

COLLECTIVE AGREEMENT

BETWEEN

Health P.E.I.

AND

The Canadian Union of Public Employees
(Locals 805, 1051, 1778, and 1779)

April 1, 2020 - March 31, 2023

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ARTICLE 1 - PREAMBLE

It is the purpose of both parties to this Agreement:

- 1.1 To maintain and improve harmonious relations and settle conditions of employment between the Employer and the Bargaining Unit.
- 1.2 To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment and service.
- 1.3 To encourage efficiency in operation.
- 1.4 To promote the morale, well-being and security of all employees in the bargaining unit.
- 1.5 It is desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in a collective agreement.

ARTICLE 2 - APPLICATION OF AGREEMENT

- 2.1 This Agreement applies to and is binding upon the Employer and its delegates and agents, and the Canadian Union of Public Employees Locals 805, 1051, 1778 and 1779.

ARTICLE 3 - DEFINITIONS

- 3.1 "Bargaining Unit" means the employees covered by all the certification orders of the Canadian Union of Public Employees Locals 805, 1051, 1778 and 1779.
- 3.2 "Casual Employee" means one who is employed occasionally or intermittently on a non-scheduled basis.
- 3.3 "Classification" means the position an employee holds, as listed in Appendix "A" of this Agreement.
- 3.4 (a) "Department" means a branch of health care services organized on a service basis as defined by the Employer.

(b) "Work Site" means a particular facility within the Employer.

(c) "Work Unit" means a division of services within a particular facility.
- 3.5 "Employee" means any person in the bargaining unit who is employed by the Employer for remuneration.
- 3.6 "Employer" means Health PEI.

- 3.7 "Local" means the employees covered by one of the certification orders - i.e. Local 805; Local 1051; Local 1778 or Local 1779.
- 3.8 "Permanent Employee" is an employee who has been in the employ of the Employer in the Bargaining Unit covered by this Agreement and who is working the regularly scheduled hours of work established as per Article 22 and has completed the probationary period.
- 3.9 "Permanent Part-Time Employee" is a person who works less than the fully prescribed hours of work on a recurring and regularly scheduled basis and who has completed the probationary period and is entitled to all the benefits of this Agreement on a pro rata basis.
- 3.10 "Probationary Employee" means a person as defined in Article 3.8 and 3.9 who has not completed the probationary period.
- 3.11 "Promotion" means an appointment by the Employer of an employee from one classification to another classification for which the employee gains greater satisfaction.
- 3.12 "Seniority" is the length of service with the Employer in a specific Local and is to be applied within the Local where the seniority is earned only, unless otherwise specified in the Collective Agreement, and includes service with the previous Regional Employer(s) prior to the creation of the present Health PEI, except as defined in Article 19.3, from the last date of hire for a permanent employee and pro-rated for a permanent part-time employee.
- 3.13 "Shift" means the normal consecutive working hours scheduled for each employee which occur in any 24-hour period. In each 24-hour period there will normally be three shifts; day, evening, and night. The first shift of each day shall be the night shift. Any shift commencing at or after 5 a.m. and before 11 a.m. shall be the day shift.
- 3.14 "Shift Schedule" means a written statement setting forth the days and hours upon which employees are required to work.
- 3.15 "Temporary Employee" means a person who is employed to work for a specified period of time to fill a position which is vacant, due to the absence of a permanent employee through illness, accident, vacation, approved leave of absence or as otherwise mutually agreed between the Local and the Employer. Any position occupied by a temporary employee shall be assumed by the holder of the permanent position on **their** return to duty. If the position for which the temporary employee was hired becomes vacant, it shall be posted in accordance with Article 20 of the Agreement. Vacancies of this nature shall be posted immediately upon it becoming known that the incumbent to the position will not be returning to the position. The temporary employee shall have all rights and privileges of the Collective Agreement except seniority (except as provided in Article 56.2). Should the temporary employee apply for and obtain a permanent position in the same

classification as that which the temporary employee is filling, and in the same department, worksite and work unit then **their** seniority shall be credited to the original date of hiring into the temporary position, as long as **their** employment has been on a continuous basis during the time period under consideration. Temporary employees will be chosen in accordance with Article 56 - Temporary Replacements.

- 3.16 "Week-end" shall mean Saturday and Sunday.
- 3.17 "Shall" is imperative and "May" is permissive.
- 3.18 Words in the singular include the plural and words in the plural include words in the singular.
- 3.19 Spouse means a person:
- (a) to whom an employee is legally married; or
 - (b) with whom an employee has been living with for at least twelve (12) months as a couple.

ARTICLE 4 - PROBATIONARY PERIOD

- 4.1 Probationary period shall be the period of four hundred eighty-seven and one half (487.5) hours worked from date of hiring in a permanent or permanent part-time position in the classification and department where the position exists. Upon completion of the probationary period, seniority shall be effective from the original date of hire in the permanent or permanent part-time position.
- 4.2 The probationary period may be extended beyond the four hundred and eighty-seven and one-half (487.5) hour limit. Written notice will be given to the employee, with a copy to the Local President, prior to the expiry date of this extension of the probationary period. Such extension shall not exceed two hundred (200) hours worked and shall not be renewable.
- 4.3 During their probationary period, employees shall benefit from all of the provisions of this Collective Agreement, except in respect to discharge.

ARTICLE 5 - PAYMENTS AND BENEFITS OF PART-TIME AND CASUAL EMPLOYEES

- 5.1 Permanent and part-time employees shall be paid at the wage and salary rates designated in Schedule "A" for their classifications.
- 5.2 If a temporary or permanent vacancy exists, then a permanent part-time employee who has completed **their** probationary period may apply for a position on the

permanent staff, and shall be given preference in accordance with Articles 19 and 20. If the permanent position is within the same classification and department, no further trial period shall be required.

- 5.3 Permanent part-time employees shall be entitled to an increment increase in salary step upon completion of each 1950 hours of work, provided **they have** not reached the maximum rate of pay for that classification.
- 5.4 Permanent part-time employees shall accumulate vacation and holiday benefits for periods of six (6) months before they may take advantage of the benefits accrued. Accumulated sick leave shall be used as required.
- 5.5 A casual employee shall be paid at an hourly rate which is twelve percent (12%) greater than the first step in the classification for which **they are** employed. This calculation allows for pay in lieu of statutory holidays and vacation.

ARTICLE 6 - RECOGNITION

- 6.1 The Employer recognizes the Canadian Union of Public Employees and its Locals 805, 1051, 1778 and 1779 as the sole and exclusive Collective Bargaining Agent for all of its employees covered by the Certification Orders and hereby agrees to negotiate with the Bargaining Unit, or any of its authorized Committees, concerning all matters affecting the relationship between parties, aiming towards a peaceful and amicable settlement of any differences that may arise between them.
- 6.2 No employee shall be required or permitted to make a written or verbal agreement with the Employer or Employer Representative which may conflict with the terms of this Collective Agreement.
- 6.3 Work of the Local Union

Persons whose jobs are not in the Local shall not work on any jobs which are included in the Local, except in cases mutually agreed upon by the parties.

ARTICLE 7 - RESPONSIBILITY FOR CONTINUANCE OF OPERATIONS

- 7.1 The Bargaining Unit agrees that during the life of this Agreement there shall be no strikes, suspension or slowdown of work, picketing or any other interference with the Employer's business and to this end the Bargaining Unit will take affirmative action to prevent any employee covered by this Agreement from going on strike or suspending or slowing down **their** work or picketing, or otherwise interfering with the Employer's business.
- 7.2 The Employer agrees that there shall be no lockout of employees during the life of this Agreement.

- 7.3 (a) The Bargaining Unit agrees to co-operate with the Employer in securing punctual and regular attendance at work, and to do all in its power to eliminate tardiness and absenteeism.
- (b) Except where permission has been obtained from the Deputy Minister or designate or otherwise provided for in this Collective Agreement, the Bargaining Unit agrees that no form of Bargaining Unit or Local activity shall take place during the hours of work of the employee concerned.

ARTICLE 8 - MANAGEMENT RIGHTS

- 8.1 The Bargaining Unit recognizes that it is the right of the Employer to exercise the regular and customary function of management and to direct the working forces, subject to the terms of this Agreement. The question of whether any of these rights is limited by this Agreement shall be decided through the grievance and arbitration procedure.

ARTICLE 9 - NO DISCRIMINATION

- 9.1 The Employer agrees that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employee in the matter of hiring, wage rates, training, up-grading, promotion, transfer, layoff, recall, discipline, classification, discharge or otherwise by reason of **disability**, age, race, creed, color, **ethnic or** national origin, political or religious affiliation, sex, **sexual orientation, gender expression, gender identity, family status** or marital status, place of residence, **source of income of any individual or class of individuals**, nor by reason of **their** membership or activity in the union, or any other reason.

ARTICLE 10 - UNION SECURITY AND CHECK-OFF OF DUES

- 10.1 The Employer agrees to deduct union dues on a bi-weekly basis as directed by the Local from all employees covered by this Agreement and such deductions constitute a condition of employment.
- 10.2 The sums deducted pursuant to Article 10.1 shall be remitted to the Treasurer of the Local prior to the 15th of the month following the month in which the deductions were made. The Local will keep the Employer advised of the name and address of the Treasurer and the amount of dues from time to time as changes occur. The Employer shall, within sixty (60) days of the signing of this Agreement, provide each Local with a list of those employees from whom deductions have been made. The monthly payment of deductions made shall be accompanied either by a full list of employees affected or a list giving additions and deletions. A full list shall be provided to each Local at least every six (6) months.

- 10.3 The Bargaining Unit agrees to indemnify and save the Employer harmless from any liability or action arising out of the operation of this Article.
- 10.4 The Employer shall include the amount of union dues paid by each union member in the previous year on Income Tax (T-4) slips.
- 10.5 The Employer shall forward to each Local by the 31st of January of each year a list of all employees' names, addresses and phone numbers.

ARTICLE 11 - PRECEDENCE OF LEGISLATION

- 11.1 In the event that any law passed by the Legislature of the Province applying to employees covered by this Agreement renders null and void, any provisions of this Agreement, the remaining provisions of the Agreement shall remain in effect for the term of this Agreement. Either party may request the negotiation of a new provision by giving written notice to the other party within sixty (60) days of the law being proclaimed. Should such negotiations fail to achieve agreement, the parties hereby agree to binding arbitration.

ARTICLE 12 - THE EMPLOYER AND THE UNION SHALL ACQUAINT NEW EMPLOYEES

- 12.1 As soon as reasonably possible after the signing of the contract, the Employer shall provide the bargaining unit with sufficient copies of the Collective Agreement for circulation to the membership. The distribution of the copies of this Agreement shall be carried out by the union.
- 12.2 The cost of printing this Agreement in numbers sufficient for distribution to each party shall be borne equally by the Employer and the Bargaining Unit. The Bargaining Unit shall not receive less than one thousand (1,000) copies.
- 12.3 The Employer agrees to acquaint new employees with the fact that a Collective Agreement is in effect and with the conditions of employment set out in Article 10.0, dealing with union security and dues check-off.
- 12.4 On commencing employment, the employee's immediate supervisor shall introduce the new employee to **their** Local Steward or Representative. The Local Steward or Representative will provide them with a copy of the Collective Agreement.

ARTICLE 13 - CORRESPONDENCE

- 13.1 All correspondence between the parties, arising out of this Agreement or incidental thereto, shall pass to and from the Deputy Minister or Delegate of the Employer and the Secretary of the Local except in the case of Grievance Procedure.

- 13.2 The Local shall provide the Employer with a current list of Local Officers on an annual basis and the list will be updated by the Local in the event the list of Officers changes.

ARTICLE 14 - PROVINCIAL LABOUR RELATIONS COMMITTEE

14.1 Establishment of Provincial Labour Relations Committee

A Provincial Labour Relations Committee shall be established consisting of four (4) representatives from the Locals, one representative from each Local. The Employer shall be equally represented on this Committee. This Committee shall enjoy the full support of both parties in the interests of improved service to the public and job security for the employees.

14.2 Function of Committee

The committee shall concern itself with the following general matters:

- (a) Considering constructive criticisms of all activities so that better relations shall exist between the Employer and the employees.
- (b) Improving and extending services to the public.
- (c) Reviewing suggestions from employees, questions of working conditions and services (but not grievances concerned with service).
- (d) Correcting conditions causing grievances and misunderstandings.

14.3 Meetings of Committee

The Committee shall meet at least quarterly, or at the call of the Chairperson. The Provincial Committee members shall suffer no loss of wages or benefits while attending meetings of the Provincial Labour Relations Committee. Travel and meal costs shall be the responsibility of the Local which each Representative is from.

14.4 Chairperson of the Meeting

An Employer and a Representative chosen by the Locals shall be designated as joint Chairpersons and shall alternate in presiding over meetings.

14.5 Minutes of Meetings

Minutes of each meeting of the Committee shall be prepared and signed by the joint Chairpersons as promptly as possible after the close of the meeting. The Local, their Representative and the Employer shall each receive two (2) signed copies of the minutes within seven (7) days following the meeting.

14.6 Jurisdiction of Committee

The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Collective Agreement. The Committee shall not supersede the activities of any other Committee of the Bargaining Unit or Local or of the Employer and does not have the power to bind either the Bargaining Unit or Local or its members or the Employer to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Local and the Employer with respect to its discussions and conclusions.

14.7 The Employer shall allow the members of the Committee to attend the Annual Prince Edward Island Labour Management Relations Conference. The Provincial Committee members shall suffer no loss of wages or benefits while attending this conference.

ARTICLE 15 - EMPLOYER - EMPLOYEE BARGAINING COMMITTEE

15.1 C.U.P.E. Provincial Council of Regional Health Employees Unions - Bargaining Committee

The Council's Provincial Bargaining Committee shall be appointed by the Locals and consist of not more than eight (8) members. The C.U.P.E. Council of Unions will advise the Employer's Bargaining Committee of the Locals' nominees to the Committee.

15.2 Time Off for Meetings

Any representative of the C.U.P.E. Council's Provincial Bargaining Committee, who is in the employ of the Employer, shall have the right to attend all bargaining meetings with the Employer held within working hours without loss of remuneration or benefits.

15.3 Education

(a) The Employer recognizes that education is a continuing process. Accordingly, the Employer shall allow the Bargaining Unit or Local to sponsor education functions such as seminars, workshops, and lectures to be held on the Employer's premises, if space is available during the employee's lunch period or following the regular work day.

(b) Development and Training Fund

The parties agree that a Joint Committee will administer the Development and Training Fund.

The Employer agrees that the Union can appoint two (2) representatives to

serve on this committee.

The Employer shall provide an annual contribution of \$20,000.00 (twenty thousand dollars). These annual contributions shall be in addition to the normal established training funds provided by each Employer for mandatory and other Employer initiated training.

15.4 The Employer shall not bargain with or enter into any agreement with an employee or group of employees in the Bargaining Unit or Local. No employee or group of employees shall undertake to represent the Bargaining Unit or Local at meetings with the Employer without the proper authorization of the Bargaining Unit or Local. In representing an employee or group of employees, an elected or appointed representative of the Bargaining Unit or Local shall be the Spokesperson. In order that this may be carried out, the Bargaining Unit and Locals will supply the Employer with the names of its officers. Likewise, the Employer will supply the Locals with a list of its supervisory personnel with whom the Bargaining Unit or Locals may be required to transact business.

