

COLLECTIVE AGREEMENT

- between -

ONTARIO FINNISH RESTHOME ASSOCIATION

- and -

UNIFOR, LOCAL 1359

(FULL & PART TIME EMPLOYEES BARGAINING UNIT)

EFFECTIVE: JUNE 1, 2025

EXPIRY: MAY 31, 2029

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ARTICLE 1 PURPOSE OF AGREEMENT

1.01 The purpose of this agreement is to set forth the agreement of the parties on rates of pay, hours of work, the terms and conditions of employment and to provide a method for the equitable settlement of differences. The parties agree to work cooperatively to provide the best possible care to the residents of the Association.

ARTICLE 2 DEFINITIONS

- 2.01 (a) "Employee" shall mean only such persons coming within the scope of the bargaining unit.
- (b) A full-time employee is an employee who works twenty-four (24) hours per week or more on a regular basis.
- (c) A part-time employee is an employee who works less than twenty-four (24) hours per week on a regular basis.
- (d) A casual part-time employee is an employee who is hired to work on an irregular basis, **with the expectation that they will pick up shifts in order for the Association to maintain proper staffing, as well as ensuring that the casual employee maintains skill competency, training or education. They will only be prescheduled when neither full-time nor part-time staff are available at straight time.** It is understood that casual part-time employees shall not displace regular part-time or full-time employees and are only to be used when full-time and part-time employees are not available.
- 2.02 "Steward" shall mean an employee of the Association duly accredited as such by the Union.
- 2.03 "Executive Director and/or designate" shall mean the Executive Director and/or designate of the Association.

ARTICLE 3 RECOGNITION

3.01 The Association recognizes the Union as the sole bargaining agent for all the employees of the Association (within the meaning of the term "employee" as defined in the Labour Relations Act, R.S.O., 1980) as proclaimed in the certification dated April 1984, save and except Supervisors, persons above the rank of Supervisor, office and clerical staff.

- 3.02 The Association will not enter into any other Agreement or contract with the employees, either individually or collectively, which will conflict with any provisions of this Agreement.

ARTICLE 4 RELATIONSHIP

- 4.01 Each of the parties hereto agrees that there will be no discrimination, interference, restraint or coercion exercised or practiced upon any employee because of membership or lack of membership in the Union.
- 4.02 The Association shall subject to Human Rights and other pertinent legislation not discriminate against an employee because of membership or activity in the Union or the exercise of their lawful rights under this collective agreement or with respect to terms or conditions of employment on the grounds of race, creed, colour, age, sex, marital status, religion, nationality, ancestry or place of origin, political affiliation, physical handicap, illness or injury, or sexual orientation, and any person covered by this Agreement who feels that they have suffered discrimination shall have the right to seek redress in accordance with the Grievance Procedure.

ARTICLE 5 UNION SECURITY & CHECK-OFF OF UNION DUES

- 5.01 All employees who are in the employ of the Association at the signing date of this Agreement and all new employees who enter the employ of the Association after the Agreement has been signed, shall as a condition of employment, be subject to regular monthly Union dues to be deducted from their wages and remitted to the Union.

The Association agrees to forward a list of dues deductions in an electronic format designed by the Union showing the names, classifications, current addresses, phone numbers, Social Insurance Numbers and work e-mail addresses; highlighting new hires, resignations, terminations, new unpaid leave of absence and return from leave of absence, hourly rate, hours worked, and the amount of dues remitted on behalf of the employees for whom deductions have been made.

NOTE: In the event the Union changes the current format, it will obtain the Association's agreement, which will not be unreasonably withheld.

- 5.02 The Association agrees that a Union representative shall be given (15 minutes) the opportunity of interviewing each new employee, prior to the completion of two (2) months employment for the purpose of ascertaining if the employee wishes to become a Union member.

- 5.03 The Association agrees that new employees meet fifteen (15) minutes with either of the co-chairs of the Joint Occupational Health & Safety Committee to discuss the workings of the Joint Occupational Health & Safety Committee and general safety issues.
- 5.04 In addition, the Association will deduct the Union's initiation fee from new employees from the first pay of the month following the month of the employees' acceptance to membership in the Union.

ARTICLE 6 NO STRIKE OR LOCK-OUT

- 6.01 The Union agrees that there shall be no strikes and the Association agrees that there shall be no lockouts during the term of this Agreement. The meaning of the words "strike" and "lockout" shall be defined in *The Labour Relations Act*, R.S.O. 1978, Chapter 232 as amended.

ARTICLE 7 RESERVATION OF THE HOME MANAGEMENT FUNCTION

- 7.01 Rights of the Association - The Union acknowledges that it is the exclusive function of the Association:
- (a) To maintain order, discipline, and efficiency, to decide on the number of employees needed by the Association at any time; and to decide the use of improved or changed methods and equipment; to establish and enforce reasonable rules and regulations governing the conduct of employees, where such rules will be posted on the employees Bulletin Board with a copy supplied to the Union Committee. The Association reserves the right to amend or introduce new rules from time to time, copies of which are to be posted on the Bulletin Board with copies supplied to the local Union office.
 - (b) To schedule, hire, transfer, layoff, recall, promote, demote, classify, assign duties, discharge, suspend, or otherwise discipline employees who have completed their probationary period for just cause, provided that a claim of discriminatory transfer, promotion, demotion of classification or a claim of an employee has been discharged or disciplined without just cause, may be the subject of a grievance and dealt with as hereinafter provided. The discharge of a probationary employee shall be solely in the discretion of the Association.

ARTICLE 8 STEWARDS & UNION COMMITTEES

- 8.01 The Association will recognize a Union Committee consisting of not more than four (4) Stewards from different departments of the Association in each residence. Such Stewards shall be elected by the employees of the bargaining unit or appointed by the Union and each Steward shall be an employee of the Association who has completed the probationary period of and has acquired seniority.
- 8.02 One (1) of the Stewards shall be elected by the said employees or appointed by the Union as the **Unit Chair** who may be the principal spokesperson for the Committee, composed of not more than four (4) Stewards.

Where the Association requests meetings that are scheduled outside of the Unit Chairs regular scheduled hours of work, the Association will compensate the Unit Chair for time spent at such meetings.

Such compensation shall be in the form of payment at the Unit Chairs straight time hourly rate. This includes: phone, virtual or in person meetings.

- 8.03 The Association undertakes to deal with a sub-committee of two (2) from the above Committee with respect to any matters which properly arise during the term of this Agreement, e.g. the settlement of complaints and grievances.
- 8.04 The Union will notify the Association in writing of the names of the Stewards, within 10 days of being elected or appointed, from time to time and the Association will not be required to recognize the stewards or Union Committee until it has been notified in writing by the Union of the name of the employees elected.

Unless the Association is otherwise notified, the members of the Union Committee shall form the Union Grievance Committee and or the Union Negotiating Committee.

- 8.05 The Union acknowledges that Stewards have regular duties to perform for the Association and that they will not leave their regular duties without first obtaining permission from their immediate supervisor. Where required and with the Association's approval, the in-house Union representative may make use of the Association's fax or phone, when strictly necessary, to communicate toll-free or collect with the Union office during the in-house representative's own time.

Each Steward may, with the consent of their supervisor, and without loss of pay be permitted to leave their regular duties for a reasonable length of time, not to exceed one (1) hour to function as a Steward in the settlement of grievances. Such consent from the supervisor shall not be unreasonably withheld.

8.06 The members of the Union Committee shall be reimbursed up to seven and one-half (7.5) hours per day at their straight time hourly rate due to time spent in negotiations with the Association regarding this agreement or its successor, excluding any arbitration proceedings.

8.07 Labour Management Committee

Where there are matters of mutual concern and interest that would be beneficial if discussed at a Labour Management Committee meeting, during the term of this agreement, the following shall apply:

Meetings will endeavor to be held quarterly or sooner if special circumstances require it.

An equal number of representatives of each party as mutually agreed upon, normally the Union Committee, shall meet at a time and place mutually satisfactory. A request for such meeting will be made in writing at least one week prior to the date proposed and accompanied by an agenda of matters to be discussed.

An employee representative attending such meeting on behalf of the Union shall be paid for such meeting time. A Union staff member may attend if required by the Union Committee. The Association shall pay for no more than four (4) Union members per meeting.

Minutes detailing disposition of issues raised shall be kept and signed by representatives of both sides.

8.08 CMI Results

Recognizing the mutual objective of quality care, the Association agrees to meet through the Labour Management Committee with the Union as soon as practicable after the receipt of the annual CMI/RAI MDS 2.0 results. The Association agrees to provide the Union Representatives with staffing levels, and staffing mix information; the impact of related payroll costs on staffing levels and a written notice of the CMI/RAI MDS 2.0 results for the facility.

The purpose of this meeting is to discuss the impact of the CMI/RAI MDS 2.0 changes on the staffing levels in the facility and quality care and provide the Union with an opportunity to make representation in that regard.

The parties shall meet as necessary to discuss other changes or workload issues.

The parties may invite additional participants to attend the meeting to support constructive review and discussion.

ARTICLE 9 **GRIEVANCE PROCEDURE**

- 9.01 At any time the Association requests to meet with the employees, either during an investigation process or issuing discipline, an employee shall have the right to the presence of their **Unit Chair**, or if the **Unit Chair** is unavailable, then a Steward and if a **Steward** is unavailable, **the meeting will be scheduled at a time mutually agreeable by the Association and the unit chair and in accordance with Ministry of Health regulations.**

The Association shall notify the employee of this right in advance, in order that the employee is able to contact a Steward to attend the meeting with them.

The employee must first discuss any complaints with their immediate supervisor.

9.02 Stage One

The employee concerned, who may be accompanied by their Steward may, within ten (10) calendar days of the alleged grievance, refer the matter in writing to their immediate Supervisor who shall give their answer in writing to such employee within ten (10) calendar days following the date on which the grievance was delivered.

All grievance forms shall contain only one grievance. The written grievance shall contain a clear and concise statement concerning the alleged grievance and the people involved. The grievance shall be returned to the employee if it fails to comply with these requirements and the employee shall have an additional ten (10) calendar days to refile the grievance in conformity with this section.

9.03 Stage Two

Should any employee feel that their grievance has not been satisfactorily settled, their may within ten (10) calendar days of their Supervisor's decision appeal to the Executive Director or designate. This may be done by a committee comprised of the employee, a Steward, and a Union Representative who will, within ten (10) calendar days of the date on which the answer was received, present the written grievance and reply to the Executive Director and/or designate who shall discuss the matter with such committee and give their decision in writing no later than ten (10) calendar days after the written presentation has been given to him.

If a satisfactory settlement of the grievance is not reached under the foregoing procedure, either party may refer the matter to arbitration within ten (10) calendar days of the receipt of the answer to Stage Two.

Failure of the Union to meet its time limits will cause the grievance to expire and neither it nor the same subject matter shall be further considered or made the subject of a further grievance. Failure of the Association to meet its time limits shall permit the aggrieved employee to take the grievance to the next succeeding step, provided he

presents the grievance at this next step within ten (10) calendar days after the expiration of the said time limit.

Either party may agree to extend time limits at all stages of the grievance procedure provided such extension is requested to the other party prior to the expiry of the time limits; otherwise the grievance shall be deemed to have been abandoned.

- 9.04 Should a second grievance occur on the same subject matter as the grievance in process, the said second grievance shall not be considered while the original grievance is being considered. The second grievance will be considered as being presented only after the first grievance has been disposed of.
- 9.05 An employee subject to disciplinary action which is to be recorded in the employee's personnel file shall have the right to the presence of a Union Steward or Committee member.
- 9.06 (a) Letters of Reprimand: Letters of reprimand are to be removed from an employee's personnel file after twelve (12) months from the date of discipline, except in the case of incidents involving third party interface (i.e. residents and family) where the records will remain on file for twenty-four (24) months unless dismissed at arbitration or removed by settlement.
- (b) Suspension: Records of suspension are to be removed from an employee's personnel file after eighteen (18) months from the date of discipline, except in the case of incidents involving third party interface (i.e. residents and family) where the records will remain on file for thirty (30) months unless dismissed at arbitration or removed by settlement.
- (c) Coaching letters: Coaching letters are not disciplinary and, subject to statutory requirements, will be removed from an employee's personnel file after twelve months.

9.07 Access to Personnel File

An employee or the Union staff representative or designate, with the written authority of the employee, shall be entitled to review the employee's personnel file in order to facilitate the investigation of a grievance or for the information of the employee. A copy (at cost) of such file or individual items will be provided to the employee or Union representative if requested. Such request to review shall be made within forty-eight (48) hours' notice to the Association, and the review of the personnel file will be made in the presence of a supervisor or manager.

- 9.08 (a) Either party, with the agreement of the other party, may submit a grievance to Grievance Mediation at any time within ten (10) days after the Association's

decision has been rendered at the step prior to arbitration. Where the matter is so referred, the mediation process shall take place before the matter is referred to Arbitration.

