

COLLECTIVE AGREEMENT

BETWEEN



HOSPITAL EMPLOYEES' UNION

AND

**WELL BEING SERVICES (BHV) LTD.
BEACON HILL VILLA**

April 1, 2021 to August 31, 2024

Note: underlined text is new language for 2021-2024

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ARTICLE 1 - NO DISCRIMINATION	1
1.01 NO DISCRIMINATION	1
1.02 HARASSMENT	1
1.04 COMPLAINTS INVESTIGATION.....	2
ARTICLE 2 - EXCLUSIVE BARGAINING AGENT	2
2.01 SOLE BARGAINING AGENT.....	2
2.02 UNION SHOP.....	3
2.03 UNION CHECK-OFF	3
2.04 INDUCTION	5
2.05 SHOP STEWARDS	5
ARTICLE 3 - DEFINITIONS	6
3.01 GENDER NEUTRAL AND SINGULAR/PLURAL	6
3.02 COMMON LAW SPOUSE	6
3.03 BARGAINING UNIT.....	6
3.04 UNION	6
3.05 BASIC RATE OF PAY.....	6
3.06 CONTINUOUS SERVICE.....	6
3.07 DAY, WEEK, MONTH, YEAR	6
3.08 EMPLOYER	7
3.09 REST PERIOD.....	7
3.10 PROBATIONARY EMPLOYEE	7
3.11 CASUAL EMPLOYEE.....	7
3.12 FULL-TIME EMPLOYEE.....	7
3.13 PART-TIME EMPLOYEE	7
3.14 EMERGENCY.....	7
ARTICLE 4 - MANAGEMENT RIGHTS	7
ARTICLE 5 - UNUSUAL JOB REQUIREMENTS OF SHORT DURATION	8
ARTICLE 6 - LEGAL PICKET LINE	8
6.01 STRIKES OR LOCKOUTS	8
6.02 LEGAL PICKET LINES.....	8
ARTICLE 7 - LABOUR/MANAGEMENT COMMITTEE	9
ARTICLE 8 - GRIEVANCE PROCEDURE	10
8.02 GRIEVANCE INVESTIGATION.....	10
8.05 DISMISSAL/SUSPENSION FOR ALLEGED CAUSE	12
8.06 GENERAL/POLICY GRIEVANCE.....	12
8.08 TIME LIMITS.....	13
8.09 RIGHT TO GRIEVE DISCIPLINARY ACTION	13

TABLE OF CONTENTS**PAGE #**

8.10	INDUSTRY TROUBLE SHOOTER PROCESS.....	14
ARTICLE 9 - EXPEDITED ARBITRATION.....		14
ARTICLE 10 - ARBITRATION.....		16
ARTICLE 11 - RESTRICTION OF EMPLOYEE STATUS.....		17
ARTICLE 12 - PROBATIONARY PERIOD.....		17
ARTICLE 13 - PERSONNEL FILES.....		18
13.01	PERSONNEL FILE.....	18
13.02	EVALUATION REPORTS.....	19
ARTICLE 14 - SENIORITY.....		20
14.01	PROMOTION, TRANSFER, DEMOTION, RELEASE.....	20
14.02	SELECTION PROCESS.....	20
14.03	QUALIFYING PERIOD.....	20
14.04	TEMPORARY PROMOTION OR TRANSFER.....	21
14.05	SUPERVISORY OR MILITARY SERVICE.....	21
14.06	SENIORITY.....	21
ARTICLE 15 - JOB POSTINGS & APPLICATIONS.....		22
ARTICLE 16 - JOB DESCRIPTIONS.....		23
ARTICLE 17 - ADJUSTMENT PLAN.....		24
ARTICLE 18 - LAYOFF AND RECALL.....		24
ARTICLE 19 - SCHEDULING PROVISIONS.....		27
ARTICLE 20 - HOURS OF WORK.....		28
20.01	CONTINUOUS OPERATION.....	28
20.02	HOURS OF WORK.....	28
20.03	REST AND MEAL PERIODS.....	28
20.04	SPLIT SHIFTS.....	28
ARTICLE 21 - OVERTIME.....		29
ARTICLE 22 - CALL IN STATUTORY REQUIREMENT.....		31
ARTICLE 23 - PREMIUMS.....		31
23.01	NIGHT SHIFT PREMIUM.....	32
23.02	EVENING SHIFT PREMIUM.....	32
23.03	WEEKEND SHIFT PREMIUM.....	32
23.04	LPN TEAM LEAD PREMIUM.....	32
23.05	ON-CALL DIFFERENTIAL.....	33
ARTICLE 24 - TRANSPORTATION.....		33

ARTICLE 25 - STATUTORY HOLIDAYS	33
ARTICLE 26 - ANNUAL VACATIONS	34
26.01 VACATION ACCRUALS.....	34
26.02 VACATION ENTITLEMENT	35
26.04 VACATION REQUESTS.....	36
26.05 VACATION PAY	36
26.07 VACATION CARRY OVER	37
26.08 SPLITTING OF VACATION PERIODS	37
ARTICLE 27 - BEREAVEMENT LEAVE	37
ARTICLE 28 - SICK LEAVE, WCB, RETURN TO WORK	38
28.06 WORKSAFEBC.....	39
28.07 EMPLOYEE TO CONTACT EMPLOYER	39
28.08 RETURN TO WORK PROGRAMS	39
28.09 EMPLOYMENT STANDARDS (SICK LEAVE)	40
28.10 INTEGRATION WITH OTHER DISABILITY INCOME.....	40
ARTICLE 29 - EDUCATION LEAVE	40
29.01 EMPLOYER REQUESTED LEAVE	40
29.02 IN-SERVICE EDUCATION.....	41
ARTICLE 30 - LEAVE – UNPAID	41
30.01 UNPAID LEAVE.....	41
30.02 UNPAID LEAVE AFFECTING SENIORITY AND BENEFITS	41
30.03 UNPAID LEAVE AFTER THREE YEARS OF SERVICE.....	42
30.04 UNPAID LEAVE - UNION BUSINESS.....	42
30.05 UNPAID LEAVE – PUBLIC OFFICE	43
30.06 FAMILY RESPONSIBILITY LEAVE.....	44
30.08 GENDER TRANSITION LEAVE	44
30.09 CANADIAN ARMED FORCES RESERVIST LEAVE	44
30.10 EMERGENCY RESPONDER LEAVE.....	45
ARTICLE 31 - MATERNITY LEAVE, PARENTAL LEAVE AND ADOPTION LEAVE	45
31.01 MATERNITY LEAVE	45
31.02 PARENTAL LEAVE	46
31.03 ADOPTION LEAVE.....	46
31.04 LEAVE RESPECTING THE DISAPPEARANCE OF A CHILD.....	47
31.05 LEAVE RESPECTING THE DEATH OF A CHILD	47
ARTICLE 32 - JURY DUTY	47
ARTICLE 33 - HEALTH CARE PLANS	47
33.04 MEDICAL PLAN.....	48

TABLE OF CONTENTS**PAGE #**

33.05	DENTAL PLAN.....	48
33.06	EXTENDED HEALTH CARE PLAN.....	49
33.07	LONG TERM DISABILITY.....	50
ARTICLE 34 - GROUP LIFE INSURANCE.....		50
34.04	TERMINAL ILLNESS BENEFIT.....	51
ARTICLE 35 - REGISTERED RETIREMENT SAVINGS PLAN (RRSP)		51
ARTICLE 36 - PAYMENT OF WAGES		52
ARTICLE 37 - BADGES AND INSIGNIA		53
37.01	NAME BADGES.....	53
37.02	UNION BADGES.....	53
ARTICLE 38 - BULLETIN BOARDS		53
38.02	MEETING FACILITIES.....	53
ARTICLE 39 - NOTICE OF UNION REPRESENTATIVE VISITS		53
ARTICLE 40 - UNION ADVISED OF CHANGES.....		54
ARTICLE 41 - PERSONAL AND EMPLOYER PROPERTY		54
41.01	RETURN OF EMPLOYER PROPERTY.....	54
41.03	TOOLS.....	54
ARTICLE 42 - VACCINATION AND INOCULATION		54
42.01	VACCINE REQUIREMENT.....	54
ARTICLE 43 - PROFESSIONAL RESPONSIBILITY FOR LICENSED PRACTICAL NURSE (LPN).....		55
ARTICLE 44 - OCCUPATIONAL HEALTH AND SAFETY.....		55
44.01	OCCUPATIONAL HEALTH AND SAFETY COMMITTEE.....	56
44.02	AGGRESSIVE RESIDENTS.....	57
44.03	HEALTH AND SAFETY STEWARDS.....	57
44.04	TRAINING AND ORIENTATION.....	58
44.05	RIGHT TO REFUSE UNSAFE WORK.....	58
44.06	EMPLOYEES' RIGHT-TO-KNOW.....	58
44.07	PROTECTIVE CLOTHING AND EQUIPMENT.....	59
44.08	VIOLENCE AND RESPECT IN THE WORKPLACE.....	59
44.09	VIOLENCE PROGRAM.....	59
44.10	CRITICAL INCIDENT STRESS DEFUSING.....	60
44.11	COMMUNICABLE DISEASES.....	60
44.12	EMPLOYEE WORKLOAD.....	60
44.14	ELECTRONIC MONITORING.....	61

ARTICLE 45 - VOLUNTEERS	61
45.01 VOLUNTEER WORK.....	61
ARTICLE 46 - PRINTING OF THE AGREEMENT	62
ARTICLE 47 - VARIATIONS	62
ARTICLE 48 - SAVINGS CLAUSE	62
ARTICLE 49 - EFFECTIVE AND TERMINATING DATES	63
49.01 EFFECTIVE AND TERMINATING DATES.....	63
49.02 EFFECTIVE DATE OF WAGES AND BENEFITS	63
ARTICLE 50 - CRIMINAL RECORDS CHECK	63
ARTICLE 51 - CONTRACTING OUT	63
APPENDIX A - WAGES	65
CASUAL ADDENDUM	67
MEMORANDUM OF AGREEMENT #1	76
RE: JOB SHARING	76
MEMORANDUM OF AGREEMENT #2	78
RE: HOURS OF WORK – COOKS.....	78
MEMORANDUM OF AGREEMENT #3	79
RE: RATES OF PAY	79
MEMORANDUM OF AGREEMENT #4	80
RE: JOB TITLE REVIEW	80
MEMORANDUM OF AGREEMENT #5	82
RE: VACATION SELECTION	82
MEMORANDUM OF AGREEMENT #6	83
RE: MULTI-SITE POSTING PILOT PROJECT.....	83
SCHEDULE A	87
MULTI-SITE POSTING PILOT PROJECT	87

PREAMBLE

WHEREAS the right of the residents to uninterrupted, skillful and efficient attention cannot be questioned, and it is obligatory upon the Employer and its employees that efficient operation of the Employer's business be maintained, and to effect this, it is important that harmonious relations be continued between the Employer and its employees;

AND WHEREAS the Union is a trade union formed by and including certain employees of the Employer;

AND WHEREAS the parties hereto, with the desire and intention of making their relationship more harmonious and profitable, have concluded to make provision herein for the orderly and expeditious consideration and settlement of all matters of collective bargaining and of mutual interest, including wages, hours, working conditions and the adjustment of grievances, with respect to the employees of the Employer for whom the Union has been certified as bargaining agent or for whom the Union has been recognized as bargaining agent;

NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties hereto in consideration of the mutual covenants hereinafter contained, agree each with the other as follows:

ARTICLE 1 - NO DISCRIMINATION

1.01 No Discrimination

The Employer and the Union subscribe to the principles of the *Human Rights Code* of British Columbia.

1.02 Harassment

The Employer and the Union recognize the right of employees to work in an environment free from discrimination including sexual harassment.

Harassment, including sexual harassment and bullying, is vexatious behavior in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee.

A single serious incidence of such behavior that has a lasting harmful effect on an employee may also constitute harassment.

1.03 The Employer and the Union agree that there shall be no discrimination practiced with respect to any employee by reason of membership or activity in the Union.

1.04 Complaints Investigation

- a) The employee who complains of harassment under the provisions of the *Human Rights Code* may file a grievance or human rights complaint.
- b) The Employer, the employees and the Union agree that where there is a complaint under clauses 1.01, 1.02 or 1.03 that could be adequately remedied in a single forum, no multiple forum complaints shall be filed.
- c) All persons involved with the complaint shall hold all aspects of the complaint and all related information in the strictest confidence.
- d) Both the complainant and the alleged harasser shall be entitled to Union representation if they are members of the bargaining unit.

ARTICLE 2 - EXCLUSIVE BARGAINING AGENT

2.01 Sole Bargaining Agent

The Employer recognized the Union as the sole bargaining agent on behalf of the employees for whom the Union has been certified or for whom the Union has been recognized as bargaining agent with respect to wages, hours of work, terms and conditions of employment during the life of this Agreement.

2.02 Union Shop

All employees who are covered by the Union's Certificate of Bargaining Authority or for whom the Union has been recognized as bargaining agent shall maintain membership in the Union as a condition of employment. Employees who are brought within the jurisdiction of the Union's Certificate of Bargaining Authority, including newly hired employees, shall become members of the Union by the first pay period of each month after their initial date of employment in the bargaining unit.

Upon receipt by the Employer of written advice from the Union, employees who fail to maintain membership in the Union or the check-off of Union Dues, or an amount equal to Union Dues, shall be terminated by the Employer from their employment.

Where the Employer has knowledge of an employee failing to maintain Union membership, or the check-off of Union Dues, the Employer shall so advise the Union and, in turn, the Union shall advise the employee in writing. When the Employer is advised by the Union of non-compliance of either of the above, the Employer shall terminate the services of the employee within thirty (30) days of written advice as noted above.

In the event an employee is terminated pursuant to this section, the following contract provisions shall not be applicable to the employee:

Article 8.04 - Grievance Procedure

Article 8.05 - Dismissal/Suspension for Alleged Cause

2.03 Union Check-Off

The Employer agrees to the monthly check-off of all Union Dues, Assessments, Initiation Fees, and written assignments of amounts equal to Union Dues.

The check-off monies deducted in accordance with the above paragraph shall be remitted to the Union by the Employer on or

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Employees' Union – Apr 1, 2021 to Aug 31, 2024***

before the fifteenth (15th) of the month following the month in which such deductions are made.

