

# **COLLECTIVE AGREEMENT**

**BETWEEN**

**KINGSTON, FRONTENAC AND LENNOX & ADDINGTON  
HEALTH UNIT  
(Hereinafter called the “Employer”)**

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 3175  
(Hereinafter called the “Union”)**



**January 1, 2018 to December 31, 2020**

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## **ARTICLE 1 - PREAMBLE**

- 1.01 The purpose of this Agreement is to maintain a harmonious relationship between the Employer and the Union, and to promote an orderly and amicable method of settling all differences or grievances which might arise during the term of the Agreement.
- 1.02 The Parties agree that it is a joint responsibility to provide the public with an effective service and to promote the morale and well-being of the employees in the bargaining unit.

## **ARTICLE 2 - RECOGNITION**

- 2.01 The Employer recognizes the Canadian Union of Public Employees and Its Local 3175 as the sole and exclusive collective bargaining agent for all of its employees, save and except supervisors, persons above the rank of supervisor, secretary to the Medical Officer of Health, administrative assistant to the Manager, Administrative Services, administrative assistant to the Medical Officer of Health, public relations co-coordinator, dental program co-coordinator, students employed in training programs in a school, college or university, students employed during the school vacation period, and any employee for whom any trade union held bargaining rights as of January 29, 1987.

For the purpose of clarity, the Parties agree that supervisors include managers.

- 2.02 This Collective Agreement is fully applicable to all regular part-time employees unless otherwise specified.
- 2.03 A regular full-time employee is an employee who is employed for thirty-five (35) hours of work per week.

Regular full-time employees may request a reduction of their hours on a temporary basis for up to 18 months, subject to meeting the needs of public health programs and services and with the approval of their immediate supervisor . The Union shall be notified of such changes.

- 2.04 A regular part-time employee is an employee who is employed for less than seventy (70) hours per pay period on a regularly scheduled basis.

Part-time employees regularly scheduled to work less than thirty-five (35) hours per pay period will receive fourteen percent (14%) in lieu of all benefits.

Part-time employees regularly scheduled to work thirty-five (35) hours or more per pay period will be entitled to all benefits on a pro-rata basis.

When additional hours are available on a temporary or regular basis, part-time employees within the classification qualified to do the work, currently working less than seventy (70) hours per pay period, will be given the opportunity to build-up their hours to seventy (70) hours per pay period.

- 2.05 Term employees are hired for the purpose of temporary replacements or for special projects and programs that are not otherwise filled by regular staff. The duration of such terms normally will not exceed twelve (12) months, except for sick leave replacement or pregnancy and parental leave replacement which will cover the full period of the leave. The duration of a term may be extended with the agreement of the Employer, Union and term employee. Such agreement will not be unreasonably withheld.

Term employees are entitled to personal emergency leave provisions in accordance with the Employment Standards Act.

Term employees are expected to fulfill all the requirements of the term position.

Term employees, who have worked for three (3) months or longer, may schedule unpaid time off in accordance with the formula provided for in Article 16.02 (a).

Term employees shall be paid an additional rate of fourteen percent (14%) in lieu of all benefits, including vacation pay, statutory holiday pay and all other benefits.

Term employees who at the initial time of hire are appointed for a specific period which equals or exceeds twelve (12) months in duration may elect to receive benefits in accordance with Article 19 (except 19.01 and 19.02).

Term employees will not accumulate service or seniority, except that should the employee become a regular part-time, full time or casual employee, she will be credited with the accumulated shifts worked from her last date of hire provided there has not been a break in employment for seniority and service purposes.

During the period of the term, the employee will receive a written evaluation/assessment on their job performance.

Term employees who are paid on a salary scale with twelve (12) month increments shall receive one (1) increment upon the completion of two hundred and forty (240) shifts. Term employees who are paid on a salary scale with six (6) month increments shall receive one increment upon completion of one hundred and twenty (120) shifts.

The Union shall receive a copy of all letters of employment for term employees.

- 2.06 A casual employee is any employee who does not meet either of the definitions in 2.03, 2.04 or 2.05 and works on a call-in, relief or periodically scheduled basis.
- 2.07 Casual employees' conditions of employment are covered by Appendix "B" of this Agreement.
- 2.08 No employee shall be required or permitted to make a written or verbal agreement with the Employer or its representatives which may conflict with the terms of this Collective Agreement.

- 2.09 Employees whose jobs are not in the bargaining unit shall not work on any jobs which are in the bargaining unit except for the purpose of instruction, experimentation, self-familiarization or emergency, or when an employee who would normally perform the work is not readily available, or in cases mutually agreed upon by the Parties.

### **ARTICLE 3 - MANAGEMENT RIGHTS**

- 3.01 The Union acknowledges that it is the exclusive function of management to supervise, direct and control the Employer's operations subject to the terms of this Agreement and, without limiting the generality of the foregoing; such function shall be deemed to include the right to:
- (a) Maintain order, discipline and efficiency, and to classify positions of employees;
  - (b) Hire, discharge, and promote, lay-off, recall and assign employees within their classification;
  - (c) Make regulations provided, however, that any dispute arising out of such regulations or any dispute involving claims of discrimination against any employee in the application of such regulations shall be subject to the grievance and arbitration procedures provided for herein;
  - (d) No member of the bargaining unit shall be required to follow a rule, regulation or directive which may place such employee in violation of his/her code of professional ethics.
- 3.02 The Employer agrees that these management functions shall be executed in a manner consistent with this Agreement subject to the right of the employee to lodge a grievance as set forth herein.
- 3.03 Employees who have not completed their probationary period and who are discharged may grieve the discharge commencing at Step 2 of the grievance procedure contained herein, but not further, unless the employee has been treated in a manner that is arbitrary, discriminatory or in bad faith.
- 3.04 Both Parties agree that there shall be no discrimination or harassment exercised or practiced with respect to any employee by reason of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of an offence, marital status, family status, or handicap.
- 3.05 Both Parties recognize that no employee shall be subject to sexual harassment. As defined in the Ontario Human Rights Code, harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known as unwelcome.

#### **ARTICLE 4 - UNION MEMBERSHIP**

- 4.01 Employees covered by this Agreement, as set out in Article 2.01, shall, as a condition of employment, become and remain members of the Union upon completion of their probationary period.
- 4.02 The Employer shall deduct dues from every employee covered by this Collective Agreement in accordance with the Union constitution and by-laws.
- 4.03 (a) Dues are to be deducted from each pay and shall be forwarded to the Secretary-Treasurer of the Union not later than the 15th day of the following month, together with a list of the members from whom the dues have been deducted.
- (b) In March and September of each year, the Employer agrees to provide an up-to-date list of bargaining unit members showing names, addresses, phone numbers and classifications.
- 4.04 The Employer shall show on the T-4 slip the amount of union dues paid by such employee in the previous year.
- 4.05 During the first month of initial employment, a Union representative shall, after approval by his/her supervisor, be allowed up to thirty (30) minutes within working hours for a discussion with a newly hired employee. It is agreed that this should be arranged within the Union representative's ordinary schedule and shall not result in overtime premium or travel expenses. Such meetings may be arranged collectively or individually.
- 4.06 Notice of any change in the amount of union dues will be provided in writing by the Union to the Manager, Human Resources, at least one (1) month prior to the commencement of the pay period in which the new rate is to be implemented.

#### **ARTICLE 5 - UNION SECURITY AND RELATIONS**

- 5.01 The Employer agrees to acquaint new employees with the fact that a Union Agreement is in effect and give each new employee a copy of this Agreement
- 5.02 The Manager, Human Resources, National Representative of the Union, President and Secretary shall receive copies of all correspondence between the Parties arising out of this Agreement or incidental hereto.
- 5.03 There shall be no strikes or lockouts as long as this Agreement continues to operate.

## ARTICLE 6 - UNION COMMITTEES

- 6.01 The Employer agrees to recognize a Union Negotiating Committee of not more than four (4) employees.
- 6.02 The Employer agrees to recognize a Union Grievance Committee consisting of the President and the Steward (or their designates) involved with the grievance.
- 6.03 A Joint Health and Safety Committee will be established under the Occupational Health and Safety Act. The Union shall have the right to have two (2) representatives on the Committee.
- 6.04 It is agreed that a Joint Union/Management Committee will be established with three (3) representatives from the Union and three (3) representatives from the Employer. This Committee shall meet every two (2) months or less frequently if mutually agreed. The purpose of this committee shall be to consider matters of mutual intent relating to the administration of the Collective Agreement for the purpose of assuring continuing good relations between the parties.
- 6.05 The Union shall notify the Employer in writing of the name of each member of the Union Negotiating Committee, the Union Grievance Committee, the Health and Safety Committee, and the Union/Management Committee before the Employer shall be required to recognize them.
- 6.06 Employees on the above Committees shall not suffer any loss of pay when meeting with management during their regularly scheduled working hours except that:
- (a) In the case of the Negotiating Committee, a maximum of forty (40) days in total shall be payable by the Employer for the purposes of negotiating the renewal of the Collective Agreement.
  - (b) In the case of the Grievance Committee, the Employer agrees that up to three (3) members of the bargaining unit shall not suffer loss of pay as a result of attendance at arbitration hearings.
- 6.07 At all meetings with the Employer, the Committees may be accompanied by a Representative of the Canadian Union of Public Employees.
- 6.08 The five (5) employees (including the alternate) who are members of the Union's Negotiating Committee shall be given three (3) days (or six (6) half days) each, of time off without pay for the purpose of preparing the Union's proposals prior to collective bargaining.

## **ARTICLE 7 - GRIEVANCE PROCEDURE**

- 7.01 In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the rights and duties of the Union Grievance Committee and the Union Stewards. The Steward shall assist any employee, which the Steward represents, in preparing and presenting his/her grievance in accordance with the grievance procedure.
- 7.02 The Union shall notify the Employer in writing of the names of each Steward.
- 7.03 (a) The Union recognizes that each Steward is employed by the Employer and should therefore endeavour to investigate alleged grievances outside of normal working hours.
- (b) Union Stewards shall not leave their work to deal with grievances without first obtaining the permission of their supervisor, which permission shall not be unreasonably withheld.
- (c) Union Stewards will investigate alleged grievances as quickly as possible in order to facilitate their return to work and on their return will so advise their supervisor.
- (d) Union Stewards and members of the Union Grievance Committee, when meeting with members of management under the grievance procedure set out below, shall not suffer any loss of pay.
- 7.04 A grievance shall be defined as any difference arising out of the interpretation, application, administration, or alleged violation of the Collective Agreement.
- 7.05 An earnest effort shall be made to settle grievances fairly and promptly.
- It is understood that an employee cannot submit a grievance until he/she has first given his/her immediate supervisor the opportunity of adjusting the complaint.
  - Such complaint shall be discussed with his/her immediate supervisor within twenty-eight (28) calendar days after the circumstances giving rise to it occurred or ought reasonably to have come to the attention of the employee.
  - Failing settlement of the complaint, it shall only be taken up as a grievance if filed within seven (7) calendar days after being discussed with the immediate supervisor.
  - Employees who feel they have a grievance may, in the company of their Union Steward, discuss the alleged grievance with their supervisor.
  - If the employee is not satisfied with the response of the supervisor, then the grievance procedure may be resorted to as follows:



## 7.05 Continued

### Step 1

The employee shall submit the grievance to the Union Grievance Committee. If the grievance is considered justified the Steward shall attempt to resolve the matter with the employee's supervisor who shall provide a written decision within seven (7) calendar days. If the decision is not satisfactory, or there is no reply, then:

### Step 2

Within fourteen (14) calendar days following the decision at Step 1, the grievance may be submitted, in writing, to the Manager, Human Resources. A mutually agreeable date may be established to discuss the grievance within fourteen (14) calendar days. A written decision shall be rendered within seven (7) calendar days of the meeting. If the decision is not satisfactory, or there is no reply, then:

### Step 3

The grievance may be submitted to arbitration in accordance with Article 8.

- 7.06 Where a dispute involving a question of general application or interpretation occurs, or the Union or the Employer has a grievance, or the Union originates a grievance on behalf of a group of employees, Step 1 of the Grievance Procedure may be by-passed. Such grievances may only be submitted within twenty-eight (28) calendar days following the circumstances giving rise to the complaint or grievance.
- 7.07 The grievor may attend, or be requested to attend by either party, at all stages of the Grievance Procedure.

## **ARTICLE 8 - ARBITRATION**

- 8.01 In the event that arbitration of a grievance which has been properly processed through the Grievance Procedure is desired by either party, then the other party shall be notified in writing not later than thirty (30) days after the completion of Step 3. Such notice shall contain the name of the appointee to a Board of Arbitration named by the party invoking arbitration and shall state the matter at issue. It is understood that any question as to whether or not a matter is arbitrable may also become a subject for arbitration. The recipient of the notice shall, within five (5) days, advise the other party of the name of its appointee to the Board of Arbitration. The two appointees so selected shall, within five (5) days of the appointment of the second of them, endeavour to appoint a third person who shall be the Chairman.

## 8.01 Continued

If the two appointees fail to agree upon a Chairman, the Minister of Labour of the Province of Ontario, upon the request of either party, shall make the appointment. The decision of a majority shall be the decision of the Board of Arbitration. Where there is no majority decision, the decision of the Chairman shall be the decision of the Board of Arbitration and such decision shall be final and binding upon the Parties and upon any employees affected by it.

In the alternative to the foregoing, the Parties may agree, in writing, that the matter may be arbitrated by a sole Arbitrator selected by the Parties. Where a sole Arbitrator is selected as aforesaid, he/she shall have the same powers as a Board of Arbitration under this Agreement, and his/her compensation and legitimate expenses shall be divided equally between the Parties.

Once a written request has been made to proceed to Arbitration, the Parties may mutually agree to grievance mediation. Arbitration of the matter shall be suspended pending the mediation of the grievance. The mediator shall be selected by mutual agreement of the parties which shall be confirmed in writing with expenses shared equally.

- 8.02 The Board of Arbitration shall not have jurisdiction or authority to alter or in any way modify the provisions of this Agreement, or to substitute any new provisions in lieu thereof, or to give any decision which is inconsistent with the terms and provisions of this Collective Agreement.
- 8.03 Each of the Parties hereto shall bear the expenses of its own appointee and the Parties will equally share the fee and expenses of the Chairman.
- 8.04 The time limits fixed in both the Grievance and Arbitration Procedures may be extended by consent of the Parties.
- 8.05 The Employer agrees that any written statement against any member of the bargaining unit by another member of the bargaining unit shall not be used in an arbitration unless the member giving the statement is called as a witness.

## **ARTICLE 9 - DISCHARGE, SUSPENSION AND DISCIPLINE**

- 9.01 A claim by an employee that he/she has been discharged or suspended without just cause shall be treated as a grievance commencing at Step 2 of the Grievance Procedure. Probationary employees who have been discharged are governed by Article 3.03. Such grievance shall be in writing and shall be filed within seven (7) calendar days from the date of the letter confirming the discharge or suspension.
- 9.02 Such grievance may be settled by confirming the Employer's action in discharging or suspending the employee, or by reinstating the employee with appropriate compensation or by any other arrangement agreed to between the Parties.

