

# **Collective Agreement**

*between*

**Addictions Foundation of Manitoba**

*and*

**Manitoba Government and General Employees' Union**

**March 30, 2014 to March 23, 2019**

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

This Agreement entered into this 27<sup>th</sup> day of July, 2016.

between

**Addictions Foundation of Manitoba**

(hereinafter referred to as the Foundation)

and

**Manitoba Government and General Employees' Union**

(hereinafter referred to as the Union)

**Preamble**

WITNESSETH: That for the purpose of promoting co-operation and understanding between the Foundation and its employees affected hereby, and to recognize the mutual value of joint discussions and negotiations with respect to compensation for employees, including the establishment of pay ranges for new classes of employees and the adjustment from time to time of pay ranges for new classes of employees and the adjustment from time to time of pay ranges for existing classes of employees and working conditions of employees, the parties hereto agree as follows:

**Article 1 Definitions**

**1:01** In this Agreement unless the context otherwise requires, the expression:

- (a) "Accumulated Service" means the equivalent length of service acquired by the employee in accordance with the following:
  - (i) Accumulated service is calculated based on all hours for which an employee has received regular pay. This includes regular hours worked and approved leaves of absence from the AFM where regular pay is maintained.



- (ii) Accumulated service does not include overtime hours or any leaves of absence without pay or with partial pay including but not limited to suspensions without pay, workers' compensation and other leave situations.
- (iii) Accumulated service must be continuous service.
- (iv) One (1) year of accumulated service for employees in eight (8) hour per day classifications equals 2,080 hours of accumulated service. For seven and one-quarter (7¼) hour per day employees one (1) year of accumulated service equals 1,885 hours of accumulated service. The figures for seven and one-quarter (7¼) hour per day classifications are shown in brackets after the figures for the eight (8) hour per day classifications, e.g. 2,020 (1,885) hours.
- (v) When an employee converts from a seven and one-quarter (7¼) hour per day classification to an eight (8) hour per day classification or vice-versa, the employee's accumulated hours of service at the time of conversion will be converted to accumulated years of service.

Example: a seven and one-quarter (7¼) hour per day employee works for six (6) months during the year and acquires 942.5 hours of accumulated service. The employee then moves into an eight (8) hour per day classification. The employee's hours are converted as follows:

$$942.5 \text{ hours} \div 1,885 \text{ hours} = .50 \text{ years of accumulated service}$$

The employee then accumulates service in the eight (8) hour per day classification for the remainder of the year.

- (vi) An employee can only receive a maximum of one (1) year of accumulated service in any twelve (12) month period.
- (b) "Casual Employee" means an employee of the Foundation who normally works less than the full normal daily, weekly or monthly hours

of work, as the case may be, and whose work is irregular or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis.

- (c) “Calendar Service” means the length of continuous service from the employee’s most recent date of hire to the present. Periods of layoff, while not affecting the continuity of service, are not included in the calculation of calendar service.
- (d) “Continuous Service” means consecutive and contiguous days, weeks, months and/or years of employment with the AFM and any other service recognized by the AFM where there has been no break in service involving termination of the employee.
- (e) “**Out of Scope Immediate Supervisor (OSIS)**” means the appropriate **immediate supervisor** unless the text otherwise indicates.
- (f) “Employee” means a person employed in a position in the bargaining unit.
- (g) “Employing Authority” means the Supervisory management level that is two levels above the employee’s level with the minimum level being the **OSIS**.
- (h) “Foundation” means The Addictions Foundation of Manitoba.
- (i) “Merit Increase” means an increase in the rate of pay of an employee within the employee’s pay range, which may be granted in recognition of satisfactory service on the employee’s anniversary date.
- (j) “Overtime” means hours worked as directed by management and which exceed the full regular hours as specified in the “Hours of Work” Article and except where otherwise specified in that Article.
- (k) “Part-time Employee” means an employee in the bargaining unit who normally works less than the full normal daily, weekly or monthly hours,

as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis.

- (l) “Promotion” means a change in employment from one position to another having a higher maximum salary.
- (m) “Representative” means:
  - (i) Staff Member of the Union.
  - (ii) Steward(s) of the A.F.M. Component of the Union.
  - (iii) Officer(s) of the A.F.M. Component of the Union.
- (n) “Steward” means an employee elected or appointed by the Union who is authorized to represent the Union, an employee or both.
- (o) “Temporary or Term Employee” means an employee hired for a specific period of time or for the completion of a specific job or until the occurrence of a specific event.
- (p) “Transfer” means the removal of an employee from a position in a classification and appointing the employee to another position in the same classification or to another position in a different classification having the same maximum rate of pay.
- (q) “Union” means The Manitoba Government and General Employees’ Union.

## **Article 2    Duration**

**2:01** This Agreement shall become effective from and including **March 30, 2014**, and shall continue in effect up to and including **March 23, 2019**, and shall remain in force and effect from year to year thereafter unless written notice to negotiate a renewal, or revision and renewal is given by either party at least forty-five (45) days prior to but not more than one hundred eighty (180) days prior to the expiry date hereof. During the period required to negotiate a

renewal, or revision and renewal of this Agreement, this Agreement shall remain in full force and effect without change.

- 2:02** Where notice for revision of this Agreement is given under Section :01, the parties agree to exchange proposals for the revision of the Agreement, no later than thirty (30) calendar days prior to the expiry date of the Agreement and commence collective bargaining. These time limits may be changed by mutual agreement between the parties hereto.
- 2:03** All additions, deletions, amendments, and/or revisions from the previous Collective Agreement to this Collective Agreement shall be effective from the first day of the biweekly pay period following the date of signing of this Collective Agreement unless otherwise specified.

### **Article 3    Amendment to the Pay Plan**

- 3:01** During the term of this Agreement, amendments to the pay plan resulting from the introduction of a new classification, in Appendix “B” (**Salary Schedule**) or amendments to Appendix “A” (**Exclusions**) of the Agreement in respect of exclusions from the terms of this Agreement shall be determined through negotiation between the parties hereto.
- 3:02** If it is necessary to effect an upward adjustment to the pay ranges of an established classification, the Foundation shall consult with the Union and may amend the pay plan to give effect to the required change.

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

- 4:01** This Agreement shall apply to all employees of the Foundation in the classifications listed in Appendix “B” (**Salary Schedule**) to this Agreement.
- 4:02** The terms of this Agreement shall not apply to:
- (a) Incumbents of the positions as set forth in Appendix “A” attached hereto;
  - (b) Casual Employees.

## Article 5 Term Employees

- 5:01** The Foundation shall not be required to give any notice or payment in lieu thereof to a term employee whose services are terminated following the completion of a specific term for which the employee was hired.
- 5:02** Where the employment of a term 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.
- 5:03** Where a term employee is laid off at the end of a specific term of employment or after the completion of a specific job for which the employee was employed, no notice of layoff is required.
- 5:04** Except as provided in Section :05, a term employee who is being laid off at a time other than at the end of a specific term of employment or completion of a job for which the employee was specifically employed shall be given two (2) weeks written notice prior to the layoff date or be granted payment in lieu thereof.
- 5:05** A term employee who has completed more than one (1) year of full-time continuous employment and who is being laid off at a time other than at the end of a specific term of employment or completion of a job for which the employee was specifically employed shall be given four (4) weeks written notice prior to the layoff or granted payment in lieu thereof.
- 5:06** Where a full-time term employee is employed in the same position performing the same function for a period of more than twenty-four (24) continuous months and where the need for the position is expected to continue, the Foundation will convert the employee to regular status. As such, an employee would not normally remain in term status for more than twenty-four (24) continuous months where the employee is performing a continuing function.
- 5:07** An employee appointed to a term position shall be informed in writing as to the duration of the employee's term. Where the term relates to the reasons set

out in **Section :09**, the employee shall be so informed. Failure to comply with the foregoing shall not in itself negate the employee's status as a term employee.

- 5:08** Where the employee is not to be converted in accordance with Section :06 the employee shall be notified in writing of the reasons prior to the completion of twenty-four (24) continuous months of service. Inadvertent failure to provide such notice shall not result in a right to conversion if the other conditions in Section :06 are not met. A meeting may be held with the employee to discuss the matter. The employee has the option to have a Union Representative present.
- 5:09** Section :07 does not apply:
- (a) Where a term employee is replacing an employee who is absent for any reason; or
  - (b) To a term employee whose salary is cost shared under a Federal-Provincial cost sharing agreement which requires, as a condition of cost sharing, that employees are not regular (permanent) employees.
- 5:10** Foundation representatives will meet with the Union between February 1 and March 15 in each year to review the status of all term employees with more than twenty-four (24) continuous months of service.

## **Article 6    Part-Time Employees**

- 6:01** Benefits as detailed in this Agreement shall be provided on a pro-rated basis depending on the number of hours worked.
- 6:02** Where a benefit is to be pro-rated for a part-time employee it will be calculated so that if two (2) part-time employees were sharing a full-time position the total cost to the AFM of that benefit is no greater than the cost of having the position filled by a full-time employee.
- 6:03** In pro-rating a benefit, the factor used shall be determined by totalling the number of regularly scheduled hours the employee has worked in the

preceding eight (8) weeks and dividing by 320 (290), i.e. 8 hours x 8 weeks x 5 days:

$$\text{Pro-rating factor} = \frac{\text{number of regularly scheduled hours the employee worked in the preceding eight (8) weeks}}{320 (290)}$$

- 6:04** Where otherwise specifically provided in this Agreement, :01 above shall not apply.
- 6:05** Eligibility for merit increases will be based on calendar service provided the employee has received pay for at least 416 (377) hours exclusive of overtime.
- 6:06** Both classification and service seniority are based on accumulated service.

### **Article 7 No Discrimination**

- 7:01** The parties hereto agree that there shall be no discrimination, harassment, coercion or interference exercised or practised with respect to any employee by reason of **ancestry, nationality or national origin, ethnic background or origin, age, religion or creed, or religious belief, religious association or activity, sex, including gender-determined characteristics, gender-identity, sexual orientation, marital or family status, source of income, political belief, political association or political activity, physical or mental disability, social disadvantage**, or membership in the Union or activities in the Union.
- 7:02** All pay and benefit provisions in the Agreement have been negotiated with the specific understanding that the provisions are not discriminatory.

### **Article 8 Management Rights**

- 8:01** All the functions, rights, personnel pay practices, powers and authority which the Foundation has not specifically abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the Foundation.

**8:02** In administering this Agreement, the Foundation shall act reasonably, fairly, in good faith, and in a manner consistent with the Agreement as a whole.

### **Article 9 Recognition**

**9:01** The Foundation recognizes the Union as the sole and exclusive bargaining agent for those employees within the bargaining unit as described in the Manitoba Labour Board Certificate Number MLB-5858 and as set out in Appendix "B" (**Salary Schedule**) and as well such further classifications of employees as may be agreed upon by the parties during the term of this Agreement.

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

**10:01** The hours of work for all employees covered by this Agreement shall be thirty-six and one quarter ( $36\frac{1}{4}$ ) hours per week with the exception of those employed as Residential Care Workers, Cooks and Youth Care Workers who shall work forty (40) hours per week.

**10:02** Normal daily hours for those working thirty-six and one-quarter ( $36\frac{1}{4}$ ) hours per week shall be seven and one-quarter ( $7\frac{1}{4}$ ) hours and for those working forty (40) hours per week normal daily hours shall be eight (8) hours. These hours are exclusive of meal breaks.

**10:03** Any variations to a work day or work week, other than those described in this Article shall only be instituted with the mutual consent of the parties to this Agreement.

**10:04** Employees shall be entitled to two rest periods of fifteen (15) minutes each per full working day.

**10:05** It is recognized that twenty-four (24) hour and/or seven (7) day a week operations are needed in certain units. Therefore, both parties agree to negotiate necessary shift arrangements. Failing agreement, the Foundation may institute new or changed shift schedules subject to a possible Step 2 grievance process.



**10:06** Employees, designated by management, as being on self-assigned hours shall, when it is necessary to exceed the daily or weekly regular hours, take straight time off as compensation. This shall be accomplished within ninety (90) days of performing the additional hours. On normal work days the overtime provisions as outlined in this Agreement shall apply only when such an employee is called back to work by management during the employee's period of compensatory time off.

**10:07 Self-Assigned Hours**

The parties agree that the following shall apply in regards to self-assigned hours:

- (a) Only employees in the PEC and CAW classifications as well as School Based Staff and Supervisors may be designated as working self-assigned hours as per Article 10:06 of the AFM Collective Agreement;
- (b) AFM Administration Manual Procedure number HRM: 727 (Self-Assigned Hours) shall be distributed to employees;
- (c) AFM management will review the policy with all staff;
- (d) Letters of designation as per point 5.2 of the policy will be copied to the Union;
- (e) Concerns regarding self-assigned hours may be referred to the Joint Consultation Committee;
- (f) Where AFM implements any special project, which entails utilization of self-assigned hours, discussion will be held with the Union.

**Article 11 Overtime**

**11:01** The Foundation may require employees to work overtime.

**11:02** An employee who is required to work overtime on a regular work day is entitled to compensation at time and one-half (1½x) for all overtime worked. Daily overtime will be paid after:

- Seven and one quarter ( $7\frac{1}{4}$ ) hours per day for employees whose hours of work are thirty-six and one quarter ( $36\frac{1}{4}$ ) hours/week
- Eight (8) hours per day for employees whose hours of work are forty (40) hours/week

- 11:03** An employee who is required to work on the employee's first day of rest, the employee's third day of rest and the employee's fifth day of rest is entitled to compensation at time and one-half ( $1\frac{1}{2}x$ ) for the first four (4) hours worked and two times ( $2x$ ) for all time worked thereafter.
- 11:04** An employee who is required to work on the employee's second day of rest, the employee's fourth day of rest and the employee's sixth day of rest is entitled to compensation at two times ( $2x$ ) for all time worked. Second in this context means the second in an unbroken series of consecutive and continuous calendar days of rest.
- 11:05** An employee, if called out or scheduled to work additional hours, shall receive for the work a minimum payment equivalent to three (3) hours at the applicable overtime rate provided that the period of overtime worked by the employee is not contiguous to the employee's scheduled working hours. A meal break shall not be regarded as affecting contiguity.
- 11:06** At the employee's option, overtime shall be compensated by paying the employee for all hours worked at the applicable overtime rate or by granting the employee equivalent time off in lieu of payment.
- 11:07** Where an employee has chosen to receive time off in lieu of payment for overtime, arrangements in respect thereof shall be completed to the mutual satisfaction of the employee and the Foundation within ninety (90) calendar days following the end of the biweekly pay period in which the overtime was worked. Where mutual agreement has not been reached within the ninety (90) calendar day period, the employee shall receive payment. When such payment is made, it shall be at the rate of pay in effect for the employee at the time when the overtime was worked.

- 11:08** The following provisions shall apply to all overtime worked by employees including overtime worked at premium rates (i.e. time and one-half [ $1\frac{1}{2}x$ ] and two times [ $2x$ ]) and at straight time rates as provided in the Compensatory Leave Articles for employees not eligible for premium overtime. Where the term “overtime” is used in this Article it refers to both overtime and compensatory time.
- 11:09** Provisions :01 - :07 on overtime will apply to all overtime credits earned up to forty (40) hours per fiscal year. (Note: twenty [20] hours overtime worked at two times [ $2x$ ] equals forty [40] overtime credits).
- 11:10** For any overtime credits earned beyond forty [40] hours in the fiscal year the following provisions of this Article will apply.
- 11:11** All overtime worked by employees shall be banked.
- 11:12** The Foundation shall consult with the employee in an effort to reach agreement on whether the employee will be granted pay or time off in lieu for banked overtime.
- 11:13** Where agreement is not reached, the Foundation shall determine whether the pay or time off will be granted.
- 11:14** Where banked time is to be taken, the Foundation shall consult with the employee in an effort to reach agreement on when the time off is to be taken.
- 11:15** Where agreement is not reached, the Foundation shall determine when the time off is to be taken.
- 11:16** Where the Foundation determines when the time off is to be taken under Section :15, the employee will receive forty-eight (48) hours’ notice of the time off and the following conditions shall apply:
- (a) The minimum period of time off will be five (5) days provided the employee has sufficient banked time available. In order to meet the five (5) days requirement, time off in lieu of overtime may be combined with holiday and/or vacation time and/or reduced work week days;

(b) Where the employee has less than five (5) days banked, then those days may be scheduled by the Foundation.

**11:17** Nothing in Section :16 restricts the Foundation and employee from agreeing to alternative arrangements.

## **Article 12 Standby**

**12:01** For the purpose of this Article, a twenty-four (24) hour period shall be defined as the period from 8:00 a.m. of one (1) day to 8:00 a.m. of the following day.

**12:02** An employee, who has been designated by the **OSIS** to be available on standby during off duty hours on a regular working day, shall be entitled to payment for each eight (8) hour period of:

Effective March 25, 2007 - Twenty dollars (\$20.00).

**12:03** For standby on a day of rest or on a paid holiday that is not a working day, the payment for each eight (8) hour period shall be:

Effective March 25, 2007 - Twenty-three dollars (\$23.00).

**12:04** An employee on stand-by if called back to work shall be compensated in accordance with the call-out provisions in Article 11:05 in addition to stand-by pay.

**12:05** To be eligible for stand-by payment, an employee designated for stand-by duty must be available during the employee's period of stand-by at a known telephone number or by another method of communication as mutually agreed between the supervisor and the employee, and must be available to return for duty as quickly as possible if called.

**12:06** The standby payment includes the responsibility to respond to phone calls and other forms of electronic communications which do not involve a return to work. If such calls individually or in total exceed one-half ( $\frac{1}{2}$ ) hour, the employee is entitled to claim overtime for the period beyond one-half ( $\frac{1}{2}$ )

hour at the applicable overtime rate. The provisions respecting minimum call out do not apply in these circumstances.

### **Article 13 Shift Premiums and Allowances**

**13:01** An employee who works a shift where half ( $\frac{1}{2}$ ) or more of the hours are worked between 5:00 p.m. and 5:00 a.m. shall receive a shift premium for the shift in addition to the employee's regular pay. Such payments shall be paid on a quarterly basis. The shift premium shall be:

(a) Eleven dollars and sixty cents (\$11.60).

(b) Effective April 1, 2012 - Twelve dollars and forty cents (\$12.40).

(c) Effective March 31, 2013 - Twelve dollars and eighty cents (\$12.80).

**13:02** An employee who works an overtime shift will be eligible for shift premium provided the employee is replacing another employee who would have received the shift premium if the employee had worked the shift. An overtime shift is defined as a full shift, i.e. seven and one-quarter ( $7\frac{1}{4}$ ) or eight (8) hours which is worked by an employee on an overtime basis.

**13:03** A Youth Care Worker at Compass who is designated by the employing authority or designate to perform the in charge responsibilities shall be entitled to an in charge shift allowance of six dollars and forty-four cents (\$6.44) per shift, effective the first day of the biweekly pay period following date of signing of this Agreement.

**13:04** The in charge shift allowance shall only be applicable when no Nurse 2 is scheduled to work and the in charge responsibilities are performed by the employee for a complete shift.

An employee who receives the in charge allowance shall not be eligible to receive acting status pay as described in Article 15.

**13:05 Shift Change Information Exchange**

- (a) Shift change information exchange, for the purposes of this Article, refers to AFM Residential Care Workers and Youth Care Workers who are required to receive information, prior to the commencement of their shift from employees who are on duty.
- (b) Employees who receive information through a shift change information exchange prior to the commencement of their shift, where there is no shift overlap, shall receive ten (10) minutes straight time per shift to be taken as compensatory time off.

**13:06** The employing authority shall determine, based upon operational requirements, whether or not a shift change is required at each residential treatment facility.

**13:07** The shift premium shall not be included in the calculation of overtime, superannuation, group life insurance, sick leave, vacation pay or any other employee benefits unless otherwise provided for in this Agreement.

**Article 14 Weekend Premium**

**14:01** An employee shall receive weekend premium for all regular hours of work or portions thereof on a Saturday or Sunday. The weekend premium shall be:

- (a) One dollar and five cents (\$1.05).
- (b) Effective April 1, 2012 - one dollar and fifteen cents (\$1.15).
- (c) Effective March 31, 2013 - one dollar and twenty-five cents (\$1.25).

**14:02** An employee who works overtime will only be eligible for weekend premium if the employee is replacing another employee who would have received the weekend premium if the employee had worked.

**14:03** The weekend premium shall not be included in the calculation of overtime payments, superannuation, group life insurance, sick leave payments, vacation

pay, or any other employee benefits unless otherwise provided for in this Agreement.

### **Article 15 Acting Status**

- 15:01** Where an employing authority or designate directs an employee employed in one position to temporarily take over the duties and responsibilities of some other position having a higher grade of pay, and provided the employee takes over and continues to perform for ten (10) or more consecutive working days the duties and responsibilities of that other position, the employee shall be appointed temporarily to that other position with acting status and shall be paid at the rate of pay for that other position from the date of taking over the duties and responsibilities of that other position until the temporary appointment is revoked; and upon the temporary appointment being revoked the employee shall, unless the employee is appointed or promoted to some other position, revert to the employee's original position and be paid at the rate of pay for the original position that the employee would be paid if the employee had never held the temporary appointment.
- 15:02** Where an acting status appointment to a position within the bargaining unit will exceed twelve (12) continuous months, AFM will notify the Union of the reasons. A meeting may be held to discuss the matter at the request of the Union. The employee who is in acting status may attend at the request of either party.
- 15:03** Section :02 does not apply where an employee is replacing an employee who is absent for any reason.

