

# **Collective Agreement**

*between*

**Manitoba Adolescent Treatment Centre**

**Local 158**

*and*

**Manitoba Government and General Employees' Union**

**April 1, 2012 to March 31, 2017**

## Table of Contents

Introduction.....	1
Article 1    Definitions .....	1
Article 2    Duration of Agreement .....	5
Article 3    Notice for Collective Bargaining .....	6
Article 4    Application of Agreement .....	6
Article 5    Recognition .....	6
Article 6    Management Rights.....	7
Article 7    Union Security.....	7
Article 8    Part-time Employees.....	8
Article 9    Union Business .....	12
Article 10    Hours of Work.....	13
Article 11    Pay .....	16
Article 12    Personnel Selection .....	17
Article 13    Probation - Newly Hired Employees .....	19
Article 14    Job Descriptions and Job Classifications .....	19
Article 15    Employee Files.....	21
Article 16    Layoff.....	21
Article 17    Seniority.....	24
Article 18    Disciplinary Action.....	26
Article 19    Grievance Procedure .....	27
Article 20    Arbitration Procedure.....	29
Article 21    Salaries and Increments .....	31
Article 22    Overtime .....	32
Article 23    Parenting Leave.....	34
Article 24    Bereavement Leave .....	40
Article 25    Compassionate Care Leave.....	41
Article 26    Income Protection.....	43

Article 27	General Holidays.....	49
Article 28	Vacation.....	50
Article 29	Court Leave .....	53
Article 30	Pre-retirement Leave.....	54
Article 31	Standby .....	55
Article 32	Contracting Out .....	56
Article 33	Technological Change .....	57
Article 34	Weekend Premium.....	59
Article 35	Shift Premium.....	59
Article 36	Discrimination and Harassment .....	60
Article 37	Safety and Health .....	61
Article 38	Labour Management Committee .....	62
Article 39	Leave of Absence Without Pay .....	63
Article 40	Educational Leave.....	64
Article 41	Loss Of or Damage To Personal Property .....	64
Article 42	Employee Benefit Plans.....	64
Article 43	Transportation and Meal Allowance .....	65
Article 44	Rights of Stewards.....	66
Article 45	Notice of Termination of Employment.....	67
Article 46	Continuance of Operations .....	68
Article 47	Job Sharing .....	68
Article 48	Casual Relief.....	69
Article 49	Casual Employees .....	69
Article 50	Storm/Disaster Pay.....	71
Article 51	Special Leave .....	71
Article 52	Civil Liability .....	71
	Appendix “A” - Sample Job Sharing Agreement .....	74
	Memorandum of Agreement #1.....	76

Re: Part-time Employees

**Memorandum of Agreement #2** ..... 77  
 Re: Article 10 - Hours of Work

**Memorandum of Agreement #3** ..... 78  
 Re: Nurses

**Memorandum of Agreement #4** ..... 79  
 Re: HEBP Disability and Rehabilitation Plan Premium

**Memorandum of Agreement #5** ..... 80  
 Re: New Hires Ability to Retain Accrued Vacation and Income  
 Protection (50%)

**Memorandum of Agreement #6** ..... 82  
 Re: Retroactive Pay

**Memorandum of Agreement #7** ..... 83  
 Re: Article 10:13

**Letter of Understanding #1**..... 84  
 Re: Wage Adjustment - Professional/Technical Component  
 Classifications

**Letter of Understanding #2** ..... 86  
 Re: Wage Adjustment - Trades Component Classifications

**Letter of Understanding #3** ..... 88  
 Re: Pension or Benefit Plan Improvements

**Salary Schedule**..... 88  
 Effective April 1, 2012  
 Effective October 1, 2012  
 Effective December 31, 2012  
 Effective April 1, 2013  
 Effective April 1, 2014  
 Effective October 1, 2014  
 Effective April 1, 2015  
 Effective April 1, 2016  
 Effective October 1, 2016

\*All changes appear in **bold**.

## Alphabetical Table of Contents

Introduction.....	1
Article 4 Application of Agreement .....	6
Article 20 Arbitration Procedure.....	29
Article 24 Bereavement Leave .....	40
Article 49 Casual Employees .....	69
Article 48 Casual Relief.....	69
Article 52 Civil Liability .....	71
Article 25 Compassionate Care Leave.....	41
Article 46 Continuance of Operations .....	68
Article 32 Contracting Out .....	56
Article 29 Court Leave .....	53
Article 1 Definitions .....	1
Article 18 Disciplinary Action.....	26
Article 36 Discrimination and Harassment .....	60
Article 2 Duration of Agreement .....	5
Article 40 Educational Leave.....	64
Article 42 Employee Benefit Plans.....	64
Article 15 Employee Files .....	21
Article 27 General Holidays.....	49
Article 19 Grievance Procedure .....	27
Article 10 Hours of Work.....	13
Article 26 Income Protection.....	43
Article 14 Job Descriptions and Job Classifications .....	19
Article 47 Job Sharing .....	68
Article 38 Labour Management Committee .....	62
Article 16 Layoff.....	21
Article 39 Leave of Absence Without Pay .....	63
Article 41 Loss Of or Damage To Personal Property .....	64

Article 6	Management Rights.....	7
Article 3	Notice for Collective Bargaining .....	6
Article 45	Notice of Termination of Employment.....	67
Article 22	Overtime .....	32
Article 23	Parenting Leave.....	34
Article 8	Part-time Employees.....	8
Article 11	Pay .....	16
Article 12	Personnel Selection .....	17
Article 30	Pre-retirement Leave.....	54
Article 13	Probation - Newly Hired Employees .....	19
Article 5	Recognition .....	6
Article 44	Rights of Stewards.....	66
Article 37	Safety and Health .....	61
Article 21	Salaries and Increments .....	31
Article 17	Seniority .....	24
Article 35	Shift Premium.....	59
Article 51	Special Leave .....	71
Article 31	Standby .....	55
Article 50	Storm/Disaster Pay.....	71
Article 33	Technological Change .....	57
Article 43	Transportation and Meal Allowance .....	65
Article 9	Union Business .....	12
Article 7	Union Security.....	7
Article 28	Vacation.....	50
Article 34	Weekend Premium.....	59
Appendix "A" - Sample Job Sharing Agreement .....		74
Memorandum of Agreement #1.....		76
Re: Part-time Employees		
Memorandum of Agreement #2 .....		77
Re: Article 10 - Hours of Work		

<b>Memorandum of Agreement #3</b> .....	<b>78</b>
Re: Nurses	
<b>Memorandum of Agreement #4</b> .....	<b>79</b>
Re: HEBP Disability and Rehabilitation Plan Premium	
<b>Memorandum of Agreement #5</b> .....	<b>80</b>
Re: New Hires Ability to Retain Accrued Vacation and Income Protection (50%)	
<b>Memorandum of Agreement #6</b> .....	<b>82</b>
Re: Retroactive Pay	
<b>Memorandum of Agreement #7</b> .....	<b>83</b>
Re: Article 10:13	
<b>Letter of Understanding #1</b> .....	<b>84</b>
Re: Wage Adjustment - Professional/Technical Component Classifications	
<b>Letter of Understanding #2</b> .....	<b>86</b>
Re: Wage Adjustment - Trades Component Classifications	
<b>Letter of Understanding #3</b> .....	<b>88</b>
Re: Pension or Benefit Plan Improvements	
<b>Salary Schedule</b> .....	<b>88</b>
Effective April 1, 2012	
Effective October 1, 2012	
Effective December 31, 2012	
Effective April 1, 2013	
Effective April 1, 2014	
Effective October 1, 2014	
Effective April 1, 2015	
Effective April 1, 2016	
Effective October 1, 2016	

\*All changes appear in **bold**.

This Agreement made this 23<sup>rd</sup> day of June, 2014

between

**Manitoba Adolescent Treatment Centre (MATC)**

(hereinafter referred to as the “Employer”)

of the first part

and

**Manitoba Government and General Employees’ Union**

(hereinafter referred to as the “Union”)

of the second part.

### **Introduction**

The purpose of this Agreement is to ensure the maintenance of mutually satisfactory relations between the Employer and its employees, and to establish and maintain rates of pay, hours of work and other working conditions and conditions of employment, and to ensure that a mechanism exists for the prompt and final resolution of grievances and to recognize the mutual value of joint discussions during the life of this Agreement.

The parties acknowledge that the Centre provides a necessary public service and in all matters relating to this Agreement the welfare of those relying on this service shall be the first consideration.

The provisions of this Agreement supersede and replace any previous policies of the Employer which would otherwise conflict.

### **Article 1 Definitions**

**1:01** (a) “Employee” means a person employed by the Employer in a full-time or part-time basis in a position in the bargaining unit.



- (b) “Full-time Employee” means an employee in the bargaining unit who regularly and recurrently works the hours specified in Article 10.
- (c) “Merit Increase” means an increase in the rate of pay of an employee within the employee’s pay range which shall be granted in recognition of satisfactory service of an employee on the employee’s increment date as per Article 21 and Article 8:05.
- (d) “Increment Date” is the date at which the merit increase is given.
- (e) “Anniversary Date” is the date the employee last commenced employment with the Employer.
- (f) “Years of Service” one (1) year of service equals twelve **(12)** continuous months of employment with the Employer.
- (g) “Part-time Employee” means an employee in the bargaining unit who on a regular and recurring basis works less than a full-time employee and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis.
- (h) “Probation Period” is the assessment period for newly hired employees, with access to the grievance procedure.
- (i) “Promotion” means a change in employment from one position to another with a higher maximum salary.
- (j) “Representative” means:
  - (i) Staff member of the Union;
  - (ii) Steward(s) of the MATC Component of the Union;
  - (iii) Officer(s) of the MATC Component of the Union.
- (k) “Program Area” means:
  - (i) Hospital:
    - (A) Residential;**

**(B) Intensive Community Reintegration Services (ICRS)**

(ii) Community Services Program.

- (l) “Steward” means an employee elected or appointed by the Union who is authorized to represent the Union, employee or both.
- (m) A “Term Position” shall be for a specific time period or until completion of a particular project within a specific department, of a minimum duration of three (3) months and a maximum duration of **twelve (12) months**. This period may be extended if the Employer so requests and the Union agrees. **The Employer shall provide written confirmation of the start and expiry dates of the term position prior to the employee’s commencement in the position. Failure to comply with the foregoing shall not in itself negate the employee’s status as a term employee. A term position will expire, prior to the posted expiry date, at the discretion of the Employer, upon four (4) weeks written notice to the employee occupying the term position.**

When the Employer determines that a term position, as described above exists, the position shall be posted in accordance with Article 12 and filled in accordance with Article 12. All part-time employees within the department may apply for the term position. The parties agree to two (2) additional term postings resulting from the original term posting as referenced above. Any additional hours occurring as a result of the filling of the last position posted, shall be offered to part-time employees in accordance with Article 8:08. Upon completion of the original term position, the employees shall be returned to their former positions.

For situations related to Workers Compensation and/or illness and/or accident or where a definitive expiry date cannot be specified, the Employer shall state on the job posting that the said term position will expire subject to twenty-four (24) hours’ notice of return of the current incumbent to her position. The employee occupying the said term position shall receive notice equivalent to the amount of notice the

employee returning from leave provides the Employer, as referenced above.

In case of postings for parental leave, the Employer shall state on the job posting that the said position is a “maternity and/or parental leave of absence term” which may expire sooner than indicated, subject to minimum notice of two (2) weeks or one pay period, whichever is longer. Any term positions directly resulting from the filling of such a term position will be posted in the same manner.

Where the Employer determines that staff are to be replaced during periods of less than three (3) months, Articles 8:08 and 12:06 shall apply, wherever possible.

An employee in a term position may be required to complete the term before being considered for other term positions within the bargaining unit.

**A term employee, who applies for and is awarded a permanent position prior to the end of her period of term employment, shall have her service connected for seniority purposes.**

**A term employee, who applies for and is awarded a term position prior to the end of her period of term employment, shall have her service connected for seniority purposes, provided the subsequent position commences within four (4) weeks of the expiry of the original term position.**

**Where a term employee is employed in the same position performing the same function for a period of more than twenty-four (24) continuous months, the Employer shall convert the employee to permanent status, unless the employee is replacing an absent employee.**

- (n) “Trial Period” is the assessment period for transfer or promotion resulting from a job posting.

- (o) “Union” means the Manitoba Government and General Employees’ Union.
- (p) “Vacancy” means any position which is determined by the Employer to be required as a result of: promotions, demotions, transfers, new positions arising from expanded operations, or as a result of an employee terminating her employment with the Employer for any reason. Where the Employer determines that a position is not required to be filled the Union shall be advised and given the rationale.
- (q) **“Availability List” means listing of part-time (listed in order of seniority) employees who have indicated in writing that they wish to be offered additional shifts and their availability.**
- (r) **The word “Qualification(s)” when used in this Agreement shall mean the required knowledge, education, related experience or certificate as determined by the Employer to adequately perform the job demands and requirements.**

**1:02** Where the feminine pronoun is used in this Agreement it includes the masculine pronoun where the context so requires and vice versa. Where the singular is used it will also be deemed to mean plural where the context so requires.

## **Article 2 Duration of Agreement**

**2:01** This Agreement shall become effective from and including **April 1, 2012** and shall continue in effect up to and including **March 31, 2017** and shall remain in force and effect from year to year thereafter unless notice is given under **Article 3:01**. During the period required to negotiate a renewal, or revision and renewal of this Agreement, the provisions of this Agreement shall remain in full force and effect without change.

### **Article 3 Notice for Collective Bargaining**

**3:01** Should either party desire to propose changes to this Agreement, they shall have notice in writing, to the other party not more than ninety (90) calendar days and not less than thirty (30) calendar days prior to the date of termination. Within thirty (30) calendar days of the receipt of proposals, the other party shall be required to enter into negotiations for the purpose of discussing the changes and the formation of a new agreement.

### **Article 4 Application of Agreement**

**4:01** This Agreement shall apply to all employees of the Employer in the classifications listed in the Salary Schedule of this Agreement.

### **Article 5 Recognition**

**5:01** The Employer recognizes the Union as the sole and exclusive bargaining agent for those employees covered under Manitoba Labour Board Certificate No. MLB-4918 as set out in the Salary Schedule and as well such further classifications of employees as may be agreed upon by the parties during the term of this Agreement.

- 5:02**
- (a) In the event that MATC establishes a new classification they shall notify the Union as soon as practical. Within thirty (30) calendar days of such notification, if there is a dispute between MATC and the Union as to whether the new classification should be included in the bargaining unit the matter may be referred to the Manitoba Labour Board for a ruling.
  - (b) In the case of failure to agree upon the wage rate between MATC and the Union for any new classification in the bargaining unit, the matter may be decided using the Grievance and Arbitration procedure.

## **Article 6 Management Rights**

- 6:01** The Union recognizes the sole right of the Employer, unless otherwise provided in this Agreement, to exercise its function of management under which it shall have, among others, the right to maintain efficiency and quality of treatment and care; the right to direct the work of its employees; the right to hire, classify, assign to positions and promote; the right to determine job content and the number of employees in a work area; the right to demote, discipline, suspend, layoff and discharge for just cause; the right to make, alter and enforce rules and regulations in a manner that is consistent with the terms of this Agreement.
- 6:02** In administering the Collective Agreement, the Employer agrees to acknowledge employees' rights, act reasonably, fairly, in good faith, and in a manner consistent with the terms and conditions of the Collective Agreement as a whole.

## **Article 7 Union Security**

- 7:01** During the term of this Agreement, employees covered by this Agreement, whether members of the Union or not, shall pay to the Union, by payroll deduction, an amount equal to the regular biweekly membership dues determined by the Union. For new employees, the payroll deduction of the amount as set out above shall become effective on the first day of the full bi-weekly pay period following the date of appointment.
- 7:02** The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of Article 8:01 except for any claim or liability arising out of an error committed by the Employer.
- 7:03** All dues shall be forwarded monthly to the Union with a list showing the amount deducted from each employee. Upon request the Employer will provide to the Union a list of the employees showing their name, classification, and current rate of pay.

Annually upon written request, the Employer shall also provide the employee's home address. The employee's address shall be excepted only when an employee has expressly instructed the Employer in writing that due to security concerns personal information should not be disclosed to any third party.

The Union commits to have in place reasonable administrative and physical safeguards to ensure the confidentiality and security of this information in accordance with The Freedom of Information and Protection of Privacy Act (FIPPA).

- 7:04** The Union shall notify the Employer in writing of any changes in the amount of dues at least four (4) weeks in advance of the end of the pay period in which the deductions are to be made. Such changes to the dues deduction formula shall be limited to one (1) per calendar year and shall be compatible with the Employer's computer payroll system.

## **Article 8 Part-time Employees**

**8:01 Income Protection in Case of Illness**

Part-time employees shall accumulate income protection credits on a pro rata basis, in accordance with this formula:

$$\frac{\text{Hours paid at regular rate of pay}}{\text{Full-time hours}} \times \text{Full-time benefits}$$

Part-time employees may claim payment from income protection credits only for those hours they were scheduled to work but were unable to work due to illness.

**8:02 Vacation**

Vacation pay shall be calculated as follows:

$$\frac{\text{Hours paid at regular rate of pay}}{\text{Full-time hours}} \times \text{Entitlement of a full-time employee}$$

- (a) Unless otherwise mutually agreed between the employee and the Employer, part-time employees shall receive their entitled vacation over a period of time equivalent to the vacation period of a full-time employee.

**8:03 General Holidays**

Part-time employees will be paid four point six two percent (4.62%) of their basic pay in lieu of time off on general holidays. Such pay shall be included in each regular pay **deposit**.

**8:04 Overtime**

Part-time employees shall be entitled to overtime rates when authorized to work in excess of daily or biweekly hours of work as specified in Article 10.

**8:05 Increments**

Individual salary increases resulting from the wage schedule shall be implemented on the employee's increment date. When an unpaid leave of absence in excess of four (4) weeks is granted, the annual increment for the employee shall move forward in direct relation to the length of the leave.

Part-time employees will be entitled to receive salary increases resulting from the Salary Schedule subject to Article 21:01 after they have completed the equivalent number of full-time hours, as per Article 10:01 of the Collective Agreement, or who has completed twenty-four (24) months of continuous service whichever comes first.

**8:06 Bereavement Leave**

- (a) Bereavement leave of up to four (4) working days without loss of pay shall be granted in the event of death of a:

- Spouse
- Common-law spouse
- Child
- Parent
- Sibling
- Same-sex partner
- Daughter-in-law
- Son-in-law
- Former legal guardian
- Fiancée/fiancé



- Father-in-law
- Mother-in-law
- Grandparent
- Grandchild
- Brother-in-law
- Sister-in-law
- Step grandchildren
- Step children
- Step parents
- Foster child
- Any other relative who has been residing in the same household

Such days may be taken only in the period which extends from the date of death up to and including the day following internment.

**Bereavement** leave may be extended by up to two (2) additional **consecutive** working days as may be necessitated by reason of travel **provided the employee is required to attend a funeral more than two hundred fifty (250) kilometres from the employee's home, or may be granted at the Employer's discretion if the travel required is less than two hundred fifty (250) kilometres from the employee's home.**

- (b) Necessary time off, up to one (1) day at basic pay shall be granted to an employee to attend a funeral as a pallbearer or mourner.
- (c) **One (1) bereavement leave day may be retained at the employee's request for use in the case where actual internment or cremation is at a later date.**

**8:07** Subject to Article 26:11, an employee may use up to five (5) days income protection in any one (1) calendar year for the purpose of providing care in the event of an illness of a spouse, child or parent.

**8:08** **Additional Shifts**

- (a) Part-time employees who have indicated to the Employer in writing that they wish to be offered additional shifts shall be given preference over casual employees for such shifts provided there is only straight time rates being paid by the Employer. **The Program Manager or delegate shall consider the work assignment needs/discipline specific requirements when replacing staff.**

- (b) Such additional work will be offered by program area and classification on a seniority basis by the Employer after considering the work assignment needs at the time.

It is further understood that such additional hours shall be offered only to the extent that they do not incur any overtime cost to the Employer.

- (c) The employee offered additional shifts for vacation or long-term illness shall have her name temporarily removed from the **availability** list for the duration of the assignment. In these instances part-time employees will be given preference for any portion of such assignment which does not conflict with their normally scheduled shifts and which does not result in overtime being paid.
- (d) An employee who agrees to work relief but subsequently cannot work for any reason, shall not be entitled to payment for any such time not worked, except for a part-time employee who is absent due to illness during a period of relief exceeding five (5) working days which has been pre-assigned in accordance with **Article 8:08(c)**.
- (e) A part-time employee who is not reasonably available for additional shifts or refuses an unreasonable number of shifts may have his/her name removed from the list. This does not prevent the employee from having his/her name re-entered on the **availability** list after three (3) months have elapsed.
- (f) Casual employees will be offered work after the Employer has attempted to contact eligible part-time employees.
- (g) When a part-time employee is unable to work all or part of **any** additional **hours in accordance with Article 8:08(a)** that **are** not pre-scheduled, payment shall be made only in respect of hours actually worked.
- (h) Additional hours worked by a part-time employee **in accordance with Article 8:08(a)** shall be included in the determination of seniority.