The Employer shall provide the Union's Provincial Office with a list of all employees hired, and all employees who have left the employ of the Employer (who shall be designated as terminated and shall include discharges, resignations, retirements and deaths) in the previous month along with a list of all employees in the bargaining unit and their employee status and the amount of dues or equivalent monies currently being deducted for each employee. Such information shall be provided in an electronic format, such as Microsoft Excel, and shall be provided securely in a fashion mutually agreeable to both Parties.

The Employer agrees to sign into the Union all new employees whose jobs are covered by the Certificate of Bargaining Authority or for whom the Union has been recognized as bargaining agent in accordance with the provisions of Article 2.02.

The Employer shall supply each employee, without charge, a receipt in a form acceptable to Revenue Canada for income tax purposes which receipt shall record the amount of all deductions paid to the Union by employees during a taxation year. The receipts shall be mailed or delivered to employees prior to March 1st of the year following each taxation year.

Twice every calendar year, in January and July, the Employer shall provide to both the Chief Shop Steward and the Secretary-Business Manager of the Union, a list of all employees in the bargaining unit, their job titles, addresses, personal emails and their telephone numbers known to the Employer. Such information shall be provided in an electronic format, such as Microsoft Excel, and shall be provided securely in a fashion mutually agreeable to both Parties.

2.04 Induction

The Employer shall provide a copy of this agreement to newly hired employees within the first thirty (30) days of employment and shall introduce newly hired employees to a Union Shop Steward in the workplace. The Employer shall schedule up to fifteen (15) minutes when the Union designated Shop Steward or other representative of the Union may talk privately to the new employee, during the working hours of both employees. The new employee and the shop Steward will not have wages or benefits deducted during this time.

2.05 Shop Stewards

The Employer agrees to the operation of a Shop Steward system, which shall be governed by the following:

- a) Shop Stewards may be appointed by the Union on the basis of two (2) Shop Stewards plus alternates.
- b) The Employer is to be kept advised of all Shop Steward appointments.
- c) One (1) Shop Steward, or Union Committee member shall be appointed by the Union as Chief Shop Steward who may present or assist in the presentation of any grievance.
- d) Union business may only be transacted on the Employer's property and/or during business hours with the prior approval of the Employer. Approval shall not be unreasonable denied. When the absence of a Shop Steward or Union Committee member would unduly interfere with the proper operation of the Employer's business, then such Shop Steward or Union committee may be refused leave of absence to transact Union business. In such cases, the Employer shall arrange an alternative time for the Shop Steward or Union representative to conduct Union business during normal work hours.
- e) The Employer recognizes the need of the Union to meet with a member and have a confidential conversation, and will allow the Union to reserve an available room for such conversation.

ARTICLE 3 - DEFINITIONS

3.01 Gender Neutral and Singular/Plural

This agreement is intended to be gender neutral and is to be interpreted on that basis where the context permits. Whenever the singular or plural is used in this agreement, it shall be construed as meaning the singular or plural where the context permits.

3.02 Common Law Spouse

A spouse by marriage or under any other formal union recognized by law, or a partner (same sex or opposite sex) represented as a spouse for at least the last twelve (12) months. An employee may not have as a spouse more than one person at a time.

3.03 Bargaining Unit

Is the unit for collective bargaining described in the certificate issued by the Labour Relations Board.

3.04 Union

Is defined as the Secretary-Business Manager of the Hospital Employees' Union or designated Servicing Representative.

3.05 Basic rate of Pay

Means the rate of pay negotiated by the parties to this Agreement, as specified in the wage grid.

3.06 Continuous Service

Means employment with the Employer uninterrupted by termination.

3.07 Day, Week, Month, Year

Means a calendar day, week, month, and year unless otherwise specified in this Agreement.

3.08 Employer

Is the Employer described in the certificate issued by the Labour Relations Board.

3.09 Rest Period

Means a paid interval which is included in the workday and is intended to give the employee an opportunity to have refreshments or a rest.

3.10 Probationary Employee

An employee who is hired and who has not yet successfully completed their probationary period.

3.11 Casual Employee

An employee who is not regularly scheduled to work but is employed to relieve vacancies or to perform emergency or non-reoccurring or irregular short-term relief work as required by the Employer.

3.12 Full-Time Employee

An employee regularly scheduled to work an average of thirty-five (35) to thirty-seven-point-five (37.5) hours per week on a continuing basis.

3.13 Part-Time Employee

An employee who is regularly scheduled to work less than an average of thirty-five (35) hours per week on a continuing basis.

3.14 Emergency

Means fire, flood, epidemic as declared by a Health Authority, civil unrest or insurrection, act of war or any other force majeure.

ARTICLE 4 - MANAGEMENT RIGHTS

The Union recognizes the right of the Employer to operate and manage its business in all respects. The right to hire, manage the

working force and to maintain order and efficiency is the exclusive responsibility of the Management, provided there is no conflict with the terms of this Agreement. The right to promote and the right to discipline and discharge for cause are likewise the exclusive responsibility of the Management provided that these claims shall be subject to the grievance procedure herein provided.

ARTICLE 5 - UNUSUAL JOB REQUIREMENTS OF SHORT DURATION

The nature of work is such that at times it is necessary for an employee to perform work not normally required in their job and, therefore, the requirements of the moment shall determine the type of work to be performed. It is understood that an employee shall not be expected to perform a task for which they are not adequately trained.

ARTICLE 6 - LEGAL PICKET LINE

6.01 Strikes or Lockouts

There shall be no strikes or lockouts of any kind so long as this agreement continues to operate.

6.02 Legal Picket Lines

Refusal to cross or to work behind a picket line that is legally established pursuant to the *Labour Relations Code* of B.C. shall not constitute cause for discipline or dismissal provided such refusal does not affect the maintenance of essential service levels. A refusal to cross a picket line that affects the maintenance of essential service levels shall be a disciplinary offence attracting discipline up to and including discharge. An employee who refuses to cross or work behind a picket line pursuant to this article shall be considered to be absent without pay.

ARTICLE 7 - LABOUR/MANAGEMENT COMMITTEE

7.01 The Union and the Employer are committed to a process of working together with the common goals of anticipating and resolving mutual problems and improving their day to day working relationship. To this end, the parties agree to the establishment of a Labour Management committee.

Such meetings may discuss issues, related to the workplace that affects the parties or any employee bound by this agreement, including, but not limited to:

- 1) reviewing matters related to the maintenance of good relations between the parties;
- 2) correcting conditions causing misunderstandings;
- 3) dealing with matters referred to in this Agreement;
- 4) Discussing the quality of resident services and making recommendations to improve resident services;

7.02 The Labour Management Committee shall consist of:

- i) up to three (3) representatives of the Union.
- ii) up to three (3) representatives of the Employer.

The parties will alternate at each meeting the responsibility of preparing and issuing an agenda and chairing the meeting. Every effort will be made to have the agenda circulated one week in advance of the meeting. Minutes of each meeting of the Committee shall be prepared by the Employer and approved by an Employer and Union designate who were in attendance at the meeting. Once approved, the minutes shall be distributed to the Committee representatives within three working days.

Except by mutual agreement which will not be unreasonably withheld by either party, no matter which has not been raised as an agenda item will be discussed at the meeting.

Agreement reached at Labour Management meetings must be

signed and approved by both the Union Servicing Representative and Employer within five (5) work days of the servicing representative receiving the minutes.

7.03 The committee meeting shall normally be held every second month however, either party may call a meeting of the Joint Labour Management Committee. The meeting shall be held at a time and place fixed by mutual agreement but no later than fourteen (14) calendar days after the initial request, unless mutually agreed. Attendance at meetings of the committee shall be without loss of pay, or at straight-time wages.

7.04 The employee members of the committee shall be granted leave without loss of pay or receive straight time wages while attending meetings of the committee.

ARTICLE 8 - GRIEVANCE PROCEDURE

8.01 For the purpose of this Agreement, a grievance is defined as:

- a) A difference arising between the parties related to the interpretation, application, administration or alleged violation of this collective agreement, including any question as to whether a matter is arbitrable.
- b) The dismissal, discipline or suspension of an employee bound by this agreement. Disciplinary action grievable by the employee shall include written censures, letters of reprimand and adverse reports or adverse performance appraisals.

8.02 Grievance Investigation

A shop steward or a Union Committee member shall obtain permission of their immediate supervisor who is outside of the bargaining unit prior to leaving their work duties to undertake their Union responsibilities. Such permission will not be unreasonably withheld where operational requirements permit. This time shall be without loss of pay.

- a) Investigation of grievances and assisting any employee whom the shop steward represents in presenting a grievance in accordance with this Agreement.
- b) Attending meetings called by management.
- c) Investigation of employee complaints of an urgent nature.

The shop steward or union committee member agrees to notify their supervisor on resuming their duties.

8.03 No meeting shall take place between the Employer and an employee, where disciplinary action is to be taken or where the Employer is investigating whether disciplinary action should be taken, without the Employer advising the employee that they have the right to representation by a Shop Steward. Where the Employer fails to so advise the employee, any disciplinary action taken with respect to such meeting shall be rendered null and void.

8.04 If an employee has a grievance, their grievance shall be settled as follows:

Step 1:

The employee, with or without a Shop Steward or Union Committee member (at the employee's option), shall first discuss the matter with their immediate supervisor within seven (7) calendar days after the date on which they became aware of the action or circumstances giving rise to the grievance. The supervisor will respond as soon as practical, but no later than seven (7) calendar days after discussing the grievance. If the grievance is not settled at this step;

Step 2:

Then within seven (7) calendar days of the Step one meeting or seven (7) calendar days after the supervisors reply, the grievance may be reduced to writing, signed by the employee and a shop steward or union committee member and submitted to the Manager.

The grievance will set out the nature of the complaint, article or articles of the agreement alleged to have been violated and the remedy or correction required.

The parties will meet to discuss the grievance within seven (7) calendar days of its filing. At the meeting each party shall provide to the other a statement of facts and copies of all relevant documents. Within fourteen (14) calendar days of following the meeting the Manager will reply in writing.

If the grievance is not settled at this step, either party may refer the grievance to Step 3 within fourteen (14) calendar days.

Step 3:

The Union and the Employer committees shall meet to discuss the grievance.

The Employer and the Union agree that their representatives at the meeting have the authority to resolve the grievance.

If the grievance is not settled within twenty-one (21) days of the step 3 meeting, then either party may refer the grievance to Arbitration.

8.05 Dismissal/Suspension for Alleged Cause

Within five (5) calendar days of notice of the dismissal or suspension, the Employer shall notify the HEU office at which the HEU servicing representative works from of such notice.

Employees dismissed or suspended for alleged cause shall have the right within seven (7) calendar days after the date of dismissal or suspension to submit a grievance at Step 3 of the grievance procedure.

8.06 General/Policy Grievance

Grievances of a general/policy nature may be initiated by either the Employer or the Union at Step 2 of the grievance procedure outlined in Article 8.04 no later than fourteen (14) days of

becoming aware of the issue giving rise to the grievance.

8.07 The Employer shall supply the necessary facilities for the grievance meetings.

8.08 Time Limits

If the Union or Employer do not present or pursue a grievance within the prescribed time limits, the grievance will be deemed to have been abandoned. However neither party shall be deemed to have prejudiced its position on any future grievance. Time limits may be altered by mutual consent of the parties; however, the consent must be in writing.

8.09 Right to Grieve Disciplinary Action

Employees have the right to grieve disciplinary action taken against them. An employee shall be given a copy of any documentation placed on the employee's file which might be the basis of disciplinary action. Should an employee dispute any such entry in their file, they shall be entitled to recourse through the grievance procedure and the eventual resolution thereof shall become part of their personnel record. Any such document other than official evaluation reports shall be removed from the employees' file after the expiration of eighteen (18) months from the date it was issued provided there has not been a further infraction. The Employer agrees not to introduce as evidence in any hearing any document from the file of an employee, the existence of which the employee was not aware at the time of filing or within a reasonable period thereafter.

While a letter of expectation is non-disciplinary and may not be relied upon as discipline, upon written requests by the employee. The Employer will remove a letter of expectation from an employees' personnel files, after eighteen (18) months have expired from the date such document was placed in the employees personnel file, provided there have been no other documents of a similar nature placed in the employee's file during such period.

8.10 Industry Trouble Shooter Process

The parties agree to the inclusion of an Industry Troubleshooter process during this Collective Agreement, as follows:

- The Parties may refer to an Industry Troubleshooter by mutual agreement.
- Any differences arising between the Parties relating to the interpretation, application or administration of this Agreement may be referred to an Industry Troubleshooter.

Industry Troubleshooters include:

- Chris Sullivan
- Irene Holden
- Paula Butler
- or a substitute agreed to by the Parties.

The Industry Troubleshooter will:

- a) Investigate the difference;
 - b) Define the issue(s) in the difference;
 - c) Make written recommendations to resolve the difference.
- The Industry Troubleshooter will complete the above in ten (10) days of receipt of the written request; or a mutually agreed timeline.
 - During the time of the Industry Troubleshooter's involvement, time does not run in respect of the grievance procedure.
 - All decisions of the Industry Troubleshooter shall be non-binding and limited in application to that particular dispute and are without prejudice. The decisions shall have no precedential value.
 - The Parties shall jointly bear the cost of the Industry Troubleshooter.

ARTICLE 9 - EXPEDITED ARBITRATION

The parties will refer grievances of a non-disciplinary nature to Expedited Arbitration.

Issues for Expedited Arbitration

All grievances shall be considered suitable for and resolved by Expedited Arbitration except grievances in the nature of:

- 1) Disciplines;
- 2) Dismissals;
- 3) Policy grievances;
- 4) Grievances requiring substantial interpretation of a provision of the collective agreement; and
- 5) Grievances arising from duty to accommodate.

Any of the above related grievances may be referred to Expedited Arbitration by mutual agreement.

- (1) As the process is intended to be non-legal, lawyers will not be used to represent either party.
- (2) The location of the hearing is to be agreed to by the parties but will be at a location central to the geographic area in which the dispute arose.
- (3) All presentations are to be short and concise and are to include a comprehensive opening statement.
- (4) All decisions of the Arbitrator are to be limited in application to that particular dispute and are without prejudice. The decisions shall have no precedential value and shall not be referred to by either party in any subsequent proceeding.
- (5) The decision of the arbitrator is to be completed and mailed to the parties within ten (10) working days of the hearing.
- (6) Where mediation fails, or is not appropriate, a decision shall be rendered as contemplated herein.
- (7) All settlements of proposed expedited arbitrations cases made prior to hearing shall be without prejudice.
- (8) The parties shall equally share the cost of the fees and expenses of the Arbitrator.
- (9) In the event that the representatives of the Union and the Employer cannot agree on a sole arbitrator within thirty (30) calendar days after the request for arbitration, the matter shall be referred to an arbitrator from the list below:
 - Chris Sullivan

- Dalton Larson
 - Dave McPhillips
 - Elaine Doyle
 - John Hall
 - Julie Nichols
 - Ken Saunders
- (10) The expedited arbitrator shall have the same powers and authority as an arbitration board established under the provisions of Article 10.
- (11) Neither party will appeal the decision of the Arbitrator.

