

COLLECTIVE AGREEMENT

BETWEEN

CANADIAN UNION OF PUBLIC EMPLOYEES

CUPE

AND

**CANADIAN OFFICE AND PROFESSIONAL
EMPLOYEES UNION LOCAL 491**



2022 – 2025

06572-18

COLLECTIVE AGREEMENT

**THIS AGREEMENT MADE AND ENTERED INTO THIS
1ST DAY OF JANUARY 2022**

BETWEEN

**CANADIAN UNION OF PUBLIC EMPLOYEES,
OTTAWA, ONTARIO
(HEREINAFTER REFERRED TO AS THE "EMPLOYER")**

AND

**CANADIAN OFFICE AND PROFESSIONAL
EMPLOYEES UNION, LOCAL 491
(HEREINAFTER REFERRED TO AS THE "UNION")**

**NOW THEREFORE, IT IS AGREED BY AND BETWEEN THE
PARTIES HERETO:**

ARTICLE 1 – GENERAL PURPOSE	1
1.01	1
1.02 Management Rights.....	1
ARTICLE 2 – UNION RECOGNITION	2
2.01 Definition of the Bargaining Unit.....	2
2.02 Temporary Employees	2
2.03 Part-Time Employees	4
2.04 Bargaining Unit	4
2.05 Work of the Bargaining Unit.....	4
2.06 Retention of Rights and Privileges	4
2.07 Resolutions and Reports of National Executive Board	5
2.08	5
2.09 Union Label.....	5
ARTICLE 3 – LABOUR MANAGEMENT RELATIONS	6
3.01 Negotiating Committee	6
3.02 Labour-Management Committee.....	6
3.03 Technical Information	6
3.04 Leave Without Loss of Pay for Union Activities.....	7
3.05 Correspondence	7
ARTICLE 4 – GRIEVANCE PROCEDURE.....	8
4.01	8
4.02	8
4.03	8
4.04	8
4.05	9
4.06	9
4.07	9
4.08	9
4.09 Supplementary Agreements	9
4.10	9
ARTICLE 5 – UNION SECURITY	10
5.01	10
5.02 New Employees.....	10
5.03 Copies of Agreement.....	11
5.04 Union Bulletin Boards	11
5.05	11
ARTICLE 6 – CHECK-OFF	12
6.01	12
6.02 Dues Supporting Documentation	12

ARTICLE 7 – SENIORITY	13
7.01	13
7.02 Probationary Period	13
7.03 Seniority List	13
7.04 Notice of Lay-Off.....	13
7.05	13
7.06 Loss of Seniority	14
7.07 Confirmation of Status	14
7.08 Transfers Outside Bargaining Unit.....	15
ARTICLE 8 – STAFF CHANGES AND PROMOTIONS.....	16
8.01	16
8.02	17
8.03 Recall Procedure	18
8.04 Trial Period	18
8.05	18
8.06	18
8.07	19
8.08	19
8.09 Job Postings	20
8.10	22
8.11	23
8.12 Positions outside of COPE	23
8.13 Moving Expenses	23
8.14 Technological Change.....	23
8.15 Position Security	26
8.16	26
8.17	26
8.18	26
8.19	26
8.20	26
8.21	26
ARTICLE 9 – DISCHARGES, SUSPENSION AND DISCIPLINE.....	27
9.01 Discipline or Discharge.....	27
9.02	27
9.03 Unjust Suspension or Discharge	27
9.04	27
9.05	28
9.06	28
9.07	28
ARTICLE 10 – NOTICE OF RESIGNATION	29
10.01	29