### **Article 16 Recruitment and Appointment**

- 16:01** The Foundation shall bulletin vacant or new positions internally for ten (10) **calendar** days before commencing selection procedures.
- 16:02** The Foundation may advertise externally **simultaneously with the internal posting.**

- 16:03** The Foundation shall give prior consideration to qualified employee applicants.
- 16:04** The preference for selection of employee applicants shall be as follows:
- (a) An appointment of a qualified person on the re-employment list kept by the Foundation.
  - (b) Promotion or transfer.
  - (c) Competition.
- 16:05** The selection of employees for vacant or new positions shall be on the basis of qualifications as contained in the classification specifications, ability, prior work performance and seniority. Where qualifications as contained in the classification specifications, ability and prior work performance are equal, seniority shall be the determining factor.
- 16:06** An employee who is notified that the employee is an unsuccessful applicant for a vacant position shall be supplied with the reasons for non-acceptance within ten (10) days of making a written request to the **OSIS**. Such a request shall be made within ten (10) days of receipt of the notification that the employee was an unsuccessful applicant.
- 16:07** Notwithstanding Section :04, first consideration for filling vacancies or new positions shall be given to persons on the re-employment list.
- 16:08** Where an employee is promoted to another position, the employee 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.
- 16:09** Where an employee is moved from one area to another, or within the area, the **OSIS** will endeavour to move the employee to the new position within thirty (30) days of the employee's appointment, or within one (1) week of obtaining a replacement for the employee, whichever is earlier.



- 16:10** Bulletins for the position vacancies within the Foundation shall be posted in all AFM offices in an area readily accessible to all staff at any time of the day or night. The Foundation will endeavour to provide the Union with a copy of all bulletins issued.
- 16:11** All candidates selected for an interview shall, upon request, as part of the selection process, be given a copy of the job description.
- 16:12** The AFM recognizes that employees classified as Community Addictions Workers (CAWs) may qualify for promotion from CAW1 to CAW2. Eligibility for promotion is based on education, related **and prior** work experience.
- Upon meeting the requirements for promotion as determined by the **OSIS**, the employee will be promoted to the next full step in the CAW2 classification effective the first bi-weekly pay period following notification to Human Resources.

### **Article 17 Medical Fitness**

- 17:01** A physical examination by a duly qualified medical practitioner acceptable to the Foundation is required:
- (a) For any employee in respect of whom the Foundation, in writing, requires a physical examination; and
  - (b) For any employee who, in the opinion of the Foundation, should be given a physical examination.
- 17:02** The Foundation may require an employee to have a psychiatric examination and/or a physical examination.
- 17:03** A duly qualified medical practitioner giving a psychiatric or physical examination shall complete such forms as required by the Foundation.
- 17:04** The cost of any examination referred to in :01 and :02 will be paid by the Foundation.

**Article 18 Probation**

- 18:01** All newly hired employees shall be on probation for a period of six (6) months or for such longer period as may be established by the Foundation. Such period shall not exceed twelve (12) 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. Each employee shall serve only one (1) probationary period.
- 18:02** Where an employee's probation period has been established for a period of less than twelve (12) months the employing authority, upon the request of the program concerned, may approve an extension of the employee's probation period. Such extension when combined with the employee's probation period shall not exceed twelve (12) months duration and the total shall be deemed to be the probation period.
- 18:03** An employee shall be notified in writing of any extension of the employee's probation period under Section :02 prior to the expiry of the employee's probation period. A meeting may be held with the employee to discuss the extension. The employee has the option to have a representative present.
- 18:04** Where an employee's probation period has been established for a period of twelve (12) months no extension may be approved by the Foundation.
- 18:05** An employee who is rejected during an initial probation period may grieve the rejection at Step 2 of the grievance procedure within fifteen (15) 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 2 shall be final for such grievances.
- 18:06** An employee who is being rejected during the probation period shall be provided with two (2) weeks' notice or payment in lieu thereof.
- 18:07** The rejection of an employee on probation is not arbitrable.

**18:08** Where an employee is promoted without competition as a result of a reclassification of the employee's position, the employee shall not be required to serve a further probation period in the position.

**18:09** **Trial Period**

An employee who transfers from one (1) program to another in the same classification is placed on a trial period of three (3) months. Where an employee has not successfully made the transition to the new position during the trial period, the Foundation will relocate the employee to their former position if the position is vacant. If the former position is not vacant, the employee will be placed in a position comparable to their former position within the same community or surrounding area. The Foundation will relocate the employee to their former position at the earliest opportunity and/or vacancy in the program.

Conversely, the employee may choose to return to their former position within the trial period if the position is vacant. If their former position is not vacant, the employee will be placed in a position comparable to their former position within the same community or surrounding area. The Foundation will relocate the employee to their former position at the earliest opportunity and/or vacancy in the program.

**18:10** **Promotion to Greater Classification**

An employee who is promoted to another classification is placed on a trial period of three (3) months. Where an employee has not successfully made the transition to the new position during the trial period, the Foundation will relocate the employee to their former position if the position is vacant. If the former position is not vacant, the employee will be placed in a position comparable to their former position within the same community or surrounding area. The Foundation will relocate the employee to their former position at the earliest opportunity and/or vacancy in the program.

Conversely, the employee may choose to return to their former position within the trial period if the position is vacant. If their former position is not vacant, the employee will be placed in a position comparable to their former

position within the same community or surrounding area. The Foundation will relocate the employee to their former position at the earliest opportunity and/or vacancy in the program.

### **Article 19 Conduct of Employees**

- 19:01** Each employee shall observe standards of behaviour consistent with the employee's function and role as a Foundation employee and in compliance with the terms of this Agreement.
- 19:02** Where an employee is absent without leave for a period of two (2) weeks, the employee shall be considered to have abandoned that employee's position and shall be deemed to have been terminated on the last day on which that employee was present at work and performed regular duties.
- 19:03** Where an employee is habitually late or is absent during working hours without leave and fails to give satisfactory explanation for such lateness or absence, the head of the unit area or directorate concerned shall make a report to the employing authority who may take such disciplinary action, including suspension or dismissal, as is warranted.

### **Article 20 Performance Appraisal**

- 20:01** Where a formal assessment of an employee's performance is made, the employee concerned shall be given an opportunity to sign the assessment form upon its completion to indicate that its contents have been read. The employee shall have the right to place comments on the form where such space is provided or to append comments to the form where no space is provided. An employee shall, upon request, receive a copy of the assessment at the time of signing.
- 20:02** **The employees' developmental plan will be discussed at the annual performance appraisal.**

**Article 21 Merit Increases**

- 21:01** (a) The anniversary date of an employee is the first of the month which follows the date on which the employee is employed in a position with the Foundation, or
- (b) The date on which an employee on a promotion or transfer receives an increase in pay equivalent to two or more merit increases.
- 21:02** Where the pay range for an employee's classification permits, an employee shall be eligible for a merit increase twelve (12) months from the employee's anniversary date established in accordance with this Article provided the employee has accumulated 1,008 regular hours of work during the twelve (12) month period. If an employee has not accumulated 1,008 regular hours during the twelve (12) month period and as a result has not received a merit increase, the employee is eligible for a merit increase at the employee's next subsequent anniversary date twelve (12) months hence provided the employee has accumulated 1,008 regular hours during the preceding twenty-four (24) month period. In a similar manner an employee who has not accumulated 1,008 regular hours over the preceding twenty-four (24) month period is eligible for a merit increase at the employee's next anniversary date following the accumulation of 1,008 regular hours.
- 21:03** Where an employee has been on maternity leave and/or parental leave and as a result of such leave(s) fails to be eligible for a merit increase under :02, the employee will be eligible for a merit increase on the first of the month following the date on which the employee accumulates the necessary regular hours of work. The effective date of the increase shall be the first of the bi-weekly pay period which includes the first of the month.
- 21:04** Notwithstanding that an employee is appointed to a position at a salary rate higher than the minimum salary applicable to the position, the employee is eligible for a merit increase on the employee's anniversary date.
- 21:05** The effective date for an employee's merit increase shall be the first day of the biweekly pay period which includes the employee's anniversary date. An

employee must be in the classification on the employee's anniversary date in order that the merit increase shall take effect at the beginning of the bi-weekly period that includes the said anniversary date.

**21:06** Where a merit increase is not granted to an employee on the employee's anniversary date:

- (a) The employee shall be notified of the merit increase denial on or before the applicable anniversary date. The employee shall be provided in writing with the reasons the merit increase was denied;
- (b) The merit increase may be granted to the employee on any subsequent monthly anniversary date which is not less than three (3) months from the employee's anniversary date. The effective date for such a merit increase shall be the first day of the biweekly pay period which includes the subsequent monthly anniversary date referred to;
- (c) The employee may file a grievance at Step 2 of the grievance procedure. No grievance may be initiated where a merit increase is not granted to an employee under Sub-Section (b);
- (d) The employee is eligible for a merit increase at the employee's next anniversary date notwithstanding that the employee was granted a merit increase under Sub-Section (b).

## **Article 22 Disciplinary Action**

**22:01** An employee shall only be disciplined for just cause.

**22:02** A hearing may be held with an employee prior to making a determination to suspend or dismiss an employee. The employee has the option to have a representative present.

**22:03** Where a written report recommending disciplinary action is to be placed on an employee's file, the employee shall be given an opportunity to sign the report indicating the employee has read it. Upon signing, the employee shall receive a copy of such a report.

- 22:04** Where disciplinary action has been taken the employee shall be advised in writing of the disciplinary action and the circumstances and actions which made the disciplinary action necessary. The employee shall sign a copy only to acknowledge its receipt and shall retain a copy.
- 22:05** An employee may grieve any disciplinary action according to the grievance procedure. Grievances concerning demotion, suspension or dismissal shall be initiated at Step 2 of the grievance procedure.
- 22:06** 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.
- 22:07** No notice or payment in lieu thereof is required where an employee is dismissed.

### **Article 23 Resignations**

- 23:01** Employees wishing to resign shall provide the Foundation with a written notice of resignation which shall specify the last day upon which an employee will perform regular duties.
- 23:02** The effective date of a resignation shall be the last day upon which an employee is present at work and performs the regular duties.
- 23:03** **Notwithstanding Articles 23:01 and 23:02, an employee who is retiring in accordance with the provisions of the Civil Service Superannuation Act, may, with the approval of the Employing Authority, be permitted to utilize paid leave in the form of vacation or banked time to be taken immediately prior to the employee's retirement date. In this circumstance, the effective date of resignation shall be deemed to be the last day of the employee's paid leave.**

- 23:04** Subject to Sections :05, :06 and :07, where the last day on which an employee has submitted notice of resignation performs regular duties precedes a Friday which, but for the fact that a holiday falls thereon would be a regular working day, the employee shall be deemed to have voluntarily terminated service on that Friday and shall be eligible for holiday pay for that Friday.
- 23:05** Subject to Subsection :06 employees shall give written notice of resignation at least two (2) weeks prior to that date on which the resignation is to be effective. Notice of resignation shorter than the required two (2) weeks may only be given with the approval of the Foundation.
- 23:06** An employee may, by application to the **OSIS**, with the approval of the appropriate Director, withdraw the notice of resignation at any time before the resignation becomes effective.
- 23:07** 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.
- 23:08** The employee agrees to return all equipment, keys, identification, appointment calendars and materials belonging to the Employer prior to or at the termination date.

## **Article 24 Contracting Out**

- 24:01** The Foundation shall give all reasonable consideration to provide continued employment to employees who would otherwise become redundant because work is contracted out.
- 24:02** Where work is to be contracted out which would result in the redundancy of employees in the bargaining unit, then the following procedure shall apply:
- (a) The Foundation will provide the Union with, one hundred twenty (120) days' notice.
  - (b) During the notice period the parties shall meet to facilitate potential retraining and/or re-deployment opportunities.



At the request of either party, the matter shall be discussed at the Joint Consultation Committee.

### **Article 25 Technological Change**

- 25:01** The Foundation and the Union recognize that technological change can offer significant improvements in the quality and quantity of services provided to the public.
- 25:02** For purposes of this Article, technological change means the introduction of equipment or material by the Foundation into its operations, which is likely to effect the security of employment of regular employees.
- 25:03** The Foundation agrees that it will endeavour to introduce technological change in a manner which, as much as is practicable, will minimize the disruptive effects on services to the public and employees.
- 25:04** Where the Foundation intends to introduce technological change, the following procedure applies:
- (a) The Foundation will provide the Union with one hundred eighty (180) days' notice prior to the date the change is to be effective.
  - (b) During this period, the parties will meet to discuss the steps to be taken to assist the employees who could be affected.
  - (c) Where retraining is to be provided, it shall be provided during the employee's normal working hours where possible.

At the request of either party the matter may be referred to the Joint Consultation Committee whose role would be to facilitate the implementation of the technological change in a manner consistent with this Article.

- 25:05** The provisions of this Article are intended to assist employees affected by technological change and Sections 83, 84 and 85 of The Labour Relations Act do not apply during the term of this Agreement.

## **Article 26 Change of Work Headquarters**

- 26:01** Where, as a result of a reorganization of the Foundation, or part of the Foundation an employee's work headquarters is moved from one city or town to another city or town requiring a change of residence by the employee, the employee shall be given notice of the move ninety (90) days in advance of the date upon which the move of the employee is to be effected. Such notice shall be provided in writing to the employee by the **OSIS**.
- 26:02** Where an employee has accepted relocation involving a change in residence by the employee, the employee shall be reimbursed for expenses incurred due to the relocation in accordance with existing policy respecting "Expenses of Removal on Transfer".
- 26:03** Where such notice has been given to an employee and the employee is unable to relocate, every reasonable effort will be made to place the employee in another suitable position within the Foundation.
- 26:04** Where an employee with three (3) or more years of continuous service is unable to relocate, the employee shall be subject to layoff. If the employee has not been offered another suitable position within one (1) year from the date of layoff the employee shall be permanently laid off and shall be eligible for severance pay in accordance with Article 28.
- 26:05** For purposes of interpretation of this Article, where the term "suitable position" is used it means a position which the employee is reasonably qualified for and able to perform and which is in a location that would not require a change of residence by the employee.

## **Article 27 Layoff**

- 27:01** Where by reason of a shortage of work or funds, or the abolition of a position or material changes in duties or organization, the employing authority determines that a layoff(s) is necessary, within the Foundation, the employing authority shall determine the classification(s) from which the layoff(s) are to take place.

**27:02** Subject to this Article, the employing authority shall determine the group of employees concerned within each classification from which employees are to be laid off.

**27:03** In the event of a reduction in the workforce of a classification within the Foundation, the following procedure shall apply:

- (a) First to be laid off - Casual employee(s)
- (b) Second to be laid off - Term part-time employee(s)
- (c) Third to be laid off - Term Employee(s)
- (d) Fourth to be laid off - Regular part-time employee(s)
- (e) Last to be laid off - Regular full-time employee(s)

In determining the order of layoff in accordance with this Article, seniority shall be the determining factor provided the qualifications of the employees are relatively equal. This Article is subject to the requirement that the employees who are retained must have the qualifications and ability to perform the duties which the remaining employees will be required to perform.

- 27:04**
- (a) Where the layoff(s) of employee(s) in Section :03 (d) and (e) is necessary, the employing authority shall provide the Union with written notice not less than forty (40) days prior to the date of layoff(s). The parties shall then meet to discuss the steps to be taken to assist the employee(s) affected.
  - (b) Where the layoff(s) of employee(s) in Article 27:03 (b) and (c) is necessary, and the layoff(s) occurs at the end of a specific term of employment or after completion of a job for which the employee was specifically employed, no notice of layoff is required.
  - (c) Where the layoff(s) of employee(s) in Article 27:03 (b) and (c) is necessary other than as outlined in this Section (b) the following will apply:

- (i) Two (2) weeks' notice will be provided to employees with less than one (1) year of seniority or pay in lieu of notice will be applicable.
- (ii) Four (4) weeks' notice will be provided to employees with one (1) or more years of seniority or pay in lieu of notice will be applicable.

**27:05** Where employees have been laid off, the Foundation shall not use casual employees to do the work of the laid off employees except:

- (a) Where the laid off employees are not able and/or available to work,
- (b) In emergency situations.

**27:06** Where a bargaining unit employee alleges that the applicable layoff has not been in accordance with this Agreement, the grievance procedure set forth in this Agreement shall apply except that the grievances shall be initiated at the Step 2 of the procedure.

**27:07** For purposes of this Article, "qualifications" refers to: education, knowledge, training, skills, experience, aptitude and competence. "Ability" refers to mental and physical capability.

The employing authority, in making a decision with respect to determining which employees are to be retained and which employees are to be laid off, shall determine qualifications, and the ability of employees to perform the duties which the remaining employees will be required to perform, in a fair, reasonable, and non-discriminatory manner. The onus of proof rests with the **Foundation** in any dispute over the application of qualifications, and ability to perform the duties which the remaining employees will be required to perform.

**27:08** The Foundation shall maintain a re-employment list for all employees in the bargaining unit covered by this Article and who are laid off on other than a temporary basis.

**27:09** Employees who are laid off shall be placed on a re-employment list for a period of twelve (12) months from the effective date of the layoff. During

this period, the employee shall be considered for re-employment to the position if it is to be refilled. A copy will be provided to the Union on request.

- 27:10** Employees who are placed on a re-employment list shall be called back to their positions in reverse order of the layoff in the classification from which the employee was laid off.
- 27:11** An employee who is on the re-employment list must:
- (a) Report any change of address to the Human Resource Department immediately.
  - (b) If recalled, respond to the call back within seven (7) days of receipt of notification of call back. Notice of recall shall be made by registered mail to the last known address filed by the employee.
  - (c) Return to work within fourteen (14) days of the date the recall was received, or such date as may be agreed upon between the employee and the employing authority.
  - (d) Except for good and sufficient reasons, accept a call back in accordance with this Article or be deemed to have resigned.
- 27:12** Employees on a re-employment list may be offered re-employment to other positions within the Foundation.
- 27:13** If an employee is not called back to work within twelve (12) months from the effective date of the layoff, the layoff will be considered permanent and the employee will be removed from the re-employment list and be no longer considered for recall.
- 27:14** An employee who accepts another position may be placed on a trial period of not more than six (6) months duration. An employee who is found to be unsuitable during this trial period will be returned to the appropriate re-employment list for the greater of six (6) months or the remainder of the employee's twelve (12) month period of the re-employment list. An employee

found to be unsuitable may grieve the decision commencing at Step 2 of the grievance procedure. The decision of the CEO is final for such grievances.

- 27:15** If a regular employee accepts a term position as a result of re-employment, the employee's status as a regular employee shall be maintained. On the expiry of the term, the employee will be permanently laid off, or remain on the re-employment list for the remainder of the twelve (12) month period if applicable.

### **Article 28 Severance Pay**

- 28:01** Employees with nine (9) or more years of accumulated service whose services are terminated as a result of retirement in accordance with the provisions of The Civil Service Superannuation Act shall be paid severance pay in the amount of one (1) week's pay for each complete year of accumulated service or portion thereof, but the total amount of severance pay under this section shall not exceed fifteen (15) weeks' pay (e.g. ten [10] years, eight [8] complete months of accumulated service equals ten and eight-twelfths [ $10\frac{8}{12}$ ] years of accumulated service for purposes of calculation).
- 28:02** Where an employee in the employee's ninth year of accumulated service fails to complete nine (9) year's accumulated service as a result of retirement in accordance with the provisions of The Civil Service Superannuation Act, the employee shall be paid, or to the employee's estate in the event of death, severance pay on the basis of nine (9) weeks' pay multiplied by the factor of the number of complete months service completed in the ninth year of service divided by twelve (12) months.
- 28:03** In addition to the severance pay set out in Section :01, employees who retire in accordance with the provisions of The Civil Service Superannuation Act will also be eligible for the following severance pay;
- (a) For employees with twenty (20) or more years of accumulated service, an additional two (2) weeks' pay;

- (b) For employees with twenty-five (25) or more years of accumulated service, two (2) weeks' pay in addition to the amount in Subsection (a);
- (c) For employees with thirty (30) or more years of accumulated service, two (2) weeks' pay in addition to the amount in Subsections (a) and (b);
- (d) For employees with thirty-five (35) or more years of accumulated service, two (2) weeks' pay in addition to the amounts in Subsections (a), (b), and (c).

**28:04** In the case of employees with nine (9) or more years of accumulated service whose services are terminated as a result of death, the employee's estate shall be paid severance pay in the amount of one (1) week's pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed fifteen (15) weeks' pay. Example: ten (10) years, eight (8) complete months of accumulated service equals ten and eight-twelfths ( $10\frac{8}{12}$ ) years of continuous service for purposes of calculation.

**28:05** Where an employee in the employee's ninth year of accumulated service fails to complete nine (9) years' accumulated service as a result of death, the employee's estate shall be paid severance pay on the basis of nine (9) weeks' pay multiplied by the factor of the number of complete months service completed in the employee's ninth year divided by twelve (12) months.

**28:06** Employees with one (1) or more years of accumulated service whose services are terminated as a result of permanent layoff shall be paid severance pay in the amount of one (1) week's pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed twenty-six (26) weeks' pay.