- (b) Grievance Mediation will commence within twenty-one (21) days of the grievance being submitted to mediation, or longer period as agreed by the parties.
- (c) No matter may be submitted to Grievance Mediation which has not been properly carried through the grievance procedure, provided that the parties may extend the time limits fixed in the grievance procedure.
- (d) The parties shall agree on a mediator.
- (e) Proceedings before the Mediator shall be informal. Accordingly, the rules of evidence will not apply, no record of the proceedings shall be made and legal counsel shall not be used by either party.
- (f) If possible, an agreed statement of facts will be provided to the Mediator, and if possible, in advance of the Grievance Mediation Conference.
- (g) The mediator will have the authority to meet separately with either party.
- (h) If no settlement is reached within five (5) days following Grievance Mediation, the parties are free to submit the matter to arbitration in accordance with the provisions of the collective agreement. In the event that a grievance which has been mediated subsequently proceeds to arbitration, no person serving as the Mediator may serve as an Arbitrator. Nothing said or done by the mediator may be referred to Arbitration.
- (i) The Union and the Association will share the cost of Mediator, if any.

9.09 Abuse-free Environment

The parties agree that residents have a right to live in an environment that is free from abuse. The parties agree that all employees are afforded protection against acts of violence and harassment in the Home by Bill 168 (2010) and all the amendments to the *Occupational Health and Safety Act* contained therein. The parties agree that the abuse of residents as defined in the *Long-Term Care Homes Act* by employees or staff will not be tolerated.

The Union further agrees to cooperate with the Association to promote an abuse free environment for all residents, employees, and staff.

In order to protect the interests of the residents, it is understood that an employee who has abused a resident will be subject to discipline up to and including termination.

It is further understood that said employee will have relinquished all entitlement to severance and/or termination pay.

ARTICLE 10 DISCHARGE GRIEVANCE

10.01 If a discharged or disciplined employee who has completed their probationary period believes that their discharge or discipline was without just and sufficient cause they may file a grievance which will be dealt with starting at stage 2 of the grievance procedure provided the grievance is filed within five (5) working days from the date on which they were disciplined or discharged.

ARTICLE 11 UNION POLICY GRIEVANCE

11.01 The Union may institute a grievance consisting of an allegation of a general misinterpretation or a violation by the Association of this Agreement, in writing, at Stage Two of the grievance procedure, providing that it is presented within ten (10) calendar days after the circumstances giving rise to the grievance have originated or occurred. However, it is expressly understood that the provisions of this clause may not be used to institute a grievance directly affecting an employee or employees which such employee or employees would themselves initiate and the regular grievance procedure shall not be thereby bypassed.

ARTICLE 12 ASSOCIATION GRIEVANCE

12.01 It is understood that the Association may bring forward at any meeting held with the Union Committee any complaint with respect to the conduct of the Union, its Officers or Committee members or a member, which may affect the Association, and that if such complaint is not settled to the mutual satisfaction of the conferring parties, it may be treated as a grievance and reduced to writing, and the written grievance sent to the President of the Union or to **their** designated representative.

12.02 If such a complaint is not settled to the satisfaction of the Association, the President of the Union or their designated representative shall within ten (10) days after the mailing or delivery of the written grievance by the Association give a reply in writing to the Association. If the written reply has not settled the grievance to the satisfaction of the Association or, if no written reply is received by the Association within ten (10) days after the mailing or delivery of the written grievance to the President of the Union or their designated representative, the Association may within ten (10) days after the receipt of

the reply, or within twenty (20) days after the mailing or delivery of the grievance, in case no written reply is received, refer the grievance to arbitration in accordance with Article 14 of this Agreement.

- 12.03 Either party may agree to extend time limits at all stages of the grievance procedure provided such reasonable extension is requested to the other party prior to the expiry of the time limits, otherwise the grievance shall be deemed to have been abandoned.

ARTICLE 13 WITNESSES & INSPECTION

- 13.01 At any stage of the grievance procedure, including arbitration, the parties may have the assistance of the employee or employees concerned as witnesses and any other necessary witnesses. All reasonable arrangements shall be made to permit the conferring parties or the arbitrator(s) to have access to any part of the Association to view any working conditions which may be relevant to the settlement of the grievance, cost to be borne by respective parties.

ARTICLE 14 ARBITRATION

- 14.01 Should any grievance fail to be satisfactorily settled under the foregoing procedure, the Union may within ten (10) calendar days notify the Association in writing of its desire to submit the difference or allegation to arbitration. The Union and the Association may agree upon an arbitrator to hear the matter, and for this purpose will exchange nominations.
- 14.02 Failing agreement between the Union and the Association within ten (10) calendar days as to the arbitrator to be appointed, the matter may be referred within ten (10) calendar days thereafter to a Board of Arbitration composed of three (3) members, and either the Union or the Association may inform the other party in writing of its desire to submit the matter to arbitration by a three (3) person board and the notice shall contain the name of the first party's appointee to an arbitration board. The recipient of the notice shall, within ten (10) calendar days, advise the other party of the name of its appointee to the Arbitration Board. The two (2) appointees so elected shall, within ten (10) calendar days of the appointment of the second of them, appoint a third person who shall be Chairperson.
- 14.03 If either party fails to make the required appointments within the time designated, or if the two appointees fail to agree upon a third person as Chairperson, either or both parties may request The Labour Management Arbitration Commission for the Province of Ontario to fill the vacancies.

- 14.04 No person may act as an arbitrator who has been directly involved in attempts to negotiate or settle the grievance. This does not preclude an arbitrator appointed by the Ministry of Labour or an agreed upon arbitrator from attempting to mediate the grievance.
- 14.05 Where it appears that two (2) or more employees have the same grievance or the same type of grievance, the Union shall process the grievances simultaneously and consecutively on all levels of the grievance, if necessary, subject to all applicable provisions under the grievance procedure. It is understood that each griever shall have the right to make **their** own submission at each level of the grievance procedure.
- 14.06 If there should be an accumulation of grievances to be referred to arbitration, one Board of Arbitration made by agreement of the parties, be constituted to deal with all such grievance disputes.
- 14.07 The Arbitration Board shall hear and determine the difference and shall issue a decision and the decision shall be final and binding upon any employee affected by it. 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 govern.

14.08 Authority of Arbitration Board

It is understood and agreed that the Arbitration Board shall have authority only to settle disputes under the terms of this Agreement and may only interpret and apply this Agreement to the facts of the particular grievance involved. Only grievances arising from the interpretation, application, administration or alleged violation of this Agreement, including a question as to whether a matter is arbitrable, shall be arbitrable.

- 14.09 In dealing with matters of discipline, disciplinary demotion or transfer, the conferring parties or Board of Arbitration shall have power to:
- (a) confirm the Management's action.
 - (b) reverse the Management's action.
 - (c) make any other arrangement which is just and equitable in the opinion of the conferring parties or the Board of Arbitration.

14.10 Compensation of Arbitration Board

The Union and the Association shall each be responsible for the fees and expense of its own nominee and one-half (1/2) of the fees and expense of the Chairperson or of a single arbitrator.

14.11 Place of Hearing

Arbitrations shall be heard in the city in which the Residence is located, or at such other places as may be agreed upon by the Union and the Association.

14.12 Sole Arbitrator

In the event that one party wishes to submit a grievance to arbitration and is content that the matter be dealt with by a sole arbitrator, the party submitting the grievance to arbitration shall so signify when advising the other party three (3) alternative choices as a sole arbitrator. If the parties can agree to a sole arbitrator within ten (10) calendar days of the notice, referring the matter to arbitration, the matter shall be determined by a sole arbitrator and, failing such agreement, the regular arbitration procedure shall apply.

ARTICLE 15 PHYSICAL EXAMINATIONS

15.01 The Association may require the post probation employee to undergo a medical examination or fitness test to ensure the employee's ability to perform the job requirements when being considered for a new posting. At these times, arrangements will be made by the Association at the Association's expense and the employee shall receive two (2) hours pay for the test.

The Association agrees that no employee will be required to undergo an annual medical examination nor be required to produce a medical certificate related thereto.

If the Association requires a sick leave certificate in accordance with past practice or the Collective Agreement and the doctor charges the employee for such certificate outside OHIP, the Association will pay for the certificate. In the alternative, the Association may require an employee to attend an independent physician other than the employee's own physician to provide a sick leave certificate. In such circumstances the Association shall pay for any medical fees charged beyond OHIP in relation thereto.

ARTICLE 16 PROBATIONARY PERIOD & SENIORITY

16.01 New employees of the Association shall be considered probationary employees until they have successfully completed a probationary period of **487.5** hours worked. Full-time employee's seniority is based on date of hire subject to any adjustment dictated by this collective agreement.

The Association will endeavor to provide continuous monitoring and support and will provide a midterm assessment to inform the Employee of their progress. By mutual agreement of the Association, Employee and Union, extensions may be granted.

16.02 It is a condition of this Agreement that the discharge or layoff of a probationary employee or employees during the said probationary period shall not be the subject matter of a grievance herein.

16.03 Whenever they are used in the Collective Agreement, the terms seniority and service shall be deemed to refer to length of employment subject to the following conditions:

(a) It is understood that during an approved unpaid absence not exceeding thirty (30) continuous days or any approved absence paid by the Association, both seniority and service will accrue. Seniority hours for part-time employees off on maternity and parental leave shall accrue based on the total hours formula reported to and utilized by **Canada Revenue Agency (CRA)** for Employment Insurance benefits.

(b) It is further understood that during any unpaid absence in excess of thirty (30) days, credit for seniority for purposes of promotion, demotion, transfer or layoff shall be suspended and not accrue during the period of absence. The period of leave after the thirty (30) days shall be deducted from the employee's start date to determine a new seniority level. Notwithstanding this provision seniority shall accrue during maternity leave or for a period of one year if an employee's absence is due to a disability resulting in Weekly Indemnity, Long Term Disability, *Employment Standards Act* Leaves or W.S.I.B. benefits.

16.04 People who fall under the date of hire system subject to adjustments for LOA's who were hired on the same day not including orientation will have any ties broken by the shift (e.g. earlier shift has more seniority). If there is a tie at that level, a decision will be reached through a coin toss.

ARTICLE 17 LOSS OF SENIORITY & TERMINATION OF SERVICE

17.01 Employment is terminated; seniority rights are permanently cancelled when:

(a) An employee is absent for more than thirty-six (36) months for layoff, disability or is in receipt of W.C.B. benefits for a period in excess of thirty-six (36) months. Disability and W.S.I.B. termination shall be determined case by case on their own merits as per the *Human Rights Code*;

(b) An employee resigns in writing, etc.;

- (c) An employee is discharged and is not reinstated pursuant to grievance procedure;
- (d) An employee is absent from work for a period of three (3) consecutive working days without providing a reason satisfactory to the Association or without the consent of the Association;
- (e) An employee utilizes a leave of absence for purposes other than the purpose for which it was granted;
- (f) An employee fails to report to work at the termination of a leave of absence.
- (g) Upon recall if the employee does not notify the Association within three (3) days of their intention to return to work or does not return to work within five (5) calendar days after they have received a recall notice by registered mail to their last recorded address with the Association.
- (h) Casual employees who refuse three consecutive shifts, or haven't accepted a shift in a rolling three (3) month period, will be considered terminated and seniority rights cancelled.
- (i) The Association agrees to notify the Union of all terminations.

ARTICLE 18 LAYOFF & RECALL

18.01 The notice / severance payments noted below are deemed to include notice / severance under the *Employment Standards Act*. This ensures there will be no double payment.

In addition to its other business, the Labour/Management Committee shall discuss any proposed layoffs in the bargaining unit and measures to reduce the impact of such proposed layoffs.

The Local's Union Representative (staff person employed by the Local) must be present at any Labour/Management Committee meeting (either regularly scheduled or called specially) where proposed or actual layoffs and/or measures to reduce the impact of proposed layoffs will be discussed.

In the event of a proposed layoff of a permanent or long-term nature, the Home will provide the Union with eight (8) weeks' notice. This notice is not in addition of required notice for individual employees.

In the event of a layoff of a permanent nature, the Home will provide the Union with notice in accordance with the *Employment Standards Act*. However, the *Employment Standards Act* will be deemed to be amended to provide notice to the affected employee as follows:

- if their service is greater than 9 years – 9 weeks’ notice
- if their service is greater than 10 years – 10 weeks’ notice if their service is greater than 11 years – 11 weeks’ notice
- if their service is greater than 12 years – 12 weeks’ notice

18.02 Note: The parties have always merged the seniority list for the purpose of Layoff and Recall as well as Job Posting.