ARTICLE 10 - ARBITRATION

10.01 Where a difference arises between the parties relating to the interpretation application or administration of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, either party may, after exhausting the grievance procedure, notify the other in writing of their desire to submit the grievance to arbitration. The parties will make every effort to deliver the notice to the other party within twenty-one (21) days of the reply under Step 3.

10.02 In the event that the representatives of the Union and the Employer cannot agree on an arbitrator within thirty (30) calendar days after the request for arbitration, the matter shall be referred to an arbitrator from the list below:

- Chris Sullivan
- Dalton Larson
- Dave McPhillips
- Elaine Doyle
- John Hall
- Julie Nichols
- Ken Saunders

10.03 Each party shall bear the expenses of its participants and witnesses and for the preparation and presentation of its own case. The fees and expenses of the chair and the hearing room and any other expenses incidental to the arbitration hearing shall be shared equally by the parties.

10.04 The arbitrator shall have no authority to alter, modify, add to, subtract from, or amend any part of the agreement.

10.05 The decision of the arbitrator shall be final and binding on both parties.

ARTICLE 11 - RESTRICTION OF EMPLOYEE STATUS

The status of all employees covered by this Agreement shall be defined under one of the preceding three (3) definitions. If a dispute arises over the proper allocation of employee status, such dispute shall be resolved through Article 8.04 - Grievance Procedure. In the event that it is determined that an employee has been improperly classified such employee shall be reclassified effective immediately and the Employer shall restore such benefits as may be capable of being restored. In addition, such employee shall be paid the equivalent of the cost of any benefits that are not restored to which that employee would have been entitled if the employee had been properly classified.

ARTICLE 12 - PROBATIONARY PERIOD

12.01 For the first three (3) calendar months of continuous full-time service with the Employer, an employee shall be a probationary employee. Part-time and casual employees will serve a probationary period of four-hundred-and-fifty (450) hours.

Midway through the probation period the Employer will meet with the employee to conduct an interim performance rating to discuss the employee's progress and any of their concerns. The Employer will advise the probationary employee and the Union of any performance deficiencies throughout the probationary period.

Following prior notification to the Union, the probationary period may be extended by one (1) calendar month provided written reasons are given to the employee and Union outlining the need for such extension. During the probationary period, an employee may be terminated. The test for rejection will be the test of suitability of the probationary employee for continued employment in the position to which she has been appointed provided that the factors involved in suitability could reasonably be expected to affect work performance.

If it is shown on behalf of the employee that the termination was not for just and reasonable cause, the employee shall be reinstated.

12.02 Upon completion of the probationary period, the initial date of employment shall be the anniversary date of the employee for the purpose of determining perquisites and seniority.

12.03 Orientation

- (a) Employee shall receive an orientation as outlined by Employer policy commensurate with the skills and experience of the individual employee.
- (b) Employees shall not be working independently until the orientation check list is completed by the Employer or their designate.

ARTICLE 13 - PERSONNEL FILES

13.01 Personnel File

- (a) An employee, or the Secretary-Business Manager of the Union, or their designated representative, with the written authority of the employee, shall be entitled to review the employee's personnel file in the office in which the file is normally kept, in order to facilitate the investigation of a grievance or an employee may review their file for personal reference.

- (b) No document of a disciplinary nature shall be placed on the employee's personnel file without their knowledge.
- (c) The employee or the Secretary-Business Manager of the Union, as the case may be, shall give the Employer seven (7) days' written notice prior to examining the file.
- (d) The personnel file shall not be made public or shown to any other individual without the employee's written consent, except in the proper operation of the Employer's business (including the provision of employment references to other Employers) and/or for the purposes of the proper application of the Agreement.

13.02 Evaluation Reports

The parties agree that evaluation reports are an important part of employee success and satisfaction in their job.

Employees will participate fully in the process. Employees shall be given an opportunity to review a copy of the appraisal away from the worksite and will be provided with an area on the appraisal to note their comments of the content of the review.

The employee shall, within seven (7) days of the appraisal meeting, indicate on the form that they agree or do not agree with the appraisal. The employee shall have three (3) calendar days from the time of signing in disagreement to the evaluation to submit a grievance on the content of the appraisal.

An employee shall have access to their performance appraisal, and may receive a printed copy if requested. All final employee performance appraisals, including the employees' feedback, shall form part of the employee's permanent record.

13.03 Employee Indemnification

Where an employee is charged with an offence resulting directly from proper performance of their duties, and is subsequently found not guilty, the employee shall be reimbursed for reasonable legal fees.

ARTICLE 14 - SENIORITY

14.01 Promotion, Transfer, Demotion, Release

In the promotion, transfer, demotion, or release of employees, efficiency, required qualifications (including initiative and ability), and seniority shall be the determining factors.

14.02 Selection Process

The successful candidate for a posting vacancy will be selected in accordance with the following criteria:

- a) Skills and Abilities.
- b) Past performance, including initiative, and competencies.
- c) Required qualifications.

Where two or more employees are relatively equal for a position, seniority will be the deciding factor. Employee will be considered relatively equal if their final selection scores are within fifteen percent (15%) of each other.

14.03 Qualifying Period

- (a) If a regular employee is promoted, voluntarily demoted, or transferred to a job, the classification for which the Union is the certified bargaining authority, then the promoted, voluntarily demoted, or transferred employee shall be considered a qualifying employee in their new job for a period of three (3) months.
- (b) In no instance during the qualifying period shall such an employee lose seniority or perquisites. However, if a regular employee has been promoted, voluntarily demoted or transferred and during the aforementioned three (3) month period is found unsatisfactory in the new position, then the promoted, voluntarily demoted or transferred employee shall be returned to their former job and pay rate before the promotion, voluntary demotion or transfer took place, without loss of seniority, and any other employee hired, promoted,

voluntarily demoted or transferred because of the rearrangement of jobs, shall be returned to their former job and pay rate without loss of seniority and accrued perquisites.

An employee who requests to be relieved of a promotion, voluntary demotion, or transfer during the qualifying period in the new job shall return to the employee's former job without loss of seniority or perquisites on the same basis as outlined in paragraph (b) of this Section.

- (c) If the Employer or Employee exercises their right in (b) or (c) above the Employer may consider original applications or repost the position, as it deems appropriate.

14.04 Temporary Promotion or Transfer

An employee granted a temporary promotion, transfer or demotion shall return to their former job and pay rate without loss of seniority and accrued perquisites when the temporary promotion, transfer or demotion terminates.

14.05 Supervisory or Military Service

It is understood service with the Armed Forces of Canada in time of war or compulsory military service, or service with the Employer as a supervisory employee does not constitute a break in the continuous service and shall not affect an employee's seniority rights.

14.06 Seniority

- (a) Four times each year, the Employer will post on the Union bulletin board a seniority list covering all employees. The seniority list shall be revised and updated every three (3) months. The list shall be posted no later than fifteen (15) days following March 31, June 30, September 30 and December 31.

Such seniority hours shall be subject to correction for error on proper representation by the Union no later than thirty (30) days following the posting of the list.

Following this period the list shall be deemed accurate. Correction to the list shall be shown on the next posting date.

(b) Seniority for all employees is on a facility (bargaining unit) wide basis.

ARTICLE 15 - JOB POSTINGS & APPLICATIONS

15.01 The Employer shall post notice of all vacancies describing the position, hours of work, shift rotation, work area, the date of commencement, a summary of the job description and the required qualifications for a minimum of seven (7) calendar days prior to selection. The parties agree that this provision does not prevent the Employer from simultaneously commencing an external recruitment process.

15.02 Vacancy means a position, which the Employer requires to be filled, and, at the time of the commencement of the vacancy, is of a known duration of 30 days or more. In any event, a temporary position must be posted when it exceeds 60 calendar days. A regular employee may not bid on more than three (3) temporary positions in a year unless it would provide an increase in rate of pay and/or full-time equivalent (FTE).

15.03 The Employer reserves the right to fill any positions on a temporary basis for a period not to exceed sixty (60) days or while the posting process is underway and until the final selection is made.

15.04 The Employer reserves the right to determine if a vacancy exists.

15.05 An electronic copy of all postings shall be sent to the local of the Union within the aforementioned seven (7) calendar days.

15.06 The Employer shall, within three (3) calendar days, inform all applicants of the name of the successful applicant either in writing to each applicant or posting the name of the successful

applicant in the same manner in which the vacancy of new job was posted.

ARTICLE 16 - JOB DESCRIPTIONS

16.01 The Employer will draw up job descriptions for each classification for which the Union is the certified bargaining agent. Descriptions will contain the job title, qualifications, a summary statement of the duties and the date prepared.

The said job description shall be provided in writing to the Secretary Business Manager or designate, the Local Chairperson, and shall become the recognized job descriptions unless written notice of objection thereto is given by the Union within sixty (60) days.

Where the Union objects, it shall provide details of its objection which shall be generally limited to whether:

- a) The job description accurately describes the type of duties, level of responsibilities;
- b) The job is properly remunerated in relation to the existing wage schedule; and
- c) Any qualifications established for the job are relevant and reasonable.

Where necessary the Employer will meet to review the change with the Union and consider input and alternatives proposed by the Union. This review shall not delay implementation of the change.

If an agreement cannot be reached the issue/s may be submitted to expedited arbitration. The arbitrator shall decide on the issues regarding the job description, based on the relationship of the new classification to existing classifications in the bargaining unit.

16.02 Each employee shall be provided with a copy of the summary description for their classification upon request.

16.03

- (a) In the case of a newly created classification, or where an existing classification is significantly changed to the extent that it becomes a new classification, the Employer will draft a new description and meet with the Union to discuss an appropriate wage rate.
- (b) If an employee considers there has been a significant change to their classification, the employee may initiate a grievance in accordance with Article 8. The parties will meet at Step 3 of the grievance procedure to review the grievance. If an agreement cannot be reached the issue/s may be submitted to expedited arbitration. The arbitrator shall decide on the issues regarding the job description, based on the relationship of the new classification to existing classifications in the bargaining unit.
- (c) Any decision to adjust the wage rate in 16.03 (a) or (b) either by the parties or the Board shall be retroactive to the date the complaint was filed.

ARTICLE 17 - ADJUSTMENT PLAN

Where Well Being Seniors Services Ltd. introduces or intends to introduce a measure, policy, practice or change that affects the terms, conditions or security of employment of a significant number of employees to whom this Collective Agreement applies, notice will be given in accordance with Section 54 of the *Labour Relations Code*.

ARTICLE 18 - LAYOFF AND RECALL

18.01 The Parties recognize the value of a discussion, or a meeting prior to laying off Employees in the Bargaining Unit. Where the Employer intends to introduce a measure which may result in a reduction of the workforce, the parties shall meet at least 21 days prior to the measure being implemented. The purpose is to discuss the relevant factors related to the layoff. The Employer will provide a current seniority list to the Union upon a layoff.

18.02 In the event of a reduction in the work force, regular employees shall be laid off in reverse order of seniority, provided that those retained are qualified and have the ability to do the work.

18.03 A layoff shall be defined as a cessation of employment, or the elimination of a job resulting from a reduction of the amount of work required to be done by the Employer. Any reduction in hours of seven percent (7%) or more in a week, or that results in a change in status, or in the elimination of Health and Welfare benefits shall be considered a layoff and may, at the employee's option, trigger bumping rights as per Article 18.05. Where hours are being reduced (not increased), an employee has the option to accept the reduction in hours with no layoff triggered.

18.04 The Employer shall give regular full-time and regular part-time employees the following written notice of layoff or normal pay for that period in lieu of notice.

- i) after three (3) continuous months of employment – one (1) week notice.
- ii) after twelve (12) continuous months of employment – two (2) weeks' notice.
- iii) after three (3) continuous years – three (3) weeks' notice, plus one weeks' notice for each additional year of employment to a maximum of 8 weeks.

18.05 Concurrent with notice of layoff, the Employer shall provide the affected employees a list of positions available for bumping, including the current incumbent's name, seniority, classification, work area, hours of work, and shift rotation (including days off). Bumping rights must be exercised within seven (7) calendar days of the notification of layoff and options by providing written notice to the General Manager or their designate.

A laid off employee may bump a less senior employee at the worksite, provided the laid off employee has more seniority and is

willing and qualified and has the ability to do the job of the less senior employee. However, in no circumstances will an employee affect a promotion through a bump.

A laid off employee who bumps a less senior employee shall be paid at the hourly rate of the classification they are bumping into, at the rate corresponding with their previous placement on the grid.

18.06 Notice of lay-off shall not apply where the Employer can establish that the lay-off results from an act of God, fire or flood.

18.07 Laid off regular employees on recall shall retain their seniority and perquisites accumulated up to the time of lay-off, for a period of one (1) year and shall be rehired, if the employee possesses the ability and qualifications to perform the duties of the posted vacancy following a normal orientation period, on the basis of seniority. Employees on recall shall be entitled to pick up relief shifts as per the Casual Addendum, or transfer to casual employee status.

Employees on recall may apply for any posted position and shall be awarded the position provided they possess the ability and qualifications to perform the job and are the senior applicant. The Employer will email a copy of each job posting to employees on the recall list. Employees have the sole responsibility to ensure the Employer is given their current email address. At the end of the recall period, an employee has the right to become a casual employee and be placed on a casual registry with their seniority.

18.08 Where a notice of displacement or layoff actually results in a layoff, and prior to the layoff becoming effective, a copy of such notice shall be sent to the Chief Shop Steward.

18.09 In the event of closure, the Employer agrees to give all staff a minimum of sixty (60) days' notice.

ARTICLE 19 - SCHEDULING PROVISIONS

19.01

- a) The Employer shall arrange the times of all on-duty and off-duty shifts, including statutory holidays, and post these at least fourteen (14) calendar days in advance of their effective date.
- b) There shall be a minimum of ten (10) consecutive hours off-duty between the completion of one work shift and the commencement of the next.