**28:07** Where an employee in the employee's third year of continuous service fails to complete three (3) years' continuous service as a result of permanent layoff, the employee shall be paid severance pay on the basis of three (3) weeks' pay multiplied by the factor of the number of complete months service completed in the third year divided by twelve (12) months.

- 28:08** Where an employee in the employee's first year of accumulated service fails to complete one (1) year's accumulated service as a result of permanent layoff, the employee shall be paid severance pay on the basis of one (1) week's pay multiplied by the factor of the number of complete months service completed in the employee's first year divided by twelve (12) months.
- 28:09** An employee who is eligible to receive severance pay in accordance with this Article may elect to receive the severance pay in two (2) equal payments provided both payments occur within the same fiscal year as the effective date of the retirement or permanent layoff. In the case of severance payable on permanent layoff, this provision only applies if the employee immediately elects permanent layoff upon receiving notice of layoff and waives the right to be placed on the re-employment list.
- 28:10** The rate of pay referred to in this Article shall be determined on the basis of the last regular biweekly rate of pay, excluding allowances, which was in effect for the employee at the time of retirement, permanent layoff, or death. Subject to Section :13, the rate of pay for hourly rated employees shall be determined on the basis of the applicable work week, either thirty-six and one-quarter (36 $\frac{1}{4}$ ) or forty (40) hours per week.
- 28:11** For the purposes of this Article, continuous employment means consecutive and continuous days, weeks, months and/or years of employment with the Addictions Foundation of Manitoba and any other service recognized by the Employer where there has been no break in service involving termination of the employee. In the calculation of continuous service, any approved leave of absence with pay shall not affect continuous service, and any authorized leave of absence without pay on a temporary or seasonal layoff, while not considered a break in service, shall not be counted in the total continuous service. (Example: ten [10] years consecutive and continuous service with six [6] months leave of absence without pay or six [6] months seasonal layoff = nine and one-half [9 $\frac{1}{2}$ ] years continuous service).
- 28:12** In the case of employees eligible for severance pay who are on stand-by or temporary layoff at the time of retirement, permanent layoff or death, the



weekly hours shall be, subject to Section :13, the normal weekly hours of work in effect for the classification of the employees at the time of retirement, permanent layoff or death.

**28:13** In the case of hourly paid employees whose total weekly hours of work vary between summer and winter, the severance pay to be paid shall be based on an average of the normal hours of work over the fiscal year.

### **Article 29 Holidays**

**29:01** (a) The following holidays shall be observed at the Foundation;

New Year's Day	Civic Holiday
Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

Any other holiday proclaimed by Federal or Provincial Statute provided that where any of the said days fall on a Saturday or Sunday, the next working day shall be observed as a holiday in lieu thereof. Nothing in this Article shall prohibit the parties to this Agreement from altering the date of the observance of any of the above holidays.

(b) For calculation purposes holidays shall be observed as indicated below:

- (i) For all shift employees, where any of the holidays fall on a scheduled working day they shall be observed on that day. For purposes of this Article, a shift employee is one whose regular work week is not Monday to Friday inclusive.
- (ii) For all non-shift employees, where any of the holidays fall on a Saturday or Sunday, the holiday shall be observed on the following Monday. Where holidays fall on both Saturday and Sunday, the holidays shall be observed on the following Monday and Tuesday.

- 29:02** When December 24 falls on a Monday through Friday, the following shall apply:
- (a) All AFM offices shall be closed at 1:00 p.m. in the afternoon;
  - (b) Where the Administrator requires an employee to work a full shift, the employee shall be entitled to one-half ( $\frac{1}{2}$ ) days of compensatory leave to a maximum of four (4) hours;
  - (c) The day shall be considered a full working day for calculation purposes. Example: an employee on vacation will be deducted one (1) days' vacation credit for the day.
- 29:03** 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.
- 29:04** Notwithstanding Article 29:03 (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 or at least fifteen (15) days during the thirty (30) calendar days immediately preceding the holiday.
- 29:05** If an employee who is not entitled to pay for a holiday that falls on a regular working day for reasons as outlined in Section :03 does work on the holiday, the employee shall be paid the applicable wages equivalent to one and one-half times ( $1\frac{1}{2}x$ ) the employee's regular rate for the time worked on that day.
- 29:06** Subject to Section :09 and subject to the call-out provisions, an employee who is required to work on the holiday when it is observed on the employee's

day of rest shall receive, in addition to the regular holiday pay to which the employee may be entitled overtime compensation based on two times (2x) at the employee's regular rate of pay for all hours worked on the holiday.

- 29:07**
- (a) Subject to operational requirements, shift employees in residential settings may have the option of working on holidays that fall within their regular shift schedule.
  - (b) Shift employees who are working at a facility that does not schedule staff to work a holiday that falls within their regular shift schedule, shall give written notice to his/her supervisor at least four (4) weeks in advance of their desire to work the holiday.
  - (c) Shift employees who are working at a facility which schedules staff to work on a holiday shall give written notice to his/her supervisor at least four (4) weeks in advance of their desire to be taken off the schedule for the holiday.
  - (d) Two (2) weeks prior to the holiday, the supervisor shall inform the employee whether the request has been approved or denied.
- 29:08**
- (a) A shift employee is entitled to pay for a holiday and who works on a holiday when it is the employee's regularly scheduled working day shall, in addition to the regular pay, be compensated at the rate of time and one-half ( $1\frac{1}{2}x$ ) for all hours worked on the holiday, or be granted compensatory leave for such hours worked at the rate of one and one-half ( $1\frac{1}{2}$ ) hours for each hour worked. Shift employees shall be entitled to add to their regular annual vacation a maximum of five (5) days accumulated compensatory leave, and any additional compensatory leave shall be granted at the discretion of the employing authority. Any overtime hours worked on the holiday shall be compensated on the same basis as set out in Section :06.
  - (b) Subject to Subsection :08 (c) the accumulated compensatory leave referred to in subsection :08 (a) above, shall be taken in the vacation year in which it is earned.

- (c) The **OSIS** may allow accumulated compensatory leave in lieu of holidays to be carried forward to the next vacation year.
- (d) In the event that an employee is terminated, the accumulated compensatory leave in lieu of holidays shall be paid out at the final rate in effect for the employee during the year in which the holidays were worked.

**29:09** Subject to Section :03, where the wages of an employee vary from day to day, the pay for holiday on which the employee has not worked shall be equivalent to the employee's average daily earnings exclusive of overtime for the days on which the employee worked during the twenty (20) working days immediately preceding the holiday.

**29:10** An employee who leaves the Foundation, shall receive pay in lieu of the compensatory leave that has not been granted.

### **Article 30 Vacation**

**30:01** For purposes of this Agreement, a vacation year is the period beginning on April 1 and ending on March 31 next following.

**30:02** Vacation leave credits are calculated based on accumulated service. In addition, for purposes of calculation of vacation credits only, an employee shall be considered to have earned accumulated service in accordance with the following:

- (a) Where an employee is absent due to injuries or disabilities for which compensation is paid under The Workers Compensation Act, vacation leave shall accumulate as if the employee were not absent, but the extent of such accumulation shall not continue beyond twelve (12) consecutive calendar months from the date of injury/disability occurred.
- (b) Full-time employees will receive vacation credits during approved leaves of absence without pay up to a maximum of forty (40) hours in a vacation year.

**30:03** Under no circumstances can an employee earn more than the maximum vacation credits that can be accumulated in any vacation year i.e. fifteen (15), twenty (20), twenty-five (25), or thirty (30) vacation credits per vacation year.

**30:04** Employees shall earn vacation leave credits during each vacation year on the following basis:

- (a) Employees who have completed less than two (2) calendar years of service, shall earn vacation credits at the rate of a maximum of fifteen (15) credits for 2,080 (1,885) hours of accumulated service to be taken in the vacation year following the vacation year in which the vacation is earned.
- (b) Commencing from the beginning of the vacation year in which two (2) calendar years of service will be completed, employees shall earn vacation credits at the rate of a maximum of twenty (20) credits for 2,080 (1,885) hours of accumulated service to be taken in the vacation year in which three (3) calendar years of service are completed and yearly thereafter.
- (c) Commencing from the beginning of the vacation year in which nine (9) calendar years of service will be completed, employees shall earn vacation credits at the rate of a maximum of twenty-five (25) credits for 2,080 (1,885) hours of accumulated service to be taken in the vacation year in which ten (10) calendar years of service are completed and yearly thereafter.
- (d) Commencing from the beginning of the vacation year in which nineteen (19) calendar years of service will be completed employees shall earn vacation credits at the rate of a maximum of thirty (30) credits for 2,080 (1,885) hours of accumulated service to be taken in the vacation year in which twenty (20) calendar years of service are completed and yearly thereafter.
- (e) Notwithstanding subsections (a), (b), (c) and (d), employees terminating in their second calendar year of service shall have their vacation leave

credits cashed-out at the rate of a maximum of fifteen (15) credits for 2,080 (1,885) hours of accumulated service. Employees terminating in their ninth calendar year of service shall have their vacation leave credits cashed-out at the rate of a maximum of twenty (20) credits for 2,080 (1,885) hours of accumulated service. Employees terminating in their nineteenth calendar year of service shall have their vacation leave credits cashed-out at the rate of a maximum of twenty-five (25) credits for 2,080 (1,885) hours of accumulated service.

**30:05** To calculate the number of vacation hours an employee has earned in a vacation year:

- (a) Determine the number of hours of accumulated service as determined in Section :02 that the employee has earned in a vacation year to a maximum of 2,080 (1,885) hours;
- (b) Divide by 2,080 (1,885);
- (c) Multiply by the employee's vacation leave credit accrual rate, i.e. fifteen (15), twenty (20), twenty-five (25), or thirty (30);
- (d) Multiply by the daily hours for the employee's classification, i.e. eight (8) or seven and one-quarter ( $7\frac{1}{4}$ ) and round down to the nearest quarter ( $\frac{1}{4}$ ) hour.

Example: An employee has 1,920 hours of accumulated service in the vacation year, the employee's credit rate is fifteen (15) and the employee's classification is an eight (8) hour classification.

$1920 \div 2080 \times 15 = 13.846 \times 8 = 110.768$  rounded down to 110.75 vacation hours eligible to be taken in the following vacation year.

**30:06** Vacation credits do not accrue when an employee receives a vacation pay cash out in lieu of vacation time taken.

**30:07** An employee shall accumulate vacation credits from the date of commencement of employment.

- 30:08** (a) Subject to Article 30:08 (e) vacation leave shall be taken in the vacation year following the vacation year in which it is earned. However, with the approval of the **OSIS**, vacation that has been earned in a vacation year may be taken in that vacation year.
- (b) Under no circumstances shall vacation leave be taken in advance of when it was earned.
- (c) Where operational requirements permit, vacation leave may be taken subject to the approval of the **OSIS**.
- (d) The **OSIS** may authorize that vacation leave to commence on any day.
- (e) The **OSIS** may authorize that vacation leave be carried forward to the next following year to supplement the vacation period in that year, but in no case will a vacation carry-over be allowed which comprises more than one (1) year's vacation entitlement.
- (f) The **OSIS** may authorize an employee to take vacation leave in two (2) or more periods.
- (g) The **OSIS**, if it finds it necessary, may require an employee to take vacation leave in two (2) or more periods. Normally any such periods shall not be less than one (1) week in length.
- 30:09** Where the **OSIS** has been unable to schedule part or all of an employee's vacation within the vacation year and as a result finds it necessary to restrict the whole or part of the vacation leave of an employee, the CEO may authorize payment in lieu of vacation. Such pay shall not be subject to deduction of pension fund contributions or life insurance contributions. An employee whose vacation leave has been restricted may, in lieu of receiving such pay, elect to carry over such vacation leave to the following year.
- 30:10** Subject to the requirements of personnel in a work unit, vacation leave shall be rotated regardless of seniority of employment.

- 30:11** Where for any reason other than death, an employee leaves the service after having been granted more vacation leave than the employee has earned in accordance with this Agreement, the employee shall repay to the Foundation all salary paid for such excess period of leave.
- 30:12** Where an employee dies, the employee's estate shall receive the employee's accumulated vacation credits.

### **Article 31 Sick Leave**

- 31:01** It is agreed by both parties that earned sick leave entitlement shall be granted by the Foundation where an employee is unable to be at work and perform the employee's regular duties as a result of illness or injury.
- 31:02** The sick leave to which an employee is entitled shall accumulate:
- (a) During the first four (4) years of calendar service at the rate of 4.0 (3.625) hours for each 80 (72.5) hours of accumulated service.
  - (b) After the first four (4) years of calendar service, at the rate of 8.0 (7.25) hours for each 80 (72.5) hours of accumulated service.
- 31:03** Sick leave with pay up to but not exceeding the net amount of entitlement will be paid to hourly paid employees based on the number of hours they normally would have been scheduled to work on the day they were absent on sick leave.
- 31:04** Sick leave shall not accumulate beyond two hundred eight (208) working days (1,664 [1,508] hours).
- 31:05** An employee who has been absent on sick leave with pay, upon returning to work, shall continue to accumulate sick leave up to a maximum of two hundred eight (208) working days (1,664 [1,508] hours) in accordance with Sections :02.
- 31:06** An employee shall accumulate sick leave credits from the date of commencement of employment.



- 31:07** Sick leave shall not be taken in advance of when it is earned.
- 31:08** Sick leave shall not accumulate during periods when an employee is absent on sick leave and/or absent on Workers Compensation for a period of more than ten (10) consecutive working days
- 31:09** Where an employee is to be absent because of illness, the employee shall endeavour to notify the immediate supervisor of the absence due to illness at least one (1) hour prior to, if a shift employee, and not more than thirty (30) minutes after, if an office employee, the normal hour of beginning work, or as soon thereafter as the means of communication permit.
- 31:10** An employee who has been absent because of sickness for a period of more than three (3) consecutive working days shall furnish, when requested by the Foundation, at any time during this period of sickness, a medical certificate certifying that the employee is or was unable to be present at work because of the illness. Where an employee fails to produce a medical certificate acceptable to the Foundation, the employee shall not be entitled to be paid for the period of absence.
- 31:11** An employee who has been absent because of sickness for a period of three (3) working days or less may be required to furnish, when requested by the Foundation, a medical certificate as required under Section :10. Failure to produce a certificate acceptable to the Foundation will result in a loss of pay for the period of absence.
- 31:12** Where an employee has been absent for a period of three (3) working days or less because of sickness, the employee shall complete and submit a return on a form as required by the Foundation.
- 31:13** Where an employee becomes ill during the period of scheduled annual vacation, the **OSIS** may grant sick leave and credit the employee with alternate days' vacation equivalent to the number of days approved sick leave providing the illness is over three (3) days and may require hospitalization. The employee will be responsible to provide proof of illness and/or hospitalization satisfactory to the Foundation.

**31:14** When an employee is unable to work and is in receipt of an income replacement indemnity (IRI) from the Manitoba Public Insurance Corporation (MPIC) as a result of an injury incurred in a vehicle accident, the employee may elect to be paid an additional amount, which when combined with the IRI benefit, shall ensure the maintenance of net salary **(as per Memorandum of Agreement regarding Workers Compensation Benefits as attached on Page 88)** consistent as if they were in receipt of regular sick leave. Such additional amount shall be chargeable to the employee's sick leave credits accrued at the time the employee commenced receipt of the IRI and such additional payment shall be payable until the employee's accrued sick leave credits have been exhausted.

### **Article 32 Workers Compensation**

**32:01** When an employee is unable to work and is in receipt of Workers Compensation allowance as a result of an injury incurred in the course of the employee's duties, the employee, may elect, to be paid an additional amount which, when combined with the compensation allowance, shall ensure the maintenance of net salary **(as per Memorandum of Agreement regarding Workers Compensation Benefits as attached on Page 88)**. Such additional amount shall be chargeable to the employee's sick leave credits accrued at the time the employee commenced receipt of Workers Compensation allowances, and such additional payments shall be payable until the employee's accrued sick leave credits have been exhausted. Net salary shall be as determined by the Workers Compensation Board.

**32:02** Notwithstanding Section :01, an employee's pay may only be "topped-up" by ten percent (10%) of net salary.

**32:03** If at any time it is decided by the Workers Compensation Board that the additional amount in Section :01 or :02 must be offset against benefits otherwise payable by the Workers Compensation Board, then such additional amount shall not be payable.

- 32:04** Where an employee is absent due to injuries or disabilities for which compensation is paid under The Workers Compensation Act, vacation leave shall accumulate as if the employee were not absent, but the extent of such accumulation shall not continue beyond twelve (12) consecutive calendar months from the date the injury or disability occurred.
- 32:05** Where an employee is injured on the job and is required to leave for medical treatment and/or is sent home by management due to the injury, the employee shall incur no loss in regular pay and benefits for the day on which the accident occurs.
- 32:06** Transportation to the nearest physician or hospital for employees requiring immediate medical care as a result of an on the job accident shall be provided by or at the expense of the Foundation if it is not covered by a medical plan.

### **Article 33 Bereavement Leave**

- 33:01** An employee shall be entitled to compassionate leave of four (4) working days without loss of salary in the event of the death of a parent, spouse, child, step-child, or step-parent.
- 33:02** An employee shall be entitled to compassionate leave of three (3) working days without loss of salary in the event of the death of a brother, sister, step-brother, step-sister, or ward of the employee, or a relative permanently residing in the employee's household or with whom the employee permanently resides.
- 33:03** An employee who is entitled to compassionate leave under Article 33:01 and 33:02 during vacation leave shall receive vacation credits equal to the number of days of compassionate leave granted.
- 33:04** An employee shall be entitled to compassionate leave of one (1) working day without loss of salary in the event of the death of an employee's grandparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle or grandchild.

- 33:05** Provided an employee has not received compassionate leave for the death in question, an employee shall be entitled to compassionate leave up to a maximum of one (1) day without loss of salary for attending a funeral as a pallbearer.
- 33:06** An employee shall be entitled to additional compassionate or special leave up to a maximum of two (2) days without loss of salary, requested for the purpose of attending a funeral at a distance in excess of two hundred twenty-five (225) kilometres from the employee's home.
- 33:07** Employees shall be entitled to one (1) working day off without loss of salary to attend the internment of a family member as identified in Articles 33:01 and 33:02.

#### **Article 34 Family Related Leave**

- 34:01** An employee shall be entitled to up to five (5) days of leave with pay in each fiscal year to be granted on the recommendation of the employing authority as follows and charged against the employee's sick leave credits:
- (a) The leave shall be for the purpose of attending to family responsibilities which are real, immediate and unavoidable and which necessitate the employee's absence from work;
  - (b) The family responsibilities of the employee could not reasonably be accommodated by some other person or in some other way or at some other time;
  - (c) The amount of leave is intended to cover the period until appropriate alternative arrangements can be made.
- 34:02** An employee's sick leave accumulation under Article 31 will not be reduced to less than twelve (12) days (96 hours/87 hours) per year as a result of the application of this provision.

### **Article 35 Child Birth Leave**

**35:01** An employee shall be granted one (1) day's leave with pay to attend to needs directly related to the birth of his child. At the employee's option, such leave shall be granted on the day of, or the day following the birth of his child, or the day of his spouse's admission to, or discharge from the hospital or such other day as may be mutually agreed.

### **Article 36 Maternity Leave**

**36:01** An employee who qualifies for Maternity Leave may apply for such leave in accordance with either Plan A or Plan B, but not both.

#### **Plan A**

**36:02** In order to qualify for Plan A, a pregnant employee must:

- (a) Have completed seven (7) continuous months of employment for or with the Foundation; and
- (b) Submit to the **OSIS** an application for leave under Plan A 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; and
- (c) Provide the **OSIS** with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery.

**36:03** An employee who qualifies is entitled to and shall be granted maternity leave without pay consisting of:

- (a) A period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Section :02 (c), or
- (b) A period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Section :02 (c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate;

- (c) The **OSIS** may vary the length of maternity leave upon proper certification by the attending physician.

**36:04** Sections 52 through 57.1 inclusive of The Employment Standards Code respecting maternity leave shall apply “mutatis mutandis.”

- 36:05**
- (a) An employee who has been granted maternity leave shall be permitted to apply up to a maximum of ten (10) days of her accumulated sick leave against the Employment Insurance waiting period.
  - (b) Should the employee not return to work following her maternity leave for a period of employment sufficient to allow for re-accumulation of the number of sick days granted under subsection (a), the employee shall compensate the employer for the balance of the outstanding days at the time of termination. Approved sick leave with pay granted during the period of return shall be counted as days worked.

### **Plan B**

**36:06** In order to qualify for Plan B, a pregnant employee must:

- (a) Have completed seven (7) continuous months of employment for or with the Foundation;
- (b) Submit to the **OSIS** 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;
- (c) Provide the **OSIS** with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery,
- (d) Provide the **OSIS** with proof she has applied for Employment Insurance Benefits and that Human Resources and Skills Development (HRSD) has agreed that the employee has qualified for and is entitled to such Employment Insurance benefits pursuant to Section 22, Employment Insurance Act.

**36:07** At the employee's request and based on operational requirements, the **OSIS** may authorize an employee who has received maternity leave under Plan B to return to work on a part-time basis for a period of twelve (12) months. For the purposes of return to work it is the expectation of the Employer that part-time would normally be not less than half time.

