid.
- c. Effective June 2, 2022- one point five percent (1.5%) to the wage grid.
- d. Effective June 2, 2023- one percent (1%) to the wage grid.
- e. Effective June 2, 2024 – two (2%) to wage rates.

Maintenance Assistant – eight-point five percent (8.5%) spread out as follows:

- a. Effective June 2, 2020 - one percent (1%) to the wage grid.
- b. Effective June 2, 2021- one percent (1%) to the wage grid.
- c. Effective June 2, 2022- one point five percent (1.5%) to the wage grid.
- d. Effective June 2, 2023 – two percent (2%) to the wage grid.
- e. Effective June 2, 2024 – two-point five percent (2.5%) to wage rates.

Maintenance Technician – fourteen (14%) spread out as follows:

- a. Effective June 2, 2020 - three percent (3%) to the wage grid.
- b. Effective June 2, 2021- three percent (3%) to the wage grid.
- c. Effective June 2, 2022- three percent (3%) to the wage grid.
- d. Effective June 2, 2023 – three percent (3%) to the wage grid.
- e. Effective June 2, 2024 – two (2%) to wage rates.

In lieu of retroactivity from June 2020 to date of ratification, all employees in the above classifications will receive a one thousand five-hundred-dollar (\$1500) lump sum payment within thirty (30) days of ratification.

Date of ratification the employees will be moved to the new wage rate and paid retroactivity for all hours worked until implementation of the new wage grid.

For the classifications now falling under Compass Group Canada Limited Operating as Marquise Hospitality they will receive the following salary adjustments:

- a. June 2, 2020 – June 1, 2021 – 1.5% on the grid and a \$500.00 lump sum.***
- b. June 2, 2021 – June 1, 2022 – 1.75% on the grid and a \$500.00 lump sum.***
- c. June 2, 2022 – June 1, 2023 – 1.75% on the grid and retroactivity for all hours worked in 2022.***
- d. June 2, 2023 – June 1, 2024 -1.75% on the grid and retroactivity for all hours worked in 2023.***

***The lump sum payment and retroactivity above will be accounted as follows:

Aster Joint Venture Limited Partnership will make payment of the monies owed from June 2, 2020, to June 25, 2023 within thirty (30) days of ratification. Compass Group of Canada Limited will make payment of the retroactivity owed from June 26, 2023, to the date of ratification within thirty (30) days of ratification.

All wage adjustments will be effective and implemented the first pay period following the dates indicated in the tables above.

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS COLLECTIVE AGREEMENT BY AFFIXING HERETO THE SIGNATURES OF THEIR PROPER OFFICERS IN THAT BEHALF.

ON BEHALF OF WALDEN HEIGHTS

ON BEHALF OF ALBERTA UNION

SENOIRS COMMUNITY INC.

OF PROVINCIAL EMPLOYEES

CHIEF HUMAN RESOURCES OFFICER

PRESIDENT

WITNESS

WITNESS

DATE

DATE

LETTER OF UNDERSTANDING #1

BETWEEN

WALDEN HEIGHTS SENIORS' COMMUNITY

AND

ALBERTA UNION OF PROVINCIAL EMPLOYEES

Re: Mutual Agreement to Adjust FTEs

The Employer acknowledges the desire of some Part-time Employees to increase their regular hours of work. Accordingly in those situations when regular part time hours become available which could be offered to existing Part-time Employees as regular hours the following shall apply.

- (i) Employees may request in writing to increase the Employee's regular hours. The Employer shall advise the Union of such request.
 - (ii) Employers may offer to increase an Employee's regular hours. The Employer shall advise the Union of such offers.
 - (iii) Skill, training, knowledge, ability and Seniority shall be considered in determining which Employees are eligible to have their FTEs adjusted in accordance with this Letter of Understanding.
 - (iv) Amendments to FTEs will be limited to the work area from which the original request was received.
 - (v) Such changes shall be confirmed in writing to the Employee, and a copy shall be provided to the Union.
1. Mutual agreement to amend FTEs shall not be considered a violation of the posting provisions of Article 11, or the provisions of Article 30.
 2. Either party may terminate this letter of understanding upon thirty (30) days written notice to the other party.
 3. Any changes to an Employee's FTE which have resulted from the application of this Letter of Understanding shall remain in effect subject to the terms of this Collective Agreement.

ON BEHALF OF WALDEN HEIGHTS
SENIORS COMMUNITY INC.

ON BEHALF OF ALBERTA UNION
OF PROVINCIAL EMPLOYEES

DATE

DATE