- 9.03 Whenever an employee is told to report to a management supervisor for the purpose of discussing a serious dissatisfaction with his/her work, which may lead to the imposition of discipline, including suspension or discharge, a Union representative shall be present at the request of either party. A written statement of the meeting shall be provided to the employee, outlining the concerns raised by the Employer, with a copy to the Union, within three (3) working days.
- 9.04 Prior to leaving the premises, an employee who has been discharged or suspended may discuss his/her case with a Union representative.
- 9.05 Any letter of reprimand or discipline will be removed from the record of an employee and from the supervisor's anecdotal record and destroyed eighteen (18) months following the receipt of such letter, provided that the employee's record has been discipline free during this period.
- 9.06 Complaints made to the Employer concerning the work or behaviour of an employee will be investigated by the Employer before any disciplinary action, if appropriate, is taken. The employee will be notified whenever a complaint is received.

#### **ARTICLE 10 - SENIORITY**

- 10.01 (a) Seniority is defined as the last date of hire into a position of the bargaining unit for regular full-time and regular part-time employees.
- (b) Refer to Article 2.05 for regulations governing seniority for term employees.
- (c) In the event where more than one employee has the same seniority date and seniority needs to be determined, seniority will be determined by lottery.
- 10.02 The use of seniority is for job bidding, lay-off, recall, and vacation selection purposes.
- 10.03 The Employer shall maintain a seniority list. An up-to-date seniority list shall be sent to the Union and posted on all appropriate bulletin boards in February and September of each year. The seniority list shall include each employee's most recent hire date, seniority date, and service date and classification.
- 10.04 A newly hired employee on probation shall be entitled to all rights and benefits of this Agreement except for discharge as set out in Article 3.03. After completion of the probationary period, seniority shall date back to the most recent date of hire into the bargaining unit. The probationary period shall be as follows:
- (a) Regular full-time staff six (6) months from date of hire;
- (b) Regular part-time staff eight (8) months from date of hire;
- (c) Casual employees are covered by Appendix "B" of this Agreement.
- (d) The manager will provide feedback by the midpoint of the probation period to the employee and bring forward any performance related issues so that the employee may take corrective action prior to the completion of the probationary period.

- (e) The probationary period may be extended for an additional three (3) months by mutual consent of the Employer and the Union, and in such cases the supervisor must meet with the employee to discuss areas for improvement and to establish specific written objectives to improve these deficiencies. Written notification of the extension of the probationary period shall be sent to the employee involved, with a copy to the Union Representative.

10.05 Seniority shall be retained but not accumulated when an employee is absent from work under the following circumstances:

- when an employee is on lay-off for a period of up to two (2) years;
- when an employee is on approved leave of absence up to (12) months.
- when an employee is working for the employer outside the bargaining unit in a temporary position.

10.06 Seniority shall be lost and employment will be terminated when an employee is absent from work under the following circumstances:

- resignation;
- retirement;
- discharged without reinstatement;
- after twenty-four (24) months following expiration of short-term disability benefits, unless examined and reported by a legally qualified physician acceptable to the Employer that the employee will be able to return to work within three (3) months of the examination;
- after two (2) years on lay-off;
- failure to return from an approved leave of absence;
- failure to contact the Employer within fourteen (14) calendar days from the date of mailing of a registered letter advising the employee of a potential recall;
- failure to report to work on the date agreed upon after accepting a recall offer of employment.
- failure to accept a permanent position that is in the same classification with the same status (i.e. full-time or part-time) while on layoff.

10.07 Seniority shall be lost under the following circumstances:

- absence without approved leave for a period of five (5) consecutive working days without a valid reason;
- failure to report absence from work on account of illness to his/her immediate supervisor within five (5) consecutive working days;
- an employee accepts a permanent transfer or a permanent promotion to a position outside the bargaining unit in excess of three (3) months.
- an employee is in a temporary position outside the bargaining unit in excess of eighteen (18) months.

10.08 Service

The Parties agree that the service date shall be the employee's last date of employment provided there has not been a break in employment.

The use of service is for vacation entitlement, placement on the salary grid within the classification of hire, and sick pay benefits.

Unless otherwise specified, all leaves of absence shall be considered as continuous service.

## **ARTICLE 11 - JOB POSTINGS**

11.01 Prior to filling a vacancy for a position covered by this Agreement, the Employer shall post notice of the vacancy on the Staff Website for a minimum of seven (7) working days and staff will be e-mailed an electronic copy of the posting. The posting shall contain a summary of the job duties, qualifications required, and location. Casual opportunities will not be posted. Vacancies for term positions will be posted in accordance with Article 11.06.

11.02 (a) In cases where qualifications, performance, and ability are relatively equal, seniority shall be the deciding factor;

(b) Employees on leave of absence may apply for vacancies provided they are available to start work within four (4) weeks of the commencement of the position.

11.03 (i) The successful applicant shall be placed on trial for a period of ninety (90) days. In the event the successful applicant proves unsatisfactory during the trial period, or if the employee is unable to perform the duties of her new job, she shall be returned to her former job and wage rate without loss of seniority. Any other employee promoted or transferred because of the initial vacancy shall also be returned to her former job and wage rate, without loss of seniority.

### 11.03 Continued

- (ii) An employee selected for a regular status position as a result of a posted vacancy need not be considered for a further vacancy for a period of up to six (6) months from the date of her selection. Where an application is given consideration it will be by mutual consent of the Employer and the Union.
- (iii) Employees who are unsuccessful will be notified in writing within five (5) working days from the date of acceptance by the successful candidate. All employees shall have the option to debrief with the hiring manager upon request.

11.04 Employees promoted or transferred to positions outside of the bargaining unit may be returned to their former job and wage rate within sixty (60) days. Any other employees promoted or transferred because of the initial promotion or transfer of the employee outside of the bargaining unit will also be returned to their former job and wage rate. Employees who are so returned to their former job in the bargaining unit will retain their original seniority.

11.05 Prior to filling additional hours by employees outside the program team, the Employer will provide all qualified regular status employees with an opportunity to express interest in such hours through a standing request form available on the Staff Website.

11.06 Where a temporary vacancy occurs for a period of six (6) months or longer the vacancy shall be posted. The first vacancy that occurs as a result of an employee accepting the original term assignment shall be posted for seven (7) working days. Any resulting vacancy (vacancies) shall not be posted. The status of employees working in temporary vacancies shall change to reflect the status of the vacancy, including applicable wage rate for the period of the vacancy. At the end of the temporary assignment, the employee shall be returned to her former status, position and applicable wage rate subject to any changes to the employee's status, position or wage rate which would have occurred had they not taken the temporary assignment/position.

11.07 Regular employees filling term or temporary positions may not apply for other term/temporary assignments prior to the expiration of the current term or temporary assignment.

Casual employees filling term or temporary assignments may not apply for other term or temporary assignments which begin before the expiration of the current term or temporary assignment.

## ARTICLE 12 - LAY-OFF AND RECALL

- 12.01 In the event of a lay-off being considered, the Employer agrees to meet with the Union as soon as practical thereafter to discuss details of the lay-off and to consider suggestions from the Union.
- 12.02 In the event of a lay-off, the least senior employee within the classification impacted by the lay-off shall receive a notice of lay-off. An employee about to be laid off may bump the most junior person in an equal or lesser paying classification providing the employee exercising such right is qualified to perform the work of the employee with less seniority.

An employee about to be laid off may:

Accept the layoff; or

- i) bump the most junior employee in the same classification and the same hours associated with their regular position (i.e. 0.6 to 0.6).
- ii) if the availability of such a position does not exist, may bump the most junior employee within the same classification, regardless of the hours associated with his/her regular position.
- iii) failing the availability of such a position, bump the most junior employee in a lower classification, with equal or greater hours than those presently held by the employee in his/her regular position.
- iv) take an early exit option

An employee so displaced shall be deemed to have been laid off and shall be entitled to ninety (90) days' notice. The original notice to the Union provided in 12.02 (a) shall be considered notice to the Union of any subsequent lay-off resulting from the bumping process.

Where an alternate arrangement concerning lay-off and recall is agreed upon it will be by mutual consent of the Employer and the Union

- 12.03 The Employer will offer early exit options in accordance with the following conditions:
- i) The agency will first make offers in the classifications within team(s) where layoffs would otherwise occur. If more employees than are required are interested, the agency will make its decision based on seniority, whereby the most senior employee is offered the exit options.

### 12.03 Continued

- ii) If insufficient employees in the team affected accept the offer, the agency may extend the offer to employees in the same classification with similar job requirements that are funded by the same source, in other teams. If more employees than are required are interested, the agency will make its decision based on seniority. This option would trigger an internal reassignment of the most junior employee from the team directly affected by the lay-off to the team in which an employee chose an early exit option.
- iii) In no case will the agency approve an employee's request under (i) and (ii) above for a voluntary exit option if the employees remaining are not qualified to perform the available work.
- iv) The number of voluntary early exit options the agency approves will not exceed the number of employees in that classification who would otherwise be laid off. The last day of employment for an employee who accepts a voluntary early exit option will be at the agency's discretion and will be no earlier than thirty (30) calendar days immediately following the employee's written acceptance of the offer.
- v) An employee who elects a voluntary exit option shall receive , following completion of the last day of work, a separation allowance of two (2) weeks salary for each year of service, to a maximum of twenty-six (26) weeks' pay.

### 12.04 In the event of a proposed lay-off the Employer will:

- (a) provide the Union and the affected employees with notice of such lay-off as soon as is reasonably possible, but in any case, not less than ninety (90) days' notice of such lay-off;
- (b) meet with the Union/Management Committee within five (5) working days of the day upon which the notice of lay-off was given to the Union to discuss the following:
  - (i) the reasons for the lay-off
  - (ii) concerns regarding existing client/professional relationships.
  - (iii) the method of implementation of the lay-off including the areas of cutback and the employees to be laid off.
- (c) When the lay-off is the result of an emergency beyond the control of the Employer, the Union shall be notified as soon as possible and a meeting held as soon as practical.

### 12.05 Employees shall be recalled in the order of their seniority provided they are qualified and able to do the work available.



- 12.06 No new employee will be hired until qualified employees on lay-off have been given opportunity for the available work.
- 12.07 Individual employees who are being laid off shall be given notice or pay in lieu of notice in accordance with the Employment Standards Act, or as otherwise agreed between the Parties. It is understood that employees with less than two (2) years of service will receive a minimum of two (2) weeks' notice or pay in lieu of notice. Employees with more than two (2) years of service will receive a minimum of four (4) weeks' notice or pay in lieu of notice.
- 12.08 The Employer agrees to pay its share of coverage for all employee benefit plans for employees laid off for periods of ninety (90) days or less provided that the employee pays his/her share of the said benefit plans and conditional that an employee who takes employment outside of the bargaining unit shall forfeit his/her rights under this Article.
- 12.09 A regular full-time or part-time employee who is subject to a lay-off must indicate in writing to the Manager, Human Resources within ten (10) working days of her notice of layoff, her decision on how she intends to exercise her rights in accordance with Article 12.04.

### **ARTICLE 13 - HOURS OF WORK**

- 13.01 The normal hours of work for regular full-time employees (excluding maintenance) shall be seven (7) hours per day, Monday to Friday, to be worked in a continuous eight (8) hour period between 8:30 a.m. and 4:30 p.m. A one (1) hour unpaid lunch break is provided.
- 13.02 The normal hours of work for regular part-time employees (excluding maintenance) shall be up to seven (7) hours per day, Monday to Friday, to be worked in a continuous period between 8:30 a.m. and 4:30 p.m. A one (1) hour unpaid lunch break will be provided for employees who work more than three and a half (3 1/2) hours in a day.
- 13.03 Maintenance employees shall work Monday to Friday, on a day shift and an evening shift. Start and finish times will be determined. No shift will extend beyond eight (8) hours. There shall be no split shifts.
- 13.04 Where management wishes to introduce evening shifts or shifts other than those described in 13.01 and 13.02, these will be by mutual agreement. The Union agrees that approval will not be unreasonably withheld.
- 13.05 Flex Time

All employees, as arranged with their supervisor, may work more than seven (7) hours per day provided such additional hours are taken off within the current pay period at straight time equivalent and at a mutually agreeable time. All requests for flextime shall be evaluated fairly taking into consideration the needs of the program.

13.06 Lieu Time off or Pay

- (a) Regular employees who, with the approval of their supervisor, work on pre-planned activities outside of the hours 8:30 a.m. to 4:30 p.m. from Monday to Thursday have the option of taking equivalent straight time off, at a mutually agreeable time or of receiving pay for the hours worked at straight time.
- (b) Regular employees who, with the approval of their supervisor, work on pre-planned activities on Fridays after 4:30 p.m. or on weekends, have the option of taking equivalent time off at one and a half times (1.5X) the hours worked or of receiving pay at the rate of one and a half times (1.5X) their basic rate.

13.07 Extra hours worked under Article 13.06 are not considered as overtime and no employee may accumulate more than forty-nine (49) straight time hours lieu time at any one time, including hours accumulated under Article 14.02 (b).

13.08 Employees, who are sent home prior to the end of a pre-planned activity scheduled for four (4) hours or more, will be paid a minimum of four (4) hours. Employees who are sent home prior to the end of a pre-planned activity scheduled to less than four (4) hours, will be paid for the number of hours scheduled. If the Employer sends employees home prior to the end of the pre-scheduled activity, they shall do so in order of seniority.

13.09 All employees are entitled to a fifteen (15) minute rest period in the first and second half of each shift.

**ARTICLE 14 - OVERTIME**

14.01 Overtime is defined as any hours which management authorizes an employee to work in excess of seven (7) hours per day or thirty-five (35) hours per week and which are not covered by Article 13.05 and/or 13.06.

14.02 Employees shall be entitled to the following overtime payment:

- (a) The employee shall be paid; or
- (b) The employee shall be allowed to save his/her overtime to be used at a later date as time off with pay, it being understood that overtime rates that apply shall be converted to straight time hours and no employee shall be allowed to accumulate a total at any one time of over forty-nine (49) hours, including hours accumulated under Article 13.06. The actual time off shall be by mutual agreement. In terms of conversion of overtime worked to straight time off, an employee working four (4) hours at time and one-half would accumulate six (6) hours of straight time off.

14.03 Overtime shall be at the rate of time and one-half the employee's basic hourly wage rate.

14.04 Unscheduled overtime shall be made available to employees who are willing and qualified to perform the available work. In the case of an emergency, as declared by the Medical Officer of Health, employees can be required to work overtime.

14.05 When an employee is required to work on a paid holiday as defined in Articles 15.01 and 15.02, the employee shall receive one (1) day's pay at regular rates plus pay at the rate of double time for all hours worked.

### **ARTICLE 15 - PAID HOLIDAYS**

15.01 The following shall be recognized as holidays to be paid for at regular rates, provided the employee received pay for the regularly scheduled day of work before and following the holiday:

Last working day before New Year's Day	Civic Holiday
New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Last working day before Christmas
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day (July 1)	

Should an additional paid holiday be declared by the Federal or Provincial government, it will be added to this list and granted to employees in the year in which it is declared.

15.02 When a paid holiday falls on a Saturday or Sunday, the holiday will be celebrated on the next Monday. When Christmas is celebrated on Monday, Boxing Day will be Tuesday.

15.03 When any of the foregoing holidays outlined in Article 15.01 occur during an employee's vacation period, these days shall not be counted as vacation days.

15.04 A regular part-time employee is eligible for paid holidays on a pro-rata basis calculated on hours paid at her regular rate in the previous twenty (20) working days.