15.5 Function of Bargaining Committee

All matters pertaining to performance of work, operational problems, rates of pay, hours of work, collective bargaining, and other working conditions shall be referred by the Provincial Council's Bargaining Committee to the Employer for discussion and settlement.

15.6 Representative of Canadian Union

The Bargaining Unit or Local shall have the right, at any time, to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such representatives shall have escorted access to the Employer's premises in order to investigate and assist in the settlement of a grievance.

15.7 Meetings of Committee

In the event either party wishes to call a bargaining meeting, the meeting shall be held at a time and place fixed by mutual agreement. However, such meeting must be held not later than fourteen (14) calendar days after the request has been given.

15.8 Technical Information

The Employer shall make available to the Bargaining Unit or Local, on request, information required by the Bargaining Unit or Local; such as: job description, positions in the bargaining unit, job classification and wage rates.

ARTICLE 16 - GRIEVANCE PROCEDURE

16.1 For the purposes of this Agreement "grievance" shall be defined as any dispute arising out of the interpretation, application, administration, or alleged violation of the Collective Agreement or any case where the Employer or employees has allegedly acted in an unjust or unfair manner.

16.2 Both parties recognize the benefit of dealing with such disputes as quickly as possible and shall make an earnest effort to settle such disputes promptly and fairly in the following manner:

The Employer shall designate a representative at each of the levels of the grievance procedure, and the Employer shall advise the Local of the same.

STEP 1 - Within ten (10) working days of the known grievance, the aggrieved employee, with a representative, shall meet with the Designated Representative at Step 1 in an attempt to resolve the dispute.

STEP 2 - Failing satisfactory settlement of the grievance in Step 1, the grievance shall be submitted, in writing, within ten (10) working days to the Designated Representative at Step 2. The grievance shall be signed by the employee and a Local Officer, unless the grievance is a policy grievance in which case a Local Officer's signature will suffice. The Designated Representative at Step 2 shall hold a meeting within ten (10) working days of receipt of the grievance. Within ten (10) working days of this meeting, the Designated Representative at Step II shall render a written decision.

STEP 3 - Failing satisfactory settlement of the grievance in Step 2, the grievance may within fifteen (15) working days of the receipt of the decision referred to in Step 2, refer the matter to:

(a) Mediation Arbitration with the process as outlined in the memorandum of settlement in Appendix "E".

(b) to arbitration as outlined in Article 17.

16.3 The Employer shall not hinder or restrict the grievor or the representative in any manner which shall impede their investigation or processing of a grievance. No member of the union shall abuse such rights.

16.4 The Local or the Employer may institute a grievance and shall commence such procedure at Step 2.

16.5 Replies to grievances, stating reasons, shall be in writing at all stages.

16.6 The Employer shall provide the necessary facilities for all grievance meetings.

16.7 If either party fails to process a grievance to the next step in the grievance

procedure within the time limits specified, they shall not be deemed to have prejudiced their position in arbitration.

- 16.8 No grievance shall be defeated or denied by any formal or technical objection. An arbitrator shall have the power to allow all necessary amendments to the grievance and the power to waive formal procedural irregularities in the processing of a grievance in order to determine the real matter in dispute and to render a decision which **they** deem just and equitable.

ARTICLE 17 - ARBITRATION

17.1 Composition of Board of Arbitration

When either party requests that a grievance be submitted to arbitration, the request shall be made by registered mail, addressed to the other party of the Agreement, indicating the name of its nominee on an arbitration board. Within ten (10) working days thereafter, the other party shall answer by registered mail indicating the name and address of its appointee to the arbitration board. The two arbitrators shall then meet to select an impartial Chairperson.

17.2 Who may be an Arbitrator

No person shall be selected as a member of an arbitration board who

- (a) is acting, or has within a period of six (6) months preceding the day of **their** appointment acted in the capacity of a solicitor, legal advisor, counsel, or paid agent of either of the parties; or
- (b) has any pecuniary interest in the matters referred to the board.

17.3 Failure to Appoint

If the party receiving the notice fails to appoint an arbitrator, or if the two appointees fail to agree upon a Chairperson within seven (7) working days of their appointment, the appointment shall be made by the Minister responsible for the Labour Act upon request of either party.

17.4 Board Procedure

The Board shall determine its own procedures, but shall give full opportunity to all parties to present evidence and make representations. In its attempts at justice, the Board shall, as much as possible, follow a layman's procedure and shall avoid legalistic or formal procedures. It shall hear and determine the difference or allegation and render a decision within ten (10) working days from the time the Chairperson is appointed.

17.5 Decision of the Board

The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the Chairperson shall be the decision of the Board. The decision of the Board of Arbitration shall be final, binding and enforceable on all parties, and may not be changed. The Board shall have the power to dispose of a grievance by any arrangement which it deems just and equitable. The Board of Arbitration shall not have the power to change this Agreement or to alter, modify or amend any of its provisions.

17.6 Disagreement on Decision

Should the parties disagree as to the meaning of the Board's decision, either party may apply to the Chairperson of the Board of Arbitration to reconvene the Board to clarify the decision, which it shall do at the convenience of the Chairperson.

17.7 Expenses of the Board

Each party shall pay:

- (a) the fees and expenses of the arbitrator it appoints;
- (b) one-half of the fees and expenses of the Chairperson.

17.8 Amending of Time Limits

The time limits fixed in both the grievance and arbitration procedure may be extended by consent of the parties. The time limits in this Article are not mandatory but merely discretionary.

17.9 Witnesses

At any stage of the Grievance or Arbitration procedure, the parties shall have the assistance of any employee(s) concerned as witnesses and any other witnesses. The Employer agrees that any written statement against any member by another member of the Bargaining Unit or Local shall not be used in grievance, arbitration, or any other matter, excepting accident matters, that could be detrimental to employees or to the union. All reasonable arrangements will be made to permit the conferring parties or the arbitrator(s) to have access to the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

17.10 Upon mutual agreement of the parties, a single arbitrator may be used in lieu of an arbitration board. All the provisions of Article 17 shall apply.

ARTICLE 18 - DISCIPLINE

18.1 Dismissal

An employee who has completed **their** probationary period may be dismissed, but only for just cause. When an employee is dismissed **they** shall be given the reasons in the presence of **their** steward, union representative or designate. Such employee and the Local shall be advised by the Deputy Minister or designate in writing within seven (7) working days of the reason for the dismissal.

18.2 Suspension

An employee who is suspended shall be given the reasons in the presence of **their** steward, representative or designate. Such employee and the Local shall be advised by the Employer in writing within seven (7) working days of the reason for the suspension.

18.3 Unjust Suspension or Dismissal

When an employee has been unjustly suspended or dismissed, **they** shall be immediately reinstated in **their** former position without loss of seniority. **They** shall be compensated for all time lost in an amount equal to **their** normal earnings during the pay period next preceding such dismissal or suspension, or by any other arrangement as to compensation which is just and equitable in the opinion of the parties or in the opinion of the Board of Arbitration, if the matter is referred to such a Board. Any monies earned by an employee during a period of suspension or dismissal shall not be deducted from any award made under this Article.

18.4 Oral or Written Reprimand

Whenever the Employer deems it necessary to censure an employee with an oral or written reprimand, the Employer shall, within ten (10) working days thereafter, give written particulars to the employee in the presence of their steward, union representative or designate, with a copy to the Secretary of the Local. If this procedure is not followed, such expression of dissatisfaction shall not become part of **their** work record or used against **them** at any time. The employee's reply to such reprimand shall become part of the record.

18.5 (a) The disciplinary record of an employee shall not be used against **the employee** at any time after **eighteen (18)** months following a serving of a suspension or disciplinary action provided no further discipline has been recorded during that time.

(b) **Upon the employee's request, any disciplinary letter which may have been placed on the employee's personnel file shall be removed after eighteen (18) months have elapsed since the disciplinary action was taken, provided no further disciplinary action has been recorded during this time.**

- (c) Unpaid leaves taken during the **eighteen (18)** month period described in Article 18.5 (a) shall be excluded from the calculation of the **eighteen (18)** month period described in Article 18.5 (a).

18.6 May Omit Grievance Steps

An employee considered by the Local to be wrongfully or unjustly discharged or suspended shall be entitled to a hearing under Article 16, Grievance Procedure. Step 1 of the Grievance Procedure shall be omitted in such cases.

- 18.7 Absence from work for more than three (3) consecutive working days without the consent of the Deputy Minister or designate shall be grounds for dismissal. Under exceptional circumstances the employee will be relieved of the obligation to receive consent from the Deputy Minister or designate. The Employer shall immediately notify the employee in writing, by mailing a letter to the employee's last known address, with a copy forwarded to the President of the Local, of the fact that they are being dismissed under this article.

- 18.8 When an employee is requested to meet with the supervisor on a matter that will probably lead to discipline of that employee, the supervisor will inform the employee of the right to have a union representative present.

ARTICLE 19 - SENIORITY

- 19.1 The Employer shall maintain an up-to-date seniority list for each of the four (4) Locals showing the site, department and last date of hire in a permanent or permanent part-time position in that Local for each employee. Updated seniority lists shall be sent to each Local and posted on all bulletin boards before January 31st of each year. Seniority shall not include overtime or callback and shall not exceed nineteen hundred fifty (1950) hours annually in any one Local. For clarity, should an employee hold a permanent part-time position in more than one Local and apply for a posting which has been posted provincially under Article 20.1 (c), that employee shall not be entitled to calculate more than 1950 hours of seniority for any one year of service to use in the posting process and further, shall not be entitled to take permanent or permanent part-time seniority from one Local to another Local.

19.2 Seniority of the Permanent Part-Time Employee

Seniority of the permanent part-time employee shall be calculated on a pro-rated basis from the date of hiring.

19.3 Loss of Seniority

Seniority rights shall be retained and accumulated when an employee is absent from work because of sickness, accident, or paid leave of absence and when on maternity leave, adoption leave, parental leave or birth leave. An employee shall

lose **their** seniority in the event:

- (a) **They are** discharged for just cause and is not reinstated.
- (b) **They** resign.
- (c) **They are** suspended for just cause, in which event the loss of seniority shall be for the period of suspension.
- (d) **They are** laid off for a period longer than eighteen (18) consecutive months.
- (e) Having been laid off **they** fail to return to work within two (2) weeks of recall.

19.4 Transfers and Seniority Outside Bargaining Unit

No employee shall be transferred to a position outside the Bargaining Unit without **their** consent.

(a) Temporary Transfers

- (i) If an employee is temporarily transferred to a position outside of the Bargaining Unit, Local seniority shall be retained up to the date of departure from the Bargaining Unit. The employee shall not accumulate seniority for hours worked outside the Bargaining Unit.
- (ii) Upon completion of the temporary position and return to the Bargaining Unit, the employee shall be placed in the position previously vacated. If that position no longer exists, then the employee shall be placed in a position consistent with **their Local** seniority and qualifications.
- (iii) For the purpose of this article no temporary transfer(s) outside the Bargaining unit shall be for more than twelve (12) months unless mutually agreed to by the Local and the Employer.

(b) Permanent Transfers

- (i) If an employee is permanently transferred outside the Bargaining Unit, Local(s) seniority shall be retained for a period of six (6) months, after which Local(s) seniority shall be forfeited. The employee shall not accumulate seniority for hours worked outside the Bargaining Unit.
- (ii) In the event the employee does not complete the trial or probation period and is returning to their former position within

the Bargaining Unit, the employee shall be placed in the position previously vacated. If that position no longer exists, then the employee shall be placed in a position consistent with **their** Local(s) seniority and qualifications. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to **their** former position, wage or salary rate.

- 19.5 When an employee has been granted leave of absence with pay, the seniority of such employee shall be retained and accumulated and any benefits measured by length of service shall accumulate during such paid leave of absence.

ARTICLE 20 - PROMOTIONS AND STAFF CHANGES

20.1 (a) Job Postings

When any vacancy occurs or a new position is created within or outside the Bargaining Unit, the Employer shall post notice of the position on bulletin boards for a minimum of seven (7) days. Copies of all postings shall be forwarded to the Secretary of the Local upon posting.

- (b) Permanent vacancies shall be open to employees of the Health PEI who are members of the Local in which the vacancy is created. ** The applications shall be processed in the following order:
- (i) Permanent employees who are members of the Local.
 - (ii) Casual employees who are members of the Local.
- (c) If the vacancy is not filled by the process outlined in 20.1 (b), then the vacancy shall be posted provincially and shall be processed in the following order:
- (i) Permanent employees from the other Locals;
 - (ii) Casual employees from other Locals.

**An exception is made regarding Local 805 - members from Souris Hospital and Colville Manor shall be considered separate and eligible for vacancies in the Souris area. Similarly, vacancies located in the Souris area shall be posted open to members of 805 who are permanent employees of Souris Hospital and Colville Manor.

20.2 Information on Postings

Such notice shall contain the following information:

Nature of position, qualifications, required knowledge and education, skills, hours per week, shift and salary rate or range and home site within which the position will be filled. Such qualifications shall not be established in an arbitrary or discriminatory manner. All job postings shall state "This position is open to applicants **regardless of gender expression or gender identity**". It is the intent of the parties that casual employees will be given preference over outside applicants.

20.3 No Outside Advertising

No outside advertising for any vacancy shall be placed until the applications of present employees have been fully processed.

- 20.4 (a) Within seven (7) working days of the date of appointment to a vacant or newly created position, the name of the successful applicant shall be posted on the bulletin board for a minimum of seven (7) working days.
- (b) Within ten (10) working days of the date of the appointment the Employer will notify the successful candidate for the posting of the start date of the posted position.

20.5 Role of Seniority in Promotions and Transfers Both parties recognize:

- (a) the principle of promotion within the service of the Employer;
- (b) that job opportunity should increase in proportion to length of service as laid out below;

Therefore, in making staff changes, transfers, or promotions, appointment shall be made of the applicant with the greatest Local seniority and having the required qualifications for postings under Article 20.1(b). For provincial postings under Article 20.1(c) appointment shall be made of the applicant with the greatest Bargaining Unit wide seniority and having the required qualifications. The required qualifications must be relevant to the position. Appointments from within the Bargaining Unit shall be made within three (3) weeks of posting.

- 20.6 (a) Where a vacancy exists for a permanent or permanent part-time position within the scope of the IUOE bargaining unit and where there are no applications from qualified employees within that bargaining unit, then preference shall be given to qualified permanent or permanent part-time employees from the CUPE Locals over applications from outside the Employer.
- (b) Where a conflict exists between 20.6(a) and the IUOE Collective Agreement, the latter shall prevail.

20.7 Trial Period

The successful applicant shall be placed on trial in the new position for a period of three hundred and twenty-five and one-half (325.5) hours worked in the position. This trial period may be extended or shortened by written agreement of the Employer and the Local. For the purpose of the trial period, hours worked in the position shall not include hours spent as orientation to a maximum of 22.5 hours. Conditional on satisfactory service, the employee shall be declared permanent after completion of the trial period. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the employee is unable to perform the duties of the new position, **they** shall be returned to **their** former position, wage or salary rate and without loss of seniority. Any other employee promoted or transferred because of the rearrangement of position shall also be returned to **their** former position, wage or salary rate, without loss of seniority.