- (a) In the event of lay-off, the Association shall first lay-off employees in the reverse order of their seniority within their classification, providing that there remain on the job employees who have the ability and qualifications as required by law to perform the work.
- (b) An employee who is subject to lay-off shall have the right to either:
 - (i) Accept the lay-off; or
 - (ii) First bump an employee with less bargaining unit seniority within the bargaining unit (full time/part-time combined) in a lower or identical paying classification for which they are qualified, as required by law and can perform the duties of the lower or identical classification without training other than orientation.
 - (iii) Chain bumping, as noted above, will be allowed with the understanding that an employee subject to layoff, who chooses to bump, must bump the employee with less seniority who has scheduled hours equal to or less than the employee laid off, subject to paragraph (vi) below.
 - (iv) Consistent with the opportunity to chain bump, all employees who are potentially impacted will be given notice of lay off at the outset of the process.
 - (v) An identical paying classification shall include any classification where the straight time hourly wage rate at the level of service corresponding to that of the laid off employee is within one percent (1%) of the laid off employee’ straight time hourly wage rate.
 - (vi) In the event that there are no employees within the laid off employee’ classification in the bargaining unit with lesser seniority who have

scheduled hours equal to, or less than the employee being laid off, such employee may bump a less senior employee with greater regularly scheduled hours within ten percent (10%) of the laid off employee' regularly scheduled bi-weekly hours within their classification.

- (vii) In the event that there are no employees in the bargaining unit with lesser seniority in lower or identical paying classifications as defined in this Article, a laid off employee will have the right to displace an employee with less seniority, who has scheduled hours equal to or less than the employee laid off, in a classification where the straight time hourly rate at the level of service corresponding to that of the laid off employee is within five percent (5%) of the laid off employee's straight time hourly rate provided they are qualified for and can perform the duties without training other than orientation.
- (viii) The decision of the employee to choose (i) or (ii) above shall be given in writing to the Manager or designate within one (1) calendar week following the notification of lay-off. Employees failing to do so will be deemed to have accepted the lay-off.

18.03 Recall Rights

- (a) An employee shall have opportunity of recall from a lay-off to an available opening, in order of seniority, provided they have the ability and qualifications as required by law to perform the work.

In determining the ability of an employee to perform the work for the purposes of the paragraph above, the Home shall not act in an arbitrary manner.

- (b) An employee recalled to work in a different classification from which they have been laid off shall have the privilege of returning to the position they held prior to the lay-off should it become vacant within six (6) months of being recalled.
- (c) No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, in accordance with the loss of seniority provision, or have been found unable to perform the work available.
- (d) It is the sole responsibility of the employee who has been laid off to notify the Association of their intention to return to work within five (5) working days (exclusive of Saturday, Sunday and Paid Holidays) after being notified to do so by registered mail, addressed to the last address on record with the Home (which notification shall be deemed to have been received after the second day following the date of mailing) and to return to work within ten (10) working days after being

notified. The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for their proper address being on record with the Home.

- (e) Employees on lay-off or notice of lay-off shall be given preference for temporary vacancies that are expected to exceed twenty (20) days of work. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on lay-off.
- (f) A laid off employee shall retain the right to recall for a period of thirty-six (36) months.
- (g) The job posting procedure as set out in the Collective Agreement will continue to apply. Employees with seniority who are laid off will be mailed a copy of job postings to their last known address.
- (h) When a laid off employee bids for and is successful in obtaining a posted position, they shall have no further rights with regard to recall.

18.04 For the purposes of lay-off and recall, it is understood and agreed that if a part time employee bumps a full time employee as part of the above noted procedure, the part time employee is accepting the full time position only.

It is understood and agreed that if a full-time employee bumps a part-time employee as part of the above-noted procedure, the full-time employee is accepting the part-time position only.

18.05 For purposes of merging the seniority lists, a part time employee will be deemed to have one (1) year of full time seniority for every eighteen hundred (1800) hours of part-time seniority.

18.06 Benefits on Layoff

In the event of a lay-off, provided the employee deposits with the Home their share of insured benefits for the succeeding month (save for weekly indemnity for which laid-off employees are not eligible) the Association shall pay its share of the insured benefits premium for a period up to three (3) months from the end of the month in which the lay-off occurs, or until the laid-off employee is employed elsewhere, whichever comes first.

ARTICLE 19 TRANSFERS

19.01 Temporary Transfer

- (a) When an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the bargaining unit, they shall be paid the rate of the new classification from the commencement of the shift.
- (b) Employees temporarily assigned to perform duties in a lower paying classification shall not suffer any loss of pay as a result of such transfer provided work in their own classification is available for them.

19.02 Employees promoted or transferred to a higher paid classification shall receive the rate of pay applicable to their bargaining unit seniority in the higher classification.

19.03 (a) An employee whose status is changed from part-time to full-time shall receive a pro-rated credit for one (1) year seniority for each 1800 hours worked. For purposes of seniority that employee will now have an adjusted seniority date based on the above. That employee's adjusted seniority date cannot be earlier than their actual date of hire. Upon entering in a full-time status the employee shall suffer no loss of pay rates but shall forfeit the premium paid to part-time employees in lieu of benefits. If the employee transfers to a lower full-time classification they shall be paid the appropriate rate in the classification.

Employees who are successful in receiving a temporary position shall maintain their benefits status to which they were entitled prior to receiving the temporary position.

- (b) An employee whose status is changed from full-time to part-time shall receive 1800 hours for each year of seniority as a full-time employee. In cases of layoff from a full-time position, that employee shall retain their full-time seniority (date of hire) for 30 months. Upon entering into a part-time status, they shall forfeit the health and welfare benefits and receive the premium paid to part-time employees in lieu of benefits. If the employee transfers to a part-time classification they shall be paid the appropriate rate in the classification, however; employees who have exercised their seniority rights (i.e. job posting and bumping) and are working in a lower paying classification shall be paid the lower classification rate.

ARTICLE 20 JOB POSTING

20.01 (a) Promotions and Demotions: The Association and the Union agree that in the cases of promotions (other than promotions to positions outside the bargaining unit)

and demotions, the following factors shall be considered: the qualifications, experience, ability and seniority of the applicants. Where these factors are relatively equal, the applicant with the greatest seniority shall fill the vacancy. This article applies to **all bargaining unit positions covered by this agreement**. The Association agrees to provide the Unit Chair with a copy of each job posting. The parties agree that an administrative oversight in this regard does not void the job posting.

- (b) All other bargaining unit positions are to be filled by the most senior applicant who has the ability to perform the normal requirements of the job with up to five (5) days training.

Clarity note: The parties agree to apply the language in this section and confirm that postings will not be governed by the past practice of giving first choice to Full Time personnel in priority to Part time personnel.

- (c) **All applicants will possess any education, certification or designation required by legislation.**

20.02 Such vacancy shall be posted for a period of seven (7) consecutive calendar days. Vacancies created by the filling of an initial vacancy within the bargaining unit shall be filled according to Article 20.01.

20.03 In filling interim positions, the Association can fill the position at its discretion providing it uses the most senior person in the classification. Other considerations for filling a vacancy will be positive attendance in good standing and shall not exceed sixteen (16) days/incidents of culpable absence in a twelve (12) month period. It is understood that this article shall be interpreted in a manner that is consistent with the Ontario Human Rights Code.

20.04 The successful applicant shall be placed on trial in the new position for a period equal to the probation period. If during that time, it is determined that the employee is not suitable for the position or the employee does not find the position suitable, they will be returned to their former position and any other movements of staff will be reversed. If the successful applicant does not successfully complete the trial period, the Association shall reconsider all previous applications that were received in the initial posting. Such trial promotion or transfer shall become permanent following the trial period unless:

- (a) the employee feels that they are not suitable for the position, and wishes to return to their former position; or
- (b) the Association feels that the employee is not suitable for the position, and requires that they return to their former position.

- (c) unless otherwise agreed between the employee and management, an employee on trial in a new position must remain in the new position for 5 working shifts prior the application of (a) or (b) above.

20.05 In the event the employee returns / is returned by the Association to their former position they will receive their former salary without loss of seniority and any other employees promoted or transferred as a result of the re-arrangements of positions shall also be returned to their former position(s) and salary without loss of seniority.

20.06 Temporary Vacancies

A temporary vacancy is a vacancy created by an employee's absence due to maternity leave, compensable or non-compensable illness or injury, or any other leave of absence expected to or in fact exceeds six (6) months, (i.e. up to six (6) months, not required to post; beyond six (6) months, whether length of absence known or date unknown to be posted). The vacancy will be offered to the senior employee in the classification. If no employee accepts the additional hours the temporary vacancy will be posted. Subsequent vacancies would be offered according to seniority.

The Association shall post such vacancy according to the posting procedure outlined herein. The Association is to outline to the employee with a copy to the Union office, the conditions and duration of such vacancy. Upon the return of the employee from their absence, they shall have the right to return to their former position. In instances where any employee returns to work prior to the estimated date of return the Association shall not be liable for payments to the resulting displaced employee(s). Such displaced employee(s) shall return to their former position(s) as well.

The maximum time limit of any temporary vacancy shall not normally exceed twenty-four (24) weeks from the commencement of the position unless the vacancy is due to a leave of absence of longer duration in accordance with the Employment Standards Act or for replacement of an employee on sick leave or WSIB for that longer period of time.

20.07 If no applications to fill the vacancy are received from employees of the Association, or if the applicant or applicants are not, in the opinion of the Association, considered to be suitable for such vacancy, then the Association may fill the vacancy from the open market. When hiring a casual position (as defined in 2.01), OFRA may hire from outside open market.

20.08 Any employee who has been newly hired or transferred into any position within the past six (6) months may apply for, but need not be considered under the terms of the collective agreement, for another bargaining unit vacancy within a period of six (6) months or if it will cause an increase in hours, or the parties mutually agree otherwise.

20.09 Wherever possible, the parties agree to eliminate full-time lines of less than seventy-five (75) hours when they become vacant and combine them to create full-time seventy-five (75) hour lines.

ARTICLE 21 JOB CLASSIFICATION & WAGES

21.01 Schedule "A" attached hereto shows the classifications and wages of the employees within the bargaining unit effective from the dates set out therein. The parties agree that the said schedules and contents thereof shall constitute part of the Agreement.

When a new classification (which is covered by the terms of this collective agreement) is established or the job content of an existing classification is revised in such a manner that duties of another classification are assigned to it by the Association, the Association shall determine the rate of pay for such new classification, and notify the Union of the same within seven (7) days. If the Union challenges the wage rate, it shall have the right to request a meeting with the Association to endeavour to negotiate a mutually satisfactory wage rate. Such request will be made within ten (10) days upon receipt of notice from the Association of such new occupational classification and rate.

Any change mutually agreed to resulting from such meeting shall be retroactive to the date that notice of the new wage rate was given by the Association. If the parties are unable to agree, the dispute concerning the new wage rate may be submitted to arbitration as provided in the Agreement with fifteen (15) days of such meeting. The decision of the Board of Arbitration (or sole arbitrator as the case may be) shall be based on the relationship established by comparison with the wage rates and duties for other classifications in the bargaining unit or related bargaining units, having regard to the requirements of such classification.

Where the Association makes a substantial change during the term of this Agreement in the job content of an existing classification which in reality causes such classification to become a new classification, the Association agrees to meet with the Union, if requested, to permit the Union to make representation with respect to the appropriate rates of pay and job duties.

If the matter is not resolved following the meeting with the Union, the matter may be referred to arbitration as provided in this Agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or sole arbitrator as the case may be) shall be based on the relationship by comparison with the wage rates and duties for other classifications in the bargaining unit or related bargaining units having regard to the requirements of such classifications.

The parties further agree that any change mutually agreed to or awarded as a result of arbitration shall be retroactive to the date that the Union raised the issue with the Association.

Prior to proceeding to arbitration, both sides are to provide the rate of pay and rationale for that rate of pay to the other party, in writing so as to attempt to avoid the costs of an arbitration hearing.

21.02 A job classification will not be changed for the purpose of evading payment of the minimum rates hereinafter set out.

ARTICLE 22 PAYMENT OF WAGES

22.01 All employees will be paid bi-weekly on every second Friday for the payroll period ending the previous Saturday.

The Association shall provide direct deposit for the employees' cheques to the banks of their choice. The Association will provide a pay stub receipt to show the applicable wages and rates paid and the hours worked.

22.02 Payments shall be made for time actually worked during the said two (2) week period, together with paid holidays, overtime and other benefits to which the employee may be entitled during such period. Any errors in computation of pay by the Association of seven and one half (7.5) hours or more shall be paid by separate cheque less an appropriate percentage to cover employee deductions. Final balancing of the error will be corrected on the following pay. Errors of less than seven and one half (7.5) hours may be corrected on the following pay. Employees are to first present the error with respect to their cheque to their immediate supervisor.

22.03 Errors on Paycheques

In the event of an error on an employee's pay, the Employee will inform the Association as soon as reasonably possible and the correction will be made in the pay period following the date on which the underpayment comes to the Association's attention. If the error results in an employee being underpaid by seven and a half (7.5) hours pay or more, the Association will provide payment for the shortfall within three (3) business days from the date it is notified of the error.