When it is not possible to schedule ten (10) consecutive hours off-duty between work shifts, all hours by which such changeover falls short of ten (10) consecutive hours shall be paid at overtime rates in accordance with Article 21.

If a written request for a change in starting time is made by an employee which would not allow ten (10) consecutive hours off-duty between the completion of one work shift and the commencement of another, and such request is granted, then the application of paragraphs (b) and (c) of this section shall be waived for all employees affected by the granting of such a request provided they are in agreement.

- c) Employees may exchange shifts with the approval of the Employer, provided that, whenever possible, 48 hours' notice in writing is given and provided that there is no increase in cost to the Employer.
- d) If the Employer changes a shift schedule without giving a minimum of fourteen (14) calendar days' advance notice and such change requires an employee to work on a scheduled day off, then such hours worked shall be paid at overtime rates pursuant to Article 21. Notice of the change shall be confirmed in writing as soon as possible.
- e) Regular employees shall not be required to work three (3) different shifts in any six (6) consecutive day period posted in their work schedules.

ARTICLE 20 - HOURS OF WORK

20.01 Continuous Operation

The workweek shall provide for continuous operation on a seven (7) day week, twenty-four hours per day. The work week is determined by the specific schedule for the line and/or rotation.

20.02 Hours of Work

- a) The hours of work for each regular full-time employee covered by this Agreement, exclusive of meal times, shall be thirty-seven-point-five (37.5) hours per week, 7.5 hours per day, or an equivalent mutually agreed by the parties.

Regular employees scheduled seven-and-one-half (7.5) hours per day with a four (4) on two (2) off rotation, shall be considered regular full-time employees.

- b) Employees who are scheduled to be on call during a meal period, or who are required to remain in the facility, shall be paid for a full shift with the meal period being included within such shift.

20.03 Rest and Meal Periods

Rest Periods

Employees working a full shift shall receive two (2) fifteen (15) minute rest periods, one in each half of the shift. Employees working less than a full shift shall receive one (1) rest period.

Meal Periods

All employees covered by the Collective Agreement working more than five (5) hour shift shall receive a one-half (1/2) hour meal period, no more, no less. The Employer shall attempt to schedule the meal period as close as possible to the middle of the shift.

20.04 Split Shifts

No split shifts shall be worked except in cases of emergency.

ARTICLE 21 - OVERTIME

21.01 Overtime shall be paid at the rate of time-and-a-half for all hours worked beyond seven-and-one-half (7.5) hours in a day, and double-time for hours worked beyond eleven (11) in a day.

Calculation of daily overtime entitlement is separate from weekly overtime entitlement.

An employee who has not had thirty-two (32) consecutive hours free from work in a seven (7) day period shall be paid overtime in accordance with Section 36 of the *Employment Standards Act*.

21.02 Employees required to work on a scheduled day off shall receive the overtime at rate of double-time (2x) but shall not have the day off rescheduled.

21.03 An employee who works overtime on a statutory holiday must be paid for that day:

- (a) 1½ times the rate outlined in Article 25.02 for the time worked up to 11 hours,
- (b) double the rate outlined in Article 25.02 for any time worked over 11 hours, and
- (c) an average day's pay as determined by using the formula in section 45(1) of the *Employment Standards Act*.

21.04 Overtime pay shall be paid to the employee within eight (8) days after the expiration of the pay period in which the overtime was earned.

21.05 An employee who works three (3) hours of overtime immediately before or following their scheduled hours of work shall receive a meal or, and only if food is not available an allowance of twelve dollars (\$12) from the Employer. In the event of religious, dietary requirements or personal preference that make the food unacceptable, the employee retains the option to receive the meal allowance.

One-half (1/2) hour with pay shall be allowed the employee in order that they may take a meal break.

This clause shall not apply to part-time employees until the requirements of Article 21.07 have been met.

In the case of an employee called out on overtime to work on a rest day this clause will apply only to hours worked outside their regular shift times for a normal workday.

21.06 When an employee is requested to work overtime on a scheduled work day or on a scheduled day off, the employee may decline to work such overtime, except in cases of emergency, or urgent need, including if no other employee with the ability to perform the work is available. Only in cases of emergency, or urgent need, as defined above, may an employee be required to work overtime. If the Employer determines the need is urgent or an emergency, all hours shall be paid at a rate of double-time (2x).

When an employee does not agree that an emergency or urgent need exists, the employee shall work such overtime under protest and may file a grievance.

21.07 A regular part-time employee working less than the normal hours per day of a full-time employee, and who is requested to work longer than their regular work day, shall be paid at the rate of straight-time for the hours so worked, up to and including the normal hours in the work day of a full-time employee. Overtime rates shall apply to hours worked in excess of the normal hours in the workday of a full-time employee.

21.08 A regular part-time employee working less than the normal days per week of a full-time employee and who is requested to work other than their regularly scheduled work days, shall be paid at the rate of straight time for the days so worked, up to and including the normal work days in the work week of a full-time employee. Overtime rates shall apply to hours worked in excess

of the normal workdays in the workweek of a full-time employee.

21.09 An employee required to work overtime shall be entitled to eight (8) clear hours between the end of the overtime work and the start of their next regular shift. If eight (8) clear hours of time off are not provided, overtime rates shall apply to all hours that fall short of eight (8) clear hours worked on the next regular shift.

21.10 Overtime hours of four (4) hours or more will be offered to employees by seniority if:

- a) The employee has registered for the overtime list;
- b) They have the capability to perform the work; and
- c) Are willing to work all necessary hours that the work is available.

Employees who have not been available for overtime work for three (3) consecutive months may be removed from the overtime list. Three (3) months after removal, an employee shall be reinstated to the overtime list if the request for reinstatement is made in writing.

The Employer is entitled to minimize the cost of overtime hours.

ARTICLE 22 - CALL IN STATUTORY REQUIREMENT

Any employee reporting for work at the call of the Employer shall be paid their regular rate of pay for the entire period spent at the Employer's place of business, with a minimum of two (2) hours' pay at their regular rate of pay if they do not commence work, and a minimum of four (4) hours' pay at their regular rate if they commence work.

ARTICLE 23 - PREMIUMS

The parties agree that where two shift premiums apply concurrently, the Employer will pay the higher premium of the two.

23.01 Night Shift Premium

Where an employee works night shift, the following premiums will be paid over and above the employee's base job class rate. Premiums are not used to compound the computation of overtime rates of pay.

The night shift premium shall be one-dollar-and-fifty cents (\$1.50) per hour, payable for shifts in which the major portion is worked during the daily time period from 2300 hours (11:00 p.m.) to 0700 hours (7:00 a.m.).

23.02 Evening Shift Premium

Employees working the evening shift shall be paid a shift differential of fifty cents (\$0.50) per hour for the entire shift worked.

In this section "evening shift" means any shift in which the major portion occurs between 3:00 p.m. (1500 hours) and 11:00 p.m. (2300 hours).

23.03 Weekend Shift Premium

The weekend shift premium shall be seventy-five cents (\$0.75) per hour.

The weekend shift premium for RN shall be one dollar (\$1) per hour.

The weekend premium is paid for each hour worked between 11:00PM Friday and 11:00PM Sunday except those beginning work at midnight, who are paid the premium for each hour worked between midnight Friday and midnight Sunday.

Those employees receiving the night shift premium as per Article 23.01 shall not be entitled to receive this weekend shift premium.

23.04 LPN Team Lead Premium

a) When all attempts by the Employer to have an RN on shift, onsite (including management RNs) have failed, and the

Employer requires an LPN to assume a Team Lead role, a premium of \$3.25 per hour shall be paid.

- b) LPN Team Leads shall be appointed by the Employer, but an employee must agree before being assigned the Team Lead responsibilities.
- c) The Team Lead premium shall be in addition to any shift premium but not to be included in the calculation of overtime or any benefit coverage or costs.

23.05 On-Call Differential

Employees required to be on-call shall be paid an on-call differential of two-dollars-and-twenty-five cents (\$2.25) per hour, or portion thereof.

If called in or required to provide a service via the phone, overtime shall be applicable as per Article 18 at a minimum of two (2) hours.

The minimum on-call requirement shall be four (4) consecutive hours.

Should the Employer require an employee to have a pager or beeper available during their on-call period, then all related expenses for such device shall be the responsibility of the Employer.

ARTICLE 24 - TRANSPORTATION

Employees will not be required to use their own motor vehicle to conduct business of the Employer, however in cases where an employee agrees to use a personal vehicle; an allowance of \$0.55/km will be paid with a minimum of \$5.

ARTICLE 25 - STATUTORY HOLIDAYS

25.01

(a) Statutory Holidays

Employees will be entitled to twelve (12) statutory holidays and such other holidays as may be in future proclaimed or

declared by either the Provincial or Federal Governments.

New Year's Day	<u>National Day for Truth and</u>
Family Day	<u>Reconciliation</u>
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
B.C. Day	Boxing Day
Labour Day	

(b) Statutory Holiday Pay

Regular and casual employees shall be paid 4.8% statutory holiday pay in each pay period. This amount shall be based on the employee's straight-time earnings.

An employee's pay for a statutory or other paid holiday will be reflected on the pay cycle most closely associated with that statutory or paid holiday.

25.02 Employees who are required to work on a statutory holiday shall be paid one-and-a-half-times (1.5x) their rate of pay for hours worked. Employees who are required to work on Christmas Day shall be paid double-time (2x) their rate of pay for hours worked. There will be no further compensation or paid day off in lieu as the employee has been paid 4.8% statutory holiday pay in each pay period per Article 25.01 (b).

25.03 The Employer shall make every effort to schedule either Christmas Day or New Year's Day off for employees so requesting, subject to operational requirements.

ARTICLE 26 - ANNUAL VACATIONS

26.01 Vacation Accruals

The vacation earning/accrual year shall be from the first pay period in July to the last pay period in June each year, and the vacation year shall be January 1st to December 31st.

- i. Regular employees who have been regular status at least six (6) months prior to the first pay period in July shall receive vacation time based on continuous service to the first pay period in July.
- ii. Regular employees who have not been regular status six (6) months prior to the first pay period in July shall receive a partial vacation after six (6) months as a regular employee based on continuous service to the first pay period in July.

26.02 Vacation Entitlement

Employees with less than one (1) year of continuous service that leave the service of the Employer shall be entitled to a payout of vacation based on ten (10) work days (4%) vacation entitlement.

Employees with one (1) or more years of continuous service with the Employer shall have earned the following vacation with pay:

- i. 1 years to 4 years continuous service – 15 work days' vacation (regular employees shall be entitled to a vacation period of 15 working days, equivalent to 6% of accrual years hours, excluding over-time).
- ii. 5 years to 9 years continuous service – 20 work days' vacation (regular employees shall be entitled to a vacation period of 20 working days, equivalent to 8% of accrual years hours, excluding over-time).
- iii. 10 years to 14 years continuous service – 22 work days' vacation (regular employees shall be entitled to a vacation period of 22 working days, equivalent to 8.8% of accrual years hours, excluding over-time).
- iv. After 15 years continuous service – 25 work days' vacation (regular employees shall be entitled to a vacation period of 25 working days, equivalent to 10% of accrual year hours, excluding over-time).

Note: No current regular employee (as at date of ratification) shall have their vacation reduced as a result of the above changed

entitlements.

Vacation entitlements taken in December of any year may carry over into January of the following year provided there is no break in the vacation period request.

26.03 Regular employees become eligible for paid vacation leave once they have completed six (6) months of continuous service with the Employer.

26.04 Vacation Requests

- (a) Employees shall submit their vacation requests in writing by February 15th of each year. The Employer shall respond in writing to employee requests by March 31st of the same year.
- (b) Every attempt shall be made to accommodate each employee's first choice, in accordance with employee requests and operational requirements. Where employee choices conflict, seniority shall be the deciding factor.
- (c) Approval for vacation requests submitted after February 15 of each year shall be done on a first come, first serve basis, subject to operational requirements. The Employer will respond to such requests within twenty-one (21) days.

26.05 Vacation Pay

Vacation pay shall be paid to all regular employees in accordance with the regular payroll schedule.

26.06 Employees who have commenced their annual vacation shall not be called back to work, except in cases of emergency. If such occurs, an employee shall receive double-time (2x) their applicable rate of pay for all hours worked and shall have vacation period so displaced rescheduled with pay at a mutually agreeable time.

Once the approved vacation schedule has been posted, it shall only be changed by mutual agreement between the Employer and the affected employee.

26.07 Vacation Carry Over

Employees with one (1) year or more of employment service must take at least 10 days of vacation in the current vacation year.

Employees with five (5) years or more of employment service must take at least fifteen (15) days of vacation in the current vacation year.

Employees shall be permitted to carry over a maximum of five (5) accrued vacation days from one year to the next, provided the employee has taken the minimum vacation described above. Vacation days carried over must be scheduled by June 30 and taken by December 31st of the year following the year in which the days were earned.

26.08 Splitting of Vacation Periods

An Employer must allow an employee who is entitled to an annual vacation to take it in periods of one or more weeks as requested by the employee.

ARTICLE 27 - BEREAVEMENT LEAVE

Bereavement leave of absence of three (3) days with pay shall be granted to a regular employee at the time of notification of death upon application to the Employer in the event of a death of a member of the employee's immediate family. This shall include parent, spouse, child, miscarriage/stillborn child, brother, sister, grandparent or grandchild, in-laws and any person who lives with an employee as a member of the employee's family.

Such bereavement leave shall be granted to employees who are on other paid leaves of absence including sick leave and annual vacations. When bereavement leave of absence with pay is granted, any concurrent paid leave credits used shall be restored.

Bereavement leave of absence with pay shall not apply when an employee is on an unpaid leave of absence.

An additional unpaid leave of two (2) days may be taken for travel associated with bereavement leave.

One day of the above entitlement may be saved for use on the date of interment (including funeral, wakes and other celebrations of life).

ARTICLE 28 - SICK LEAVE, WCB, RETURN TO WORK

28.01 Regular employees who have completed their probationary period shall be entitled to nine (9) days sick leave per year, accrued at the rate of 0.75 days per month to a maximum bank of 29 days (210 hours). Upon completion of their probationary period, an employee shall be credited with sick leave back to the employee's starting date.

Sick leave will be paid at 100%. There is no pay out of sick leave banks.