- (i) Additional hours worked by a part-time employee **in accordance with Article 8:08(a)** shall be included when determining an employee's earned vacation, accumulated income protection credits and general holidays pay in accordance with Article 8.

### **Article 9 Union Business**

- 9:01** Subject to the operational requirements of the Employer, leave of absence to attend Union business may be granted to employees. Such leave shall not be unreasonably requested or denied. The following conditions shall apply:
- (a) Requests for leave shall be made in writing by the Union by providing the employee, the Director **of the service** and the Program Manager with a letter of request.
  - (b) Requests for leave shall be made with reasonable advance notice but not less than **fourteen (14)** working days and shall be granted only where operational requirements permit. Where special or unusual circumstances prevent compliance with the **fourteen (14)** working days' notice, the request shall be considered and shall not be unreasonably denied.
  - (c) Where such leave of absence has been granted, the Union shall reimburse the Employer **for the salary and benefits accruing to the employee during her leave of absence and for any extra cost incurred by the Employer.**
  - (d) For time spent with Employer representatives during negotiations of the Agreement, the Union will be allowed to have three (3) employees present at each bargaining session, the first to be on wage recovery from MGEU, the other two **(2)** to be on a time off with pay basis.
  - (e) Prior to the commencement of negotiations, the Union shall supply the Employer with a list of employee representatives for the negotiations.

- (f) Subject to the mutual agreement of the parties, the total number of employees referred to in Article 9:01(d) may be changed provided any additional employees are on leave without pay or on Union wage recovery.

**9:02** The Employer agrees to provide the Union with bulletin board space in all workplaces for the purpose of posting official Union information. The bulletin board is to be located in an area readily available to all employees. The Employer reserves the right to remove posted material if considered damaging to the Employer and shall advise the Union of any such removal.

**9:03** The Employer agrees to acquaint new employees with the fact that a Collective Agreement is in effect and to introduce a new employee to his Union representative so that he can be advised of the terms and conditions set out in the Agreement.

### **Article 10 Hours of Work**

**10:01** Regular hours of work for all full-time employees will be:

- (a) Seven and one-half (7½) hours per day.
- (b) Seventy-five (75) hours per biweekly pay period.
- (c) Approximately 1,950 hours per year.

**10:02** Regular hours of work shall be deemed to:

- (a) Include a rest period of fifteen (15) minutes, away from the work station, to be scheduled by the Employer during each continuous three (3) hours of duty.
- (b) Exclude a meal period at least thirty (30) minutes, and not more than one (1) hour's duration, away from the work station, to be scheduled by the Employer during each regular working day.

**10:03** Any variation to the work day or biweekly hours as specified in **Article 10:01** shall be instituted only with the mutual agreement of the parties to this Agreement.

**10:04** Should any significant variations to existing shift schedules be implemented by the Employer (other than: those made as a result of employee requests, during vacation period, or a change of temporary nature) the Employer shall notify the Union in advance in order to permit discussion.

**Any alteration to an existing shift pattern shall only be implemented after meaningful consultation with the employee(s) so affected and the Union. Meaningful consultation shall consist of the following steps:**

**(a) The Employer will meet with the affected employees and a representative of the Union to discuss the proposed alteration to the shift pattern. An attempt will be made to obtain the agreement of the majority of the affected employees.**

**(b) Failing agreement of the majority of affected employees, the Union and the employee(s) so affected shall, within ten (10) working days, have the opportunity to consider and submit alternate proposals to the Employer for consideration.**

**(c) If after consideration of the alternate proposals, the Employer still plans to implement the alteration of the shift pattern, the affected employee(s) will be given at least sixty (60) days' notice.**

**10:05** Notwithstanding Article 10:03 and Article 22:09, where in the interests of client care an employee requests or agrees in writing to work for more than the regular daily hours of work and where the employee wishes to take an equal amount of time off on a day where the workload is minimal, the Employer shall consider such a request and approve it wherever possible.

**10:06** Unless otherwise mutually agreed, full-time employees who were employed by the Employer prior to January 1, 1994, providing that they do not choose

to move to a position which is required to work weekends, shall be scheduled every weekend off as referenced in Memorandum #2.

- 10:07** Should a specific need arise (groups, family meetings, etc.), Article 10:05 shall apply. Should a full-time employee referred to above be required to cover off a staff shortage on weekends and no full-time employee volunteers, the shortage shall be covered off by the least senior full-time employees within the classification and program area on alternating weekends.
- 10:08** Full-time employees hired after January 1, 1994 shall have a minimum of every second weekend off. Weekends being defined as Saturday and Sunday. Should such full-time employees be required to work weekends as defined, consideration shall be given to classification and gender balance, then employees shall be assigned such weekends in reverse order of seniority.
- 10:09** Whenever an employee is called in to work within one (1) hour of the start of the shift and reports for duty within the hour of the start of the shift, she shall be entitled to pay for the full shift. In such circumstances the schedule shift hours shall not be extended to equal a full shift.
- 10:10** Requests for shift exchange(s) shall be submitted in writing and co-signed by the employee willing to exchange shift(s) with the applicant. Such requests are subject to approval of the immediate supervisor and shall not result in overtime costs. Such requests shall be submitted with as much notice as possible subject to a minimum of seventy-two (72) hours' notice. Such requests shall not be unreasonably requested or denied.
- 10:11** **For identification purposes, shifts will be named as follows:**
- (a) The shift commencing at 24:00 hours to 08:00 hours shall be considered the first shift.**
  - (b) The shift commencing at 08:00 hours to 16:00 hours shall be considered the second shift.**
  - (c) The shift commencing at 16:00 hours to 24:00 hours shall be considered the third shift.**

- 10:12** Shift schedules for a minimum of six (6) week periods shall be posted at least two (2) weeks in advance of the beginning of a scheduled period. Except in cases of emergency, shifts within the minimum six (6) week period shall not be altered after posting except by mutual agreement between the employee and the Employer.
- 10:13** The shift schedule for part-time employees shall provide that the employee's EFT is met in each and every pay period, except for those employees covered by the Memorandum of Agreement re: Article 10:13.

### Article 11 Pay

- 11:01** The Employer shall pay salaries and wages as set out in the Salary Schedule of this Agreement. Each employee shall be provided with an itemized statement of his wages, overtime and other supplementary pay and deductions. Wages shall be paid biweekly. The Employer may not make deductions from wages unless authorized by statute, court order, arbitration award, this Agreement, by the employee, where such deduction pertains to a benefit plan which is a condition of employment, or to correct a previously issued **payroll deposit**. Recovery of overpayments shall be made in **accordance with Article 11:03 and 11:04**.
- 11:02** Hourly salaries shall be calculated as follows:

Annual salary shown in the Salary Schedule

1,950

- 11:03** The Employer may not make deductions from wages unless authorized by statute, by court order, by arbitration award, by this Agreement, by the Union or to correct an overpayment error made in good faith. Where an error has been made in good faith, the Employer shall be entitled to recover any overpayment made, for a period of time that does not extend further back than twelve (12) months from date of discovery, provided:

- (a) Once the error is discovered, notice and a detailed breakdown of the error is given by the Employer to the affected employee and the Union as soon as practicable;
- (b) The proposed recovery is made in as fair and reasonable a manner as possible; and
- (c) The proposed recovery is made over a period of time which is no less than the period during which the overpayment was made unless otherwise agreed between the Employer and the employee.

**11:04** In the event the employee retires from, or leave the employ of the Employer before the Employer is able to fully recover an overpayment as contemplated in this Article, the Employer shall be entitled to make a full recovery at the time of retirement or termination of employment of that employee and reduce accordingly any payments that might be owing to that employee to recover the overpayment.

## **Article 12 Personnel Selection**

**12:01** Vacant and/or new positions which fall within the scope of this Agreement shall be posted for seven (7) working days. The Employer may advertise simultaneously for external applicants.

**12:02** Notice of job vacancies or newly created positions shall state the classification, required qualifications, current or anticipated shift and hours of work, location of position and wage rate. A copy of the posting shall be sent to the Union office.

Applicants from within the facility shall be given preference over external applicants, subject to Article 12:03.

The name of the successful candidate will be posted in the same location where the position was previously posted.

**12:03** The selection of employees for vacant positions shall be on the basis of qualifications as contained in the job description, ability, and a satisfactory



work record. Where qualifications, ability, and work record are equal, seniority shall be the determining factor.

- 12:04** Where an employee is promoted, he shall be paid at a rate of pay set out for that position in the pay plan that is, if possible, one full increment more than the rate of pay the employee was being paid in the former position.
- 12:05** The successful applicant for a permanent position will be on a trial period for six (6) months. This trial period may be extended by no more than three (3) months. The employee shall be notified in writing by the fifth month if the trial period is to be extended indicating the reasons for and the length of the extension. Where an employee is rejected during the trial period, the Employer will relocate the employee to the employee's former position and the incumbent in that position and any other affected position shall also be returned to their former position.

There shall be no trial period for part-time employees who move to full-time status in their classification.

- 12:06** Where an employee is promoted without competition as a result of reclassification of the employee's position, the employee shall not be required to serve a further trial period in the position.
- 12:07** **An employee on leave of absence or income protection shall be considered for a promotion or transfer along with other applicants provided that during such absence, the employee advised the Human Resources Department of her request for promotion or transfer, by telephone during normal business hours, and the employee shall provide written confirmation of her request within twenty-four (24) hours.**
- 12:08** **As per the posting provisions contained in Article 12:02, the Employer will select the person for the position within four (4) weeks whenever possible, and will post the name in the same location where the position was previously posted providing there are internal applicants.**

### **Article 13 Probation - Newly Hired Employees**

- 13:01** Every person appointed to a position shall be on probation for a period of six (6) months or for such longer period as may be established by the Employer. Part-time employees shall be on probation until they have completed the equivalent number of working hours as would be worked by a full-time probationary employee. Such period shall not exceed nine (9) months in total. Where a period of probation in excess of six (6) months has been established, the employee shall be notified of the length of the probation period. Such periods of probation shall not exceed nine (9) months in total.
- 13:02** An employee shall be notified in writing of any extension of the employee's probation period under Article 13:01 prior to the expiry of the employee's probation period. A meeting shall be held with the employee to discuss the extension. The employee has the option to have a representative present.
- 13:03** A newly hired employee who is rejected during his/her probation period may grieve the rejection at Step 3 of the grievance procedure within twenty (20) working days from the date the employee received notice of the rejection. A hearing shall be held to discuss the grievance with the employee and the employee's representative. The decision at Step 3 shall be final for such grievance.
- 13:04** An employee who is being rejected during the probation period shall be provided with two (2) weeks' notice or payment in lieu thereof.
- 13:05** The rejection of a newly hired employee on his/her probation is not arbitrable.

### **Article 14 Job Descriptions and Job Classifications**

- 14:01** The Employer agrees to provide the Union and the local president with copies of any amendments or additions to job descriptions and further agrees to consult with the Union as to their contents prior to implementation.

- 14:02** When establishing a new classification, the Employer agrees to consult with the Union regarding job content and to negotiate an appropriate salary range prior to posting the position.
- 14:03** In the event that there is a substantial change to an existing job description, the Union may within ten (10) days of receiving such amendment, inform the Employer of its intention to meet and/or renegotiate any adjustment(s) to the position's rate of pay or for a reclassification. Failing agreement by the parties hereto, either party may within the following thirty (30) days, refer the matter to arbitration.
- 14:04** Should an employee feel that their job description has changed significantly, such employee shall request in writing a reclassification. The employee shall provide to the Employer the reasons why they believe their job should be reclassified and in addition what wage scale they deem appropriate. Copies of the above shall be provided to the Union concurrently.
- 14:05** Should the employee be denied a reclassification, the employee shall have the right to file a grievance as per the Collective Agreement.
- 14:06** An employee who is temporarily assigned for **four (4)** days or more, in accordance with the terms of this Agreement, to a higher-paying classification, shall be paid the rate and benefits for that classification for the time he/she performs **all or substantially all of the requirements of** such job or, where there is a salary range, the next higher rate in the salary range; an employee who is temporarily assigned, in accordance with the terms of **this Agreement**, to a lower-paying classification, shall continue to be paid the rate and benefits of his regular job.
- 14:07** **Upon request, the Employer shall provide an employee with a current copy of their job description in a timely manner.**
- 14:08** **Annually upon request, the Employer shall provide the Union with a copy of the position descriptions that fall within the scope of this Collective Agreement in a timely manner.**

## Article 15 Employee Files

- 15:01** Upon the written request of an employee to the **CEO or designate** all personnel files of that employee shall be made available for the employee's full examination. The employee, at the employee's option, may have a representative present. Such examination shall be in the presence of a representative to the Employer.
- 15:02** An employee may request a copy of any specific documents on his or her personnel files. This provision shall not be unreasonably requested or denied.
- 15:03** **There shall be one (1) personnel file maintained by the Employer for each employee.**
- 15:04** **No disciplinary document shall be placed on an employee's personnel file without the employee having read and signed the document.**

## Article 16 Layoff

- 16:01** In the event of a layoff, employees shall receive four (4) weeks' notice or pay in lieu of such notice. Written notice shall be given by personal service or registered mail to the employee(s) concerned and a copy of the notice shall be forwarded to the Union.
- 16:02** In the event of a reduction in the work force, employees will be laid off in reverse order of seniority within their classification. When reducing staff, senior employees may exercise their seniority to displace a less senior employee in an equivalent or lower grade provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.
- 16:03** No new employee shall be hired until those laid off have been given an opportunity to bid on vacated positions as per Article 12:03 of the Collective Agreement.
- 16:04** Employees laid off in accordance with Article 16:01 shall be recalled by order of seniority to available positions in equal or lower EFT status and equal or

lower paid occupational grade provided they are qualified to perform the required work.

- 16:05** To be eligible for recall, prior to the employee's last shift before being placed on layoff status, the employee must provide the Employer with their current address, and further, during the layoff period, must inform the Employer immediately of any address changes.
- 16:06** As per Article 16:04 above, the employee must communicate with the Employer within seven (7) calendar days of his notice of recall being delivered to his recorded address. Further, the employee must be prepared to begin work at the time designated by the Employer.
- 16:07** The right of a person who has been laid off to be rehired under this Agreement will be forfeited and shall be considered terminated in the following circumstances:
- (a) If the person did not communicate with the Employer as specified in Article 16:06.
  - (b) If the person did not report to work when instructed to do so and fails to provide a written explanation satisfactory to the Employer.
  - (c) A twenty-four (24) month period has elapsed since the date of layoff, as per Article 17:02(e).

An employee on layoff whose seniority is anticipated to terminate as per Article 17:02(e) shall receive written notice as follows:

<u>Period of Employment</u>	<u>Notice Period</u>
Less than one (1) year:	One (1) week
At least one (1) year and less than three (3) years:	Two (2) weeks
At least three (3) years and less than five (5) years:	Four (4) weeks
At least five (5) years and less than ten (10) years:	Six (6) weeks
At least ten (10) years:	Eight (8) weeks

Written notice shall be given by personal service or registered mail to the employee(s) concerned and a copy of the notice shall be forwarded to the Union.

**16:08** Notwithstanding Article 8:08(a), providing the employee has indicated to the Employer a desire to work additional available shifts in writing, such shifts shall be offered to an employee on layoff, before part-time and casual employees, provided she possesses the qualifications, basic training and orientation prescribed by the Employer for the position concerned and meets the physical requirements of the position in question. The available shifts accepted by the employee on layoff cannot exceed the employee's EFT prior to layoff. Such available shifts shall be distributed on the basis of seniority.

In the event the employee accepts additional available shifts, the provisions of the Collective Agreement shall be applicable except as modified hereinafter:

- (a) Vacation pay shall be calculated in accordance with Article 28:03 and shall be paid at the prevailing rate for the employee on each pay **deposit**, and shall be prorated on the basis of hours paid at regular rate of pay.
- (b) Income protection accumulation shall be calculated as follows:
 
$$\frac{\text{Additional available hours worked by the laid off employee}}{\text{Full-time hours}} \times \text{Entitlement of a full-time employee}$$
- (c) The employee shall be paid four **point six two** percent (4.62%) of the basic rate of pay in lieu of time off on recognized general holidays. Such holiday pay shall be calculated on all paid hours and shall be included in each pay **deposit**.
- (d) Participation in benefit plans is subject to the provisions of each plan.
- (e) Seniority shall be calculated in accordance with regular hours worked for these additional available shifts.

## Article 17 Seniority

- 17:01** “Seniority” means the total accumulated hours paid at regular rate of pay with the Employer as defined in this Article provided such service has not been broken by termination of the employee.
- 17:02** Seniority and the employment relationship will terminate when the employee:
- (a) Resigns.
  - (b) Retires.
  - (c) Is dismissed and not reinstated.
  - (d) Dies.
  - (e) Is laid off for **more than** twenty four (24) months.
  - (f) Has their employment terminated.
  - (g) Fails to return from a leave of absence approved by the Employer without an explanation satisfactory to the Employer.
  - (h) Is laid off and fails to report for duty as instructed as per Article 16:06.**
- 17:03** Seniority will be retained and will accrue if **an employee**:
- (a) Is on any period of paid leave of absence.
  - (b) Is on any period of paid sick leave.
  - (c) Is on any period of unpaid leave of absence **up to four (4)** weeks.
  - (d) Is on parenting leave.
  - (e) Is on an unpaid leave of absence due to injury or illness which may be compensable by Workers Compensation (WCB), Manitoba Public Insurance (MPI) or Disability & Rehabilitation (D&R) for**

a period of up to two (2) years from the date of the first absence from work.

- (f) Is in a term out of scope position as per the Collective Agreement.
- (g) Is on any period of paid vacation.**
- (h) Is on an approved education leave of up to a maximum of two (2) years.**
- (i) Is on an approved leave of absence for Union purposes of up to six (6) months.**

**17:04** Seniority will be retained but will not accrue if an employee:

- (a) Is on unpaid leave of absence in excess of four (4) weeks.
- (b) Is on an unpaid leave of absence due to injury or illness which may be compensable by WCB, MPI or D&R for a period of more than two (2) years from the date of the first absence from work.**
- (c) Is laid off for less than twenty-four (24) months.
- (d) Is on the trial period of an out-of-scope position.
- (e) Is on an approved educational leave of absence in excess of two (2) years.**

**17:05** Seniority will terminate if an employee is promoted or transferred out of the bargaining unit and has completed the trial period in the new position.

**17:06** **Once annually, a seniority list will be prepared by January 31 by the Employer based on service as at the end of the final pay period in each calendar year. The list will be posted at all work locations on the bulletin boards referenced in Article 9:02 and a copy sent to the Union.**

**The list shall indicate the employee's name, classification, accrued service and start date. This list shall be open for correction for a period of twenty-one (21) calendar days from the date of the initial posting. On**



**presentation of proof of error the Employer will correct any errors so found.**

**By March 31 of each year, the corrected list shall be posted at all work locations on the bulletin boards referenced in Article 9:02 and a copy sent to the Union.**

**This shall be considered the accurate list and shall not be subject to further changes until the next posting.**

**The Employer shall use the most current seniority list when providing the vacation entitlement as per Article 28:05.**

### **Article 18 Disciplinary Action**

- 18:01** Except for probationary employees who may be terminated prior to the completion of their probationary period in accordance with Article 13:03, no employee shall be discharged or otherwise disciplined without just cause.
- 18:02** Before any disciplinary action is taken, the employee shall be informed of his/her right to Union representation and given reasonable time to obtain Union representation.
- 18:03** Where a written report recommending disciplinary action is to be placed on an employee's file, the employee shall sign the report indicating he or she has read it and may append his/her comments to it. Upon signing the employee shall receive a copy of such report.
- 18:04** Where disciplinary action, other than a verbal warning, has been taken, the employee shall be advised in writing of the disciplinary action and the circumstances which made the disciplinary action necessary. The employee shall sign a copy only to acknowledge its receipt and shall retain a copy. A copy of the disciplinary action will be sent to the Union staff representative.
- 18:05** An employee may grieve any unjust disciplinary action according to the grievance procedure. Grievances concerning dismissal shall be initiated at Step 3 of the grievance procedure.

- 18:06** The person or Board to whom a grievance is made may:
- (a) Uphold the disciplinary action; or
  - (b) Vary the disciplinary action; or
  - (c) Determine that no disciplinary action is warranted and remove any document pertaining to the disciplinary action from the employee's file(s).
- 18:07** No notice or payment in lieu of notice will be given to an employee discharged for cause.
- 18:08** It is understood and agreed that the purpose of Union representation as provided for in this Article is to allow an employee an opportunity for representation when hearing the Employer's case against him/her and to make representations before any decision is made to impose discipline. On this basis, a bargaining unit employee is entitled to be advised by the Employer of his or her right to Union representation and to have a Union representative present at a meeting or herein which the Employer anticipates may lead to disciplinary action, before the Employer has made any determination as to whether or in what form to impose disciplinary action.

### **Article 19 Grievance Procedure**

- 19:01** The parties to this Agreement emphasize the necessity of a satisfactory grievance procedure, the purpose of which is to provide an orderly and effective process for the consideration and prompt resolution of the grievances of employees within the bargaining unit.
- 19:02** An employee has the right to request the assistance of an authorized Union representative at any stage of the grievance procedure.
- 19:03** In this procedure:
- (a) A grievance shall mean a written dispute between the Employer and an employee regarding the application, interpretation, or alleged violation of

this Collective Agreement. A grievance from the employee(s) or Union shall be on an MGEU grievance form.