20.8 If a position becomes available, a permanent part-time employee who wishes to work full-time will be given preference over a new applicant where the permanent part-time employee has the qualifications and ability to perform the duties of the position.

20.9 Promotions Requiring Higher Qualifications

Consideration for promotion will be given to the senior applicant who does not possess the required qualifications but is preparing for qualifications prior to filling a vacancy. Such employee will be appointed to the position, but will not commence the position, until such time as they have obtained the required qualifications, on the basis that such qualification can be obtained within six months of the date of appointment. The employee will revert to **their** former position if the required qualifications are not met within such time and the position will be re-posted.

20.10 Pay During Up-Grading

When an employee is required or requested to up-grade **himself** through an Employer approved training course and such request comes from the Employer, such employee will suffer no loss of remuneration or benefits while on such training course.

20.11 An employee, who has applied for a job posting under Article 20, has the right to request a meeting with a representative of the PEI Public Service Commission to review the results of the employee's performance during the interview process.

ARTICLE 21 - LAY-OFFS AND RECALL

21.1 Layoff shall mean:

the termination of employment of an employee; or a reduction in the employee's

regular hours of work, due to:

- (a) a lack of work; or
- (b) a reduction or a discontinuation of a service or services.

21.2 Employees shall be laid off in the reverse order of their Local wide seniority, provided the employees retained are qualified to do the work. Employees shall be recalled to work in order of their seniority, provided they are qualified to do the work.

21.3 The Employer shall notify employees to be laid off forty-five (45) calendar days before the layoff is to be effective. If any employee laid off has not had the opportunity to work forty-five (45) calendar days after notice of layoff, payment shall be made in lieu of work for that part of the forty-five (45) calendar days during which work was not made available.

21.4 An employee laid off in one classification will be given the opportunity of displacing (bumping) an employee with less seniority in the same or lower paid classification within the Local provided the senior employee is qualified to do the work.

21.5 When an employee bumps into a position with the lower maximum rate of pay, the employee shall continue to receive pay at **their** rate of pay in effect at the time until such time as the maximum rate of pay for **their** new position exceeds **their** rate of pay in effect at the time of the bumping.

21.6 (a) Recall rights shall exist for a period of eighteen (18) consecutive months and shall lapse if the layoff lasts more than eighteen (18) consecutive months. Notwithstanding Article 19.3 (e), should an employee on layoff be recalled for a period of time less than thirty (30) calendar days, the employee shall not be required to return to work. If the employee does return to work, the hours worked shall be counted towards **their** seniority.

(b) Employees who are recalled for temporary periods of work shall not require a notice of layoff when the recall is for a specific period and the layoff date is predetermined and announced at the time of the recall.

Employees who are recalled for temporary periods of work and are subsequently laid off shall have **their** recall rights renewed for a period of eighteen (18) consecutive months.

(c) An Employee who is medically laid off as a result of illness or injury pursuant to article 26.14 shall be eligible to have their name placed on the recall list for a period of eighteen (18) months from the date the Employee indicates **they are** capable of returning to work. Such indication must be received by the Employer within two (2) years from the date of the medical lay-off. The provisions of article 49 (Disabled Employee Preference) shall apply to a medically laid off Employee on recall.

- 21.7 Employees who are on layoff, under notice of layoff, or who have "bumped" into a lower paid classification, shall be appointed to a vacant position in their own or former classification, provided the hours of work are equivalent to their former employment guarantee. Notwithstanding Article 20, this vacant position shall not be posted.
- 21.8 Employees who are on the recall list are entitled to apply for any job vacancies arising out of job postings.
- 21.9 No new employees shall be hired until all laid off employees have been given the opportunity to return to work.
- 21.10 Employees on the recall list are entitled to the benefits of Articles 40.1 and 40.2 of the Collective Agreement.

ARTICLE 22 - HOURS OF WORK

- 22.1 The regular daily hours of work in each shift shall be seven and one-half (7 ½) excluding the meal period. The regular weekly hours of work shall be thirty-seven and one-half (37 ½) hours averaged over two (2) consecutive bi-weekly pay periods. The designated meal period shall not be less than thirty (30) minutes each shift.
- 22.2 Each employee shall receive two (2) consecutive days off in each week unless otherwise mutually agreed.
- 22.3 Employees shall receive every second weekend off, unless otherwise mutually agreed between the Employer and the Local.
- 22.4 Shift schedules shall be posted in the appropriate work unit at least two (2) weeks in advance. Changes to the shift schedule shall be added to the shift schedule as soon as practicable once the change becomes known to the person responsible for the shift schedule(s). The employee concerned shall be notified at least twenty-four (24) hours in advance of any changes made in the schedule. If the employee does not receive at least twenty-four (24) hours' notice in advance, the employee shall be compensated for all hours worked **they** would normally have had off, at the overtime rate. If a change in the schedule results in the employee working the day(s) **they** had scheduled off, the employee may have **their** day(s) off rescheduled at an alternate date. There shall be no pyramiding of overtime as a result of the application of this Article. Further, the Employer will ensure an up-to-date schedule will be available in the department at all times.
- 22.5 Rotations from one shift to another shall be divided equally among the available employees during the term of this Agreement. Such rotations will not apply to employees hired for permanent evening or night shifts or to those who by mutual agreement between the Employer and the employee, are assigned to work evening

or night shifts. Employees will not be required to rotate to more than two (2) shifts in any given week. During the term of this Agreement, the parties to this Agreement will encourage where possible, on a work unit basis, a reduction in the rotating shifts from three (3) to two (2) shifts, i.e., days/evenings and days/nights.

- 22.6 No employee shall be required to work more than seven (7) consecutive shifts without days off.
- 22.7 There shall be at least sixteen (16) hours between shifts unless otherwise agreed to by mutual consent.
- 22.8 Each employee may state **their** preference with regard to days off before the work schedule is drawn up and consideration shall be given to these preferences wherever they do not conflict with the need to maintain service and adequate levels of staffing.
- 22.9 An employee shall not be required to work a double shift without **their** consent except in those situations provided for in Article 42.1. All hours worked on the second shift shall be at the overtime rate.
- 22.10 Employees may exchange their days off with the consent of the immediate supervisor. Such consent shall not be unreasonably withheld.
- 22.11 There shall be no split shifts unless mutually agreed between the employee and the Employer.
- 22.12 (a) **Each employee who works a shift of 7.5 hours or more shall receive two (2) – ten (10) minute rest periods.**
- (b) **Each employee who works 3.75 hours or more but less than 7.5 hours shall receive one (1) – ten (10) minute rest period.**
- 22.13 The changing of Daylight Saving to Standard Time, or vice versa, shall not result in employees being paid more or less than their normal scheduled daily hours, and no overtime shall accrue.
- 22.14 Attendance at educational workshops, training courses, professional meetings, for a period of not less than six (6) hours shall be considered a full working day, or a complete shift or, if upon the completion of the workshop, training course or professional meeting, there remains 1.5 hours or less of your shift to be worked, the employee shall not be expected to return to their duties for the remainder of that shift.
- 22.15 Notwithstanding the hours of work as outlined in this Article, alternate schedules for a particular work unit may be adopted by mutual consent between the Employer and the Local, provided the total hours of work are not changed and provided the mutual agreement must be revisited upon the expiry of this Collective Agreement and the parties must provide their consent to have the alternate arrangement(s)

continued.

- 22.16 (a) Effective October 10th, 2012 employees will receive a shift differential payment for the evening and night shifts of \$2.00 per hour (See Article 3.13):
- (b) Effective October 10th, 2012, a weekend premium in the amount of \$1.25 per hour shall be paid to employees for all hours worked between 24:00 Friday and 24:00 Sunday.
- 22.17 Provisions outlined for twelve-hour shifts are outlined in Appendix "B".
- 22.18 (a) Notwithstanding Article 6.2, permanent part-time employees who request additional work shall be given preference over casuals provided they have given their supervisor written notice and operational requirements permit. Such additional work shall be distributed as equitably as possible among available part-time employees either on a work unit or departmental basis, depending on operational needs and local practices. Permanent part-time employees who are scheduled less than forty-eight (48) hours in advance are not entitled to use their sick leave credits for those shifts.
- (b) This Article shall not apply to those shifts which the Employer is unable to schedule at least twenty-four (24) hours in advance.
- (c) Upon a written request (or upon first notification) for any leave from an employee, the Employer shall date the receipt of the request/notification, and if it is necessary to fill the shift, the Employer shall proceed to fill the shift without delay.
- (d) Employees who are offered shifts shall indicate whether or not the shift will place the employee in an overtime situation. If such an indication is made, the Employer will offer the shift to another employee or authorize the overtime.
- (e) A written request under Article 22.18 (a) is valid for one (1) year from the date of the receipt of the request/notification. Should an employee **notify their** supervisor that they will not be available for a period of time (i.e. July and August), such notice shall be in writing and **shall provide an end date. Once the notice is provided**, the employee **shall** not be entitled to the preference during **the stated** period of time.

ARTICLE 23 - OVERTIME

23.1 Overtime Defined

All time worked before or after the normal work day and the normal work week, or on a holiday, shall be considered overtime.

- 23.2 (a) For full time employee's hours worked in excess of 7.5 hours per day or

seventy-five (75) hours per pay period shall be considered overtime. For part-time employees, scheduled hours worked in excess of seven and a half (7.5) cumulative hours per day or seventy-five (75) hours per pay period shall be considered overtime. Time worked on holidays, vacation or scheduled days off shall also constitute overtime to be compensated at the overtime rate. Overtime shall not be granted unless it is authorized by the Employer or someone authorized to act on **their** behalf. Overtime shall be compensated for at the applicable overtime rate. Employees shall not be required to lay off during regular hours to equalize overtime worked. However, an employee may choose to receive time off, at the applicable overtime rate, at a time mutually agreed upon. Time off in lieu of overtime must be scheduled and taken, or paid out, prior to March 31st of the fiscal year in which the overtime was worked. Upon written request, the employee shall be permitted to carry forward up to a maximum of twenty-two and one-half (22.5) hours overtime. Notwithstanding the foregoing, upon written request, overtime accrued in the last ninety (90) days of the fiscal year may be carried over to the following fiscal year.

- (b) For full time employees working 12-hour shifts, hours worked in excess of 11.25 hours per day or 37.5 hours per week averaged over a six (6) week shift schedule shall be considered overtime. For part-time employees working twelve (12) hour shifts, scheduled hours worked in excess of eleven and a quarter (11.25) cumulative hours per day, or 37.5 hours per week averaged over a six (6) week shift schedule shall be considered overtime. Time worked on holidays, vacation or scheduled days off, shall also constitute overtime to be compensated at the overtime rate. Overtime shall not be granted unless it is authorized by the Employer or someone authorized to act on **their** behalf. Overtime shall be compensated for at the applicable overtime rate. Employees shall not be required to lay off during regular hours to equalize overtime worked. However, an employee may choose to receive time off, at the applicable overtime rate, at a time mutually agreed upon. Time off in lieu of overtime must be scheduled and taken, or paid out, prior to March 31st of the fiscal year in which the overtime was worked. Upon written request, the employee shall be permitted to carry forward up to a maximum of twenty-two and one-half (22.5) hours overtime. Notwithstanding the foregoing, upon written request overtime accrued in the last ninety (90) days of the fiscal year may be carried over to the following fiscal year.

23.3 Unless specified otherwise, compensation for overtime shall be calculated on the basis of one and one half (1.5) times the employee's regular hourly rate.

23.4 Compensation for overtime worked shall not be claimed or received for a period of extra duty of less than fifteen (15) minutes at the end of a shift sufficient to provide a reasonable overlap between shifts. Where overtime in excess of such a period is worked, the compensation for overtime shall be calculated from the beginning of such period.

23.5 Overtime beyond the limits of 23.4 above shall be calculated to the nearest half-

hour.

23.6 Call-Back

- (a) Call-back is a condition of employment whereby an employee, after **they** **have** completed **their** work period and has left **their** place of work and prior to reporting for **their** next regular scheduled work period, is called back to work and returns to work prior to **their** next regular scheduled work period for a period of noncontiguous overtime.
- (b) Any employee who is called in and required to work outside **their** regular hours, whether before or after **their** regular working hours, shall be paid a minimum of triple the hourly rate calculated on **their** regular scale for the position for the first hour or portion thereof, and the applicable overtime rate for the position for each subsequent hour or portion thereof, whether or not work is performed, provided however, the employee called reports for work in person (i.e. 1.5 hours of call-back = pay 3 hours for the first hour, and time and one half for the .5 hour = .75 hours pay. So 3.75 hours pay in total). Call-back pay must be authorized by the immediate supervisor or **their** authorized delegate.
- (c) If an employee is called back to work, the Employer shall reimburse the employee for actual transportation costs (taxi) or the P.E.I. Government rate for mileage (kilometer) rate for the distance traveled both to and from the place of work.

23.7 Overtime shall be rotated among the qualified employees of the affected department. It is mutually agreed that any employee refusing an overtime opportunity shall have that refusal recorded as an offer.

23.8 Effective upon the signing of the Collective Agreement an employee who is required to remain "on-call" or "stand-by", on completion of their regular hours of work or while on regularly scheduled days off, shall be paid a premium of (\$20) for each eight (8) hours they are required to "stand-by" or remain "on-call." For other than eight (8) hour shifts, payment shall be on a pro-rated basis. All "standby" duties shall be authorized and scheduled by the Employer and no compensation shall be granted for the period of "stand-by" if the employee does not report for work when required.

23.9 Definition of Standby

Standby is a condition of employment whereby employees are required, and so designated by their Employer, to maintain their availability for extra services during a defined period outside of the employee's regular hours of work.

ARTICLE 24 - VACATIONS

- 24.1 The Employer shall maintain the presently established vacation year and shall post the vacation policy (in accordance with the provisions of this Article) on the bulletin board(s) for the information of the employees.
- 24.2 Effective the commencement of the first full pay period following signing of the collective agreement, permanent employees shall accumulate annual vacation with pay in accordance with the years of continuous employment as follows:
- (a) less than one (1) year of service - one and one-quarter ($1\frac{1}{4}$) days for each month of service;
 - (b) one (1) year of service to completion of the fifth year of service - one and one quarter ($1\frac{1}{4}$) working days for each month of service (fifteen working days per year);
 - (c) after five (5) years of service to completion of fifteen (15) years of service - one and two-thirds ($1\frac{2}{3}$) working days for each month of service (twenty working days per year);
 - (d) after fifteen (15) years of service - two and one-twelfth ($2\frac{1}{12}$) working days for each month of service (twenty-five working days per year).
 - (e) after twenty-five (25) years of service - two and one-half ($2\frac{1}{2}$) days for each month of service (thirty working days per year).
 - (f) On the twenty-fifth (25th) anniversary of employment and every five (5) year anniversary thereafter, an Employee shall be granted one (1) day paid leave on a day mutually agreed, in recognition of **their** long-standing service.

Years of service shall mean 1950 hours worked.

- 24.3 When a holiday falls within an employee's vacation period, that day shall constitute a holiday and not a day of vacation leave. Should a holiday be declared during an employee's vacation period, **they** must return on the regular date. A compensating day will be allowed at a mutually suitable date.
- 24.4 An employee whose employment is terminated for any reason shall be paid with **their** final pay an amount equivalent to any vacation which may have accrued to **their** benefit in accordance with Article 24.2 above.
- 24.5
- (a) Vacation earned in a fiscal year shall, at the employee's discretion, be taken in the year earned or the following fiscal year.
 - (b) Subject to (a), vacation shall not be cumulative from year to year.
 - (c) In exceptional circumstances, an employee may request permission to carry

over up to an additional one (1) year of entitlement provided the request is made in writing and made prior to the end of the fiscal year in which the vacation could normally be taken.