28.02 In order to be entitled to pay for sick leave, the Employer may request satisfactory proof of illness.

28.03 When an employee is on Employer paid sick leave, all benefits contained in this Agreement will continue to accrue.

Following the expiration of Employer paid sick leave, employees will be placed on an unpaid leave of absence until such time as they return to work or are deemed permanently unable to return to work.

28.04 Regular employees transferring to casual status shall have their sick leave bank frozen and inaccessible while their status remains as a casual employee. The frozen sick credits shall be eliminated if the casual employee has not returned to regular status within twelve (12) months of leaving their regular position. All sick leave credits are cancelled when an employee's employment is terminated.

Benefits are not payable when an employee is:

- Whose illness or injury results from war or active participation in a riot or a disturbance of the public order,
- Who is ill or injured as a result of committing a criminal offence,
- Who is engaged in employment for wage or profit.

28.05 With the exception of proof of illness, where the Employer requires a medical assessment from the employee's physician specifying the employee's employment limitations and/or capabilities prior to returning to work, the assessment will be at the Employer's expense.

28.06 WorkSafeBC

Leave with pay shall be granted for the one (1) day or less not covered by the *Workers' Compensation Act* when an accident or illness arises in or out of the course of employment.

28.07 Employee to Contact Employer

Employees who are absent from work due to illness or injury shall contact their supervisor or the designated person in charge on a regular basis regarding the status of their condition and/or the anticipated date of return to work. The employee shall inform the Employer of the date of return to duty, in advance of that date, in order that relief scheduled for that employee can be notified.

28.08 Return to Work Programs

- (a) The parties recognize that prevention of injuries and rehabilitation of injured employees are equally important goals. The parties further recognize that return to work programs are part of a continuum of injury prevention and rehabilitation.
- (b) The Employer and the Union are committed to a safe return to work program that addresses the needs of each individual employee who participates.
- (c) Return to Work programs will be part of an approved rehabilitation plan.
- (d) Return to work plan will be in writing with copies sent to the employee and the Union representative.

28.09 Employment Standards (Sick Leave)

Casual employees, and part-time employees accruing less than the prescribed number of paid sick days under the *Employment Standards Regulation*, are entitled to the prescribed number of paid sick days administered in accordance with Section 49.1 of the *Employment Standards Act*. This benefit for casual employees and any topped up sick leave for part-time employees does not accrue and will not be paid out or carried over from year to year.

28.10 Integration With Other Disability Income

Sick leave benefits will be reduced by all other disability income benefits to which the absent employee is entitled except disability income which was being received prior to the illness or injury resulting in the employee being absent from work and which is unrelated to the illness or injury causing the current absence.

Notwithstanding the above, where an employee makes a successful wage loss claim against a third party for an injury for which the employee received or would receive sick leave benefits, the Employer will be entitled to recover or decrease Plan benefits by an amount equal to the amount that Plan benefits in combination with the wage loss claim paid exceed 100% of pay. Any plan benefits the Employer covers will be returned to the employee's sick bank.

ARTICLE 29 - EDUCATION LEAVE

29.01 Employer Requested Leave

Leave of absence without loss of pay, seniority and all benefits shall be granted to employees whenever the Employer requires an employee to take designated courses and/or examinations (including medication certification, Food Safe, and Serve it Right). The cost of the course and/or any examination fee and reasonable expenses incurred in taking the course and/or examination shall be paid by the Employer.

29.02 In-Service Education

The parties recognize the value of in-service both to the employee and the Employer and shall encourage employees to participate in in-service. All employees scheduled by the Employer to attend in-service seminars shall receive regular wages.

Should the Employer mandate in-service or meetings on an employees' off hours, such pay will be at a minimum of two (2) hours pay.

ARTICLE 30 - LEAVE – UNPAID

30.01 Unpaid Leave

Requests by employees for unpaid leave of absence shall be made in writing to the Site Supervisor and may be granted at the Employer's discretion. The employee shall give at least seven (7) days' notice to minimize disruption of staff. The Employer shall make every reasonable effort to comply with such requests subject to operational requirements. Notice of the Employer's decision shall be given in writing as soon as possible.

30.02 Unpaid Leave Affecting Seniority and Benefits

Any employee granted unpaid leave of absence totaling up to twenty (20) working days in any year shall continue to accumulate seniority and all benefits and shall return to their former job and pay rate.

If an unpaid leave of absence or an accumulation of unpaid leaves of absence exceeds twenty (20) working days in any year, the employee shall not accumulate benefits from the twenty-first (21st) day of the unpaid leave to the last day of the unpaid leave, but shall accumulate seniority for the first eighty (80) working days of any unpaid leave. Employees shall receive credit for previously earned benefits/accruals upon expiration of the unpaid leave.

Employees may opt to retain Health and Welfare benefit coverage on a leave exceeding twenty (20) working days. Said coverage

will be at the employee's expense. An employee on a unpaid leave exceeding two (2) months must provide the Employer with post-dated cheque(s) for the premium cost prior to the commencement of the leave. Payment of benefit premiums shall be prorated for partial months.

Employees on WCB, and employees on ICBC reimbursed leaves and other leave that would be covered by the *Employment Standards Act*, seniority shall be considered continuous.

Employees on ICBC reimbursed leaves and any other leave that would be covered by the *Employment Standards Act*, vacation shall be considered continuous.

30.03 Unpaid Leave After Three Years of Service

For every three years of continuous service, a regular employee may request, in writing, an extended leave of absence, giving the longest possible advance notice, with a minimum of two calendar weeks' notice. The duration of the leave of absence shall not exceed one calendar year.

Every reasonable effort shall be made to comply with such requests providing that replacement to ensure proper operation on the Employer's business can be found.

Leave of absence will not be granted for an employee to work full-time for another Employer.

30.04 Unpaid Leave - Union Business

- a) Short-term leave of absence without pay to a maximum of fourteen (14) days at one time shall be granted to employees designated by the Union to transact Union business including conventions and conferences unless this would unduly interrupt the operation of the department provided, however, that these designated employees shall be paid by the Employer for time lost in attending meetings during working hours whenever their attendance is requested by the

Employer. The Union shall give reasonable notice to minimize disruption of the department and the Union shall make every effort to give a minimum of seven (7) days' notice.

- b) Long-term leave of absence without pay shall be granted to employees designated by the Union to transact Union business for specific periods of not less than fourteen (14) days unless this would unduly interrupt the operation of the department. Such requests shall be made in writing sufficiently in advance to minimize disruption of the department. Employees granted such leave of absence shall retain all rights and privileges accumulated prior to obtaining such leave. Seniority shall continue to accumulate during such leave and shall apply to such provisions as annual vacations and promotions.
- c) Leave of absence without pay shall be granted to employees designated by the Union for the purpose of collective bargaining. Seniority and all benefits shall accumulate during such leave.
- d) Every effort will be made by the Employer to retain employees on unpaid leave of absence for Union business on the Employer's payroll and where such employees are retained, the Union shall reimburse the Employer for all wage and benefit costs involved. This provision does not apply to employees on extended leaves of absence who are employed by the Union on a regular full-time basis.
- e) i) Provided not less than seven (7) days' notice has been given, members of the Provincial Executive of the Union shall be granted leave of absence without pay to attend the regular meetings of such Executive.
ii) Where less than seven (7) days' notice is given, leave pursuant to this paragraph shall be subject to reasonable operational requirements.

30.05 Unpaid Leave – Public Office

Employees shall be granted unpaid leave of absence to enable them to run for elected public office and if elected, to serve there term(s) of office subject to the following provisions:

- a) Employees seeking election in a Municipal, Provincial or Federal election shall be granted unpaid leave of absence for a period up to ninety (90) calendar days.
- b) Employees elected to public office shall be granted unpaid leave of absence for a period up to five (5) years.

30.06 Family Responsibility Leave

An employee is entitled to up to five (5) days of unpaid leave during each year to meet responsibilities related to:

- (a) The care, health or education of a child in the employee's care or;
- (b) The care or health of any other member of the employee's immediate family.

30.07 Employees may request to attend to an urgent or emergency domestic circumstance. Where such leave is granted, it shall be without pay and the employee will not be required to take their pre-scheduled vacation leave.

Such leave will not be unreasonably withheld.

30.08 Gender Transition Leave

The parties agree that an employee undergoing gender transition is entitled to access the relevant provisions of the Collective Agreement according to their individual transition requirements.

30.09 Canadian Armed Forces Reservist Leave

Regular employees who are deployed into active service with the Canadian Armed Forces, shall be granted a leave of absence without pay in accordance with the *BC Employment Standards Act*. The employee(s) will be eligible for continued coverage under the benefit plan as per Article 30.02. If the employee is deployed during a declared state of emergency, a leave of absence without pay must be granted. An employee has the option to use banked time to cover their unpaid leave of absence.

30.10 Emergency Responder Leave

Employees who are volunteer firefighters, auxiliary/reserve police, or a member of a local search and rescue organization, who are deployed on an emergency basis by the appropriate authority, shall be granted a leave of absence without pay for the duration of said deployment. The employee(s) will be eligible for continued coverage under the benefit plan as per Article 30.02. An employee has the option to use banked time to cover their unpaid leave of absence. In all circumstances the leave will only be granted following the employee's current shift.

ARTICLE 31 - MATERNITY LEAVE, PARENTAL LEAVE AND ADOPTION LEAVE

31.01 Maternity Leave

Employees shall be granted maternity leave of absence without pay. The duration of the maternity leave of absence before confinement and subsequent to confinement shall be at the option of the employee.

Leave of absence for maternity may be taken for a period of seventeen (17) weeks. For the first twenty (20) days of such leave, the employee shall be entitled to the benefits applicable to other leaves of absence. For the balance of the period, less the twenty (20) days, the employee shall be entitled to the maternity leave benefits set forth in the *Employment Standards Act*. The balance of a maternity leave shall be without pay or benefits.

Pregnancy shall not constitute cause for dismissal.

Medical complications of pregnancy, including complications during an unpaid leave of absence for maternity reasons preceding the period stated by the *Employment Insurance Act*, shall be covered by sick leave credits providing the employee is not in receipt of maternity benefits under the *Employment Insurance Act* or any wage loss replacement plan.

Employees shall make every effort to give at least four (4) weeks' notice prior to the commencement of maternity leave of absence without pay, and employees shall give at least thirty (30) days' notice of their intention to return to work prior to the termination of the leave of absence.

If an employee is unable or incapable of performing their duties prior to the commencement of the maternity leave of absence without pay, the employee may be required to take unpaid leave of absence.

The Employer may require the employee to provide a doctor's certificate indicating the employee's general condition during pregnancy along with the expected date of confinement.

Upon return to work, the employee shall continue their former position without loss of perquisites accumulated up to the date of commencement of the maternity leave of absence without pay and subject to the provisions of Article 30.02.

31.02 Parental Leave

An employee shall be eligible for parental leave of up to sixty-two (62) consecutive weeks without pay or sixty-one (61) consecutive weeks without pay in the case of a birth mother who takes maternity leave under Article 31.01, provided such leave is concluded within seventy-eight (78) weeks of the child's birth.

Where both parents are employees of the Employer, the employees will decide which of them will apply for leave.

31.03 Adoption Leave

Upon request and having completed their initial probationary period, an employee shall be granted leave of absence without pay for up to sixty-two (62) consecutive weeks following the adoption of a child provided such leave is concluded within seventy-eight (78) weeks of the child's adoption. The employee shall furnish proof of adoption. Where both parents are

employees of the Employer, the employees will decide which of them will apply the leave.

31.04 Leave Respecting the Disappearance of a Child

Employees are entitled to an unpaid leave of up to 52 weeks in the event that their child under 19 years of age has gone missing and it is probable the child's disappearance is the result of a crime.

If the child is found alive during the leave, the leave will end 14 days thereafter. If the child is found deceased, the leave will end immediately.

31.05 Leave Respecting the Death of a Child

An employee whose child under 19 years of age dies is entitled to up to 104 weeks of unpaid leave of absence from work, starting as of the date of death or after a child who has disappeared is found deceased.

ARTICLE 32 - JURY DUTY

Employees who are required by summons or subpoena to serve as jurors or witnesses shall be granted leave with pay for the required period of attendance.

ARTICLE 33 - HEALTH CARE PLANS

33.01 Regular employees scheduled twenty (20) or more hours a week on a regular basis, their spouse and dependent children shall be eligible for those benefits as outlined in the Employer's benefit program.

33.02 For the duration of the Agreement, the Employer shall continue to make available to eligible employees the benefits currently in effect or their equivalent in the event the Employer changes insurance carriers. The current benefit levels and premium payment arrangements for eligible employees will continue for the duration of the agreement.

33.03 Any disputes regarding benefits eligibility or coverage shall be between the employee and the insurer. Disputes regarding benefits eligibility or coverage shall not be subject to the grievance and arbitration procedure. The Employer's sole responsibility with respect to benefits is to make its premium payments.

33.04 Medical Plan

Eligible employees and dependents shall be covered by the British Columbia Medical Services Plan or carrier approved by the British Columbia Medical Services Commission. The Employer shall pay one-hundred percent (100%) of the premium.

An eligible employee who wishes to have coverage for other than dependants may do so provided the Medical Plan is agreeable and the extra premium is paid by the employee through payroll deduction.

Membership shall be a condition of employment for eligible employees who shall be enrolled for coverage following the completion of three (3) months' employment.

33.05 Dental Plan

(a) The Employer will pay fifty percent (50%) of the monthly premium for the following dental plan.

Effective date of ratification (September 20, 2022), the Employer will pay seventy percent (70%) of the monthly premium for the following dental plan.

Effective August 1, 2023, the Employer will pay eighty-five percent (85%) of the monthly premium for the following dental plan.

Effective August 1, 2024, the Employer will pay one-hundred percent (100%) of the monthly premium for the following dental plan.

Employees shall be provided with a dental plan covering one-hundred percent (100%) of the cost of basic services (Plan A) to an annual maximum of \$1,500 per person per year, sixty percent (60%) of the cost of major services (Plan B) to an annual maximum of \$1,000 per person per year, and sixty percent (60%) of the costs of the orthodontic services, (Plan C). An employee is eligible for orthodontic services under Plan C after twelve (12) months' participation in the plan. Orthodontic services are subject to a lifetime maximum payment of \$3,000 per eligible employee or eligible dependant with no run-offs for claims after termination of employment.

(b) There is no annual deductible paid by the employee. Coverage terminates at age 70 or at retirement.