### **ARTICLE 16 - VACATIONS**

16.01 The vacation year shall be from January 1 to December 31.

16.02 Each full-time employee shall receive an annual vacation with pay according to the following schedule:

- (a) An employee who has completed less than one (1) year of service shall be entitled to one and one-quarter (1 1/4) days of vacation with pay for each month worked.
- (b) During the calendar year in which an employee completes:
  - One (1) year of service, the employee shall be entitled to three (3) weeks of annual vacation with pay;
  - three (3) years of service, the employee shall be entitled to four (4) weeks of annual vacation with pay;

## 16.02 Continued

- eleven (11) years of service, the employee shall be entitled to five (5) weeks of annual vacation with pay;
- seventeen (17) years of service, the employee shall be entitled to six (6) weeks of annual vacation with pay.
- employees with greater than twenty (20) years of service shall be entitled to one (1) additional day per each additional year of service to a maximum of seven (7) weeks in total.

(c) Long Service Recognition

In the year employees reach their 25<sup>th</sup> years of service, an employee will receive five (5) days of paid leave of absence to be used in that year.

- 16.03 (a) Regular part-time employees shall be entitled to annual vacation on a pro-rata basis in accordance with the regulations applied to regular full-time employees.
- (b) Refer to Article 2.05 for regulations governing vacations for term employees.

16.04 Employees who have taken vacation and terminate their employment with the Employer before such vacation has been earned will be deducted in their final pay for these vacation days which have been received but not earned. Likewise, if an employee terminated before receiving all vacation days which he/she has earned, an addition will be made to his/her final pay for the vacation days which have been earned but not received.

16.05 Vacation requests received prior to March 31<sup>st</sup> for time off between April 1<sup>st</sup> and December 31<sup>st</sup> will be granted according to the order of seniority and requests received thereafter for that same period will be granted in order of receipt. Vacation requests received prior to September 30<sup>th</sup> for time off during the following January 1<sup>st</sup> to March 31<sup>st</sup> will be granted according to the order of seniority and requests received thereafter for that same period will be granted in order of receipt.

16.06 The annual vacation shall be taken during the calendar year in which it is earned. However, employees may maintain up to two (2) weeks' vacation in their vacation bank in excess of their regular entitlement. This bank will automatically be carried over into the next vacation year should it not be used by December 31st.

Requests to carry over vacation balances in excess of two (2) weeks shall be considered on a case by case basis and will not be unreasonably denied by the Employer.

16.07 Employees absent from work without pay for thirty (30) consecutive days or more shall have their annual vacation entitlement pro-rated accordingly.

An exception to this procedure shall be any leaves of absence available under the Employment Standards Act that require the leave period to be considered as continuous service.

16.08 The service date for purposes of vacation entitlement shall be the employee's last date of employment. The service date will be adjusted for the full period for absences in excess of six (6) months.

**ARTICLE 17 - SICK LEAVE - SHORT TERM DISABILITY**

17.01 All regular full-time employees with three (3) months' service or more, and absent from work due to disability, are eligible for sick pay benefits. Part-time employees with three (3) months' service or more, and absent from work due to disability, are eligible for sick pay benefits on a pro-rata basis. They are as follows:

<u>Length of Service</u>	<u>Full Salary</u>	<u>2/3 Salary</u>
Less than 3 months	(1½ days per completed month of service at 2/3 pay)	
3 months but less than 1 year	Nil	15 weeks
1 year but less than 2 years	2 weeks	13 weeks
2 years but less than 3 years	3 weeks	12 weeks
3 years but less than 4 years	4 weeks	11 weeks
4 years but less than 5 years	5 weeks	10 weeks
5 years but less than 6 years	6 weeks	9 weeks
6 years but less than 7 years	7 weeks	8 weeks
7 years but less than 8 years	8 weeks	7 weeks
8 years but less than 9 years	9 weeks	6 weeks
9 years but less than 10 years	10 weeks	5 weeks
10 years but less than 11 years	11 weeks	4 weeks
11 years but less than 12 years	12 weeks	3 weeks
12 years but less than 13 years	13 weeks	2 weeks
13 years but less than 14 years	14 weeks	1 week
14 years or more	15 weeks	Nil

Employees are entitled to personal emergency leave provisions in accordance with the Employment Standards Act.

- (i) Upon return to work from a disability absence, and the completion of three (3) weeks of continuous full-time employment, the employee's benefit period of fifteen (15) weeks is reinstated in full. An employee may use up to the total full salary paid sick days entitlement only once in any calendar year. Thereafter, two-thirds (2/3) salary is paid. However, subject to the provisions of the foregoing and to the Long-Term Disability coverage, any employee with fourteen (14) or more years of service will be paid at full salary for each disability absence.
- (ii) If the employee is absent from work again for the same or related disability before having completed three (3) weeks of full-time employment, the balance of the original benefit period will apply. However, if the subsequent absence is due to a different illness unrelated to the initial one, the full fifteen (15) week benefit period will apply even if the absence due to the second illness occurs before the three (3) week period is complete.

- 17.02 Salary shall not be lost for absence on account of illness for less than half a day, provided the employee notifies the immediate supervisor.
- 17.03 The immediate supervisor will be responsible to authorize sick leave with pay for the employees.
- 17.04 An employee must report any illness or absence and the reason to the immediate supervisor or designate early on the first day of any absence, and each day thereafter, except in the case of an emergency. Daily calls are not required if the employee has advised the supervisor or designate of the expected date of return. The employee should advise the supervisor of the expected duration of the absence.
- 17.05 An employee absent on account of illness for five (5) or more full consecutive work days may be asked to submit a physician's certificate to the Employer upon return to work stating the duration of the illness and that the employee is fit to return to work. If the Employer requests that the employee obtain a medical certificate subsequent to hire, the Employer shall pay the cost of obtaining the certificate to a maximum of twenty-five dollars (\$25.00) upon provision of a receipt.
- 17.06 Employees shall receive sick pay for time lost owing to (1) illness, (2) injury, and (3) exposure to a communicable disease for which the employee has been quarantined by the Medical Officer of Health, to the full extent of their sick pay credits, except where an award is made under the Workplace Safety and Insurance Board.
- 17.07 Where an employee is absent owing to incapacity and an award has been made by the Workplace Safety and Insurance Board, the employee shall receive the difference between his/her salary or rate of pay and the rate payable under such award to the extent of the employee's sick pay credits.
- 17.08 An employee absent through illness on paid holidays observed by the Employer shall be paid at the salary rate being paid at that time, provided short term disability payments are still being made.
- 17.09 The Employer shall have the right at any time to require that an employee who is absent on account of illness be examined and reported upon by a legally qualified physician. If the Employer requests that the employee obtain a medical certificate the employer shall pay the cost of obtaining the certificate to a maximum of twenty-five (\$25.00) upon provision of a receipt.
- 17.10 Whenever an employee's days of illness exceed sick pay entitlement, the excess days over the amount of such entitlement shall be without pay.
- 17.11 An employee who is absent owing to illness may use any part of her earned annual vacation if sick pay entitlement is exhausted. Any use of vacation will not be considered active employment for the purposes of sick leave reinstatement under Article. 17.01.
- 17.12 An employee who becomes ill during annual vacation must be certified confined to hospital, or certified confined to bed by a qualified physician, to receive consideration by the Employer to have such time declared sick leave rather than annual vacation.

17.13 The service date for sick leave purposes is the employee's last date of employment. The service date will be adjusted for the full period for unpaid absences in excess of six (6) months.

17.14 Days of absence attributed to a medically supported chronic condition or disability, or workplace illness or injury shall not be counted for the purposes of being placed on or progressing through the steps of an attendance management programme.

Leaves covered under the Employment Standards Act (ESA), and leaves under Article 18 will not be counted for the purposes of being placed on, or progressing through, the steps of an attendance management programme.

### **ARTICLE 18 – LEAVE OF ABSENCE**

18.01 (a) The Employer may grant a leave of absence without pay of up to six (6) months to employees who request it in writing. Such leave shall not be unreasonably withheld. Subject to any changes to the employee's status which would have occurred had they not been on leave, the employee will be reinstated to their former position.

(b) The Employer may grant leave of absence without pay in excess of six (6) months to a maximum of one (1) year when requested in writing. Such leave shall not be unreasonably withheld. The Employer will fill the position on a temporary basis and the employee will be returned to his/her former position. Where the Employer is not able to fill the position on a temporary basis, it will be filled on a regular basis, but the Employer will advise the employee prior to filling the job permanently. The returning employee will be given the first available position he/she is qualified and able to perform. The employee may reject such offer if it is not located at that employee's previous place of work, but in any event, the Employer's obligation is only for a period of six (6) months from the end of the approved leave of absence.

(c) Should an employee request an unpaid leave of absence in conjunction with any other leave, it is the combined period of the leaves which will determine whether it is granted under 18.01 (a) or (b). When the combined period of leave includes a pregnancy or parental leave and is eighteen (18) months or less, it shall be granted under 18.01 (a).

(d) For unpaid leave of absence exceeding thirty (30) calendar days, the Employer will pay no premiums for fringe benefits referred to in 19.03, subject to 18.07 (f).

(f) For an unpaid leave of absence for a period in excess of six (6) months, the employment date shall be adjusted for the full period of the unpaid leave. For example, employment date minus the unpaid leave equals the service date.

18.02 Leave of absence without pay shall be granted upon written request by the Union to the Employer to attend a Union Convention or Union Education seminar subject to:

- The request is submitted at least two (2) weeks in advance of the start of such leave
- Not more than three (3) employees at any one time, unless mutually agreed upon
- Meeting the needs of public health programs and services.

Such leave of absence shall not exceed a total of forty (40) days in any one (1) calendar year, unless mutually agreed upon.

18.03 Bereavement Leave

Leave of absence with pay shall be granted in the following circumstances:

- (a) Six (6) work days with pay for the death of spouse (for the purposes of this Article, spouse shall include common-law and same-sex spouse), mother, father, step-parent, child, stepchild, brother, sister, grandchild or step grandchild;
- (b) Three (3) work days with pay for the death of a mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandparent (includes grandparent of spouse);
- (c) One (1) day with pay for the death of other close relatives, provided the employee has attended the service. Prior approval for the day with pay is to be obtained from the employee's immediate supervisor or his/her designate;
- (d) If additional time is required for above items (a), (b), or (c), then such additional time without pay to a maximum of five (5) days may be granted by the employee's immediate supervisor or his/her designate;
- (e) Should an employee, while on annual vacation leave, suffer a bereavement which would entitle him/her to bereavement leave in accordance with this Article, the appropriate days would be recorded as bereavement leave instead of vacation and the equivalent number of days shall be added to the employee's vacation entitlement;
- (f) Bereavement leave for regular part-time employees will be on a pro-rata basis.

18.04 Upon written request, the Employer will grant leave of absence of up to one (1) year without loss of seniority and without pay so that employees may be candidates in a federal, provincial or municipal election.

18.05 Any employee who is elected or selected for a full-time position within the Union, or anybody with which the Union is affiliated, or who is elected to public office, must apply in writing for, and shall be granted by the Employer, leave of absence without pay for the term of his/her office. The leave of absence request must be submitted a minimum of two (2) weeks before the leave is to start. The total consecutive years shall not exceed three (3) years. Seniority and service will be retained but will not accrue during the period of leave. Subject to any changes to the employee's status which would have occurred had they not been on leave, the employee will be reinstated to their former position.



18.06 An employee:

- (a) subpoenaed as a Crown witness;
- (b) subpoenaed as a witness as a result of the performance of his/her duties as an employee of the Health Unit;
- (c) who serves as a juror;
- (d) who is required to attend court in the course of their duties at the Health Unit.

Shall not lose his/her regular pay when required to be absent from work by virtue of the above. The employee must notify the Employer immediately upon the employee receiving notification that he/she will be required under a subpoena or notice of jury service as applicable. Where the employee is not required to serve as a witness or juror for the duration of their scheduled shift, he/she will return to work to perform the remainder of their shift. The employee must submit to Financial Services the amount of jury or witness pay received, less the expenses, and in exchange, the employee shall receive his/her regular day's pay.

18.07 Pregnancy and Parental Leave

- (a) After thirteen (13) weeks' employment, employees, upon written request, shall be granted up to seventeen (17) weeks unpaid leave of absence for Pregnancy and up to sixty-one (61) weeks of unpaid Parental Leave, or sixty-three (63) weeks of unpaid Parental Leave if they did not take Pregnancy Leave.
- (b) The period of leave will be considered as continuous service for purposes of seniority, service, annual increments and length of vacation entitlement.
- (c) An employee returning from Pregnancy and Parental Leave shall be returned to her former position, subject to any changes to the employee's status, which would have occurred had she not been on leave.
- (d) The employee shall not be entitled to any sick leave benefits during pregnancy leave and parental leave.
- (e) Written request for pregnancy leave and parental leave implies an intention to return to work. The employee must specify in her written request the date the leave commences, that she intends to return to work and the expected return date.
- (f) The Employer will continue to make Employer contributions for the benefit premiums in which the employee is enrolled for the period of the Pregnancy and Parental Leave or adoption leave up to a maximum of fifty-two (52) weeks.
- (g) The Employer shall grant a leave of absence without pay to an employee for a period of up to sixty-three (63) weeks for Adoption Leave on the same basis as Parental Leave.

## 18.07 Continued

- (h) The Parties recognize that this language may be amended by legislation. An employee on Pregnancy Leave or Parental Leave, as provided under this Agreement, who is in receipt of Employment Insurance pregnancy and/or parental benefits pursuant to Section 18 of the Employment Insurance Act, as amended, shall be paid a supplemental employment benefit. That benefit will be equivalent to the difference between eighty-five percent (85%) of the employee's regular weekly earnings and the sum of her weekly Employment Insurance Benefits and any other earnings. Such payment shall commence following completion of the one (1) week Employment Insurance waiting period and receipt by the Employer of the employee's Employment Insurance cheque stub as proof that she is in receipt of such benefits to a maximum of fifteen (15) weeks for Pregnancy Leave and eleven (11) weeks for Parental Leave.

If an employee elects to receive Employment Insurance Benefits over a period of time greater than twelve (12) months, the supplemental employment benefit paid to the employee over this period will be calculated as if the employee elected to receive her Employment Insurance benefits for twelve (12) month period.

- (i) Employees shall be allowed five (5) continuous days paid paternity leave of absence contiguous to the birth of a child or the return home of the mother.

## 18.08 Employees may attend such conventions, conferences and education courses as are approved by the Employer.

Employees authorized to attend mandatory professional development or continuing education shall be reimbursed for all approved expenses associated with such attendance, including accommodation (single occupancy if requested). If travel or attendance falls outside the normal hours of work, the employee shall be entitled to compensation, flex or lieu time.

Employees who attend elective professional development or continuing education who are approved to travel during normal work hours for health and safety reasons shall do so without loss of pay. All other time spent travelling on regular work hours shall be coded as use of banked flex, lieu or vacation time. Approved expenses associated with such attendance shall be reimbursed.

Any internet usage, not covered by the hotel and required by the employee to perform work of the employer while away from work at a conference, course, workshop or convention shall be paid for by the Employer.