- (d) Employees who make reasonable efforts to schedule their vacation within the year earned and the following fiscal year, and are denied, shall be eligible to carry forward to the next vacation year the reasonably requested, but denied, vacation time.
- (e) Employees who are not making reasonable efforts to schedule their vacation, and are carrying excess vacation credits, shall have their vacation scheduled by the Employer within the second year following the fiscal year in which it was earned, at a time that meets operational requirements.

24.6 Employees shall be given their choice of vacation periods according to their Bargaining Unit wide seniority applied within their work unit.

24.7 Vacation requests shall be submitted by April 1st of each year. Vacation schedules shall be posted by May 1st each year and shall not be changed unless mutually agreed to by the employees and the Employer. It is understood that the above schedule applies for the months of, July and August. Vacation requests outside of this period shall be made by the employee giving reasonable notice and such vacation requests shall not be unreasonably withheld.

24.8 An employee hospitalized; or confined to residence on doctor's orders; or under a doctor's care as a direct result of the sudden death of a parent, spouse or child during **their** vacation period shall qualify for use of sick leave credits upon production of a doctor's certificate and provided the illness is reported to the Employer at the time it occurs. **They** shall have **their** vacation days rescheduled at a later date.

24.9 Every effort will be made to grant vacation in one continuous period. Nevertheless, each employee shall receive a minimum of three (3) weeks continuous vacation, if **they have** at least such amount accrued to **their** credit; unless otherwise mutually agreed between the Employer and the employee.

24.10 (a) An employee, upon **their** separation from **their** Employer, shall compensate the Employer for vacation leave which was taken but not earned at the time.

- (b) An employee's estate will not be required to compensate for unearned vacation leave in case of separation due to death of the employee; or in the case of permanent employees, following involuntary separation due to lay-off or permanent disability.

24.11 Eligibility

In determining vacation, fractional days will be computed to the nearest full day (one-half or over one-half day equals one day, less than one-half day equals nil

days).

24.12 Where operational requirements permit, employees shall not be required to work while on approved vacation leave. However, should an employee on approved vacation leave be required to report for duty, the employee, pursuant to Article 23.2 shall have the option of being compensated at the rate of double time for all hours worked or double time off in lieu for all hours worked. If the employee chooses to receive compensation in the form of time off in lieu, the time shall be granted at times mutually agreeable to the Employer and the employee. The employee's vacation leave shall be rescheduled to another time mutually agreeable to the employee and the Employer.

ARTICLE 25 - HOLIDAYS

25.1 (a) All employees shall receive one day paid leave for each of the following holidays each year:

New Year's Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Sunday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Floating Holiday
Labour Day	Islander Day

and all other days proclaimed by the Provincial or Federal Governments.

The floating holiday shall be added to the employee's holiday bank no later than January 15th of each calendar year for use in that calendar year.

(b) When an employee is scheduled to work the evening of Christmas Eve and works, the employee shall receive pay at the rate of time and one half. The employee will not receive an alternate day off for this evening shift. Those employees, who do not work this evening shift, shall not be entitled to a day's paid leave. For the purpose of this Article, the evening shift shall apply to work performed between 1700 hours and 2400 hours provided the majority of the employee's shift falls within this time period.

(c) **Part-time employees shall be entitled to paid leave for holidays and the floating holiday pursuant to Article 25.1 (a), on a proportionate basis to paid hours. This leave shall be accumulated in a holiday bank and will be paid out upon the employee's request. Part-time employees may carry over to the next fiscal year a maximum of eleven and one-quarter (11.25) hours of statutory holidays. All leave in excess of eleven and one-quarter (11.25) hours in an employee's holiday bank at the end of the fiscal year shall be paid out.**

- 25.2 (a) An employee scheduled to work, and works, on a holiday other than Christmas Day shall receive pay at the overtime rate and have the holiday rescheduled.
- (b) When an employee is scheduled to work on Christmas Day and works, the employee shall be compensated at double the regular hourly rate and have the holiday rescheduled.
- 25.3 If a holiday falls on an employee's scheduled day off, **they** shall be given an alternate date within sixty (60) days. Except in the case of an emergency, the alternate day off shall be given immediately preceding or following the employee's regular days off, unless otherwise mutually agreed. If the alternate day off is not given within sixty (60) days, payment shall be made at the overtime rate.
- 25.4 Each employee shall be granted as a holiday either Christmas Day or New Year's Day off, unless otherwise mutually agreed. Each employee shall have five (5) consecutive days off. The make up of these five (5) days is as follows: Regular two (2) days off, Christmas Day, Boxing Day and New Year's Day. This period of five (5) days off shall include either Christmas Day or New Year's Day and shall not commence, nor conclude, on Christmas Day or New Year's Day. In order that all employees shall enjoy equity in choice of period off, employees shall be given choice of period off on an alternating basis, from year to year. Where this practice is not possible, a mutually agreeable alternative shall be worked out between the employee and the immediate supervisor.
- 25.5 If an employee is requested to work on a holiday when **they are** not scheduled to work and works, **they** shall receive pay for that day at two times the regular hourly rate and **they** shall have **their** holiday rescheduled.
- 25.6 Schedules should be drawn up so as to, as evenly as possible, provide employees with equal number of Statutory holidays worked, as scheduled off.
- 25.7 An employee scheduled to be on-call on a holiday shall be reimbursed as per Article 23.6, Call-Back, and shall have the holiday rescheduled.

ARTICLE 26 - SICK LEAVE

- 26.1 (a) Each regular permanent employee shall accumulate sick leave credits at the rate of one and one half (1.5) working days per month for each calendar month of continuous employment up to a maximum of two hundred and fifteen (215) working days.
- Permanent part-time employees shall receive sick leave credits on a proportionate basis to time worked.
- (b) Employees with the maximum accumulation of sick leave credits shall continue to earn credits during the current fiscal year at the regular

accumulation rate. Such credits may be used for any illness or injury occurring in the current fiscal year. Any surplus over the maximum accumulation shall be eliminated at the end of each fiscal year.

- 26.2 For the purpose of computing sick leave accumulation, all leave with pay including days on which the employee is absent from work while receiving Worker's Compensation benefits, shall be counted as working shifts.
- 26.3 If any case of absence due to sickness or accident, the matter must be reported as soon as possible to the Supervisor or Department Head.
- 26.4 When a holiday under Article 25 occurs while an employee is on paid sick leave, no deduction from the accumulated sick leave credits shall be made for that day.
- 26.5 For any reported illness in excess of three (3) consecutive working shifts, the employee may be required to submit proof of illness **stating the days of sickness and the nature of the illness (not a diagnosis). The Employer must advise the employee either before the period of illness or in sufficient time during the period of illness that the employee will be required to provide proof of illness upon the employee's return to work.** If proof of illness is not submitted when requested, the time absent from work will be deducted from the employee's salary. In cases of an established pattern of sickness, the Employer reserves the right to request a medical certificate for any period of sickness.

26.6 Medical Appointments for Employees

Employees should attempt to book appointments on a day off or during their off-duty hours. When this is not possible, sick leave with pay shall be granted to Permanent Employees provided forty-eight (48) hours' notice is given by the Employee (which will be waived by the Employer if an emergency exists), for the following:

- (a) routine medical and/or dental appointments not to exceed two (2) hours; and
- (b) minor medical and/or surgical procedures not to exceed four (4) hours.

Proof of medical appointment may be requested by the employer; however, the Employee shall be given reasonable notice to obtain such proof.

- 26.7 Where an illness is considered by the Employer to be caused due to the use of alcohol or other drugs and where the employee concerned voluntarily selects or is directed to undertake a full treatment and rehabilitation program, the employee will be granted sick leave with pay in accordance with the Agreement.
- 26.8 An employee who is injured or becomes ill during working hours and is unable to continue work and who has completed one half or more of the shift, shall receive pay for the remainder of the shift or work day at **their** regular rate of pay without

deduction from sick leave, provided that a doctor states that the employee is unfit to work on that day. The employee shall be permitted to see a doctor, during working hours, to determine the seriousness of the illness.

26.9 Each employee shall be allowed one **(1)** sick day or necessary portion thereof, to travel to another area for a medical appointment for **the employee** or a member of **the employee's** immediate family as defined in Article 27.11. Proof of this visit - a medical certificate with confirmation of the date of the appointment - shall be provided upon **the employee's return to work**. This is to be granted as the need arises, and not to exceed four (4) per year. These four (4) sick days can be used at one time or individually.

26.10 Abuse of sick leave may result in the employee being suspended or discharged.

26.11 Deductions from sick leave shall be made at the rate determined by the type of shift the employee is absent from. For example, eleven and one quarter (11.25) hours will be deducted when absent from a twelve (12) hour shift that was scheduled, or seven and one-half (7.5) hours will be deducted from an eight (8) hour shift that was scheduled.

26.12 Sick leave is provided to enable employees to be absent from work during periods of illness or injury with full pay and benefits.

26.13 Sick Leave Usage for Part-time Employees

Permanent part-time employees shall be entitled to use their accumulated sick leave credits in the following manner:

- (a) for the pay period in which sick leave begins and for the next full pay period thereafter, accumulated sick leave shall be granted based on guaranteed shifts and any extra pick-up shifts already scheduled; and,
- (b) for illness extending beyond the period covered in (a), accumulated sick leave shall be granted based on the part-time employees' average weekly paid hours, in twenty-six (26) pay periods immediately prior to the pay period in which the illness commenced. In no case shall the amount sick leave be less than the employees' minimum employment guarantee.

26.14 Extended Sick Leave

- (a) When an Employee has used up all **their** accumulated sick leave and is still unable to work, leave of absence without pay shall be granted up to twelve (12) months.
- (b) If at the end of this period the Employee's physical condition is such that **they are** unable to return to work, then the employment of the Employee shall be medically laid off by the Employer.

- (c) No medical lay-off shall occur before alternate accommodated employment has been explored under Article 49.
- (d) In the event a reasonable accommodation is not possible, the Employee shall be medically laid-off and the Employee shall have the option to:
 - 1) accept the medical lay-off, subject to recall rights pursuant to article 21.6;
 - or
 - 2) apply for severance pursuant to Article 35.
- (e) In the event the Employee elects to retain recall rights, the Employee shall be entitled to claim severance at the conclusion of the recall period (Article 21.6(c)) if **they are** not been awarded or placed in a position. Alternatively, an Employee may elect during the recall period to collect any severance and waive **their** right to recall.

ARTICLE 27 - LEAVE OF ABSENCE

- 27.1 Provided the Employer receives forty-eight (48) hours written notice, leave of absence with pay and without loss of seniority shall be granted upon request to any employee(s) elected or appointed to represent the union at union conventions; and the Bargaining Unit or Local shall reimburse the Employer for receipt of such pay. The forty-eight (48) hour written notice shall be waived in extenuating circumstances.
- 27.2 (a) Union members selected by their Bargaining Unit or Local to represent their union at the Local Level or at the Bargaining Unit Level, during negotiations, conciliation or arbitration cases, or while processing grievances or arbitration, shall be granted leave of absence with pay and without loss of seniority providing the proceedings are held on the employee's scheduled shift.
- (b) Leave of absence with pay and without loss of seniority shall be granted by the Employer to an employee selected by the Bargaining Unit to be a member of the Pension or Benefit Insurance Committee providing the meetings are held on the employee's scheduled shift.
- 27.3 Provided the Employer receives forty-eight (48) hours written notice, leave of absence with pay and without loss of seniority shall be granted to any employee(s) elected or appointed at the local level to represent the union at Labour Schools or Seminars and the Local shall reimburse the Employer for receipt of such pay. The forty-eight (48) hour written notice shall be waived in extenuating circumstances.
- 27.4 Provided the Employer receives forty-eight (48) hours written notice, leave of

absence with pay and without loss of seniority shall be granted upon request to any employee(s) elected or appointed to attend Executive or Committee meetings of the Canadian Union of Public Employees, its affiliated or chartered bodies, and the Bargaining Unit or Local shall reimburse the Employer for receipt of such pay. The forty-eight (48) hour written notice shall be waived in extenuating circumstances.

- 27.5 The Employer recognizes the rights of employees to participate in public affairs. Therefore, upon written request, the Employer will grant leave of absences without pay but without loss of seniority so that employees may be candidates in a Federal, Provincial, or Municipal election.
- 27.6 Any employee who is elected or selected for a full-time position with the union, or anybody with which the union is affiliated, or who is elected to public office, shall be granted leave of absence without pay or loss of seniority by the Employer for a period of up to one (1) year. Such leave shall be renewed each year, on request, during **their** term of office.
- 27.7 When an employee wishes to return to **their** job, **they** shall give the Employer an advance notice of at least fifteen (15) days. **They** shall be reinstated in employment on termination of **their** term of office, in such occupation and position and under conditions not less favorable to **them** than those that would have been applicable to **them** had **they** remained in the employment of the Employer and **their** length of such term of office shall be included in computing the length of **their** continuous service with the Employer.
- 27.8 Authorized leave of absence with pay or without pay for reasons other than those stated above may be granted after application to the Department Head and approved by the Chief Executive Officer or designate. Such leaves will not be unreasonably withheld.
- 27.9 Each individual employee will not be required to secure **their** own replacement for such leaves.
- 27.10 The Employer shall grant a leave of absence without loss of pay or benefits or seniority, to an employee who serves as a juror in any court; or, who is subpoenaed as a witness in any court. This leave shall not be granted if the court action is in conjunction with the employee's personal matters. The Employer shall pay such an employee the difference between **their** normal earnings and the payment **they** receive for jury services or court witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received.
- 27.11 Where no one other than the employee can provide for the medical needs of an immediate member of **their** family during illness, the employee shall be granted one day's leave without loss of regular pay and benefits upon the employee's verification of illness; however, where leave in excess of one (1) consecutive day is required, a medical certificate signed by a physician is required. Paid leave under this Article shall be limited to 37.5 hours per illness to a maximum of 75.0 hours

per fiscal year.

For the purpose of this Article, immediate family shall be:

- (a) the employee's child who permanently reside with the employee; and/or for whom they have custodial responsibilities, or
- (b) the employee's spouse who permanently resides with the employee, or
- (c) the employee's parent; or
- (d) a relative for which the employee is the legal guardian who permanently resides with the employee.

For the purpose of this article, "a day" shall mean 11.25 hours for those employees who work 12-hour shifts.

ARTICLE 28 - EDUCATIONAL LEAVE, IN-SERVICE EDUCATION

- 28.1 The Employer recognizes the desirability of encouraging education and may grant leave of absence for such purposes as recommended by the Department Head and approved by the Deputy Minister or designate.
- 28.2 Employees authorized by the Employer to attend professional or technical Provincial meetings and workshops shall be granted leave of absence with pay.