If the Association makes an overpayment of a day's pay or less for an employee, the overpayment will be deducted on the pay period following the date that the error is discovered. If the error is in excess of a normal day's pay, the Association will be reimbursed based on a mutually satisfactory arrangement between the employee and the Association.

In no event will any error be corrected beyond two (2) years from the date of the error. No interest will accrue or be added to any error payment or collection.

22.04 In no event shall there be any pyramiding of benefits or payments.

22.05 Employees working on a shift during the spring or fall day - light saving time changeover shall be paid for actual hours worked at straight time.

22.06 When an Employee is unable to report for a scheduled shift, they shall notify their supervisor/designate as soon as possible.

ARTICLE 23 UNIFORMS

23.01 The present practice regarding uniforms will be followed by the Association.

Effective October 28, 2010, the Association agrees to provide a uniform allowance of seven cents (\$0.07) per hour worked for full-time and part-time employees, to be paid on December 1, every year to employees on the payroll as of that date.

ARTICLE 24 HOURS OF WORK & OVERTIME

24.01 Hours of Work

Reference to Article 24.01 (a), (b) and (c) is intended only to provide a basis for calculating time worked and shall not be a guarantee as to hours of work per day or for a bi-weekly period, nor as to the days of work per bi-weekly period.

(a) The normal work day shall be seven and one-half (7 1/2) hours, excluding the half-hour meal period. The normal bi-weekly work period for all employees shall be seventy-five (75) hours and within that period the Association, to the best extent possible, shall schedule four (4) days off for an employee so as to permit two (2) consecutive days off in a week. The Association will continue to endeavour to provide every other weekend off for full-time employees and one weekend (Saturday, Sunday) off in four for part-time employees and will endeavor to mark this on the posted schedule as a designate weekend off.

Employees may indicate in writing to be available to work every weekend. Such requests may be withdrawn with four (4) weeks written notice prior to the posted schedule.

- (b) Employees will be allowed breaks within the shift without reduction in pay and without increasing the regular working hours as follows:

Shift length: Breaks:

- up to and including 5.5 hours¹ - 15 minute break
- more than 5.5 hours² - 15 minute breaks

In addition to the above, any shift over five (5) hours will also have a ½ hour unpaid lunch within the shift.

- (c) This is not to be read or construed as a guarantee of hours of work per day or for a bi-weekly period or of days of work per bi-weekly period.

24.02 Overtime

- (a) Subject to the provisions of 25.04, the Association shall pay time and one-half the normal rate of pay calculated to the nearest fifteen (15) minutes worked for all time in excess of seven and one-half (7 1/2) hours per day or seventy-five (75) hours in any bi-weekly pay period. Overtime pay shall be paid for work performed before the scheduled starting time and during an employee's scheduled time off provided however that such overtime has been authorized by the appropriate supervisor or acting supervisor. There shall be no pyramiding of premium pay, overtime pay and paid holiday pay.

This provision shall not apply to any full-time or part-time employees who elects to work short shifts of less than seven and one-half (7.5) hours up to a maximum combination of the hours not to exceed twelve (12) hours in any twenty-four (24) hour period or more than one hundred and fifty (150) hours per four (4) week period. It being understood that no employee will be assigned these hours without their agreement, which they are free to refuse.

- (b) An employee may, however, opt to take their overtime pay in equivalent time off with pay at a time of their choice within 45 days of the overtime occurrence at a time by mutual agreement.
- (c) In the calculation of eligibility for overtime rates an employee who is absent but is being paid under any of the provisions of this agreement will be considered as having worked their normal scheduled shift for these days.
- (d) If an employee is required to work an extra continuous full shift as overtime, two (2) free meals will be supplied during such shift, in addition to overtime rates paid. If an employee is required to work an extra three (3) hours overtime at the end of their shift one (1) free meal will be supplied.

24.03 The Association will pay the applicable straight time hourly rate for any in-service meetings, courses, presentations or staff meetings which the employee attends and as designated "mandatory attendance required" on the meeting notice.

24.04 **Mandatory Education**

The Association schedules employees to complete mandatory education during regular working hours.

ARTICLE 25 SCHEDULING OF DAYS OFF

25.01 Work schedules covering four (4) weeks will be posted two (2) weeks in advance. In no event will there be less than sixteen hours (16) between the end of one shift and the beginning of another. Requests for exchange of shifts are to be submitted within the electronic payroll and scheduling system. Such requests require at least 5 (five) business days' notice and must occur within the same pay period, except in the case of a serious emergency or extenuation circumstance, wherein the employee must notify their manager directly for initial approval, or the charge nurse during off hours. Shift exchanges can only be made with any staff that is qualified to work on that unit where operational requirements permit, and will not be unreasonably withheld. Approved shift exchanges will not result in any additional overtime or premium costs to the Association.

25.02 Except in the case of an emergency (and exclusive of the effect of an exchange between two (2) employees for personal convenience), no employee shall be scheduled to work more than five (5) consecutive days without being given two (2) or more days off work, provided however that overtime rate shall be paid for any days worked over five (5) consecutive days by reason of such emergency. Any change in schedule must first be approved by the Supervisor.

25.03 Work schedules covering a four (4) week period will be posted two (2) weeks in advance. Employee requests for specific days off must be submitted to the Manager or designate one week (1) in advance of the posting of the four (4) week schedule and will not be unreasonably denied.

25.04 Call-in by seniority: This procedure is to be followed when calling-in employees:

1. list by seniority;
2. employees have an option to be on or off the list;
3. calls to be made in the following method:
 - a) Start at top of list;

- b) No-answer (N/A) go to next on the list;
N/A – not considered a shift
< no answer = no answer
< no answer = busy
< no answer = answering machine
< no answer = not at home but someone else answers
 - c) Refuses to come in (RI considered as a worked shift).
 - d) Next time go to the top of the list.
- 4. After three (3) refusals (without a reasonable excuse) in a three (3) month period, the employee is taken off the seniority call-in list for a subsequent three (3) month period.
 - 5. In order of seniority, full-time employees working less than seventy-five (75) hours bi-weekly will be given the first opportunity for available shifts, then part-time, then casuals, then cross trained employees.

25.05 All employees who work on an assigned day off as per assigned schedule, at the Association's request, will be paid overtime at the rate of time and one-half (1 1/2) for all hours worked.

Employees who are scheduled to work less than seventy-five hours in a two (2) week period will not qualify for overtime on an assigned day off until they have completed seventy-five (75) hours of work in the scheduled two (2) week period.

25.06 Re: Cross Trained Staff

In order to ensure that staff are given the opportunity to maximize their skill, ability and previous training and/or experience within the Ontario Finnish Resthome, the following shall apply: The Association and the Union will allow staff to work in different programs and/or classifications on a call-in basis subject to the following practices.

- 1. When a shift vacancy (sick etc.) occurs and the vacancy needs to be filled, the first employees to be called (on a seniority basis) and utilized shall be those within the job classification and then those within the department where the vacancy exists i.e. Food Services, Environmental Services, Nursing and Personal Care, Program and Support Services.
- 2. Should no one within the job classification or the department be available (and which does not result in a premium pay situation) those employees within the

organization previously trained and currently familiar with the job task shall be called in on a seniority basis.

3. In consideration of numbers 1 and 2, full-time (who have not been scheduled for 75 hours in two weeks), regular part-time and casual part-time staff, in that order, will be given the opportunity to be called and fill the vacant shift.
4. If no staff member after following the above protocol is available, the Supervisor, if in their estimation and discretion feel the shift must be filled, they call individuals where a premium may occur starting first with those within the job classification, the department and then those who may be cross-trained.
5. Notwithstanding the above, employees will only be called if the Association requires the shift to be filled. Employees may be skipped if they are not available or there is no answer. There shall be no change in employment status (casual, part-time to fulltime) due to employees working these additional shifts.

ARTICLE 26 WAGE PROGRESSION

26.01 For new employees hired after December 21, 2000, the start rate of pay will be 5% less than the regular wage rate. The second rate will be 2.5% less than the regular wage rate. The probationary wage rate will be 5% less than the start rate.

26.02 Where an employee is transferred to any equal or higher classification, the employee will start the new position at a level that has at least an equal rate of pay to the former position. Where an employee transfers to a lower classification, they will start the new position at the same grid level as in the former position. The transferred employee will proceed to the next level the following year on the day the transfer to the new position occurred.

Employees are subject to the probationary rate once throughout their employment with the Association, regardless of how many times they may transfer classifications.

Employees placed at Year Three (3) of Schedule "A" for their current classification and are transferred or promoted to one of the following classifications, shall continue to receive the Year Three (3) rate of pay:

Caretaker;
Environmental Services Worker;
Maintenance Level I and Maintenance Level II

26.03 Part-time employees will advance to their next level on the grid after 1800 hours of service.

ARTICLE 27 CALL-BACK & CALL-IN & STANDBY

27.01 When employees are called back to work after leaving the premises upon completion of shift, such employees shall receive a minimum of four (4) hours pay at straight time or time and one half (1 1/2) for actual hours worked whichever is the greater.

27.02 (a) "Call-in" shall mean the calling in to work at the Association's request of an employee on an assigned day off as per the posted schedule.

(b) Employees who are called in will be paid overtime at the rate of time and one-half (1 1/2) for all hours worked, except in the case of employees who are scheduled to work less than seventy-five (75) hours in a two (2) week period, who shall qualify for overtime rates on a call-in for hours in excess of seventy-five (75) hours of work in a two (2) week period.

(c) Where the call-in is requested within one-half (1/2) hour of the starting time of the shift and the employee commences work within one (1) hour of the call-in, then the employee will be paid as if the entire shift had been worked, provided they complete the shift for which they were called in.

(d) If any employee reports to work on a request for call-in, the Association will guarantee a minimum of four (4) hours work or four (4) hours pay.

27.03 An employee who is required to remain available for duty outside the normal working hours for that particular employee shall receive standby pay in the amount of \$2.10 per hour for all hours on standby. Call-back will apply once an employee is called from standby, and standby pay will then cease.

27.04 Call-ins will be on the basis of seniority within each classification. Fulltime employees working less than seventy-five (75) hours bi-weekly will be offered call-ins prior to part-time employees provided overtime is not created.

ARTICLE 28 MINIMUM HOURS GUARANTEED

28.01 If an employee reports for work as scheduled but for whom no work at their regular job is available, or because a change was made in the schedule without notifying the employee concerned at least twenty-four (24) hours in advance, they shall be entitled to a minimum of four (4) hours pay.

ARTICLE 29 PAID HOLIDAYS

29.01 (a) Full-time employees shall receive the following statutory holidays with pay:

Christmas Day	Victoria Day
Boxing Day	Canada Day
New Year's Day	August Civic Holiday
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Remembrance Day (November 11)	

Effective June 1, 2012: One float holiday to be scheduled in the calendar year January 1 to December 31 upon mutual agreement of the parties and considering the operational needs of the home.

29.02 (a) (Full-time only) In order to qualify for each paid holiday, the employee must work their scheduled shift immediately before and after the holiday. Sick days will not be counted against the employee.

29.03 (a) Any full-time employee required to work on a holiday will receive either 2 ½ times their regular rate of pay or 1 1/2 times their rate of pay with an additional day off with pay, the day to be determined by mutual consent.

Part-time employees who work on the above mentioned paid holidays shall receive one and a half (1 1/2) times their regular rate of pay. The percentage in lieu of benefits under Article 34.01 includes any other paid holiday entitlement.

(b) Employees will be allowed to accumulate up to five (5) paid holidays lieu days per year, which shall be taken off by mutual agreement between the employee and manager, by year end in any calendar year (otherwise such lieu days shall be paid out in full at year's end). It is further understood that such accumulated lieu days may be taken during prime vacation time (June 15 to September 15) **and** during the Christmas period, December 15-31. Requests must be submitted by September 30th of each calendar year.

Should an employee use any of the accumulated five (5) paid holidays, the employee is eligible to re-accumulate up to the maximum) five (5) paid holidays in their bank throughout the year, with the understanding that if the bank exceeds the five (5) day maximum accumulation, the next paid holiday will automatically be paid out.

29.04 In arranging payment for the above compensation, the Association may pay on any one of the following basis with such basis to be mutual consent of the employee:

- (a) the regular day's pay plus time and one-half (1 1/2) in money;
- (b) time and one-half (1 1/2) in money plus one (1) day off within forty-five (45) days of the said holiday;
- (c) in the event that the paid holiday falls on an employee's day off or during their vacation period the employee shall receive an additional day off or one day added to their vacation.

29.05 An employee who is absent on a paid holiday after being posted to work forfeits all holiday pay for that day unless (Full-time only) such absence is due to an illness, accident or paid compensation as approved by the Association.

29.06 For purposes of clarification as to when a Statutory Holiday begins and ends, the day shall begin at 12:00 midnight and end at 11:59 p.m. Where the majority of the hours of the shift are worked on the statutory holiday the employee will be paid the premium rates as per their regular scheduled hours of work.