- (b) A grievance may be presented by an employee or by a Union representative on behalf of the employee or group of employees.
- (c) The written description of the nature of the grievance shall be sufficiently clear and shall state the redress requested.
- (d) At any stage of the grievance procedure, the grievor or the Union representative may clarify the written description of the grievance proceeding the substance of the grievance does not change.
- (e) Policy grievance means a complaint in writing presented by the Union concerning the application or interpretation of an Article of this Agreement. Such grievances shall be instituted at Step 2.

**19:04** If an employee or the Union fails to initiate or process a grievance within the prescribed time limits, the grievance will be deemed to be abandoned and all rights of recourse to the grievance procedure for that particular grievance shall be at an end. If the Employer fails to reply to a grievance within the prescribed time limits, the employee or the Union may process the grievance to the next step. Either party may request an extension of the time limits providing such extension is requested prior to the expiry of the time allowed. An extension, if requested, shall not be unreasonably withheld.

**19:05** **Step 1**

The grievor shall within twenty-one (21) calendar days of the event giving rise to the grievance, discuss the matter with his/her immediate supervisor. Such discussion shall include the facts relating to the incident being grieved, the provision(s) of the Agreement alleged to have been improperly interpreted, applied, or violated, and the redress sought by the grievor.

**19:06** The immediate supervisor shall, within fourteen (14) calendar days of the discussion referenced in Article 19:05, respond to the grievance.

**19:07 Step 2**

In the event that the response given under Article 19:06 is unsatisfactory to the grievor, the grievor shall within fourteen (14) calendar days following receipt of such response, submit the grievance in writing, stating the facts, provision of the Agreement alleged to have been breached, and redress sought to the Director **of the service**.

**19:08** The Director **of the service** shall, within fourteen (14) calendar days after receipt of the written grievance, reply in writing to the grievor.

**19:09 Step 3**

Where the response given under Article 19:08 is unsatisfactory the grievor shall within fourteen (14) calendar days re-submit the grievance in writing to the Chief Executive Officer (CEO).

**19:10** The Chief Executive Officer (CEO) shall review the grievance and, where necessary, conduct a hearing into the matter and reply in writing to the grievance within fourteen (14) days of the matter being referred to her.

## **Article 20 Arbitration Procedure**

**20:01** Either party, within twenty-one (21) calendar days of receipt of a final decision by the other party, may give notice of its intention to submit the dispute to arbitration.

**20:02** Such notice shall include the name of that party's appointee to the Arbitration Board.

**20:03** The party receiving such notice shall within fourteen (14) calendar days notify the other party of its appointee to the Arbitration Board.

**20:04** The two (2) appointees so selected shall within twenty one (21) calendar days meet and name the neutral third member who shall be the Chairperson of the Board.

- 20:05** Where the party indicating the arbitration proceedings wishes to request arbitration by a single arbitrator, the notice referred to in Article 20:01 shall so state:
- (a) Where the party who receives the notice accepts the request for a single arbitrator the parties will attempt to reach agreement on the selection of a single arbitrator within fourteen (14) calendar days.
  - (b) Where the party who receives the notice rejects the request for a single arbitrator or where the parties have failed to reach an agreement on the selection of a single arbitrator within fourteen (14) calendar days the party initiating the arbitration proceedings may submit the name of its appointee to the Board, in accordance with Article 20:03, within fourteen (14) calendar days.
  - (c) Where the parties have agreed to a single arbitrator, the single arbitrator shall be considered to be an Arbitration Board for the purposes of this Article.
- 20:06** After the Arbitration Board has been formed by the foregoing procedure, it shall meet and hear the evidence of both sides, and render its decision within thirty (30) calendar days after completion of the hearing, and its decision or the decision of the majority shall be final and binding upon the employee, the Union and the Employer.
- 20:07** The Arbitration Board shall not be empowered to change by its decision any provision of this Agreement or to set provisions of a new agreement.
- 20:08** The Arbitration Board shall have the right to either rescind, vary or uphold the decision of the Employer.
- 20:09** The parties shall each be responsible for the fees and expenses of the appointees. The fees and expenses of the Chairperson shall be shared equally by both parties. Each party is entitled to call in witnesses or other persons to give testimony. Each party shall be responsible for the fees or costs of providing its witnesses.

**20:10** Each party is entitled to call in witnesses or other persons to give testimony. Each party shall be responsible for the fees or costs of providing its witnesses.

### **Article 21 Salaries and Increments**

**21:01** Employees shall be paid in accordance with the Salary Schedule attached to and forming part of this Agreement. The granting of increases shall be contingent upon the employee having performed her duties in a satisfactory fashion.

**21:02** Salaries shall be paid biweekly to each employee in accordance with his classification listed in Salary Schedule.

**21:03** If an employee meets the criteria as laid out in Article 21 and 8:05 of the Collective Agreement they shall be entitled to an increment as follows:

- (a) Upon the commencement of full-time employment, the employee shall be entitled to a merit increase upon completion of one (1) full year of continuous service and each subsequent year thereafter, until they reach the maximum rate of pay for their classification.
- (b) In a transition year when an employee moves from a full-time to a part-time or a part-time to a full-time position within the same classification, they shall be entitled to a merit increase as per the wage schedule after they have completed the required number of hours as per Article 8:05 and one year of service unless altered by the terms of this agreement. During this transition year, all regular paid hours since their last increment shall be included in the calculation.
- (c) In either Articles 21:03(a), (b) or 8:05, when an unpaid leave of absence in excess of four (4) weeks is granted, the annual increment for an employee shall move forward in direct relation to the length of the leave.
- (d) Employees who move to a new classification will have a new increment date established based upon the date of hire into the new position.

- (e) At no time during a year of service will any employee be entitled to more than one increment.

**21:04** Where a merit increase is not granted to an employee on the employee's increment date:

- (a) The employee shall be notified of the merit increase denial on or before the applicable increment date. The employee shall be provided with the reasons in writing why the merit increase was denied;
- (b) The merit increase may be granted to the employee on any subsequent monthly increment date which is not less than three (3) months from the employee's increment date. The effective date for such a merit increase shall be the first day of the biweekly pay period which includes the subsequent monthly increment date referred to;
- (c) The employee may file a grievance at the appropriate step of the grievance procedure; no grievance may be initiated where a merit increase is not granted under Article 21:04(b);
- (d) The employee is eligible for a merit increase at the employee's next increment date notwithstanding that the employee was granted a merit increase under Article 21:04(b).

## **Article 22 Overtime**

**22:01** Overtime shall be time worked in excess of the daily and biweekly hours of work as specified in Article 10:01(a) and (b), such time to have been authorized in such manner and by such person as may be designated by the Employer. In cases of emergency where an employee has made every reasonable effort but has been unable to contact management for overtime authorization, any overtime which must be worked shall be considered to be approved by the Employer.

**22:02** (a) Employees shall receive one and one-half (1½x) times their basic rate of pay for the first three (3) hours of authorized overtime in any one day.

- (b) Employees shall receive two times (2x) their basic rate of pay for authorized overtime beyond the first three (3) hours in any one (1) day.
- (c) All overtime worked on a general holiday shall be paid at two and one-half (2<sup>1/2</sup>x) times the employee's basic rate of pay.

**22:03** By mutual agreement between the Employer and the employee, overtime may be compensated for by the granting of equivalent time off at applicable overtime rates.

**22:04** (a) Where an employee has worked overtime, she may choose to receive time off in lieu of payment for overtime worked. Arrangements thereof shall be completed to the mutual satisfaction of the employee and the Employer within thirty (30) calendar days following the end of the biweekly pay period in which the overtime was worked. Where mutual agreement cannot be reached for the overtime to be taken within a further ninety (90) calendar days, then the employee shall receive payment.

(b) The employee may request to have any portion of the banked time paid out.

**22:05** An employee who is absent on paid time off during his/her scheduled work week shall, for the purpose of computing overtime pay, be considered as if he/she had worked his/her regular hours during such absence.

**22:06** Employees working two (2) consecutive full shifts will be paid at two times (2x) for the second shift.

**22:07** Employees required to report back to work outside their regular working hours shall be paid at overtime rates for all hours worked with a minimum of three (3) hours at time and one-half provided that the period of overtime worked is not contiguous to the employee's scheduled working hours. A meal break shall not be regarded as affecting contiguity. This provision shall only apply to part-time employees who, when called in, work hours which are payable at overtime rates as specified in Article 22:01.



- 22:08** Unless he/she has been notified beforehand not to report for work, an employee reporting for work at his/her scheduled starting time shall be provided with a minimum of three (3) hours work or pay in lieu thereof.
- 22:09** An employee shall not be required to layoff during regular hours to equalize any overtime worked.
- 22:10** Overtime work shall be distributed as equitably as possible among those employees qualified for the work.
- 22:11** In the event that no part-time employee or casual employee **is** available in accordance with **Articles** 8:08(b) and 8:08(f), such additional shifts shall be offered to employees by classification/**gender** in accordance with **the** seniority **list in a specific program area (e.g. Residential)**.
- Where there are no employees who accept such overtime, the overtime shall be assigned starting with the most junior employee in the program area on duty that is qualified.**
- 22:12** Overtime worked as a result of the change over from daylight saving time to Central standard time shall be deemed to be authorized overtime; and in the reverse on the change over from Central standard time to daylight saving time, employees shall be paid only for actual hours worked.

### **Article 23 Parenting Leave**

- 23:01** **Parenting Leave**  
Parenting leave consists of maternity leave and parental leave. Parental leave includes paternity and adoption leave.
- 23:02** An employee who qualifies for maternity leave may apply for such leave in accordance with either Plan “A” or Plan “B” but not both.

(1) Maternity/Parental Leave

(A) Plan A

An employee shall receive maternity leave of seventeen (17) weeks and parental leave of up to thirty-seven (37) weeks without pay, subject to the following conditions:

- (a) An employee must have completed six (6) months employment as of the intended date of leave unless otherwise agreed to by the Employer.
- (b) A written request must be submitted not later than the end of the twenty-second week of pregnancy, indicating length of time required. In cases where an earlier leave is required, a written request must be submitted not less than four (4) weeks before the intended date of leave, indicating length of time requested.
- (c) In the interest of job performance or employee health, as verified by a qualified medical practitioner, the Employer will have the right to place the employee on maternity leave.
- (d) Where an employee takes parental leave in addition to maternity leave, the employee must commence the parental leave immediately on the expiry of the maternity leave without a return to work unless otherwise approved by the Employer.
- (e) A full-time employee may choose to receive up to five (5) days payment of normal salary from accumulated income protection credits before or after the period covered by Employment Insurance (EI). Such days that may be utilized for this purpose will be as set out in Article 26:11

A part-time employee may choose to receive income protection credits similar to full-time employees but prorated to reflect her paid hours of work within the previous fifty-two (52) weeks. Such

days that may be utilized for this purpose will be as set out in Article 26:11.

(B) Plan B

- (a) In order to qualify for Plan B, a pregnant employee must:
  - (i) Have completed six (6) continuous months of employment with the Employer;
  - (ii) Submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave;
  - (iii) Provide the Employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery;
  - (iv) Provide the Employer with proof that she has applied for EI benefits and that the Employment and Social Development Canada (ESDC) has agreed that the employee has qualified for and is entitled to such EI benefits pursuant to the Employment Insurance Act.
- (b) An applicant for maternity leave under Plan B must sign an agreement with the Employer providing that:
  - (i) She will return to work and remain in the employ of the Employer for a least six (6) months following her return to work, except that where an employee is the successful applicant for a part-time position which commences on the date of her return from maternity leave or at any time during the six (6) months following her return from maternity leave, she must remain in the employ of the Employer, and work the working hours remaining in the balance of the six (6) months of the full-time employment; and

- (ii) She will return to work on the date of the expiry of her maternity leave and where applicable, her parental leave, unless this date is modified by the Employer; and
  - (iii) Should she fail to return to work as provided under (i) and/or (ii) above, she is indebted to the Employer for the full amount of pay received from the Employer as a maternity allowance during her entire period of maternity leave.
- (c) An employee who qualifies is entitled to a maternity leave consisting of:
  - (i) A period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate, as in Article 23:02(1)(B)(a)(iii).
  - (ii) A period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate and the actual date of delivery, if delivery occurs after the date mentioned in that certificate, as in Article 23:02(1)(B)(a)(iii).
  - (iii) The Employer shall vary the length of maternity leave upon proper certification by the attending physician or recommendation by the department head.
- (d) During the period of maternity leave, an employee who qualifies is entitled to a maternity leave allowance with the SUB Plan as follows:
  - (i) For the first two (2) weeks an employee shall receive ninety-three percent (93%) of her weekly rate of pay;
  - (ii) For up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the EI benefits the employee is eligible to receive and ninety-three percent (93%) of the employee's normal weekly earnings.

- (iii) All other time as may be provided under Article 23:02(1)(B)(c), shall be on a leave without pay basis.
  - (e) An employee may end her maternity leave earlier than the date specified by giving her Employer written notice at least two (2) weeks or one (1) pay period, whichever is longer, before the date she wishes to end the leave.
  - (f) Plan B does not apply to temporary employees.
  - (g) A leave of absence under Plan B shall be considered to be an unpaid leave of absence. Income protection credits and vacation entitlement shall not accrue.
  - (h) Sections 52 through 57.1(2) inclusive and Section 60 of the Employment Standards Code respecting maternity leave shall apply.
- (2) Parental Leave - Paternity
- An employee shall receive parental leave of up to thirty-seven (37) weeks without pay, subject to the following conditions:
- (a) He become the natural father of a child and assumes actual care and custody of his child.
  - (b) He has completed six (6) months employment as of the date of the intended leave.
  - (c) He submits to the Employer an application in writing for parental leave at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence the leave.
  - (d) Parental leave must be completed not later than the anniversary date of the birth of the child or the date on which the child came into the actual care and custody of the employee.

(3) Parental Leave - Adoption

An employee shall receive parental leave without pay of up to thirty-seven (37) weeks subject to the following conditions:

- (a) An employee must adopt a child under the laws of the province.
- (b) An employee may commence adoption leave upon one (1) days' notice provided that application for such leave is made when the adoption has been approved and the Employer is kept informed of the progress of the adoption proceedings.
- (c) An employee has completed six (6) months employment as of the date of the intended leave.
- (d) Parental leave must be completed no later than the first anniversary date of adoption of the child or the date on which the child comes into actual care and custody of the employee.
- (3) An employee wishing to return to work after maternity and/or parental leave shall notify the Employer in writing at least two (2) weeks or one pay period whichever is longer in advance of her return. On return from maternity and/or parental leave, the employee shall be placed in her former position and shift schedule at the same salary level.

**23:03** Where an application for parental leave is not made in accordance with Article 23:01(3)(c) the employee is nonetheless entitled to, and upon application to the Employer shall be granted parental leave under the Article for the portion of the leave period that remains at the time the application is made.

**23:04** Upon request, up to three (3) days' of income protection shall be paid to the parent on the occasion of a birth or adoption of a child. Such leave shall be paid from the family illness income protection bank as stipulated in Article 26:11 provided the full provision of **Article 23:02(1)(e)** is not utilized.

## Article 24 Bereavement Leave

**24:01** (a) Bereavement leave of up to four (4) working days without loss of pay shall be granted in the event of death of a:

- spouse
- common-law spouse
- child
- parent
- sibling
- father-in-law
- mother-in-law
- grandparent
- grandchild
- brother-in-law
- sister-in-law
- same-sex partner
- daughter-in-law
- son-in-law
- former legal guardian
- fiancée/ fiancé
- step grandchildren
- step children
- step parents
- foster child
- any other relative who has been residing in the same household

(b) Such days may be taken only in the period which extends from the date of death up to and including the day following internment. Bereavement leave may be extended by up to two (2) additional working days as may be necessitated by reason of travel to attend the funeral provided the employee is required to attend a funeral more than two hundred fifty (250) kilometres from the employee's home, or may be granted at the Employer's discretion if the travel required is less than two hundred fifty (250) kilometres from the employee's home.

(c) Necessary time off, up to one (1) day at basic pay shall be granted an employee to attend a funeral as a pallbearer or mourner.

**(d) One (1) bereavement leave day may be retained at the employee's request for use in the case where actual internment or cremation is at a later date.**

## Article 25 Compassionate Care Leave

- 25:01** An employee shall receive compassionate care leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:
- (a) An employee must complete at least thirty (30) days of employment as of the intended date of leave.
  - (b) An employee who wishes to take a leave under this section must give the Employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
  - (c) An employee may take no more than two periods of leave, totaling no more than eight (8) weeks, which must end no later than twenty-six (26) weeks after the day the first period of leave began. No period of leave may be less than one (1) week's duration.
- 25:02** For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
- (a) A family member of the employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
    - (i) The day the certificate is issued; or
    - (ii) If the leave was begun before the certificate was issued, the day the leave began; and
  - (b) The family member requires the care of support of one or more family members.
- 25:03** The employee must give the Employer a copy of the physician's certificate as soon as possible.
- 25:04** A family member for the purpose of this Article shall be defined as:
- (a) A spouse or common-law partner of the employee;



- (b) A child of the employee or a child of the employee's spouse or common-law partner;
- (c) A parent of the employee or a parent of the employee's spouse or common-law partner;
- (d) A brother, sister, step-brother, step-sister, uncle, aunt, nephew, niece, grandchild or grandparent of the employee or of the employee's spouse or common-law partner;
- (e) A current or former foster parent of the employee or of the employee's spouse or common-law partner;
- (f) A current or former foster child, ward or guardian of the employee, or of the employee's spouse or common-law partner;
- (g) The spouse or common-law partner of a person mentioned in any of the clauses (c), (d), (e) and (f);
- (h) Any other person whom the employee considers to be like a close relative, whether or not they are related by blood, adoption, marriage or common-law relationship.

**25:05** An employee may end their compassionate care leave earlier than eight (8) weeks by giving the Employer at least forty-eight (48) hours' notice. Where an employee has been provided necessary time off under this Article, and where the Employer has made arrangements for alternate staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.

**25:06** Seniority shall accrue as per Article 17:03(c).

**25:07** Subject to the provisions of Article 24:02, an employee may apply to utilize income protection to cover part of the two (2) week EI waiting period.

**25:08** In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for bereavement leave as outlined in Article 24:01 (full-time employees) or Article 8:06 (part-time employees).

## Article 26 Income Protection

- 26:01** The provision of income protection is for the sole purpose of insuring an employee a continuing income during periods of bona fide sickness.
- 26:02** An employee who is absent from scheduled work due to illness, disability, quarantine or because of an accident for which compensation is not payable under The Workers Compensation Act, or by Manitoba Public Insurance (MPI) shall be entitled to her regular basic pay to the extent that she has accumulated income protection credits. An employee cannot receive income protection benefits for any period of time during which she is eligible for wage loss benefits from either WCB or MPI.

Where an employee is unable to work because of injuries sustained in a motor vehicle accident she must advise her supervisor as soon as possible and she must submit a claim for benefits to MPI. The employee shall be entitled to receive full income protection benefits for any period of time deemed to be a “waiting period” by MPI.

Should an employee be involved in an auto accident while performing Employer business such employee, when applying for WCB, will be advised they have the right to either receive Workers Compensation Benefits or apply for MPI benefits.

- (a) Time off for medical, dental and chiropractic examinations or treatments, including reasonable travel time within the City of Winnipeg, shall be granted and such time off shall be chargeable against the employee’s accumulated income protection credits, providing the following conditions are met:
- (i) Whenever possible, appointments are to be made on the employee’s day off or at a time when she is not on duty;
  - (ii) If (i) above is not possible or practical due to the urgency of the illness or the inability of obtaining an appointment at that time, the employee is to discuss her situation with her supervisor and attempt

to arrange to be absent at time which is the least disruptive to the department. In determining an acceptable time for the employee to be absent, the urgency of the illness will be a major consideration.

**26:03** An employee who will be absent under the conditions outlined in Article 26:01 shall inform her supervisor prior to the commencement of her next scheduled shift(s). An employee who fails, without valid reason, to give notice as specified below will not be entitled to receive income protection benefits for the shift(s) in question:

Prior to the day shift: One **and one-half (1½)** hours.

Prior to evening shift: Three (3) hours.

Prior to night shift: Three (3) hours.

Reasonable notice for pre-scheduled medical, dental or chiropractic examination or treatment will be seventy-two (72) hours. An employee undergoing elective surgery must give seven (7) days' notice except in cases of emergency.

If an employee reports for work after a period of illness and has not given proper notification, she may be sent home with no pay.

**26:04** Income protection shall accumulate at the rate of one and one-quarter (1¼) days for each full month of service.

**26:05** A committee comprised of Management and Union personnel will review payments of income protection to employees in order to minimize the abuse of income protection. Disciplinary action will be at the sole discretion of the Employer.

**26:06** Income protection shall not accrue during an unpaid period of employment except for:

- (a) An unpaid leave of absence of less than four (4) consecutive weeks;
- (b) While an employee is absent while in receipt of full WCB for up to two (2) years.