ARTICLE 29 - MATERNITY/ADOPTION/PARENTAL LEAVE

- 29.1 The Employer retains the right to require an employee to commence maternity leave if the state of **their** health becomes incompatible with the requirements of **their** job.
- 29.2 Upon request, the Employer shall grant an employee a leave of absence to a maximum of twelve (12) months for maternity, adoption or parental leave. Such leave of absence is without pay, but without loss of acquired benefits.
- 29.3 An employee shall not work, and the Department Head or Supervisor shall not cause or permit **them** to work for at least seven (7) weeks after the date of delivery or for a shorter period, that, in the opinion of a legally qualified medical practitioner is sufficient.
- 29.4 Where an employee reports to work on the expiration of the period referred to in Article 29.3 and having provided two week's notice before returning to work, **they** shall be reinstated in a staff position at the same level, previous to **their** leave.
- 29.5 Sick leave will not be granted for pregnancy. Leave for such conditions shall be

considered maternity leave and shall be leave without pay. Sick leave shall be granted for allied conditions requiring hospitalization or confinement and where such confinement is supported by a certificate signed by a qualified medical practitioner. The Employer reserves the right to have a doctor examine the employee.

- 29.6 Prior to proceeding on maternity leave, sick leave will be granted to an employee while hospitalized for complications associated with **their** pregnancy excluding normal delivery and for that period **they are** confined to bed on doctor's orders immediately following hospitalization.
- 29.7 Not later than the 20th week of **their** pregnancy, the employee shall inform the Employer in writing of the anticipated delivery date.
- 29.8 (a) In no event shall the parental leave commence later than the first anniversary date of the birth or adoption of the child.
- (b) Parental or adoption leave shall be granted to only one parent of a family where both parents are employed by the Employer.
- 29.9 On the occasion of the birth of **their** child, a male employee shall, upon request, be granted special leave with pay to a maximum of one (1) day.
- 29.10 The parties agree that Supplements to Employment Insurance (EI) Maternity or Parental Benefits will be provided to permanent or permanent part-time employees who commence maternity, adoption or parental leave on or after the signing date of this Agreement. The Supplements to EI will be provided as follows:
- (a) An employee who provides the Employer with proof that **they have** applied for and is eligible to receive maternity benefits under the provisions of the Employment Insurance Act shall be paid an allowance for fifteen (15) weeks. The allowance shall be equivalent to the difference between the weekly EI benefits the employee is eligible to receive and eighty five percent (85%) of **there** weekly rate of pay, less any other earnings received by the employee during the benefit period which may result in a decrease in the EI benefits to which the employee would have been eligible if no other earnings had been received during the period.
- (b) An employee, other than an employee who has received an allowance under Article 29.10 (a), who provides the Employer with proof that **they have** applied for and is eligible to receive parental benefits under the provisions of the Employment Insurance Act shall be paid an allowance for fifteen (15) weeks. The allowance shall be equivalent to the difference between the weekly EI benefits the employee is eligible to receive and eighty five percent (85%) of **their** weekly rate of pay, less any other earnings received by the employee during the benefit period which may result in a decrease in the EI benefit to which the employee would have been eligible if no other earnings had been received during the period.

- (c) The weekly rate of pay for a part-time employee will be the average weekly salary earned in the twenty (20) week period prior to commencement of the EI claim. In the event an employee is on sick leave (paid or unpaid) immediately prior to the commencement of **their** maternity leave, the twenty (20) week period used to determine their average weekly salary shall be the twenty (20) weeks immediately prior to their sick leave.

ARTICLE 30 - COMPASSIONATE LEAVE

- 30.1 (a) A permanent **full-time employee shall be granted five (5) regularly scheduled consecutive work days leave**, or permanent part-time employee shall be granted four (4) regularly scheduled consecutive work days leave, provided the days are taken within seven (7) days of the death, excluding days off without loss of pay and benefits, in the case of death of a parent, or step-parent (parent includes a natural parent, guardian, foster parent and any person(s) standing in loco parentis) spouse or child or stepchild **or grandchild**. Where the burial occurs outside the Province, such leave shall also include reasonable travelling time, not to exceed six (6) days.
- (b) A permanent or permanent part-time employee shall be granted three (3) regularly scheduled consecutive work days leave, provided the days are taken within seven (7) days of the death, excluding days off without loss of pay and benefits, in the case of death of a brother, step-brother, sister, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, **or** grandparent. Where the burial occurs outside the Province, such leave shall also include reasonable travelling time, not to exceed five (5) days.
- (c) Subject to 30.1 (a) and (b), if a permanent or permanent part-time employee is on vacation leave at the time of bereavement the employee shall be granted compassionate leave and be credited the appropriate number of days to vacation leave.
- (d) Notwithstanding that employees are scheduled to work twelve (12) hour shifts, a full day is seven and one half (7 ½) paid hours.
- 30.2 In the case of serious illness of a parent, spouse, brother, sister, child, **or grandchild who is permanently residing with the employee** compassionate leave of up to three (3) days shall not be unreasonably withheld. Where the illness occurs outside the Province, such leave shall also include reasonable travelling time, not to exceed five (5) days provided that entitlement shall depend on particular circumstances.
- 30.3 One day's paid leave shall be granted, without loss of salary or wages, to attend the funeral of an aunt, uncle, nephew, or niece; and one-half day to act as a

pallbearer, flower bearer or reader.

ARTICLE 31 - INJURED ON DUTY

- 31.1 An employee prevented from performing **their** regular work with the Employer on account of an occupational accident that is covered by the Worker's Compensation Act shall be paid by the Workers' Compensation Board.
- 31.2 Notwithstanding Article 31.1, in the event that the salary of an employee, at the time of a claim under the Workers' Compensation Act, exceeds the maximum annual earnings established by regulation, the Employer shall, during the period the employee is in receipt of temporary earnings loss benefits, continue to pay the employee an amount equal to 80% (85% after 39 weeks) of net income on a biweekly basis on that portion of salary which is in excess of the maximum earnings recognized by the Workers' Compensation Board. The calculation of net pay entitlement shall be made in the same manner as the calculation made by the Workers' Compensation Board up to the maximum earnings.
- 31.3 When an employee is in receipt of Workers' Compensation Board benefits for a period of ten (10) working days or more, the Employer will pay, during the period while the employee is receiving temporary earnings loss benefits pursuant to the Workers' Compensation Act, the full costs of the employee's premiums where the employee prior to **their** injury participated in Group Life and Group Medical Insurance Plans described in Article 40 and will make the employee's pension contributions.
- 31.4 The absence of an employee who is receiving compensation benefits under the Workers' Compensation Act shall not be charged against the employee's sick leave credits or vacation credits.
- 31.5 An employee who is receiving compensation under the Workers' Compensation Act shall continue to earn the benefits of this Agreement, save and except statutory holidays.
- 31.6 An employee who is injured during working hours, and is required to leave for treatment, shall receive payment for the remainder of the shift at **their** regular rate of pay, without deductions from sick leave, unless the attending physician states that the employee is fit for further work on that shift.
- 31.7 Use of Sick Leave During WCB Waiting Period

An employee who has filed a claim under the Workers' Compensation Act shall be eligible to apply for sick leave during any required waiting period. If an employee is eligible for sick leave benefits, the Employer will pay them at the level which is equivalent to **their** entitlement under the Workers Compensation Act. When the claim is processed, the Employee agrees to repay the amount equivalent to the amount paid by the Employer pending the processing on the claim. If the claim is

not approved, the Employee will be entitled to apply for sick leave, with any required retroactive adjustment to be made to the Employee's sick leave pay or sick bank.

- 31.8 When Workers Compensation, the Employer and employee hold formal meeting(s) (in person or virtually) that include discussions about accommodating the employee to return to the workplace, the Employer shall notify the employee of their right to Local Union representation at the meeting.**

ARTICLE 32 - ADVERSE WEATHER CONDITIONS

- 32.1 The Employer will not be closed due to storm conditions, and as such, all employees are expected to report for duty and remain at their work stations without exception.
- 32.2 Time lost by an employee as a result of absence or lateness due to storm conditions or because an employee finds it necessary to leave prior to the end of the normal day or shift must be made up by the employee in one of the following ways, to be decided upon by the employee:
- (a) made up by the employee at a time agreed upon by the employee and **their** immediate supervisor,
or
 - (b) charged to the employee's vacation, accumulated overtime, or holiday time should such entitlement exist,
or
 - (c) otherwise deemed to be leave without pay.
- 32.3 All employees shall receive similar treatment. No discrimination is to be practiced regarding individual or personal situations, such as place of residence, family responsibilities, transportation problems or car pools. Employees who can anticipate individual or personal problems that may result in lateness, absence, or early leaving due to storm conditions and who do not wish to be granted leave without pay should set aside a portion of their annual vacation in order to accommodate this situation.
- 32.4 Notwithstanding Article 32.2, but subject to Article 32.3, reasonable lateness beyond the beginning of an employee's starting time shall not be subject to the provisions of Article 32.2, where lateness is justified by the employee being able to establish to the satisfaction of the Employer that every reasonable effort has been made by the employee to arrive at **their** work station at the scheduled time.

ARTICLE 33 - TERMINATION OF EMPLOYMENT (OTHER THAN DISCHARGE ARTICLE 18)

- 33.1 For properly advanced planning both parties mutually agree that the employee should attempt to give as much advance notice as possible in terminating employment, **including retirement**. Four (4) weeks is recommended for terminating employment. **Six (6) weeks is recommended for retirement.**

ARTICLE 34 - RETIREMENT AND RETIREMENT ALLOWANCE

- 34.1 Any employee who has ten (10) years or more of service and has attained the age of fifty-five (55) years may retire at **their** own request or be retired for just cause without loss of retirement allowance.

- 34.2 When a permanent or permanent part-time employee having continuous service of ten (10) years or more retires, the Employer shall pay such an employee a retirement allowance equal to thirty-seven and one half (37.5) hours for each nineteen hundred and fifty (1,950) hours of continuous service since October 1, 1959 but not exceeding nine hundred and seventy-five (975) hours pay at the regular rate of pay.

- 34.3 When an employee has a permanent disability and requests to retire, or when the Employer requires an employee to retire due to a permanent disability, and in the absence of mutual agreement, a Board of Doctors whose decision shall be final and binding on the parties to this Agreement shall be constituted as follows: one doctor appointed by the Local; one doctor appointed by the Employer and one doctor selected by the two (2) so appointed, who shall be the Chairperson.

If the decision of the Board is that the employee has a permanent disability the said employee shall receive the accumulated retirement allowance to which **they are** entitled under this Article. The expense of this Board shall be paid for in the same manner as if it were an Arbitration Board.

If the permanent disability of an employee has been established under the Workers' Compensation Act or the Canada Pensions Act, a further Board decision under this Article shall not be required.

- 34.4 A long-term employee of ten (10) years or more who is forced to discontinue employment for reasons of ill health or death prior to reaching retirement age shall also be included in the above policy. The retirement allowance shall be computed on a prorata basis effective October 1, 1959.
- 34.5 No retiring allowance shall be granted under this Section to an employee who is dismissed or resigns from the employ of the Employer.
- 34.6 Retirement allowance, if uncollected by the employee, will be paid the beneficiary or estate.

ARTICLE 35 - SEVERANCE PAY

- 35.1 Severance pay shall be paid to eligible employees who have five or more years of continuous service when their employment is terminated because of layoff as outlined in Article 21.1. Payment will be made following the completion of the eighteen month recall period or at any time during the eighteen-month period providing the employee waives **their** right to recall.
- 35.2 Severance pay shall be calculated on the basis of seventy-five (75) hours pay for each nineteen hundred and fifty (1,950) hours of continuous service to a maximum of nine hundred and seventy-five (975) hours.
- 35.3 Severance pay is not payable in addition to Retirement Allowance as provided in Article 34 of this Agreement.
- 35.4 At the employee's request the payment of severance pay shall be:
- (a) a lump sum payment;
 - or
 - (b) held over to the taxation year following termination.

ARTICLE 36 - TEMPORARY ASSIGNMENTS

- 36.1 Extra pay for temporary assignment to a position of higher classification shall apply to all eligible employees who assume all or substantially all the responsibility of the higher rated position for one full day or more in the higher rated position, such pay to be retroactive to first hour of assignment. The Employer shall not transfer an employee from the higher rated position and replace that employee with another employee solely for the purpose of avoiding payment of extra pay for the temporary assignment.
- 36.2 Extra pay for temporary assignment to a position of higher classification shall apply to employees designated by the Employer to assume all or substantially all the responsibility of the higher rated position on a regular and recurring basis.
- 36.3 Eligible employees shall be placed in the first step of the new range except in cases where this rate is less than or equal to **their** present salary. In such a case, the employee shall receive one step above **their** present salary and be entitled to advance to the next step in the range on the anniversary date of **their** employment.

ARTICLE 37 - PAYMENT OF WAGES AND ALLOWANCES

- 37.1 The Employer shall pay all employees' wages and salaries in accordance with Appendix "A" attached hereto and forming part of this Agreement.

- 37.2 Employees who pick up additional shifts in another classification shall be paid in accordance with the rate assigned to the classification of the additional shifts.
- 37.3 Anniversary increases are payable on the first pay period after the effective date. The Employer shall grant a pay increment to the employee's next step in the pay range provided **they have** not reached the maximum rate of pay for that classification.
- 37.4 Employees who provide the basic tools of **their** trade shall have these tools replaced by the Employer. Replacement will be made by producing the worn or broken tools or proving that the tool was lost.
- 37.5 The Employer shall provide an allowance of eighty (80) dollars per year to employees in the classification of maintenance tradesman who are required by the Employer to provide their own tools. This allowance shall be issued on the first pay day in October of each year.

ARTICLE 38 - PAYROLL PERIODS

- 38.1 Pay periods shall be bi-weekly.
- 38.2 When pay day falls on a holiday, pay day shall be the last banking day prior to the holiday.

ARTICLE 39 - SAFETY AND HEALTH

- 39.1 The Employer shall continue to make reasonable provisions for the safety and health of its employees during their hours of employment. Protective devices and other equipment deemed necessary to protect employees properly from injury (**excluding footwear**) shall be supplied by the Employer and used by the employees. It is mutually agreed that both parties to this agreement shall cooperate to the fullest extent possible towards the prevention of accidents and in reasonable promotion of safety and health.
- 39.2 Yearly health examinations for each employee will be provided at the Employer's expense, including a chest x-ray, hemoglobin, and routine urinalysis.
- 39.3 The Employer shall provide preventative measures for those employees in contact with known infectious diseases where medically necessary.
- 39.4 One member from the Local and one member representing the Employer shall be appointed as a Safety and Health Committee. Their duties shall be to promote safety and health in working conditions and to conduct safety and health inspections at regular intervals.

- 39.5 The Local shall be notified immediately of each accident or injury. Upon the request of the Local, the Safety and Health Committee shall investigate and report as soon as possible on the nature and causes of the accident or injury.
- 39.6 The parties agree that Employer will provide leave of absence with pay and without loss of seniority and benefits to one member of each of the four Locals, elected or appointed by their respective Local, to attend the annual Worker's Compensation Board Occupational Health and Safety Conference.

ARTICLE 40 - GROUP INSURANCE AND PENSION PLAN

- 40.1 The Employer agrees to pay one half (1/2) the premium of the Group Life Insurance plan that exists at the coming into force of the Agreement and participation is a condition of employment. Permanent part-time employees shall be insured for a minimum of forty thousand dollars (\$40,000.00) under the terms of this plan.
- 40.2 The Employer agrees to pay one-half (1/2) of the premium of each employee covered by the Group Medical and Dental Plan. Participation shall be on a voluntary basis.
- 40.3 The Employer agrees to retain and maintain the existing pension plan during the life of this Agreement.
- 40.4 All permanent employees shall participate in the LTD plan. Permanent part-time employees shall receive benefits and pay premiums on a pro rata basis.