29.07 Holiday pay will be computed on the basis of the number of hours the employee would otherwise work had there been no holiday, at their regular rate of pay.

29.08 Christmas & New Year's Scheduling

The Association will provide three (3) consecutive days and will however, where possible, endeavour to schedule employees off work for not less than five (5) consecutive days at either Christmas or New Year's."

The Association will endeavour to give at a minimum, Christmas Eve off with Christmas Day and/or New Year's Eve off with New Year's Day unless otherwise agreed to by the employee(s).

29.09 Effective January 1, 1992, the Association agrees to two and one half (2 1/2) time the regular straight time hourly rate for authorized overtime on a paid holiday.

ARTICLE 30 VACATIONS

30.01 (a) For the purpose of calculating eligibility, the vacation year shall be based on the employee's anniversary date of employment until April 1, 2017. Effective April 1, 2017 the vacation year hereunder will change to April 1 until March 31, of each year.

The Association agrees to provide a statement showing vacation eligibility to all employees three months prior of April 1, 2017.

- (b) Vacations are not cumulative from year to year and all vacations must be taken. Employees may not waive vacation and draw double time.

30.02 Vacation pay shall be paid to full-time employees on their regular pay day and all normal deductions shall be made from an employee’s vacation pay. Individual days may be taken and paid accordingly.

Part-time employees are not required to take vacation but are encouraged to do so. A pay out of vacation pay will be on the first pay period in December and on a separate cheque. Those part-time employees requesting vacation time will be paid vacation pay consistent with that of full-time employees.

30.03 In calculating vacation pay, full-time and part-time is 2% of gross earnings per week of vacation allowance. It is understood that “gross earnings” includes vacation pay for purposes of calculating vacation pay.

End of 1 Year	4%	2 weeks or the equivalent of your banked vacation dollars
End of 4 Years	6%	3 weeks or the equivalent of your banked vacation dollars
End of 8 years	8%	4 weeks or the equivalent of your banked vacation dollars
End of 15 years	10%	5 weeks or the equivalent of your banked vacation dollars
End of 23 years	12%	6 weeks or the equivalent of your banked vacation dollars
Effective June 1, 2019		
End of 28 years	14%	7 weeks or the equivalent of your banked vacation dollars

30.04 Any employee may resign on giving the Association two weeks previous notice. Where an employee fails to comply with this article, such employee shall not be entitled to vacation with pay credits, other than subject to the *Employment Standards Act*.

30.05 Where an employee's scheduled vacation is interrupted due to a serious illness or injury, which commenced prior to the period of and continues into the scheduled vacation period, such absence shall be considered sick leave.

Where an employee's scheduled vacation is interrupted due to a serious illness or injury, such period shall be considered sick leave.

The portion of the employee's vacation is which is deemed to be sick leave under this provision will not be counted against the employee's vacation credits and the vacation shall be rescheduled at a mutually agreed date but subject to the vacation schedule.

30.06 Serious Illness

An employee is defined as having a serious illness if an employee:

1. is a patient in a Hospital
2. is in an out-patient treatment program
3. has been booked for surgery
4. has been booked for diagnostic investigation and tests
5. has been diagnosed as having an infectious disease or virus (does not include common cold)
6. has any injury to limbs or extremities that would interfere with normal performance of duties
7. has any compensable injury
8. has any other instance agreeable to both parties

30.07 Vacation Scheduling

Vacation scheduling: the following principles will be utilized in determining vacation scheduling:

- (a) The number of employees off at any one time will be in accordance with departmental policy, having concern for the proper operation of the Home.
- (b) Vacation will be granted to employees in accordance with employee seniority and shall not be unreasonably denied.
- (c) All employees are required to submit their vacation requests in the electronic payroll and scheduling system by February 15, with the final vacation schedule posted by March 15. Employees with late requests or changes in requests after March 15, will not be entitled to exercise seniority rights over employees who have met the February 15 deadline.
- (d) Requests for vacation time after March 15 will be granted on a first come basis for remaining available vacation time.
- (e) During prime time (June 15 to September 15) vacation time will be limited to 10 days (2 weeks) per employee, in accordance with seniority and will also be allowed to book outside of prime time in accordance with seniority. Once all employees have had an opportunity to book vacation time during prime time,

then employees on a seniority basis will once again be allowed to book remaining vacation entitlement in prime time if any time is still available.

- (f) Lists for vacation shall be maintained separately for each facility.

ARTICLE 31 LEAVES OF ABSENCE

31.01 Bereavement Leave

- (a) An Employee who notifies the Association as soon as possible following a bereavement shall be granted bereavement leave without loss of their regular pay for their scheduled hours from the date of a loss of a member of their family. Bereavement leave for a spouse or child or parent shall be five (5) scheduled shifts, all other immediate family shall be four (4) scheduled shifts. "Immediate family" means parent, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, guardian or step-parent. Bereavement days are to be consecutive days which may be taken either consecutive with the date of loss or the date of the funeral/memorial service. It is understood that attending a service or a celebration of life online is recognized as or equivalent to, attending a service or celebration of life in person.

In the case of a delayed interment, an employee may save one (1) scheduled shift identified above without loss of pay to attend the interment.

- (b) Where necessary, additional leave without pay may be granted by the Association.
- (c) In the event of the death of a member of the employee's family, as indicated above, that requires the employee to travel more than three hundred (300) kilometers (one way) to attend funeral/memorial services, an additional one (1) scheduled shift, without pay, shall be allowed. The total time off inclusive or the one (1) travel day shall not exceed six (6) or four (4) days accordingly.
- (d) When an employee is eligible for bereavement leave while on vacation or a holiday, they shall be paid for bereavement leave in line with the above provisions and their vacation or holiday extended accordingly and/or rescheduled for a later date. The decision to extend or rescheduled the vacation or holiday shall be up to the employee.

31.02 Education Leave

- (a) If required by the Association, an employee shall be entitled to leave of absence with pay and without loss of seniority and benefits to write examinations to upgrade their employment qualifications.
- (b) A leave of absence, without pay, to take further education related to the employee's work with the Association may be granted upon written application by the employee to the administration of the Association. It is further understood and agreed that the Association will, wherever its operational requirements permit, endeavour to arrange the shifts of employees attending courses or seminars to permit such attendance.
- (c) Where employees are required by the Association to take courses to upgrade or acquire new employment qualification, the Association shall pay the full direct costs associated with the course.

31.03 Jury and Witness Duty

If an employee is required to serve as juror in any court of law, or is required to attend as a witness in any matter to which the Crown is a party, or is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Association, the employee shall not lose regular pay because of such attendance provided that the employee:

- (a) notifies the Association immediately on the employee's notification that they will be required to attend at court;
- (b) presents proof of service requiring the employee's attendance;
- (c) deposits with the Association the full amount of compensation received excluding mileage, traveling and meal allowances and an official receipt thereof.

In addition to the foregoing, where an employee is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Home on their regularly schedules day off, the Association will attempt to reschedule the employee's regular day off, it being understood that any rescheduling will not result in a payment of any premium pay. Where the Association is unable to reschedule the employee, and as a result, they shall be paid for all hours actually spent at such hearing at their regular straight time hourly rate subject to (a), (b) and (c) above.

31.04 Pregnancy Leave and Parental Leave

Pregnancy and parental leaves will be granted in accordance with the Employment Standards Act of Ontario unless otherwise amended.

Pregnancy Leave

- (a) An employee who is pregnant shall be entitled, upon application, to pregnancy leave and parental leave immediately thereafter. Pregnancy leave shall be granted for seventeen (17) weeks as provided in the *Employment Standards Act*, and may begin no earlier than seventeen (17) weeks before the expected birth date.

The employee shall give the Association two (2) weeks' notice in writing, of the day upon which they intend to commence their leave of absence, unless impossible, and furnish the Association with a certificate of a legally qualified medical practitioner stating that they are pregnant and giving the estimated day upon which delivery will occur.

- (b) The employee must have started employment with the Association at least thirteen (13) weeks prior to the expected date of birth.
- (c) The employee shall give at least two (2) weeks' notice of their intention to return to work. The employee may, with the consent of the Association, shorten the duration of the leave of absence requested under this Article upon giving the Association two (2) weeks' notice of their intention to do so, and furnishing the Association with a certificate of a legally qualified medical practitioner stating that they are able to resume their work.

Additional leave of absence may be taken under Article 31.05, Parental Leave.

- (d) Notwithstanding Article 31.04 (b) above, an employee must complete ten (10) months of continuous service prior to the expected date of birth to be paid a supplemental Employment Insurance Benefit.

An employee on pregnancy leave who is in receipt of Employment Insurance pregnancy leave benefits shall be paid a supplemental Employment Insurance Benefit.

That benefit will be the equivalent to the difference between seventy-five percent (75%) of their regular weekly earnings (which for part-time employees shall include in lieu payments) and the sum of their weekly rates of Employment Insurance Benefits. In any week, the total amount of SUB payments and the

weekly rate of E.I. benefits will not exceed seventy-five percent (75%) of the employee's regular weekly earnings.

Vested Interest - Employees do not have a right to SUB payments except for supplementation of E.I. benefits during the unemployment period as specified in the plan.

Other Income - Payments in respect to guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under this plan.

Such payment shall commence after the one (1) week employment insurance waiting period and shall continue while the employee is in receipt of such benefits for a maximum period of seventeen (17) weeks.

The employee's regular weekly earnings shall be determined by multiplying their regular hourly rate on their last day worked prior to the commencement of the leave times their normal weekly hours.

The regular hourly rate shall be calculated to include all of the employee's insurable earnings as defined by the Employment Insurance System.

The SUB top-up by the Resthome would not take into account E.I. insurable earnings from sources other than this facility.

- (e) An employee who does not apply for leave of absence under Article 31.04 (a) and who is otherwise entitled to pregnancy leave, shall be entitled to and shall be granted leave of absence in accordance with 31.04 (upon providing the Association, before the expiry of two (2) weeks after they ceased to work, with a certificate of a legally qualified medical practitioner stating that they will not be able to perform the duties of their employment because of a medical condition arising from their pregnancy, and given the estimated day upon which, in their opinion, delivery will occur or the actual date of their delivery.
- (f) During the period of leave, the Association shall continue to pay the Association's portion of hospital, medical, dental, group life, pension and other benefits included and prescribed by the *Employment Standards Act* unless the employee gives the Association written notice that the employee does not intend to pay the employee contributions. If deductions for the employee's share of the premiums are required, the Association shall deduct these amounts from the SUB payments.
- (g) An employee who intends to resume their employment on the expiration of the leave of absence granted to them under this Article, shall so advise the Association when they request the leave of absence. If a full-time employee

returns to work at the expiry of the normal pregnancy or parental leave, and the employee's former permanent position still exists, the employee will be returned to their former job, and former shift, if designated.

All employees who fill vacancies as a result of the above absences shall likewise be returned to their former permanent positions.

- (h) When the Association has suspended or discontinued operations during the leave of absence and has not resumed operations upon the expiry thereof, the Association shall upon resumption of operations, reinstate the employee to their employment or to alternate work in accordance with the established seniority system or practice of the Association in existence at the time the leave of absence began, and in the absence of such a system or practice shall reinstate the employee in accordance with the provisions of Article 31.04 (g).
- (i) Such absence is not an illness under the interpretation of this Agreement, and credits on the accumulated sick leave plan and the weekly indemnity plan cannot be used.
- (j) Credits for service for the purpose of salary increments, vacations, or any other benefit included and prescribed under the *Employment Standards Act* shall continue and seniority shall accumulate during the leave.
- (k) Upon expiry of seventeen (17) weeks pregnancy leave, an employee may immediately commence parental leave, as provided under Article 34.05 of this Agreement. The employee shall give the Association at least two (2) weeks' notice in writing that they intend to take parental leave.

During the period of the leave, the Association shall continue to pay the Association's portion of hospital, medical, dental, group life, pension and other benefits included and prescribed by the *Employment Standards Act* unless the employee gives the Association written notice that the employee does not intend to pay the employee contributions. If deductions for the employee's share of the premiums are required, the Association shall deduct these amounts from the SUB payments.

31.05 Parental Leave

- (a) An employee who becomes a parent, and who has been employed for at least thirteen (13) weeks immediately preceding the date of the birth of child or the date the child first came into care or custody of the employee, shall be entitled to parental leave.

- (b) A “parent” includes: the natural mother or father of the child; a person with whom a child is placed for adoption and a person who is in a relationship with the parent of the child and who intends to treat the child as their own.
- (c) Parental leave must begin no later than fifty-two (52) weeks after the day the child is born or comes into the custody, care and control of the parent for the first time or within thirty-five (35) weeks of the date the child first came into custody, care and control of the parent. For employees on pregnancy leave, parental leave will begin immediately after pregnancy leave expires. Parental leave shall be granted for up to sixty-one (61) weeks in duration if the employee also took pregnancy leave and sixty-three (63) weeks in duration if they did not.
- (d) The employee shall give the Association two (2) weeks written notice of the date the leave is to begin.