ARTICLE 11 – WAGES AND ALLOWANCES..... 30

11.01 30

11.02 Direct Deposit Payroll 30

11.03 Pay Days..... 30

11.04 Overtime Meal and Transportation Allowances 30

11.05 Child and Elder Care Costs 31

11.06 Expense Allowance 31

11.07 Cost-of-Living Bonus 32

11.08 Transportation Allowance/Parking..... 32

11.09 Bilingual Bonus 32

11.10 Retroactive Pay for Terminated Employees..... 32

ARTICLE 12 – HOURS OF WORK..... 33

12.01 Regular Weekly Hours..... 33

12.02 Regular Daily Hours 33

12.03 Overtime 33

12.04 34

12.05 Call-Back Pay 34

12.06 Lieu Time 34

12.07 Authorization of Overtime 34

12.08 Overtime Rates for Part-Time Employees 34

12.09 Sharing of Overtime..... 34

12.10 34

ARTICLE 13 – VACATIONS 35

13.01 Vacations 35

13.02 Vacation Bonus..... 35

13.03 Holidays During Vacation 35

13.04 Illness or Bereavement During Vacation 35

13.05 36

13.06 Vacation Pay on Termination 36

13.07 Vacation Requests 36

13.08 36

13.09 Vacation Use and Accumulation 36

13.10 Preference in Vacations 37

13.11 37

13.12 37

13.13 38

ARTICLE 14 – STATUTORY HOLIDAYS 39

14.01 List of Holidays 39

14.02 Holidays Falling on Weekend 39

ARTICLE 15 – SICK AND COMPASSIONATE LEAVE	40
15.01 Sick Leave Defined.....	40
15.02 Medical Care Leave.....	40
15.03.....	41
15.04 Sick Leave Records.....	41
15.05.....	41
15.06 Sick Leave Bank.....	41
15.07 Domestic Violence.....	42
ARTICLE 16 – LEAVE OF ABSENCE	44
16.01.....	44
16.02 Bereavement Leave	44
16.03 Special Leave	44
16.04 Observance of Religious Holidays	44
16.05 Pregnancy/Maternity, Parental and Adoption Leave Without Pay.....	45
16.06 Supplemental Unemployment Benefits (SUB)	47
16.07 Spousal Birth Leave	48
16.08 Compassionate Care Family Leave	49
16.09 Leave for Union Activities	49
16.10 Jury or Court Witness Duty.....	50
16.11 General Leave	50
16.12 Family Leave	51
16.13 Tuition Refund	52
16.14.....	52
16.15 Casual Leave for Group ‘A’	52
ARTICLE 17 – HEALTH AND SAFETY	53
17.01.....	53
17.02.....	53
17.03.....	53
17.04.....	54
17.05.....	54
17.06.....	54
ARTICLE 18 – PROTECTIVE CLOTHING	55
18.01.....	55
ARTICLE 19 – EMPLOYEE BENEFITS	56
19.01 Medical and Hospital Insurance	56
19.02 Group Life Insurance	56
19.03 Legislation.....	56
19.04 Pension Plan.....	57
19.05 Workers' Compensation Act.....	58
19.06 Long-Term Disability Plan	58
19.07 Dental Plan	59
19.08 Changes in Plans.....	59
19.09 Optical Care.....	60
19.10 Travel Insurance.....	60
19.11.....	60

ARTICLE 20 – SEVERANCE PAY	61
20.01	61
ARTICLE 21 – PICKET LINE.....	62
21.01	62
ARTICLE 22 – RIGHTS, PRIVELEGES AND WORKING CONDITIONS.....	63
22.01	63
ARTICLE 23 – NO DISCRIMINATION.....	64
23.01	64
23.02 Harassment Policy.....	64
ARTICLE 24 – GENERAL.....	66
24.01 Plural Shall Apply.....	66
24.02 Copies of Agreement.....	66
24.03 Union Education	66
24.04 Employment Equity.....	66
24.05	67
24.06 Staff Union Representation on National Executive Board	67
24.07 Inclement Weather.....	68
24.08 Electronic Monitoring, Surveillance, Employee Confidentiality	68
24.09	68
ARTICLE 25 – STAFF DEVELOPMENT AND WORKLOAD COMPLAINT COMMITTEES	69
25.01 Staff Development	69
25.02 Workload Complaint Committee.....	69
25.03 Workload Committee	69
25.04 Workload Review.....	70
ARTICLE 26 – TERM OF AGREEMENT	71
26.01	71
APPENDIX "A" - SALARY SCHEDULE	72
APPENDIX "B" - CHRISTMAS/NEW YEAR'S SHUT-DOWN.....	76
APPENDIX "C" – SMARTPHONES - GROUP 'A'	77
APPENDIX "D" - VDT'S - POLICY STATEMENT	78
APPENDIX "E" - LETTER OF UNDERSTANDING - INDEXING.....	79
APPENDIX "F" - CUPE NATIONAL CONVENTION AND REGIONAL MEETINGS.....	80
APPENDIX "G" – LETTER OF UNDERSTANDING – HARASSMENT POLICY.....	80
APPENDIX "H" – LETTER OF UNDERSTANDING – MOVING POLICY	81
APPENDIX "I" – LETTER OF UNDERSTANDING – FIRST DAY OUT-OF-TOWN INCIDENTAL EXPENSES GUIDELINE	86
APPENDIX "J" - LETTER OF UNDERSTANDING - USE OF SURPLUS FOR BRIDGING	87
APPENDIX "K" - LETTER OF UNDERSTANDING - BRIDGE BENEFIT	88
APPENDIX "L" - LETTER OF UNDERSTANDING - PAY EQUITY	89