## 18.09 Personal/Medical Leave

An employee is eligible for up to twenty-one (21) hours per calendar year for leave without loss of regular pay, seniority or benefits to attend to matters of a personal nature, such as: medical or other professional appointments, to attend to sick children; parents or family members, to attend a funeral or memorial service of an individual not currently covered under Article 18.03, or to attend to home emergencies. These hours are pro-rated for part-time employees.

In advance of taking the leave, employees will discuss their need to use personal leave time with their Supervisor and code the nature of the leave accordingly, or in circumstances of an emergent nature, as soon as possible during the leave time.

## **ARTICLE 19 - EMPLOYEE BENEFITS**

- 19.01 All regular employees shall, as a condition of employment, become a member of the Ontario Municipal Employees Retirement System (OMERS), in accordance with OMERS guidelines.
- 19.02 All the material and information provided to the OMERS Board and received from them shall be provided to the Union.
- 19.03 The Employer shall pay one hundred percent (100%) of the cost of the premium levels for the following plans for all regular full-time employees and regular part-time employees who work twenty-four (24) hours per week or more, who are subscribers and their dependents. For all other regular part-time employees who are subscribers, benefits are provided on a pro-rata basis.
1. The Employer Health Tax.
  2. Empire Life Dental Plan No. 9 or equivalent, with a twenty-five/fifty dollar (\$25/\$50) deductible, nine (9) month recall and at the current ODA rate. Crowns, Bridges and Dentures – 75% reimbursement up to \$2,000.00 per person per year. Orthodontic coverage for dependent children only. Employer to pay 100% of premium to provide 50% co-insurance to a maximum of \$5,000 lifetime for each child.
  3. Empire Life Private Hospital Plan.
  4. Empire Life Extended Health Care Benefits, or equivalent, with a ten/twenty dollar (\$10/\$20) deductible, and a ninety percent (90%) reimbursement

The Extended Health Care Plan includes eyeglass coverage (Vision Care) at five hundred dollars (\$500.00) per member and dependents each two (2) years. Laser eye surgery is included in vision care benefit. Eye exams are covered up to a maximum of one hundred dollars (\$100.00)/exam; eye exam frequency – every twenty-four (24) months > 18 years of age and every 12 months <= 18 years of age.

### 19.03 Continued

Paramedical benefits increase to six-hundred dollars \$600 per benefit period – Paramedical as defined in current schedule of benefits, including Physiotherapy and Occupational Therapy.

5. Existing Group Life Insurance Plan at two times annual salary.
  6. The existing L.T.D. Plan with the understanding that reference to disability caused by pregnancy will be recognized as a legitimate disability.
  7. Chiropractic Services:  
- ninety percent (90%) of balance of OHIP paid amount up to six hundred dollars (\$600.00) per year
  8. Hearing Aids at seven hundred and fifty dollars (\$750.00) every five (5) years.
- 19.04 No employee shall be requested or required to sign away any of his/her rights to any of the benefits listed in this Article without the consent of the Union.
- 19.05 Employees who retire before age sixty-five (65) according to the terms of OMERS may continue to receive Employee Benefits until they reach the age of sixty-five (65) as described in the following amendments:

Full premiums will be paid by retiree.

Drug Benefits:

\$2,000 per certificate year maximum

\$20,000 certificate lifetime maximum.

## **ARTICLE 20 - PAYMENT OF WAGES AND ALLOWANCES**

- 20.01 Salaries are set forth in Appendix “A” and will remain in effect for the duration of this Agreement.
- 20.02 The Employer shall evaluate recent related experience in relation to the current job description and advise the new employee in writing of the amount of experience credited and placement on the salary grid. All documentation shall be received as close to the hire date as possible and no later than the completion of the probationary period. Any credit received for prior experience shall be retroactive to date of hire. Extenuating circumstances may extend the submission timelines with discussion between the employee, union and the Employer.

Claims for recent related experience shall be made on the following basis:

Grids with 12 month increments in Appendix “A”.

- for one (1) year’s experience but less than two (2) - one (1) increment;

- for two (2) years' experience but less than three (3) - two (2) increments;
- for three (3) years' experience or more - three (3) increments.

Grids with 6 month increments in Appendix "A".

- for six (6) months' experience but less than twelve (12) - one (1) increment;
- for twelve (12) months' experience but less than eighteen (18) - two (2) increments;
- for eighteen (18) months' experience or more - three (3) increments.

In no case will a new employee start above step 4 of Appendix "A".

A new graduate rate for regulated positions requiring licensure shall be ten percent (10%) below step 1 of the position wage rate. New graduates pending licensure will receive the new graduate rate until the date they present their unrestricted license to Human Resources.

- 20.03 Employees shall be paid every two (2) weeks in accordance with the current practice.
- 20.04 An employee may from time to time be requested in writing by his/her immediate supervisor to assume the responsibilities of a higher classification for periods of time. If the additional responsibility is assumed for a period of five (5) or more consecutive working days the employee shall be compensated one (1) level higher on his/her own scale retroactive to the date he/she assumed the additional responsibility. If the employee is already at his/her maximum, the compensation for such additional responsibility shall be a premium of five percent (5%).
- 20.05 The Employer agrees to reimburse employees for job related parking costs. Reimbursement shall be paid bi-weekly and claims shall be recorded electronically in the appropriate manner.
- 20.06 An employee who is called back to work outside the regular working hours shall be paid for a minimum of four (4) hours at the overtime rates. Pyramiding is not allowed.
- 20.07 Employees who have not reached their maximum rate on the salary scale and who are eligible for increments shall receive them on the anniversary of their service date. Employees who transfer from one classification to another shall receive their increments on the anniversary of their transfer to the new position. Employees who are not at work on the day they are to receive their increment will receive it effective from the first day of their return to work. For regulations governing casual employees, refer to Appendix "B".
- 20.08 Employees promoted to a higher classification as a result of a job posting shall be placed on the salary scale of the higher classification so that he/she receives no less an increase in wage rate than the equivalent to one step in the salary scale of the previous classification, provided it does not exceed the wage rate of the classification to which he/she has been promoted.
- 20.09 Employees who move to a lower classification as a result of a job posting will receive the maximum rate for the lower job provided his/her current rate exceeds the maximum rate

for the lower job, otherwise they will be placed on the next lower step on the salary scale of the lower job.

- 20.10 Employees operating an automobile for work purposes shall be paid current year Canada Revenue Agency (CRA) rates. If business insurance coverage is required by personal car insurer and there is an additional cost, then up to \$150 per calendar year will be reimbursed upon proof of expenses incurred.

A depreciation adjustment of eighty dollars (\$80.00) per one thousand (1,000) kilometers shall be paid for employees who drive in excess of twelve thousand (12,000) kilometers per year.

- 20.11 A shift premium of seventy-five cents (75¢) per hour will be paid to maintenance employees who work on a scheduled shift basis starting before 6:30 a.m. or finishing after 6:30 p.m. Shift premiums shall be paid for all hours in the shift. Shift premiums shall not be paid when the employee is being paid overtime.

- 20.12 All employees shall be covered by a liability and malpractice insurance policy against civil suits arising from the performance of their duties and the policy premium shall be paid by the Employer.

#### **ARTICLE 21 - GENERAL**

- 21.01 The Employer agrees to allow the Union to post on existing bulletin boards, including the electronic bulletin board, notices of Union meetings and such other Union notices that may be of interest to the employees, keeping within the general spirit and intent of the Collective Agreement.

- 21.02 When a new classification covered by the terms of this Collective Agreement is established by the Employer, or there has been a substantive change to the existing classification, the jointly approved Ontario Pay Equity Terms of Reference shall govern the process to be followed.

- 21.03 Whenever the singular, masculine, or feminine is used in this Agreement it shall be considered as if the plural, feminine or masculine has been used where the context of the Agreement so requires.

- 21.04 The Union and the Employer desire every employee to be familiar with the provisions of this Agreement and his/her right and duties under it. For this reason, the Employer shall print sufficient copies of the Agreement in a Union Shop as soon as practicable after signing. The cost of such printing shall be shared equally between the Union and the Employer.

- 21.05 The Employer agrees that an employee, with one (1) days' notice, shall have the right during normal working hours to review his/her file held in Human Resources in the presence of the Manager, Human Resources or designate.

21.06 The Employer agrees to the following:

- (a) No employee shall be required to pay parking fees at his/her workplace;
- (b) All equipment necessary to perform the job will continue to be supplied at no cost to the employee.

21.07 No regular employee shall be laid off or have his/her hours of work reduced as a result of contracting out work presently performed by members of the bargaining unit.

21.08 It is mutually agreed that any and all accrued premium rate reductions realized by the Employer from 1973 to the expiry date of this Agreement (five/twelfths (5/12) rebate) will be applied to all benefits.

## **ARTICLE 22 - TERM OF AGREEMENT**

22.01 This Agreement shall be binding and remain in effect from January 1, 2018 to December 31, 2020 and shall continue from year to year thereafter unless either party gives to the other party notice in writing within ninety (90) days prior to December 31, 2020 that it desires its termination or modification.

22.02 Either party desiring to modify this Agreement shall, between the period of thirty (30) and ninety (90) days prior to the termination date, give notice in writing to the other party of the changes proposed. Within thirty (30) working days of receipt of such notice by one party, the Parties shall meet, and they shall bargain in good faith and make every reasonable effort to reach agreement respecting the proposed modifications.

22.03 Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement. Any changes made must be authorized by at least two (2) executive members of the Union and ratified as required.

Further

It is understood that where the introduction of a new Article, or amendment of an existing Article results in the requirement of a reordering or numbering of any Articles of this Agreement such renumbering or reordering is agreed to by the Parties.

IN WITNESS WHEREOF the Parties hereto have caused this Agreement to be signed by its duly authorized representatives at the City of Kingston in the Province of Ontario,

this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

SIGNED ON BEHALF OF  
KINGSTON, FRONTENAC AND  
LENNOX & ADDINGTON HEALTH UNIT

SIGNED ON BEHALF OF  
THE CANADIAN UNION OF PUBLIC  
EMPLOYEES AND ITS LOCAL 3175

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mh:cope 491/August 2018

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**APPENDIX “A” – WAGES**

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2018 6MTH INCREMENTS</b>							
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
<b>REGISTERED PRACTICAL NURSE</b>							
HOURLY	26.98	27.76	28.58	29.39	30.17		
BI-WEEKLY	1,888.52	1,943.21	2,000.95	2,057.16	2,111.86		
ANNUAL	49,101.49	50,523.58	52,024.67	53,486.26	54,908.35		
<b>GRAPHIC DESIGNER</b>							
HOURLY	26.37	27.30	28.26	29.23	30.28		
BI-WEEKLY	1,845.98	1,911.31	1,978.16	2,045.77	2,119.46		
ANNUAL	47,995.42	49,694.03	51,432.13	53,189.99	55,105.86		
<b>COORDINATOR OFFICE SERVICES</b>							
HOURLY	26.37	27.30	28.26	29.23	30.28		
BI-WEEKLY	1,845.98	1,911.31	1,978.16	2,045.77	2,119.46		
ANNUAL	47,995.42	49,694.03	51,432.13	53,189.99	55,105.86		
<b>WEB COORDINATOR</b>							
HOURLY	26.37	27.30	28.26	29.23	30.28		
BI-WEEKLY	1,845.98	1,911.31	1,978.16	2,045.77	2,119.46		
ANNUAL	47,995.42	49,694.03	51,432.13	53,189.99	55,105.86		
<b>MEDIA AND COMMUNICATIONS ASSISTANT</b>							
HOURLY	26.37	27.30	28.26	29.23	30.28		
BI-WEEKLY	1,845.98	1,911.31	1,978.16	2,045.77	2,119.46		
ANNUAL	47,995.42	49,694.03	51,432.13	53,189.99	55,105.86		
<b>SPEECH ASSISTANT</b>							
HOURLY	25.56	26.48	27.42	28.35	29.27	30.23	
BI-WEEKLY	1,789.00	1,853.57	1,919.67	1,984.24	2,048.81	2,116.42	
ANNUAL	46,514.08	48,192.94	49,911.29	51,590.14	53,269.00	55,026.85	

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2018 6MTH INCREMENTS</b>							
<b>OUTREACH COORDINATOR</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
HOURLY	25.30	26.86	28.39	29.91	31.44	32.93	
BI-WEEKLY	1,770.77	1,880.16	1,987.27	2,093.63	2,200.74	2,304.81	
ANNUAL	46,040.06	48,884.23	51,669.15	54,434.32	57,219.24	59,925.15	
<b>FAMILY HOME VISITOR/FAMILY RESOURCE WORKER</b>							
HOURLY	24.06	24.62	25.18	25.74	26.31	26.86	27.41
BI-WEEKLY	1,684.17	1,723.67	1,762.42	1,801.92	1,841.42	1,880.16	1,918.91
ANNUAL	43,788.42	44,815.48	45,822.79	46,849.85	47,876.92	48,884.23	49,891.54
<b>JUNIOR PURCHASER</b>							
HOURLY	24.06	24.85	25.70	26.51	27.41		
BI-WEEKLY	1,684.17	1,739.63	1,798.88	1,855.85	1,918.91		
ANNUAL	43,788.42	45,230.26	46,770.85	48,252.19	49,891.54		
<b>INFANT HEARING SCREENER</b>							
HOURLY	22.84	23.79	24.78	25.81	26.89	28.02	
BI-WEEKLY	1,599.09	1,665.18	1,734.31	1,806.48	1,882.44	1,961.45	
ANNUAL	41,576.28	43,294.64	45,092.00	46,968.36	48,943.48	50,997.61	
<b>CENTRAL RESOURCES ASSISTANT</b>							
HOURLY	22.74	23.53	24.37	25.19	26.09		
BI-WEEKLY	1,591.49	1,646.95	1,706.20	1,763.17	1,826.23		
ANNUAL	41,378.77	42,820.61	44,361.20	45,842.54	47,481.89		
<b>INSPECTION ASSISTANT</b>							
HOURLY	22.74	23.53	24.37	25.19	26.09		
BI-WEEKLY	1,591.49	1,646.95	1,706.20	1,763.17	1,826.23		
ANNUAL	41,378.77	42,820.61	44,361.20	45,842.54	47,481.89		
<b>LIBRARY TECHNICIAN</b>							
HOURLY	22.74	23.53	24.37	25.19	26.09		
BI-WEEKLY	1,591.49	1,646.95	1,706.20	1,763.17	1,826.23		
ANNUAL	41,378.77	42,820.61	44,361.20	45,842.54	47,481.89		