ARTICLE 41 - PORTABILITY OF BENEFITS UPON RESIGNATION AND TRANSFER

- 41.1 When an employee resigns and is re-employed within sixty (60) days, the employee will be entitled to the reinstatement of benefits. Such benefits will include:
- (a) salary step earned and increment date;
 - (b) accumulated sick days;
 - (c) accumulated retiring allowance days;
 - (d) length of vacation entitlement.

The right to such benefits shall be negated by:

- (a) an unsatisfactory employment record;
- (b) prolonged absence from the work force.

- 41.2 Where an employee is re-employed with the Health PEI, **they** begin employment as junior in the Local insofar as choice of vacations, promotions, days off, lay off and recall are concerned; but begins accumulating seniority in classification on commencement of employment.
- 41.3 The parties agree that if a permanent employee moves from one position to another position, either within or outside their Local, but within the Bargaining Unit, there shall be no interruption of accumulated sick days, accumulated retirement allowance days, length of vacation entitlement or seniority and, if applicable, salary step earned and increment date.

ARTICLE 42 - EMERGENCY

- 42.1 All employees covered by this Agreement shall report to duty when an emergency has been declared by the Deputy Minister or delegate. Emergency shall mean any situation where the good and welfare of the patients or the Employer require such measure or where the community is threatened.

ARTICLE 43 - DISASTER PLAN EXERCISES

- 43.1 Disaster Plan Exercises shall be considered a responsibility of both the Employer and its employees as a matter of good citizenship in the public interest. All staff covered by this Collective Agreement shall be expected to volunteer their services for this purpose.

There shall be no disciplinary action taken against any employee as a result of the wording of this clause.

ARTICLE 44 - SUBCONTRACTING

- 44.1 The Employer agrees that work or services presently performed or hereafter assigned to the Bargaining Unit shall not be subcontracted, transferred, leased, assigned or conveyed, in whole or in part, to any other plant, person, company, or non-unit employee in such a manner as to jeopardize the employment of the employees unless mutually agreed by the Local and the Employer.

ARTICLE 45 - MERGER AND AMALGAMATION

- 45.1 Should Health PEI merge, amalgamate, or combine any of its operations or functions with another Department of Government, or should any Department of Government take over any of the operations or functions of Health PEI, the Department of Government transferring the operations or functions, agrees to give the Bargaining Unit notice in writing One Hundred and Eighty (180) days prior to implementation of the above.

- 45.2 Discussion will commence between the parties within ten (10) days of such notice and every reasonable effort will be made to provide continuous employment for employees affected in the Bargaining Unit or Local. Any employee affected by such takeover shall be offered alternate employment, if available, with their present Employer or with the Employer assuming the operations and functions, and in the latter case, seniority of employees in the amalgamated Employers or service shall be considered. If alternate employment is not available for some employees, the layoff shall be in accordance with Article 21.

ARTICLE 46 - ESTABLISHMENT OR ELIMINATION OF A POSITION

46.1 Establishment of New Position

When any new position not covered by Appendix "A" and within the confines of the certification orders or pertinent legislation is established during the lifetime of this Agreement, the rate of pay shall be subject to negotiation between the Health Negotiation Committee and the Bargaining Unit.

If the parties are unable to agree on the rate of pay of the job in question, such dispute shall be submitted to Arbitration. The new rate shall become retroactive to the time the position was first filled by the employee.

- 46.2 Where an employee's position is abolished by the Employer and the Employer transfers the employee affected to another position having a lower maximum rate of pay, the employee shall continue to receive pay at **their** rate of pay in effect at the time **their** former position was abolished until such time as the maximum rate of pay for **their** new position exceeds **their** rate of pay in effect at the time **their** former position was abolished.
- 46.3 If a permanent part-time employee makes a request to the Employer for a reduction of hours of work for the position **they** occupy, the Employer must make the Local aware of such requests, and such requests will not be implemented. If a permanent full-time employee makes a request to the Employer for a reduction of hours of work for the position **they** occupy, the Employer must make the Local aware of such requests, and such requests will only be implemented by mutual consent between the Local, the employee and the Employer and will be subject to the strict terms of Appendix "J", "Memorandum of Agreement, Line Sharing" Furthermore, the Employer and the Local agree to work together in creating more fulltime jobs by combining present part-time jobs where operational requirements permit.

ARTICLE 47 - BULLETIN BOARDS

- 47.1 Suitable space on the bulletin board(s) shall be made available for the posting of notices.

ARTICLE 48 - RESEARCH PROJECT

48.1 The findings of any research project, which would change the provisions of this agreement, will not be implemented until such changes are negotiated and agreed to by the parties.

ARTICLE 49 - DISABLED EMPLOYEE PREFERENCE

49.1 Any employee covered by this Agreement who has given good and faithful service to the Employer and who, through advancing years or temporary disability is unable to perform **their** duties, shall be given priority of consideration of any light work available, and for which **they are** qualified, at the salary payable for the position to which **they are** assigned.

49.2 The parties both recognize a duty to accommodate a disabled employee. Each party will, when required, take reasonable steps to accommodate short of undue hardship.

49.3 The parties acknowledge that the return to the workplace after an absence due to an injury or disability may require a period of ease back. That is a period of gradual return to full pre-injury/disability work hours starting with a period of work time that the employee can handle and gradually increasing to the pre-injury/disability hours of work. The parties further recognize that the ease back required for any employee will be determined on a case by case basis depending on the level of injury/disability for each employee but shall not be implemented in an unreasonable or discriminatory manner. In any case the employee on ease back will only be paid for actual hours worked which are not part of a job shadowing assignment.

49.4 When the LTD provider, the Employer and employee hold formal meeting(s) (in person or virtually) that include discussions about accommodating the employee to return to the workplace, the Employer shall notify the employee of their right to Local Union representation at the meeting.

ARTICLE 50 - MEETINGS ON EMPLOYER'S PROPERTY

50.1 Permission may be granted by the Employer for union meetings to be held on its property.

ARTICLE 51 - DRESSING ROOMS

51.1 Adequate dressing rooms with standard size lockers and sitting areas shall be provided, if the physical facilities permit.

ARTICLE 52 - DEPARTMENT

52.1 Employees shall be required to be punctual in reporting for duty, neat in appearance and due to the nature of their employment be courteous, patient and understanding with emphasis being placed on neatness and cleanliness and be ever mindful of the well-being of the patients/clients.

ARTICLE 53 - UNIFORMS

53.1 The Employer shall provide each employee, at the Employer's discretion, either two (2) uniforms at the employer's expense or a clothing allowance of **one hundred dollars (\$100.00)** (upon provision of **original** receipts). Uniforms provided by the Employer shall remain the property of the Employer and shall not be worn off duty or removed from the Employer's premises unless the Employer fails to provide facilities for the changing of uniform clothing. Uniforms or the clothing allowance will be provided to each person per year. Employer issued worn uniforms shall be exchanged for new ones.

53.2 The Employer will consult with two (2) Local member representatives in regard to quality, style and color of uniforms, prior to the purchase of new uniforms.

ARTICLE 54 - RETROACTIVITY - MONETARY BENEFITS

54.1 All monetary benefits under this Collective Agreement are retroactive; and shall be computed and paid within thirty (30) days or less from the signing of the Agreement. If considered necessary by the Employer, this period may be extended by thirty (30) days.

54.2 All employees working on a permanent, permanent part-time or casual basis, prior to the signing of the Collective Agreement whether working or not at the time of the signing of the Agreement shall be entitled to retroactive pay.

54.3 Any employee who has a claim for retroactive pay and who is not employed on the date of the signing of this Agreement shall make claim by notice in writing to the Employer which was the former Employer within ninety (90) calendar days from the signing of this Agreement.

ARTICLE 55 - PRESENT CONDITIONS AND BENEFITS

55.1 All rights, benefits, privileges and working conditions which employees now enjoy, receive, or possess as employees of the Employer shall continue to be enjoyed and possessed insofar as they are consistent with this Agreement but may be modified by mutual agreement between the Employer and the Bargaining Unit or Local.

- 55.2 Any specific changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement.
- 55.3 Where a notice requesting negotiation of a new Agreement has been given, the conditions of this Agreement shall remain in full force and effect until such time as an Agreement has been reached in respect of a renewal, amendment or substitution.

ARTICLE 56 - TEMPORARY REPLACEMENTS

- 56.1 (a) Where employees who are on authorized leave of absence for a period of at least nine (9) weeks, or which the Employer reasonably knows will be on authorized leave of absence for a period of at least nine (9) weeks, are to be replaced by temporary personnel, the replacement shall be taken from the ranks of Permanent and Permanent Part-Time employees based on seniority from within the affected department.
- (b) When there are no interested permanent employees for the temporary position from within the affected department, then the position will be posted as per Article 20.1.
- 56.2 Where permanent and permanent part-time employees fill temporary positions they will continue to accrue seniority while so employed.
- 56.3 Employees who apply for and receive, or who are appointed to temporary positions, in accordance with the provisions of this Collective Agreement, shall be required to first complete the assignment before they shall be permitted to apply for another temporary position **unless otherwise mutually agreed between the Employer and the Local.**

ARTICLE 57 - JOB DESCRIPTIONS

- 57.1 Every employee must be classified in accordance with a classification title and wage rate for that title as set out in Schedule A.
- 57.2 (a) When a new job classification is established within the Bargaining Unit, or when it is changed, the Employer shall provide each Local with a copy of the classification specifications.
- (b) Wage rates for new classifications are to be mutually agreed on by the parties.

When the parties fail to agree the Employer may set an interim rate and if the Bargaining Unit is not satisfied with the rate as set by the Employer, the Bargaining Unit may refer the dispute to interest arbitration.

ARTICLE 58 - CLASSIFICATION APPEAL

- 58.1 The process of review and appeal pursuant to these procedures, shall be available to any permanent employee or permanent part-time employee.
- 58.2 An employee who considers **themselves** improperly classified may request a review of **their** classification by submitting a request in writing to their supervisor specifying the classification level desired and the reasons for the request.
- 58.3 Within twenty (20) days of receiving a request the supervisor will inform the employee of the decision to recommend reclassification or not recommend reclassification to the CEO or **their** designate.
- 58.4 The CEO, or designate, shall respond within forty-five (45) days of the decision to reclassify or not reclassify the employee.
- 58.5 Should the employee and the Local not be satisfied with the decision of the CEO or designate, or in the event that no reply is received as outlined in Article 58.3 and 58.4, the Local may proceed to arbitration in accordance with Article 17 of the Collective Agreement. The Arbitration Board's jurisdiction shall be subject to the limitations contained in Articles 58.7, 58.8 and 58.9.
- 58.6 The Board shall decide the issue of the proper classification for the position in question based on the existing classification system.
- 58.7 The Board shall base its decision on which classification specification most closely reflects the major duties and responsibilities of the position in question.
- 58.8 The Arbitration Board shall not:
- (a) change existing salary relationships between classifications;
 - (b) modify any descriptions, responsibilities, or specifications for any classification, level, group or category;
 - (c) change a position title to another classification level, group, or category;
 - (d) accept an appeal of the classification of any position that has been considered by an arbitration board within the previous twelve (12) months, except where the appellant can demonstrate in writing that there has been a substantial change in the duties and responsibilities of the position; or
 - (e) rule on the status of the incumbent whose position is the subject of the appeal.

ARTICLE 59 - TECHNOLOGICAL CHANGE

- 59.1 In the event of technological change causing job elimination, the Employer agrees to consult with the Bargaining Unit or Local regarding ways and means of minimizing adverse effects on employees which might result from such change.
- 59.2 When the Employer is considering the introduction of technological change the Employer agrees to notify the Bargaining Unit or Local as far as possible in advance of such intention and to update the information provided as new developments arise and modifications are made.
- 59.3 An employee who is rendered redundant or displaced from **their** job as a result of technological change shall be given an opportunity to fill any vacancy for which **they have** seniority and which **they are** able to perform. If there is no vacancy, **they** shall have the right to displace an employee with less seniority provided **they are** able to perform the job. An employee who is rendered redundant or displaced shall be also given the opportunity to fill in the casual hours available so long as **they** possess the ability to perform the job.
- 59.4 If as a result of a change in technology the Employer requires an employee to undertake additional training, the training will be provided to the employee.
- 59.5 The training provided for in this Article shall be given during the hours of work whenever possible. Any training due to technological change shall be considered as time worked.
- 59.6 No additional employees shall be hired by the Employer until employees affected by the technological change, or employees on layoff, have been notified of the proposed technological change and allowed a reasonable training period to acquire the necessary knowledge or skill to retain their employment.

ARTICLE 60 - DEFERRED SALARY LEAVE PLAN

60.1 Description

- (a) The Deferred Salary Leave Plan shall afford CUPE members the opportunity to take a leave of absence for one year and through deferral of salary finance the leave.
- (b) The Employers and CUPE may enter into any variation of this Plan by mutual consent of the two parties involved.

60.2 Eligibility

Any employee working fifty percent (50%) and over with an Employer is eligible to participate in the Plan.

60.3 Application and Approval

- (a) i. A CUPE employee shall make written application to **their** Employer on or before January 31st of the year prior to the year in which the deferment is to commence, requesting permission to participate in the Plan.
- ii. Notwithstanding 60.3 (a)(i), an Employer may waive the deadline of January 31st under special circumstances.
- (b) Written acceptance, or denial, of the employee's request, with explanation, shall be forwarded to the employee by April 1st in the year the original request is made.
- (c) Approval of individual requests to participate in the Plan shall rest solely with the Employer.
- (d) All employees wishing to participate in the Plan shall be required to sign a contract before final approval for participation shall be granted.

60.4 Salary Deferral

- (a) In each year of participation in the Plan preceding the year of leave, an employee shall be paid a reduced percentage of regular salary. The remaining percentage shall be deferred and this accumulated amount plus interest earned shall be paid to the employee during the year of leave.
- (b) The salary deferred shall be deposited in a deposit account in trust for each employee. The terms and conditions related to the deposit account at the Bank with which the Employer deals shall apply.
- (c) In the year of the leave, the Employer shall pay to the employee the total of the deferred income plus all accrued interest in installments conforming to the regular pay periods.

60.5 Benefits

- (a) An employee's benefits shall be maintained by the Employer during the leave of absence. Any benefits tied to salary shall be structured according to actual salary paid.
- (b) Sick leave and vacation credits shall not accumulate during the year spent on leave.
- (c) The employee shall have pension contributions deducted on salary received in each year of participation in the Plan.

60.6 Withdrawal from the Plan

- (a) An employee may withdraw from the Plan any time prior to taking the leave of absence. Upon withdrawal, all the deferred salary plus accumulated interest shall be paid to the employee within sixty (60) days of notification of withdrawal from the Plan.
- (b) In the event that suitable replacement cannot be obtained for an employee who has been granted leave, the Employer may defer the year of leave. In this instance, an employee may choose to remain in the Plan or **they** may withdraw and receive all the deferred salary plus accumulated interest to the date of withdrawal. Repayment shall be made within sixty (60) days of the date of withdrawal from the Plan.
- (c) Should an employee die while participating in the Plan, all the deferred salary plus accumulated interest at the time of death shall be paid to the employee's beneficiary.
- (d) An employee who has had **their** employment terminated by the Employer shall be required to withdraw and shall be paid all deferred salary plus accumulated interest to the date of withdrawal. Repayment shall be made within sixty (60) days of the date of withdrawal from the Plan.