33.06 Extended Health Care Plan

The Employer shall pay fifty percent (50%) of the monthly premiums for extended health care coverage for employees and their families.

Effective date of ratification (September 20, 2022), the Employer shall pay seventy percent (70%) of the monthly premiums for extended health care coverage for employees and their families.

Effective August 1, 2023, the Employer shall pay eighty-five percent (85%) of the monthly premiums for extended health care coverage for employees and their families.

Effective August 1, 2024, the Employer shall pay one-hundred percent (100%) of the monthly premiums for extended health care coverage for employees and their families.

The maximum amount payable for each insured person is unlimited for in-province expenses and \$3,000,000 per insured person in their lifetime for out-of-province expenses.

- (a) There will be an allowance for hearing aids of \$1,000 every sixty (60) months per eligible employee or eligible dependent. The allowance for vision care will be \$300 every twenty-four (24) months per eligible employee or eligible dependent.
- (b) A prescription pay direct drug card will be provided to cover eighty percent (80%) of all eligible expenses purchased from a licensed pharmacy. Reimbursement of eligible drugs and medicines are subject to the tiered formulary found in "My Drug Plan" with Sun Life Financial, which reimburses 80% for drugs in tier 1, 50% for drugs in tier 2 and 20% for drugs in tier 3. The covered amount of the dispensing fee per prescription is eight dollars (\$8).
- (c) Regular employees will be encouraged to switch to a tier one drug (prescription) where appropriate, but where the employee for whatever reason does not, the current prescriptions of those regular employees shall be grandfathered indefinitely, provided they submit the approved special authority documentation.
- (d) Paramedical yearly maximum to \$1,000 including Psychologist.

33.07 Long Term Disability

Benefit: 66.7% of the first \$2,250 plus 50% of the balance, to a maximum benefit of \$2,500.

- Elimination Period: 120 days
- Definition of Disability: own occupation
- Max Benefit Period: two years
- Tax Status: non-taxable. Premiums are 100% employee paid.

ARTICLE 34 - GROUP LIFE INSURANCE

34.01 The plan shall provide \$40,000 life insurance coverage for post-probationary employees. Your spouse benefit is \$10,000.
Your children's benefit is \$5,000 per child.

34.02 The plan shall include the right to convert to individual insurance coverage upon termination of employment without

medical evidence. The amount of insurance coverage reduces by fifty percent (50%) at age 65 and terminates at age 70 or at retirement.

34.03 The plan shall also include coverage for accidental death and dismemberment.

The Employer shall pay one-hundred percent (100%) of the premium.

34.04 Terminal Illness Benefit

Once an employee is diagnosed with a terminal illness and a medical practitioner establishes they have a life expectancy of six (6) months or less.

The employee will be provided access to 50% of their death benefit.

ARTICLE 35 - REGISTERED RETIREMENT SAVINGS PLAN (RRSP)

Group RRSP

1. All regular employees, upon successful completion of the probationary period, will have the option to be enrolled in the Plan.

The employee must exercise the option within ninety (90) days of the plan coming into effect or pursuant to #3 below. Employee contributions to the Plan through payroll deduction shall be on one (1) of the following basis:

- (i) 1% of regular earnings; or
- (ii) 2% of regular earnings; or
- (iii) Any % requested in excess of 2% (not to be matched).

2. The Employer shall match the contributions made by each employee to a maximum of 2%.

3. Employees may increase or decrease their contribution levels, as noted in (2) above, on January 1st of each year by providing at least thirty (30) days written notice to the Employer.
4. The Employer will administer the Plan.
5. The Employer will ensure that all new employees are informed of the options available to them under this group RRSP and applications shall be provided in the new hire package.
6. Employees shall be able to increase their contributions rate above 2%, but any rate amount exceeding the 2% noted above shall not be matched by the Employer. Contributions shall be through payroll deductions.
7. RRSP benefits can be withdrawn upon resignation/termination or retirement.
8. Employees shall receive an annual statement indicating the annual deductions/deposits and Plan balance.
9. Casual employees who consistently work an average of twenty (20) hours per week will be entitled to enroll the group RRSP.

ARTICLE 36 - PAYMENT OF WAGES

36.01 Employees shall be paid by direct deposit every two weeks. An employee shall be paid by cheque should an unusual or extraordinary circumstance occur.

The statement given to employees with their pay shall include a listing of statutory holiday pay, vacations, overtime, sick leave and an itemized summary of deductions.

36.02 In the event that an employee's pay is short of money owed for the pay period and the employee brings the issue to the attention of the manager, the following shall apply:

- If the money owed is less than one-hundred dollars (\$100), the pay shall be added to the next pay period.
- If the money owed is one-hundred dollars (\$100) or greater, the Employer will make every reasonable effort to correct the error and provide a manual cheque or direct deposit within three (3) business days.

ARTICLE 37 - BADGES AND INSIGNIA

37.01 Name Badges

Employees are required to wear their name tags at all times while in Employer facilities. The Employer will provide all new employees with a name tag. Name tags can be replaced free of charge once per year. If a name tag needs replacement more than once per year, the replacement costs of five-dollars-and-eighty-eight cents (\$5.88) will be borne by the employee.

37.02 Union Badges

Employees shall be permitted to wear Union or Shop Steward badges.

ARTICLE 38 - BULLETIN BOARDS

38.01 A bulletin board located in a conspicuous place of access to the employees shall be supplied by the Employer for the use of the Union.

38.02 Meeting Facilities

The Union shall be permitted to use a designated meeting room onsite for meetings of the local provided notice is given to the Employer and space is available on the date requested.

ARTICLE 39 - NOTICE OF UNION REPRESENTATIVE VISITS

The Union shall inform the Employer when any representative of the Union intends to visit the worksite for the purpose of conducting Union business. The Union will advise the Employer

of the anticipated time and length of the visit. Such visits will not disrupt the employee's working, without the supervisor's permission.

ARTICLE 40 - UNION ADVISED OF CHANGES

The Union Secretary-Business Manager shall be informed in writing of any change contemplated by the Employer, which shall affect the terms of this Agreement.

ARTICLE 41 - PERSONAL AND EMPLOYER PROPERTY

41.01 Return of Employer Property

Employees must return to the Employer all Employer property in their possession at the time of termination of employment. The Employer may take such action as required to recover the value of articles which are not returned.

41.02 Where an employee is charged with an offence resulting directly from the proper performance of their duties and is subsequently found not guilty, the employee shall be reimbursed for reasonable legal fees.

41.03 Tools

If the Employer currently supplies tools to employees, it shall continue to supply tools to employees. The Employer shall replace tools supplied by the employee upon satisfactory proof that they have been lost, broken, or stolen while being used in the work of the Employer with the knowledge and consent of the Employer.

ARTICLE 42 - VACCINATION AND INOCULATION

42.01 Vaccine Requirement

Any employee refusing, without sufficient medical grounds, to take medical or x-ray examination at the request of the Employer, or to undergo vaccination, inoculation and other immunization when

required, may be dismissed from the service of the Employer. Where an employee is required by the Employer to take a medical or x-ray examination or undergo vaccination, inoculation or other immunization, it shall be at the Employer's expense and on the Employer's time.

ARTICLE 43 - PROFESSIONAL RESPONSIBILITY FOR LICENSED PRACTICAL NURSE (LPN)

43.01 In the interest of resident care and safe nursing practice, the parties agree to the following problem solving process to address LPN concerns relative to resident care including:

- (a) nursing practice conditions
- (b) safety of residents and staff
- (c) workload

43.02 The LPN with a concern will discuss the matter with their immediate supervisor with the objective of resolving the concern. At their request, the LPN may be accompanied by a steward.

43.03 If the matter is not resolved, the matter may be referred to the Regional Manager. At their request, the LPN may be accompanied by a steward. The Regional Manager shall respond to the LPN in writing within fourteen (14) calendar days of the meeting with the LPN.

ARTICLE 44 - OCCUPATIONAL HEALTH AND SAFETY

Internal Responsibility System

All members of the Well Being workforce share responsibility for protecting their own safety and health, and that of others affected by their actions, by working in compliance with prevailing regulations and standards and with safe work practices and procedures established by the Employer.

44.01 Occupational Health and Safety Committee

The Employer and the Union agree to co-operate in the promotion of safe working conditions, the prevention of accidents, the prevention of workplace injuries and the promotion of safe workplace practices.

- a) The parties agree that a Joint Occupational Health and Safety Committee will be established. The Committee shall govern itself in accordance with the provisions of the Occupational Health and Safety Regulations made pursuant to the *Workers' Compensation Act*. The Committee shall be as between the Employer and the Union, with 2 Employer representatives and 2 Union representatives with each party appointing its own representatives.
- b) The employee member(s) of the Committee shall be granted leave without loss of pay or receive straight time regular wages while attending meetings of the joint committee. The member(s) of the Committee shall be granted leave without loss of pay or receive straight-time regular wages to participate in workplace inspections and accident investigations at the request of the Committee pursuant to the Occupational Health and Safety Regulations. Every effort will be made to schedule committee meetings, workplace inspections and accident investigations during the committee members' scheduled working hours.

In the event of a fatality, the Employer shall immediately notify the Secretary/Business Manager of the Union along with the Union representatives on the committee.

- c) The Occupational Health and Safety Committee may use the resources of Work Safe B.C. to provide information to the committee members in relations to their role and responsibilities. The committee will increase the awareness of all staff on such topics as: workplace safety, safe lifting techniques, safety-related workload issues, dealing with aggressive patients/residents, WHMIS and the role and

function of the Occupational Health and Safety Committee. The committee will foster knowledge and compliance with the Occupational Health and Safety Regulations by all staff.

- d) The Employer will provide orientation or in-service which is necessary for the safe performance of work, the safe use of equipment, safe techniques for lifting and supporting patients/residents and the safe handling of materials and products. The Employer will also make readily available information, manuals and procedures for these purposes. The Employer will provide appropriate safety clothing and equipment.
- e) The Occupational Health and Safety Committee may make recommendations on ergonomic adjustments and on measures to protect pregnant employees as far as occupational health and safety matters are concerned.

44.02 Aggressive Residents

When the Employer is aware that a resident has a history of aggressive behaviour, the Employer will make such information available to the employee. In-service and/or instruction in caring for the aggressive resident and on how to respond to a resident's aggressive behaviour will be provided by the Employer. The Employer shall make every reasonable effort to ensure that sufficient staff are present when dealing with such residents. It is understood that this provision is at no cost to the Employer.

44.03 Health and Safety Stewards

The Employer agrees to the operation of a Health and Safety Steward system, for the purpose of performing health and safety investigations pursuant to article 44.01(b). The system shall be governed in the following manner:

- a) Health and Safety Stewards may be appointed by the Union, to a maximum of two (2), who shall be Union representatives on the joint Health and Safety Committee.

- b) The Health and Safety Stewards shall have the right to conduct health and safety investigations under article 44.01(b).
- c) For all other purposes, Health and Safety Stewards shall be treated in the same fashion as Shop Stewards.

44.04 Training and Orientation

- a) No employee shall be required to work on any job or operate any piece of equipment until they have received proper training and instruction.
- b) The Employer shall provide sufficient and adequate training and/or orientation to any employee working in a new or unfamiliar work area or position.
- c) The Employer will provide orientation and/or in-service, and employees will attend such sessions, which is necessary for the safe performance of work including universal precautions, the safe use of equipment, and the safe handling of residents, materials and products. The Employer will also make available information, manuals and procedures for these purposes.

The Employer will provide a minimum of fourteen (14) days' notice of such training sessions. Where the Employer has deemed the training or orientation session to be mandatory, employees shall be granted leave without loss of pay or receive straight-time regular wages while attending such session(s) with a minimum two (2) hours pay.

44.05 Right to refuse Unsafe Work

Employees have the right to refuse to perform unsafe work pursuant to section 3.12 of the Occupational Health and Safety Regulations made pursuant to the *Workers' Compensation Act*.

44.06 Employees' Right-To-Know

- a) The Employer agrees to provide adequate information and training with respect to the Workplace Hazardous Materials Information System (WHMIS).

b) The Employer agrees to comply fully with WHMIS regulations.

44.07 Protective Clothing and Equipment

- a) The Employer shall provide such safety clothing and safety equipment as is required by the WCB Occupational Health and Safety Regulations.
- b) Staff shall be provided with gloves. All such clothing, tools, and equipment shall be maintained and replaced at the Employer's expense.
- c) All such clothing, tools, and equipment shall comply with applicable Workers' Compensation Board regulations concerning same.

44.08 Violence and Respect in the Workplace

The parties recognize that it is important to provide an environment that is properly secure for all those who receive care or work in health care. A safe environment is important for employees and contributes to providing the highest possible standard of care. Employees should expect to work in, and residents should expect to be treated in an environment where the risk of violence is minimized.

44.09 Violence Program

The Employer will establish a violence program or review the existing program where one is in place. This will be done with the Occupational Health and Safety Committee or a subcommittee of that committee. The program will include:

- (a) The development of control measures and guidelines regarding violence prevention.
- (b) An annual report of violence prevention activities which will be posted at the worksite.
- (c) Risk assessments and the reporting of them.
- (d) Ongoing employee education and training.

44.10 Critical Incident Stress Defusing

A workplace critical incident is an event that causes emotional or psychological trauma in people exposed to the incident. It is a sudden, powerful event outside the range of normal experience – and outside of the employee's control.

In the event of a critical incident within the workplace the Employer will make available to employees who have suffered a serious work related, traumatic incident of an unusual nature, on a voluntary basis, access to WorkSafeBC's Critical Incident Response program. Leave to attend such a session will be without loss of pay.

44.11 Communicable Diseases

The Employer agrees to take all necessary safety precautions to deal with the threat of communicable disease, including adequate education of employees concerning the disease, provision and training on proper use of Personal Protective Equipment if appropriate and the provision of any available precautionary treatments consistent with WorkSafeBC regulations. As per the *Workers' Compensation Act* the Employer will keep written records of all employees exposed to infectious diseases.

44.12 Employee Workload

Where the absence of one or more employees may create an unsafe increase in the workload for other employees, the Employer will make every reasonable effort to resolve the matter by:

1. Utilizing casual employees in accordance with the Collective Agreement.
2. The supervisor will discuss the matter and, where appropriate re-order duty priorities with the affected employee(s).
3. Re-assigning work.

The Employer is not required to replace absent employees, but under no circumstances will the prioritizing of duties, the

reassignment of work, or the decision to not replace result in an unsafe increase in workload for other employees.