APPENDIX "M" - LETTER OF UNDERSTANDING - PENSION FUND SOLVENCY.....	90
APPENDIX "N" - LETTER OF UNDERSTANDING - WORK REINTEGRATION AND L.T.D. BENEFIT-RELATED ISSUES.....	91
APPENDIX "O" - LETTER OF UNDERSTANDING - RE: USE OF COMPUTERS AND ELECTRONIC MAIL.....	91
APPENDIX "P" - LETTER OF UNDERSTANDING - WORK REINTEGRATION PROGRAM	93
APPENDIX "Q" - LETTER OF UNDERSTANDING - PENSION SURPLUS AND CEU PENSION TRUSTEES.....	94
APPENDIX "R" - LETTER OF UNDERSTANDING - CRA MAXIMUM PENSION	95
APPENDIX "S" - LETTER OF UNDERSTANDING - APPLICATION OF ARTICLE 19.04.....	96
APPENDIX "T" - LETTER OF UNDERSTANDING - ARTICLE 19.06 - LONG-TERM DISABILITY ...	97
APPENDIX "U" - LETTER OF UNDERSTANDING – PENSION PROPOSAL.....	98
APPENDIX "V" - LETTER OF UNDERSTANDING – EMPLOYEE ASSISTANCE PROGRAM (EAP)	100
APPENDIX "W" - LETTER OF UNDERSTANDING – SAFE WORKING SPACES	101
APPENDIX "X" - LETTER OF UNDERSTANDING – COPE/CUPE EMPLOYMENT EQUITY COMMITTEE.....	102
APPENDIX "Y" - LETTER OF UNDERSTANDING – PILOT HYBRID WORKING ARRANGEMENT (HWA).....	103
APPENDIX "Z" - LETTER OF UNDERSTANDING – JOB TITLE/JOB POSTING COMMITTEE	105
APPENDIX "AA" - LETTER OF UNDERSTANDING – ANTI-RACISM, ANTI-OPPRESSION TRAINING, AND ANTI-HARASSMENT /ANTI-DISCRIMINATION TRAINING	106

ARTICLE 1 – GENERAL PURPOSE

1.01 The purpose of this Agreement is to maintain a harmonious relationship between the Canadian Union of Public Employees and its Employees, to define clearly hours of work, rates of pay and conditions of employment, to provide for an amicable method of settling differences which may from time to time arise, to promote the mutual interest of the Employer and its Employees, to promote and maintain such conditions of employment, which will set a pattern for employers of affiliates to the Employer.

1.02 Management Rights

The Union recognizes that it is the function of the Employer to exercise the regular and customary function of Management and to direct the working forces of the Employer, subject to the terms of this Agreement. The Employer retains the right to determine the existence of vacant positions and the classification of vacant positions which are to be filled; to transfer staff; and to re-allocate work assignments. When making such changes, however, due consideration shall be given to the seniority of Employees affected. It is understood that Employees thus affected will be notified in advance of such changes. In administering this Agreement, the Employer shall act reasonably fairly, in good faith, and in a manner consistent with the Agreement as a whole.