60.7 Deferral of Leave

If the year of leave is deferred past the intended date of commencement all deferred salary plus accumulated interest shall continue to accumulate interest until the leave of absence is granted.

60.8 Return from Leave

- (a) On return from leave, an employee shall return to **their** previous position providing it still exists, or to a position similar to that which **they** held immediately prior to going on leave.
- (b) An employee participating in the Plan shall be eligible upon return to duty, for any increase in salary and benefits that would have been received had the one year leave of absence not been taken.

ARTICLE 61 - ORIENTATION

61.1 Length of Orientation Period

- (a) The Employer shall provide an orientation program of not less than three (3) consecutive shifts (7.5 hours) with pay to each permanent employee new to the Employer. Of the above shifts, one shall be an evening shift and one shall be a night shift where the service is a twenty-four (24) operation and their

position requires work on each of these off-shifts.

- (b) The Employer may provide an orientation program of not less than three (3) consecutive shifts with pay to each permanent employee who accepts a position in a work unit or worksite new to the employee. The shifts shall be as in Article 61.1(a).
- (c) The Employer shall provide a paid orientation program of not less than three (3) consecutive shifts to each new employee approved for casual employment at a worksite. Of the above shifts, one shall be an evening shift and one shall be a night shift where the service is a twenty-four (24) hour operation.
- (d) The Employer will consider a request for additional orientation beyond the time period(s) set out above. No reasonable request will be denied.

61.2 Above Core During Orientation

- (a) Employees shall not be considered as part of core staffing during the period of orientation.

ARTICLE 62 - MUTUALLY AGREED CHANGES

62.1 Any mutually agreed changes to this Collective Agreement shall form part of this Collective Agreement and are subject to the grievance and arbitration procedure. Any such mutually agreed changes can only be reached between the Council's Provincial Bargaining Committee and the Health Negotiation Committee.

ARTICLE 63 - TERM OF AGREEMENT

63.1 The Agreement shall be binding and remain in effect from April 1, 2020 to March 31, 2023 and shall continue from year to year thereafter unless either party gives to the other party notice in writing at least sixty (60) days prior to the expiry date of their desires to terminate or amend the contract.

63.2 Notice of Changes

Either party desiring to propose changes or amendments to the Agreement shall, at least sixty (60) days prior to the termination date, give notice in writing to the other party. Within twenty (20) working days of receipt of such notice by one party, the other party is required to enter into negotiations for a renewal or revision of the Agreement and both parties shall thereupon enter into such negotiations in good faith and make every effort to consummate a revised or new Agreement.

63.3 When such notice is given, the following conditions shall apply:

- (a) The parties shall be obligated to table their complete list of proposals at the

first negotiating session and bargaining shall be restricted thereto, unless the parties otherwise mutually agree.

- (b) Both parties shall adhere fully to the terms of this Agreement during the period of bonafide Collective Bargaining and if negotiations extend beyond the anniversary date of the Agreement, any revision in terms mutually agreed upon shall apply retroactively to that date.

Dated at Charlottetown, Prince Edward Island, this 5th day of November, 2021

HEALTH NEGOTIATING COMMITTEE

CANADIAN UNION OF PUBLIC EMPLOYEES













APPENDIX "A" WAGE GRID

<u>CLASSIFICATION</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
	March 31, 2020	\$19.57	\$19.81	
Service Worker 1	April 1, 2020	\$19.77	\$20.01	
Porter	October 1, 2020	\$20.02	\$20.26	
	April 1, 2021	\$20.22	\$20.46	
	October 1, 2021	\$20.37	\$20.61	
	April 1, 2022	\$20.57	\$20.82	
	October 1, 2022	\$20.72	\$20.98	
	March 31, 2020	\$19.67	\$20.08	
Dishwasher	April 1, 2020	\$19.87	\$20.28	
Diagnostic Imaging Attendant	October 1, 2020	\$20.12	\$20.53	
Cafeteria Cashier	April 1, 2021	\$20.32	\$20.74	
Lab Attendant 1	October 1, 2021	\$20.47	\$20.90	
O.R. Aide	April 1, 2022	\$20.67	\$21.11	
Utility Worker	October 1, 2022	\$20.83	\$21.27	
	March 31, 2020	\$20.23	\$20.47	
Pysch. Att. 1	April 1, 2020	\$20.43	\$20.67	
Lab Attendant 2	October 1, 2020	\$20.69	\$20.93	
Sewer	April 1, 2021	\$20.90	\$21.14	
Transporter	October 1, 2021	\$21.06	\$21.30	
	April 1, 2022	\$21.27	\$21.51	
	October 1, 2022	\$21.43	\$21.67	
	March 31, 2020	\$20.86	\$21.30	
Painter	April 1, 2020	\$21.07	\$21.51	
Equipment Operator	October 1, 2020	\$21.33	\$21.78	
	April 1, 2021	\$21.54	\$22.00	
	October 1, 2021	\$21.70	\$22.17	
	April 1, 2022	\$21.92	\$22.39	
	October 1, 2022	\$22.08	\$22.56	
	March 31, 2020	\$20.86	\$21.30	
Orderly	April 1, 2020	\$21.07	\$21.51	
Psychiatric Aide	October 1, 2020	\$21.33	\$21.78	
	April 1, 2021	\$21.54	\$22.00	
	October 1, 2021	\$21.70	\$22.17	
	April 1, 2022	\$21.92	\$22.39	
	October 1, 2022	\$22.08	\$22.56	

	March 31, 2020	\$20.93	\$21.34	
Service Worker 2	April 1, 2020	\$21.14	\$21.55	
Sterile Distribution Aide	October 1, 2020	\$21.40	\$21.82	
	April 1, 2021	\$21.61	\$22.04	
	October 1, 2021	\$21.77	\$22.21	
	April 1, 2022	\$21.99	\$22.43	
	October 1, 2022	\$22.15	\$22.60	
	March 31, 2020	\$21.07	\$21.49	
Lab Attendant 3	April 1, 2020	\$21.28	\$21.70	
	October 1, 2020	\$21.55	\$21.97	
	April 1, 2021	\$21.77	\$22.19	
	October 1, 2021	\$21.93	\$22.36	
	April 1, 2022	\$22.15	\$22.58	
	October 1, 2022	\$22.32	\$22.75	
	March 31, 2020	\$20.99	\$21.68	
Cook 1	April 1, 2020	\$21.20	\$21.90	
	October 1, 2020	\$21.47	\$22.17	
	April 1, 2021	\$21.68	\$22.39	
	October 1, 2021	\$21.84	\$22.56	
	April 1, 2022	\$22.06	\$22.79	
	October 1, 2022	\$22.23	\$22.96	
	March 31, 2020	\$22.16	\$22.68	
Power Engineer 4th Class	April 1, 2020	\$22.38	\$22.91	
	October 1, 2020	\$22.66	\$23.20	
	April 1, 2021	\$22.89	\$23.43	
	October 1, 2021	\$23.06	\$23.61	
	April 1, 2022	\$23.29	\$23.85	
	October 1, 2022	\$23.46	\$24.03	
	March 31, 2020	\$22.21	\$22.73	\$23.15
Maintenance Worker	April 1, 2020	\$22.43	\$22.96	\$23.38
	October 1, 2020	\$22.71	\$23.25	\$23.67
	April 1, 2021	\$22.94	\$23.48	\$23.91
	October 1, 2021	\$23.11	\$23.66	\$24.09
	April 1, 2022	\$23.34	\$23.90	\$24.33
	October 1, 2022	\$23.52	\$24.08	\$24.51

	March 31, 2020	\$22.21	\$22.73	
Carpenter (Without TQs)	April 1, 2020	\$22.43	\$22.96	
TQ Painter	October 1, 2020	\$22.71	\$23.25	
	April 1, 2021	\$22.94	\$23.48	
	October 1, 2021	\$23.11	\$23.66	
	April 1, 2022	\$23.34	\$23.90	
	October 1, 2022	\$23.52	\$24.08	
	March 31, 2020	\$22.74	\$23.73	
Ward Clerk	April 1, 2020	\$22.97	\$23.97	
Sterile Processing Technician 1	October 1, 2020	\$23.26	\$24.27	
	April 1, 2021	\$23.49	\$24.51	
	October 1, 2021	\$23.67	\$24.69	
	April 1, 2022	\$23.91	\$24.94	
	October 1, 2022	\$24.09	\$25.13	
	March 31, 2020	\$23.69	\$24.45	
Cook2/Baker 2	April 1, 2020	\$23.93	\$24.69	
Power Engineer 4A	October 1, 2020	\$24.23	\$25.00	
Physiotherapy Assistant	April 1, 2021	\$24.47	\$25.25	
	October 1, 2021	\$24.65	\$25.44	
	April 1, 2022	\$24.90	\$25.69	
	October 1, 2022	\$25.09	\$25.88	
	March 31, 2020	\$24.19	\$25.20	
Sterile Processing Technician 2	April 1, 2020	\$24.43	\$25.45	
	October 1, 2020	\$24.74	\$25.77	
	April 1, 2021	\$24.99	\$26.03	
	October 1, 2021	\$25.18	\$26.23	
	April 1, 2022	\$25.43	\$26.49	
	October 1, 2022	\$25.62	\$26.69	
	March 31, 2020	\$25.63	\$25.99	
BCCO/Power Engineer 3rd Class	April 1, 2020	\$25.89	\$26.25	
	October 1, 2020	\$26.21	\$26.58	
	April 1, 2021	\$26.47	\$26.85	
	October 1, 2021	\$26.67	\$27.05	
	April 1, 2022	\$26.94	\$27.32	
	October 1, 2022	\$27.14	\$27.52	

	March 31, 2020	\$25.63	\$25.99	
Chief Power Engineer (CPE)	April 1, 2020	\$25.89	\$26.25	
	October 1, 2020	\$26.21	\$26.58	
	April 1, 2021	\$26.47	\$26.85	
	October 1, 2021	\$26.67	\$27.05	
	April 1, 2022	\$26.94	\$27.32	
	October 1, 2022	\$27.14	\$27.52	
	March 31, 2020	\$26.77	\$27.33	
Maintenance Worker 3	April 1, 2020	\$27.04	\$27.60	
	October 1, 2020	\$27.38	\$27.95	
	April 1, 2021	\$27.65	\$28.23	
	October 1, 2021	\$27.86	\$28.44	
	April 1, 2022	\$28.14	\$28.72	
	October 1, 2022	\$28.35	\$28.94	
	March 31, 2020		\$28.25	
Maintenance Tradesperson	April 1, 2020		\$28.53	
	October 1, 2020		\$28.89	
	April 1, 2021		\$29.18	
	October 1, 2021		\$29.40	
	April 1, 2022		\$29.69	
	October 1, 2022		\$29.91	
	March 31, 2020		\$29.57	
Electrician/Electronics Trade	April 1, 2020		\$29.87	
Mechanical Technologist Trade	October 1, 2020		\$30.24	
	April 1, 2021		\$30.54	
	October 1, 2021		\$30.77	
	April 1, 2022		\$31.08	
	October 1, 2022		\$31.31	

APPENDIX "B" PROVISIONS FOR TWELVE-HOUR SHIFTS

Implementation of Twelve-Hour Shifts

- i. A committee of five people consisting of two (2) representatives of the Employer, a union representative, a Local Steward and an employee representative of the affected work unit(s) chosen by the employees, shall co-ordinate a twelve (12) hour shift rotation implementation plan. If the Employer and seventy-five percent (75%) of the employees in one or more units at a workplace mutually agree to implement a twelve (12) hour shift rotation, then a twelve (12) hour shift shall be implemented in the work unit(s).**
- ii. For clarity to determine whether or not seventy-five percent (75%) of the employees agree to implement a twelve (12) hour shift rotation, there shall be a secret ballot vote of the employees in the work unit(s). Both the Local and Employer shall be entitled to have a scrutineer participate in the ballot counting.**
- iii. At the end of the first six (6) months of the twelve (12) hour shift rotation, the Employer, and seventy-five percent (75%) of the employees in the work unit(s), as determined by secret ballot conducted in accordance with paragraph ii) hereof, must agree to continue the twelve-hour shift rotation. If the twelve (12) hour shift rotation is continued, the Employer, a union representative, a Steward and an employee representative working the shift rotation, shall meet to review the operation of the twelve (12) hour shift rotation and discuss any changes to the shift rotation that either party wishes to see implemented.**
- iv. These provisions shall remain in effect throughout the term of the Collective Agreement during which the vote in paragraph (iii) above is held unless one party gives sixty (60) calendar days' notice to the other party of intent to terminate these provisions. After sixty (60) days' notice, these provisions will become null and void. During the sixty (60) days notification period, the parties agree to meet to discuss the reasons for termination and to determine if other mutually acceptable arrangements can be made.**

APPENDIX "B" (Cont'd)

ARTICLE 22 - HOURS OF WORK

- 22.1 The regular daily hours of work in each shift shall be eleven and one-quarter (11.25) hours excluding a meal period. The regular weekly hours of work shall be thirty-seven and one-half (37.5) hours averaged over a four-week period. The designated meal period shall not be less than forty-five (45) minutes each shift.
- 22.2 Each employee shall receive seven (7) days off in each two (2) week period.
- 22.3 The Employer will grant every second weekend off.
- 22.6 Employees shall not normally be required to work more than three (3) consecutive 12 hour shifts except in the case where a fourth consecutive shift is necessary to establish a 12-hour shift rotation on that work unit. The fourth shift shall not be a 12-hour shift.
- 22.7 There shall be at least 12 hours between shifts.
- 22.12 Each employee shall receive two 15-minute rest periods on each shift.
- 22.14 Attendance at educational workshops, training courses, professional meetings, for a period of not less than six (6) hours shall be considered a 7.5 hour working day. The remaining 3.75 hours shall be worked on the same day as the education workshop, training course, professional meeting or professional meeting days, unless it is mutually agreed otherwise prior to attending the workshop, training course or professional meeting.
- 22.16 Employees working a twelve (12) hour shift shall receive their shift premium (Article 22.16) per hour for all hours worked except those hours that normally constitute part of the day shift.

APPENDIX "B" (Cont'd)

ARTICLE 24 - VACATIONS

24.2 Permanent employees shall be entitled to annual vacation with pay in accordance with years of continuous employment as follows:

- (a) less than one (1) year of service - 9.375 working hours for each 162.5 hours worked.
- (b) one (1) year of service to completion of the fifth year of service - 9.375 working hours for each 162.5 hours worked (112.5 working hours per year);
- (c) after five (5) years of service to completion of fifteen (15) years of service - 12.5 working hours for each 162.5 hours worked (150 working hours per year);
- (d) after fifteen (15) years of service - 15.625 working hours for each 162.5 hours worked (187.5 working hours per year);
- (e) after twenty-five (25) years of service - 18.75 working hours for each 162.5 hours worked (225 working hours per year).
- (f) on the twenty-fifth (25th) anniversary of employment and every five (5) year anniversary thereafter, an employee shall be granted 7.5 hours paid leave on a day mutually agreed, in recognition of **their** long-standing service.