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2018 6MTH INCREMENTS</b>							
<b>PROGRAM ASSISTANT</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
HOURLY	22.74	23.53	24.37	25.19	26.09		
BI-WEEKLY	1,591.49	1,646.95	1,706.20	1,763.17	1,826.23		
ANNUAL	41,378.77	42,820.61	44,361.20	45,842.54	47,481.89		
<b>CLERK-TYPIST</b>							
HOURLY	22.74	23.53	24.37	25.19	26.09		
BI-WEEKLY	1,591.49	1,646.95	1,706.20	1,763.17	1,826.23		
ANNUAL	41,378.77	42,820.61	44,361.20	45,842.54	47,481.89		
<b>RECEPTIONIST</b>							
HOURLY	22.74	23.53	24.37	25.19	26.09		
BI-WEEKLY	1,591.49	1,646.95	1,706.20	1,763.17	1,826.23		
ANNUAL	41,378.77	42,820.61	44,361.20	45,842.54	47,481.89		
<b>STORES ASSISTANT</b>							
HOURLY	22.74	23.53	24.37	25.19	26.09		
BI-WEEKLY	1,591.49	1,646.95	1,706.20	1,763.17	1,826.23		
ANNUAL	41,378.77	42,820.61	44,361.20	45,842.54	47,481.89		
<b>DATA CLERK</b>							
HOURLY	21.10	22.02	22.96	23.96	25.00		
BI-WEEKLY	1,476.78	1,541.35	1,607.44	1,677.33	1,750.26		
ANNUAL	38,396.34	40,075.19	41,793.55	43,610.66	45,506.77		
<b>MAINTENANCE I</b>							
HOURLY	20.30	21.03	21.83	22.62	23.41	24.24	25.00
BI-WEEKLY	1,421.33	1,472.22	1,528.44	1,583.13	1,638.59	1,697.08	1,750.26
ANNUAL	36,954.50	38,277.83	39,739.42	41,161.51	42,603.35	44,124.19	45,506.77

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2018 12 MTH INCREMENTS</b>								
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
<b>CBO-PART 8</b>								
HOURLY	42.23	42.81	43.40	43.96	44.53			
BI-WEEKLY	2,955.84	2,996.87	3,037.89	3,077.39	3,116.89			
ANNUAL	76,851.93	77,918.50	78,985.06	80,012.13	81,039.19			
<b>CLINICAL NURSING FACILITATOR</b>								
HOURLY	42.23	42.81	43.40	43.96	44.53			
BI-WEEKLY	2,955.84	2,996.87	3,037.89	3,077.39	3,116.89			
ANNUAL	76,851.93	77,918.50	78,985.06	80,012.13	81,039.19			
<b>INFECTION PREVENTION AND CONTROL (IPAC) NURSE</b>								
HOURLY	42.23	42.81	43.40	43.96	44.53			
BI-WEEKLY	2,955.84	2,996.87	3,037.89	3,077.39	3,116.89			
ANNUAL	76,851.93	77,918.50	78,985.06	80,012.13	81,039.19			
<b>ENVIRONMENTAL SUPPORT OFFICER</b>								
HOURLY	42.23	42.81	43.40	43.96	44.53			
BI-WEEKLY	2,955.84	2,996.87	3,037.89	3,077.39	3,116.89			
ANNUAL	76,851.93	77,918.50	78,985.06	80,012.13	81,039.19			
<b>SR. PUBLIC HEALTH INSPECTOR</b>								
HOURLY	41.03	41.62	42.20	42.76	43.33			
BI-WEEKLY	2,872.28	2,913.30	2,954.32	2,993.07	3,033.33			
ANNUAL	74,679.30	75,745.87	76,812.43	77,819.74	78,866.56			
<b>DATA INTEGRATION SPECIALIST</b>								
HOURLY	37.29	38.59	39.95	41.37	42.82	44.36	45.96	
BI-WEEKLY	2,610.20	2,701.36	2,796.31	2,895.83	2,997.62	3,105.50	3,217.17	
ANNUAL	67,865.14	70,235.28	72,704.18	75,291.59	77,938.25	80,742.92	83,646.35	

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2018 12 MTH INCREMENTS</b>								
<b>DATABASE ADMINISTRATOR</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
HOURLY	37.29	38.59	39.95	41.37	42.82	44.36	45.96	
BI-WEEKLY	2,610.20	2,701.36	2,796.31	2,895.83	2,997.62	3,105.50	3,217.17	
ANNUAL	67,865.14	70,235.28	72,704.18	75,291.59	77,938.25	80,742.92	83,646.35	
<b>EPIDEMIOLOGIST</b>								
HOURLY	37.29	38.59	39.95	41.37	42.82	44.36	45.96	
BI-WEEKLY	2,610.20	2,701.36	2,796.31	2,895.83	2,997.62	3,105.50	3,217.17	
ANNUAL	67,865.14	70,235.28	72,704.18	75,291.59	77,938.25	80,742.92	83,646.35	
<b>FOUNDATIONAL STANDARD SPECIALIST</b>								
HOURLY	37.29	38.59	39.95	41.37	42.82	44.36	45.96	
BI-WEEKLY	2,610.20	2,701.36	2,796.31	2,895.83	2,997.62	3,105.50	3,217.17	
ANNUAL	67,865.14	70,235.28	72,704.18	75,291.59	77,938.25	80,742.92	83,646.35	
<b>MENTAL HEALTH PROMOTION SPECIALIST</b>								
HOURLY	37.29	38.59	39.95	41.37	42.82	44.36	45.96	
BI-WEEKLY	2,610.20	2,701.36	2,796.31	2,895.83	2,997.62	3,105.50	3,217.17	
ANNUAL	67,865.14	70,235.28	72,704.18	75,291.59	77,938.25	80,742.92	83,646.35	
<b>GIS ANALYST</b>								
HOURLY	37.29	38.59	39.95	41.37	42.82	44.36	45.96	
BI-WEEKLY	2,610.20	2,701.36	2,796.31	2,895.83	2,997.62	3,105.50	3,217.17	
ANNUAL	67,865.14	70,235.28	72,704.18	75,291.59	77,938.25	80,742.92	83,646.35	
<b>LIBRARIAN</b>								
HOURLY	37.29	38.59	39.95	41.37	42.82	44.36	45.96	
BI-WEEKLY	2,610.20	2,701.36	2,796.31	2,895.83	2,997.62	3,105.50	3,217.17	
ANNUAL	67,865.14	70,235.28	72,704.18	75,291.59	77,938.25	80,742.92	83,646.35	
<b>NURSING PRACTICE LEADER</b>								
HOURLY	37.29	38.59	39.95	41.37	42.82	44.36	45.96	
BI-WEEKLY	2,610.20	2,701.36	2,796.31	2,895.83	2,997.62	3,105.50	3,217.17	
ANNUAL	67,865.14	70,235.28	72,704.18	75,291.59	77,938.25	80,742.92	83,646.35	

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2018 12 MTH INCREMENTS</b>								
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
<b>PUBLIC HEALTH INSPECTOR</b>								
HOURLY	36.83	38.17	39.50	40.86	42.17			
BI-WEEKLY	2,578.29	2,671.73	2,765.17	2,860.13	2,952.05			
ANNUAL	67,035.58	69,464.98	71,894.38	74,363.28	76,753.18			
<b>PUBLIC HEALTH NURSE</b>								
HOURLY	34.66	35.96	37.32	38.74	40.20	41.74	43.33	
BI-WEEKLY	2,426.36	2,517.52	2,612.48	2,711.99	2,813.79	2,921.66	3,033.33	
ANNUAL	63,085.34	65,455.49	67,924.39	70,511.80	73,158.46	75,963.13	78,866.56	
<b>YOUTH ENGAGEMENT SPECIALIST</b>								
HOURLY	34.56	35.87	37.22	38.65	40.10	41.64	43.25	
BI-WEEKLY	2,419.52	2,510.68	2,605.64	2,705.16	2,806.95	2,914.82	3,027.25	
ANNUAL	62,907.58	65,277.73	67,746.63	70,334.04	72,980.70	75,785.37	78,708.55	
<b>PROFESSIONAL ADVISOR HOME VISITOR</b>								
HOURLY	33.47	34.85	36.27	37.78	39.31	40.90	42.60	
BI-WEEKLY	2,342.80	2,439.27	2,538.79	2,644.38	2,751.49	2,863.16	2,981.67	
ANNUAL	60,912.71	63,421.11	66,008.52	68,753.94	71,538.86	74,442.29	77,523.47	
<b>INJURY PREVENTION OFFICER</b>								
HOURLY	33.47	34.85	36.27	37.78	39.31	40.90	42.60	
BI-WEEKLY	2,342.80	2,439.27	2,538.79	2,644.38	2,751.49	2,863.16	2,981.67	
ANNUAL	60,912.71	63,421.11	66,008.52	68,753.94	71,538.86	74,442.29	77,523.47	
<b>REGISTERED NURSE</b>								
HOURLY	32.81	34.04	35.35	36.69	38.10	39.55	41.09	
BI-WEEKLY	2,296.46	2,383.06	2,474.22	2,568.42	2,667.17	2,768.21	2,876.08	
ANNUAL	59,707.89	61,959.53	64,329.67	66,778.82	69,346.48	71,973.39	74,778.06	
<b>SYSTEM ADMINISTRATOR</b>								
HOURLY	32.81	34.04	35.35	36.69	38.10	39.55	41.09	
BI-WEEKLY	2,296.46	2,383.06	2,474.22	2,568.42	2,667.17	2,768.21	2,876.08	
ANNUAL	59,707.89	61,959.53	64,329.67	66,778.82	69,346.48	71,973.39	74,778.06	

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2018 12 MTH INCREMENTS</b>								
<b>APPLICATION DEVELOPER</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
HOURLY	31.09	32.39	33.72	35.05	36.54	38.06	39.61	
BI-WEEKLY	2,176.43	2,267.59	2,360.27	2,453.71	2,557.78	2,664.13	2,772.77	
ANNUAL	56,587.20	58,957.34	61,366.99	63,796.39	66,502.30	69,267.47	72,091.89	
<b>HEALTH PROMOTER</b>								
HOURLY	31.09	32.39	33.72	35.05	36.54	38.06	39.61	
BI-WEEKLY	2,176.43	2,267.59	2,360.27	2,453.71	2,557.78	2,664.13	2,772.77	
ANNUAL	56,587.20	58,957.34	61,366.99	63,796.39	66,502.30	69,267.47	72,091.89	
<b>TOBACCO ENFORCEMENT OFFICER</b>								
HOURLY	31.09	32.39	33.72	35.05	36.54	38.06	39.61	
BI-WEEKLY	2,176.43	2,267.59	2,360.27	2,453.71	2,557.78	2,664.13	2,772.77	
ANNUAL	56,587.20	58,957.34	61,366.99	63,796.39	66,502.30	69,267.47	72,091.89	
<b>PHYSICAL ACTIVITY SPECIALIST</b>								
HOURLY	31.09	32.39	33.72	35.05	36.54	38.06	39.61	
BI-WEEKLY	2,176.43	2,267.59	2,360.27	2,453.71	2,557.78	2,664.13	2,772.77	
ANNUAL	56,587.20	58,957.34	61,366.99	63,796.39	66,502.30	69,267.47	72,091.89	
<b>YOUTH ENGAGEMENT ADVISOR</b>								
HOURLY	29.90	31.09	32.39	33.72	35.05	36.54	38.06	39.61
BI-WEEKLY	2,092.87	2,176.43	2,267.59	2,360.27	2,453.71	2,557.78	2,664.13	2,772.77
ANNUAL	54,414.57	56,587.20	58,957.34	61,366.99	63,796.39	66,502.30	69,267.47	72,091.89
<b>TECHNICAL SUPPORT SPECIALIST</b>								
HOURLY	28.18	29.56	30.94	32.34	33.72	35.12		
BI-WEEKLY	1,972.84	2,069.32	2,165.80	2,263.79	2,360.27	2,458.27		
ANNUAL	51,293.88	53,802.28	56,310.68	58,858.59	61,366.99	63,914.89		
<b>IT SUPPORT ANALYST</b>								
HOURLY	28.18	29.56	30.94	32.34	33.72	35.12		
BI-WEEKLY	1,972.84	2,069.32	2,165.80	2,263.79	2,360.27	2,458.27		
ANNUAL	51,293.88	53,802.28	56,310.68	58,858.59	61,366.99	63,914.89		

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2018 12 MTH INCREMENTS</b>								
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
<b>QA ANALYST</b>								
HOURLY	28.18	29.56	30.94	32.34	33.72	35.12		
BI-WEEKLY	1,972.84	2,069.32	2,165.80	2,263.79	2,360.27	2,458.27		
ANNUAL	51,293.88	53,802.28	56,310.68	58,858.59	61,366.99	63,914.89		
<b>USER INTERFACE (UI)/USER EXPERIENCE (UX) DEVELOPER</b>								
HOURLY	28.18	29.56	30.94	32.34	33.72	35.12		
BI-WEEKLY	1,972.84	2,069.32	2,165.80	2,263.79	2,360.27	2,458.27		
ANNUAL	51,293.88	53,802.28	56,310.68	58,858.59	61,366.99	63,914.89		
<b>MAINTENANCE II</b>								
HOURLY	24.42	25.35	26.23	27.11				
BI-WEEKLY	1,709.24	1,774.57	1,836.10	1,897.63				
ANNUAL	44,440.21	46,138.81	47,738.66	49,338.51				
<b>ACCOUNTANT/BOOKKEEPER</b>								
HOURLY	24.09	24.96	25.85	26.76	27.73			
BI-WEEKLY	1,686.45	1,747.22	1,809.51	1,873.33	1,940.94			
ANNUAL	43,847.67	45,427.77	47,047.37	48,706.47	50,464.33			
<b>ACCOUNTING CLERKS</b>								
HOURLY	23.13	24.54	25.39	26.21	27.11			
BI-WEEKLY	1,618.84	1,717.60	1,777.61	1,834.58	1,897.63			
ANNUAL	42,089.81	44,657.47	46,217.82	47,699.16	49,338.51			
<b>VOLUNTEER COORDINATOR</b>								
HOURLY	22.84	23.79	24.78	25.81	26.88	28.02		
BI-WEEKLY	1,599.09	1,665.18	1,734.31	1,806.48	1,881.68	1,961.45		
ANNUAL	41,576.28	43,294.64	45,092.00	46,968.36	48,923.73	50,997.61		
<b>PROJECT COORDINATOR</b>								
HOURLY	22.84	23.79	24.78	25.81	26.88	28.02		
BI-WEEKLY	1,599.09	1,665.18	1,734.31	1,806.48	1,881.68	1,961.45		
ANNUAL	41,576.28	43,294.64	45,092.00	46,968.36	48,923.73	50,997.61		



<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1,2019 6MTH INCREMENTS</b>							
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
<b>REGISTERED PRACTICAL NURSE</b>							
HOURLY	27.38	28.18	29.01	29.83	30.62		
BI-WEEKLY	1,916.85	1,972.36	2,030.96	2,088.02	2,143.54		
ANNUAL	49,838.01	51,281.43	52,805.04	54,288.55	55,731.97		
<b>GRAPHIC DESIGNER</b>							
HOURLY	26.77	27.71	28.68	29.66	30.73		
BI-WEEKLY	1,873.67	1,939.98	2,007.83	2,076.46	2,151.25		
ANNUAL	48,715.36	50,439.44	52,203.62	53,987.84	55,932.45		
<b>COORDINATOR OFFICE SERVICES</b>							
HOURLY	26.77	27.71	28.68	29.66	30.73		
BI-WEEKLY	1,873.67	1,939.98	2,007.83	2,076.46	2,151.25		
ANNUAL	48,715.36	50,439.44	52,203.62	53,987.84	55,932.45		
<b>WEB COORDINATOR</b>							
HOURLY	26.77	27.71	28.68	29.66	30.73		
BI-WEEKLY	1,873.67	1,939.98	2,007.83	2,076.46	2,151.25		
ANNUAL	48,715.36	50,439.44	52,203.62	53,987.84	55,932.45		
<b>MEDIA AND COMMUNICATIONS ASSISTANT</b>							
HOURLY	26.77	27.71	28.68	29.66	30.73		
BI-WEEKLY	1,873.67	1,939.98	2,007.83	2,076.46	2,151.25		
ANNUAL	48,715.36	50,439.44	52,203.62	53,987.84	55,932.45		
<b>SPEECH ASSISTANT</b>							
HOURLY	25.94	26.88	27.84	28.77	29.71	30.69	
BI-WEEKLY	1,815.84	1,881.38	1,948.46	2,014.00	2,079.54	2,148.16	
ANNUAL	47,211.80	48,915.83	50,659.96	52,364.00	54,068.03	55,852.26	