**36:08** An applicant for Maternity Leave under Plan B must sign an agreement with the employing authority providing that:

- (a) Subject to Article 36:07 she will return to work and remain in the employ of the Foundation either:
  - (i) On a full-time basis for at least six (6) months following her return to work, or
  - (ii) On a part-time basis for at least twelve (12) months following her return to work, and
- (b) If she does not take Parental Leave as provided in Article 38 she will return to work on the date of the expiry of her Maternity Leave; and
- (c) If she does take Parental Leave as provided in Article 38, she will return to work on the date of the expiry of her Parental Leave; and
- (d) Should she fail to return to work as provided above, she is indebted to the Foundation for the full amount of pay received from the Foundation as a maternity allowance during her entire period of Maternity Leave.

**36:09** An employee who qualifies is entitled to a maternity leave consisting of:

- (a) A period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Section :06 (c), or
- (b) A period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Section :06 (c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate;

(c) The **OSIS** may vary the length of maternity leave upon proper certification by the attending physician.

**36:10** During the period of maternity leave, an employee who qualifies is entitled to a supplement to Employment Insurance (EI) Maternity benefits as follows:

- (a) For the first two (2) weeks an employee shall receive ninety-three percent (93%) of her weekly rate of pay;
- (b) For up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the Employment Insurance (EI) benefits the employee is eligible to receive and ninety-three percent (93%) of her weekly rate of pay,
- (c) All other time as may be provided under Article 36:09 shall be on a leave without pay basis.

**36:11** Plan B does not apply to term employees or employees subject to seasonal layoff.

**36:12** During the period of maternity leave, benefits will not accrue. However, the period of maternity leave will count as service towards eligibility for long service vacation and long service sick leave entitlement.

**36:13** Where an employee's anniversary date falls during the period of maternity leave under Plan A or B, the employee shall be eligible to receive a merit increase effective the date upon which she returns to her position of employment.

**36:14** Sections 52 through 57.1 inclusive of The Employment Standards Code respecting maternity leave shall apply "mutatis mutandis."

**36:15** For regular part-time employees, Foundation payments will be based on the difference between the percentage of weekly earnings covered by Employment Insurance and ninety-three percent (93%) of the weekly earnings. Weekly earnings will be as determined by Human Resources and



Skills Development (HRSD) and will be subject to the Employment Insurance maximum.

### **Article 37 Adoptive Parent Leave**

**37:01** An employee shall be granted one (1) day's leave with pay to attend to needs directly related to the adoption of the employee's child. At the employee's option such leave shall be granted on the day of, or the day following the adoption or such other day as may be mutually agreed.

### **Article 38 Parental Leave**

**38:01** In order to qualify for Parental Leave, an employee must:

- (a) Be the natural mother of a child; or
- (b) Be the natural father of a child; or
- (c) Adopt a child under the law of a Province. The employee may be required to furnish proof of adoption.

**38:02** An employee who qualifies under Section :01 must:

- (a) Have completed seven (7) continuous months of employment for or with the Foundation, and
- (b) Submit to the employing authority 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.

**38:03** An employee who qualifies in accordance with Sections :01 and :02 is entitled to Parental Leave without pay for a continuous period of up to thirty-seven (37) weeks.

**38:04** Subject to Section :05, Parental Leave must commence no later than the first anniversary date of the birth or adoption of the child or the date on which the child comes into the actual care and custody of the employee.

**38:05** Where an employee takes Parental Leave in addition to Maternity Leave, the employee must commence the Parental Leave immediately on expiry of the Maternity Leave without a return to work unless otherwise approved by the CEO.

### **Article 39 Court Leave**

**39:01** 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 affairs, shall be granted a leave of absence with pay for the required period of absence and all jury or witness fees received by the employee shall be remitted to the Foundation.

**39:02** Should an employee be summoned or subpoenaed for matters occasioned by the employee's work during the employee's off duty hours or vacation time, the employee shall receive applicable overtime rates in accordance with Article 11 of this Agreement.

### **Article 40 Bridging of Service**

**40:01** A regular employee who resigns as a result of the employee's decision to raise a dependent child or children, and is re-employed upon written notification to the **OSIS** shall be credited with the length of service accumulated up to the time of resignation for the purposes of sick leave and long service vacation entitlement benefits as defined in this Agreement and based on service seniority.

The following conditions shall apply:

- (a) The employee must have accumulated at least four (4) years of calendar service at the time of resigning.
- (b) The resignation itself must indicate the reason for resigning.

- (c) The break in service shall be for no longer than six (6) years, and during that time the employee must not have been engaged in remunerative employment for more than three (3) months.
- (d) The previous length of service shall not be reinstated until successful completion of the probationary period.
- (e) Upon successful completion of the probationary period, the employee will be credited with the accumulated sick leave credits at the time of the employee's resignation up to a maximum of twenty-six (26) days of credits.

#### **Article 41 Loss of or Damage to Personal Effects**

- 41:01**
- (a) Where an employee who because of the action of a client suffers damage to, or loss of, eye-glasses, false teeth, a watch or other personal effects usually carried with or worn by the employee in the performance of the employee's duties including clothing but not including underwear, the employee shall be reimbursed at full replacement cost provided that the item that is lost or damaged beyond repair has been purchased within three (3) months of the incident, and proof of purchase is submitted. In other cases reimbursement shall be at seventy-five percent (75%) of the replacement cost.
  - (b) All incidents of loss of, or damage to personal effects as mentioned in subsection (a), shall be reported in writing by the employee whose personal effects are lost or damaged to the employee's supervisor within twenty-four (24) hours of the incident.
  - (c) Each incident respecting loss of, or damage to, personal effects as mentioned in subsection (a) shall be assessed separately, and the employing authority shall recommend the amount of compensation that should, in the employing authority's opinion, be paid in respect of each incident.

- 41:02**
- (a) Employees are responsible for any personal effects which are brought to their place of work and are not specifically required in the course of their employment; and no claim for compensation will be considered for loss or theft of or damage to personal effects or clothing other than damage to clothing that occurs as a result of an accident, normal wear and tear expected.
  - (b) Employees suffering loss of, theft of, or damage to tools, equipment, personal effects or clothing incurred when they are away from their normal place of work while on a business or field trip may claim compensation only for such items as are necessary in day-to-day living in the course of their employment away from their normal place of work.
  - (c) Employees whose occupation requires them to provide and use their own tools, equipment or personal effects in the course of their employment, should safeguard such tools, equipment or personal effects against loss, theft or damage; and no claim for compensation for loss, theft or damage to such tools, equipment or personal effects may be made under this subsection except where such tools, equipment or personal effects are handed over or delivered to a supervisor or responsible officer where this is practical and the receipt thereof is acknowledged by the officer.
  - (d) Where employees are required to provide, commandeer or “rent without fee” from any person or firm, tools, equipment or personal effects which are to be used in the course of their employment and which are not readily available from Foundation sources, claims for compensation may be made for the loss or theft or damage to such tools, equipment or personal effects.
  - (e) No claim for compensation will be considered where an employee has or will receive adequate compensation from insurance or otherwise for the loss or theft or damage to tools, equipment or personal effects, or for luxury items.

- (f) Every claim for compensation made pursuant to subsection (a), (b), (c) and (d) will be considered by the **OSIS** who will submit a recommendation to the **Chief Financial Officer** for approval, and the claim shall indicate:
- (i) The name of the claimant, position classification, normal place of work and type of work the position entails;
  - (ii) Identification as to category - loss, theft, damage - and full particulars as to when and how the loss, theft or damage took place, with any other relevant particulars;
  - (iii) Justification for the claim in accordance with subsection (a), (b), (c) or (d) of this Article;
  - (iv) A certification by the claimant that all items lost, stolen or damaged are not covered by any form of insurance.
- (g) Payment of claims approved by the **Chief Financial Officer** shall be paid at full replacement cost provided that the item that is lost or damaged beyond repair has been purchased within three (3) months of the incident, and proof of purchase is submitted. In other cases reimbursement shall be limited to the cost of repair, or, on the basis of seventy-five percent (75%) of the replacement cost, including Provincial Sales Tax where necessary.

## **Article 42 Disposable Income Policies**

**42:01** It is agreed that the conditions contained within the Agreement listed below between the Government and The Manitoba Government and General Employees' Union will apply to employees of the Foundation except where otherwise specified in this Agreement.

- (a) Remoteness Allowance, as in the Government Employees' Master Agreement, part-time employees shall receive a pro-rated allowance in accordance with Article 6 - "Part-time Employees".

**Remoteness Allowance – Increases to Rates**

<b>March 30, 2014</b>	<b>1.0%</b>
<b>March 29, 2015</b>	<b>1.0%</b>
<b>March 20 2016</b>	<b>2.0%</b>
<b>March 19, 2017</b>	<b>2.0%</b>
<b>April 1, 2018</b>	<b>1.0%</b>
<b>September 30, 2018</b>	<b>1.0%</b>

(b) Travel and Related Expenses, Privately Owned Vehicles.

(c) Travel and Related Expenses, Meals and Miscellaneous Expenses.

**42:02** It is further agreed that any revision to the above shall apply simultaneously to employees of the Foundation.

**Article 43 Uniforms and Protective Clothing**

**43:01** Where the Foundation determines that uniforms and/or protective clothing are required in the performance of the employee's duties, such uniforms and/or protective clothing shall be provided to the employee.

**43:02** Where uniforms and protective clothing are supplied, the Foundation agrees to furnish, replace or repair such clothing when damaged in the performance of the employee's duties.

**43:03** Notwithstanding any other provision of this Agreement, where an employee disputes the provision of protective clothing in accordance with this Article the employee may file a grievance in accordance with the grievance procedure. The decision at Step 2 shall be final for such grievances.

**Article 44 Union Business**

- 44:01** Leave of Absence to attend to Union business may be granted to employees under the following conditions:
- (a) Requests for leave shall be made in writing by the Union by providing the employee and the **Provincial Human Resources (HR) Specialist or designate** with a letter of request. Such requests shall be **forwarded to** the appropriate **OSIS** for approval.
  - (b) Requests for leave shall be made with reasonable advance notice but not less than three (3) working days and shall be granted only where operational requirements permit. Where special or unusual circumstances prevent compliance with the three (3) 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 Foundation one hundred percent (100%) of the wages paid to such employees during the approved absence.
- 44:02**
- (a) For time spent with Foundation representatives during negotiations of the Agreement, the Union will be allowed to have no more than four (4) employees present at each bargaining session on a time-off with pay basis; but a least one from each region.
  - (b) Prior to the commencement of negotiations, the Union shall supply the Foundation with a list of employee representatives for the negotiations. Dependent upon operational requirements, requested leave for such employees shall not be unreasonably denied.
  - (c) Subject to the mutual agreement of the parties, the total number of employees referred to in (a) above may be changed provided any additional employees are on leave without pay or on wage recovery as per Article 44:01 (c).

- 44:03** Union staff members shall not visit employees at their place of work unless prior approval has been obtained from the **Provincial HR Specialist or OSIS**.
- 44:04** The Foundation agrees to allow the Union use of space on existing bulletin boards for the purpose of posting official Union information relating to business affairs, meetings, and social events provided the information does not contain anything that is adverse to the interests of the employer. The Foundation shall have the right to refuse to post or remove the posting of any information.
- 44:05** Upon request a Union representative shall be provided with the opportunity to meet with newly hired employees for up to twenty (20) minutes during regular working hours. The time shall be established by agreement subject to operational requirements.

#### **Article 45 Rights of Stewards**

- 45:01** “Steward” means an employee elected or appointed by the Union who is authorized to represent the Union, an employee or both.
- 45:02** The Foundation recognizes the Union’s right to select Stewards to represent employees.
- 45:03** 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 work place, and the administrative structure implied by the Grievance Procedure.
- 45:04** The Union agrees to provide the Foundation with a list of Stewards and any subsequent changes for each work location. The Union shall provide appropriate identification for Stewards.
- 45:05** Stewards and employees shall not conduct Union business during their working time.



- 45:06** 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.
- 45:07** For complaints of an urgent nature, a steward shall first obtain the permission of their immediate supervisor before leaving their work to investigate such complaint with the employee and supervisor or Foundation official concerned. Such permission shall not be unreasonably sought or withheld. On resuming their normal duties the Steward shall notify their supervisor.
- 45:08** 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 **OSIS** for the time required to deal with the complaint or grievance. On resuming their duties, the steward and employee shall notify their **OSIS**.

#### **Article 46 Union Security**

- 46:01** 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 as representing the per capita cost of negotiating and administering the Agreement. For new employees, the payroll deduction of the amount as set out above shall become effective on the first day of the full biweekly pay period following the date of appointment.
- 46:02** The Union agrees to indemnify and save the Foundation harmless against any claim or liability arising out of the application of Section :01 except for any claim or liability arising out of an error committed by the Foundation.
- 46:03** All the dues shall be forwarded monthly together with a list of employees, current classifications for those employees, amount of such deduction, and the list shall indicate the names and effective dates of newly hired or terminated employees.

**46:04** The Union shall notify the Foundation in writing of any changes in the amount of dues at least one (1) month in advance of the end of the pay period in which the deductions are to be made.

### **Article 47 Grievance Procedure**

**47:01** The parties to this Agreement recognize the desirability for prompt resolution of grievances through an orderly process without stoppage of work or refusal to perform work.

**47:02** A grievance is defined as a complaint in writing concerning:

- (a) The application, interpretation, or alleged violation of an Article of this Agreement or The Labour Relations Act or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties.
- (b) The dismissal, suspension, demotion or written reprimand of an employee.

The above categories of grievances can be processed up to and including Step 2 of the grievance procedure.

**47:03** Notwithstanding Section :02, an employee may complain or grieve on any unsatisfactory working condition up to and including Step 2 of the grievance procedure. The decision at Step 2 shall be final for such grievances.

**47:04** Where a grievance has been initiated and the nature of the grievance is such that it has or potentially could have widespread application affecting a number of employees; and where as a result the Union deems it impractical that each affected employee grieve separately, the Union shall have the right to present a group grievance on those matters as defined in Section :02 (a). Such group grievances shall be presented directly to the CEO or designate of the Foundation within twenty (20) working days following the date upon which the employee(s) were notified orally or in writing or on which the employee(s) first became aware of the action giving rise to the grievance.

- 47:05** (a) Where either party to this Agreement disputes the general application, interpretation or alleged violation of an Article of this Agreement, or The Labour Relations Act, or a signed Memorandum of Agreement or a signed Memorandum of Understanding between the parties, either party may initiate a general grievance. Such grievances initiated by the Union shall be made to the CEO or designate. Such grievances initiated by the Foundation shall be made to an Executive Officer of the Union, and in either case shall be within twenty (20) working days from the date either party became aware of the action giving rise to the grievance.
- (b) Where the parties fail to resolve a grievance under Article 47:04 or 47:05 (a), either party may refer the grievance to Arbitration. It is agreed and understood that grievances which have been submitted and dealt with as individual grievances may not subsequently be submitted as a general grievance.
- (c) Notwithstanding Article 47:07 a grievance filed under Article 47:05 (a) shall not require the signature of an employee.
- 47:06** 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 management 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.
- 47:07** Wherever possible, the grievance shall be presented on the official grievance form. A written description of the nature of the grievance and the redress requested shall be sufficiently clear and if the grievance relates to an Article of the Agreement, such Article shall be so stated in the grievance. The grievance shall be signed by the employee and may be clarified at any step providing its substance is not changed. Except for failure to meet the time limits, a

grievance shall not be deemed to be invalid if it is not written on the official grievance form or for failure to quote the correct Article in dispute.

**47:08** It is mutually agreed that an effort shall be made to resolve complaints through discussion before a written grievance is initiated. The aggrieved employee shall have the right to have a Union Representative present at such a discussion. When a grievance cannot be presented in person at any step, it may be transmitted by registered mail.

**47:09** An employee has the right to representation by a Union Representative at any step of the grievance procedure.

### **Step 1**

- (a) Within twenty (20) working days after the date upon which the employee was notified orally or in writing, or on which the employee first became aware of the action or circumstances giving rise to the grievance, the employee will present the grievance with the redress requested to the **Provincial HR Specialist** or designate.
- (b) The **Provincial HR Specialist** or designate will sign for receipt of the grievance and if the nature of the grievance is such that the **Provincial HR Specialist** or designate is authorized to deal with it, the **Provincial HR Specialist** or designate will issue a decision in writing to the employee and to the Union within fifteen (15) working days.
- (c) The **Provincial HR Specialist** or designate may hold a hearing to discuss the grievance with the employee and the employee's representative before giving a decision on the grievance.
- (d) If the nature of the grievance is such that a decision cannot be given below a particular level of authority, the **Provincial HR Specialist** or designate will forward the grievance to the appropriate authority at the appropriate step of the grievance procedure and so inform the employee and the Union. The time limits and the procedures of the appropriate step will then apply.

- (e) Where the **Provincial HR Specialist** or designate at Step 1 is a steward or officer of the Union, the grievance shall automatically be referred by the **Provincial HR Specialist or designate** to Step 2.

### Step 2

- (a) If the grievance is not resolved satisfactorily at Step 1, the employee will have the right to submit the same grievance and the redress requested to the CEO or designate within fifteen (15) working days of the receipt of the decision at Step 1.
- (b) The CEO or designate will sign for receipt of the grievance and issue a decision in writing to the employee and to the Union within fifteen (15) working days of receipt of the grievance.
- (c) For those grievances defined in accordance with Section :02, the CEO or designate may hold a hearing to discuss the grievance with the employee and the employee's representative before giving a decision on the grievance. For those grievances concerning unsatisfactory working conditions as defined in Section :03. The CEO or designate shall hold a hearing to discuss the grievance with the employee and the employee's representative before giving a decision on the grievance.

### Step 3

Where the decision of the CEO or designate at Step 2 does not satisfactorily resolve the grievance, the same grievance and redress requested may be submitted to arbitration in accordance with Article 49:01, Grievance Arbitration Procedure, providing the category of the grievance is such as is defined in Section :02. The decision of the Arbitration Board shall be final and binding for all such grievances. An employee may submit to arbitration a grievance regarding dismissal with or without Union approval, but for all other arbitrable grievances, Union approval must first be obtained before the matter is submitted to arbitration.

**47:10** A grievance arising from the demotion, suspension or dismissal of an employee will be initially presented at Step 2 of the grievance procedure

within twenty (20) working days from the date the employee became aware of such action.

- 47:11** Classification disputes shall not be channelled through this Grievance Procedure but shall be subject to the Provisions of Article 51.
- 47:12** The rejection of an employee on probation is not arbitrable.
- 47:13** Subject to Section :09 Step 2, an employee or the Union may withdraw a grievance at any step of the grievance/arbitration procedure by giving written notice to the department concerned. An employee may abandon a grievance by not processing it within the prescribed time limits.

#### **Article 48 Grievance Arbitration Procedure**

- 48:01** (a) No matter may be submitted to Arbitration until all the applicable provisions in this Agreement for the settlement of disputes have been exhausted.
- (b) Where a difference arises between the parties hereto relating to a subject matter which is identified in Article 48:02 of the grievance procedure, as being arbitrable, either of the parties may, within twenty (20) working days from the receipt of the decision at Step 2 notify the other party in writing of its desire to submit the difference or allegation to arbitration.
- (c) Where the party initiating the arbitration proceedings wishes to request arbitration by a single arbitrator, the notice referred to in Article 49:01 (b) shall so state:
- (i) 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 ten (10) working days.
- (ii) Where the party who receives the notice rejects the request for a single arbitrator or where the parties have failed to reach agreement on the selection of a single arbitrator within ten (10) working days,

the party initiating the arbitration proceedings may submit the name of its appointee to the board within ten (10) working days.

- (iii) Where the parties have agreed to a single arbitrator, the single arbitrator shall be considered to be an Arbitration Board for purposes of this Article.
- (d) By mutual agreement between the parties, the grievance matter may be referred to a mediator chosen by the parties or the parties may appoint the single arbitrator, chosen in accordance with Article 48:01 (c) as a mediator/arbitrator.

If referred to a mediator, the arbitration hearing date shall be established independent of the mediation process. The mediation must be completed prior to the commencement of the arbitration.

If the single arbitrator is appointed as a mediator/arbitrator, the matter shall be heard as a mediation/arbitration.

- (e) Where the party initiating the arbitration proceedings wishes to request arbitration by a three person board, the notice referred to in Sub-Section :01 (b) shall contain the first party's appointee to the Arbitration Board. The following procedure will then apply:
  - (i) The party who receives the notice shall within ten (10) working days of receiving the notice, name an appointee to the Arbitration Board and notify the other party in writing of such appointee.
  - (ii) The two members of the Arbitration Board named by the parties shall, within ten (10) working days of the appointment of the second of them, appoint a third member of the Arbitration Board who shall be the Chairperson thereof.
  - (iii) If either party fails to appoint its member to the Board as provided above or where the two appointees of the parties fail to agree on the appointment of a third member within the time specified, the Minister of Labour shall appoint a member to the Board on behalf

of the party failing to make the appointment or the third member and Chairperson of the Board as the case requires.