24.3 When a holiday falls within the vacation period, the employee is entitled to an additional 7.5-hour day.

24.14 The employee shall have **their** regular scheduled days off either preceding or immediately following **their** vacation.

ARTICLE 25 - HOLIDAYS

25.1 Provisions for Statutory Holidays as provided in Article 25 shall apply, except **that employees who were scheduled to work on a statutory holiday will be paid time and one-half for all hours and they shall have the holiday rescheduled.**

APPENDIX "C" MEMORANDA OF SETTLEMENT (Cont'd)

APPENDIX "C" (Cont'd)

Between Local Union No. 1778, Canadian Union of Public Employees and Health PEI as represented in contract negotiations by the Health Negotiation Committee.

The parties hereto agree in accordance with Article 61.1 of the Collective Agreement to adhere to the following procedure in lieu of 22.3 of the existing Collective Agreement.

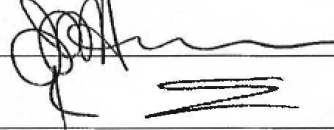
The hospital will guarantee two (2) weekends off out of every four (4) weekends, and where possible every second weekend off. Employees shall not work more than two (2) consecutive weekends without a weekend off, unless otherwise mutually agreed. This method of scheduling will be maintained until such time as the staffing within the Department allows Article 22.3 of the present Collective Agreement to be implemented.

The expiration of this Memorandum of Settlement shall be in accordance with Article 62 of the Collective Agreement.

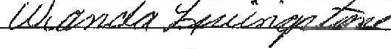
This Memorandum of Settlement affects the employees of the Plant/Maintenance Department at Kings County Memorial Hospital only.


Dated at Charlottetown, Prince Edward Island, this 18th day of February, 2015.

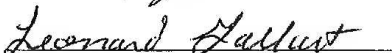
HEALTH NEGOTIATING COMMITTEE

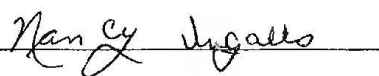


CANADIAN UNION OF PUBLIC
EMPLOYEES Local Union No. 1778









APPENDIX "D" MEMORANDUM

APPENDIX "D" MEMORANDUM

Between Canadian Union of Public Employees and the Employer as represented in contract negotiations by the Health Negotiating Committee.


GRIEVANCE MEDIATION/ARBITRATION:

1. A representative of the Employer and a representative of the Local, or his/her designate, shall meet as often as is required, to review outstanding grievances to determine, by mutual agreement, those grievances suitable for mediation.
2. Those grievances agreed to be suitable for mediation shall be scheduled to be heard as soon as reasonably possible.
3. The process is intended to be non-legal.
4. Where mediation fails, the mediator shall assume the jurisdiction of an arbitrator pursuant to Section 37 of the Labour Act, R.S.P.E.I. 1974 Cap. L-1.
5. The decision of the Arbitrator shall be delivered to the parties within ten (10) working days.
6. All decisions of the Arbitrators are to be limited in application to that particular dispute and are without prejudice. These decisions shall have no precedential value and shall not be referred to by either party in any subsequent proceeding.
7. All settlements or proposed settlements made prior to determination shall be without prejudice.
8. The parties shall equally share the costs of the fees and expenses of the Mediator/Arbitrator.
9. The Mediator/Arbitrator shall have the same powers and authority as an Arbitration Board established under the provisions of Article 17 of the Collective Agreement.
10. It is understood that it is not the intention of either party to appeal a decision of a mediated/arbitrated proceeding.

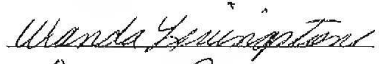
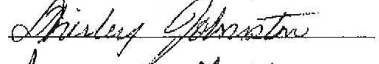

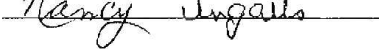
APPENDIX "D" MEMORANDUM (Cont'd)

Dated at Charlottetown, Prince Edward Island, this 18th day of February, 2015

HEALTH NEGOTIATING COMMITTEE



CANADIAN UNION OF PUBLIC EMPLOYEES

APPENDIX "E" MEMORANDUM Re: LETTERS OF UNDERSTANDING

APPENDIX "E" MEMORANDUM Re: Letters of Understanding

WHEREAS various Letters of Understanding were incorporated into the prior Collective Agreement;

AND WHEREAS it was agreed those letters shall be collapsed into one document; The parties agree that:

1. Interpretation re Article 20.6 (a)

This will confirm the understanding reached during collective bargaining that where there are two or more CUPE applicants who are eligible for an IUQE position as per Article 20.6 (a), the position will be awarded to the applicant with the greatest seniority and having the required qualifications.

2. Safety Footwear

This letter will confirm the understanding reached during collective bargaining that permanent and temporary employees in the classifications listed below will be entitled to safety footwear provided by the Employer. A variety of styles will be approved by the Employer from which entitled employees shall select. Footwear shall remain the property of the Employer, shall be worn only during working hours, and shall be replaced at no cost to the employee when worn out and deemed no longer suitable. Inclusive of taxes, the cost of safety footwear shall not exceed **one hundred twenty-five (\$125.00)** per pair.

Only the following permanent and temporary employees are entitled to safety footwear paid for by the Employer:

- (a) Employees in maintenance/plant departments.
- (b) Painters.

APPENDIX "E" (Cont'd)

APPENDIX "E" (continued)

3. Outdoor Protective Wear The Employer shall make available suitable outer protective wear to employees who are required to work outside during inclement weather.

4. Statutory Holidays

This letter will confirm the understanding reached during collective bargaining regarding non-shift employees who work Monday to Friday. It is agreed that when a statutory holiday falls on the weekend the employee shall receive the first regular work day off in lieu. When Christmas and Boxing Day fall on a Saturday and Sunday, such employee shall receive the following Monday and Tuesday off.

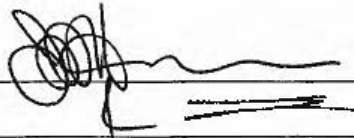
5. Letter of Intent

Where possible the Employer will provide the Local with the following information:

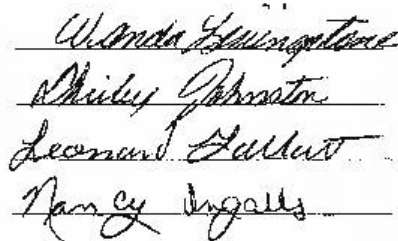
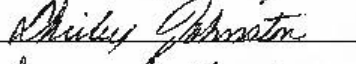
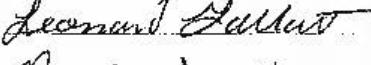
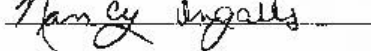
- (a) A list of permanent part-time employees indicating those who want extra shifts.
- (b) A list of permanent part-time employees and the percentage of time for which they are regularly scheduled.
- (c) A list of permanent part-time employees total hours of work on a quarterly basis.

Dated at Charlottetown, Prince Edward Island, this 8th day of February, 2015

HEALTH NEGOTIATING COMMITTEE



CANADIAN UNION OF PUBLIC EMPLOYEES

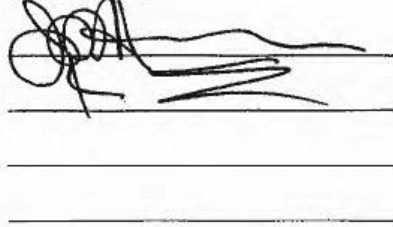
APPENDIX "F" LETTER OF INTENT – RE: PARKING FEES

APPENDIX "F" LETTER OF INTENT

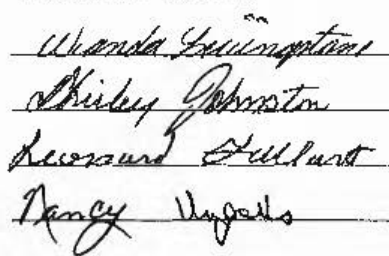
Parking fees for employees shall not be increased during the term of the Collective Agreement.

Dated at Charlottetown Prince Edward Island, this 18th day of February, 2015

HEALTH NEGOTIATING
COMMITTEE



CANADIAN UNION OF
PUBLIC EMPLOYEES



APPENDIX "G" LETTER OF INTENT - RE: CONTRACTING-OUT

**APPENDIX "G" LETTER OF INTENT
RE: Contracting-Out**

This will confirm the understanding reached between the parties during mediation concerning certain contracting-out.


The present contracting-out will continue during the term of the Collective Agreement.

Grass-cutting will be performed by members of the Bargaining Unit.

Dated at Charlottetown, Prince Edward Island, this 18th day of *February*, 2015.

HEALTH NEGOTIATING COMMITTEE

CANADIAN UNION OF PUBLIC
EMPLOYEES



Wanda Youngstrom
Shirley Johnson
Leonard Gallant
Nancy Ingalls

APPENDIX "H" MEMORANDUM OF AGREEMENT – LINE SHARING

The conditions for line sharing are as follows:

1. Line sharing will be used to allow full-time permanent employees the opportunity to temporarily reduce their hours of work.
2. Employees entering a line sharing arrangement shall be required to sign the Line Sharing Agreement. All Line Sharing Agreements shall also be signed off by the Local.
3. It is recognized that it is the Employer's right to approve employees for line sharing. The Local shall be advised in writing of any requests which have been denied.
4. The Employer, Local or an employee involved in the Line Sharing Agreement may at any time give one (1) months' notice of a desire to terminate the arrangement. In the event that one or both of the employees in a line sharing agreement change their position or terminate employment, this agreement shall be cancelled, and the remaining employee shall revert to **their** original hours of work.
5. A single line sharing arrangement shall involve only two (2) employees both of whom must be in permanent positions in the same classification.
6. Line Sharing shall be approved for periods of up to twenty-four months. Each line sharing agreement shall be reviewed and evaluated at the end of the approved period and may be extended provided that such extension does not prevent other permanent full-time employees wishing to enter into a line sharing arrangement from doing so. Under no circumstances will a line sharing agreement be longer than a cumulative total of twenty-four (24) months.
7. Full-time employees who enter into line sharing arrangements as an alternative to permanent part-time employment will be encouraged to apply for part-time positions as they become available. It is understood that a full-time employee who enters into a line sharing arrangement shall not have the right to pick up extra shifts pursuant to Article 22.18 during the life of their line sharing arrangement. However, a part-time employee accepting a line sharing arrangement will continue to have the right to pick up shifts pursuant to Article 22.18.
8. It shall be the responsibility of an employee who wishes to reduce hours of work to secure a willing partner who wishes to increase hours of work and whose work schedule and qualifications are compatible.

Once the request for a temporary line sharing agreement is approved by the Employer, the temporary line share agreement shall be filled like any other Temporary position in the Local. The process laid out in Article 56 – Temporary Replacements, for filling temporary positions, will be followed.

APPENDIX "H" MEMORANDUM OF AGREEMENT – LINE SHARING (Cont'd)

Once a line share opportunity reaches the posting process under Article 56 it shall be posted as a "Temporary Line Share Opportunity."

For clarity, a temporary line share agreement will be offered to the successful permanent part-time employee in addition to their own work guarantee, rather than in place of it as in the case of other temporary postings. Subject to the conditions of this line share agreement, all obligations and restrictions for "Temporary" positions will apply to a "Temporary Line Share" position.


- 9. A full-time permanent employee who reduces **their** hours shall be considered, for purposes of group insurance benefits, to be temporarily occupying a part-time position and the levels of **their** group insurance coverage will not be reduced, unless otherwise required by the individual benefit plan (i.e. LTD). Seniority, vacation leave, sick leave, and statutory holiday leave entitlements will be based on actual paid hours.
- 10. **Full time employees may reduce their hours of work through participation in a line sharing arrangement. No employee shall reduce their hours below 50% of full time.**
- 11. **Where a participating line sharing employee and the Employer contribute to the employee's pension benefit as though the employee had not reduced their hours of work, such contributions are limited to a lifetime period of not more than twenty-four (24) months.**


This memorandum shall be in effect until March 31, 2023.

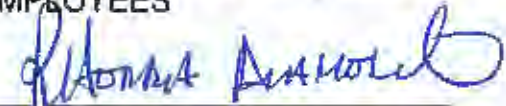
Dated at Charlottetown, Prince Edward Island, this 5th day of November, 2021.

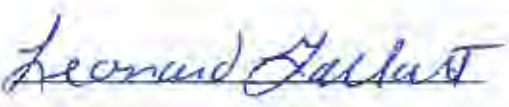
HEALTH NEGOTIATING COMMITTEE


CANADIAN UNION OF PUBLIC EMPLOYEES














LETTER OF UNDERSTANDING – CALL IN EARLY MORNING SHIFTS


**LETTER OF UNDERSTANDING
CALL IN EARLY MORNING SHIFTS**

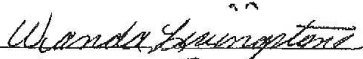

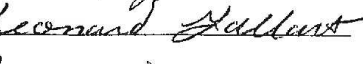

Employees called in to work for an extra early morning shift within 30 minutes of the start time of the shift and who arrives within 15 minutes of the start time of the shift, or who is called in after the shift begins and arrives for work within 45 minutes of the start of the shift she was called for shall have the option to work the full length of the replacement shift.

Dated at Charlottetown, Prince Edward Island, this 1st day of February, 2015.

HEALTH NEGOTIATING COMMITTEE

CANADIAN UNION OF PUBLIC
EMPLOYEES



MEMORANDUM OF AGREEMENT – PPT 75 HRS. BI-WEEKLY

MEMORANDUM OF AGREEMENT

BETWEEN:

Health P.E.I.
The Employer

-and-

CANADIAN UNION OF PUBLIC EMPLOYEES,
Local 805, 1051, 1778 & 1779
The Union

The union and Employer hereby agree to the following practices in relation to the application of Article 22.18 (a) of the Collective Agreement:


1. PPT Employees will continue to be offered shifts or part shifts to bring them up to 75 hours bi-weekly before the same shifts or part shifts are offered to Casual Employees.
2. PPT Employees will be offered extra shifts before a Casual Employee is offered such shifts on the following understanding:
 - a). the priority for extra work for PPT Employees, over Casual Employees, shall continue until such point as the PPT Employee has received Full Time (75) hours work in a pay period;
 - b). if a shift offered would bring the PPT Employee's hours for the pay period above 75, the hours beyond 75 for that shift will be paid at straight time rates; and
 - c). Once the PPT Employee has received 75 hours or more as a result of 2 (b), any additional shifts shall be compensated at the overtime rate in accordance with the provisions of the Collective Agreement.
3. It is agreed that the offering of extra work to PPT Employees on the basis outlined herein shall survive any changes to the language in Article 23 of the Collective Agreement.
4. It is further agreed that this agreement in no way represents a commitment to provide PPT employees with full time work.

MEMORANDUM OF AGREEMENT – PPT 75 HRS. BI-WEEKLY (Cont'd)

Dated at Charlottetown, Prince Edward Island, this 18th day of February, 2015.

HEALTH NEGOTIATING COMMITTEE

CANADIAN UNION OF PUBLIC
EMPLOYEES



Wanda Youngblood
Shirley Johnston
Leonard Gallant
Nancy Ingalls