An employee may end their parental leave as set out in paragraph (c) above (or earlier) by giving the Association written notice at least four (4) weeks before the last day of the leave.

- (e) For the purposes of parental leave under Article 31.05 Parental Leave, the provisions under 34.04 Preamble and 31.04 (f), (g), (h), (i) and (j) shall also apply.

An employee on parental leave who is in receipt of Employment Insurance pregnancy leave benefits shall be paid a supplemental Employment Insurance Benefit.

That benefit will be the equivalent to the difference between seventy-five percent (75%) of their regular weekly earnings (which for part-time employees shall include in lieu payments) and the sum of their weekly rates of Employment Insurance Benefits. In any week, the total amount of SUB payments and the weekly rate of E.I. benefits will not exceed seventy-five percent (75%) of the employee’s regular weekly earnings.

Vested Interest - Employees do not have a right to SUB payments except for supplementation of E.I. benefits during the unemployment period as specified in the plan.

Other Income - Payments in respect to guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under this plan.

Such payment shall commence after the one (1) week employment insurance waiting period and shall continue while the employee is in receipt of such benefits for a maximum period of ten (10) weeks.

The employee's regular weekly earnings shall be determined by multiplying their regular hourly rate on their last day worked prior to the commencement of the leave times their normal weekly hours.

The regular hourly rate shall be calculated to include all of the employee's insurable earnings as defined by the Employment Insurance System.

The SUB top-up by the Resthome would not take into account E.I. insurable earnings from sources other than this facility.

31.06 Full-Time Union Office

Upon application by the Union in writing, the Association will give reasonable consideration to a request for leave of absence, without pay, to an employee elected or appointed to full-time Union office. It is understood that not more than one (1) employee in the bargaining unit may be on such leave at the same time. Such leave, if granted, shall be for a period of one (1) calendar year from the date of appointment unless extended for a further specific period of agreement of the parties. Seniority and service shall accumulate during such leave to the maximum provided, if any, under the provisions of the Collective Agreement. It will become the responsibility of the employee for full payment of any applicable benefits in which the employee is participating during such leave of absence.

31.07 Union Leave

- (a) The Association shall grant leave of absence without pay to employees to attend Union conventions, seminars, education classes or other Union business provided that such leave will not interfere with the efficient operation of the Association.
- (b) In requesting such leave of absence for an employee or employees, the Union must give at least ten (10) days clear notice in writing to the Association where possible and the expected duration of the leave.
- (c) In addition to the leave of absence set out above, members of the Union Executive Board and/or Council employed by the Association will be entitled to leave of absence, without pay, for the purpose of attending Executive and/or Council meetings.
- (d) Where employees are on leave of absence requested by the Union the Association will pay the regular salary and benefit costs of the employee and invoice the Union for the employee's lost time.

31.08 Personal Leave

- (a) Leave of absence without pay may be granted to an employee for purposes of health, education or any valid personal reason at the discretion of the Association. Such leaves of absence will be conditional on availability and suitability of replacement. Such leaves shall not exceed thirty (30) days for any one leave. In special circumstances leaves in excess of thirty (30) days may be granted, but seniority will not accumulate. Such leaves will not be unreasonably withheld.
- (b) Employees who are on leave of absence for any reason will not engage in gainful employment while on such leave, and if an employee does engage in gainful employment while on such leave, they may forfeit all seniority rights and privileges contained in this Agreement.
- (c) All leave of absences should be applied for in writing to the Manager or designate at least thirty (30) days prior to the date such leave is to commence.
- (d) Subject to language of Personal Leave, O.F.R.A. will not require employees to utilize their vacation prior to taking a leave of absence.

ARTICLE 32 WORKPLACE SAFETY & INSURANCE BOARD (WSIB)

32.01 Where an employee is absent due to illness or injury which is compensable by WSIB, the following shall apply:

- (a) The employee will not be eligible for paid holidays, sick leave, uniform allowance or any other benefits of this Agreement, except where specified otherwise, during any absence covered by WSIB.
- (b) Provided that the employee returns to work within fifty-two (52) consecutive weeks of the date of illness or injury, time spent on WSIB shall be considered as time worked for the purpose of calculating the current year's vacation entitlement under the terms of the Agreement.

32.02 In the case of an absence due to a compensable accident, the employee will be paid at their regular rate of pay for all scheduled hours on the day of the accident.

32.03 In the case of an absence due to a compensable accident, where the anticipated length of such absence is three (3) months or more, the Association will post notice of the vacancy in accordance with the job posting procedure (Article 20) of this agreement. Where the anticipated absence is less than three (3) months, the Association may fill the position at their discretion.

32.04 The injured employee shall have a period of thirty-six (36) months from the date of the injury within which they shall preserve the seniority which they have accrued in accordance with Article 16 and within which they shall have the right to return to work upon the recommendation of the WSIB or the attending physician, which shall indicate to the Association that the employee has the physical capability to perform their normal job.

32.05 (a) If a full-time employee returns to work within fifty-two (52) weeks following the commencement of a WSIB claim, and the employee's former position still exists, the employee will be returned to their former job, former shift if designated, classification and rate of pay. All employees who fill vacancies as a result of the above absences shall likewise be returned to their former positions.

(b) If an employee returns to work after fifty-two (52) weeks following the commencement of the WSIB claim but prior to thirty-six (36) months mentioned in Article 32.04 above, they shall be returned to their former job, or to work of a comparable nature at the same salary level and without loss of seniority or benefits accrued in accordance with Article 16. (This would be affected by the returning employee displacing the employee with the least seniority in the category to which they are returning.)

32.06 If, on the recommendation of the WSIB or the attending physician, the employee is capable only of performing work of a different kind or of a lighter nature, and such work is available within the Association in a classification that is covered by this Agreement, then the returning employee may exercise their seniority if they have the qualifications and can perform the duties without training other than orientation, by bumping into the job at the applicable salary level, displacing the employee with the least seniority in the classification. This clause shall be interpreted consistent with the *Ontario Human Rights Code*, and the *Workplace Safety and Insurance Act*.

32.07 Violence

(a) The parties agree that violence shall be defined as any incident in which an employee is abused, threatened or assaulted while performing their work. The parties agree it includes the application of force, threats with or without weapons and severe verbal abuse. The parties agree that such incidents will not be condoned. Any employee who believes they have been subjected to such incident shall report this to a supervisor who will make every reasonable effort to rectify the situation. For purposes of sub-article (a) only, employees as referred to herein shall mean all employees of the Association.

(b) The Association agrees to develop formalized policies and procedures in consultation with the Joint Health and Safety Committee to deal with workplace violence. The policy will address the prevention of violence and the management

of violent situations and support to employees who have faced workplace violence. These policies and procedures shall be communicated to all employees.

- (c) The Association will report all incidents of violence as defined herein to the Joint Health and Safety Committee for review. The specific intervention with respect to the resident will remain with Nursing and Personal Care. The Nursing and Personal Care plan and such interventions does not absolve or negate the Association's duties and responsibilities contained in the *Occupational Health and Safety Act* or as contained herein.
- (d) The Association agrees to provide training and information on the prevention of violence to all employees who come into contact with potentially aggressive persons. This training will be done during a new employee's orientation and updated as required.
- (e) Subject to appropriate legislation, and with the employee's consent, the Association will inform the Union within three (3) days of any employee who has been subjected to violence while performing their work. Such information shall be submitted in writing to the Union as soon as practicable.

ARTICLE 33 HEALTH & SAFETY COMMITTEE

33.01 The Association and the Union agree that they mutually desire to maintain standards of safety and health in the Home in order to prevent accidents, injury and illness.

33.02 A joint management and employees' Health and Safety Committee shall be constituted with representation of at least one half (1/2) by employees from the bargaining unit. The Committee shall identify any potential dangers and recommend means of improving the health and safety programs and obtaining information from the Association or other persons respecting the identification of hazards and standards elsewhere. The Committee shall normally meet at least once a month. Scheduled time spent in such meetings is to be considered time worked. Minutes shall be taken of all meetings and copies shall be sent to the Association and to the Union.

33.03 Two (2) representatives of the Joint Health and Safety Committee, one (1) from management and one (1) from the employees on a rotating basis designated by the employees, shall make monthly inspections of the work place and equipment and shall report to the Health and Safety Committee the results of their inspection. In the event of accident or injury, such representatives shall be notified as soon as practicable and shall investigate and report as soon as possible to the Committee and to the Association on the nature and cause of the accident or injury. Furthermore, such representatives must be notified of the inspection of a government inspector and shall have the right to

accompany them on their inspections. Scheduled time spent in all such activities shall be considered as time worked and pay administration will follow existing legislation.

33.04 The Joint Health and Safety Committee and the representatives thereof shall have reasonable access to the annual summary of data from the Workers Safety and Insurance Board relating to the number of work accident fatalities, the number of lost workday cases, the number of lost workdays, the number of non-fatal cases that required medical aid without lost workdays, the incidents of occupational injuries, and such other data as the Workers Safety and Insurance Board may decide to disclose.

33.05 The Union agrees to endeavour to obtain the full cooperation of its membership of all safety rules and practices.

33.06 The Association will use its best efforts to make all affected direct care employees aware of residents who have serious infectious diseases.

The nature of the disease need not be disclosed. Employees who are not direct care employees will be made aware of special procedures required of them to deal with these circumstances. The parties agree that all employees are aware of the requirement to practice universal precautions in all circumstances.

33.07 Health and Safety Committee

The parties agree that if incidents involving aggressive client action occur towards an employee, such action will be recorded and reviewed at the Occupational Health and Safety Committee. Reasonable steps within the control of the Association will follow to address the legitimate health and safety concerns of employees presented in that forum.

33.08 The Association agrees to provide the requisite training for at least 1 member of the Joint Health & Safety Committee, representing bargaining unit members, to be certified.

33.09 The Association and the Union desire to arrest the spread of infectious diseases within OFRA. To achieve this objective, the Joint Occupational Health and Safety Committee may review and offer input into infection control programs and protocols including outbreak control, isolation, precautions, worker education and training, and personal protective equipment.

The Association will provide training and ongoing education in communicable disease control, use of personal protective equipment, decontamination of equipment and disposal of hazardous waste.

The Association will use its best efforts to record and report all needle sticks and sharps incidents.

33.10 The Joint Health and Safety Committee will discuss and shall recommend, where appropriate, appropriate measures to promote health and safety in workplaces, including, but not limited to:

Musculoskeletal Injury Prevention
Needle Stick Injury Prevention
Personal Protective Equipment
Training designed to ensure competency for employees

33.11 Day of Mourning

Each year on April 28 at 11:00 a.m., one minute of silence shall be observed in memory of workers killed or injured on the job.

33.12 Mental Health

The parties agree that a psychologically healthy work environment is a desirable objective for both OFRA and its employees.

The parties are committed to raising awareness around mental health issues. Raising awareness is a key step towards ending the stigmas associated with suffering from a mental illness and creating a safe and comfortable workplace environment for everyone.

Understanding the above, the parties agree to work together during the life of the agreement in the hopes of engaging managers and employees on mental health issues and their effect on the workplace. This will be a standing discussion item on the Joint Occupational Health and Safety Committee agenda.

ARTICLE 34 HEALTH & WELFARE

(For the purpose of the application of this article, “spouse and same sex partner” shall be defined as per the “Family Law Act”.)

34.01 The Association agrees to contribute towards the billed premiums from the Benefit Carrier in the indicated amounts for the following benefits for each full-time employee in the active employ of the Association who has completed their probationary period, provided the balance of such monthly premiums are paid by the employee through monthly payroll deductions.

Group Life Insurance: Two (2) times employee's salary, Association-paid 100%.

Basic hospital: 100% Association-paid.

Extended Health: OFRA agrees to pay 100% of the billed premiums towards coverage of eligible employees currently employed by OFRA, and currently represented by Unifor. Going forward, as of May 3, 2023, OFRA agrees to contribute at a 75-25 cost share of the billed premiums towards coverage of eligible newly hired employees at OFRA, with employees paying their share through payroll deductions. All employees will be provided with a drug card.

Vision Care: Coverage up to **four hundred (\$400.00)** every 2 years including eye exam, Eyeglasses, Contacts, Laser.

Hearing Aids: Hearing aid coverage up to four hundred (\$400.00) dollars per each consecutive three (3) year period.

Orthotics: **Coverage up to two hundred and fifty (\$250.00) dollars per policy year.**

Dental: 55-45 cost share Association/employee based on a 1-year lag with the current ODA rates and a 12-month recall provision for covered persons 18 years of age and older. Dental scaling shall be capped at ten (10) scaling units.

Weekly Indemnity: 100% Association-paid.

Long Term Disability Plan: 100% Association-paid.