- 26:07** During the probationary period an employee may claim accumulated income protection credits. However should an employee be terminated prior to the expiry of the above referenced probationary period, income protection credits paid to the employee will be recovered by the Employer.
- 26:08** The Employer reserves the right to require a certificate from a qualified medical practitioner as proof of the employee's fitness to return to work, or to determine the approximate length of illness, or in the case of suspected abuses, as proof of illness in regard to any claim for income protection. Failure to provide such a certificate when requested may disqualify an employee from receiving income protection benefits.
- 26:09** If an employee is to be absent for illness for a period exceeding her income protection, including EI credits, she must request, or cause someone on her behalf, to request a leave of absence in writing for the expected duration of convalescence within ten (10) days of her last paid day of income protection. In such cases, an employee shall be granted an unpaid leave of absence for a period of one (1) month per year of service up to a maximum of twelve (12) months.

**In any event, upon completion of this leave of absence, the Employer will review the circumstances of each situation to determine the appropriate next steps.**

**The employee will be responsible to notify the Employer regarding her medical status as well as her expected date of return.**

**26:10 Income Protection and Workers Compensation**

- (a) (i) An employee who becomes injured or ill in the course of performing his/her duties must report such injury or illness as soon as possible to his/her immediate supervisor.
- (ii) An employee unable to work because of a work-related injury or illness will inform the Employer immediately in accordance with established procedures, so that a claim for compensation benefits

can be forwarded to the WCB. Workers Compensation payment will be paid directly to the employee by WCB.

- (iii) Where an employee has applied for WCB benefits and where a loss of normal salary would result while awaiting a WCB decision, the employee may elect to submit a written application to the Employer requesting an advance subject to the following conditions:
  - (A) Advance payment(s) shall not exceed the employee's basic salary as defined in Article 21:02 (exclusive of overtime), less the employee's usual income tax deductions, Canada Pension Plan (CPP) contributions, and EI contributions.
  - (B) The advance(s) will cover the period of time from the date of injury until the date the final WCB decision is received, however, in no case shall the total amount of the advance exceed seventy percent (70%) of the value of the employee's accumulated income protection credits.
  - (C) The employee shall reimburse the Employer by assigning sufficient WCB payments to be paid directly to the Employer to offset the total amount of the advance.
  - (D) In the event the WCB disallows the claim, including any appeal, the employee shall be paid for the absence in accordance with the income protection provisions of this Collective Agreement and the Employer shall recover the total amount of the advance by payroll deduction.
  - (E) Upon written request, the Employer will provide a statement to the employee indicating the amount of advance payment(s) made and repayment(s) received by the Employer.
- (b) (i) An employee who has accumulated sufficient income protection credits may elect to submit a written application to the Employer requesting that the Employer supplement the WCB payments. The

amount of such supplement will equal ten percent (10%) of the employee's regular net salary not earned due to the time loss. Regular net salary will be based on the employee's basic salary as defined in Article 21 of the Collective Agreement (exclusive of overtime), less the employee's usual income tax deduction, CPP contributions and EI contributions.

- (ii) The Employer's supplement shall be charged to the employee's accumulated income protection credits and such supplement shall be paid until the employee's accumulated income protection credits are exhausted, or until one hundred nineteen (119) calendar days have elapsed since the first day of supplement, whichever occurs first.
- (iii) Subject to the provisions of each plan, the employee may request in writing that the Employer deduct from the supplement, if sufficient, the contributions which would have been paid by the employee to the Employer's pension plan, dental care plan, long term disability plan and group life insurance plan as if the employee was not disabled. If the supplement is not sufficient, or where the employee elects to receive an advance, the employee may, subject to the provisions of each plan, forward self-payments to the Employer to ensure the continuation of these benefit plans. The Employer will contribute its usual contributions to these benefit plans while the employee contributes.
- (iv) Further to this, the Employer shall notify WCB of salary adjustments at the time they occur.
- (v) If at any time it is decided by WCB that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by WCB, then such payment shall not be payable.

**26:11** For each one and one-quarter ( $1\frac{1}{4}$ ) days of income protection accumulated, one day\* shall be reserved exclusively for the employee's personal use as outlined in Article 26:02. The remaining one-quarter ( $\frac{1}{4}$ ) of a day\* shall be reserved for either the employee's personal use as outlined in Article 26:02, or for use in the event of family illness as specified in Article 26:12. The Employer shall maintain an up to date record of the balance of income protection credits reserved for each of these purposes.

\*In the employee's first year of employment, amend "one (1) day" to read "three-quarters ( $\frac{3}{4}$ ) of a day" and amend "one-quarter ( $\frac{1}{4}$ ) of a day" to read "one-half ( $\frac{1}{2}$ ) of a day".

- (a) For the purpose of implementation of this provision the following procedure will apply and the employee's total accumulated income protection credits shall be allocated as follows:
  - (i) Eighty percent (80%) of the balance will be reserved for the employee's personal use.
  - (ii) Twenty percent (20%) of the balance will be reserved for either the employee's personal use or for use in the event of family leave in accordance with Article 24:02.

**26:12** Subject to Article 26:11, an employee may use up to five (5) days income protection in any one (1) calendar year for the purpose of providing care in the event of an illness of a spouse, child or parent. Income protection that may be utilized for this purpose is limited to days earned in excess of nine (9) days during the employee's first year of employment, and twelve (12) days in each year of employment thereafter.

**26:13** If hospitalized due to accident or illness while on scheduled vacation, an employee may utilize sick leave credits to cover the period of time from the date of the hospitalization to the date of discharge, and the displaced vacation shall be re-scheduled. Proof of such hospitalization shall be provided if requested.

## Article 27 General Holidays

**27:01** The following are recognized as general holidays for purposes of this Agreement and either they or an alternate day off in lieu will be given at the basic rate. Failing this, an additional day's pay at the basic rate shall be granted in lieu:

New Year's Day ( <b>January 1</b> )	Civic Holiday
Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day ( <b>November 11</b> )
Victoria Day	Christmas Day ( <b>December 25</b> )
Canada Day (July 1)	Boxing Day ( <b>December 26</b> )

and any other holiday proclaimed by federal or provincial authorities.

**27:02** Employees required to work on a general holiday will be paid at the rate of one and one-half times (1½) their basic rate of pay.

**27:03** A full-time employee required to work on a general holiday will also be granted an alternate day off with basic pay at the mutual convenience of the Employer and the employee. If an agreement cannot be reached that would allow the employee to take an alternate day off within thirty (30) working days before or after the holiday, an additional day's pay at the basic rate shall be granted in lieu.

**27:04** If a general holiday falls on the regular day off of a full-time employee or during his/her annual vacation, he/she shall be granted an alternate day off with basic pay at the mutual convenience of the Employer and the employee. If an agreement cannot be reached that would allow the employee to take an alternate day off within thirty (30) working days before or after the holiday, an additional day's pay at the basic rate shall be granted in lieu.

**27:05** If a general holiday falls on a day on which an employee is receiving sick leave benefits, he/she shall be paid for the holiday and such pay shall not be deducted from sick leave credits. However, when the employee has already



received an alternate day off with basic pay for the general holiday, he/she shall be paid from sick leave credits for that day at his/her basic rate of pay.

- 27:06** An employee is entitled to the employee's regular pay for a holiday on which the employee does not work provided the employee:
- (a) Did not fail to report to work and worked the normal hours of work after having been scheduled to work on the day of the holiday;
  - (b) Has not been absent from work without the consent of the employee's Supervisor on the regular working day immediately preceding or following the holiday unless the absence is by reason of established illness.
- 27:07** Notwithstanding **Article 27:06(b)**, an employee who is on an approved leave of absence without pay at the time of the holiday shall be entitled to receive regular pay for the holiday provided that the employee received pay for part or all of each day of at least fifteen (15) days during the thirty (30) calendar days immediately preceding the holiday.
- 27:08** Any employee wishing to observe a religious holiday shall be offered the option of taking a vacation day or banked time.

## **Article 28 Vacation**

- 28:01** The vacation year shall be from April 1 in one year to the March 31 in the following year.
- Notwithstanding these dates, vacation entitlement shall be calculated as at the end of the last full pay period of the vacation year.**
- 28:02** Vacation earned in one vacation year is to be taken in the following vacation year.

**28:03** Vacation shall be earned at the following rates:

<u>Year of Employment</u>	<u>Rate of Earning</u>
In the first three (3) years:	Fifteen (15) working days
In the fourth to ninth years:	Twenty (20) working days
In the tenth to nineteenth years:	Twenty-five (25) working days
In the twentieth and subsequent years:	Thirty (30) working days

Vacation entitlement for the vacation year following completion of the third, ninth, and nineteenth years of continuous employment shall be determined by a pro rata calculation based upon the two rates of earned vacation.

**28:04** In recognition of length of service, each full-time employee shall receive one (1) additional week of vacation (five [5] days) on completion of twenty (20) years of continuous service, and on each subsequent fifth (i.e. 25<sup>th</sup>, 30<sup>th</sup>, 35<sup>th</sup>, 40<sup>th</sup>, etc.) anniversary of employment. The additional five (5) days shall be granted in the calendar year in which the anniversary date falls and are not cumulative.

Part-time employees shall be entitled to a pro rata portion of this benefit.

**28:05** The Employer shall post a projected vacation entitlement list by **February 1**.

**Employees shall indicate, in writing, their preference as to vacation dates not later than March 1. Priority in the selection of dates shall be given to the employees having the most seniority within each work area as defined in Article 28:09.**

**Employees who fail to indicate their choice of vacation prior to March 1 shall not have preference in the choice of vacation time, where other employees have indicated their preference.**

**Employees in term positions will be considered to be assigned to the area they will be working in on the dates they select for their respective vacation, except where the term will end either prior to or early in the vacation year. In those circumstances, the term employee who will be**

reverting to a permanent position, will submit their vacation request in the department they will be returning to.

The Employer shall post an approved vacation schedule of the projected vacation entitlement list no later than March 31. Vacation shall not be changed unless mutually agreed upon by the employee and the Employer.

**28:06** If a paid holiday falls or is observed during an employee's vacation period, he/she shall be granted an additional day's vacation.

**28:07** There will be a master vacation seniority list prepared by classification in sub programs within a work area from which employees may indicate their preference for time off.

**28:08** The Employer shall prepare the **April 1** vacation schedule after giving consideration to:

- (a) The operational requirements of the Employer.
- (b) The **seniority** of employees.

**However, after April 1, any subsequent vacation requests will be approved on a first come first served basis, subject to the operational requirements of the Employer.**

**28:09** For the purposes of vacation the Work Areas will be defined as follows:

Hospital

- Intensive Treatment Services
- **Residential Treatment**
- **Intensive Community Reintegration Services (ICRS)**

Community Services Program

- Neurodevelopment Services
- Community Child and Adolescent Treatment Services
- Centralized Intake - Mental Health
- Centralized Intake - Youth Addiction

- Early Psychosis Prevention and Intervention Services
- Youth Forensic Services
- Attention Deficit Hyperactivity Disorder Services
- **Rural and Northern Telehealth Services**
- **Tourette's Services**

Administrative Support

- 28:10** Vacation shall be earned on all hours paid at the employee's rate of pay, and
- (a) Any unpaid leave of absence of up to four (4) weeks;
- (b) Any period of WCB of up to one (1) year.
- 28:11** Vacation leave may be taken subject to the approval of the immediate supervisor **based on operational requirements.**
- 28:12** The immediate supervisor may authorize that vacation leave be carried forward to the next year to supplement the vacation period in that year.
- 28:13** **An employee who voluntary transfers to a different work area after vacation requests have been approved will have their vacation scheduled by the manager of the new unit in consultation with the employee within the time periods remaining during the vacation year.**
- 28:14** **An employee who is transferred by the Employer to a different work area after vacation requests have been approved shall receive their vacation as previously requested and approved.**
- 28:15** **Upon request, an employee may be permitted to retain up to three (3) days of regular vacation for the purpose of taking time off for reason of religious observances/holidays, provided that adequate notice is given in order to accommodate scheduling.**

**Article 29 Court Leave**

- 29:01** An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, other than a court

proceeding occasioned by the employee's private matters, shall be granted a leave of absence without loss of pay for the required period of absence and all jury or witness fees received by the employee shall be remitted to the Employer.

**An employee required to attend a court proceeding as a party to that proceeding, occasioned by the employees' private affairs shall receive a leave of absence without pay for the required absence.**

**29:02** Employees subpoenaed or summoned as a witness in a court proceeding involving the MATC shall, if required to attend court during their off duty hours, **the employee shall receive regular basic pay for those hours required to be in attendance at court.**

**29:03** Employees shall be allowed the necessary time off without loss of basic pay to attend citizenship court to become a Canadian citizen up to a maximum of one (1) calendar day.

### **Article 30 Pre-retirement Leave**

**30:01** Employees retiring in accordance with the following:

- (a) Retire at age sixty-five (65) years; or
- (b) Retire after age sixty five (65) years; or
- (c) Have completed at least ten (10) years continuous employment and retire after age fifty-five (55) years but before age sixty-five (65) years; or
- (d) Employees who have completed at least ten (10) years continuous service with the Employer, whose age plus years of that service equal eighty (80);

shall be granted retirement bonus on the basis of four (4) days per year of employment.

- 30:02** Calculation of pre-retirement bonus entitlement shall begin from the date of the employee's last commencing employment at the Facility and shall be based on the employee's total seniority on the date of retirement.
- 30:03** Employees retiring in accordance with the conditions of **Article 30:01** shall be granted paid retirement bonus as specified on the following basis. Calculations will be based on the following formula:
- $$\frac{\text{Total paid hours actually worked from date of hire}}{\text{Full-time hours}} \times \text{Four (4) days}$$
- 30:04** Payment shall, at the option of the employee, be made in a lump sum or as a continuation of salary until the scheduled retirement date. The retirement date shall be the last day worked in cases where an employee chooses lump sum payment.
- 30:05** Permanent employees who terminate employment at any time due to permanent disability shall be granted retirement leave payable in a lump sum.
- 30:06** **Effective date of ratification, where an employee is entitled to pre-retirement bonus in accordance with the conditions listed above, and the employee dies prior to receiving this benefit, it is understood that the pre-retirement bonus benefit shall be paid to her/his estate.**

### Article 31 Standby

- 31:01** **“Standby” shall refer to any period of time duly authorized by the Employer during which an employee is required to be available to return to work without undue delay. Callback shall be limited to the program(s)/unit(s) for which the employee is on standby.** For the purpose of this Article, a twenty-four (24) hour period shall be defined as the twenty-four (24) period starting at a time which coincides with the commencement of the shift which starts at or about 00:01 hours.
- Assignment of standby shall be distributed as equitably as possible amongst those employees who volunteer for the assignment. A standby**

**sign-up sheet shall be provided for volunteer employees to advise their availability and willingness to participate in standby. The standby sign-up sheet will be updated every six (6) months to allow people to sign up or remove their name. The standby sign-up sheet shall be placed where all employees have access to it.**

- 31:02** (a) Employees required to be on standby shall receive two (2) hours basic pay for each eight (8) hour period or pro rata payment for any portion thereof.
- (b) The “Standby Premium” will not apply during any period when the employee is performing their duties.
- 31:03** An employee on standby if called back to work shall be compensated in accordance with the call-out provisions in Article 22:07 in addition to standby pay.
- 31:04** An employee designated for standby duty must be available during the employee’s period of standby at a known telephone number and must be available to return to work as quickly as possible if called.

## **Article 32 Contracting Out**

- 32:01** It shall not be considered as sub-contracting should the Employer:
- (a) Merge or amalgamate with another health care facility or health care related facility; or
- (b) Transfer or combine any of its operations or functions with another health care facility or health care related facility; or
- (c) Take over any of the operations or functions of another health care facility.
- 32:02** In accordance with Article 32:01, an employee will be given ninety (90) days’ notice and severance pay on the basis of two (2) weeks’ pay at the regular basic rate, for the position last occupied, for each year of employment with

the Employer if the Employer is unable to provide alternate employment for which the employee possesses qualifications and ability sufficient to perform the required duties within a fifty (50) kilometre radius of the employee's originating facility.

- 32:03** If the Employer intends to sub-contract work which results in the displacement of a number of employees, the Employer will notify the Union at least ninety (90) days in advance of such change and will make every reasonable effort to find suitable alternative employment with the Facility for those employees so displaced and will guarantee to offer alternative employment with the Facility to those employees who have thirty-six (36) months or more continuous service with the Employer. Any employee with more than thirty-six (36) months' service accepting a position in a lower paid grade will continue at the salary of his/her present grade and will receive an increase only when the rate in his/her new scale, corresponding to his/her years of service, provides for an increase over his/her current rate.

### **Article 33 Technological Change**

- 33:01** "Technological Change" shall mean the introduction by an Employer into his work, undertaking or business of equipment or material of a different nature or kind than that previously used by him in the operation of the work, undertaking or business, and a change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material.

In the event of a technological change which will displace or affect the classification of employees in the bargaining unit:

- (a) The Employer shall notify the Union at least one hundred twenty (120) days before the introduction of any technological change, with a detailed description of the project it intends to carry out, disclosing all foreseeable effects and repercussions on employees.



- (b) Negotiations on the effects of the technological change will take place not later than ninety (90) days prior to the intended date of implementation.
- (c) If the Union and the Employer fail to agree upon measures to protect the employees from any adverse effects, the matter may be referred by either party to arbitration as provided for under the terms of this Agreement.

**33:02** An employee who is displaced from her job as a result of the technological change shall be given an opportunity to fill any vacancy for which she has institutional seniority and for which she has the qualifications and ability to perform. If there is no vacancy, she shall have the right to displace employees with less institutional seniority, in accordance with layoff procedures specified in this Agreement.

- 33:03**
- (a) Where new or greater skills are required than are already possessed by affected employees under the present methods of operations as a result of the technological change, the Employer agrees that employees shall be trained on the new equipment or new methods of operation, and said training shall be provided and paid for by the Employer during normal working hours if possible. In addition, at the option of the Employer, the employee may be trained in a new area in respect of which there is a demand within the facility of individuals possessing such skills. A reasonable training period (not to exceed twelve [12] months) will be provided by the Employer. During the above training periods the employees shall be paid at their current rate of pay.
  - (b) The Employer agrees that where two (2) or more employees require training in (a) above, first consideration shall be given to the employee with the most seniority.

### Article 34 Weekend Premium

- 34:01** (a) A weekend premium of one dollar and thirty-five cents (\$1.35) per hour shall be paid to an employee for all hours worked on any shift where the majority of hours on that shift fall between 00:01 hours on the Saturday and 24:00 hours the following Sunday.

**Effective April 1, 2016: Increase by fifteen cents (\$0.15) to one dollar and fifty cents (\$1.50) per hour.**

**Effective October 1, 2016: Increase by fifteen cents (\$0.15) to one dollar and sixty-five cents (\$1.65) per hour.**

- (b) Weekend premiums shall not be payable while an employee is receiving overtime rates.

- 34:02** The weekend premium shall not be included in the calculation of overtime payments, pension, group life insurance, sick leave, vacation pay or any other employee benefit.

### Article 35 Shift Premium

- 35:01** (a) An employee scheduled and required to work a shift where one-half ( $\frac{1}{2}$ ) or more of the hours are worked between 16:00 and 24:00 hours as a part of her regular shift shall be paid a shift premium of one dollar (\$1.00) per hour.

- (b) An employee scheduled and required to work a shift where one-half ( $\frac{1}{2}$ ) or more of the hours are worked between 00:01 and 08:00 hours as a part of her regular shift shall be paid a shift premium of one dollar and seventy-five cents (\$1.75) per hour.

**Effective April 1, 2016: Increase by fifteen cents (\$0.15) to one dollar and ninety cents (\$1.90) per hour.**

**Effective October 1, 2016: Increase by fifteen cents (\$0.15) to two dollars and five cents (\$2.05) per hour.**

(c) Shift premiums shall not be payable while an employee is receiving overtime rates.

**35:02** The shift premium shall not be included in the calculation of overtime payments, pension, group life insurance, sick leave, vacation pay or any other employee benefits.

**35:03** An employee who is assigned by the Employer to be in charge shall be paid a responsibility pay of one dollar (\$1.00) per hour so assigned.

### **Article 36 Discrimination and Harassment**

**36:01** The Employer and the Union jointly affirm that every employee is entitled to a respectful workplace, which is free from discrimination and harassment.

**36:02** **It is agreed** that there shall be no discrimination **by the Employer or the Union** based on:

- Ancestry, including colour and perceived race.
- Ethnic background or origin.
- Age.
- Nationality or national origin.
- Political belief, association or activity.
- Religion or creed.
- Sex, including pregnancy.
- Marital status or family status.
- Sexual orientation.
- Physical or mental disability.
- Place of residence.
- Membership or non-membership or activity in the Union.
- Gender determined characteristics or circumstances other than those included under sex **except as may be allowed under the Manitoba Human Rights Code.**

- 36:03** The Employer and the Union agree that no form of harassment shall be condoned in the workplace and it is further agreed that both parties will work together in recognizing and dealing with such problems, should they arise. Situations involving harassment shall be treated in a confidential manner by both the Employer and the Union.
- 36:04** The definition of harassment shall consist of the definition contained in the Manitoba Human Rights Code and shall further include the definition of harassment set out in the MATC Workplace Harassment Policy.