An employee who believes their workload is unsafe or excessive shall discuss the problem with their immediate supervisor. If the problem is not resolved the employee may seek remedy by referring the safety related workload concern(s) to the Occupational Health and Safety Committee for investigation and recommendations.

44.13 Transportation of Accident Victims

Transportation to the nearest physician or hospital for employees requiring immediate medical care as a result of an on-the-job accident shall be at the expense of the Employer.

44.14 Electronic Monitoring

When the Employer becomes aware of any audio or video surveillance device placed in a resident's room, the Employer will discuss the need for such device's presence with the party who placed the device to see if the reasons for why the device was placed can be relieved. Where the resident or party who placed the device continues to require its placement, they will be advised that the device must be inoperative or covered up when care is being provided by staff.

ARTICLE 45 - VOLUNTEERS

45.01 Volunteer Work

It is agreed that Volunteers have a role in caring for seniors and are an important link to the community being served.

It is further agreed that Volunteers will be supernumerary to established positions in the bargaining unit, and that the use of Volunteers will not result in the lay-off of employees in the bargaining unit; nor will Volunteers be used to fill established positions within the bargaining unit.

It is further agreed that the utilization of Volunteers, as at the date of execution of this Agreement, is consistent with the above.

ARTICLE 46 - PRINTING OF THE AGREEMENT

The Union and the Employer desire every employee to be familiar with the provisions of this Agreement, and their rights and obligations under it. For the term of this Agreement, the Union shall print sufficient copies of the Agreement and the costs shall be shared equally between the parties.

In this Agreement including the printed form thereof, titles shall be descriptive only and shall form no part of the interpretation of the Agreement by the parties or an Arbitration Board.

ARTICLE 47 - VARIATIONS

The general provisions of this Agreement shall have application save and except where specific variations are provided in Attachments to this Agreement.

ARTICLE 48 - SAVINGS CLAUSE

In the event that present or future legislation, in particular new or amended legislation attributable to the Supreme Court of Canada decision relating to Bill 29, the *Health and Social Services Delivery Improvement Act*, renders null and void or materially alters any provision of this Collective Agreement the following shall apply:

- a) The remaining provisions of the Collective Agreement shall remain in full force and effect for the term of the Collective Agreement.
- b) The Employer and the Union shall, as soon as possible negotiate mutually agreeable provisions to be substituted for the provisions so rendered null and void or materially altered.
- c) If a mutual agreement cannot be struck as provided in (b) above, the matter shall be arbitrated pursuant to Article 10 of the Collective Agreement.

ARTICLE 49 - EFFECTIVE AND TERMINATING DATES

49.01 Effective and Terminating Dates

The Agreement shall be effective from April 1, 2021 and shall remain in force and be binding upon the parties until August 31, 2024 and from year to year thereafter unless terminated by either party on written notice served during the month of May 2024.

If notice is not given under subsection (1) by either party ninety (90) days or more before the expiry of the agreement, both are deemed to have been given notice ninety (90) days before the expiry.

49.02 Effective Date of Wages and Benefits

All new wages and benefits shall be effective from the date of ratification unless otherwise specified in this Collective Agreement. Non-compensation changes shall be effective from date of ratification unless otherwise specified in this Collective Agreement.

49.03 It is agreed that the operation of Subsection 2 of Section 50 of the *Labour Relations Code* of British Columbia is excluded from this Agreement.

ARTICLE 50 - CRIMINAL RECORDS CHECK

It is the Employer's responsibility to maintain all records and documents related to an employee's Criminal Record Check. Should the Employer lose, misplace or be unable to locate or produce a submitted criminal records check for an employee covered by this agreement, the full cost of a new Criminal Record will be borne by the Employer.

ARTICLE 51 - CONTRACTING OUT

During the term of the Collective Agreement, the Employer shall not contract out any bargaining unit work that results in the layoff of regular employees within the bargaining unit. No later than one-

***Well Being Services (BHV) Ltd. - Beacon Hill Villa / Hospital
Employees' Union – Apr 1, 2021 to Aug 31, 2024***

hundred-twenty (120) days prior to the expiry date of the Collective Agreement, the Employer shall notify the Union if it intends to contract out any bargaining unit work following the expiry of the Collective Agreement. When the Employer so intends, it will provide the Union with information on the intended contracting out prior to the aforementioned one-hundred-twenty (120) days and will discuss in good faith any suggestions raised by the Union.

APPENDIX A - WAGES

Classification	Hours	Current Hourly Rate
LPN	Start Rate	\$27.47
	Post Probation	\$29.14
	After 1,950 hours	\$30.00
RCA	Start Rate	\$21.22
	Post Probation	\$22.39
	After 1,950 hours	\$24.00
Recreation Level 1	Start Rate	\$20.47
	Post Probation	\$21.64
	After 1,950 hours	\$22.25
Recreation Level 2	Start Rate	\$22.18
	Post Probation	\$23.54
	After 1,950 hours	\$24.25
RN 0-2 Years Experience	Start Rate	\$37.46
	Post Probation	\$39.69
	After 1,950 hours	\$40.85
RN 3-5 Years Experience	Start Rate	\$39.24
	Post Probation	\$41.60
	After 1,950 hours	\$42.82
RN Over 5 Years Experience	Start Rate	\$40.38
	Post Probation	\$42.81
	After 1,950 hours	\$44.06
Cook 1	Start Rate	\$18.98
	Post Probation	\$20.09
Support Services Worker – Dietary	Start Rate	\$17.85
	Post Probation	\$18.00
Support Services Worker – Housekeeping	Start Rate	\$17.85
	Post Probation	\$18.00

**Well Being Services (BHV) Ltd. - Beacon Hill Villa / Hospital
Employees' Union – Apr 1, 2021 to Aug 31, 2024**

Support Services Worker - Laundry	Start Rate	\$17.85
	Post Probation	\$18.00
Lead Hand	Start Rate	\$20.34
	Post Probation	\$20.50

- * No employee on staff as of date of ratification shall receive a wage reduction.
- * An employee on staff as of date of ratification, with a wage rate above the rate in the wage schedule shall receive 50% of all general wage increases (G.W.I.'s) until the new wage rate for their classification meets or exceeds their existing wage rate.

The parties acknowledge they have not entered into wage rate negotiations due to the presence of the government imposed Single Site Order and Wage Levelling.

CASUAL ADDENDUM

1. (a) A casual employee is one who is not regularly scheduled to work but is employed to relieve vacancies for vacation, sick leave, education, maternity, union business and other time off regulated under the collective agreement in the regular schedule as required by the Employer or to perform emergency or non-reoccurring or irregular short term relief work as required by the Employer, provided that a casual employee shall not be used for a period in excess of sixty (60) calendar days in any one position. Casual employees shall accumulate seniority on an hourly basis.
 - (b) Regular part-time and casual employees shall be called for work in order of their seniority, except that the Employer shall first offer regular part-time employees the opportunity to extend a partial shift to a full shift. The Employer will make every effort to assign blocks of shifts to registered employees.
 - (c) The probationary period for casual employees shall be four-hundred-and-fifty (450) hours worked, not to exceed six (6) months.
 - (d) Post probationary casual and part-time employees with less than the required eligibility for benefits, have the option of enrolling in the Extended and Dental plans at the expense of the employee. Casual and part-time employees choosing this benefit option must enroll in both the Extended Health and Dental benefit plans.
 - (e) Casual employees who withdraw from the plans will not be entitled to enroll for a period of six (6) months.
2. (a) Part-time employees may register for casual work in accordance with the Casual Addendum. For the purpose of casual call-in, part-time employees are not eligible for any casual shift hours that overlap with their regular shifts or which would result in daily or weekly overtime.
 - (b) Part-time employees will be placed on the casual registry in accordance with their seniority.

- (c) Regular employees (who have not been laid off) may transfer to casual status but shall be restricted from applying on regular postings for a period of three (3) months, unless there is a change in the full-time equivalent (FTE) of ten percent (10%) or more the position they most recently transferred out of.
3. (a) Regular part-time and casual employees shall submit in writing, by the first day of each month, their availability for the following month. The Employer shall only be obliged to call an employee for those days and shifts which the employee has identified as available. Casual employees who have not been available for work for three (3) consecutive months may have their employment terminated. The Employer will send a letter to the employee and the Union informing the employee of their removal from the list.
- (b) All hours worked by part-time regular employees accumulate for the purposes of sick leave and all benefits.
- (c) A casual employee may become a regular employee only by successfully bidding into a permanent vacancy in respect of which there is no present regular incumbent.

4. Call In

Employees on the casual list shall be called in to work as follows:

- a) When a vacancy arises and there are three (3) hours or less before the start of the shift (or first shift of a block of shifts) to be filled, the shift shall be filled at the discretion of the Employer without having to consider seniority. In the case of a block of shifts, the remainder of the block (less the first shift) shall be called out in order of seniority.
- b) Where a vacancy arises and there is more than three (3) hours before the start of the shift to be filled, the shift shall be called out in order of seniority.

- c) The Employer shall call by telephone, cellular phone, or other digital means only those employees designated as available for the shift or block of shifts being assigned.
- d) For each available shift or block of shifts, only one call need be made to any employee provided that the telephone is permitted to ring a minimum of five (5) times.
- e) In the event of a busy signal the casual employee will be recalled in two minutes and, if the telephone is still busy, the next person on the list shall be called.
- f) In the event that a pager number is called or an answering machine or voice mail is in place, a message will be left relaying the date, day, and time of the call. If the message is not returned within two (2) minutes the next person on the list will be called.
- g) If an employee fails to answer or declines the offer, the next person on the list shall be called.
- h) If an employee returns a call from a message left and the shift remains unfilled, the shift shall be offered to that employee.
- i) All calls shall be recorded in a log which shall show the time the vacancy became known, the name of the employee called, the time the call was made, the job required to be done, whether the employee accepts or declines the offer of work, or fails to answer the telephone, and the signature of the person who made the call. The record of calls will be maintained. In the event of a dispute the Union shall have reasonable access to the log and shall be entitled to make copies.
- j) The seniority list for call in shall be updated every three (3) months commencing January 1, 2010. Time accumulated in a current period shall not be reckoned until the next adjustment date. Within fifteen (15) days of each adjustment date the Employer shall provide the Union a revised copy of the call in seniority list.
- k) Casual employees hired after a seniority adjustment date shall be added to the list in the order that they were hired.

- l) A casual employee who accepts an assignment shall be deemed to have the same obligation to fulfil the assignment as a regular employee.
- m) By mutual written agreement between the Employer and the Union designate, an employee may be contacted by alternate means of communication. Where the Employer and the designate execute such an agreement, the agreement will also address the amount of time the employee will have in which to respond to a call.

5. Electronic Call In

Employee on the casual list shall be called to work in order of seniority as follows:

- The Employer shall contact those employees designated available for the shift or block of shifts being assigned but may also contact others who might be available notwithstanding their availability form, if the shift(s) cannot be otherwise filled.
- Contact may be made either by telephone, text message, email or other electronic means of communication. Employees will indicate their preferred method of contact (one contact), and that preferred method will be utilized.
- Where the electronic communication is utilized, notice may be sent to several employees simultaneously. The notice will indicate the details of the available work, and the timeline for reply.
- Where electronic communication is utilized the following response times shall apply:

**Well Being Services (BHV) Ltd. - Beacon Hill Villa / Hospital
Employees' Union – Apr 1, 2021 to Aug 31, 2024**

<u>Rule Name</u>	<u>Minimum Days Shifts is in Future</u>	<u>Maximum Days Shift is in Future</u>	<u>Time Open for Application</u>
<u>Today</u>	<u>0</u>	<u>0</u>	<u>15 minutes</u>
<u>Tomorrow</u>	<u>1</u>	<u>1</u>	<u>30 minutes</u>
<u>2-6 days</u>	<u>2</u>	<u>6</u>	<u>6 hours</u>
<u>7-10 days</u>	<u>7</u>	<u>10</u>	<u>1 day 12 hours</u>
<u>11-29 days</u>	<u>11</u>	<u>29</u>	<u>2 days</u>
<u>30-60 days</u>	<u>30</u>	<u>60</u>	<u>5 days</u>
<u>61-91 days</u>	<u>61</u>	<u>91</u>	<u>1 week</u>
<u>92-180 days</u>	<u>92</u>	<u>180</u>	<u>1 week 3 days</u>

- i) Shift(s) shall be awarded to the senior employee who responds confirming they will take the shifts or block of shifts within the time limits stated above.
- ii) If an employee is at work they must be canvassed at work or shall be allowed to carry a cell phone, set on vibrate, and used solely for the purpose of shift scheduling providing it does not affect patient care.
- iii) Shifts awarded for 0-6 days will be confirmed via call/text/email based on employee preferred method of notification.
- iv) Shifts awarded 7+ days in advance (pre-booking) will be confirmed through email only.

A record of calls or electronic communications will be maintained.

The seniority list for call-in shall be updated quarterly, commencing July 1. Time accumulated in a current period shall not be reconciled until the next adjustment date. Within two (2) weeks of each adjustment date the Employer shall provide the union a revised electronic copy of the call-in seniority list.

Casual employees hired after a seniority adjustment date shall be added to the list in the order that they were hired.

A casual employee who accepts an assignment shall be deemed to have the same obligation to fulfill the assignment as a regular employee.

If concerns arise over the call-in process, and in particular, the use of electronic communication, the parties will meet to discuss and resolve those concerns. Both parties agree the call-in process should be both efficient and provide eligible employees with a reasonable opportunity to claim available shifts.

6. Casuals Accepting Shifts

A casual employee who has already accepted a shift on a workday is not eligible for further callouts on that workday.

7. Casual Appointment and Availability

a) Casual employees are expected to work a minimum of 225 hours in a calendar year. A casual employee may be removed from the casual list and their employment may be terminated if they fail to work 225 hours in a calendar year. A casual employee shall be exempted from this requirement where the Employer has not offered the casual employee 225 hours over the course of a calendar year. A casual employee shall be afforded the opportunity to rebut such presumption and demonstrated that there was an acceptable reason or circumstances outside their control for not having worked the required hours.

b) Mid-way through the calendar year, a casual employee who has worked fewer than 225 hours to that point in the year will be notified in writing of the number of hours so far worked in that year.

c) All casual employees shall receive a letter of appointment immediately upon recruitment specifically confirming their employee status and their classification. This letter shall also confirm the casual employee's intended days and times of availability for work of a casual nature at the time

of hire, and that casual employees are required to fill in availability forms monthly according to the Collective Agreement. The letter shall specifically that in order for the casual employee to maintain employment, the casual employees shall work a minimum of 225 hours over any calendar year, pro-rated for partial years of active employment.