- (f) Where the matter is submitted to the Arbitration Board, the Arbitration Board shall commence hearings within ten (10) working days of the matter being submitted to the Board and shall hear evidence and argument submitted by or on behalf of the parties relevant to the matter submitted and shall make a decision thereon in the form of an award of the Arbitration Board.
- (g) The Chairperson and one (1) other member are a quorum; but, in the absence of a member, the other members shall not proceed unless the absent member has been given reasonable notice of sitting.
- (h) The Arbitration Board shall hear and determine the difference or allegations and shall issue a decision, which decision shall be final and binding and enforceable upon the parties and upon any employee or employees affected by it.
- (i) The Arbitration Board may summon before it any witnesses and require them to give evidence on oath, orally or in writing, and to produce such documents and evidence as the Arbitration Board deems requisite to the full investigation and consideration of the matters referred to it.
- (j) The Chairperson shall submit a report on the findings and the decision of the Board within fourteen (14) days following the completion of the hearing to:
  - (i) Agent of the Foundation.
  - (ii) Agent of the Manitoba Government and General Employees' Union.
- (k) Any of the time limits referred to above may be extended by mutual agreement of the parties hereto.



- (l) The decision of the majority shall be the decision of the Arbitration Board, but if there is no majority, the decision of the Chairperson shall be the decision of the Board.
- (m) The Arbitration Board shall not have the power to add to, subtract from or modify or alter in any way the provisions of this Agreement or any approved written policy respecting conditions of employment.
- (n) The Board shall expressly confine themselves to the precise issue submitted to the Arbitration Board, and shall have no authority to make a decision and/or recommendation on any other issue not so submitted to the Board.
- (o) Where the Arbitration Board determines that an employee has been dismissed or otherwise disciplined by the Foundation for cause and provided the Collective Agreement does not provide a specific remedy or penalty for the cause of the dismissal or disciplinary action, the Arbitration Board may substitute such other penalty or remedy in lieu of dismissal or the disciplinary action as the Board deems just and reasonable under the circumstances.
- (p) The expenses incurred by and in respect of an Arbitration Board shall be paid as follows:
  - (i) The parties to the arbitration shall each pay an equal portion of the remuneration and expenses of the Chairperson of the Arbitration Board.
  - (ii) Each party to the arbitration shall pay the remuneration and expenses of the member of the Arbitration Board named or appointed by or on behalf of that party.
  - (iii) Each party to the arbitration shall pay the fees and expenses of witnesses called by that party to give evidence before the Arbitration Board.

- (iv) Each party to the arbitration shall pay the fees and expenses of any counsel appearing before the Arbitration Board on behalf of that party.
- (v) The parties to the arbitration shall pay an equal portion of other costs and expenses incurred by the Arbitration Board in conducting the arbitration.

### **Article 49 Sexual Harassment**

- 49:01** The parties recognize that the problem of sexual harassment may exist. However, the parties agree that sexual harassment will not be tolerated in the workplace or in connection with the workplace.
- 49:02** Where an employee is of the opinion that the same employee has been or is being sexually harassed by another employee, the employee may forward a written complaint directly to the CEO of the Foundation. The complaint shall be marked "Personal and Confidential".
- 49:03** The CEO or designate, mutually agreeable to the parties to this Agreement, shall endeavour to resolve the matter in an expeditious and confidential manner.
- 49:04** The alleged offender shall be entitled to notice of the complaint and shall be given the opportunity to respond to the complaint.
- 49:05** The CEO or designate, mutually agreeable to the parties to this Agreement, after investigating the complaint shall have the authority to:
- (a) Dismiss the complaint; or
  - (b) Determine the appropriate discipline; and/or
  - (c) Take any action in which the CEO's opinion may be necessary.
- 49:06** Where the CEO or designate, mutually agreeable to the parties to this Agreement, determines that a complaint has been made for a frivolous or vindictive reason, the CEO shall have the authority to:

- (a) Take disciplinary action against the complainant; and/or
- (b) Take any action against the complainant which in the CEO's opinion may be necessary.

## **Article 50 Employee Originated Requests for Reclassification**

- 50:01** Where an employee believes that the employee's position is improperly classified, the employee will prepare a written statement of duties along with the reasons for the reclassification request and submit it to the Director, Human Resources of the Foundation.
- 50:02** Within thirty (30) working days of the receipt of the reclassification request, the **Provincial HR Specialist** shall issue a decision to the employee.
- 50:03** The Union, after discussion with the **Provincial HR Specialist**, shall have the right to refer the decision of the **Provincial HR Specialist** to the CEO or designate within ten (10) working days of the receipt of the decision in accordance with the procedure specified in this Agreement.
- 50:04** Within thirty (30) working days of the receipt of the reclassification request the CEO or designate shall issue a decision to the employee.
- 50:05** The Union, after discussion with the CEO or designate, shall have the right to refer the decision of the CEO or designate to a person mutually acceptable to the Union and the CEO within ten (10) working days of the receipt of the decision in accordance with the procedures specified in this Agreement.
- 50:06** The person selected shall hold a hearing within ten (10) working days of the matter being submitted to hear presentations from the parties or their representatives concerning the dispute. The person selected shall issue a decision on the reclassification within seven (7) days of the hearing and the decision shall be final.
- 50:07** The time frames in this Article may be waived by mutual agreement of the parties hereto.

**50:08** The effective date of a reclassification will be determined by the date the request is formally brought to the attention of the **Provincial HR Specialist** of the Foundation. The effective date will be the first day of that pay period which contains the first day of the month following the receipt of the request by the **Provincial HR Specialist**.

### **Article 51 Civil Liability**

**51:01** The Employer will provide to the employees, liability insurance coverage which will reasonably protect them from claims brought against them by third parties which arise while the employees are acting within the scope of their duties as employees. The insurance policy shall be delivered by the employer to the Union on its renewal, and where the Union takes the position that such coverage is inadequate it shall, within five (5) days of such delivery, advise the employer accordingly, in writing. The employer shall be obliged to provide such coverage only for so long as it is available from conventional insurers at reasonable rates. The Union acknowledges the adequacy of the coverage existing at the time of the signing of this Agreement.

**51:02** The following shall be applicable to former AFM employees who have resigned or retired:

If any action or proceeding is brought against the employer for an alleged tort committed by that employee in the performance of his or her duties during the term of his or her employment with the **Addictions** Foundation of Manitoba, the Civil Liability provisions of the AFM Collective Agreement apply.

### **Article 52 Professional Development and Education**

**52:01** An employee requested by the Foundation to take any course(s) shall not suffer any loss of pay or benefits according to existing Foundation policy.

**52:02** This will apply to all regular, part-time and term employees.

**52:03** Audio/Visual monitoring of employee performance will not be used for yearly evaluations but will be used for staff development purposes.

### **Article 53 Employee Assistance Program**

**53:01** The AFM recognizes that emotional, behavioural, psychological, psychiatric, chemical dependency, financial, family, legal problems etc., are conditions affecting work performance and are treatable conditions. It is also recognized that employees with these problems will have access to the EAP.

**53:02** Employees are assured that their job future in relation to promotion and continued employment will not be jeopardized by utilizing this employee service.

**53:03** AFM will participate in the Government/MGEU Employee Assistance Program.

### **Article 54 Employee Files**

**54:01** Upon the written request of an employee, the personnel file of that employee shall be made available for the employee's full examination within a reasonable period of time. Such examination shall be in the presence of the **Provincial HR Specialist** or designate. The employee, at the employee's option, may have a representative present.

**54:02** An employee may request a copy of specific documents on the employee's personnel file. This provision shall not be unreasonably requested or denied.

### **Article 55 Joint Consultation Committee**

**55:01** A Joint Consultation Committee will be established and maintained within the Foundation. This Committee shall consist of no more than five (5) representatives of the Foundation and five (5) representatives of the Union. Except by mutual agreement, this Committee shall meet bi-monthly for the purpose of discussing issues relating to the workplace which affect the parties.

**55:02** The Committee may make recommendations to the Union and the Foundation with respect to its discussions and conclusions, but it shall not have jurisdiction over wages, or any matter of the Collective Agreement. The Committee shall not supersede the activities of any Committee of the Union or of the Foundation and it does not have the power to bind either the Union or its members or the Foundation to its discussions or conclusions.

### **Article 56 Seniority**

**56:01** “Seniority” means the length of service with the Foundation as defined in this Article provided such service has not been broken by termination of the employee.

**56:02** Seniority for service shall include only the following:

- (a) Accumulated service
- (b) Periods of Workers Compensation
- (c) Periods of maternity leave and/or parental leave, **adoptive leave** and compassionate care leave
- (d) **Periods of unpaid leave for Reservists with the Canadian Forces.**
- (e) Any sick leave without pay necessary to satisfy the elimination period of The Long Term Disability Plan
- (f) Any other approved leaves without pay to a maximum accumulation of 160 (145) hours in a calendar year
- (g) Regular paid time with employers/organizations that amalgamate(d) with the Foundation.

**56:03** An employee will lose all seniority when the employee:

- (a) Resigns.
- (b) Retires.

- (c) Is dismissed and not reinstated.
- (d) Dies.
- (e) Is permanently laid off.
- (f) Is terminated at the expiry of the employee's term of employment. However, this subsection does not apply to a term employee who has been employed on a full-time basis for twenty-four (24) continuous months and who is re-employed within twelve (12) months of the expiration of the employee's term of employment.

**56:04** A seniority list will be prepared by April 1 of each year by the Foundation based on service up to and including December 31 of the previous year. The list will be posted at work locations as determined by the Foundation.

**56:05** A seniority list will be prepared for the following types of employees by classification groupings in order of seniority:

- (a) Regular
- (b) Term

**56:06** Grievances concerning the calculation of seniority must be filed at Step 2 of the Grievance Procedure within twenty (20) working days of the date the employee became aware of the seniority calculation. Such grievances shall be restricted to the calculation of seniority in the calendar year immediately prior to the year in which the seniority list is posted.

## **Article 57 Health Benefits**

**57:01** It is agreed that the conditions contained within the Agreement listed below between the Government and the Manitoba Government and General Employees' Union will apply to employees of the Foundation except where otherwise specified in this Agreement:

- (a) Dental Plan

- (b) Long-Term Disability
- (c) Vision Care Plan
- (d) Drug Plan **(Implementation of Blue Cross Blue Net Card April 1, 2016 or as soon as is practicable).**

**57:02** It is further agreed that any revision to the above shall apply simultaneously to employees of the Foundation.

**57:03** The AFM will subsidize an Ambulance and Hospital Semi-Private Plan (AHSP) in accordance with the following:

- (a) Premiums up to the amount paid under the Government Employees Master Agreement will be paid by the AFM;
- (b) The remainder of the premium will be paid by the employee;
- (c) The Plan will provide similar benefits to the Plan currently provided to employees and their dependents;
- (d) Participation in the Plan will be voluntary;
- (e) Eligibility requirements will be the same as those in effect for the Dental Plan.

### **Article 58 Workplace Safety and Health**

**58:01** The Foundation and the Union recognize that safety, accident prevention and the preservation of health care of primary importance in all operations and that these activities require the combined efforts of the Foundation, employees, and the Union.

**58:02** The Foundation will continue to provide its employees with safe working conditions, equipment and materials and will continue to ensure that all reasonable precautions are taken.



- 58:03** The Union will continue to make every effort to obtain the cooperation of each employee within the bargaining unit in the observation of all reasonable safety rules, practices and procedures.
- 58:04** Every employee shall take all reasonable precautions and follow all reasonable safety rules, practices and procedures in order to protect the employee's safety and health and the safety and health of any other persons who may be affected by the employee's acts or omissions at work.
- 58:05** The parties recognize the importance of Workplace Safety and Health Committees to enhance the ability of employees and managers to resolve health and safety concerns. It is recognized that the initiative in requesting the establishment of a Workplace Safety and Health Committee may come from management of the Foundation and/or the employees in the workplace and/or the Union.
- 58:06** The parties agree to Workplace Safety and Health Committees in workplaces where it is deemed necessary having regard for:
- (a) The number of employees in the workplace;
  - (b) The type of work performed in the workplace and the degree of hazard involved;
  - (c) The complexity of the workplace operations, and the size, location, and nature of the workplace.
- 58:07** Where it is not deemed appropriate to establish a Workplace Safety and Health committee in a workplace the parties may agree to the designation of a Workplace Safety and Health representative who may, in conjunction with a management representative, perform the duties of a committee.
- 58:08** Where it is deemed appropriate to establish a Workplace Safety and Health committee in a workplace, the following shall apply:
- (a) The size of the committee shall be determined taking into account the factors listed in Section :06. The number of employee representatives

should not be less than two (2) or more than six (6). The number of management representatives should not be less than two (2) and may be less than or equal to the number of employee representatives on a committee;

- (b) Each party shall elect or appoint its representative to a committee freely and without interference;
- (c) Committee members shall have a term of office of one (1) year and members are eligible for re-election or re-appointment;
- (d) Committees shall have two (2) co-chairpersons, one (1) chosen by and from the management representatives and one (1) chosen by and from the employee representatives. The co-chairpersons shall alternate the function of chairing the meetings of the committee and may participate fully in the deliberations and discussions of the committee;
- (e) Committees shall meet regularly at intervals to be determined by the committee but normally not less than once in a calendar quarter.
- (f) Except for the calling of special meetings, there shall be at least seventy-two (72) hours prior notice of the calling of committee meetings;
- (g) Efforts should be made to schedule committee meetings, functions or duties during the employees' work time but if this is not possible meetings may be held during the employees' off duty hours. Employee representatives who are members of a Workplace Safety and Health Committee and who are scheduled to meet during off duty hours shall be compensated at straight time rates or at the employee's option be granted time off in lieu for time spent in such meetings, functions or duties;
- (h) The quorum for meetings shall consist of a minimum of four (4) people; two (2) management members and two (2) employee members;

- (i) Each work location shall provide a prominent place where information relating to health and safety subjects may be posted. Information posted shall include:
  - (i) The names of all committee members and their terms of office;
  - (ii) The scheduled meeting dates of the committee;
  - (iii) The agenda for each meeting;
  - (iv) The minutes of the previous meeting;
  - (v) Informational and educational materials which have specific relevance to the safety and health of employees in that workplace.
- (j) Minutes of all committee meetings are required. Minutes shall consist of matters relating to the receipt and disposition of safety and health concerns. The minutes shall be signed by both chairpersons. Where there is disagreement as to the accuracy or content, either party may so note the disagreement and place their comments on the minutes prior to signing. When the minutes are signed by both co-chairpersons, the management co-chairperson shall retain the original for the records of the committee, forward a copy to the Workplace Health and Safety Branch, post a copy as provided in Subsection (i) above and forward a copy to members of the committee;
- (k) Any material addressed to the committee shall be distributed as soon as practicable by the person receiving same to the other committee members.

**58:09** The objectives of Workplace Safety and Health Committee include:

- (a) Assisting employees to identify, record, examine, evaluate, and resolve health and safety concerns in the workplace;
- (b) Developing practical procedures and conditions to help achieve health and safety in the workplace;

- (c) Promoting education and training programs to develop detailed knowledge of health and safety concerns and responsibilities in each individual workplace.

**58:10** Where a supervisor knows that any condition exists at a workplace that is unusually dangerous to the safety or health of an employee, the supervisor shall not require or permit any employee to engage in, carry on or continue to work in that workplace under that condition.

**58:11** (a) Where an employee has reason to believe, and does believe, that a condition exists that is dangerous to the employee's safety or health in the performance of the employee's work, the employee shall report that condition to the employee's supervisor;

(b) The supervisor upon being notified under (a) above shall inspect the condition with the employee and discuss the employee's reasons for believing the condition to be dangerous. Where there is a health and safety committee at the workplace the co-chairpersons may be asked to participate;

(c) If the employee is unsatisfied with the supervisor's decision or if the supervisor refuses to inspect the condition, the employee shall contact, in writing or by telephone, the Workplace Safety and Health Branch without delay;

(d) If the employee refuses to work because of the employee's belief that the condition is dangerous, the employee must be available to perform other work assigned.

**58:12** Where an employee has refused to perform work in accordance with Section :11, no other employee shall be assigned the particular work unless such employee is notified of the refusal and the reasons for the refusal, if known.

**58:13** Nothing in this Article prevents the doing of any work or thing that may be necessary in order to remedy the dangerous condition described in Sections :10 and :11.

- 58:14** Disciplinary action shall not be taken against an employee solely for the reason that the employee:
- (a) Made a report under Section :11; and
  - (b) Refused to work or continue to work under the conditions described under Section :11 provided a safety and health officer has reported in writing that the employee had reasonable and probable grounds for believing that those conditions were dangerous to the employee's safety or health.
- 58:15** Where an employee wilfully takes unfair advantage of the provisions described in Section :11, the employee may be subject to disciplinary action up to and including suspension or dismissal.

#### **Article 59 Retroactive Pay**

- 59:01** Retroactive pay adjustments for the period between the expiration of the previous Agreement and the date of the signing of this Agreement shall apply to:
- (a) Employees who are in the employ of the Foundation on the date of the signing of this Agreement;
  - (b) Employees who have left the service during the above-mentioned period but who have retired in accordance with the provisions of the Civil Service Superannuation Act or who have died in service;
  - (c) Employees who have left the service during the above-mentioned period by reason of being laid off by the Foundation;
  - (d) Term employees terminated at the end of a specific term of employment or after the completion of the specific job for which they were employed.

**59:02** Retroactive pay adjustments for the period between the expiration of the previous Agreement and the date of signing this Agreement shall be made to employees who have voluntarily terminated their services.

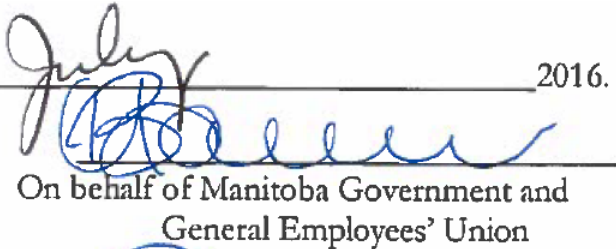
### **Article 60 Job Sharing**

- 60:01** (a) Job Sharing is an alternative work arrangement whereby the duties and responsibilities of a full-time position may be restructured in a manner that would accommodate the employment of two (2) or more employees on a part-time basis.
- (b) The Foundation will endeavour to inform the Union of existing job sharing situations within the bargaining unit within sixty (60) days of the signing of this Agreement.
- (c) The Foundation will inform the Union of new job share arrangements within the bargaining unit as they are brought to its attention.
- (d) It is also agreed that the Foundation will consult with the Union during the life of this Collective Agreement on the subject of job sharing and its impact on the bargaining unit.

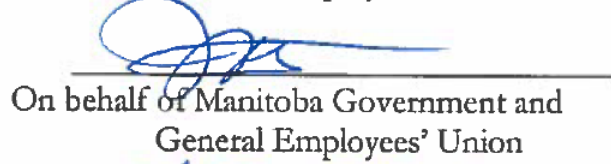
IN WITNESS WHEREOF the undersigned have set their hands for and on behalf of the Manitoba Government and General Employees' Union and for and on behalf of the Addictions Foundation of Manitoba.

Signed this 27 day of July 2016.

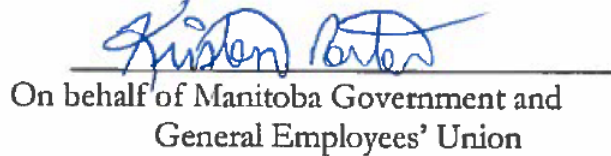
  
On behalf of Addictions Foundation  
Of Manitoba

  
On behalf of Manitoba Government and  
General Employees' Union

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On behalf of Addictions Foundation  
Of Manitoba

  
On behalf of Manitoba Government and  
General Employees' Union

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On behalf of Addictions Foundation  
Of Manitoba

  
On behalf of Manitoba Government and  
General Employees' Union

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On behalf of Addictions Foundation  
Of Manitoba

  
On behalf of Manitoba Government and  
General Employees' Union

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On behalf of Addictions Foundation  
Of Manitoba

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On behalf of Manitoba Government and  
General Employees' Union

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On behalf of Addictions Foundation  
Of Manitoba

## Appendix “A” - Exclusions

The incumbents of the following positions within the Foundation shall be excluded from the terms of the Agreement:

1. Chief Executive Officer (CEO)
2. Chief Financial Officer
3. Director, Winnipeg Region
4. Director, Western Region
5. Director, Northern Region
6. Director, Human and Corporate Resources
7. Human Resource Secretaries
8. Human Resource Officer (1 position)
9. Human Resource Consultant
10. Accountant(s)
11. Managerial Assistant to CEO
12. Medical Doctors
13. Clinical Psychologists
14. Casual Employees
15. Employees hired specifically under Government Employment Training Programs of a temporary nature.
16. Policy, Standards Information Officer
17. Program and Systems Coordinator
18. Pay and Benefits Clerk(s)
19. **Provincial Issues Management and Communications Officer**



**Letter of Intent**

*between*

**Addictions Foundation of Manitoba**

*and*

**Manitoba Government and General Employees' Union**

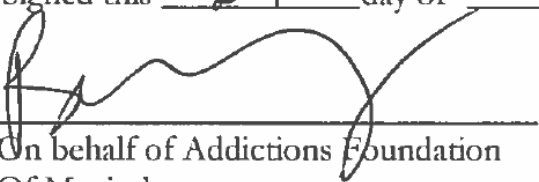
**Re: Vacations**

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Where residential employees have vacation time remaining after shut-down, they may approach management and request that vacation be carried over to the next vacation year.