### **Article 37 Safety and Health**

- 37:01** (a) A joint Workplace Safety and Health Committee shall exist to examine all aspects of safety and health. Union representation on the committee shall be no less than two (2) employees and no more than four (4) employees.
- (b) The Employer and the Union recognize the role of the local Workplace Safety and Health Committee in accordance with The Workplace Safety and Health Act of Manitoba and will comply with The Workplace Safety and Health Act of Manitoba.
- (c) The joint Workplace Safety and Health Committee shall hold meetings at regular intervals for jointly considering, monitoring, inspecting, investigating and reviewing safety and health conditions and practices. The duties of the committee include:
- (i) The receipt, consideration and disposition of concerns and complaints respecting the safety and health of workers;
  - (ii) Participation in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace;

- (iii) The development and promotion of measures to protect the safety, health and welfare of the persons in the workplace, and checking the effectiveness of such measures;
  - (iv) Cooperation with a safety and health officer who is exercising his duties under The Workplace Safety and Health Act;
  - (v) The development and promotion of programs for education and information concerning safety and health in the workplace;
  - (vi) The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and
  - (vii) Such other duties as may be specified in The Workplace Safety and Health Act or regulations.
- (d) Minutes of Workplace Safety and Health Committee meetings shall be recorded, provided to committee members and posted on the appropriate bulletin boards and a copy supplied to the Union and to the Department of Workplace Safety and Health.
- (e) Unresolved issues shall be referred to the Chief Executive Officer (CEO) or designate and a response shall be provided to the Workplace Safety and Health Committee within a mutually agreed period of time.

### **Article 38 Labour Management Committee**

- 38:01** The Employer and the Union agree to establish and maintain a labour management committee consisting of equal representation from management and the Union.
- 38:02** The Committee shall meet at the request of either party but not less than once in each month unless otherwise agreed.
- 38:03** The Committee shall discuss matters of mutual concern and make recommendations in relation to these concerns.

- 38:04** The Committee shall not have jurisdiction over wages or any other matters of collective bargaining including the administration of this Agreement. The Committee shall not have the power to bind either the Union or its members or the Employer to any decision or conclusions reached in their discussions. The Employer will be directly responsible for ensuring that the minutes of the meetings are distributed to both parties.
- 38:05** All time spent by employees on Labour Management Committee business shall be on a time off without loss of pay basis.
- 38:06** The Labour Management Committee may be utilized to discuss matters related to staffing levels.

### **Article 39 Leave of Absence Without Pay**

- 39:01** Employee requests must be made in writing to the **CEO** or designate at least four (4) weeks in advance. The length of leave shall not exceed twelve **(12)** months. Such matters as the organizational priorities, staff coverage and equitable distribution of opportunities will be considered in the granting of leave of absence.
- 39:02** Such leaves shall not be unreasonably requested or denied.
- 39:03** **Leave for Public Duties**
- (a) The Employer recognizes the rights of employees to participate in public affairs. Upon written request, MATC will grant leave of absence without loss of seniority but without pay so that employees, where eligible, may be candidates in federal, provincial or municipal elections.
- (b) Any employee who is elected to public office shall be granted by MATC a leave of absence without loss of seniority, but without pay, for a period of up to one (1) year. Such leave shall be renewed each year, on request, during his or her term of office.

#### **Article 40 Educational Leave**

- 40:01** Requests for educational leaves shall be submitted in writing to the **Director of the service and the Program Manager**.
- 40:02** The Employer shall review each request giving consideration to:
- (a) The value of the program to the employee and the Employer.
  - (b) The cost of the program in light of the Employer's financial resources.
  - (c) The appropriateness of the course for the individual making the request.
  - (d) The continued employment of the individual making the request upon completion of the program.
  - (e) The nature and quality of the program.
  - (f) Any other matter which must be considered in light of the request.
- 40:03** The employee shall be given a written response to her request and where approval is granted, any specific conditions or limitations shall also be stated.

#### **Article 41 Loss Of or Damage To Personal Property**

- 41:01** Where, during the performance of their duties, employees have their clothing or personal property damaged, lost or stolen, the employee may make application to the Employer for compensation.

#### **Article 42 Employee Benefit Plans**

- 42:01** The Employer agrees to continue to participate in the **HEB Manitoba benefit plans. Premiums and benefits shall be in accordance with the provisions of the respective Plans.**

**The Employer shall continue to provide the HEPP Pension Plan. Contributions and benefits shall be in accordance with the provisions of the Plan.**

**42:02 Disability and Rehabilitation Plan (D&R)**

The D&R, with benefit levels as determined by the HEBP Board of Trustees, shall continue to be implemented for all eligible employees. The Employer will contribute to a maximum of two point three (2.3%) percent of base salary to fund the provincial D&R.

The parties agree that income protection credits and WCB will be used where applicable to offset the elimination period. Once the elimination period has been exhausted, the employee will commence drawing disability benefits. It is understood that the elimination period of the D&R is one hundred nineteen (119) calendar days. An employee may claim income protection benefits for a period of time not to exceed this elimination period provided the employee has sufficient income protection credits.

**42:03 Employee Assistance Program**

Provision of EAP services will be provided by the Manitoba Blue Cross Regional Health Authorities Employee Assistance Program.

**42:04 Employees will pay the Employer's and the employee's share of Group Health, Dental, Group Life and D&R when on any period of unpaid leave of absence.****Article 43 Transportation and Meal Allowance****43:01** If the Employer requires an employee to:

- (a) Arrive at or leave the Centre(s) between 00:01-06:00 hours, and if the employee does not have their own transportation at the Centre(s), the Employer will reimburse the employee for taxi fare.
- (b) Return to the Employer's premises on a callback, the Employer will reimburse the employee for taxi fare or pay a mileage allowance in accordance with Province of Manitoba mileage rates.



- (c) Use his/her own transportation in the course of his/her duties, the Employer will pay a mileage allowance in accordance with Province of Manitoba mileage rates plus any substantiated parking costs.
- (d) Any increases in the mileage rates shall be implemented as quickly as reasonably possible, retroactive to the date the Province of Manitoba rate increase became effective.
- (e) Supervise clients during a meal, the employee shall be provided with a meal or will be reimbursed for the price of a meal up to a maximum of seven dollars (\$7.00).

**43:02** If an employee is required to have his vehicle at work, his parking costs shall be partially subsidized by an amount to be determined by the Board of Directors.

#### **Article 44 Rights of Stewards**

- 44:01** “Steward” means an employee elected or appointed by the Union who is authorized to represent the Union, an employee or both.
- 44:02** The Employer recognizes the Union’s right to select stewards to represent employees.
- 44:03** The Union shall determine the number of stewards and the jurisdiction of each Steward having regard to the plan of organization, the distribution of employees at the workplace, and the administrative structure implied by the grievance procedure.
- 44:04** The Union agrees to provide the Employer with a list of officers and stewards and any subsequent changes for each work location. The Union shall provide appropriate identification for officers and stewards.
- 44:05** Subject to the provisions of Articles **44:06**, **44:07**, and **44:08** stewards and employees shall not conduct Union business during their working time.

- 44:06** The duties of the stewards shall be to investigate complaints of an urgent nature and to investigate and present grievances in accordance with the grievance procedure.
- 44:07** For complaints of an urgent nature, a steward shall first obtain the permission of his/her immediate supervisor before leaving work to investigate such complaint with the employee and supervisor or Employer official concerned. Such permission shall not be unreasonably sought or withheld. On resuming normal duties, the steward shall notify his/her supervisor.
- 44:08** When it is necessary for a steward to investigate a complaint or grievance during working hours, no deduction in salary shall be made from the steward or employee concerned, providing that each has obtained approval from their supervisor(s) for the time required to deal with the complaint or grievance. On resuming their duties, the steward and employee shall notify their supervisor(s).

#### **Article 45 Notice of Termination of Employment**

- 45:01** (a) The Employer or an employee may terminate employment by providing four (4) weeks written notice to the other party.
- (b) The effective date of a resignation shall be the last day upon which an employee is present at work and performs the employee's regular duties.
- 45:02** Subject to Article **45:04** and **45:05** where the last day on which an employee who has submitted a notice of resignation performs the employee's regular duties on the Thursday immediately preceding a Friday which, but for the fact that a holiday falls there on would be a regular working day, the employee shall be deemed to have voluntarily terminated the employee's service on that Friday and shall be eligible for holiday pay for that Friday.
- 45:03** Notice of resignation shorter than the required four (4) weeks may only be given with the approval of the Employer.

- 45:04** An employee may, with the approval of the Employer, withdraw the notice of resignation at any time before the resignation becomes effective.
- 45:05** Where the employment of an employee terminates at the end of a specific term of employment, or on the completion of a job for which the employee was specifically employed, no notice of resignation is required.

#### **Article 46 Continuance of Operations**

- 46:01** The parties agree that during the life of this Agreement there shall be no slowdown of work, picketing, disruption, suspension or stoppage of work and to this end the Union will take affirmative action to prevent any employee from such action. The Employer agrees that there shall be no lockout.

#### **Article 47 Job Sharing**

- 47:01** Notwithstanding any provision contained in this Agreement to the contrary, the Employer may approve certain positions to be open to job sharing. The position approved shall only be filled in a job sharing capacity if initiated by those employees interested. Such requests shall not be unreasonably requested or denied.
- 47:02** “Job Sharing” shall mean permitting more than one individual to fill a position under terms acceptable to the Employer and incumbents.
- 47:03** The Employer shall not be obliged to incur expenses relative to the incumbents in a job-shared position which exceed those which would have been incurred had the position been filled by a single incumbent.
- 47:04** Employees who fill a shared job shall sign a job sharing agreement outlining their rights and obligations under such an arrangement. A sample of such an agreement agreed to by the Union and the Employer is appended in Appendix “A”.

**Article 48 Casual Relief**

**48:01** The manager will be responsible for determining the need for additional shifts. When a manager or designate is on duty, they will be responsible for offering such additional shifts to employees as per Article 8:08. The designate shall be the Clinical Resource Nurse and/or Clinical Resource Adolescent Mental Health Counselor III.

**Article 49 Casual Employees**

**49:01** A “Casual Employee” is someone called in occasionally by the Employer to replace an absent employee or to supplement regular staff coverage, subject to Article 8:08. The terms of this Agreement do not apply to the casual employee, except as specified hereinafter:

- (a) Casual employees shall receive vacation pay biweekly at the rate of six percent (6%) of the regular hours worked in a biweekly pay period.
- (b) Casual employees are paid in accordance with the salaries specified in the Salary Schedule. Increments may be granted in recognition of satisfactory service in accordance with the number of hours worked.
- (c) Casual employees are entitled to the shift premium(s) outlined in Article 34.
- (d) Casual employees required to work on a recognized holiday shall be paid at the rate of one and one-half times ( $1\frac{1}{2}x$ ) times their basic rate of pay.
- (e) Casual employees shall be entitled to compensation for overtime worked in accordance with Article 22:01 and 22:02.
- (f) The Employer agrees to deduct Union dues in an amount specified by the Union in any pay period for which the casual employee receives any payment in accordance with Article 7.

- (g) In the event that no payment is made during the pay period, the Employer shall have no responsibility to deduct and submit dues for that period.
- (h) Articles 19 and 20 herein apply only with respect to the terms of this Article.
- (i) A casual employee will be paid four point six two percent (4.62%) of their basic pay in lieu of time off on general holidays. Such holiday pay shall be included in each pay deposit.**
- (j) Casual employees shall accumulate seniority on the basis of all regular hours worked. Such seniority accrual shall not exceed daily full-time hours in accordance with Article 10.**

Casual employees shall be entitled to utilize seniority earned for the purpose of attaining a permanent or term position, subject to Article 12. Such seniority will be for the sole purpose of applying for a job position relative to other casual employees and only where there are no qualified full-time or part-time applicants currently in the bargaining unit. Seniority hours accrued during the period of casual employment shall be carried over to permanent or term employment.

- (k) A casual employee who is converted to full-time or part-time status will be required to complete the standard probation period as per Article 13:01.**
- (l) Casual employees who are required to travel on behalf of the Employer shall be reimbursed for transportation costs at the applicable rate in accordance with Article 43.**
- (m) Casual employees shall be entitled to meal allowances in accordance with Article 22 and Article 43.**
- (n) A casual list shall be established for the purpose of offering shifts.**

**Article 50 Storm/Disaster Pay**

**50:01** Where an employee cannot arrive as scheduled due to whiteout/blizzard conditions as declared by Environment Canada or the Employer, or due to road closures as declared by police agencies or the Department of Highways, the employee shall be rescheduled at a mutually agreeable time if possible during the following two (2) consecutive biweekly pay periods to work any hours missed. Where the scheduling of such hours cannot be accommodated or the employee chooses not to be rescheduled, she/he may take the time from banked time which includes banked overtime, recognized general holidays or vacation.

**Article 51 Special Leave**

**51:01** Unpaid leave for purposes other than death, such as serious personal loss due to fire, flood or theft, may be granted at the CEO's sole discretion.

**Article 52 Civil Liability**


- 52:01** (a) If an action or proceeding is brought against any employee covered by this Agreement for an alleged tort committed by the employee in the performance of the employee's duties except in instances of gross negligence then:
- (i) The employee, upon being served any legal process, or upon receipt of any action or proceeding as hereinbefore referred to, being commenced against the employee shall advise the WRHA of any such notification or legal process;
  - (ii) The Employer shall pay any damages or costs awarded against any such employee in any such action or proceedings and all legal fees; and/or

The Employer shall pay any sum required to be paid by such employee in connection with the settlement of any claim made against such employee if such settlement is approved by the Employer before the same is finalized. Provided in every case the conduct of the employee which gave rise to the action did not constitute gross negligence of the employee's duty as an employee;

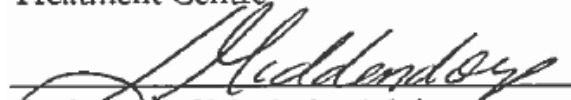
- (b) In accordance with Article 52:01(a), the Employer or Employer's Insurance Provider shall appoint counsel. The Employer accepts full responsibility for the conduct of the actin and the employee agrees to cooperate fully with appointed counsel.

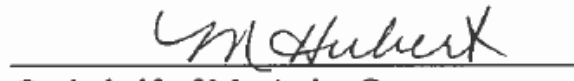
IN WITNESS WHEREOF A representative of Manitoba Adolescent Treatment Centre has hereunto set their hand for, and on behalf of, Manitoba Adolescent Treatment Centre; and Marlene Hubert of Manitoba Government and General Employees' Union has set her hand for, and on behalf of, Manitoba Government and General Employees' Union.

Signed this 23<sup>rd</sup> day of June, 2014.

  
On behalf of Manitoba Adolescent Treatment Centre

  
On behalf of Manitoba Government and General Employees' Union

  
On behalf of Manitoba Adolescent Treatment Centre

  
On behalf of Manitoba Government and General Employees' Union



### Appendix "A" - Sample Job Sharing Agreement

- (1) Employee "A" name and employee "B" name have agreed to enter into a job sharing agreement with the consent of the Employer pursuant to Article 47 of the Collective Agreement.
- (2) The parties will be scheduled to fill the full-time position on the following approximate basis:
 

Employee "A":	%
Employee "B":	%
TOTAL:	
	100%
- (3) The employees covered by this Job Sharing Agreement shall, except as otherwise specified herein, be considered to be covered by the provisions of the Collective Agreement as they apply to part-time employees.
- (4) Where one (1) of the employees covered by this Agreement cannot or does not work for any reason (such as sickness or vacation), it will be the responsibility of the second employee to work the shifts in question, unless other arrangements can be made at no additional cost. Any such arrangements are subject to approval of the Employer.
- (5) Where one (1) of the employees covered by this Agreement terminates employment, the second employee shall have the option (regardless of any other provision contained in the Collective Agreement) of filling the job on a full-time basis or of terminating employment unless another employee is recruited to share the position in accordance with item (6) below.
- (6) Where one of the employees covered by this Agreement terminates employment, the Employer may choose to attempt to recruit another person to fill the terminating employee's portion of the shared job.
- (7) The Employer may terminate the job sharing arrangement by providing four (4) weeks' notice to the employees. It is understood that there is no guarantee of continued employment to the job sharing employees after this time has

expired, however the job sharing employees shall be given preference over other employees (regardless of any provisions contained in the Collective Agreement) for selection for any vacancies which are posted during this four (4) week period providing that they meet the selection criteria for such a position.

(8) Where an employee terminates employment in accordance with item (6) or (7) above the Employer shall advise EI of the circumstances surrounding the termination.

(9) It is understood that the cost to the Employer of maintaining the job sharing arrangement shall not exceed the cost of employing a single incumbent in that position.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Job Sharing Employee

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Job Sharing Employee

\_\_\_\_\_  
Employer

**Memorandum of Agreement #1**

between

**Manitoba Adolescent Treatment Centre**

and


**Manitoba Government and General Employees' Union**

**Re: Part-time Employees**

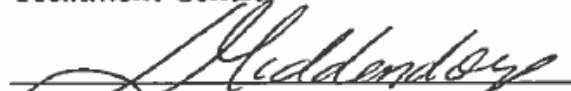
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Subject to the layoff procedure, the Employer agrees that the hours of work confirmed in the letters of appointment for part-time employees are guaranteed minimum hours of work for the duration of the Collective Agreement.

Signed this 23<sup>rd</sup> day of June, 2014.

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #2**

between

**Manitoba Adolescent Treatment Centre**

and

**Manitoba Government and General Employees' Union**

**Re: Article 10 - Hours of Work**

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The parties hereby agree that the following are the employees identified in Article 10:06 of the Collective Agreement.

Full-time employees prior to January 1, 1994:

Malcolm Bruce

Kathy Carlson

Alan Chanway

Marty Chaulk

Cheryl Chorneyko


Kelly-Ann Stevenson

Clare McArton

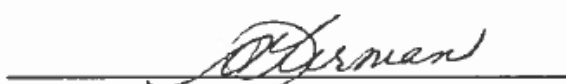
Lorna McCallum

Judy Nichol

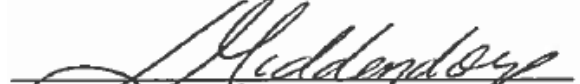
Signed this 23<sup>rd</sup> day of June, 2014.



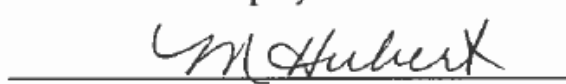
On behalf of Manitoba Adolescent Treatment Centre



On behalf of Manitoba Government and General Employees' Union



On behalf of Manitoba Adolescent Treatment Centre



On behalf of Manitoba Government and General Employees' Union

**Memorandum of Agreement #3**

between

**Manitoba Adolescent Treatment Centre**

and

**Manitoba Government and General Employees' Union**

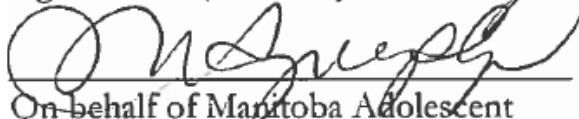
**Re: Nurses**

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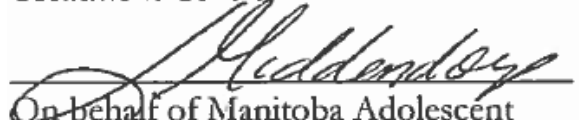
Effective April 1, 2012 and thereafter, classifications listed herein shall have wages adjusted in accordance with the rates and effective dates as established within the Manitoba Nurses Union central table collective agreement.

- (1) Classifications listed herein may be revised to remove or include additional classifications, as deemed necessary by the parties, for the continued maintenance of wage standardization.
- (2) A copy of the Nurse salary rates will be provided to the Union staff representative prior to wage adjustment.
- (3) The Salary Schedule will include the following classifications:
  - RN/RPN
  - Clinical Resource Nurse

Signed this 23<sup>rd</sup> day of June, 2014.



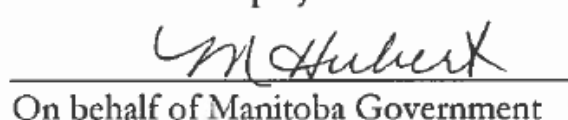
On behalf of Manitoba Adolescent  
Treatment Centre



On behalf of Manitoba Adolescent  
Treatment Centre



On behalf of Manitoba Government  
and General Employees' Union



On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #4**

between

**Manitoba Adolescent Treatment Centre**

and

**Manitoba Government and General Employees' Union**

**Re: HEBP Disability and Rehabilitation Plan Premium**

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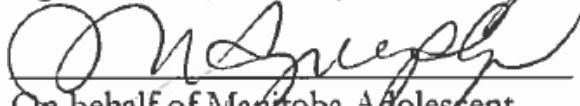
Applicable to RN, RPN and Clinical Resource Nurse Positions.

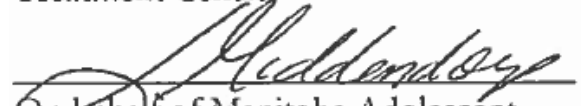
The premium to fund the provincial D&R is as follows:

Employer portion - Maximum of 1.3% of base salary

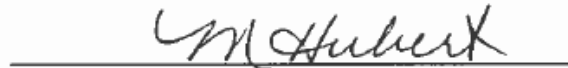
**Employee** portion - 1.0% of base salary

Signed this 23<sup>rd</sup> day of June, 2014.