By April 1, 2023, following the signing of the Collective Agreement, casual availability shall be confirmed for current employees in writing which will include the minimum hour requirement.

8. The parties agree that all terms of the Collective Agreement will apply to casual employees except where modified by the following specific provisions.

9. Casual Call in Process

Consecutive days off (for casual and part-time permanent employees only):

- Where possible, when scheduling staff who are working regularly daily full shift hours or less, in an eight (8) day period, the employee will be scheduled for two (2) consecutive days off.
- The counting of shifts for the eight (8) day period RESTARTS following any break of two (2) or more consecutive days in the schedule. The first shift worked following the break will be counted as day one (1) in the eight (8) day count.

Hours of Work

Article 19.01(b) shall not be applicable to casual employees or to casual shifts worked by regular part-time employees.

Wages

Casual employees shall be paid the probationary rate until they

have completed the probationary period of four-hundred-and-eighty-eight (488) hours worked. No current casual employee will have their wage reduced as a result of this Article.

Benefits

Casual employees will receive 6% in lieu of benefits each pay day.

Vacation Pay

Casual employees are entitled to vacation pay at the rate of 4% of gross pay to be paid each pay day.

Statutory Holiday Pay

Casual employees are entitled to statutory pay at a rate of 4.8% of gross pay to be paid each pay period.

Paid and Unpaid Leave

Casual employees are not entitled to paid or unpaid leaves.

Block Booking

Between February 15 and March 31 (vacation request period per Article 26.03), the Employer will make every effort to block book casuals for pre-scheduled vacations for regular employees.

Layoff and Recall

Casual employees may be laid off from the casual list in the inverse order of their seniority where it becomes necessary to reduce the work force due to economic circumstances. Laid off casual employees shall retain their seniority for one (1) year subject to which they shall be reinstated to the casual list in the order of their seniority when it becomes necessary to expand the work force.

Casual employees are entitled to all benefits of this agreement except the following:

Article 18 – Layoff and Recall

***Well Being Services (BHV) Ltd. - Beacon Hill Villa / Hospital
Employees' Union – Apr 1, 2021 to Aug 31, 2024***

Article 19.01 – Scheduling Provisions

Article 27 – Bereavement Leave

Article 28 – Sick Leave

Article 30.02 – Unpaid Leave Affecting Seniority and Benefits

Article 30.03 – Unpaid Leave after Three Years of Service

Article 33 – Health Care Plans

MEMORANDUM OF AGREEMENT #1

BETWEEN

WELL BEING SENIOR SERVICES LTD. (BHV)

AND

HOSPITAL EMPLOYEES' UNION (HEU)

Re: JOB SHARING

The Parties agree to a Job Sharing process during this Collective Agreement, as follows:

Preamble

1. Job Sharing shall only be possible when an employee holding a single full-time position has requested it.
2. There will not be any increased cost to the Employer, including benefit costs.
3. The decision and approval for any job share request is at the sole discretion of the Employer.
4. Each job share arrangement shall be subject to a specific written and signed agreement between the Employer and the Union.
5. This Memorandum of Agreement and any job share arrangements or decisions shall not be subject to the grievance procedure.

Participation

6. Any employee may request a job sharing arrangement in writing to the Employer and the Union.
7. If the Employer is willing to consider this request, a notice for an expression of interest will be posted and employees may apply to be considered for the job share arrangement.
8. If more than one qualified employee, as per Article 14.01, expresses an interest, then seniority shall apply.

9. There shall be a trial period of thirty (30) calendar days to ensure the job share will be successful. Any vacancy created by the job share, shall not be posted until the completion of the trial period.
10. Where a vacancy is created as a result of an employee being successful in a job share, the vacancy shall be treated in accordance with the Collective Agreement.
11. A shared position shall in all respects, with the exception that it is held by two individuals, be treated as though it is a single position with regard to scheduling and job descriptions.
12. Job share partners shall relieve for each other for all scheduled absences including annual vacation.

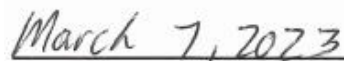
Terminating the Job Share Arrangement

13. Either employee participating in the job share arrangement or the Employer may cancel the job share arrangement for any reason with thirty (30) days' notice.
14. The original owner of the full-time regular job being shared, shall have the first opportunity to revert back to that job. After which the job will be posted.
15. If the original owner chooses to take back their full-time job, the remaining job share employee may post into a vacancy in accordance with Article 14.01, or revert to casual status or resign.
16. There are no bumping rights in the job sharing arrangement.

**SIGNED ON BEHALF OF
THE UNION:**



Janine Brooker
HEU Negotiator




Date Signed

**SIGNED ON BEHALF OF
THE EMPLOYER:**



Sean Steele
Negotiator



Date Signed

MEMORANDUM OF AGREEMENT #2

BETWEEN

WELL BEING SENIORS SERVICES LTD. (BHV)

AND


HOSPITAL EMPLOYEES' UNION

Re: Hours of Work – Cooks


The parties agree that the following shall govern the hours of work for the Cooks:

The hours of work for Cooks covered by this agreement will be ten (10) hours per day, exclusive of unpaid meal periods. Overtime shall be paid to Cooks for work performed in excess of an average of 37.5 hours of work per week over a two week period of time or any work performed in excess of ten (10) hours per day.

**SIGNED ON BEHALF OF
THE UNION:**



Janine Brooker
HEU Negotiator




Date Signed

**SIGNED ON BEHALF OF
THE EMPLOYER:**



Sean Steele
Negotiator



Date Signed

MEMORANDUM OF AGREEMENT #3

BETWEEN

WELL BEING SENIORS SERVICES LTD. (BHV)

AND

HOSPITAL EMPLOYEES' UNION

RE: Rates of Pay

The parties acknowledge they have not entered into wage rate negotiations due to the presence of the government imposed Single Site Order and Wage Levelling. The parties further agree that should the single site levelled up wage rates be terminated by the government prior to the Collective Agreement expiring, the parties will meet to discuss wage rates. The parties may agree to re-open the Collective Agreement however, no other article of the Collective Agreement will be subject to the wage re-opener negotiations, unless mutually agreed to by the parties.

If the parties have agreed to enter wage rate negotiations and are unsuccessful in reaching agreement on wage rates, the issue will be referred to interest arbitration. If the parties are unable to agree on a mutually acceptable interest arbitrator, one will be appointed by the Collective Agreement Arbitration Bureau (CAAB) at the request of either party.

**SIGNED ON BEHALF OF
THE UNION:**



Janine Brooker
HEU Negotiator

March 7, 2023

Date Signed

**SIGNED ON BEHALF OF
THE EMPLOYER:**



Sean Steele
Negotiator

May 1/23

Date Signed

MEMORANDUM OF AGREEMENT #4

BETWEEN

WELL BEING SENIORS SERVICES LTD. (BHV)

AND

HOSPITAL EMPLOYEES' UNION

RE: Job Title Review

Whereas: The Employer and Union have reached a settlement agreement that it is a Common Employer for labour relations purposes.

Whereas: The parties have different, and multiple job titles currently listed in the Collective Agreements for positions across the Common Employer. These are outlined in the attachment to this MOA.

Whereas: The parties agree that there is benefit to having consistent job titles for describing similar positions with comparable scopes of duties in different sites of the Common Employer.

Therefore: The parties agree that a committee will be established, within sixty (60) days from the date of ratification, to standardize position titles in different sites where the positions are performing the same or similar duties, and add or delete or amend position titles as required. This can include referring to existing job descriptions in the different sites for the purposes of determining comparability of duties.

And further: The committee will be comprised of four (4) members representing the Union, and four (4) members representing the Employer.

**Well Being Services (BHV) Ltd. - Beacon Hill Villa / Hospital
Employees' Union – Apr 1, 2021 to Aug 31, 2024**

Additional representatives of the Union and Employer can act as resources to the committee in its review.

This Memorandum will be only renewed if its review remains incomplete.


**SIGNED ON BEHALF OF
THE UNION:**



Janine Brooker
HEU Negotiator
May 20, 2023

Date Signed

**SIGNED ON BEHALF OF
THE EMPLOYER:**



Sean Steele
Negotiator
May 1/23

Date Signed

MEMORANDUM OF AGREEMENT #5

BETWEEN

WELL BEING SENIORS SERVICES LTD. (BHV)

AND

HOSPITAL EMPLOYEES' UNION

RE: Vacation Selection

The Union and Employer recognize the value of a process for employees to request their preferred vacation periods in which employees are able to see the periods requested by other employees.

The parties agree that determining the best implementation of the common process by each site will be made between the local representatives of the Union and Employer for that site.

Nothing in this MOA or any local process absolves the Employer of the responsibility to review and approve employee requests for vacations subject to operational requirements.

**SIGNED ON BEHALF OF
THE UNION:**

**SIGNED ON BEHALF OF
THE EMPLOYER:**



Janine Brooker
HEU Negotiator



Sean Steele
Negotiator

March 7, 2023

Date Signed

May 1/23

Date Signed

MEMORANDUM OF AGREEMENT #6

BETWEEN

WELL BEING SENIORS SERVICES LTD. (BHV)

AND

HOSPITAL EMPLOYEES' UNION

RE: Multi-Site Posting Pilot Project

During negotiations, the Parties discussed their respective concerns regarding the above-captioned matter. As a result of these discussions, the Parties hereby agree to implement a Pilot Project to trial a Multi-Site Job Posting system procedure as follows. This Pilot Project is specific to the Employers listed as a Common Employer in the 2020 Settlement Agreement between the parties.

Definitions:

Home site – is that Employer site or facility at which an employee is employed and where an employee earns and maintains seniority.

New site – is the Employer site or facility to which an employee relocates following successful application on a posting and at which the employee will now earn and maintain seniority.

Posting – for the purposes of this Pilot Project means notice of a regular vacancy.

Vacancy – for the purpose of this Pilot Project means a regular position the Employer requires to be filled.

Service seniority – service seniority means the length of continuous service as an employee within the Common Employer.

Site seniority – means that length of continuous service as an employee at a specific Employer site, in which an employee earns and maintains seniority.

Entitlements and banks – are as outlined in Schedule A to this memorandum.

Vacancies and newly created positions shall be posted pursuant to the relevant Job Posting and Applications Article of the Collective Agreement at all sites simultaneously internally and externally, and all members of the Common Employer will have the right to apply in writing.

Where an employee is applying for a posting/position that is not located at their Home site, they must do so through the external posting process of the Common Employer.

Current employees at a site shall have first rights to fill a posting/position at that site.

Only after all the qualified applicants at the site where the position originated have been considered and the posting/position has been left unfilled shall the applicants from other sites of the Common Employer be considered prior to the posting/position being filled externally from outside the Common Employer.

Once an employee is successful in the bidding process the new site will become the employee's home site. Employees shall transfer into the new site with all service seniority, entitlements and banks. Site seniority for the employee at the home site will be maintained, and the employee will commence earning seniority at the new site. Total seniority earned and maintained in accordance with Common Employer Collective Agreements is the employee's Service Seniority. All other provisions of the Collective Agreement in effect at the new site shall apply to the employee.

Transferring employees must complete their three (3) month qualifying period in the new position at the new site before they are able to post into alternate positions within the new site.

In no instance during the qualifying period shall such an employee lose seniority or perquisites. However, if a regular employee has been transferred and during the three (3) month period is found to be unsatisfactory in the new position, then the transferred employee shall be returned to their former job and increment step before the transfer took place, without loss of seniority, and any other employee hired or transferred because of the rearrangement of jobs, shall be returned to their former job and pay rate without loss of seniority and accrued perquisites.

An employee who requests to be relieved of a transfer during the qualifying period in the new job shall return to the employee's former job at their home site without loss of seniority or perquisites on the same basis as outlined above.

Employees of the Common Employer may apply to transfer to a casual list at any Common Employer site provided the employee is qualified and capable of performing the work for the casual classification for which they are applying and provided the receiving site requires additional casual employees.

It is understood and agreed that the above Pilot Project is entered into by the Parties to this Agreement on a trial basis for a period of twenty-four (24) months following ratification and it will be subject to extension thereafter by agreement of the parties.

During the Pilot Project the parties will meet regularly.

During the life of this Pilot Project the Parties agree to meet regularly and not less than every six (6) months to discuss any issues that may arise. By mutual agreement the parties shall have the ability to make adjustments to the language of the Pilot Project. A joint committee comprising of three (3) representatives

**Well Being Services (BHV) Ltd. - Beacon Hill Villa / Hospital
Employees' Union – Apr 1, 2021 to Aug 31, 2024**

of the Employer and three (3) representatives of the Union will be established to conduct these discussions.

**SIGNED ON BEHALF OF
THE UNION:**



Janine Brooker
HEU Negotiator

March 7, 2023
Date Signed

**SIGNED ON BEHALF OF
THE EMPLOYER:**



Sean Steele
Negotiator

May 1/23
Date Signed

SCHEDULE A

Multi-Site Posting Pilot Project

For the purpose of this Pilot Project, entitlements and banks are:

Wages

Service seniority shall be recognized for salary administration and the employee shall proceed in the new site to the increment step commensurate with their seniority.

Annual Vacation

Vacation entitlement earned at the home site shall be credited to the employee, and vacations granted at the new site shall be calculated using such previous entitlement.

Sick Leave Bank

Where an employee has accumulated a sick leave bank, the employee shall be credited with any unused accumulation of sick leave from their home site, up to a maximum entitlement at the new site and shall be entitled to sick leave in accordance with the provisions of the Collective Agreement at the new site.

Overtime banks are not part of this Pilot Project. Where such banks exists, these will be paid out by the home site on transfer of the employee to the new site.

**SIGNED ON BEHALF OF
THE UNION:**



Máire Kirwan
Coordinator of Private Sector



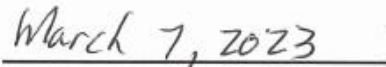
Janine Brooker
HEU Negotiator



Cherry Moss
Bargaining Team Member



Dana Lynn Fantillo
Bargaining Team Member



Date Signed

**SIGNED ON BEHALF OF
THE EMPLOYER:**



James Liebenberg
President



Sean Steele
Negotiator



Date Signed