ARTICLE 2 – UNION RECOGNITION

2.01 Definition of the Bargaining Unit

- (a) This Agreement shall apply to all full-time and part-time Employees of the Employer doing office and clerical work, hired for a period of fifteen (15) hours a week or more, whose duties fall within the classifications listed in Schedule "A", save and except the National Officers, the Managing Director of Human Resources, the Director of Labour Relations, Senior Labour Relations Officer, and those Employees covered by the Collective Agreements between the Employer and the Canadian Staff Union National Office Component; the Canadian Staff Union; Canadian Staff Union Local 1-BC; Canadian Staff Union Local 1-NL; Employees in the Quebec Region; SEIU Local 2; the Confidential Employees Union and the Canadian Directors Union.
- (b) Should the Union change its name, affiliate or merge with any other union, or group of unions, preferably within the CLC, the resulting entity shall retain all privileges and rights of the former unions, and the existing collective agreement shall remain in force.
- (c) No Employee shall be required or permitted to make any written or verbal agreement with the Employer or its representatives which conflict with the terms of this Agreement.

2.02 Temporary Employees

- (a) Temporary Employees are defined as Employees hired to carry out short-term jobs which require them to work the standard six-hour day, thirty-hour week, but who cease to be employed when the specific job for which they were hired has been completed. Temporary Employees kept beyond sixty (60) worked days of continuous service shall be considered to have completed their probationary period in case of permanent status, provided they have satisfactorily worked in the position for which they are hired, for a minimum of sixty (60) worked days. The Union shall be notified in writing within ten (10) working days of the hiring of a temporary Employee if the duration of employment is expected to go beyond three (3) months, and any subsequent change in the position.
- (b) (i) Temporary Employees having less than six (6) months continuous service are covered by the terms of the Collective Agreement with the exception of Articles 7, 8, 13, 16, 19 and 20. Continuous service is not interrupted by a break of thirty (30) calendar days or less, but the break period is not credited toward service.

These Employees will receive eight percent (8%) pay in lieu of Article 13.

ARTICLE 2 – UNION RECOGNITION (cont'd)

- (ii) Temporary Employees having completed six (6) months of continuous service are covered by the terms of the Collective Agreement with the exception of Article 7. Continuous service is not interrupted by a break of thirty (30) calendar days or less, but the break period is not credited toward service.
- (iii) Temporary Employees, and the Union, will be notified at the time of hiring of the approximate length of their employment.
- (iv) The employer shall forward a temporary service list to the union in an electronic version in June and December of each year. The list shall identify the total number of calendar days of temporary service accumulated in the previous twenty-four (24) months or the total continuous service if greater than twenty-four (24) months.
- (v) A long-term temporary Employee with more than 24 months/2 years continuous employment will be retained over short term temporary Employees in the same or lower classification who work at the same location, providing they can adequately perform the job.
- (c) Temporary Employees who have worked at least three (3) consecutive months shall be given two (2) weeks' written notice of lay-off or pay in lieu.
- (d) Temporary Employees who have worked less than three (3) consecutive months shall be given one (1) week's written notice of layoff or pay in lieu.
- (e) Temporary Employees who are on a leave of absence from another employer and who wish to remain on the benefit plans of that employer shall be reimbursed an amount equal to the premium costs involved, such costs not to exceed that of premiums paid by CUPE on behalf of its Employees.
- (f) Any temporary Employee hired prior to November 1st in any year will not be laid off during the Christmas/New Year's shutdown unless notified in writing, at the time of hiring, that their assignment would terminate prior to or on December 17th.

Temporary Employees hired after November 1st and who are not terminated on or by December 17th shall receive the following holidays:

Christmas Eve Day
Christmas Day
Boxing Day
New Year's Eve Day
New Year's Day

Temporary Employees who work prior to the Christmas shutdown and have been reassigned or have an extension that comes into effect within three (3) days after the Christmas shut down will be compensated during the shutdown.

ARTICLE 2 – UNION RECOGNITION (cont'd)

(g) **Seniority List for Bidding Purposes**

- (i) The Employer shall forward a seniority list for bidding purposes only, for temporary Employees on active payroll on the date of issue, to the Union, in an electronic version. The list shall identify the total number of calendar days of temporary service accumulated in the previous twenty-four (24) months or the total continuous service if greater than twenty-four (24) months. Temporary Employees described in Article 2.02 (b) (i) are not to be included on the list.
- (ii) For the seniority for bidding purposes' list only, in the event there is a break in service of thirty (30) calendar days or less, such time shall be considered as continuous service.
- (iii) For the seniority for bidding purposes' list only, in the event there is a break in service of more than thirty (30) calendar days, such time will not contribute to service, and the seniority date will be adjusted accordingly.