Staff who do not have sufficient vacation accumulated would be on “leave of absence” (LOA) without pay. These employees can apply for up to fifteen (15) Voluntary Reduced Work Week Days (VRWW) to cover this period of LOA without pay. These staff may request that they be considered for additional work assignments during the shut-down. The Employer will endeavour to accommodate such requests based on operational needs and qualifications.

Signed this 27 day of July 2016.

  
On behalf of Addictions Foundation  
Of Manitoba

  
On behalf of Manitoba Government and  
General Employees' Union

**Letter of Intent**

*between*

**Addictions Foundation of Manitoba**

*and*

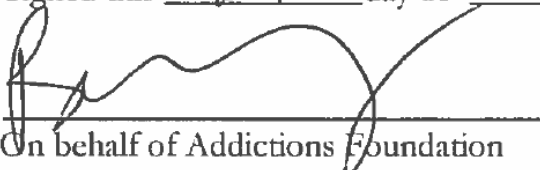
**Manitoba Government and General Employees' Union**


**Re: Devolution and Transfer of Services**

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Should the issue of devolution or transfer of services arise, the Foundation will consult with the Union.

Signed this 27 day of July 2016.

 On behalf of Addictions Foundation  
Of Manitoba

 On behalf of Manitoba Government and  
General Employees' Union

**Memorandum of Agreement**

*between*

**Addictions Foundation of Manitoba**

*and*

**Manitoba Government and General Employees' Union**

**Re: Workload Manageability**

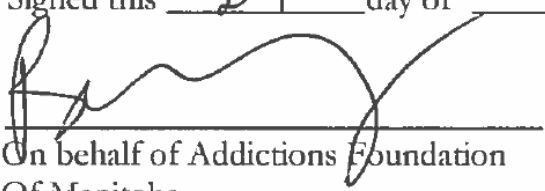
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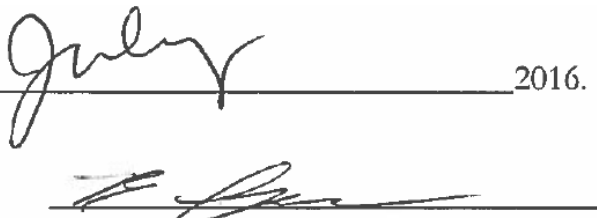
It is acknowledged that, in some areas of the Foundation, the manageability of excessive workload may be of concern to a group of employees, the Union and the Employer.

In situations where both the Union and the Employer are in agreement that discussions may be beneficial to resolving workload concerns, the two (2) parties agree to discuss possible areas of concern and options for consideration to try and resolve these concerns.

By mutual agreement, the Union and the Employer may include employee representatives in these discussions.

Signed this 27 day of July 2016.

  
On behalf of Addictions Foundation  
Of Manitoba

  
On behalf of Manitoba Government and  
General Employees' Union

## Memorandum of Agreement

*between*

**Addictions Foundation of Manitoba**

*and*

**Manitoba Government and General Employees' Union**

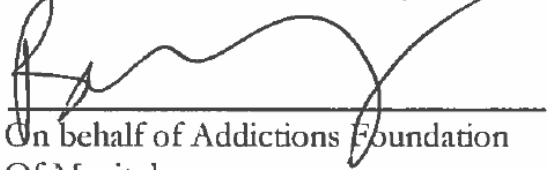
### **Re: Health Spending Account (HSA)**

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The parties agree to the establishment of a Health Spending Account for regular full-time and part-time employees within the following parameters:

- The Health Spending Account shall apply to regular full time and part time employees.
- **Effective January 1, 2016 and applicable to regular full time and part time employees on staff as of January 1, 2016, maximum claims shall be increased to \$700.00 per year per full time employee and \$350.00 per year per part time employee.**
- There is no carryover of HAS dollars from one year to the next but an employee can carry forward claims for up to one year, i.e. a full-time employee had \$150.00 in claims in the first year, the employee can claim the \$120.00 and carry forward the additional \$30.00 in claims for up to one year.
- Employees can apply for reimbursement once claims total \$100.00 (i.e. the trigger point).
- Reimbursement for claims is once every two (2) months.
- An employee must file a claim.
- Employees to receive annual statements.
- The plan shall use Canada Revenue Agency definition of dependent (i.e. an employee can pay HAS eligible expenses for anyone for whom they can claim a tax deduction).
- Plan coverage and administration is to be determined by the Employer.

Signed this 27 day of July 2016.

  
On behalf of Addictions Foundation  
Of Manitoba

  
On behalf of Manitoba Government and  
General Employees' Union

**Memorandum of Agreement**

*between*

**Addictions Foundation of Manitoba**

*and*

**Manitoba Government and General Employees' Union**

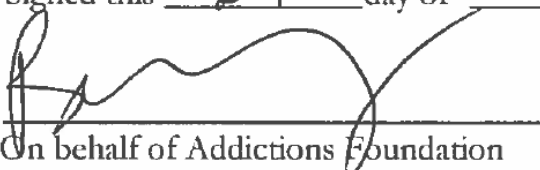
**Re: Employment Security**

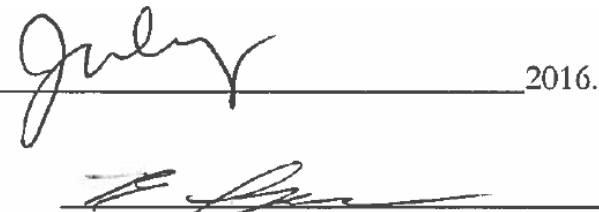
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The parties hereto agree as follows:

1. This Memorandum is effective from the first day of the bi-weekly pay period following the date of signing of the Collective Agreement to **March 23, 2019** inclusive and shall expire on that date.
2. During the term of this Memorandum there will be no lay-offs of regular employees who were hired on or before **April 1, 2015**.
3. This lay-off protection does not apply to:
  - (a) Any regular employee laid-off prior to this Memorandum coming into effect;
  - (b) Term employees.
4. In the event that issues arise with respect to the spirit and intent of this Memorandum of Agreement, the parties agree to meet to discuss such issues.

Signed this 27 day of July 2016.

  
On behalf of Addictions Foundation  
Of Manitoba

  
On behalf of Manitoba Government and  
General Employees' Union

**Memorandum of Agreement***between***Addictions Foundation of Manitoba***and***Manitoba Government and General Employees' Union****Re: Administration of Workers Compensation (Article 31:14)**

---

The parties agree effective the date of signing this memorandum, that for the purpose of administering Article 32:01 and 32:02 of the 2014 AFM Collective Agreement, the following shall apply from the start date of a Workers Compensation claim:

1. If an employee is absent from work as a result of an injury for which a Workers Compensation claim has been filed and provided the employee has sufficient sick leave credits, it is the intention of the parties that the employee's net salary will be maintained consistent as if they were in receipt of regular sick leave having regard for the non-taxable status of Workers Compensation allowances. Any additional payment amount required to maintain net salary will be chargeable to the employee's sick leave credits.

The employee immediately receives the tax exempt WCB benefit in the same way as the pre-2000 process, that is, the department human resources would contact WCB and receive an estimated amount that would be entered into payroll by the department.

2. The employee would receive a top up payment according to the formula below:
  - (a) In order to compare Gross Normal Wages with the Gross WCB benefit the Employer establishes a markup percentage of thirty-five percent (35%) to be added to the employee's WCB benefit to determine the

employee's WCB "Gross". This amount will then be used for the purposes of determining the top-up amount and therefore the Sick Leave depletion rate:

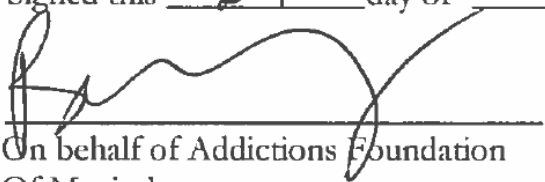
- (b) To calculate the top up and sick leave depletion:
- (i) WCB "Gross" = WCB Benefit x 135%
  - (ii) Top-up = Normal Gross\* - WCB Gross

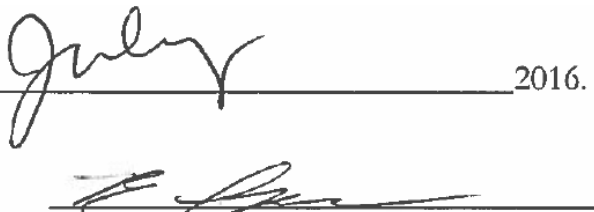
\*Normal Gross = the biweekly regular wage, exclusive of all other pay and allowances, as shown in the pay plan for the classification and pay level of the employee, having regard for the regular hours worked by the employee.

- (iii) Top up/Hourly Rate = Biweekly sick leave depletion rate in hours.

3. Since the employee is receiving the tax exempt amount directly, no information is required to be entered on the T4. Employment earnings will be reported as regular earnings plus the top up amount for the entire period on WCB. Therefore, the earnings to be reported will not include any WCB benefit amounts. Article 31:14 shall remain in force and effect.

Signed this 27 day of July 2016.

  
 On behalf of Addictions Foundation  
 Of Manitoba

  
 On behalf of Manitoba Government and  
 General Employees' Union



## Appendix "B" - Salary Schedule - Year 1

**Effective March 30, 2014 to March 28, 2015**

CODE	1	2	3	4	5	6	7	8	9	10
ACL1	38,413	39,472	40,569	41,741	42,952	44,219				
	1,472.48	1,513.08	1,555.13	1,600.08	1,646.48	1,695.05				
	20.31	20.87	21.45	22.07	22.71	23.38				
AD1	42,914	44,200	45,448	46,734	48,134	49,609				
	1,645.03	1,694.33	1,742.18	1,791.48	1,845.13	1,901.68				
	22.69	23.37	24.03	24.71	25.45	26.23				
AO1	40,020	41,306	42,725	44,219	45,713	47,321				
	1,534.10	1,583.40	1,637.78	1,695.05	1,752.33	1,813.95				
	21.16	21.84	22.59	23.38	24.17	25.02				
AO2	44,900	46,545	48,134	49,950	51,765	53,619				
	1,721.15	1,784.23	1,845.13	1,914.73	1,984.33	2,055.38				
	23.74	24.61	25.45	26.41	27.37	28.35				
AO3	50,857	52,711	54,583	56,626	58,744	60,919				
	1,949.53	2,020.58	2,092.35	2,170.65	2,251.85	2,335.23				
	26.89	27.87	28.86	29.94	31.06	32.21				
BSW	31,698	32,757	33,741	34,781	35,935	37,032				
	1,215.10	1,255.70	1,293.40	1,333.28	1,377.50	1,419.55				
	16.76	17.32	17.84	18.39	19.00	19.58				

CODE	1	2	3	4	5	6	7	8	9	10
CL1	26,819	27,575	28,313	29,107						
	1,028.05	1,057.05	1,085.33	1,115.78						
	14.18	14.58	14.97	15.39						
CL2	28,313	29,107	29,940	30,810	31,698	32,757				
	1,085.33	1,115.78	1,147.68	1,181.03	1,215.10	1,255.70				
	14.97	15.39	15.83	16.29	16.76	17.32				
CL3	35,500	36,446	37,505	38,602	39,812	41,098				
	1,360.83	1,397.08	1,437.68	1,479.73	1,526.13	1,575.43				
	18.77	19.27	19.83	20.41	21.05	21.73				
CS	56,815	59,217	61,505	63,832	66,347	68,919	71,700	74,612	78,735	
	2,177.90	2,269.98	2,357.70	2,446.88	2,543.30	2,641.90	2,748.48	2,860.13	3,018.18	
	30.04	31.31	32.52	33.75	35.08	36.44	37.91	39.45	41.63	
CAW1	52,049	53,921	55,869	57,969	60,125	62,489				
	1,995.20	2,066.98	2,141.65	2,222.13	2,304.78	2,395.40				
	27.52	28.51	29.54	30.65	31.79	33.04				
CAW2	55,869	57,969	60,125	62,489	64,721	67,255				
	2,141.65	2,222.13	2,304.78	2,395.40	2,480.95	2,578.10				
	29.54	30.65	31.79	33.04	34.22	35.56				
CK1	32,223	33,204	34,268	35,395	36,501	37,711				
	1,235.20	1,272.80	1,313.60	1,356.80	1,399.20	1,445.60				
	15.44	15.91	16.42	16.96	17.49	18.07				
CK2	41,384	42,407	43,471	44,619	45,871	47,124				
	1,586.40	1,625.60	1,666.40	1,710.40	1,758.40	1,806.40				
	19.83	20.32	20.83	21.38	21.98	22.58				

CODE	1	2	3	4	5	6	7	8	9	10
CK3	42,595	43,659	44,807	45,976	47,144	48,480				
	1,632.80	1,673.60	1,717.60	1,762.40	1,807.20	1,858.40				
	20.41	20.92	21.47	22.03	22.59	23.23				
LN	55,434	57,117	58,877	60,768	62,773	64,777				
	2,124.98	2,189.50	2,256.93	2,329.43	2,406.28	2,483.13				
	29.31	30.20	31.13	32.13	33.19	34.25				
LT1	38,923	39,926	40,966	42,101	43,311	44,635				
	1,492.05	1,530.48	1,570.35	1,613.85	1,660.25	1,711.00				
	20.58	21.11	21.66	22.26	22.90	23.60				
LT2	44,105	45,259	46,488	47,756	49,023	50,422				
	1,690.70	1,734.93	1,782.05	1,830.63	1,879.20	1,932.85				
	23.32	23.93	24.58	25.25	25.92	26.66				
MM1	42,025	43,443	44,937	46,545						
	1,610.95	1,665.33	1,722.60	1,784.23						
	22.22	22.97	23.76	24.61						
MM2	42,025	43,443	44,937	46,545	47,926	49,363				
	1,610.95	1,665.33	1,722.60	1,784.23	1,837.15	1,892.25				
	22.22	22.97	23.76	24.61	25.34	26.10				
NP	83,161	89,251	92,920	96,589	100,542					
	3,187.83	3,421.28	3,561.93	3,702.58	3,854.10					
	43.97	47.19	49.13	51.07	53.16					

CODE	1	2	3	4	5	6	7	8	9	10
NU1	61,487	63,605	65,761	67,993	70,205	72,475				
	2,356.98	2,438.18	2,520.83	2,606.38	2,691.20	2,778.20				
	32.51	33.63	34.77	35.95	37.12	38.32				
NU2	63,794	65,950	68,220	70,394	72,437	74,650	76,901			
	2,445.43	2,528.08	2,615.08	2,698.45	2,776.75	2,861.58	2,947.85			
	33.73	34.87	36.07	37.22	38.30	39.47	40.66			
NU3	65,988	68,428	70,867	73,553	76,598	79,586	82,650			
	2,529.53	2,623.05	2,716.58	2,819.53	2,936.25	3,050.80	3,168.25			
	34.89	36.18	37.47	38.89	40.50	42.08	43.70			
OA1	34,876	35,727	36,578	37,486	38,507	39,453				
	1,336.90	1,369.53	1,402.15	1,436.95	1,476.10	1,512.35				
	18.44	18.89	19.34	19.82	20.36	20.86				
OA2	37,372	38,337	39,434	40,474	41,647	42,914				
	1,432.60	1,469.58	1,511.63	1,551.50	1,596.45	1,645.03				
	19.76	20.27	20.85	21.40	22.02	22.69				
OA3	40,607	41,741	42,819	43,973	45,316	46,545				
	1,556.58	1,600.08	1,641.40	1,685.63	1,737.10	1,784.23				
	21.47	22.07	22.64	23.25	23.96	24.61				
PO1	44,143	45,713	47,321	49,061	50,876	52,730				
	1,692.15	1,752.33	1,813.95	1,880.65	1,950.25	2,021.30				
	23.34	24.17	25.02	25.94	26.90	27.88				
PO2	49,061	50,876	52,730	54,772	56,815	59,009				
	1,880.65	1,950.25	2,021.30	2,099.60	2,177.90	2,262.00				
	25.94	26.90	27.88	28.96	30.04	31.20				

CODE	1	2	3	4	5	6	7	8	9	10
PO3	55,718	57,798	60,030	62,262	64,721	67,255				
	2,135.85	2,215.60	2,301.15	2,386.70	2,480.95	2,578.10				
	29.46	30.56	31.74	32.92	34.22	35.56				
PO4	58,063	60,314	62,583	65,042	67,595	70,319				
	2,225.75	2,312.03	2,399.03	2,493.28	2,591.15	2,695.55				
	30.70	31.89	33.09	34.39	35.74	37.18				
PO5	60,314	62,583	65,042	67,595	70,319	73,156				
	2,312.03	2,399.03	2,493.28	2,591.15	2,695.55	2,804.30				
	31.89	33.09	34.39	35.74	37.18	38.68				
PO6	63,586	66,007	68,522	71,189	74,083	77,184				
	2,437.45	2,530.25	2,626.68	2,728.90	2,839.83	2,958.73				
	33.62	34.90	36.23	37.64	39.17	40.81				
PO7	66,007	68,522	71,189	74,083	77,184	80,456				
	2,530.25	2,626.68	2,728.90	2,839.83	2,958.73	3,084.15				
	34.90	36.23	37.64	39.17	40.81	42.54				
RA	40,020	41,306	42,725	44,219	45,713	47,321				
	1,534.10	1,583.40	1,637.78	1,695.05	1,752.33	1,813.95				
	21.16	21.84	22.59	23.38	24.17	25.02				
RCW1	33,537	34,602	35,750	36,856	38,087	39,360	40,675	41,969		
	1,285.60	1,326.40	1,370.40	1,412.80	1,460.00	1,508.80	1,559.20	1,608.80		
	16.07	16.58	17.13	17.66	18.25	18.86	19.49	20.11		

CODE	1	2	3	4	5	6	7	8	9	10
SUP	56,815	59,217	61,505	63,832	66,347	68,919	71,700	74,612	78,735	
	2,177.90	2,269.98	2,357.70	2,446.88	2,543.30	2,641.90	2,748.48	2,860.13	3,018.18	
	30.04	31.31	32.52	33.75	35.08	36.44	37.91	39.45	41.63	
YCW	37,440	38,692	39,944	41,364	42,637	44,077				
	1,435.20	1,483.20	1,531.20	1,585.60	1,634.40	1,689.60				
	17.94	18.54	19.14	19.82	20.43	21.12				

## Salary Schedule - Year 2

**Effective March 29, 2015 to March 19, 2016**

CODE	1	2	3	4	5	6	7	8	9	10
ACL1	38,791	39,869	40,966	42,157	43,387	44,654				
	1,486.98	1,528.30	1,570.35	1,616.03	1,663.15	1,711.73				
	20.51	21.08	21.66	22.29	22.94	23.61				
AD1	43,349	44,635	45,902	47,207	48,607	50,101				
	1,661.70	1,711.00	1,759.58	1,809.60	1,863.25	1,920.53				
	22.92	23.60	24.27	24.96	25.70	26.49				
AO1	40,417	41,722	43,160	44,654	46,167	47,793				
	1,549.33	1,599.35	1,654.45	1,711.73	1,769.73	1,832.08				
	21.37	22.06	22.82	23.61	24.41	25.27				
AO2	45,354	47,018	48,607	50,441	52,276	54,148				
	1,738.55	1,802.35	1,863.25	1,933.58	2,003.90	2,075.68				
	23.98	24.86	25.70	26.67	27.64	28.63				
AO3	51,368	53,240	55,132	57,193	59,330	61,524				
	1,969.10	2,040.88	2,113.38	2,192.40	2,274.33	2,358.43				
	27.16	28.15	29.15	30.24	31.37	32.53				
BSW	32,020	33,079	34,081	35,122	36,294	37,410				
	1,227.43	1,268.03	1,306.45	1,346.33	1,391.28	1,434.05				
	16.93	17.49	18.02	18.57	19.19	19.78				

CODE	1	2	3	4	5	6	7	8	9	10
CL1	27,084	27,859	28,597	29,391						
	1,038.20	1,067.93	1,096.20	1,126.65						
	14.32	14.73	15.12	15.54						
CL2	28,597	29,391	30,242	31,112	32,020	33,079				
	1,096.20	1,126.65	1,159.28	1,192.63	1,227.43	1,268.03				
	15.12	15.54	15.99	16.45	16.93	17.49				
CL3	35,859	36,805	37,883	38,980	40,209	41,514				
	1,374.60	1,410.85	1,452.18	1,494.23	1,541.35	1,591.38				
	18.96	19.46	20.03	20.61	21.26	21.95				
CS	57,382	59,803	62,130	64,475	67,009	69,600	72,418	75,350	79,530	
	2,199.65	2,292.45	2,381.63	2,471.53	2,568.68	2,668.00	2,776.03	2,888.40	3,048.63	
	30.34	31.62	32.85	34.09	35.43	36.80	38.29	39.84	42.05	
CAW1	52,578	54,470	56,437	58,555	60,730	63,113				
	2,015.50	2,088.00	2,163.40	2,244.60	2,327.98	2,419.33				
	27.80	28.80	29.84	30.96	32.11	33.37				
CAW2	56,437	58,555	60,730	63,113	65,364	67,936				
	2,163.40	2,244.60	2,327.98	2,419.33	2,505.60	2,604.20				
	29.84	30.96	32.11	33.37	34.56	35.92				
CK1	32,536	33,537	34,602	35,750	36,856	38,087				
	1,247.20	1,285.60	1,326.40	1,370.40	1,412.80	1,460.00				
	15.59	16.07	16.58	17.13	17.66	18.25				
CK2	41,802	42,824	43,910	45,057	46,331	47,604				
	1,602.40	1,641.60	1,683.20	1,727.20	1,776.00	1,824.80				
	20.03	20.52	21.04	21.59	22.20	22.81				