In the event an employee has been off for the waiting period for weekly indemnity or Long term disability the Association will send an email to the employee advising the employee to make an appointment with administration to apply for benefits. A failure of an employee to update their email address with the Association shall not cause a breach of this provision

Change of Carrier: The Association may at any time substitute another carrier for any insurance plan set out above (except for OHIP), provided the benefits provided thereby are substantially the same. The Association agrees to meet with the Union in advance of any change and provide detailed information for purpose of comparison between present Plan/Carrier and any new carrier and proposed plan coverage.

Enrolment for all benefits shall be compulsory for all full-time employees, following a three (3) month initial waiting period for new hires. Spousal exemption will be granted for Extended Health and Dental Plans with proof of spousal coverage.

(Note: "The Nursing Homes and Related Industries Pension Plan" to cover all bargaining unit employees)

Part-time: A percentage in lieu of benefits in the amount of 12% will be paid to part-time employees and following completion of probation for new part-time hires.

34.02 Employees who continue to be employed past age sixty-five (65) shall be eligible for the following benefits under the same cost sharing basis as active employees:

Group Life Insurance: No Association contribution.

Semi Private: 100% Association paid.

Extended Health: 100% Association paid. All employees will be provided with a drug card.

Vision Care: Vision Care coverage up to three hundred (\$300.00) every 2 years, including eye exam, Eyeglasses, Contacts, Laser.

Hearing Aids: Hearing aid coverage up to four hundred (\$400.00) dollars per each consecutive three (3) year period.

Dental: 55-45 cost share Association/employee based on a 1-year lag with the current ODA rates and a 12-month recall provision for covered persons eighteen (18) years of age and older.

Weekly Indemnity: 50% Association paid.

Once an employee reaches age seventy (70) and they continue to be employed she shall receive \$0.20 hourly in lieu of the above benefits.

34.03 The Association will maintain an updated electronic copy of the benefits booklet available to employees on the computer in the staff room. In addition, the Association will ensure that a hard copy of the latest benefits booklet is available in the staff room, and that a hard copy of it is given to the union steward.

ARTICLE 35 JOB SECURITY

35.01 No Contracting Out

The Association will not contract out work of the Bargaining Unit that will result in any lay off of Bargaining Unit employees.

The Association agrees that in non-emergent situations staffing agencies will be used only after shifts in questions have been offered to bargaining unit employees on regular time and overtime.

35.02 Work of the Bargaining Unit

Persons excluded from the bargaining unit shall not perform duties normally performed by employees in the bargaining unit unless otherwise agreed in writing by the Union, except in cases of emergency or when qualified employees are not immediately available.

Full-time / Part-time Ratio:

So long as a full-time position exists there will be no splitting of that position into two or more part-time positions without the agreement of the Union, which agreement will not be unreasonably withheld, unless the splitting results in an ongoing increase to the total number of bargaining unit hours.

35.03 Technological Change

- (a) Where the Association has decided to introduce a technological change including automation, new machinery and or changes in operating procedures or methods, the Association agrees to meet with the Union to investigate and discuss ways of minimizing the adverse effects upon the bargaining unit.
- (b) Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employees shall be trained so that they may perfect or acquire the skills necessitated by the new methods of operations.

The Association will assume all costs associated with such training and there shall be no loss of wages or benefits during the training period. Where possible, training shall be given during the hours of work.

35.04 The Association agrees that the job content of all classifications within the bargaining unit shall not be altered without the agreement of the Union which shall not be unreasonably withheld.

35.05 The parties agree that volunteers shall not perform bargaining unit work in excess of the existing practice unless mutually agreed between the Union and the Association.

35.06 No full-time employee within the bargaining unit shall be laid off by reason of all of their full-time duties being assigned to one or more part-time employees.

35.07 In the case of emergency, Employees are required to follow all instructions of the Association, provided that such instructions are reasonable and made with due regard to Employee's health and safety.

35.08 Minimum Staffing Commitment

The Association agrees to employ sufficient registered practical nurses, health care aides/PSW and other classifications within the bargaining unit to meet the staffing needs that may be set from time to time by statute and/or regulation. In the event that there is insufficient staffing to meet this undertaking, the Association will post vacancies so that any unmet care undertaking will be satisfied.

ARTICLE 36 SHIFT PREMIUM

36.01 All employees shall be paid a shift premium of thirty-five (.35) cents per hour for all hours worked for the hours worked in the evening and night shift or after 2:30 p.m. for non-full shifts. Effective April 1, 2024 this will increase to forty (.40) cents per hour, and effective April 1, 2025 this will increase to forty-five (.45) cents per hour.

36.02 Responsibility Allowance

- (a) When the Association temporarily assigns an employee to carry out the responsibilities of a salaried employee outside of the bargaining unit for a period in excess of one-half (1/2) shift, the employee shall receive an allowance of eight dollars (\$8.00) for each shift from the time of the assignment. It is understood that this will apply to Food Services only on vacation days and days off Monday to Friday when the Food Service Manager and Food Services Supervisor are not present in the facility.
- (b) Where an RN is absent from their normal shift, and the Association temporarily assigns an RPN to carry out some additional and/or supervisory responsibilities of the absent RN for a period in excess of one-half (1/2) shift, the employee shall receive an allowance of eight dollars (\$8.00) for each shift.

36.03 Weekend Premium

A shift premium will be paid per hours worked between the start of the shift commencing on or about 2300 hours Friday and concluding the shift ending on or about 0700 hours Monday. **Effective April 1, 2026 this will increase to forty (\$0.40) cents and effective April 1, 2027 will increase to forty-five (\$0.45) cents and effective April 1, 2028 will increase to fifty (\$0.50) cents.**

ARTICLE 37 TRANSFER TO POSITIONS OUTSIDE OF THE BARGAINING UNIT

37.01 An employee who is transferred to a position outside of the bargaining unit for a period of six (6) months shall retain but not accumulate seniority held at the time of the transfer.

Such transfers must be agreeable to the employee because after six (6) months the employee is deemed to have lost all seniority rights in the bargaining unit. In the event that the employee is returned to their former position in the bargaining unit, the employee shall be credited with the seniority held at the time of the transfer and resume accumulation from the date of return to the bargaining unit. Such six (6) month period may be extended upon agreement of the Union.

ARTICLE 38 BULLETIN BOARDS

38.01 The Association agrees to make available to the Union for the posting of seniority lists and other Union business one (1) bulletin board (to be supplied by the union) in a central mutually agreeable location. Such postings must have prior approval of the Association but approval will not be unreasonably withheld.

ARTICLE 39 SENIORITY LISTS

39.01 Seniority Lists shall be posted on bulletin boards every six months and employees have thirty (30) calendar days in which complaints against their seniority standing may be filed. If no complaints are filed or when complaints are settled, seniority lists as posted or amended are considered correct and will not be changed.

Copies of all seniority lists are to be provided by the Association to the Union office and Unit Chair.

ARTICLE 40 RETROACTIVE PAY

40.01 Retroactivity will be paid for all hours paid by the Association to all employees on the payroll, and to all new employees hired since that date. If an employee shall have terminated their employment, the Association shall advise the employee of via a public media, i.e. newspaper, website, etc. and the employee shall have thirty (30) days from the posting within which to claim any payment due to them and failing claim for payment, the Association shall not be further obligated for payment to such employee.

Full retroactivity to be paid within two pay periods

ARTICLE 41 SHARED COST OF PRINTING COLLECTIVE AGREEMENT

41.01 The Association and the Union shall share equally in any cost of the printing of the Agreement.

41.02 Any changes to the collective agreement will be bolded in the next printing and remain bolded until the next subsequent collective agreement. However, in interpreting the collective agreement, no significance will be attributed to the bolding.

ARTICLE 42 NO HARASSMENT

42.01 The Association and the Union are committed to providing a positive environment for staff. All individuals have the right to be treated with respect and dignity. Each individual has the right to work in an atmosphere which promotes respectful interactions and is free from discrimination, harassment and aggression as outlined in Bill 168, 2010.

Where a bargaining unit member complains of harassment by another bargaining unit member, they shall bring such complaint to the attention of the Association and the Union. The Association and the Union will then initiate a complete and joint investigation of the complaint and report the findings back to the complainant who shall be accompanied by a Steward. If the complaint directly or indirectly involves the complainant's supervisor or a Steward, they may contact an alternate person in management or the Union to ensure that the complaint is handled in a discreet, confidential and timely fashion.

The reasonable exercise of the legitimate responsibilities of a supervisor will not constitute harassment.

Should the complainant not be satisfied with the response they are entitled to file a grievance under the terms of this Collective Agreement.

ARTICLE 43 DURATION, TERMINATION & SIGNING OF AGREEMENT

43.01 This Agreement shall continue in full force and effect for a period from June 1, 2025 until May 31, 2029 and shall continue automatically thereafter during annual periods of one year each, unless or until either party notifies the other within the three (3) months next preceding the expiration date of the Agreement in writing, that it desires to amend or terminate this Agreement.

43.02 In the event that such notice is given of a desire to amend the Agreement, negotiations shall begin within thirty (30) days following the delivery of the notice or within any longer time which is agreed upon.

43.03 All negotiations for amendments or renewal of this Agreement shall be in accordance with the terms of *The Ontario Labour Relations Act*, and the *Ontario Hospital Labour Disputes Arbitration Act*, and any amendments thereto.

43.04 A draft of the negotiated Agreement will be made available by the Association affected by the Union within thirty (30) days of ratification of the Agreement reached. The proofread agreement as corrected, if necessary, will be signed by the Association and submitted to the Union within five (5) days of the approval of any regulatory body. The Union will sign and return the agreed number of copies within ten (10) days of receipt of the signed Agreement.

ARTICLE 44 PAID EDUCATION LEAVE

44.01 Effective July 19, 2006, the Association agrees to pay into a special fund one (\$0.01) cent per hour per employee for all paid hours for the purpose of providing paid education leave. Such leave will be for upgrading the employee's skills in all aspects of union functions. Such monies to be paid on a quarterly basis into a fund established by Unifor.

ARTICLE 45 THE NURSING HOMES & RELATED INDUSTRIES PENSION PLAN

45.01 In this Article, the terms used shall have the meanings as described:

"Plan" means the Nursing Homes and Related Industries Pension Plan, being a multi-association plan.

"Applicable Wages" means the basic straight time wages for all hours worked, including:

- i) the straight time component of hours worked on a holiday;
- ii) holiday pay, for the hours not worked; and
- iii) vacation pay.

All other payments, premiums, allowances etc. are excluded.

"Eligible Employee" means full-time and part-time employees in the bargaining unit who have completed nine hundred and seventy five (975) hours of service.

45.02 Each Eligible Employee covered by this Collective Agreement shall contribute from each pay period an amount equal to five point two five percent (5.25%) of applicable wages to the Plan. The Association shall match such contributions, the amount being five point two five percent (5.25%) of applicable wages.

Notwithstanding the foregoing, where an error has been made in deduction, the Association shall, upon request, make full payment on any outstanding Association contributions irrespective of whether the employee pays the matching amount. The

parties agree that this Article in no way prejudices the position of either party as it relates to the retroactivity application if an error is discovered.

- 45.03 The employee and Association contributions shall be paid to the Plan within thirty (30) days after the end of the calendar month in which the pay period ends for which the contributions are attributable.
- 45.04 The Union acknowledges and agrees that other than making its contributions to the Plan as set out in this article, the Association shall not be obligated to contribute towards the cost of benefits provided by the Plan, or be responsible for providing any such benefits.

The Union and Association acknowledge and agree that under current pension legislation, and/or regulations, the Association has no requirement to fund any deficit in the Plan, but is required to contribute only that amount as required by the collective agreement in force between the parties.

It is understood and agreed by the Association and the Union that should the current pension legislation or regulations be changed so that the Association's obligation to contribute to the Plan exceeds the amount specified in the collective agreement then in force, the parties will meet directly to finalize methods to relieve the Association of this increased obligation to the extent that any such obligations exceeds that which the Association would have if the Plan were a defined contribution plan.

- 45.05 The Association agrees to provide to the Administrator of the Plan, on a timely basis all information required pursuant to the Pension Benefits Act, R.S.O. 1990, CH P-5, as amended, which the Administrator may reasonably require in order to properly record and process pension contributions and pension benefits.

The information required to be provided by the Association may be provided in the form normally maintained by the Association, whether on computer disc, manual records, or otherwise. In the event such information is not readily available, without review of other information not relevant to the Plan, the Plan shall make arrangements with the Association for access to the required information. This may include the Association providing such information at reasonable cost to the Plan. If the Administrator of the Plan and the Association are unable to agree on the form of such access, a mutually acceptable third party, such as a firm of accountants and auditors, shall be retained at the expense of the Plan to obtain such information from the Association's files.

Such information shall be provided only on enrolment of an employee or with the monthly remittances.

Any additional information requests beyond that noted above may be provided, if possible, by the Association, it being understood that any additional costs of such request shall be borne by the Plan.