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #5**

between

**Manitoba Adolescent Treatment Centre**

and

**Manitoba Government and General Employees' Union**

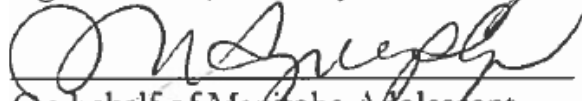
**Re: New Hires Ability to Retain Accrued Vacation and Income Protection  
(50%)**

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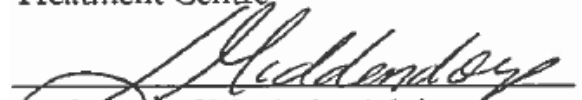
The Employer and the Union agree to the following:

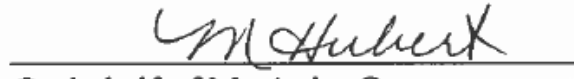
- (1) MATC, upon the hiring of a new employee, will respect the individuals accrued vacation entitlement if it has resulted from employment with another Manitoba health region, healthcare agency or healthcare service provider.
- (2) MATC will apply the above to income protection at the rate of fifty percent (50%).
- (3) The above (1) and (2) will apply retroactively to those employees who were employed at MATC as of April 1, 2004. Other circumstances will be reviewed on a case by case basis. MATC will make every effort to be fair and equitable when reviewing for eligibility of retroactivity. Decisions by MATC in this regard will not be grievable.
- (4) Seniority will accrue based on employment at MATC and as per the Collective Agreement and will not be subject to (1) and/or (2).
- (5) This agreement is being proposed in the spirit of good will and is seen as being of benefit to the employee and the Employer, particularly as it relates to the issue of recruitment.

Signed this 23<sup>rd</sup> day of June, 2014.

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Government  
and General Employees' Union



Memorandum of Agreement #6

between

Manitoba Adolescent Treatment Centre

and

Manitoba Government and General Employees' Union

Re: Retroactive Pay

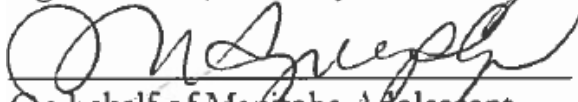
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All applicable retroactive wage and benefits adjustments shall be processed as soon as possible following ratification of the settlement by both parties. The anticipated timelines for processing of retroactive pay will be communicated to all current employees in an appropriate format.

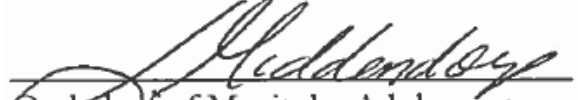
Former employees are eligible to apply for an applicable retro pay provided that they apply in writing within sixty (60) days after the ratification date.

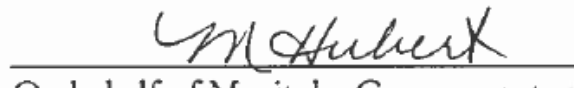
Wherever possible retroactive pay will be made by separate deposit provided there is no additional cost to the Employer.

Signed this 23<sup>rd</sup> day of June, 2014.

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Government  
and General Employees' Union

Memorandum of Agreement #7

between

Manitoba Adolescent Treatment Centre

and

Manitoba Government and General Employees' Union

Re: Article 10:13

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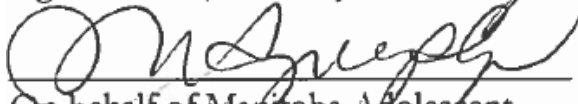
The parties hereby agree that Article 10:13 does not apply to the following employee, because the current EFT position is a 0.45 EFT:

- Shelly Syrota

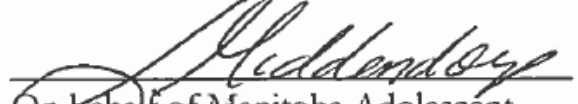
The parties further agree, that the Employer will commit to providing the EFT for this one (1) employee over a four (4) week period,(i.e. two [2] consecutive pay periods), and the Employer will make every reasonable effort to provide the EFT as equitably as possible over that four (4) week period.

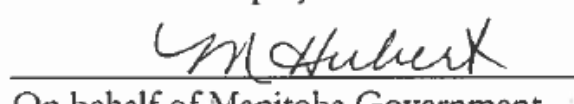
If at any point in time this employee moves into another EFT position, this Memorandum will no longer apply and her schedule will be governed by Article 10:13.

Signed this 23<sup>rd</sup> day of June, 2014.

  
On behalf of Manitoba Adolescent Treatment Centre

  
On behalf of Manitoba Government and General Employees' Union

  
On behalf of Manitoba Adolescent Treatment Centre

  
On behalf of Manitoba Government and General Employees' Union

## Letter of Understanding #1

between

**Manitoba Adolescent Treatment Centre**

and

**Manitoba Government and General Employees' Union**

**Re: Wage Adjustment - Professional/Technical Component Classifications**

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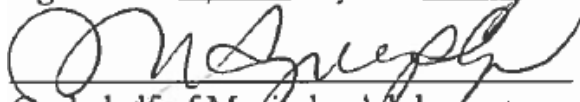
For the continued maintenance of wage standardization, and to ensure the salary scales of Professional/Technical classifications as represented by MGEU maintain an appropriate relationship to salary scales of the same classifications represented by MGEU (Professional/Technical Collective Agreements), application of current and future wage adjustment will be as follows:

- (1) Effective April 1, 2008 and thereafter, classifications listed herein shall have wages adjusted in accordance with the negotiated increase and effective date as established within the MGEU Professional/Technical central table and WRHA Community Programs - Local 220 Collective Agreement.
- (2) Classifications listed herein may be revised to remove or include additional classifications, as deemed necessary by the parties, for the continued maintenance of wage standardization.
- (3) Affected classifications:

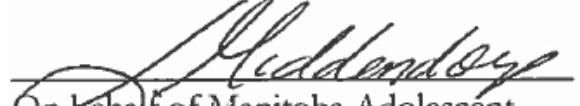
<b>MATC Classification Title</b>	<b>MGEU Professional/Technical Classifications</b>
Occupational Therapist	Occupational Therapist
Social Worker - BSW	Social Worker - BSW
Social Worker - MSW	Social Worker - MSW

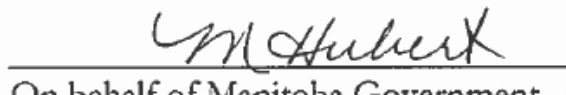
<u>MATC Classification Title</u>	<u>WRHA Community Programs Local 220 Classification</u>
Mental Health Clinician	Community Health Services Specialist (HS4)
<b>Family Therapy Clinical Resource</b>	<b>Health Services Specialist (HS4) - Maintains a 6.17% differential from the MHC.</b>

Signed this 23<sup>rd</sup> day of June, 2014.

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Government  
and General Employees' Union

## Letter of Understanding #2

between

**Manitoba Adolescent Treatment Centre**

and

**Manitoba Government and General Employees' Union**

### **Re: Wage Adjustment - Trades Component Classifications**

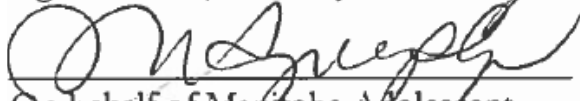
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For the continued maintenance of wage standardization, and to ensure the salary scales of Trades classifications as represented by MGEU maintain an appropriate relationship to salary scales of the same classifications represented by MGEU Health Care Support Services Central Table Collective Agreements, application of current and future wage adjustment will be as follows:

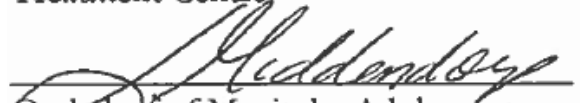
- (1) Effective April 1, 2008 and thereafter, classifications listed herein shall have wages adjusted in accordance with the negotiated increase and effective date as established within the MGEU Health Care Support Services Central Table Collective Agreements.
- (2) Classifications listed herein may be revised to remove or include additional classifications, as deemed necessary by the parties, for the continued maintenance of wage standardization.
- (3) Affected classifications:

<b>MATC Classification Title</b>	<b>HCSS Central Table Classification</b>
Building Services Worker III	Maintenance Person (5th Class)

Signed this 23<sup>rd</sup> day of June, 2014.

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Government  
and General Employees' Union

Letter of Understanding #3

between

Manitoba Adolescent Treatment Centre

and

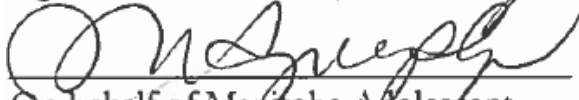
Manitoba Government and General Employees' Union

Re: Pension or Benefit Plan Improvements

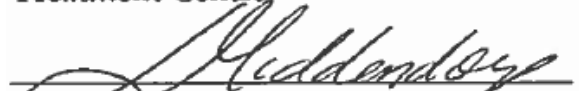
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During the term of this Collective Agreement, should another healthcare union receive enhanced pension or benefit plan improvements, MATC will also receive the same enhancements at the same time.

Signed this 23<sup>rd</sup> day of June, 2014.

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of Manitoba Adolescent  
Treatment Centre

  
On behalf of Manitoba Government  
and General Employees' Union

## Salary Schedule

Effective April 1, 2012

Facility Support - Employer Classification	% Increase	Increase Type	Annual Hours	Annual						
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	
Cook II	0.00%	-	1950	Hourly	<b>17.818</b>	<b>18.353</b>	<b>18.903</b>	<b>19.470</b>	<b>20.054</b>	<b>20.656</b>
				Monthly	2,895.43	2,982.36	3,071.74	3,163.88	3,258.78	3,356.60
				Annual	34,745.10	35,788.35	36,860.85	37,966.50	39,105.30	40,279.20
Building Services Worker I	0.00%	-	1950	Hourly	<b>14.479</b>	<b>14.913</b>	<b>15.361</b>	<b>15.822</b>	<b>16.296</b>	<b>16.785</b>
				Monthly	2,352.84	2,423.36	2,496.16	2,571.08	2,648.10	2,727.56
				Annual	28,234.05	29,080.35	29,953.95	30,852.90	31,777.20	32,730.75
Building Services Worker I - PIO	0.00%	-	1950	Hourly	<b>15.183</b>	<b>15.832</b>	<b>16.492</b>	<b>17.146</b>	<b>17.802</b>	
				Monthly	2,467.24	2,572.70	2,679.95	2,786.23	2,892.83	
				Annual	29,606.85	30,872.40	32,159.40	33,434.70	34,713.90	
Administrative Secretary	0.00%	-	1950	Hourly	<b>17.470</b>	<b>17.994</b>	<b>18.534</b>	<b>19.090</b>	<b>19.663</b>	<b>20.253</b>
				Monthly	2,838.88	2,924.03	3,011.78	3,102.13	3,195.24	3,291.11
				Annual	34,066.50	35,088.30	36,141.30	37,225.50	38,342.85	39,493.35
Administrative Secretary - PIO	0.00%	-	1950	Hourly	<b>17.475</b>	<b>18.228</b>	<b>18.981</b>	<b>19.737</b>	<b>20.492</b>	
				Monthly	2,839.69	2,962.05	3,084.41	3,207.26	3,329.95	
				Annual	34,076.25	35,544.60	37,012.95	38,487.15	39,959.40	
Health Information Management Technician	0.00%	-	1950	Hourly	<b>18.540</b>	<b>19.096</b>	<b>19.669</b>	<b>20.259</b>	<b>20.867</b>	<b>21.493</b>
				Monthly	3,012.75	3,103.10	3,196.21	3,292.09	3,390.89	3,492.61
				Annual	36,153.00	37,237.20	38,354.55	39,505.05	40,690.65	41,911.35
Health Information Management Technician - PIO	0.00%	-	1950	Hourly	<b>18.869</b>	<b>19.602</b>	<b>20.336</b>	<b>21.069</b>	<b>21.804</b>	
				Monthly	3,066.21	3,185.33	3,304.60	3,423.71	3,543.15	
				Annual	36,794.55	38,223.90	39,655.20	41,084.55	42,517.80	
Building Services Worker II	0.00%	-	1950	Hourly	<b>15.706</b>	<b>16.177</b>	<b>16.662</b>	<b>17.162</b>	<b>17.677</b>	<b>18.207</b>
				Monthly	2,552.23	2,628.76	2,707.58	2,788.83	2,872.51	2,958.64
				Annual	30,626.70	31,545.15	32,490.90	33,465.90	34,470.15	35,503.65
Building Services Worker II - PIO	0.00%	-	1950	Hourly	<b>18.335</b>	<b>19.110</b>	<b>19.880</b>	<b>20.648</b>	<b>21.421</b>	
				Monthly	2,979.44	3,105.38	3,230.50	3,355.30	3,480.91	
				Annual	35,753.25	37,264.50	38,766.00	40,263.60	41,770.95	
Payroll Clerk	0.00%	-	1950	Hourly	<b>18.973</b>	<b>19.542</b>	<b>20.128</b>	<b>20.732</b>	<b>21.354</b>	<b>21.995</b>
				Monthly	3,083.11	3,175.58	3,270.80	3,368.95	3,470.03	3,574.19
				Annual	36,997.35	38,106.90	39,249.60	40,427.40	41,640.30	42,890.25
Adolescent Mental Health Counsellor II	0.00%	-	1950	Hourly	<b>23.607</b>	<b>24.675</b>	<b>25.746</b>	<b>26.819</b>	<b>27.889</b>	
				Monthly	3,836.14	4,009.69	4,183.73	4,358.09	4,531.96	
				Annual	46,033.65	48,116.25	50,204.70	52,297.05	54,383.55	
Adolescent Mental Health Counsellor III - Clinical Resource	0.00%	-	1950	Hourly	<b>26.944</b>	<b>27.898</b>	<b>28.852</b>	<b>29.804</b>	<b>30.763</b>	
				Monthly	4,378.40	4,533.43	4,688.45	4,843.15	4,998.99	
				Annual	52,540.80	54,401.10	56,261.40	58,117.80	59,987.85	



Trades - Employer Classification	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	8 Year	9 Year
	Building Services Worker III	0.00%	-	1950	Hourly	<b>20.762</b>							
				Monthly	3,373.83								
				Annual	40,485.90								
Building Services Worker III - PIO	0.00%	-	1950	Hourly	<b>21.622</b>	<b>22.833</b>	<b>24.044</b>	<b>25.256</b>	<b>26.467</b>				
				Monthly	3,513.58	3,710.36	3,907.15	4,104.10	4,300.89				
				Annual	42,162.90	44,524.35	46,885.80	49,249.20	51,610.65				
Nurses - Employer Classification	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	8 Year	9 Year
RN / RPN	3.00%	GI	1950	Hourly	<b>33.017</b>	<b>34.170</b>	<b>35.325</b>	<b>36.530</b>	<b>37.707</b>	<b>38.925</b>			
				Monthly	5,365.30	5,552.55	5,740.39	5,936.12	6,127.47	6,325.24			
				Annual	64,383.56	66,630.62	68,884.71	71,233.46	73,529.62	75,902.90			
Clinical Resource Nurse	3.00%	GI	1950	Hourly	<b>34.272</b>	<b>35.428</b>	<b>36.634</b>	<b>37.812</b>	<b>38.905</b>	<b>40.097</b>	<b>41.326</b>		
				Monthly	5,569.20	5,757.05	5,953.06	6,144.41	6,322.03	6,515.71	6,715.53		
				Annual	66,830.44	69,084.55	71,436.76	73,732.93	75,864.31	78,188.51	80,586.33		
Professional/Technical - Employer Classification	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	8 Year	9 Year
Mental Health Clinician	2.75%	GI	1950	Hourly	<b>33.992</b>	<b>35.254</b>	<b>36.630</b>	<b>38.042</b>	<b>39.517</b>	<b>40.680</b>			
				Monthly	5,523.70	5,728.78	5,952.38	6,181.83	6,421.51	6,610.50			
				Annual	66,284.40	68,745.30	71,428.50	74,181.90	77,058.15	79,326.00			
Family Therapy Clinical Resource	2.75%	GI	1950	Hourly	<b>36.090</b>	<b>37.429</b>	<b>38.890</b>	<b>40.389</b>	<b>41.955</b>	<b>43.190</b>			
				Monthly	5,864.63	6,082.21	6,319.63	6,563.21	6,817.69	7,018.38			
				Annual	70,375.50	72,986.55	75,835.50	78,758.55	81,812.25	84,220.50			
Occupational Therapist	2.75%	GI	1950	Hourly	<b>29.034</b>	<b>29.904</b>	<b>30.801</b>	<b>31.726</b>	<b>32.677</b>	<b>33.657</b>			
				Monthly	4,718.03	4,859.40	5,005.16	5,155.48	5,310.01	5,469.26			
				Annual	56,616.30	58,312.80	60,061.95	61,865.70	63,720.15	65,631.15			
Social Worker - BSW	2.75%	GI	1950	Hourly	<b>24.415</b>	<b>25.517</b>	<b>26.667</b>	<b>27.896</b>	<b>29.158</b>	<b>30.436</b>	<b>31.623</b>	<b>31.911</b>	
				Monthly	3,967.44	4,146.51	4,333.39	4,533.10	4,738.18	4,945.85	5,138.74	5,185.54	
				Annual	47,609.25	49,758.15	52,000.65	54,397.20	56,858.10	59,350.20	61,664.85	62,226.45	
Social Worker - MSW	2.75%	GI	1950	Hourly	<b>25.484</b>	<b>26.522</b>	<b>27.611</b>	<b>28.783</b>	<b>29.994</b>	<b>31.220</b>	<b>32.362</b>	<b>32.594</b>	<b>33.736</b>
				Monthly	4,141.15	4,309.83	4,486.79	4,677.24	4,874.03	5,073.25	<b>5,258.83</b>	5,296.53	5,482.10
				Annual	49,693.80	51,717.90	53,841.45	56,126.85	58,488.30	60,879.00	63,105.90	63,558.30	65,785.20

GI - General Increase  
MA - Market Adjustment

### Effective October 1, 2012 – Addition of 20-Year Long Service Rate (2% Increase)

Nurses - Employer Classification	% Increase	Increase Type	Annual Hours											
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	8 Year	9 Year	20 Year	
RN / RPN	0.00%	-	1950	Hourly	<b>33.017</b>	<b>34.170</b>	<b>35.325</b>	<b>36.530</b>	<b>37.707</b>	<b>38.925</b>				<b>39.703</b>
				Monthly	5,365.30	5,552.55	5,740.39	5,936.12	6,127.47	6,325.24				6,517.01
				Annual	64,383.56	66,630.62	68,884.71	71,233.46	73,529.62	75,902.90				77,420.96
Clinical Resource Nurse	0.00%	-	1950	Hourly	<b>34.272</b>	<b>35.428</b>	<b>36.634</b>	<b>37.812</b>	<b>38.905</b>	<b>40.097</b>	<b>41.326</b>			<b>42.153</b>
				Monthly	5,569.20	5,757.05	5,953.06	6,144.41	6,322.03	6,515.71	6,715.53			6,517.01
				Annual	66,830.44	69,084.55	71,436.76	73,732.93	75,864.31	78,188.51	80,586.33			82,198.06
<hr/>														
Professional/Technical - Employer Classification	% Increase	Increase Type	Annual Hours											
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	8 Year	9 Year	20 Year	
Mental Health Clinician	0.00%	-	1950	Hourly	<b>33.992</b>	<b>35.254</b>	<b>36.630</b>	<b>38.042</b>	<b>39.517</b>	<b>40.680</b>				<b>41.494</b>
				Monthly	5,523.70	5,728.78	5,952.38	6,181.83	6,421.51	6,610.50				6,742.78
				Annual	66,284.40	68,745.30	71,428.50	74,181.90	77,058.15	79,326.00				80,913.30
Family Therapy Clinical Resource	0.00%	-	1950	Hourly	<b>36.090</b>	<b>37.429</b>	<b>38.890</b>	<b>40.389</b>	<b>41.955</b>	<b>43.190</b>				<b>44.054</b>
				Monthly	5,864.63	6,082.21	6,319.63	6,563.21	6,817.69	7,018.38				7,158.78
				Annual	70,375.50	72,986.55	75,835.50	78,758.55	81,812.25	84,220.50				85,905.30
Occupational Therapist	0.00%	-	1950	Hourly	<b>29.034</b>	<b>29.904</b>	<b>30.801</b>	<b>31.726</b>	<b>32.677</b>	<b>33.657</b>				<b>34.330</b>
				Monthly	4,718.03	4,859.40	5,005.16	5,155.48	5,310.01	5,469.26				5,578.63
				Annual	56,616.30	58,312.80	60,061.95	61,865.70	63,720.15	65,631.15				66,943.50
Social Worker - BSW	0.00%	-	1950	Hourly	<b>24.415</b>	<b>25.517</b>	<b>26.667</b>	<b>27.896</b>	<b>29.158</b>	<b>30.436</b>	<b>31.623</b>	<b>31.911</b>		<b>32.549</b>
				Monthly	3,967.44	4,146.51	4,333.39	4,533.10	4,738.18	4,945.85	5,138.74	5,185.54		5,289.21
				Annual	47,609.25	49,758.15	52,000.65	54,397.20	56,858.10	59,350.20	61,664.85	62,226.45		63,470.55
Social Worker - MSW	0.00%	-	1950	Hourly	<b>25.484</b>	<b>26.522</b>	<b>27.611</b>	<b>28.783</b>	<b>29.994</b>	<b>31.220</b>	<b>32.362</b>	<b>32.594</b>	<b>33.736</b>	<b>34.411</b>
				Monthly	4,141.15	4,309.83	4,486.79	4,677.24	4,874.03	5,073.25	5,258.83	5,296.53	5,482.10	5,591.79
				Annual	49,693.80	51,717.90	53,841.45	56,126.85	58,488.30	60,879.00	63,105.90	63,558.30	65,785.20	67,101.45