2.03 Part-Time Employees

A part-time Employee is one who is hired to work on a continuing basis less than the work week provided for in this Agreement. Part-time Employees shall be included in all terms of this Agreement on a pro rata basis. Part-time Employees, however, shall be covered by the Hospital and Medical provisions of this Agreement, provided that at the time of their appointment to the part-time position they are not a member of another employer Hospital and Medical Benefit Plan.

2.04 Bargaining Unit

The Employer recognizes the Canadian Office and Professional Employees Union Local 491, as the sole collective bargaining agent for all its Employees as defined in Article 2.01.

2.05 Work of the Bargaining Unit

Persons who are not in the bargaining unit shall not perform work that should normally be performed by members of the bargaining unit, who are available and qualified to do the work.

2.06 Retention of Rights and Privileges

Should the Employer merge, amalgamate or combine any of its departmental operations or functions with another organization, the Employer, through whatever merger Agreement might be involved, agrees that all benefits and conditions of employment held by all Employees and COPE Local 491 retirees shall be integrated and shall not be adversely affected.

ARTICLE 2 – UNION RECOGNITION (cont'd)

2.07 Resolutions and Reports of National Executive Board

Copies of all changes in policies or rules and regulations adopted by the National Executive Board, which affect the members of the Union, are to be forwarded to the Union.

2.08 Notwithstanding anything else in this Agreement, in cases where an established local, regional, provincial or national union ("the predecessor union") merges, affiliates, amalgamates or joins with CUPE, and where such union has its own Employees:

- (a) CUPE may hire such Employees without having to go through the job posting procedure (Article 8.09), provided that the jobs they are hired for with CUPE are the same jobs they have been performing with the predecessor union (i.e. their own jobs);
- (b) Service/seniority of Employees of the predecessor union hired by CUPE, whether under (a) above or otherwise, shall be considered as service/seniority with CUPE.

2.09 Union Label

The COPE Local 491 union label shall be included on all work performed by a member of the Union.

ARTICLE 3 – LABOUR MANAGEMENT RELATIONS

3.01 Negotiating Committee

The Employer will recognize a Negotiating Committee appointed by the Union. No deductions shall be made from the salaries of six (6) Employees identified by the Union, for time spent in negotiations. In the event one of the Committee members is unilingual French, the Union will consult in advance with the Employer to propose translation arrangements. If the parties reach a consensus on translation arrangements, the Employer will cost-share the expense with the Union.

3.02 Labour-Management Committee

(a) The Labour-Management Committee shall be established and shall enjoy the full support of both parties to this Agreement in the interests of maximum service to the Employees and the Employer. The Committee will meet within six (6) weeks of a request from either party. Each party shall notify the other of their representatives on the Labour-Management Committee.

(b) The parties agree to schedule a minimum of two (2) Labour Management Committee meetings per year, one of which will be before June 30th, and one after June 30th and before December 31st. The Employer agrees that in-person meetings are important and will endeavour to ensure that at least one (1) meeting per year will be in person. The minutes from the Labour Management Meeting will be provided in draft as soon as reasonably possible after the completion of the meeting.

(c) Regional Labour Management Committee

Regional Labour Management Committees will be established and shall endeavour to meet as often as is necessary. Either party may request a meeting of the Regional Labour Management Committee and a date will be established as soon as reasonably possible. The Union may make the request to the appropriate Director to schedule a meeting. There shall be equal representation of the Employer and the Union at these meetings. Each party shall notify the other of their representatives to the Regional Labour Management Committee.

3.03 Technical Information

The Employer shall make available to the Union on request, information required by the Union, such as positions in the bargaining unit, job classifications, wage rates, pension and welfare plans.

ARTICLE 3 – LABOUR MANAGEMENT RELATIONS (cont'd)

3.04 Leave Without Loss of Pay for Union Activities

- (a) Employees acting as representatives of the Union shall not suffer any loss of pay or benefits in the following instances:
 - (i) Up to fifty (50) days per calendar year for attendance at conventions and conferences; representation on provincial boards, federations, labour councils or committees; and presidential or executive responsibilities (which may be taken in one-hour increments with a tally provided to the Employer monthly). (Unit as a whole.)
 - (ii) In the case of arbitration, the grievor and two (2) designated representatives from the Union.
 - (iii) Up to forty-two (42) days per year over the life of the agreement for the purpose of attending union executive meetings.
- (b) Representatives of the Union required to leave their employment temporarily in order to carry out Union business with the Employer shall suffer no loss of pay for the time so spent.