CODE	1	2	3	4	5	6	7	8	9	10
CK3	43,012	44,097	45,245	46,435	47,624	48,960				
	1,648.80	1,690.40	1,734.40	1,780.00	1,825.60	1,876.80				
	20.61	21.13	21.68	22.25	22.82	23.46				
LN	55,983	57,685	59,463	61,373	63,397	65,420				
	2,146.00	2,211.25	2,279.40	2,352.63	2,430.20	2,507.78				
	29.60	30.50	31.44	32.45	33.52	34.59				
LT1	39,320	40,323	41,382	42,517	43,746	45,089				
	1,507.28	1,545.70	1,586.30	1,629.80	1,676.93	1,728.40				
	20.79	21.32	21.88	22.48	23.13	23.84				
LT2	44,540	45,713	46,961	48,228	49,514	50,933				
	1,707.38	1,752.33	1,800.18	1,848.75	1,898.05	1,952.43				
	23.55	24.17	24.83	25.50	26.18	26.93				
MM1	42,441	43,878	45,391	47,018						
	1,626.90	1,682.00	1,740.00	1,802.35						
	22.44	23.20	24.00	24.86						
MM2	42,441	43,878	45,391	47,018	48,399	49,855				
	1,626.90	1,682.00	1,740.00	1,802.35	1,855.28	1,911.10				
	22.44	23.20	24.00	24.86	25.59	26.36				
NP	83,993	90,140	93,847	97,554	101,544					
	3,219.73	3,455.35	3,597.45	3,739.55	3,892.53					
	44.41	47.66	49.62	51.58	53.69					

CODE	1	2	3	4	5	6	7	8	9	10
NU1	62,111	64,248	66,423	68,674	70,905	73,194				
	2,380.90	2,462.83	2,546.20	2,632.48	2,718.03	2,805.75				
	32.84	33.97	35.12	36.31	37.49	38.70				
NU2	64,437	66,612	68,900	71,094	73,156	75,388	77,676			
	2,470.08	2,553.45	2,641.18	2,725.28	2,804.30	2,889.85	2,977.58			
	34.07	35.22	36.43	37.59	38.68	39.86	41.07			
NU3	66,650	69,108	71,567	74,291	77,374	80,381	83,482			
	2,554.90	2,649.15	2,743.40	2,847.80	2,965.98	3,081.25	3,200.15			
	35.24	36.54	37.84	39.28	40.91	42.50	44.14			
OA1	35,216	36,086	36,937	37,864	38,885	39,850				
	1,349.95	1,383.30	1,415.93	1,451.45	1,490.60	1,527.58				
	18.62	19.08	19.53	20.02	20.56	21.07				
OA2	37,750	38,715	39,831	40,871	42,063	43,349				
	1,447.10	1,484.08	1,526.85	1,566.73	1,612.40	1,661.70				
	19.96	20.47	21.06	21.61	22.24	22.92				
OA3	41,004	42,157	43,254	44,408	45,770	47,018				
	1,571.80	1,616.03	1,658.08	1,702.30	1,754.50	1,802.35				
	21.68	22.29	22.87	23.48	24.20	24.86				
PO1	44,578	46,167	47,793	49,552	51,387	53,259				
	1,708.83	1,769.73	1,832.08	1,899.50	1,969.83	2,041.60				
	23.57	24.41	25.27	26.20	27.17	28.16				
PO2	49,552	51,387	53,259	55,321	57,382	59,595				
	1,899.50	1,969.83	2,041.60	2,120.63	2,199.65	2,284.48				
	26.20	27.17	28.16	29.25	30.34	31.51				
PO3	56,267	58,385	60,635	62,886	65,364	67,936				
	2,156.88	2,238.08	2,324.35	2,410.63	2,505.60	2,604.20				
	29.75	30.87	32.06	33.25	34.56	35.92				

PO4	58,650	60,919	63,207	65,685	68,276	71,019			
	2,248.23	2,335.23	2,422.95	2,517.93	2,617.25	2,722.38			
	31.01	32.21	33.42	34.73	36.10	37.55			
PO5	60,919	63,207	65,685	68,276	71,019	73,894			
	2,335.23	2,422.95	2,517.93	2,617.25	2,722.38	2,832.58			
	32.21	33.42	34.73	36.10	37.55	39.07			
PO6	64,229	66,669	69,203	71,908	74,820	77,960			
	2,462.10	2,555.63	2,652.78	2,756.45	2,868.10	2,988.45			
	33.96	35.25	36.59	38.02	39.56	41.22			
PO7	66,669	69,203	71,908	74,820	77,960	81,270			
	2,555.63	2,652.78	2,756.45	2,868.10	2,988.45	3,115.33			
	35.25	36.59	38.02	39.56	41.22	42.97			
RA	40,417	41,722	43,160	44,654	46,167	47,793			
	1,549.33	1,599.35	1,654.45	1,711.73	1,769.73	1,832.08			
	21.37	22.06	22.82	23.61	24.41	25.27			
RCW1	33,871	34,957	36,104	37,231	38,463	39,757	41,071	42,386	
	1,298.40	1,340.00	1,384.00	1,427.20	1,474.40	1,524.00	1,574.40	1,624.80	
	16.23	16.75	17.30	17.84	18.43	19.05	19.68	20.31	
SUP	57,382	59,803	62,130	64,475	67,009	69,600	72,418	75,350	79,530
	2,199.65	2,292.45	2,381.63	2,471.53	2,568.68	2,668.00	2,776.03	2,888.40	3,048.63
	30.34	31.62	32.85	34.09	35.43	36.80	38.29	39.84	42.05
YCW	37,816	39,089	40,341	41,781	43,054	44,515			
	1,449.60	1,498.40	1,546.40	1,601.60	1,650.40	1,706.40			
	18.12	18.73	19.33	20.02	20.63	21.33			

### Salary Schedule - Year 3

Effective March 20, 2016 to March 18, 2017

CODE	1	2	3	4	5	6	7	8	9	10
ACL1	39,566	40,663	41,779	43,008	44,257	45,543				
	1,516.70	1,558.75	1,601.53	1,648.65	1,696.50	1,745.80				
	20.92	21.50	22.09	22.74	23.40	24.08				
AD1	44,219	45,524	46,829	48,153	49,571	51,103				
	1,695.05	1,745.08	1,795.10	1,845.85	1,900.23	1,958.95				
	23.38	24.07	24.76	25.46	26.21	27.02				
AO1	41,231	42,554	44,030	45,543	47,094	48,758				
	1,580.50	1,631.25	1,687.80	1,745.80	1,805.25	1,869.05				
	21.80	22.50	23.28	24.08	24.90	25.78				
AO2	46,261	47,964	49,571	51,444	53,316	55,226				
	1,773.35	1,838.60	1,900.23	1,972.00	2,043.78	2,117.00				
	24.46	25.36	26.21	27.20	28.19	29.20				
AO3	52,389	54,300	56,229	58,328	60,522	62,754				
	2,008.25	2,081.48	2,155.43	2,235.90	2,320.00	2,405.55				
	27.70	28.71	29.73	30.84	32.00	33.18				
BSW	32,663	33,741	34,762	35,821	37,013	38,167				
	1,252.08	1,293.40	1,332.55	1,373.15	1,418.83	1,463.05				

CODE	1	2	3	4	5	6	7	8	9	10
CL1	27,632	28,407	29,164	29,977						
	1,059.23	1,088.95	1,117.95	1,149.13						
	14.61	15.02	15.42	15.85						
CL2	29,164	29,977	30,847	31,736	32,663	33,741				
	1,117.95	1,149.13	1,182.48	1,216.55	1,252.08	1,293.40				
	15.42	15.85	16.31	16.78	17.27	17.84				
CL3	36,578	37,543	38,640	39,755	41,023	42,347				
	1,402.15	1,439.13	1,481.18	1,523.95	1,572.53	1,623.28				
	19.34	19.85	20.43	21.02	21.69	22.39				
CS	58,536	60,995	63,378	65,761	68,352	71,000	73,874	76,863	81,118	
	2,243.88	2,338.13	2,429.48	2,520.83	2,620.15	2,721.65	2,831.85	2,946.40	3,109.53	
	30.95	32.25	33.51	34.77	36.14	37.54	39.06	40.64	42.89	
CAW1	53,637	55,567	57,571	59,727	61,940	64,380				
	2,056.10	2,130.05	2,206.90	2,289.55	2,374.38	2,467.90				
	28.36	29.38	30.44	31.58	32.75	34.04				
CAW2	57,571	59,727	61,940	64,380	66,669	69,298				
	2,206.90	2,289.55	2,374.38	2,467.90	2,555.63	2,656.40				
	30.44	31.58	32.75	34.04	35.25	36.64				
CK1	33,183	34,205	35,290	36,459	37,586	38,859				
	1,272.00	1,311.20	1,352.80	1,397.60	1,440.80	1,489.60				
	15.90	16.39	16.91	17.47	18.01	18.62				
CK2	42,637	43,680	44,786	45,955	47,249	48,564				
	1,634.40	1,674.40	1,716.80	1,761.60	1,811.20	1,861.60				
	20.43	20.93	21.46	22.02	22.64	23.27				
CK3	43,868	44,974	46,143	47,374	48,584	49,941				
	1,681.60	1,724.00	1,768.80	1,816.00	1,862.40	1,914.40				
	21.02	21.55	22.11	22.70	23.28	23.93				

CODE	1	2	3	4	5	6	7	8	9	10
LN	57,099	58,839	60,654	62,602	64,664	66,725				
	2,188.78	2,255.48	2,325.08	2,399.75	2,478.78	2,557.80				
	30.19	31.11	32.07	33.10	34.19	35.28				
LT1	40,115	41,136	42,214	43,368	44,616	45,997				
	1,537.73	1,576.88	1,618.20	1,662.43	1,710.28	1,763.20				
	21.21	21.75	22.32	22.93	23.59	24.32				
LT2	45,429	46,621	47,907	49,193	50,498	51,954				
	1,741.45	1,787.13	1,836.43	1,885.73	1,935.75	1,991.58				
	24.02	24.65	25.33	26.01	26.70	27.47				
MM1	43,292	44,748	46,299	47,964						
	1,659.53	1,715.35	1,774.80	1,838.60						
	22.89	23.66	24.48	25.36						
MM2	43,292	44,748	46,299	47,964	49,363	50,857				
	1,659.53	1,715.35	1,774.80	1,838.60	1,892.25	1,949.53				
	22.89	23.66	24.48	25.36	26.10	26.89				
NP	85,676	91,937	95,719	99,502	103,568					
	3,284.25	3,524.23	3,669.23	3,814.23	3,970.10					
	45.3	48.61	50.61	52.61	54.76					
NU1	63,359	65,534	67,747	70,054	72,324	74,650				
	2,428.75	2,512.13	2,596.95	2,685.40	2,772.40	2,861.58				
	33.50	34.65	35.82	37.04	38.24	39.47				
NU2	65,723	67,936	70,281	72,513	74,612	76,901	79,227			
	2,519.38	2,604.20	2,694.10	2,779.65	2,860.13	2,947.85	3,037.03			
	34.75	35.92	37.16	38.34	39.45	40.66	41.89			
NU3	67,974	70,489	73,004	75,785	78,924	81,988	85,147			
	2,605.65	2,702.08	2,798.50	2,905.08	3,025.43	3,142.88	3,263.95			
	35.94	37.27	38.60	40.07	41.73	43.35	45.02			
OA1	35,916	36,805	37,675	38,620	39,661	40,644				
	1,376.78	1,410.85	1,444.20	1,480.45	1,520.33	1,558.03				
	18.99	19.46	19.92	20.42	20.97	21.49				

CODE	1	2	3	4	5	6	7	8	9	10
OA2	38,507	39,491	40,625	41,684	42,895	44,219				
	1,476.10	1,513.80	1,557.30	1,597.90	1,644.30	1,695.05				
	20.36	20.88	21.48	22.04	22.68	23.38				
OA3	41,817	43,008	44,124	45,297	46,677	47,964				
	1,602.98	1,648.65	1,691.43	1,736.38	1,789.30	1,838.60				
	22.11	22.74	23.33	23.95	24.68	25.36				
PO1	45,467	47,094	48,758	50,536	52,408	54,318				
	1,742.90	1,805.25	1,869.05	1,937.20	2,008.98	2,082.20				
	24.04	24.90	25.78	26.72	27.71	28.72				
PO2	50,536	52,408	54,318	56,437	58,536	60,787				
	1,937.20	2,008.98	2,082.20	2,163.40	2,243.88	2,330.15				
	26.72	27.71	28.72	29.84	30.95	32.14				
PO3	57,401	59,557	61,846	64,153	66,669	69,298				
	2,200.38	2,283.03	2,370.75	2,459.20	2,555.63	2,656.40				
	30.35	31.49	32.70	33.92	35.25	36.64				
PO4	59,822	62,130	64,475	66,990	69,638	72,437				
	2,293.18	2,381.63	2,471.53	2,567.95	2,669.45	2,776.75				
	31.63	32.85	34.09	35.42	36.82	38.30				
PO5	62,130	64,475	66,990	69,638	72,437	75,369				
	2,381.63	2,471.53	2,567.95	2,669.45	2,776.75	2,889.13				
	32.85	34.09	35.42	36.82	38.30	39.85				
PO6	65,515	68,011	70,584	73,345	76,314	79,511				
	2,511.40	2,607.10	2,705.70	2,811.55	2,925.38	3,047.90				
	34.64	35.96	37.32	38.78	40.35	42.04				
PO7	68,011	70,584	73,345	76,314	79,511	82,896				
	2,607.10	2,705.70	2,811.55	2,925.38	3,047.90	3,177.68				
	35.96	37.32	38.78	40.35	42.04	43.83				

CODE	1	2	3	4	5	6	7	8	9	10
RA	41,231	42,554	44,030	45,543	47,094	48,758				
	1,580.50	1,631.25	1,687.80	1,745.80	1,805.25	1,869.05				
	21.80	22.50	23.28	24.08	24.90	25.78				
RCW1	34,539	35,666	36,835	37,983	39,235	40,550	41,885	43,242		
	1,324.00	1,367.20	1,412.00	1,456.00	1,504.00	1,554.40	1,605.60	1,657.60		
	16.55	17.09	17.65	18.20	18.80	19.43	20.07	20.72		
SUP	58,536	60,995	63,378	65,761	68,352	71,000	73,874	76,863	81,118	
	2,243.88	2,338.13	2,429.48	2,520.83	2,620.15	2,721.65	2,831.85	2,946.40	3,109.53	
	30.95	32.25	33.51	34.77	36.14	37.54	39.06	40.64	42.89	
YCW	38,567	39,861	41,155	42,616	43,910	45,412				
	1,478.40	1,528.00	1,577.60	1,633.60	1,683.20	1,740.80				
	18.48	19.10	19.72	20.42	21.04	21.76				



### Salary Schedule - Year 4

Effective March 19, 2017 to March 31, 2018

CODE	1	2	3	4	5	6	7	8	9	10
ACL1	40,361	41,477	42,611	43,860	45,146	46,451				
	1,547.15	1,589.93	1,633.43	1,681.28	1,730.58	1,780.60				
	21.34	21.93	22.53	23.19	23.87	24.56				
AD1	45,108	46,432	47,774	49,117	50,555	52,124				
	1,729.13	1,779.88	1,831.35	1,882.83	1,937.93	1,998.10				
	23.85	24.55	25.26	25.97	26.73	27.56				
AO1	42,063	43,406	44,919	46,451	48,039	49,741				
	1,612.40	1,663.88	1,721.88	1,780.60	1,841.50	1,906.75				
	22.24	22.95	23.75	24.56	25.40	26.30				
AO2	47,188	48,928	50,555	52,465	54,375	56,323				
	1,808.88	1,875.58	1,937.93	2,011.15	2,084.38	2,159.05				
	24.95	25.87	26.73	27.74	28.75	29.78				
AO3	53,430	55,377	57,344	59,501	61,732	64,002				
	2,048.13	2,122.80	2,198.20	2,280.85	2,366.40	2,453.40				
	28.25	29.28	30.32	31.46	32.64	33.84				
BSW	33,325	34,422	35,462	36,540	37,750	38,923				
	1,277.45	1,319.50	1,359.38	1,400.70	1,447.10	1,492.05				
	17.62	18.20	18.75	19.32	19.96	20.58				

CODE	1	2	3	4	5	6	7	8	9	10
CL1	28,180	28,975	29,750	30,583						
	1,080.25	1,110.70	1,140.43	1,172.33						
	14.90	15.32	15.73	16.17						
CL2	29,750	30,583	31,471	32,379	33,325	34,422				
	1,140.43	1,172.33	1,206.40	1,241.20	1,277.45	1,319.50				
	15.73	16.17	16.64	17.12	17.62	18.20				
CL3	37,316	38,299	39,415	40,550	41,836	43,197				
	1,430.43	1,468.13	1,510.90	1,554.40	1,603.70	1,655.90				
	19.73	20.25	20.84	21.44	22.12	22.84				
CS	59,709	62,224	64,645	67,085	69,714	72,418	75,350	78,395	82,745	
	2,288.83	2,385.25	2,478.05	2,571.58	2,672.35	2,776.03	2,888.40	3,005.13	3,171.88	
	31.57	32.90	34.18	35.47	36.86	38.29	39.84	41.45	43.75	
CAW1	54,716	56,683	58,725	60,919	63,189	65,666				
	2,097.43	2,172.83	2,251.13	2,335.23	2,422.23	2,517.20				
	28.93	29.97	31.05	32.21	33.41	34.72				
CAW2	58,725	60,919	63,189	65,666	68,011	70,678				
	2,251.13	2,335.23	2,422.23	2,517.20	2,607.10	2,709.33				
	31.05	32.21	33.41	34.72	35.96	37.37				
CK1	33,850	34,894	36,000	37,190	38,337	39,631				
	1,297.60	1,337.60	1,380.00	1,425.60	1,469.60	1,519.20				
	16.22	16.72	17.25	17.82	18.37	18.99				
CK2	43,492	44,557	45,684	46,873	48,188	49,544				
	1,667.20	1,708.00	1,751.20	1,796.80	1,847.20	1,899.20				
	20.84	21.35	21.89	22.46	23.09	23.74				
CK3	44,744	45,871	47,061	48,313	49,565	50,943				
	1,715.20	1,758.40	1,804.00	1,852.00	1,900.00	1,952.80				
	21.44	21.98	22.55	23.15	23.75	24.41				

CODE	1	2	3	4	5	6	7	8	9	10
LN	58,233	60,011	61,865	63,851	65,950	68,068				
	2,232.28	2,300.43	2,371.48	2,447.60	2,528.08	2,609.28				
	30.79	31.73	32.71	33.76	34.87	35.99				
LT1	40,909	41,968	43,065	44,238	45,505	46,923				
	1,568.18	1,608.78	1,650.83	1,695.78	1,744.35	1,798.73				
	21.63	22.19	22.77	23.39	24.06	24.81				
LT2	46,337	47,547	48,871	50,177	51,500	52,994				
	1,776.25	1,822.65	1,873.40	1,923.43	1,974.18	2,031.45				
	24.50	25.14	25.84	26.53	27.23	28.02				
MM1	44,162	45,637	47,226	48,928						
	1,692.88	1,749.43	1,810.33	1,875.58						
	23.35	24.13	24.97	25.87						
MM2	44,162	45,637	47,226	48,928	50,347	51,879				
	1,692.88	1,749.43	1,810.33	1,875.58	1,929.95	1,988.68				
	23.35	24.13	24.97	25.87	26.62	27.43				
NP	87,397	93,771	97,629	101,488	105,648					
	3,350.23	3,594.55	3,742.45	3,890.35	4,049.85					
	46.21	49.58	51.62	53.66	55.86					

CODE	1	2	3	4	5	6	7	8	9	10
NU1	64,626	66,839	69,108	71,454	73,761	76,144				
	2,477.33	2,562.15	2,649.15	2,739.05	2,827.50	2,918.85				
	34.17	35.34	36.54	37.78	39.00	40.26				
NU2	67,047	69,298	71,681	73,969	76,106	78,433	80,816			
	2,570.13	2,656.40	2,747.75	2,835.48	2,917.40	3,006.58	3,097.93			
	35.45	36.64	37.90	39.11	40.24	41.47	42.73			
NU3	69,335	71,908	74,461	77,298	80,494	83,634	86,849			
	2,657.85	2,756.45	2,854.33	2,963.08	3,085.60	3,205.95	3,329.20			
	36.66	38.02	39.37	40.87	42.56	44.22	45.92			
OA1	36,635	37,543	38,431	39,396	40,455	41,457				
	1,404.33	1,439.13	1,473.20	1,510.18	1,550.78	1,589.20				
	19.37	19.85	20.32	20.83	21.39	21.92				
OA2	39,283	40,285	41,439	42,517	43,746	45,108				
	1,505.83	1,544.25	1,588.48	1,629.80	1,676.93	1,729.13				
	20.77	21.30	21.91	22.48	23.13	23.85				
OA3	42,649	43,860	45,013	46,205	47,604	48,928				
	1,634.88	1,681.28	1,725.50	1,771.18	1,824.83	1,875.58				
	22.55	23.19	23.80	24.43	25.17	25.87				
PO1	46,375	48,039	49,741	51,538	53,448	55,397				
	1,777.70	1,841.50	1,906.75	1,975.63	2,048.85	2,123.53				
	24.52	25.40	26.30	27.25	28.26	29.29				
PO2	51,538	53,448	55,397	57,571	59,709	61,997				
	1,975.63	2,048.85	2,123.53	2,206.90	2,288.83	2,376.55				
	27.25	28.26	29.29	30.44	31.57	32.78				
PO3	58,555	60,749	63,075	65,439	68,011	70,678				
	2,244.60	2,328.70	2,417.88	2,508.50	2,607.10	2,709.33				
	30.96	32.12	33.35	34.60	35.96	37.37				