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2018 12 MTH INCREMENTS</b>							
<b>OUTREACH COORDINATOR</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
HOURLY	25.68	27.26	28.82	30.36	31.91	33.42	
BI-WEEKLY	1,797.33	1,908.37	2,017.08	2,125.03	2,233.75	2,339.39	
ANNUAL	46,730.66	49,617.49	52,444.19	55,250.83	58,077.53	60,824.03	
<b>FAMILY HOME VISITOR/FAMILY RESOURCE WORKER</b>							
HOURLY	24.42	24.99	25.56	26.13	26.70	27.26	27.82
BI-WEEKLY	1,709.43	1,749.53	1,788.85	1,828.95	1,869.04	1,908.37	1,947.69
ANNUAL	44,445.24	45,487.71	46,510.13	47,552.60	48,595.07	49,617.49	50,639.91
<b>JUNIOR PURCHASER</b>							
HOURLY	24.42	25.22	26.08	26.91	27.82		
BI-WEEKLY	1,709.43	1,765.72	1,825.86	1,883.69	1,947.69		
ANNUAL	44,445.24	45,908.71	47,472.41	48,975.97	50,639.91		
<b>INFANT HEARING SCREENER</b>							
HOURLY	23.19	24.15	25.15	26.19	27.30	28.44	
BI-WEEKLY	1,623.07	1,690.16	1,760.32	1,833.57	1,910.68	1,990.87	
ANNUAL	42,199.93	43,944.06	45,768.38	47,672.89	49,677.63	51,762.57	
<b>CENTRAL RESOURCES ASSISTANT</b>							
HOURLY	23.08	23.88	24.74	25.57	26.48		
BI-WEEKLY	1,615.36	1,671.65	1,731.79	1,789.62	1,853.62		
ANNUAL	41,999.45	43,462.92	45,026.62	46,530.18	48,194.12		
<b>INSPECTION ASSISTANT</b>							
HOURLY	23.08	23.88	24.74	25.57	26.48		
BI-WEEKLY	1,615.36	1,671.65	1,731.79	1,789.62	1,853.62		
ANNUAL	41,999.45	43,462.92	45,026.62	46,530.18	48,194.12		
<b>LIBRARY TECHNICIAN</b>							
HOURLY	23.08	23.88	24.74	25.57	26.48		
BI-WEEKLY	1,615.36	1,671.65	1,731.79	1,789.62	1,853.62		
ANNUAL	41,999.45	43,462.92	45,026.62	46,530.18	48,194.12		

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2018 12 MTH INCREMENTS</b>							
<b>PROGRAM ASSISTANT</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
HOURLY	23.08	23.88	24.74	25.57	26.48		
BI-WEEKLY	1,615.36	1,671.65	1,731.79	1,789.62	1,853.62		
ANNUAL	41,999.45	43,462.92	45,026.62	46,530.18	48,194.12		
<b>CLERK-TYPIST</b>							
HOURLY	23.08	23.88	24.74	25.57	26.48		
BI-WEEKLY	1,615.36	1,671.65	1,731.79	1,789.62	1,853.62		
ANNUAL	41,999.45	43,462.92	45,026.62	46,530.18	48,194.12		
<b>RECEPTIONIST</b>							
HOURLY	23.08	23.88	24.74	25.57	26.48		
BI-WEEKLY	1,615.36	1,671.65	1,731.79	1,789.62	1,853.62		
ANNUAL	41,999.45	43,462.92	45,026.62	46,530.18	48,194.12		
<b>STORES ASSISTANT</b>							
HOURLY	23.08	23.88	24.74	25.57	26.48		
BI-WEEKLY	1,615.36	1,671.65	1,731.79	1,789.62	1,853.62		
ANNUAL	41,999.45	43,462.92	45,026.62	46,530.18	48,194.12		
<b>DATA CLERK</b>							
HOURLY	21.41	22.35	23.31	24.32	25.38		
BI-WEEKLY	1,498.93	1,564.47	1,631.56	1,702.49	1,776.51		
ANNUAL	38,972.28	40,676.32	42,420.45	44,264.82	46,189.37		
<b>MAINTENANCE I</b>							
HOURLY	20.61	21.35	22.16	22.96	23.76	24.61	25.38
BI-WEEKLY	1,442.65	1,494.31	1,551.37	1,606.88	1,663.17	1,722.54	1,776.51
ANNUAL	37,508.82	38,852.00	40,335.51	41,778.93	43,242.40	44,786.05	46,189.37

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1,2019 12MTH INCREMENTS</b>								
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
<b>CBO-PART 8</b>								
HOURLY	42.86	43.45	44.05	44.62	45.19			
BI-WEEKLY	3,000.18	3,041.82	3,083.46	3,123.55	3,163.65			
ANNUAL	78,004.71	79,087.28	80,169.84	81,212.31	82,254.78			
<b>CLINICAL NURSING FACILITATOR</b>								
HOURLY	42.86	43.45	44.05	44.62	45.19			
BI-WEEKLY	3,000.18	3,041.82	3,083.46	3,123.55	3,163.65			
ANNUAL	78,004.71	79,087.28	80,169.84	81,212.31	82,254.78			
<b>INFECTION PREVENTION AND CONTROL (IPAC) NURSE</b>								
HOURLY	42.86	43.45	44.05	44.62	45.19			
BI-WEEKLY	3,000.18	3,041.82	3,083.46	3,123.55	3,163.65			
ANNUAL	78,004.71	79,087.28	80,169.84	81,212.31	82,254.78			
<b>ENVIRONMENTAL SUPPORT OFFICER</b>								
HOURLY	42.86	43.45	44.05	44.62	45.19			
BI-WEEKLY	3,000.18	3,041.82	3,083.46	3,123.55	3,163.65			
ANNUAL	78,004.71	79,087.28	80,169.84	81,212.31	82,254.78			
<b>SR. PUBLIC HEALTH INSPECTOR</b>								
HOURLY	41.65	42.24	42.84	43.40	43.98			
BI-WEEKLY	2,915.37	2,957.00	2,998.64	3,037.96	3,078.83			
ANNUAL	75,799.49	76,882.05	77,964.62	78,987.04	80,049.55			
<b>DATA INTEGRATION SPECIALIST</b>								
HOURLY	37.85	39.17	40.55	41.99	43.47	45.03	46.65	
BI-WEEKLY	2,649.35	2,741.88	2,838.26	2,939.27	3,042.59	3,152.08	3,265.42	
ANNUAL	68,883.11	71,288.81	73,794.74	76,420.96	79,107.32	81,954.06	84,901.04	
<b>DATABASE ADMINISTRATOR</b>								
HOURLY	37.85	39.17	40.55	41.99	43.47	45.03	46.65	
BI-WEEKLY	2,649.35	2,741.88	2,838.26	2,939.27	3,042.59	3,152.08	3,265.42	
ANNUAL	68,883.11	71,288.81	73,794.74	76,420.96	79,107.32	81,954.06	84,901.04	

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1,2019 12MTH INCREMENTS</b>								
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
<b>EPIDEMIOLOGIST</b>								
HOURLY	37.85	39.17	40.55	41.99	43.47	45.03	46.65	
BI-WEEKLY	2,649.35	2,741.88	2,838.26	2,939.27	3,042.59	3,152.08	3,265.42	
ANNUAL	68,883.11	71,288.81	73,794.74	76,420.96	79,107.32	81,954.06	84,901.04	
<b>FOUNDATIONAL STANDARD SPECIALIST</b>								
HOURLY	37.85	39.17	40.55	41.99	43.47	45.03	46.65	
BI-WEEKLY	2,649.35	2,741.88	2,838.26	2,939.27	3,042.59	3,152.08	3,265.42	
ANNUAL	68,883.11	71,288.81	73,794.74	76,420.96	79,107.32	81,954.06	84,901.04	
<b>MENTAL HEALTH PROMOTION SPECIALIST</b>								
HOURLY	37.85	39.17	40.55	41.99	43.47	45.03	46.65	
BI-WEEKLY	2,649.35	2,741.88	2,838.26	2,939.27	3,042.59	3,152.08	3,265.42	
ANNUAL	68,883.11	71,288.81	73,794.74	76,420.96	79,107.32	81,954.06	84,901.04	
<b>GIS ANALYST</b>								
HOURLY	37.85	39.17	40.55	41.99	43.47	45.03	46.65	
BI-WEEKLY	2,649.35	2,741.88	2,838.26	2,939.27	3,042.59	3,152.08	3,265.42	
ANNUAL	68,883.11	71,288.81	73,794.74	76,420.96	79,107.32	81,954.06	84,901.04	
<b>LIBRARIAN</b>								
HOURLY	37.85	39.17	40.55	41.99	43.47	45.03	46.65	
BI-WEEKLY	2,649.35	2,741.88	2,838.26	2,939.27	3,042.59	3,152.08	3,265.42	
ANNUAL	68,883.11	71,288.81	73,794.74	76,420.96	79,107.32	81,954.06	84,901.04	
<b>NURSING PRACTICE LEADER</b>								
HOURLY	37.85	39.17	40.55	41.99	43.47	45.03	46.65	
BI-WEEKLY	2,649.35	2,741.88	2,838.26	2,939.27	3,042.59	3,152.08	3,265.42	
ANNUAL	68,883.11	71,288.81	73,794.74	76,420.96	79,107.32	81,954.06	84,901.04	
<b>PUBLIC HEALTH INSPECTOR</b>								
HOURLY	37.39	38.74	40.09	41.47	42.80			
BI-WEEKLY	2,616.97	2,711.81	2,806.65	2,903.03	2,996.33			
ANNUAL	68,041.12	70,506.96	72,972.80	75,478.73	77,904.47			

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1,2019 12MTH INCREMENTS</b>								
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
<b>PUBLIC HEALTH NURSE</b>								
HOURLY	35.18	36.50	37.88	39.32	40.80	42.36	43.98	
BI-WEEKLY	2,462.75	2,555.28	2,651.66	2,752.67	2,855.99	2,965.48	3,078.83	
ANNUAL	64,031.62	66,437.32	68,943.25	71,569.47	74,255.83	77,102.58	80,049.55	
<b>YOUTH ENGAGEMENT SPECIALIST</b>								
HOURLY	35.08	36.40	37.78	39.22	40.70	42.26	43.90	
BI-WEEKLY	2,455.82	2,548.34	2,644.72	2,745.73	2,849.05	2,958.54	3,072.66	
ANNUAL	63,851.20	66,256.89	68,762.83	71,389.05	74,075.41	76,922.15	79,889.17	
<b>PROFESSIONAL ADVISOR</b>								
<b>HOME VISITOR</b>								
HOURLY	33.97	35.37	36.81	38.34	39.90	41.52	43.23	
BI-WEEKLY	2,377.94	2,475.86	2,576.87	2,684.05	2,792.77	2,906.11	3,026.40	
ANNUAL	61,826.40	64,372.43	66,998.65	69,785.25	72,611.94	75,558.92	78,686.33	
<b>INJURY PREVENTION OFFICER</b>								
HOURLY	33.97	35.37	36.81	38.34	39.90	41.52	43.23	
BI-WEEKLY	2,377.94	2,475.86	2,576.87	2,684.05	2,792.77	2,906.11	3,026.40	
ANNUAL	61,826.40	64,372.43	66,998.65	69,785.25	72,611.94	75,558.92	78,686.33	
<b>REGISTERED NURSE</b>								
HOURLY	33.30	34.55	35.88	37.24	38.67	40.14	41.70	
BI-WEEKLY	2,330.90	2,418.80	2,511.33	2,606.94	2,707.18	2,809.73	2,919.22	
ANNUAL	60,603.51	62,888.92	65,294.62	67,780.50	70,386.67	73,052.99	75,899.73	
<b>SYSTEM ADMINISTRATOR</b>								
HOURLY	33.30	34.55	35.88	37.24	38.67	40.14	41.70	
BI-WEEKLY	2,330.90	2,418.80	2,511.33	2,606.94	2,707.18	2,809.73	2,919.22	
ANNUAL	60,603.51	62,888.92	65,294.62	67,780.50	70,386.67	73,052.99	75,899.73	
<b>APPLICATION DEVELOPER</b>								
HOURLY	31.56	32.88	34.22	35.58	37.09	38.63	40.21	
BI-WEEKLY	2,209.08	2,301.60	2,395.67	2,490.51	2,596.15	2,704.10	2,814.36	
ANNUAL	57,436.01	59,841.70	62,287.49	64,753.33	67,499.84	70,306.48	73,173.27	

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1,2019 12MTH INCREMENTS</b>								
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
<b>HEALTH PROMOTER</b>								
HOURLY	31.56	32.88	34.22	35.58	37.09	38.63	40.21	
BI-WEEKLY	2,209.08	2,301.60	2,395.67	2,490.51	2,596.15	2,704.10	2,814.36	
ANNUAL	57,436.01	59,841.70	62,287.49	64,753.33	67,499.84	70,306.48	73,173.27	
<b>TOBACCO ENFORCEMENT OFFICER</b>								
HOURLY	31.56	32.88	34.22	35.58	37.09	38.63	40.21	
BI-WEEKLY	2,209.08	2,301.60	2,395.67	2,490.51	2,596.15	2,704.10	2,814.36	
ANNUAL	57,436.01	59,841.70	62,287.49	64,753.33	67,499.84	70,306.48	73,173.27	
<b>PHYSICAL ACTIVITY SPECIALIST</b>								
HOURLY	31.56	32.88	34.22	35.58	37.09	38.63	40.21	
BI-WEEKLY	2,209.08	2,301.60	2,395.67	2,490.51	2,596.15	2,704.10	2,814.36	
ANNUAL	57,436.01	59,841.70	62,287.49	64,753.33	67,499.84	70,306.48	73,173.27	
<b>YOUTH ENGAGEMENT ADVISOR</b>								
HOURLY	30.35	31.56	32.88	34.22	35.58	37.09	38.63	40.21
BI-WEEKLY	2,124.26	2,209.08	2,301.60	2,395.67	2,490.51	2,596.15	2,704.10	2,814.36
ANNUAL	55,230.78	57,436.01	59,841.70	62,287.49	64,753.33	67,499.84	70,306.48	73,173.27
<b>TECHNICAL SUPPORT SPECIALIST</b>								
HOURLY	28.61	30.01	31.40	32.82	34.22	35.64		
BI-WEEKLY	2,002.43	2,100.36	2,198.28	2,297.75	2,395.67	2,495.14		
ANNUAL	52,063.28	54,609.31	57,155.34	59,741.47	62,287.49	64,873.62		
<b>IT SUPPORT ANALYST</b>								
HOURLY	28.61	30.01	31.40	32.82	34.22	35.64		
BI-WEEKLY	2,002.43	2,100.36	2,198.28	2,297.75	2,395.67	2,495.14		
ANNUAL	52,063.28	54,609.31	57,155.34	59,741.47	62,287.49	64,873.62		
<b>QA ANALYST</b>								
HOURLY	28.61	30.01	31.40	32.82	34.22	35.64		
BI-WEEKLY	2,002.43	2,100.36	2,198.28	2,297.75	2,395.67	2,495.14		
ANNUAL	52,063.28	54,609.31	57,155.34	59,741.47	62,287.49	64,873.62		