GI - General Increase  
MA - Market Adjustment

## Effective December 31, 2012

Nurses - Employer Classification	% Increase	Increase Type	Annual Hours									
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year	
RN / RPN	1.00%	MA	1950	Hourly	<b>33.017</b>	<b>34.170</b>	<b>35.325</b>	<b>36.530</b>	<b>37.707</b>	<b>38.925</b>		<b>40.105</b>
				Monthly	5,365.30	5,552.55	5,740.39	5,936.12	6,127.47	6,325.24		6,517.01
				Annual	65,027.39	67,296.97	69,573.55	71,945.79	74,264.91	76,661.93		78,204.17
Clinical Resource Nurse	1.00%	MA	1950	Hourly	<b>34.272</b>	<b>35.428</b>	<b>36.634</b>	<b>37.812</b>	<b>38.905</b>	<b>40.097</b>	<b>41.326</b>	<b>42.574</b>
				Monthly	5,569.20	5,757.05	5,953.06	6,144.41	6,322.03	6,515.71	6,715.53	6,517.01
				Annual	67,498.74	69,775.39	72,151.13	74,470.25	76,622.96	78,970.40	81,392.19	83,020.02

GI - General Increase

MA - Market Adjustment

## Effective April 1, 2013

Facility Support - Employer Classification	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year
Cook II	0.00%	-	1950	Hourly	<b>17.818</b>	<b>18.353</b>	<b>18.903</b>	<b>19.470</b>	<b>20.054</b>	<b>20.656</b>
				Monthly	2,895.43	2,982.36	3,071.74	3,163.88	3,258.78	3,356.60
				Annual	34,745.10	35,788.35	36,860.85	37,966.50	39,105.30	40,279.20
Building Services Worker I	0.00%	-	1950	Hourly	<b>14.479</b>	<b>14.913</b>	<b>15.361</b>	<b>15.822</b>	<b>16.296</b>	<b>16.785</b>
				Monthly	2,352.84	2,423.36	2,496.16	2,571.08	2,648.10	2,727.56
				Annual	28,234.05	29,080.35	29,953.95	30,852.90	31,777.20	32,730.75
Building Services Worker I - PIO	0.00%	-	1950	Hourly	<b>15.183</b>	<b>15.832</b>	<b>16.492</b>	<b>17.146</b>	<b>17.802</b>	
				Monthly	2,467.24	2,572.70	2,679.95	2,786.23	2,892.83	
				Annual	29,606.85	30,872.40	32,159.40	33,434.70	34,713.90	
Administrative Secretary	0.00%	-	1950	Hourly	<b>17.470</b>	<b>17.994</b>	<b>18.534</b>	<b>19.090</b>	<b>19.663</b>	<b>20.253</b>
				Monthly	2,838.88	2,924.03	3,011.78	3,102.13	3,195.24	3,291.11
				Annual	34,066.50	35,088.30	36,141.30	37,225.50	38,342.85	39,493.35
Administrative Secretary - PIO	0.00%	-	1950	Hourly	<b>17.475</b>	<b>18.228</b>	<b>18.981</b>	<b>19.737</b>	<b>20.492</b>	
				Monthly	2,839.69	2,962.05	3,084.41	3,207.26	3,329.95	
				Annual	34,076.25	35,544.60	37,012.95	38,487.15	39,959.40	
Health Information Management Technician	0.00%	-	1950	Hourly	<b>18.540</b>	<b>19.096</b>	<b>19.669</b>	<b>20.259</b>	<b>20.867</b>	<b>21.493</b>
				Monthly	3,012.75	3,103.10	3,196.21	3,292.09	3,390.89	3,492.61
				Annual	36,153.00	37,237.20	38,354.55	39,505.05	40,690.65	41,911.35
Health Information Management Technician - PIO	0.00%	-	1950	Hourly	<b>18.869</b>	<b>19.602</b>	<b>20.336</b>	<b>21.069</b>	<b>21.804</b>	
				Monthly	3,066.21	3,185.33	3,304.60	3,423.71	3,543.15	
				Annual	36,794.55	38,223.90	39,655.20	41,084.55	42,517.80	
Building Services Worker II	0.00%	-	1950	Hourly	<b>15.706</b>	<b>16.177</b>	<b>16.662</b>	<b>17.162</b>	<b>17.677</b>	<b>18.207</b>
				Monthly	2,552.23	2,628.76	2,707.58	2,788.83	2,872.51	2,958.64
				Annual	30,626.70	31,545.15	32,490.90	33,465.90	34,470.15	35,503.65
Building Services Worker II - PIO	0.00%	-	1950	Hourly	<b>18.335</b>	<b>19.110</b>	<b>19.880</b>	<b>20.648</b>	<b>21.421</b>	
				Monthly	2,979.44	3,105.38	3,230.50	3,355.30	3,480.91	
				Annual	35,753.25	37,264.50	38,766.00	40,263.60	41,770.95	
Payroll Clerk	0.00%	-	1950	Hourly	<b>18.973</b>	<b>19.542</b>	<b>20.128</b>	<b>20.732</b>	<b>21.354</b>	<b>21.995</b>
				Monthly	3,083.11	3,175.58	3,270.80	3,368.95	3,470.03	3,574.19
				Annual	36,997.35	38,106.90	39,249.60	40,427.40	41,640.30	42,890.25
Adolescent Mental Health Counsellor II	0.00%	-	1950	Hourly	<b>23.607</b>	<b>24.675</b>	<b>25.746</b>	<b>26.819</b>	<b>27.889</b>	
				Monthly	3,836.14	4,009.69	4,183.73	4,358.09	4,531.96	
				Annual	46,033.65	48,116.25	50,204.70	52,297.05	54,383.55	
Adolescent Mental Health Counsellor III - Clinical Resource	0.00%	-	1950	Hourly	<b>26.944</b>	<b>27.898</b>	<b>28.852</b>	<b>29.804</b>	<b>30.763</b>	
				Monthly	4,378.40	4,533.43	4,688.45	4,843.15	4,998.99	
				Annual	52,540.80	54,401.10	56,261.40	58,117.80	59,987.85	

Trades - Employer Classification	% Increase	Increase Type	Annual Hours												
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	8 Year	9 Year	20 Year		
Building Services Worker III	0.00%	-	1950	Hourly	<b>20.762</b>										
				Monthly	3,373.83										
				Annual	40,485.90										
Building Services Worker III - PIO	0.00%	-	1950	Hourly	<b>21.622</b>	<b>22.833</b>	<b>24.044</b>	<b>25.256</b>	<b>26.467</b>						
				Monthly	3,513.58	3,710.36	3,907.15	4,104.10	4,300.89						
				Annual	42,162.90	44,524.35	46,885.80	49,249.20	51,610.65						

Nurses - Employer Classification	% Increase	Increase Type	Annual Hours											
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	8 Year	9 Year	20 Year	
RN / RPN	2.00%	GI	1950	Hourly	<b>34.014</b>	<b>35.202</b>	<b>36.392</b>	<b>37.633</b>	<b>38.846</b>	<b>40.105</b>				<b>40.907</b>
				Monthly	5,527.31	5,720.25	5,913.69	6,115.36	6,312.49	6,517.01				6,517.01
				Annual	66,327.76	68,642.99	70,964.27	73,384.29	75,749.90	78,204.17				79,767.81
Clinical Resource Nurse	2.00%	GI	1950	Hourly	<b>35.307</b>	<b>36.498</b>	<b>37.740</b>	<b>38.954</b>	<b>40.080</b>	<b>41.308</b>	<b>42.574</b>			<b>43.426</b>
				Monthly	5,737.38	5,930.99	6,132.82	6,329.96	6,512.98	6,712.47	6,918.34			6,517.01
				Annual	68,848.52	71,171.82	73,593.85	75,959.46	78,155.81	80,549.63	83,020.02			84,680.38

Professional/Technical - Employer Classification	% Increase	Increase Type	Annual Hours											
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	8 Year	9 Year	20 Year	
Mental Health Clinician	2.75%	GI	1950	Hourly	<b>34.927</b>	<b>36.223</b>	<b>37.637</b>	<b>39.088</b>	<b>40.604</b>	<b>41.799</b>				<b>42.635</b>
				Monthly	5,675.64	5,886.24	6,116.01	6,351.80	6,598.15	6,792.34				6,928.19
				Annual	68,107.65	70,634.85	73,392.15	76,221.60	79,177.80	81,508.05				83,138.25
Family Therapy Clinical Resource	2.75%	GI	1950	Hourly	<b>37.082</b>	<b>38.458</b>	<b>39.960</b>	<b>41.500</b>	<b>43.109</b>	<b>44.378</b>				<b>45.266</b>
				Monthly	6,025.83	6,249.43	6,493.50	6,743.75	7,005.21	7,211.43				7355.725
				Annual	72,309.90	74,993.10	77,922.00	80,925.00	84,062.55	86,537.10				88,268.70
Occupational Therapist *	2.75%	GI MA	1950	Hourly	<b>31.059</b>	<b>31.989</b>	<b>32.949</b>	<b>33.938</b>	<b>34.955</b>	<b>36.004</b>				<b>36.724</b>
				Monthly	5,047.01	5,198.23	5,354.19	5,514.90	5,680.17	5,850.58				5967.65
				Annual	60,564.17	62,378.73	64,250.28	66,178.82	68,162.01	70,206.94				71611.8
Social Worker - BSW*	2.75%	GI MA	1950	Hourly	<b>26.341</b>	<b>27.530</b>	<b>28.770</b>	<b>30.096</b>	<b>31.458</b>	<b>32.836</b>	<b>34.118</b>	<b>34.428</b>		<b>35.117</b>
				Monthly	4,280.35	4,473.57	4,675.18	4,890.57	5,111.94	5,335.91	5,544.11	5,594.61		5706.513
				Annual	51,364.15	53,682.88	56,102.21	58,686.82	61,343.30	64,030.92	66,529.31	67,135.34		68478.15
Social Worker - MSW*	2.75%	GI MA	1950	Hourly	<b>27.494</b>	<b>28.614</b>	<b>29.789</b>	<b>31.054</b>	<b>32.360</b>	<b>33.682</b>	<b>34.915</b>	<b>35.165</b>	<b>36.397</b>	<b>37.125</b>
				Monthly	4,467.79	4,649.73	4,840.68	5,046.22	5,258.42	5,473.33	5,673.64	5,714.35	5,914.48	6032.813
				Annual	53,613.51	55,796.79	58,088.15	60,554.61	63,101.04	65,679.91	68,083.67	68,572.21	70,973.81	72393.75

\* Rates include Market Adjustment

GI - General Increase

MA - Market Adjustment

## Effective April 1, 2014

Facility Support - Employer Classification	% Increase	Increase Type	Annual Hours							
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	
Cook II	2.50%	GI	1950	Hourly	<b>18.263</b>	<b>18.812</b>	<b>19.376</b>	<b>19.957</b>	<b>20.555</b>	<b>21.172</b>
				Monthly	2,967.74	3,056.95	3,148.60	3,243.01	3,340.19	3,440.45
				Annual	35,612.85	36,683.40	37,783.20	38,916.15	40,082.25	41,285.40
Building Services Worker I	2.50%	GI	1950	Hourly	<b>14.841</b>	<b>15.286</b>	<b>15.745</b>	<b>16.218</b>	<b>16.703</b>	<b>17.205</b>
				Monthly	2,411.66	2,483.98	2,558.56	2,635.43	2,714.24	2,795.81
				Annual	28,939.95	29,807.70	30,702.75	31,625.10	32,570.85	33,549.75
Building Services Worker I - PIO	2.50%	GI	1950	Hourly	<b>15.563</b>	<b>16.228</b>	<b>16.904</b>	<b>17.575</b>	<b>18.247</b>	
				Monthly	2,528.99	2,637.05	2,746.90	2,855.94	2,965.14	
				Annual	30,347.85	31,644.60	32,962.80	34,271.25	35,581.65	
Administrative Secretary	2.50%	GI	1950	Hourly	<b>17.907</b>	<b>18.444</b>	<b>18.997</b>	<b>19.567</b>	<b>20.155</b>	<b>20.759</b>
				Monthly	2,909.89	2,997.15	3,087.01	3,179.64	3,275.19	3,373.34
				Annual	34,918.65	35,965.80	37,044.15	38,155.65	39,302.25	40,480.05
Administrative Secretary - PIO	2.50%	GI	1950	Hourly	<b>17.912</b>	<b>18.684</b>	<b>19.456</b>	<b>20.230</b>	<b>21.004</b>	
				Monthly	2,910.70	3,036.15	3,161.60	3,287.38	3,413.15	
				Annual	34,928.40	36,433.80	37,939.20	39,448.50	40,957.80	
Health Information Management Technician	2.50%	GI	1950	Hourly	<b>19.004</b>	<b>19.573</b>	<b>20.161</b>	<b>20.765</b>	<b>21.389</b>	<b>22.030</b>
				Monthly	3,088.15	3,180.61	3,276.16	3,374.31	3,475.71	3,579.88
				Annual	37,057.80	38,167.35	39,313.95	40,491.75	41,708.55	42,958.50
Health Information Management Technician - PIO	2.50%	GI	1950	Hourly	<b>19.341</b>	<b>20.092</b>	<b>20.844</b>	<b>21.596</b>	<b>22.349</b>	
				Monthly	3,142.91	3,264.95	3,387.15	3,509.35	3,631.71	
				Annual	37,714.95	39,179.40	40,645.80	42,112.20	43,580.55	
Building Services Worker II	2.50%	GI	1950	Hourly	<b>16.099</b>	<b>16.581</b>	<b>17.079</b>	<b>17.591</b>	<b>18.119</b>	<b>18.662</b>
				Monthly	2,616.09	2,694.41	2,775.34	2,858.54	2,944.34	3,032.58
				Annual	31,393.05	32,332.95	33,304.05	34,302.45	35,332.05	36,390.90
Building Services Worker II - PIO	2.50%	GI	1950	Hourly	<b>18.793</b>	<b>19.588</b>	<b>20.377</b>	<b>21.164</b>	<b>21.957</b>	
				Monthly	3,053.86	3,183.05	3,311.26	3,439.15	3,568.01	
				Annual	36,646.35	38,196.60	39,735.15	41,269.80	42,816.15	
Payroll Clerk	2.50%	GI	1950	Hourly	<b>19.447</b>	<b>20.031</b>	<b>20.631</b>	<b>21.250</b>	<b>21.888</b>	<b>22.545</b>
				Monthly	3,160.14	3,255.04	3,352.54	3,453.13	3,556.80	3,663.56
				Annual	37,921.65	39,060.45	40,230.45	41,437.50	42,681.60	43,962.75
Adolescent Mental Health Counsellor II	2.50%	GI	1950	Hourly	<b>24.197</b>	<b>25.292</b>	<b>26.390</b>	<b>27.489</b>	<b>28.586</b>	
				Monthly	3,932.01	4,109.95	4,288.38	4,466.96	4,645.23	
				Annual	47,184.15	49,319.40	51,460.50	53,603.55	55,742.70	
Adolescent Mental Health Counsellor III - Clinical Resource	2.50%	GI	1950	Hourly	<b>27.618</b>	<b>28.595</b>	<b>29.573</b>	<b>30.549</b>	<b>31.532</b>	
				Monthly	4,487.93	4,646.69	4,805.61	4,964.21	5,123.95	
				Annual	53,855.10	55,760.25	57,667.35	59,570.55	61,487.40	

Trades - Employer Classification	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year	
Building Services Worker III	2.50%	GI	1950	Hourly	<b>21.281</b>								
				Monthly	3,458.16								
				Annual	41,497.95								
Building Services Worker III - PIO	2.50%	GI	1950	Hourly	<b>22.163</b>	<b>23.404</b>	<b>24.645</b>	<b>25.887</b>	<b>27.129</b>				
				Monthly	3,601.49	3,803.15	4,004.81	4,206.64	4,408.46				
				Annual	43,217.85	45,637.80	48,057.75	50,479.65	52,901.55				
Nurses - Employer Classification	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year	
RN / RPN	2.00%	GI	1950	Hourly	<b>34.694</b>	<b>35.905</b>	<b>37.120</b>	<b>38.386</b>	<b>39.623</b>	<b>40.907</b>		<b>41.725</b>	
				Monthly	5,637.80	5,834.60	6,032.07	6,237.77	6,438.77	6,647.32		6,517.01	
				Annual	67,653.63	70,015.21	72,384.85	74,853.22	77,265.18	79,767.81		81,363.69	
Clinical Resource Nurse	2.00%	GI	1950	Hourly	<b>36.013</b>	<b>37.228</b>	<b>38.496</b>	<b>39.733</b>	<b>40.882</b>	<b>42.134</b>	<b>43.426</b>	<b>44.295</b>	
				Monthly	5,852.06	6,049.53	6,255.57	6,456.56	6,643.29	6,846.80	7,056.70	6,517.01	
				Annual	70,224.77	72,594.41	75,066.81	77,478.77	79,719.45	82,161.63	84,680.38	86,374.99	
Professional/Technical - Employer Classification <sup>1</sup>	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year	
Mental Health Clinician	-	-	1950	Hourly									
				Monthly									
				Annual									
Family Therapy Clinical Resource	-	-	1950	Hourly									
				Monthly									
				Annual									
Occupational Therapist	-	-	1950	Hourly									
				Monthly									
				Annual									
Social Worker - BSW	-	-	1950	Hourly									
				Monthly									
				Annual									
Social Worker - MSW	-	-	1950	Hourly									
				Monthly									
				Annual									

<sup>1</sup> Subject to the negotiated settlement at the MAHCP Professional Central Table.