PO4	61,014	63,378	65,761	68,333	71,038	73,894			
	2,338.85	2,429.48	2,520.83	2,619.43	2,723.10	2,832.58			
	32.26	33.51	34.77	36.13	37.56	39.07			
PO5	63,378	65,761	68,333	71,038	73,894	76,882			
	2,429.48	2,520.83	2,619.43	2,723.10	2,832.58	2,947.13			
	33.51	34.77	36.13	37.56	39.07	40.65			
PO6	66,820	69,373	72,002	74,820	77,846	81,099			
	2,561.43	2,659.30	2,760.08	2,868.10	2,984.10	3,108.80			
	35.33	36.68	38.07	39.56	41.16	42.88			
PO7	69,373	72,002	74,820	77,846	81,099	84,560			
	2,659.30	2,760.08	2,868.10	2,984.10	3,108.80	3,241.48			
	36.68	38.07	39.56	41.16	42.88	44.71			
RA	42,063	43,406	44,919	46,451	48,039	49,741			
	1,612.40	1,663.88	1,721.88	1,780.60	1,841.50	1,906.75			
	22.24	22.95	23.75	24.56	25.40	26.30			
RCW1	35,228	36,376	37,565	38,734	40,028	41,364	42,720	44,097	
	1,350.40	1,394.40	1,440.00	1,484.80	1,534.40	1,585.60	1,637.60	1,690.40	
	16.88	17.43	18.00	18.56	19.18	19.82	20.47	21.13	
SUP	59,709	62,224	64,645	67,085	69,714	72,418	75,350	78,395	82,745
	2,288.83	2,385.25	2,478.05	2,571.58	2,672.35	2,776.03	2,888.40	3,005.13	3,171.88
	31.57	32.90	34.18	35.47	36.86	38.29	39.84	41.45	43.75
YCW	39,339	40,654	41,969	43,471	44,786	46,331			
	1,508.00	1,558.40	1,608.80	1,666.40	1,716.80	1,776.00			
	18.85	19.48	20.11	20.83	21.46	22.20			

## Salary Schedule - Year 5

**Effective April 1, 2018 to September 29, 2018**

CODE	1	2	3	4	5	6	7	8	9	10
ACL1	40,758	41,893	43,046	44,294	45,600	46,923				
	1,562.38	1,605.88	1,650.10	1,697.95	1,747.98	1,798.73				
	21.55	22.15	22.76	23.42	24.11	24.81				
AD1	45,562	46,904	48,247	49,609	51,065	52,654				
	1,746.53	1,798.00	1,849.48	1,901.68	1,957.50	2,018.40				
	24.09	24.80	25.51	26.23	27.00	27.84				
AO1	42,479	43,841	45,373	46,923	48,512	50,233				
	1,628.35	1,680.55	1,739.28	1,798.73	1,859.63	1,925.60				
	22.46	23.18	23.99	24.81	25.65	26.56				
AO2	47,661	49,420	51,065	52,994	54,924	56,891				
	1,827.00	1,894.43	1,957.50	2,031.45	2,105.40	2,180.80				
	25.20	26.13	27.00	28.02	29.04	30.08				
AO3	53,959	55,926	57,912	60,087	62,357	64,645				
	2,068.43	2,143.83	2,219.95	2,303.33	2,390.33	2,478.05				
	28.53	29.57	30.62	31.77	32.97	34.18				
BSW	33,665	34,762	35,821	36,900	38,129	39,320				
	1,290.50	1,332.55	1,373.15	1,414.48	1,461.60	1,507.28				
	17.80	18.38	18.94	19.51	20.16	20.79				

CODE	1	2	3	4	5	6	7	8	9	10
CL1	28,464	29,259	30,053	30,885						
	1,091.13	1,121.58	1,152.03	1,183.93						
	15.05	15.47	15.89	16.33						
CL2	30,053	30,885	31,793	32,701	33,665	34,762				
	1,152.03	1,183.93	1,218.73	1,253.53	1,290.50	1,332.55				
	15.89	16.33	16.81	17.29	17.80	18.38				
CL3	37,694	38,677	39,812	40,947	42,252	43,633				
	1,444.93	1,482.63	1,526.13	1,569.63	1,619.65	1,672.58				
	19.93	20.45	21.05	21.65	22.34	23.07				
CS	60,314	62,848	65,288	67,747	70,414	73,137	76,106	79,170	83,577	
	2,312.03	2,409.18	2,502.70	2,596.95	2,699.18	2,803.58	2,917.40	3,034.85	3,203.78	
	31.89	33.23	34.52	35.82	37.23	38.67	40.24	41.86	44.19	
CAW1	55,264	57,250	59,311	61,524	63,813	66,328				
	2,118.45	2,194.58	2,273.60	2,358.43	2,446.15	2,542.58				
	29.22	30.27	31.36	32.53	33.74	35.07				
CAW2	59,311	61,524	63,813	66,328	68,692	71,378				
	2,273.60	2,358.43	2,446.15	2,542.58	2,633.20	2,736.15				
	31.36	32.53	33.74	35.07	36.32	37.74				
CK1	34,184	35,249	36,355	37,565	38,713	40,028				
	1,310.40	1,351.20	1,393.60	1,440.00	1,484.00	1,534.40				
	16.38	16.89	17.42	18.00	18.55	19.18				
CK2	43,931	44,995	46,143	47,332	48,668	50,045				
	1,684.00	1,724.80	1,768.80	1,814.40	1,865.60	1,918.40				
	21.05	21.56	22.11	22.68	23.32	23.98				
CK3	45,183	46,331	47,541	48,793	50,066	51,444				
	1,732.00	1,776.00	1,822.40	1,870.40	1,919.20	1,972.00				
	21.65	22.20	22.78	23.38	23.99	24.65				

CODE	1	2	3	4	5	6	7	8	9	10
LN	58,820	60,617	62,489	64,494	66,612	68,749				
	2,254.75	2,323.63	2,395.40	2,472.25	2,553.45	2,635.38				
	31.10	32.05	33.04	34.10	35.22	36.35				
LT1	41,325	42,384	43,500	44,673	45,959	47,396				
	1,584.13	1,624.73	1,667.50	1,712.45	1,761.75	1,816.85				
	21.85	22.41	23.00	23.62	24.30	25.06				
LT2	46,810	48,020	49,363	50,687	52,011	53,524				
	1,794.38	1,840.78	1,892.25	1,943.00	1,993.75	2,051.75				
	24.75	25.39	26.10	26.80	27.50	28.30				
MM1	44,597	46,091	47,699	49,420						
	1,709.55	1,766.83	1,828.45	1,894.43						
	23.58	24.37	25.22	26.13						
MM2	44,597	46,091	47,699	49,420	50,857	52,389				
	1,709.55	1,766.83	1,828.45	1,894.43	1,949.53	2,008.25				
	23.58	24.37	25.22	26.13	26.89	27.70				
NP	88,267	94,717	98,613	102,509	106,708					
	3,383.58	3,630.80	3,780.15	3,929.50	4,090.45					
	46.67	50.08	52.14	54.2	56.42					



CODE	1	2	3	4	5	6	7	8	9	10
NU1	65,269	67,501	69,808	72,172	74,499	76,901				
	2,501.98	2,587.53	2,675.98	2,766.60	2,855.78	2,947.85				
	34.51	35.69	36.91	38.16	39.39	40.66				
NU2	67,709	69,997	72,399	74,707	76,863	79,208	81,629			
	2,595.50	2,683.23	2,775.30	2,863.75	2,946.40	3,036.30	3,129.10			
	35.80	37.01	38.28	39.50	40.64	41.88	43.16			
NU3	70,035	72,626	75,198	78,073	81,307	84,466	87,719			
	2,684.68	2,784.00	2,882.60	2,992.80	3,116.78	3,237.85	3,362.55			
	37.03	38.40	39.76	41.28	42.99	44.66	46.38			
OA1	36,994	37,921	38,810	39,793	40,852	41,874				
	1,418.10	1,453.63	1,487.70	1,525.40	1,566.00	1,605.15				
	19.56	20.05	20.52	21.04	21.60	22.14				
OA2	39,680	40,682	41,855	42,933	44,181	45,562				
	1,521.05	1,559.48	1,604.43	1,645.75	1,693.60	1,746.53				
	20.98	21.51	22.13	22.70	23.36	24.09				
OA3	43,084	44,294	45,467	46,659	48,077	49,420				
	1,651.55	1,697.95	1,742.90	1,788.58	1,842.95	1,894.43				
	22.78	23.42	24.04	24.67	25.42	26.13				
PO1	46,848	48,512	50,233	52,049	53,978	55,945				
	1,795.83	1,859.63	1,925.60	1,995.20	2,069.15	2,144.55				
	24.77	25.65	26.56	27.52	28.54	29.58				
PO2	52,049	53,978	55,945	58,139	60,314	62,621				
	1,995.20	2,069.15	2,144.55	2,228.65	2,312.03	2,400.48				
	27.52	28.54	29.58	30.74	31.89	33.11				
PO3	59,141	61,354	63,699	66,101	68,692	71,378				
	2,267.08	2,351.90	2,441.80	2,533.88	2,633.20	2,736.15				
	31.27	32.44	33.68	34.95	36.32	37.74				

PO4	61,619	64,021	66,423	69,014	71,756	74,631			
	2,362.05	2,454.13	2,546.20	2,645.53	2,750.65	2,860.85			
	32.58	33.85	35.12	36.49	37.94	39.46			
PO5	64,021	66,423	69,014	71,756	74,631	77,657			
	2,454.13	2,546.20	2,645.53	2,750.65	2,860.85	2,976.85			
	33.85	35.12	36.49	37.94	39.46	41.06			
PO6	67,482	70,073	72,721	75,577	78,622	81,913			
	2,586.80	2,686.13	2,787.63	2,897.10	3,013.83	3,139.98			
	35.68	37.05	38.45	39.96	41.57	43.31			
PO7	70,073	72,721	75,577	78,622	81,913	85,411			
	2,686.13	2,787.63	2,897.10	3,013.83	3,139.98	3,274.10			
	37.05	38.45	39.96	41.57	43.31	45.16			
RA	42,479	43,841	45,373	46,923	48,512	50,233			
	1,628.35	1,680.55	1,739.28	1,798.73	1,859.63	1,925.60			
	22.46	23.18	23.99	24.81	25.65	26.56			
RCW1	35,583	36,730	37,941	39,131	40,424	41,781	43,137	44,536	
	1,364.00	1,408.00	1,454.40	1,500.00	1,549.60	1,601.60	1,653.60	1,707.20	
	17.05	17.60	18.18	18.75	19.37	20.02	20.67	21.34	
SUP	60,314	62,848	65,288	67,747	70,414	73,137	76,106	79,170	83,577
	2,312.03	2,409.18	2,502.70	2,596.95	2,699.18	2,803.58	2,917.40	3,034.85	3,203.78
	31.89	33.23	34.52	35.82	37.23	38.67	40.24	41.86	44.19
YCW	39,736	41,051	42,386	43,910	45,224	46,790			
	1,523.20	1,573.60	1,624.80	1,683.20	1,733.60	1,793.60			
	19.04	19.67	20.31	21.04	21.67	22.42			

## Salary Schedule - Year 5

**Effective September 30, 2018 to March 23, 2019**

CODE	1	2	3	4	5	6	7	8	9	10
ACL1	41,174	42,309	43,481	44,730	46,053	47,396				
	1,578.33	1,621.83	1,666.78	1,714.63	1,765.38	1,816.85				
	21.77	22.37	22.99	23.65	24.35	25.06				
AD1	46,016	47,377	48,739	50,101	51,576	53,184				
	1,763.93	1,816.13	1,868.33	1,920.53	1,977.08	2,038.70				
	24.33	25.05	25.77	26.49	27.27	28.12				
AO1	42,895	44,276	45,827	47,396	49,004	50,744				
	1,644.30	1,697.23	1,756.68	1,816.85	1,878.48	1,945.18				
	22.68	23.41	24.23	25.06	25.91	26.83				
AO2	48,134	49,912	51,576	53,524	55,472	57,458				
	1,845.13	1,913.28	1,977.08	2,051.75	2,126.43	2,202.55				
	25.45	26.39	27.27	28.30	29.33	30.38				
AO3	54,507	56,493	58,498	60,692	62,981	65,288				
	2,089.45	2,165.58	2,242.43	2,326.53	2,414.25	2,502.70				
	28.82	29.87	30.93	32.09	33.30	34.52				
BSW	34,006	35,103	36,181	37,278	38,507	39,717				
	1,303.55	1,345.60	1,386.93	1,428.98	1,476.10	1,522.50				
	17.98	18.56	19.13	19.71	20.36	21.00				

CODE	1	2	3	4	5	6	7	8	9	10
CL1	28,748	29,542	30,356	31,188						
	1,102.00	1,132.45	1,163.63	1,195.53						
	15.20	15.62	16.05	16.49						
CL2	30,356	31,188	32,114	33,022	34,006	35,103				
	1,163.63	1,195.53	1,231.05	1,265.85	1,303.55	1,345.60				
	16.05	16.49	16.98	17.46	17.98	18.56				
CL3	38,072	39,056	40,209	41,363	42,668	44,067				
	1,459.43	1,497.13	1,541.35	1,585.58	1,635.60	1,689.25				
	20.13	20.65	21.26	21.87	22.56	23.30				
CS	60,919	63,472	65,950	68,428	71,113	73,874	76,863	79,964	84,409	
	2,335.23	2,433.10	2,528.08	2,623.05	2,726.00	2,831.85	2,946.40	3,065.30	3,235.68	
	32.21	33.56	34.87	36.18	37.60	39.06	40.64	42.28	44.63	
CAW1	55,813	57,817	59,898	62,148	64,456	66,990				
	2,139.48	2,216.33	2,296.08	2,382.35	2,470.80	2,567.95				
	29.51	30.57	31.67	32.86	34.08	35.42				
CAW2	59,898	62,148	64,456	66,990	69,373	72,097				
	2,296.08	2,382.35	2,470.80	2,567.95	2,659.30	2,763.70				
	31.67	32.86	34.08	35.42	36.68	38.12				
CK1	34,518	35,604	36,710	37,941	39,110	40,424				
	1,323.20	1,364.80	1,407.20	1,454.40	1,499.20	1,549.60				
	16.54	17.06	17.59	18.18	18.74	19.37				
CK2	44,369	45,454	46,602	47,812	49,148	50,546				
	1,700.80	1,742.40	1,786.40	1,832.80	1,884.00	1,937.60				
	21.26	21.78	22.33	22.91	23.55	24.22				
CK3	45,642	46,790	48,021	49,273	50,567	51,965				
	1,749.60	1,793.60	1,840.80	1,888.80	1,938.40	1,992.00				
	21.87	22.42	23.01	23.61	24.23	24.90				

CODE	1	2	3	4	5	6	7	8	9	10
LN	59,406	61,222	63,113	65,137	67,274	69,430				
	2,277.23	2,346.83	2,419.33	2,496.90	2,578.83	2,661.48				
	31.41	32.37	33.37	34.44	35.57	36.71				
LT1	41,741	42,800	43,935	45,127	46,413	47,869				
	1,600.08	1,640.68	1,684.18	1,729.85	1,779.15	1,834.98				
	22.07	22.63	23.23	23.86	24.54	25.31				
LT2	47,283	48,493	49,855	51,198	52,541	54,054				
	1,812.50	1,858.90	1,911.10	1,962.58	2,014.05	2,072.05				
	25.00	25.64	26.36	27.07	27.78	28.58				
MM1	45,051	46,545	48,172	49,912						
	1,726.95	1,784.23	1,846.58	1,913.28						
	23.82	24.61	25.47	26.39						
MM2	45,051	46,545	48,172	49,912	51,368	52,919				
	1,726.95	1,784.23	1,846.58	1,913.28	1,969.10	2,028.55				
	23.82	24.61	25.47	26.39	27.16	27.98				
NP	89,156	95,662	99,596	103,530	107,767					
	3,417.65	3,667.05	3,817.85	3,968.65	4,131.05					
	47.14	50.58	52.66	54.74	56.98					

CODE	1	2	3	4	5	6	7	8	9	10
NU1	65,931	68,182	70,508	72,891	75,236	77,676				
	2,527.35	2,613.63	2,702.80	2,794.15	2,884.05	2,977.58				
	34.86	36.05	37.28	38.54	39.78	41.07				
NU2	68,390	70,697	73,118	75,463	77,638	80,002	82,442			
	2,621.60	2,710.05	2,802.85	2,892.75	2,976.13	3,066.75	3,160.28			
	36.16	37.38	38.66	39.90	41.05	42.30	43.59			
NU3	70,735	73,345	75,955	78,849	82,121	85,317	88,589			
	2,711.50	2,811.55	2,911.60	3,022.53	3,147.95	3,270.48	3,395.90			
	37.40	38.78	40.16	41.69	43.42	45.11	46.84			
OA1	37,372	38,299	39,207	40,190	41,268	42,290				
	1,432.60	1,468.13	1,502.93	1,540.63	1,581.95	1,621.10				
	19.76	20.25	20.73	21.25	21.82	22.36				
OA2	40,077	41,098	42,271	43,368	44,616	46,016				
	1,536.28	1,575.43	1,620.38	1,662.43	1,710.28	1,763.93				
	21.19	21.73	22.35	22.93	23.59	24.33				
OA3	43,519	44,730	45,921	47,131	48,550	49,912				
	1,668.23	1,714.63	1,760.30	1,806.70	1,861.08	1,913.28				
	23.01	23.65	24.28	24.92	25.67	26.39				
	25.02	25.91	26.83	27.80	28.83	29.88				
PO2	52,578	54,527	56,512	58,725	60,919	63,245				
	2,015.50	2,090.18	2,166.30	2,251.13	2,335.23	2,424.40				
	27.80	28.83	29.88	31.05	32.21	33.44				
PO3	59,727	61,959	64,342	66,763	69,373	72,097				
	2,289.55	2,375.10	2,466.45	2,559.25	2,659.30	2,763.70				
	31.58	32.76	34.02	35.30	36.68	38.12				

CODE	1	2	3	4	5	6	7	8	9	10
PO4	62,243	64,664	67,085	69,695	72,475	75,369				
	2,385.98	2,478.78	2,571.58	2,671.63	2,778.20	2,889.13				
	32.91	34.19	35.47	36.85	38.32	39.85				
PO5	64,664	67,085	69,695	72,475	75,369	78,433				
	2,478.78	2,571.58	2,671.63	2,778.20	2,889.13	3,006.58				
	34.19	35.47	36.85	38.32	39.85	41.47				
PO6	68,163	70,773	73,440	76,333	79,416	82,726				
	2,612.90	2,712.95	2,815.18	2,926.10	3,044.28	3,171.15				
	36.04	37.42	38.83	40.36	41.99	43.74				
PO7	70,773	73,440	76,333	79,416	82,726	86,263				
	2,712.95	2,815.18	2,926.10	3,044.28	3,171.15	3,306.73				
	37.42	38.83	40.36	41.99	43.74	45.61				
RC1	55,813	57,817	59,898	62,148	64,456	66,990				
	2,139.48	2,216.33	2,296.08	2,382.35	2,470.80	2,567.95				
	29.51	30.57	31.67	32.86	34.08	35.42				
RC2	59,898	62,148	64,456	66,990	69,373	72,097				
	2,296.08	2,382.35	2,470.80	2,567.95	2,659.30	2,763.70				
	31.67	32.86	34.08	35.42	36.68	38.12				
RA	42,895	44,276	45,827	47,396	49,004	50,744				
	1,644.30	1,697.23	1,756.68	1,816.85	1,878.48	1,945.18				
	22.68	23.41	24.23	25.06	25.91	26.83				
RCW1	35,937	37,106	38,317	39,527	40,821	42,198	43,576	44,974		
	1,377.60	1,422.40	1,468.80	1,515.20	1,564.80	1,617.60	1,670.40	1,724.00		
	17.22	17.78	18.36	18.94	19.56	20.22	20.88	21.55		

CODE	1	2	3	4	5	6	7	8	9	10
SUP	60,919	63,472	65,950	68,428	71,113	73,874	76,863	79,964	84,409	
	2,335.23	2,433.10	2,528.08	2,623.05	2,726.00	2,831.85	2,946.40	3,065.30	3,235.68	
	32.21	33.56	34.87	36.18	37.60	39.06	40.64	42.28	44.63	
YCW	40,132	41,468	42,804	44,348	45,684	47,249				
	1,538.40	1,589.60	1,640.80	1,700.00	1,751.20	1,811.20				
	19.23	19.87	20.51	21.25	21.89	22.64				