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1,2019 12MTH INCREMENTS</b>								
<b>USER INTERFACE (UI)/USER EXPERIENCE (UX) DEVELOPER</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	
HOURLY	28.61	30.01	31.40	32.82	34.22	35.64		
BI-WEEKLY	2,002.43	2,100.36	2,198.28	2,297.75	2,395.67	2,495.14		
ANNUAL	52,063.28	54,609.31	57,155.34	59,741.47	62,287.49	64,873.62		
<b>MAINTENANCE II</b>								
HOURLY	24.78	25.73	26.62	27.52				
BI-WEEKLY	1,734.88	1,801.19	1,863.64	1,926.10				
ANNUAL	45,106.81	46,830.89	48,454.74	50,078.58				
<b>ACCOUNTANT/BOOKKEEPER</b>								
HOURLY	24.45	25.33	26.24	27.16	28.14			
BI-WEEKLY	1,711.75	1,773.43	1,836.66	1,901.43	1,970.05			
ANNUAL	44,505.39	46,109.18	47,753.08	49,437.07	51,221.29			
<b>ACCOUNTING CLERKS</b>								
HOURLY	23.47	24.91	25.78	26.60	27.52			
BI-WEEKLY	1,643.12	1,743.36	1,804.27	1,862.10	1,926.10			
ANNUAL	42,721.16	45,327.33	46,911.08	48,414.64	50,078.58			
<b>VOLUNTEER COORDINATOR</b>								
HOURLY	23.19	24.15	25.15	26.19	27.28	28.44		
BI-WEEKLY	1,623.07	1,690.16	1,760.32	1,833.57	1,909.91	1,990.87		
ANNUAL	42,199.93	43,944.06	45,768.38	47,672.89	49,657.59	51,762.57		
<b>PROJECT COORDINATOR</b>								
HOURLY	23.19	24.15	25.15	26.19	27.28	28.44		
BI-WEEKLY	1,623.07	1,690.16	1,760.32	1,833.57	1,909.91	1,990.87		
ANNUAL	42,199.93	43,944.06	45,768.38	47,672.89	49,657.59	51,762.57		



<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2020 WITH 6MTH INCREMENTS</b>							
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
<b>REGISTERED PRACTICAL NURSE</b>							
HOURLY	27.79	28.60	29.45	30.28	31.08		
BI-WEEKLY	1,945.60	2,001.95	2,061.43	2,119.34	2,175.69		
ANNUAL	50,585.58	52,050.65	53,597.12	55,102.88	56,567.95		
<b>GRAPHIC DESIGNER</b>							
HOURLY	27.17	28.13	29.11	30.11	31.19		
BI-WEEKLY	1,901.77	1,969.08	2,037.95	2,107.60	2,183.52		
ANNUAL	49,446.09	51,196.03	52,986.67	54,797.66	56,771.43		
<b>COORDINATOR OFFICE SERVICES</b>							
HOURLY	27.17	28.13	29.11	30.11	31.19		
BI-WEEKLY	1,901.77	1,969.08	2,037.95	2,107.60	2,183.52		
ANNUAL	49,446.09	51,196.03	52,986.67	54,797.66	56,771.43		
<b>WEB COORDINATOR</b>							
HOURLY	27.17	28.13	29.11	30.11	31.19		
BI-WEEKLY	1,901.77	1,969.08	2,037.95	2,107.60	2,183.52		
ANNUAL	49,446.09	51,196.03	52,986.67	54,797.66	56,771.43		
<b>MEDIA AND COMMUNICATIONS ASSISTANT</b>							
HOURLY	27.17	28.13	29.11	30.11	31.19		
BI-WEEKLY	1,901.77	1,969.08	2,037.95	2,107.60	2,183.52		
ANNUAL	49,446.09	51,196.03	52,986.67	54,797.66	56,771.43		
<b>SPEECH ASSISTANT</b>							
HOURLY	26.33	27.28	28.25	29.20	30.15	31.15	
BI-WEEKLY	1,843.08	1,909.60	1,977.69	2,044.21	2,110.73	2,180.39	
ANNUAL	47,919.97	49,649.57	51,419.86	53,149.46	54,879.05	56,690.04	

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2020 WITH 6MTH INCREMENTS</b>							
<b>OUTREACH COORDINATOR</b>							
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
HOURLY	26.06	27.67	29.25	30.81	32.39	33.92	
BI-WEEKLY	1,824.29	1,936.99	2,047.34	2,156.91	2,267.26	2,374.48	
ANNUAL	47,431.62	50,361.75	53,230.85	56,079.59	58,948.69	61,736.39	
<b>FAMILY HOME VISITOR/FAMILY RESOURCE WORKER</b>							
HOURLY	24.79	25.37	25.94	26.52	27.10	27.67	28.24
BI-WEEKLY	1,735.07	1,775.77	1,815.68	1,856.38	1,897.08	1,936.99	1,976.90
ANNUAL	45,111.92	46,170.03	47,207.79	48,265.89	49,324.00	50,361.75	51,399.51
<b>JUNIOR PURCHASER</b>							
HOURLY	24.79	25.60	26.47	27.31	28.24		
BI-WEEKLY	1,735.07	1,792.21	1,853.25	1,911.95	1,976.90		
ANNUAL	45,111.92	46,597.34	48,184.50	49,710.61	51,399.51		
<b>INFANT HEARING SCREENER</b>							
HOURLY	23.53	24.51	25.52	26.59	27.70	28.87	
BI-WEEKLY	1,647.42	1,715.51	1,786.73	1,861.08	1,939.34	2,020.73	
ANNUAL	42,832.93	44,603.22	46,454.90	48,387.98	50,422.80	52,539.01	
<b>CENTRAL RESOURCES ASSISTANT</b>							
HOURLY	23.42	24.24	25.11	25.95	26.88		
BI-WEEKLY	1,639.59	1,696.73	1,757.77	1,816.47	1,881.42		
ANNUAL	42,629.44	44,114.86	45,702.02	47,228.13	48,917.03		
<b>INSPECTION ASSISTANT</b>							
HOURLY	23.42	24.24	25.11	25.95	26.88		
BI-WEEKLY	1,639.59	1,696.73	1,757.77	1,816.47	1,881.42		
ANNUAL	42,629.44	44,114.86	45,702.02	47,228.13	48,917.03		
<b>LIBRARY TECHNICIAN</b>							
HOURLY	23.42	24.24	25.11	25.95	26.88		
BI-WEEKLY	1,639.59	1,696.73	1,757.77	1,816.47	1,881.42		
ANNUAL	42,629.44	44,114.86	45,702.02	47,228.13	48,917.03		

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2020 WITH 6MTH INCREMENTS</b>							
<b>PROGRAM ASSISTANT</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
HOURLY	23.42	24.24	25.11	25.95	26.88		
BI-WEEKLY	1,639.59	1,696.73	1,757.77	1,816.47	1,881.42		
ANNUAL	42,629.44	44,114.86	45,702.02	47,228.13	48,917.03		
<b>CLERK-TYPIST</b>							
HOURLY	23.42	24.24	25.11	25.95	26.88		
BI-WEEKLY	1,639.59	1,696.73	1,757.77	1,816.47	1,881.42		
ANNUAL	42,629.44	44,114.86	45,702.02	47,228.13	48,917.03		
<b>RECEPTIONIST</b>							
HOURLY	23.42	24.24	25.11	25.95	26.88		
BI-WEEKLY	1,639.59	1,696.73	1,757.77	1,816.47	1,881.42		
ANNUAL	42,629.44	44,114.86	45,702.02	47,228.13	48,917.03		
<b>STORES ASSISTANT</b>							
HOURLY	23.42	24.24	25.11	25.95	26.88		
BI-WEEKLY	1,639.59	1,696.73	1,757.77	1,816.47	1,881.42		
ANNUAL	42,629.44	44,114.86	45,702.02	47,228.13	48,917.03		
<b>DATA CLERK</b>							
HOURLY	21.73	22.68	23.66	24.69	25.76		
BI-WEEKLY	1,521.42	1,587.94	1,656.03	1,728.03	1,803.16		
ANNUAL	39,556.87	41,286.46	43,056.76	44,928.79	46,882.22		
<b>MAINTENANCE I</b>							
HOURLY	20.92	21.67	22.49	23.30	24.12	24.98	25.76
BI-WEEKLY	1,464.29	1,516.72	1,574.64	1,630.99	1,688.12	1,748.38	1,803.16
ANNUAL	38,071.45	39,434.78	40,940.55	42,405.61	43,891.03	45,457.84	46,882.22

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2020 12 MTH INCREMENTS</b>								
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
<b>CBO-PART 8</b>								
HOURLY	43.50	44.11	44.71	45.29	45.87			
BI-WEEKLY	3,045.18	3,087.45	3,129.71	3,170.40	3,211.10			
ANNUAL	79,174.78	80,273.58	81,372.39	82,430.49	83,488.60			
<b>CLINICAL NURSING FACILITATOR</b>								
HOURLY	43.50	44.11	44.71	45.29	45.87			
BI-WEEKLY	3,045.18	3,087.45	3,129.71	3,170.40	3,211.10			
ANNUAL	79,174.78	80,273.58	81,372.39	82,430.49	83,488.60			
<b>INFECTION PREVENTION AND CONTROL (IPAC) NURSE</b>								
HOURLY	43.50	44.11	44.71	45.29	45.87			
BI-WEEKLY	3,045.18	3,087.45	3,129.71	3,170.40	3,211.10			
ANNUAL	79,174.78	80,273.58	81,372.39	82,430.49	83,488.60			
<b>ENVIRONMENTAL SUPPORT OFFICER</b>								
HOURLY	43.50	44.11	44.71	45.29	45.87			
BI-WEEKLY	3,045.18	3,087.45	3,129.71	3,170.40	3,211.10			
ANNUAL	79,174.78	80,273.58	81,372.39	82,430.49	83,488.60			
<b>SR. PUBLIC HEALTH INSPECTOR</b>								
HOURLY	42.27	42.88	43.48	44.05	44.64			
BI-WEEKLY	2,959.10	3,001.36	3,043.62	3,083.53	3,125.01			
ANNUAL	76,936.48	78,035.28	79,134.09	80,171.84	81,250.30			
<b>DATA INTEGRATION SPECIALIST</b>								
HOURLY	38.42	39.76	41.15	42.62	44.12	45.71	47.35	
BI-WEEKLY	2,689.09	2,783.01	2,880.83	2,983.36	3,088.23	3,199.36	3,314.41	
ANNUAL	69,916.36	72,358.14	74,901.66	77,567.28	80,293.93	83,183.38	86,174.56	
<b>DATABASE ADMINISTRATOR</b>								
HOURLY	38.42	39.76	41.15	42.62	44.12	45.71	47.35	
BI-WEEKLY	2,689.09	2,783.01	2,880.83	2,983.36	3,088.23	3,199.36	3,314.41	
ANNUAL	69,916.36	72,358.14	74,901.66	77,567.28	80,293.93	83,183.38	86,174.56	

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2020 12 MTH INCREMENTS</b>								
<b>EPIDEMIOLOGIST</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
HOURLY	38.42	39.76	41.15	42.62	44.12	45.71	47.35	
BI-WEEKLY	2,689.09	2,783.01	2,880.83	2,983.36	3,088.23	3,199.36	3,314.41	
ANNUAL	69,916.36	72,358.14	74,901.66	77,567.28	80,293.93	83,183.38	86,174.56	
<b>FOUNDATIONAL STANDARD SPECIALIST</b>								
HOURLY	38.42	39.76	41.15	42.62	44.12	45.71	47.35	
BI-WEEKLY	2,689.09	2,783.01	2,880.83	2,983.36	3,088.23	3,199.36	3,314.41	
ANNUAL	69,916.36	72,358.14	74,901.66	77,567.28	80,293.93	83,183.38	86,174.56	
<b>MENTAL HEALTH PROMOTION SPECIALIST</b>								
HOURLY	38.42	39.76	41.15	42.62	44.12	45.71	47.35	
BI-WEEKLY	2,689.09	2,783.01	2,880.83	2,983.36	3,088.23	3,199.36	3,314.41	
ANNUAL	69,916.36	72,358.14	74,901.66	77,567.28	80,293.93	83,183.38	86,174.56	
<b>GIS ANALYST</b>								
HOURLY	38.42	39.76	41.15	42.62	44.12	45.71	47.35	
BI-WEEKLY	2,689.09	2,783.01	2,880.83	2,983.36	3,088.23	3,199.36	3,314.41	
ANNUAL	69,916.36	72,358.14	74,901.66	77,567.28	80,293.93	83,183.38	86,174.56	
<b>LIBRARIAN</b>								
HOURLY	38.42	39.76	41.15	42.62	44.12	45.71	47.35	
BI-WEEKLY	2,689.09	2,783.01	2,880.83	2,983.36	3,088.23	3,199.36	3,314.41	
ANNUAL	69,916.36	72,358.14	74,901.66	77,567.28	80,293.93	83,183.38	86,174.56	
<b>NURSING PRACTICE LEADER</b>								
HOURLY	38.42	39.76	41.15	42.62	44.12	45.71	47.35	
BI-WEEKLY	2,689.09	2,783.01	2,880.83	2,983.36	3,088.23	3,199.36	3,314.41	
ANNUAL	69,916.36	72,358.14	74,901.66	77,567.28	80,293.93	83,183.38	86,174.56	
<b>PUBLIC HEALTH INSPECTOR</b>								
HOURLY	37.95	39.32	40.70	42.09	43.45			
BI-WEEKLY	2,656.22	2,752.48	2,848.75	2,946.57	3,041.27			
ANNUAL	69,061.74	71,564.56	74,067.39	76,610.91	79,073.04			