GI - General Increase

MA - Market Adjustment

### Effective October 1, 2014 – Addition of 20-Year Long Service Rate (2% Increase)

Facility Support - Employer Classification	% Increase	Increase Type	Annual Hours								
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	Year 20	
Cook II	0.00%	-	1950	Hourly	<b>18.263</b>	<b>18.812</b>	<b>19.376</b>	<b>19.957</b>	<b>20.555</b>	<b>21.172</b>	<b>21.596</b>
				Monthly	2,967.74	3,056.95	3,148.60	3,243.01	3,340.19	3,440.45	3,509.35
				Annual	35,612.85	36,683.40	37,783.20	38,916.15	40,082.25	41,285.40	42,112.20
Building Services Worker I	0.00%	-	1950	Hourly	<b>14.841</b>	<b>15.286</b>	<b>15.745</b>	<b>16.218</b>	<b>16.703</b>	<b>17.205</b>	<b>17.549</b>
				Monthly	2,411.66	2,483.98	2,558.56	2,635.43	2,714.24	2,795.81	2,851.71
				Annual	28,939.95	29,807.70	30,702.75	31,625.10	32,570.85	33,549.75	34,220.55
Building Services Worker I - PIO	0.00%	-	1950	Hourly	<b>15.563</b>	<b>16.228</b>	<b>16.904</b>	<b>17.575</b>	<b>18.247</b>		<b>18.612</b>
				Monthly	2,528.99	2,637.05	2,746.90	2,855.94	2,965.14		3,024.45
				Annual	30,347.85	31,644.60	32,962.80	34,271.25	35,581.65		36,293.40
Administrative Secretary	0.00%	-	1950	Hourly	<b>17.907</b>	<b>18.444</b>	<b>18.997</b>	<b>19.567</b>	<b>20.155</b>	<b>20.759</b>	<b>21.175</b>
				Monthly	2,909.89	2,997.15	3,087.01	3,179.64	3,275.19	3,373.34	3,440.94
				Annual	34,918.65	35,965.80	37,044.15	38,155.65	39,302.25	40,480.05	41,291.25
Administrative Secretary - PIO	0.00%	-	1950	Hourly	<b>17.912</b>	<b>18.684</b>	<b>19.456</b>	<b>20.230</b>	<b>21.004</b>		<b>21.424</b>
				Monthly	2,910.70	3,036.15	3,161.60	3,287.38	3,413.15		3,481.40
				Annual	34,928.40	36,433.80	37,939.20	39,448.50	40,957.80		41,776.80
Health Information Management Technician	0.00%	-	1950	Hourly	<b>19.004</b>	<b>19.573</b>	<b>20.161</b>	<b>20.765</b>	<b>21.389</b>	<b>22.030</b>	<b>22.471</b>
				Monthly	3,088.15	3,180.61	3,276.16	3,374.31	3,475.71	3,579.88	3,651.54
				Annual	37,057.80	38,167.35	39,313.95	40,491.75	41,708.55	42,958.50	43,818.45
Health Information Management Technician - PIO	0.00%	-	1950	Hourly	<b>19.341</b>	<b>20.092</b>	<b>20.844</b>	<b>21.596</b>	<b>22.349</b>		<b>22.796</b>
				Monthly	3,142.91	3,264.95	3,387.15	3,509.35	3,631.71		3,704.35
				Annual	37,714.95	39,179.40	40,645.80	42,112.20	43,580.55		44,452.20
Building Services Worker II	0.00%	-	1950	Hourly	<b>16.099</b>	<b>16.581</b>	<b>17.079</b>	<b>17.591</b>	<b>18.119</b>	<b>18.662</b>	<b>19.035</b>
				Monthly	2,616.09	2,694.41	2,775.34	2,858.54	2,944.34	3,032.58	3,093.19
				Annual	31,393.05	32,332.95	33,304.05	34,302.45	35,332.05	36,390.90	37,118.25
Building Services Worker II - PIO	0.00%	-	1950	Hourly	<b>18.793</b>	<b>19.588</b>	<b>20.377</b>	<b>21.164</b>	<b>21.957</b>		<b>22.396</b>
				Monthly	3,053.86	3,183.05	3,311.26	3,439.15	3,568.01		3,639.35
				Annual	36,646.35	38,196.60	39,735.15	41,269.80	42,816.15		43,672.20
Payroll Clerk	0.00%	-	1950	Hourly	<b>19.447</b>	<b>20.031</b>	<b>20.631</b>	<b>21.250</b>	<b>21.888</b>	<b>22.545</b>	<b>22.996</b>
				Monthly	3,160.14	3,255.04	3,352.54	3,453.13	3,556.80	3,663.56	3,736.85
				Annual	37,921.65	39,060.45	40,230.45	41,437.50	42,681.60	43,962.75	44,842.20
Adolescent Mental Health Counsellor II	0.00%	-	1950	Hourly	<b>24.197</b>	<b>25.292</b>	<b>26.390</b>	<b>27.489</b>	<b>28.586</b>		<b>29.158</b>
				Monthly	3,932.01	4,109.95	4,288.38	4,466.96	4,645.23		4,738.18
				Annual	47,184.15	49,319.40	51,460.50	53,603.55	55,742.70		56,858.10
Adolescent Mental Health Counsellor III - Clinical Resource	0.00%	-	1950	Hourly	<b>27.618</b>	<b>28.595</b>	<b>29.573</b>	<b>30.549</b>	<b>31.532</b>		<b>32.163</b>
				Monthly	4,487.93	4,646.69	4,805.61	4,964.21	5,123.95		5,226.49
				Annual	53,855.10	55,760.25	57,667.35	59,570.55	61,487.40		62,717.85



Trades - Employer Classification	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year
Building Services Worker III	0.00%	-	1950	Hourly	<b>21.281</b>							<b>21.706</b>
				Monthly	3,458.16							3,527.23
				Annual	41,497.95							42,326.70
Building Services Worker III - PIO	0.00%	-	1950	Hourly	<b>22.163</b>	<b>23.404</b>	<b>24.645</b>	<b>25.887</b>	<b>27.129</b>			<b>27.671</b>
				Monthly	3,601.49	3,803.15	4,004.81	4,206.64	4,408.46		4,496.54	
				Annual	43,217.85	45,637.80	48,057.75	50,479.65	52,901.55		53,958.45	

Nurses - Employer Classification	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year
RN / RPN	1.10%	MA	1950	Hourly	<b>35.077</b>	<b>36.300</b>	<b>37.529</b>	<b>38.808</b>	<b>40.059</b>	<b>41.357</b>		<b>42.184</b>
				Monthly	5,699.93	5,898.75	6,098.40	6,306.28	6,509.63	6,720.53	6,517.01	
				Annual	68,399.18	70,784.94	73,180.77	75,675.34	78,115.51	80,646.35	82,258.35	
Clinical Resource Nurse	1.10%	MA	1950	Hourly	<b>36.410</b>	<b>37.637</b>	<b>38.918</b>	<b>40.170</b>	<b>41.331</b>	<b>42.597</b>	<b>43.903</b>	<b>44.782</b>
				Monthly	5,916.54	6,116.03	6,324.25	6,527.59	6,716.33	6,922.03	7,134.28	6,517.01
				Annual	70,998.53	73,392.35	75,890.95	78,331.11	80,595.97	83,064.35	85,611.31	87,324.06

Professional/Technical - Employer Classification <sup>1</sup>	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year	
Mental Health Clinician	-	-	1950	Hourly									
				Monthly									
				Annual									
Family Therapy Clinical Resource	-	-	1950	Hourly									
				Monthly									
				Annual									
Occupational Therapist	-	-	1950	Hourly									
				Monthly									
				Annual									
Social Worker - BSW	-	-	1950	Hourly									
				Monthly									
				Annual									
Social Worker - MSW	-	-	1950	Hourly									
				Monthly									
				Annual									

<sup>1</sup> Subject to the negotiated settlement at the MAHCP Professional Central Table.  
 GI - General Increase  
 MA - Market Adjustment

## Effective April 1, 2015

Facility Support - Employer Classification	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	Year 20
Cook II	2.50%	GI	1950	Hourly	<b>18.720</b>	<b>19.282</b>	<b>19.860</b>	<b>20.456</b>	<b>21.069</b>	<b>21.702</b>	<b>22.136</b>
				Monthly	3,042.00	3,133.33	3,227.25	3,324.10	3,423.71	3,526.58	3,597.10
				Annual	36,504.00	37,599.90	38,727.00	39,889.20	41,084.55	42,318.90	43,165.20
Building Services Worker I	2.50%	GI	1950	Hourly	<b>15.212</b>	<b>15.668</b>	<b>16.139</b>	<b>16.623</b>	<b>17.121</b>	<b>17.635</b>	<b>17.987</b>
				Monthly	2,471.95	2,546.05	2,622.59	2,701.24	2,782.16	2,865.69	2,922.89
				Annual	29,663.40	30,552.60	31,471.05	32,414.85	33,385.95	34,388.25	35,074.65
Building Services Worker I - PIO	2.50%	GI	1950	Hourly	<b>15.952</b>	<b>16.633</b>	<b>17.327</b>	<b>18.014</b>	<b>18.703</b>		<b>19.077</b>
				Monthly	2,592.20	2,702.86	2,815.64	2,927.28	3,039.24		3,100.01
				Annual	31,106.40	32,434.35	33,787.65	35,127.30	36,470.85		37,200.15
Administrative Secretary	2.50%	GI	1950	Hourly	<b>18.354</b>	<b>18.905</b>	<b>19.472</b>	<b>20.056</b>	<b>20.658</b>	<b>21.278</b>	<b>21.704</b>
				Monthly	2,982.53	3,072.06	3,164.20	3,259.10	3,356.93	3,457.68	3,526.90
				Annual	35,790.30	36,864.75	37,970.40	39,109.20	40,283.10	41,492.10	42,322.80
Administrative Secretary - PIO	2.50%	GI	1950	Hourly	<b>18.360</b>	<b>19.151</b>	<b>19.942</b>	<b>20.736</b>	<b>21.529</b>		<b>21.960</b>
				Monthly	2,983.50	3,112.04	3,240.58	3,369.60	3,498.46		3,568.50
				Annual	35,802.00	37,344.45	38,886.90	40,435.20	41,981.55		42,822.00
Health Information Management Technician	2.50%	GI	1950	Hourly	<b>19.479</b>	<b>20.063</b>	<b>20.665</b>	<b>21.285</b>	<b>21.923</b>	<b>22.581</b>	<b>23.033</b>
				Monthly	3,165.34	3,260.24	3,358.06	3,458.81	3,562.49	3,669.41	3,742.86
				Annual	37,984.05	39,122.85	40,296.75	41,505.75	42,749.85	44,032.95	44,914.35
Health Information Management Technician - PIO	2.50%	GI	1950	Hourly	<b>19.824</b>	<b>20.594</b>	<b>21.366</b>	<b>22.136</b>	<b>22.908</b>		<b>23.366</b>
				Monthly	3,221.40	3,346.53	3,471.98	3,597.10	3,722.55		3,796.98
				Annual	38,656.80	40,158.30	41,663.70	43,165.20	44,670.60		45,563.70
Building Services Worker II	2.50%	GI	1950	Hourly	<b>16.501</b>	<b>16.996</b>	<b>17.506</b>	<b>18.031</b>	<b>18.572</b>	<b>19.129</b>	<b>19.511</b>
				Monthly	2,681.41	2,761.85	2,844.73	2,930.04	3,017.95	3,108.46	3,170.54
				Annual	32,176.95	33,142.20	34,136.70	35,160.45	36,215.40	37,301.55	38,046.45
Building Services Worker II - PIO	2.50%	GI	1950	Hourly	<b>19.263</b>	<b>20.077</b>	<b>20.886</b>	<b>21.693</b>	<b>22.505</b>		<b>22.956</b>
				Monthly	3,130.24	3,262.51	3,393.98	3,525.11	3,657.06		3,730.35
				Annual	37,562.85	39,150.15	40,727.70	42,301.35	43,884.75		44,764.20
Payroll Clerk	2.50%	GI	1950	Hourly	<b>19.934</b>	<b>20.531</b>	<b>21.147</b>	<b>21.782</b>	<b>22.435</b>	<b>23.108</b>	<b>23.571</b>
				Monthly	3,239.28	3,336.29	3,436.39	3,539.58	3,645.69	3,755.05	3,830.29
				Annual	38,871.30	40,035.45	41,236.65	42,474.90	43,748.25	45,060.60	45,963.45
Adolescent Mental Health Counsellor II	2.50%	GI	1950	Hourly	<b>24.802</b>	<b>25.924</b>	<b>27.049</b>	<b>28.177</b>	<b>29.301</b>		<b>29.887</b>
				Monthly	4,030.33	4,212.65	4,395.46	4,578.76	4,761.41		4,856.64
				Annual	48,363.90	50,551.80	52,745.55	54,945.15	57,136.95		58,279.65
Adolescent Mental Health Counsellor III - Clinical Resource	2.50%	GI	1950	Hourly	<b>28.308</b>	<b>29.310</b>	<b>30.313</b>	<b>31.313</b>	<b>32.320</b>		<b>32.967</b>
				Monthly	4,600.05	4,762.88	4,925.86	5,088.36	5,252.00		5,357.14
				Annual	55,200.60	57,154.50	59,110.35	61,060.35	63,024.00		64,285.65

Trades - Employer Classification	% Increase	Increase Type	Annual Hours										
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year		
Building Services Worker III	2.50%	GI	1950	Hourly	<b>21.813</b>								<b>22.249</b>
				Monthly	3,544.61								3,615.46
				Annual	42,535.35								43,385.55
Building Services Worker III - PIO	2.50%	GI	1950	Hourly	<b>22.717</b>	<b>23.989</b>	<b>25.261</b>	<b>26.535</b>	<b>27.807</b>				<b>28.363</b>
				Monthly	3,691.51	3,898.21	4,104.91	4,311.94	4,518.64				4,608.99
				Annual	44,298.15	46,778.55	49,258.95	51,743.25	54,223.65				55,307.85

Nurses - Employer Classification	% Increase	Increase Type	Annual Hours										
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year		
RN / RPN	2.00%	GI	1950	Hourly	<b>35.778</b>	<b>37.026</b>	<b>38.279</b>	<b>39.584</b>	<b>40.860</b>	<b>42.184</b>			<b>43.028</b>
				Monthly	5,813.95	6,016.79	6,220.31	6,432.38	6,639.76	6,854.86			6,517.01
				Annual	69,767.36	72,201.48	74,643.66	77,188.61	79,677.13	82,258.35			83,904.60
Clinical Resource Nurse	2.00%	GI	1950	Hourly	<b>37.138</b>	<b>38.390</b>	<b>39.698</b>	<b>40.973</b>	<b>42.158</b>	<b>43.450</b>	<b>44.782</b>		<b>45.677</b>
				Monthly	6,034.93	6,238.44	6,450.86	6,658.06	6,850.66	7,060.56	7,277.01		6,517.01
				Annual	72,419.10	74,861.28	77,410.26	79,896.77	82,207.97	84,726.72	87,324.06		89,071.06

Professional/Technical - Employer Classification <sup>1</sup>	% Increase	Increase Type	Annual Hours										
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year		
Mental Health Clinician	-	-	1950	Hourly									
				Monthly									
				Annual									
Family Therapy Clinical Resource	-	-	1950	Hourly									
				Monthly									
				Annual									
Occupational Therapist	-	-	1950	Hourly									
				Monthly									
				Annual									
Social Worker - BSW	-	-	1950	Hourly									
				Monthly									
				Annual									
Social Worker - MSW	-	-	1950	Hourly									
				Monthly									
				Annual									

<sup>1</sup> Subject to the negotiated settlement at the MAHCP Professional Central Table.

GI - General Increase

MA - Market Adjustment

## Effective April 1, 2016

Facility Support - Employer Classification	% Increase	Increase Type	Annual Hours	Annual							
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	Year 20	
Cook II	2.00%	GI	1950	Hourly	<b>19.094</b>	<b>19.668</b>	<b>20.257</b>	<b>20.865</b>	<b>21.491</b>	<b>22.136</b>	<b>22.578</b>
				Monthly	3,102.78	3,196.05	3,291.76	3,390.56	3,492.29	3,597.10	3,668.93
				Annual	37,233.30	38,352.60	39,501.15	40,686.75	41,907.45	43,165.20	44,027.10
Building Services Worker I	2.00%	GI	1950	Hourly	<b>15.516</b>	<b>15.981</b>	<b>16.461</b>	<b>16.955</b>	<b>17.463</b>	<b>17.987</b>	<b>18.347</b>
				Monthly	2,521.35	2,596.91	2,674.91	2,755.19	2,837.74	2,922.89	2,981.39
				Annual	30,256.20	31,162.95	32,098.95	33,062.25	34,052.85	35,074.65	35,776.65
Building Services Worker I - PIO	2.00%	GI	1950	Hourly	<b>16.271</b>	<b>16.966</b>	<b>17.673</b>	<b>18.374</b>	<b>19.077</b>		<b>19.459</b>
				Monthly	2,644.04	2,756.98	2,871.86	2,985.78	3,100.01		3,162.09
				Annual	31,728.45	33,083.70	34,462.35	35,829.30	37,200.15		37,945.05
Administrative Secretary	2.00%	GI	1950	Hourly	<b>18.722</b>	<b>19.283</b>	<b>19.862</b>	<b>20.458</b>	<b>21.072</b>	<b>21.704</b>	<b>22.138</b>
				Monthly	3,042.33	3,133.49	3,227.58	3,324.43	3,424.20	3,526.90	3,597.43
				Annual	36,507.90	37,601.85	38,730.90	39,893.10	41,090.40	42,322.80	43,169.10
Administrative Secretary - PIO	2.00%	GI	1950	Hourly	<b>18.727</b>	<b>19.534</b>	<b>20.341</b>	<b>21.151</b>	<b>21.960</b>		<b>22.399</b>
				Monthly	3,043.14	3,174.28	3,305.41	3,437.04	3,568.50		3,639.84
				Annual	36,517.65	38,091.30	39,664.95	41,244.45	42,822.00		43,678.05
Health Information Management Technician	2.00%	GI	1950	Hourly	<b>19.868</b>	<b>20.464</b>	<b>21.078</b>	<b>21.710</b>	<b>22.362</b>	<b>23.033</b>	<b>23.493</b>
				Monthly	3,228.55	3,325.40	3,425.18	3,527.88	3,633.83	3,742.86	3,817.61
				Annual	38,742.60	39,904.80	41,102.10	42,334.50	43,605.90	44,914.35	45,811.35
Health Information Management Technician - PIO	2.00%	GI	1950	Hourly	<b>20.221</b>	<b>21.006</b>	<b>21.793</b>	<b>22.578</b>	<b>23.366</b>		<b>23.833</b>
				Monthly	3,285.91	3,413.48	3,541.36	3,668.93	3,796.98		3,872.86
				Annual	39,430.95	40,961.70	42,496.35	44,027.10	45,563.70		46,474.35
Building Services Worker II	2.00%	GI	1950	Hourly	<b>16.831</b>	<b>17.336</b>	<b>17.856</b>	<b>18.391</b>	<b>18.943</b>	<b>19.511</b>	<b>19.902</b>
				Monthly	2,735.04	2,817.10	2,901.60	2,988.54	3,078.24	3,170.54	3,234.08
				Annual	32,820.45	33,805.20	34,819.20	35,862.45	36,938.85	38,046.45	38,808.90
Building Services Worker II - PIO	2.00%	GI	1950	Hourly	<b>19.648</b>	<b>20.479</b>	<b>21.304</b>	<b>22.127</b>	<b>22.956</b>		<b>23.415</b>
				Monthly	3,192.80	3,327.84	3,461.90	3,595.64	3,730.35		3,804.94
				Annual	38,313.60	39,934.05	41,542.80	43,147.65	44,764.20		45,659.25
Payroll Clerk	2.00%	GI	1950	Hourly	<b>20.332</b>	<b>20.942</b>	<b>21.570</b>	<b>22.217</b>	<b>22.884</b>	<b>23.571</b>	<b>24.042</b>
				Monthly	3,303.95	3,403.08	3,505.13	3,610.26	3,718.65	3,830.29	3,906.83
				Annual	39,647.40	40,836.90	42,061.50	43,323.15	44,623.80	45,963.45	46,881.90
Adolescent Mental Health Counsellor II	2.00%	GI	1950	Hourly	<b>25.298</b>	<b>26.443</b>	<b>27.590</b>	<b>28.740</b>	<b>29.887</b>		<b>30.485</b>
				Monthly	4,110.93	4,296.99	4,483.38	4,670.25	4,856.64		4,953.81
				Annual	49,331.10	51,563.85	53,800.50	56,043.00	58,279.65		59,445.75
Adolescent Mental Health Counsellor III - Clinical Resource	2.00%	GI	1950	Hourly	<b>28.874</b>	<b>29.897</b>	<b>30.919</b>	<b>31.939</b>	<b>32.967</b>		<b>33.626</b>
				Monthly	4,692.03	4,858.26	5,024.34	5,190.09	5,357.14		5,464.23
				Annual	56,304.30	58,299.15	60,292.05	62,281.05	64,285.65		65,570.70

Trades - Employer Classification <sup>2</sup>	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year
Building Services Worker III	-	-	1950	Hourly Monthly Annual								To be determined. See LOU#2.
Building Services Worker III - PIO	-	-	1950	Hourly Monthly Annual								To be determined. See LOU#2.

Nurses - Employer Classification	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year
RN / RPN	2.00%	GI	1950	Hourly Monthly Annual	<b>36.493</b> 5,930.15 71,161.74	<b>37.767</b> 6,137.19 73,646.24	<b>39.045</b> 6,344.73 76,136.78	<b>40.375</b> 6,561.01 78,732.10	<b>41.677</b> 6,772.58 81,271.00	<b>43.028</b> 6,992.05 83,904.60		<b>43.888</b> 6,517.01 85,581.08
Clinical Resource Nurse	2.00%	GI	1950	Hourly Monthly Annual	<b>37.880</b> 6,155.49 73,865.87	<b>39.158</b> 6,363.20 76,358.43	<b>40.491</b> 6,579.82 78,957.78	<b>41.793</b> 6,791.39 81,496.68	<b>43.001</b> 6,987.68 83,852.21	<b>44.319</b> 7,201.78 86,421.34	<b>45.677</b> 7,422.59 89,071.06	<b>46.591</b> 6,517.01 90,852.32

Professional/Technical - Employer Classification <sup>1</sup>	% Increase	Increase Type	Annual Hours		1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year
Mental Health Clinician	-	-	1950	Hourly Monthly Annual								To be determined. See LOU#1.
Family Therapy Clinical Resource	-	-	1950	Hourly Monthly Annual								To be determined. See LOU#1.
Occupational Therapist	-	-	1950	Hourly Monthly Annual								To be determined. See LOU#1.
Social Worker - BSW	-	-	1950	Hourly Monthly Annual								To be determined. See LOU#1.
Social Worker - MSW	-	-	1950	Hourly Monthly Annual								To be determined. See LOU#1.

<sup>1</sup> Subject to the negotiated settlement at the MAHCP Professional Central Table.

<sup>2</sup> Subject to the negotiated settlement at the OEM Trades Central Table.

GI - General Increase

MA - Market Adjustment

## Effective October 1, 2016

Nurse - Employer Classification	% Increase	Increase Type	Annual Hours									
				1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year	20 Year	
RN / RPN	1.00%	MA	1950	Hourly	36.858	38.144	39.435	40.779	42.094	43.458		44.327
				Monthly	5,989.420	6,198.476	6,408.204	6,626.663	6,840.253	7,061.903		6,517.014
				Annual	71,873.035	74,381.710	76,898.445	79,519.960	82,083.040	84,742.840		86,437.455
Clinical Resource Nurse	1.00%	MA	1950	Hourly	38.259	39.550	40.896	42.211	43.431	44.761	46.134	47.057
				Monthly	6,217.115	6,426.843	6,645.638	6,859.228	7,057.538	7,273.646	7,496.808	6,517.014
				Annual	74,605.375	77,122.110	79,747.655	82,310.735	84,690.450	87,283.755	89,961.690	91,761.085

GI - General Increase

MA - Market Adjustment