For further specificity, the items required for each eligible employee are:

i) To Be Provided Once Only at Plan Commencement

Date of Hire
Date of Birth
Date of first Remittance

Seniority List to include hours from date of hire to Association's fund entry date (for the purposes of calculations past service credit)

ii) To Be Provided with each Remittance

Name
Social Insurance Number
Monthly remittance
Pensionable Earnings

The Association portion of arrears owing due to error, or late enrolment by the Association

iii) To Be Provided Periodically

Address as provided to the Association once when the Employee joins the Plan, and annually for all Employees in October of every year. Termination date when applicable.

iv) To Be Provided Once if they are Readily Available

Gender
Marital Status

45.06 If there is an allegation of non-payment of pension contributions, the Union will file a grievance, along with a copy of the grievance to an arbitrator. The arbitrator will contact the Association, who will respond within seven (7) days. If not resolved, the arbitrator will convene a hearing to determine the matter within thirty (30) days.

45.07 Where legislation or the Plan prohibits an employee from contributing to the Plan because of age, an amount equivalent to the deductions in Article 45 (4% of applicable wages from the employee and 4% of applicable wages from the Association) will be

directed to a registered Mutual Fund of the employee's choice or, at the employee's choice, will be paid to the employee, less statutory deductions.

ARTICLE 46 SICK LEAVE

46.01 This provision applies to employees who have been employed for two (2) years. Full-time employees will receive four (4) days sick leave/personal emergency leave per year, payable at the rate of **one hundred percent (100%)** of a regular day's pay for each sick day. Part-time employees will receive pro rata sick leave in proportion to their hours of work, up to a maximum of two (2) days of sick leave per year, payable at the rate of **one hundred percent (100%)** of a regular day's pay for each sick day.

If the Association requires a sick leave certificate in accordance with past practice or the Collective Agreement and the doctor charges the employee for such certificate outside OHIP, the Association will pay for the certificate. In the alternative, the Association may require an employee to attend an independent physician other than the employee's own physician to provide a sick leave certificate. In such circumstances the Association shall pay for any medical fees charged beyond OHIP in relation thereto.

46.02 In interpreting article 46.01, the reference to a year will be a calendar year starting January 1, save that, should an employee first become entitled to sick leave during the course of a year, the employee's sick leave entitlement will be prorated for the remainder of that calendar year.

46.03 There will be no cash payout of any accumulated days upon retirement or termination of employment. However, any accumulated days will be retained for future use **to a maximum of 10 paid sick days.**

ARTICLE 47 INFLUENZA VACCINE

47.01 The parties agree that influenza vaccinations may be beneficial for patients and employees. Upon recommendation pertaining to a facility or specifically designated area(s) thereof from the Medical Officer of Health or in compliance with applicable provincial legislation, the following rules will apply:

- (i) The Association recognizes that employees have the right to refuse and recommended or required vaccination.
- (ii) If an employee refuses to take the recommended or required vaccine required under this provision, they will be reassigned during the outbreak period, unless reassignment is not possible, in which case they will be placed on unpaid leave. If an employee is placed on unpaid leave, they can use banked lieu time or vacation

credits in order to keep their pay whole. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other employees.

- (iii) If an employee refuses to take the recommended or required vaccine because it is medically contraindicated, and where a medical certificate is provided to this effect, they will be reassigned during the outbreak period, unless reassignment is not possible, in which case the employee will be placed on paid leave. It is further agreed that any such reassignment will not adversely impact the scheduled hours of other employees.
- (iv) If an employee gets sick as a result of the vaccination, and applies for WSIB, the Association will not oppose the claim.
- (v) If the full cost of such medication is not covered by some other source, the Association will pay the full or incremental cost for the vaccine and will endeavour to offer vaccinations during an employee’s working hours. In addition, employees will be provided with information, including risks and side effects, regarding the vaccine.
- (vi) In addition to reference made to influenza vaccinations, reference should be made to antiviral medications (i.e. Tamiflu, etc.)
- (vii) OFRA will follow Infection Prevention and Control Programs in Ontario in all health care setting (PIPAC-IPC) current recommendation.

This clause shall be interpreted in a manner consistent with the *Ontario Human Rights Code*.

IN WITNESS WHEREOF the parties hereto have caused their names to be subscribed by the duly authorized offices and representatives this ____ day of _____, 2025. **The parties agree that all Article(s), Letters of Understanding(s) and Schedule(s) set out in the Table of Contents be recognized as part of this agreement, specifically Pages 1-60.**

FOR THE UNION

Cathy Humalamaki

Nancy Denning

Justyne Gilbert

Jeannie Patteri

Laurie Lessard-Brown

FOR THE ASSOCIATION

M. M. Demid

Paul Belair

Jennifer Michelanka

Lisa Krug

Amie Sicoly

Jeremy Wilhelm

Helina McGrath

LETTER OF UNDERSTANDING(S)

PENSION

1. The parties agree that if they are unable to agree on the amount owing by the Association to the Plan, or the amount owing by the Plan to the Association, an auditor from the firm of KPMG will be retained to adjudicate the issue, and the auditor's cost will be shared equally by the Association and the Plan.
2. The Union undertakes to consult with the Association prior to effecting any changes in the administration of the Plan which may impact the Association either financially or administratively.
3. The Union agrees that the Trustees appointed by them shall ensure that the funds transferred from the Association for and on behalf of their employees to the Plan will be invested in accordance with the applicable legislation.
4. The Union further undertakes to provide actuarial valuation and investment performance statements to the Association as they become available to the Union or required by law, whichever is the most frequent.

CLASSIFICATIONS, POSTINGS & PROTOCOLS

The Union/Management Committee as per Article 8.07, shall be convened over the term of this Collective Agreement to review the job classifications and job posting procedure and protocols, as set out in Article 20.01, and whether or not the Finnish language and culture is a bon-a-fide job requirement.

In addition, where it is deemed applicable, the Committee may consider appropriate ratios of Finnish speaking staff at the OFRA, in the bargaining unit, with observance of non-bargaining unit positions. The Committee may review the need for training/upgrade for present staff and any other reasonable means to meet the end expressed in this letter of understanding. In this respect, reference and consideration shall be made to the principles of no discrimination set out in Article 4.02. In the event that this Committee is unable to resolve any issues, the matter may be dealt with in accordance with Article 14 - Arbitration.

GENDER NEUTRAL FORMAT

The parties agree to amend the Collective Agreement for the purpose of removing gender specific language and adopting a gender neutral format. To this end, a Joint Collective Agreement Formatting Committee will be created for this purpose. The committee shall be made up of two representatives from OFRA, and two representatives of the Union, including the Human Resources Manager and the Union President/or designate. This committee will meet after negotiations have been finalized, in order to be able to implement any gender neutral formatting changes prior to printing.

Unless agreed by the parties, this Letter of Understanding will not be renewed.

RACIAL JUSTICE ADVOCATE

In recognition of societal racism, the Company agrees to identify a racial justice advocate at each facility covered by the collective agreement. A Racial Justice Advocate will be an individual who identifies as a member of the Black, Indigenous, or racialized community. The Local Union President will be responsible for the selection of the facility Racial Justice Advocate. A Racial Justice Advocate is a workplace representative who will assist and support Black, Indigenous, or racialized people and concerns such as racial discrimination and racial violence. The role of the Racial Justice Advocate in the workplace will include to:

- Listen;
- Provide support to Black, Indigenous, or racialized members;
- Assist with racial justice initiatives;
- Promote access to community cultural appropriate services;
- Work with facility leadership to develop, implement and monitor an Anti-Racism Action Plan;
- Network with coalition partners.

Should the Racial Justice Advocate require time off the job in order to fulfill his/her duties, the Union will review the request and, if in agreement, will submit a leave of absence request prior to the requested leave for approval by the Company. Such approval shall not be unreasonably withheld.

Each year on March 21 at 11:00AM, work will stop and one (1) minute of silence will be observed in support of Racial Justice.

**ONTARIO FINNISH RESTHOME ASSOCIATION
SCHEDULE "A" WAGES**

Classification	Step	Jun-01	Jun-01	Jun-01	Jun-01
		2025	2026	2027	2028
Environmental Service Worker, Laundry, Housekeeping, Home Help	Start	\$22.54	\$23.21	\$24.02	\$24.98
	Year 1	\$23.64	\$24.35	\$25.20	\$26.21
	Year 2	\$24.19	\$24.92	\$25.79	\$26.82
	Year 3	\$25.16	\$25.92	\$26.83	\$27.90
Food Service Worker (Uncertified)	Start	\$22.54	\$23.21	\$24.02	\$24.98
	Year 1	\$23.64	\$24.35	\$25.20	\$26.21
	Year 2	\$24.19	\$24.92	\$25.79	\$26.82
	Year 3	\$25.16	\$25.92	\$26.83	\$27.90
Food Service Worker (Certified)	Start	\$23.16	\$23.85	\$24.69	\$25.67
	Year 1	\$24.26	\$24.99	\$25.86	\$26.90
	Year 2	\$24.82	\$25.57	\$26.46	\$27.52
	Year 3	\$25.80	\$26.57	\$27.50	\$28.60
Personal Support Worker	Start	\$27.05	\$27.86	\$28.84	\$29.99
	Year 1	\$28.22	\$29.07	\$30.09	\$31.29
	Year 2	\$28.80	\$29.66	\$30.70	\$31.93
	Year 3	\$29.42	\$30.30	\$31.37	\$32.62
Caretaker	Start	\$23.83	\$24.54	\$25.40	\$26.42
	Year 1	\$24.99	\$25.74	\$26.64	\$27.70
	Year 2	\$25.59	\$26.35	\$27.28	\$28.37
	Year 3	\$26.21	\$27.00	\$27.94	\$29.06
Recreational Therapy Assistant	Rate Adjustment	\$0.25	\$0.25	\$0.25	\$0.25
	Start	\$24.24	\$25.22	\$26.36	\$27.68
	Year 1	\$25.39	\$26.41	\$27.59	\$28.95
	Year 2	\$26.01	\$27.05	\$28.25	\$29.64
	Year 3	\$26.63	\$27.69	\$28.91	\$30.33

Maintenance Worker	Start	\$25.28	\$26.04	\$26.95	\$28.03
	Year 1	\$25.79	\$26.56	\$27.49	\$28.59
	Year 2	\$26.30	\$27.09	\$28.04	\$29.16
	Year 3	\$26.83	\$27.64	\$28.60	\$29.75
	Year 4	\$27.36	\$28.18	\$29.17	\$30.33
Head Cook	Rate Adjustment	\$0.25	\$0.25	\$0.25	\$0.25
	Start	\$25.63	\$26.66	\$27.85	\$29.23
	Year 1	\$26.88	\$27.94	\$29.18	\$30.60
	Year 2	\$27.52	\$28.61	\$29.87	\$31.32
	Year 3	\$28.18	\$29.28	\$30.57	\$32.05
Recreational Therapist	Rate Adjustment	\$0.75	\$0.75	\$0.75	\$0.75
	Start	\$27.12	\$28.71	\$30.49	\$32.49
	Year 1	\$27.76	\$29.36	\$31.16	\$33.19
	Year 2	\$28.40	\$30.03	\$31.85	\$33.91
	Year 3	\$29.07	\$30.72	\$32.57	\$34.65
Maintenance - Level 1	Start	\$26.74	\$27.54	\$28.50	\$29.64
	Year 1	\$28.03	\$28.87	\$29.88	\$31.07
	Year 2	\$28.72	\$29.58	\$30.62	\$31.84
	Year 3	\$29.42	\$30.31	\$31.37	\$32.62
Registered Practical Nurse	Rate Adjustment	\$1.50			
	Start	\$32.01	\$32.98	\$34.13	\$35.49
	Year 1	\$33.33	\$34.33	\$35.53	\$36.95
	Year 2	\$34.05	\$35.07	\$36.29	\$37.75
	Year 3	\$34.73	\$35.77	\$37.02	\$38.50



WORKLOAD REPORT FORM

Unifor represented staff members reporting improper assignments are to complete all sections and forward copies to the Unit Chairperson and management representative as soon as possible.	
Name (print) & Classification:	
Signature:	
Occurrence Date:	Time:
Workplace:	Unit:
Description of Unit:	
Was the occurrence the result of (select any that apply): <input type="checkbox"/> Short staffing <input type="checkbox"/> Increased census <input type="checkbox"/> Increased resident acuity <input type="checkbox"/> Other (describe):	
I/We believe that I/we were given an assignment that was inconsistent with proper resident care for the following reasons:	
Description of Incident:	
Recommendation to Correct Problem:	
Name/Title of Supervisor Notified:	
Date/Time of Notification:	
Method of Notification:	
Supervisor Response:	
Supervisor Response Was: <input type="checkbox"/> Adequate <input type="checkbox"/> Inadequate	
I/we reserve the right to further this concern as I/we deem appropriate.	