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2020 12 MTH INCREMENTS</b>								
<b>PUBLIC HEALTH NURSE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
HOURLY	35.71	37.05	38.45	39.91	41.41	43.00	44.64	
BI-WEEKLY	2,499.70	2,593.61	2,691.44	2,793.96	2,898.83	3,009.97	3,125.01	
ANNUAL	64,992.10	67,433.88	69,977.40	72,643.02	75,369.67	78,259.11	81,250.30	
<b>YOUTH ENGAGEMENT SPECIALIST</b>								
HOURLY	35.61	36.95	38.35	39.81	41.31	42.90	44.55	
BI-WEEKLY	2,492.65	2,586.57	2,684.40	2,786.92	2,891.79	3,002.92	3,118.75	
ANNUAL	64,808.97	67,250.75	69,794.27	72,459.88	75,186.54	78,075.98	81,087.51	
<b>PROFESSIONAL ADVISOR HOME VISITOR</b>								
HOURLY	34.48	35.90	37.36	38.92	40.50	42.14	43.88	
BI-WEEKLY	2,413.61	2,513.00	2,615.52	2,724.31	2,834.66	2,949.70	3,071.79	
ANNUAL	62,753.80	65,338.02	68,003.63	70,832.03	73,701.12	76,692.30	79,866.62	
<b>INJURY PREVENTION OFFICER</b>								
HOURLY	34.48	35.90	37.36	38.92	40.50	42.14	43.88	
BI-WEEKLY	2,413.61	2,513.00	2,615.52	2,724.31	2,834.66	2,949.70	3,071.79	
ANNUAL	62,753.80	65,338.02	68,003.63	70,832.03	73,701.12	76,692.30	79,866.62	
<b>REGISTERED NURSE</b>								
HOURLY	33.80	35.07	36.41	37.80	39.25	40.74	42.33	
BI-WEEKLY	2,365.87	2,455.09	2,549.00	2,646.05	2,747.79	2,851.88	2,963.01	
ANNUAL	61,512.56	63,832.25	66,274.03	68,797.21	71,442.47	74,148.78	77,038.22	
<b>SYSTEM ADMINISTRATOR</b>								
HOURLY	33.80	35.07	36.41	37.80	39.25	40.74	42.33	
BI-WEEKLY	2,365.87	2,455.09	2,549.00	2,646.05	2,747.79	2,851.88	2,963.01	
ANNUAL	61,512.56	63,832.25	66,274.03	68,797.21	71,442.47	74,148.78	77,038.22	
<b>APPLICATION DEVELOPER</b>								
HOURLY	32.03	33.37	34.74	36.11	37.64	39.21	40.81	
BI-WEEKLY	2,242.21	2,336.13	2,431.61	2,527.87	2,635.09	2,744.66	2,856.57	
ANNUAL	58,297.55	60,739.33	63,221.81	65,724.63	68,512.33	71,361.08	74,270.87	

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2020 12 MTH INCREMENTS</b>								
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
<b>HEALTH PROMOTER</b>								
HOURLY	32.03	33.37	34.74	36.11	37.64	39.21	40.81	
BI-WEEKLY	2,242.21	2,336.13	2,431.61	2,527.87	2,635.09	2,744.66	2,856.57	
ANNUAL	58,297.55	60,739.33	63,221.81	65,724.63	68,512.33	71,361.08	74,270.87	
<b>TOBACCO ENFORCEMENT OFFICER</b>								
HOURLY	32.03	33.37	34.74	36.11	37.64	39.21	40.81	
BI-WEEKLY	2,242.21	2,336.13	2,431.61	2,527.87	2,635.09	2,744.66	2,856.57	
ANNUAL	58,297.55	60,739.33	63,221.81	65,724.63	68,512.33	71,361.08	74,270.87	
<b>PHYSICAL ACTIVITY SPECIALIST</b>								
HOURLY	32.03	33.37	34.74	36.11	37.64	39.21	40.81	
BI-WEEKLY	2,242.21	2,336.13	2,431.61	2,527.87	2,635.09	2,744.66	2,856.57	
ANNUAL	58,297.55	60,739.33	63,221.81	65,724.63	68,512.33	71,361.08	74,270.87	
<b>YOUTH ENGAGEMENT ADVISOR</b>								
HOURLY	30.80	32.03	33.37	34.74	36.11	37.64	39.21	40.81
BI-WEEKLY	2,156.12	2,242.21	2,336.13	2,431.61	2,527.87	2,635.09	2,744.66	2,856.57
ANNUAL	56,059.25	58,297.55	60,739.33	63,221.81	65,724.63	68,512.33	71,361.08	74,270.87
<b>TECHNICAL SUPPORT SPECIALIST</b>								
HOURLY	29.04	30.46	31.88	33.32	34.74	36.18		
BI-WEEKLY	2,032.47	2,131.86	2,231.26	2,332.21	2,431.61	2,532.57		
ANNUAL	52,844.23	55,428.45	58,012.67	60,637.59	63,221.81	65,846.72		
<b>IT SUPPORT ANALYST</b>								
HOURLY	29.04	30.46	31.88	33.32	34.74	36.18		
BI-WEEKLY	2,032.47	2,131.86	2,231.26	2,332.21	2,431.61	2,532.57		
ANNUAL	52,844.23	55,428.45	58,012.67	60,637.59	63,221.81	65,846.72		
<b>QA ANALYST</b>								
HOURLY	29.04	30.46	31.88	33.32	34.74	36.18		
BI-WEEKLY	2,032.47	2,131.86	2,231.26	2,332.21	2,431.61	2,532.57		
ANNUAL	52,844.23	55,428.45	58,012.67	60,637.59	63,221.81	65,846.72		
<b>USER INTERFACE (UI)/USER EXPERIENCE (UX) DEVELOPER</b>								
HOURLY	29.04	30.46	31.88	33.32	34.74	36.18		
BI-WEEKLY	2,032.47	2,131.86	2,231.26	2,332.21	2,431.61	2,532.57		
ANNUAL	52,844.23	55,428.45	58,012.67	60,637.59	63,221.81	65,846.72		

<b>APPENDIX "A" WAGES EFFECTIVE JANUARY 1, 2020 12 MTH INCREMENTS</b>								
<b>MAINTENANCE II</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
HOURLY	25.16	26.12	27.02	27.93				
BI-WEEKLY	1,760.90	1,828.21	1,891.60	1,954.99				
ANNUAL	45,783.41	47,533.36	49,181.56	50,829.76				
<b>ACCOUNTANT/BOOKKEEPER</b>								
HOURLY	24.82	25.71	26.63	27.57	28.57			
BI-WEEKLY	1,737.42	1,800.03	1,864.21	1,929.95	1,999.60			
ANNUAL	45,172.97	46,800.82	48,469.37	50,178.62	51,989.61			
<b>ACCOUNTING CLERKS</b>								
HOURLY	23.83	25.28	26.16	27.00	27.93			
BI-WEEKLY	1,667.77	1,769.51	1,831.34	1,890.03	1,954.99			
ANNUAL	43,361.98	46,007.24	47,614.75	49,140.86	50,829.76			
<b>VOLUNTEER COORDINATOR</b>								
HOURLY	23.53	24.51	25.52	26.59	27.69	28.87		
BI-WEEKLY	1,647.42	1,715.51	1,786.73	1,861.08	1,938.56	2,020.73		
ANNUAL	42,832.93	44,603.22	46,454.90	48,387.98	50,402.45	52,539.01		
<b>PROJECT COORDINATOR</b>								
HOURLY	23.53	24.51	25.52	26.59	27.69	28.87		
BI-WEEKLY	1,647.42	1,715.51	1,786.73	1,861.08	1,938.56	2,020.73		
ANNUAL	42,832.93	44,603.22	46,454.90	48,387.98	50,402.45	52,539.01		



## **APPENDIX "B" – CASUAL EMPLOYEES**

The Employer agrees that the following conditions shall apply to casual employees and that the current Collective Agreement shall be deemed to incorporate this Appendix.

A casual employee is any employee who does not meet either of the definitions in 2.03, 2.04, or 2.05 and works on a call-in, relief or periodically scheduled basis.

1. Casual employees who are employed shall be paid in accordance with Appendix "A" of the Collective Agreement between the Employer and the Union, and shall be subject to the following terms and conditions of the Collective Agreement between the Employer and the Union:

Articles:	1	Preamble
	2	Recognition
	3	Management Rights
	4	Union Membership
	5	Union Security & Relations
	6	Union Committees
	7	Grievance Procedure
	8	Arbitration
	9	Discharge, Suspension and Discipline
	11.02	Job Posting
	11.03	Job Posting - trial period
	13	Hours of Work
	14	Overtime
	18.03, 18.06	Leave of Absence - Bereavement Leave, Jury Duty
	19.01, 19.02, 19.04	Employee Benefits
	20.01 - 20.07, 20.08 - 20.09	Payment of Wages and Allowances
	21.02 - 21.06, 21.08	General
	22	Term of Agreement

2. These employees shall be paid an additional rate of fourteen percent (14%) in lieu of all benefits, including vacation pay, statutory holiday pay and all other benefits.
3. Casual employees shall be considered on probation for either ninety (90) shifts or eight (8) months whichever comes first, provided that the employee has worked a minimum of forty-five (45) shifts in the eight (8) month period.
4. Seniority for casual employees shall be calculated on the basis of the total shifts worked by the employee.

Example: One (1) shift = one (1) day  
Five (5) shifts = one (1) week

**APPENDIX “B” – CASUAL EMPLOYEES** (continued)

5. Casual employees, who have completed their probationary period, shall be entitled to apply for regular positions posted in accordance with Article 11. They shall be considered over outside applicants, but not over regular employees of the Employer and therefore will not be interviewed until the job posting procedure has been completed for regular employees as per Article 11. For employees who commenced employment as a casual employee and then transferred to regular status, their accumulated shifts worked will be counted back from their regular status date and this shall be their seniority and service date.
6. Regular employees, who have acquired seniority as regular full-time or part-time employees and become casual employees, shall maintain their seniority and service date and shall have added to their seniority time worked in accordance with Items 4 and 5 of this Appendix.

At the completion of a term, should there be an operational need for an additional casual position and the employee meets the performance and qualification requirements of the position she may be added to the casual list.

Any casual employee who accepts a temporary assignment within the bargaining unit will not be removed from the casual seniority list while on such temporary assignment.

Shifts shall be offered to casual staff on the team that has a staffing need within the classification on a fair and equitable basis.

7. It is understood that if a lay-off is necessary, all casual employees shall be laid off first.
8. Casual employees shall have the option of becoming members of O.M.E.R.S. in accordance with the regulations under the Pension Benefit Act.
9. Casual employees who are paid on a salary scale with twelve (12) month increments shall receive one (1) increment upon the completion of two hundred and forty (240) shifts. Casual employees who are paid on a salary scale with six (6) month increments shall receive one increment upon completion of one hundred and twenty (120) shifts.
10. Each February and September, when the casual seniority list is compiled, the Employer will remove those person's names who have not worked a minimum of two (2) shifts in the previous twelve (12) month period and those persons will have no rights under this Collective Agreement. For the purposes of this article, training does not constitute a shift. Both the Union and any casual person who has their name removed from the current list will be so informed. The Employer will add the names of new hires or transfers to the casual seniority list.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

FOR THE EMPLOYER:

FOR THE UNION:

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**APPENDIX "C" – COUNSELING LETTER**

MEMORANDUM OF AGREEMENT

BETWEEN

KINGSTON, FRONTENAC AND LENNOX AND ADDINGTON  
HEALTH UNIT

(hereinafter referred to as the "Employer")

AND

CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 3175

(hereinafter referred to as the "Union")

RE: COUNSELING LETTER

Should the reason for the counseling letter be resolved, a letter of resolution will be attached to the original counseling letter, and a copy of this letter shall be provided to the employee.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

FOR THE EMPLOYER:

FOR THE UNION:

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**APPENDIX "D" – FLEXIBLE WORKING HOURS AND JOB SHARING**

MEMORANDUM OF AGREEMENT

BETWEEN

KINGSTON, FRONTENAC AND LENNOX AND ADDINGTON  
HEALTH UNIT

(hereinafter referred to as the "Employer")

AND

CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 3175

(hereinafter referred to as the "Union")

RE:FLEXIBLE WORKING HOURS AND JOB SHARING

The Employer agrees that, prior to implementation, it will notify the Union of any changes to its policies related to flexible working hours and job sharing.

At the request of the Union, the Employer agrees to meet with the Union to discuss the proposed changes.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

FOR THE EMPLOYER:

FOR THE UNION:

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**APPENDIX "E" – AUTOMOBILE INSURANCE**

LETTER OF UNDERSTANDING

BETWEEN

KINGSTON, FRONTENAC AND LENNOX AND ADDINGTON  
HEALTH UNIT

(hereinafter referred to as the "Employer")

AND

CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 3175

(hereinafter referred to as the "Union")

RE: AUTOMOBILE INSURANCE

Every employee who is required to operate a motor vehicle in the course of employment must carry a minimum of one million dollars (\$1,000,000.00) public liability and property damage insurance on a business use basis on his/her motor vehicle, and proof of such insurance must be shown to the Employer upon request.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

FOR THE EMPLOYER:

FOR THE UNION:

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**APPENDIX "F" – ARTICLE 20.10**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**KINGSTON, FRONTENAC, LENNOX & ADDINGTON  
HEALTH UNIT**

(hereinafter referred to as the "Employer")

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 3175**

(hereinafter referred to as the "Union")

**RE: ARTICLE 20.10**

The Parties agree that there are certain positions requiring a vehicle. Those positions are:

- PHIs
- CBO Part 8
- Family Resource Workers
- PHNs who regularly do Home Visits
- PHN serving the Northern Area (Cloyne)
- Tobacco Enforcement Officer
- Public Health Promoter who administers the Smoke Free Ontario Act

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

FOR THE EMPLOYER:

FOR THE UNION:

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**APPENDIX "G" – JOB POSTING**

LETTER OF UNDERSTANDING

BETWEEN

KINGSTON, FRONTENAC AND LENNOX AND ADDINGTON  
HEALTH UNIT

(hereinafter referred to as the "Employer")

AND

CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 3175

(hereinafter referred to as the "Union")

RE: JOB POSTING PRACTICE

The Employer agrees to discontinue the current practice of offering staff within a Program the opportunity for reassignment to another team within the Program prior to posting a vacancy.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

FOR THE EMPLOYER:

FOR THE UNION:

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**APPENDIX "H" – JOINT PAY EQUITY**

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**KINGSTON, FRONTENAC AND LENNOX AND ADDINGTON  
HEALTH UNIT**

(hereinafter referred to as the "Employer")

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 3175**

(hereinafter referred to as the "Union")

**RE: JOINT PAY EQUITY**

The Parties agree that the Joint Pay Equity process will be maintained .

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**FOR THE EMPLOYER:**

**FOR THE UNION:**

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**APPENDIX "I" – HOURS OF WORK**

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**KINGSTON, FRONTENAC AND LENNOX AND ADDINGTON  
HEALTH UNIT**

(hereinafter referred to as the "Employer")

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 3175**

(hereinafter referred to as the "Union")

**RE: HOURS OF WORK**

The Parties agree that when required under the Ontario Public Health Standards to provide immunization programs outside of the hours of work as stated in Articles 13.01 and 13.02, the hours shall be up to seven (7) hours per day, to be worked in a continuous period between 7:30 a.m. and 4:30 p.m. A one (1) hour unpaid lunch break is provided.

In addition, where the need arises to have immunization clinics outside the hours of 7:30 a.m. and 4:30 p.m., the employer will follow the scheduling guidelines. If there is not adequate coverage for these shifts, the Union agrees that the shifts will be assigned in an equitable manner, to the regular Full-Time and Part-Time Vaccine Preventable Disease Team employees.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

FOR THE EMPLOYER:

FOR THE UNION:

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**APPENDIX “J” – WORKING GROUP TO REVIEW AUTOMOBILE ALLOWANCE RATES**

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**KINGSTON, FRONTENAC AND LENNOX AND ADDINGTON  
HEALTH UNIT**

(hereinafter referred to as the "Employer")

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 3175**

(hereinafter referred to as the "Union")

**RE: WORKING GROUP TO REVIEW AUTOMOBILE ALLOWANCE RATES**

The Parties agree that a working group, consisting of Employer and Union representation, shall be formed to analyze the issue of equitable automobile allowance rates for employees required to provide a vehicle for work, as per Appendix “F”.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**FOR THE EMPLOYER:**

**FOR THE UNION:**

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