3.05 Correspondence

- (a) All correspondence between the parties, arising out of this Agreement or incidental thereto, shall pass to and from the National Officers or their designates and the President of the Union with copies to be forwarded to the Table Officers of COPE 491.
- (b) The Employer will forward to the President, with copies to the Table Officers of COPE 491, the name and address of all newly hired Employees at the time of commencement of employment with the Employer. The Employer further agrees to inform the Union in form of a letter of the name of any Employee leaving the employ and informing of the reason for the severance of employment when same occurs. The foregoing information shall be provided electronically.
- (c) Any correspondence between CUPE and any member of the bargaining unit arising out of this Agreement or incidental thereto shall be copied to the Table Officers of COPE 491. This correspondence may be electronic where applicable.

ARTICLE 4 – GRIEVANCE PROCEDURE

- 4.01** (a) It is agreed and understood that both parties recognize that the final resolve of the grievance should be undertaken without any undue delay. It is in the best interest of CUPE and COPE Local 491 to bring about a better understanding of both parties' position on matters arising from the Collective Agreement.

Grievance(s) must be filed in accordance with the following procedures within twenty-five (25) working days, or when the Employee becomes aware of the occurrence. Otherwise, they will not be accepted for processing.

- (b) Replies to grievances shall be in writing at all stages. The grievor shall be copied on all replies.

4.02 Step 1:

The grievance shall be forwarded to the appropriate Regional Director, National Branch Director or their designate with a copy to the Director of Labour Relations and National Officers, and discussions shall take place between the parties. A written reply to the grievance shall be forwarded to the Union within fifteen (15) working days of having received the grievance.

Step 2:

If this does not resolve the grievance, a meeting/or conference call shall take place between the appropriate Managing Director and/or the Director of Labour Relations, and duly authorized representatives of the Union within twenty (20) working days to attempt to settle the grievance. A written decision shall be communicated to the Union and the grievor within fifteen (15) working days of the meeting. Failing settlement, the grievance shall then become the subject of arbitration. (Provided that by mutual written consent of the parties, said meeting may be waived and the matter remitted directly to arbitration. The parties may, by mutual agreement, refer the grievance to the next Labour- Management Committee meeting on a without prejudice basis to attempt to resolve the matter.)

By mutual agreement, Policy Grievances shall be directly presented to Step 2.

- 4.03** The Grievance Committee shall have the option of bringing the grievor to the grievance meeting. Travel and related costs are to be borne by COPE Local 491.

- 4.04** The Union may file a grievance on behalf of one, a group, or all members within the same period.

ARTICLE 4 – GRIEVANCE PROCEDURE (cont'd)

- 4.05** (a) The grievance shall be referred to arbitration within forty (40) working days after the time limits set out in Step 2 of 4.02 above. The grievance shall be submitted to an Arbitration Board consisting of three (3) members or a single arbitrator. First, one (1) shall be designated by each party. Then, the two (2) designated members shall mutually agree to the appointment of a chairperson.
- (b) The expenses of the arbitrator shall be borne equally between the employer and the union.
- (c) The arbitration hearing shall be held in the province where the grievance originated.
- (d) The grievor has the right to an arbitration hearing in the official language of their preference. The cost of interpreter or simultaneous translation services if required, will be borne equally between the Employer and the Union.
- 4.06** Where an Arbitrator/Arbitration Board finds that the Employer has violated the Agreement and such violation has resulted in loss of earnings for the Employee or Employees concerned, such Arbitrator/Arbitration Board shall have the right to direct compensation of such Employee or Employees to the extent that is fair and equitable.
- 4.07** The Arbitrator/Arbitration Board shall not have the jurisdiction to alter or change any of the provisions of this Agreement.
- 4.08** No grievance shall be defeated by any formal or technical objection.
- 4.09** Supplementary Agreements
- Supplementary agreements, if any, upon ratification by both parties to this Agreement shall form part of this Agreement and are subject to the grievance and arbitration procedure.
- 4.10** Whenever time limitations are provided in this Article, such limitations may be extended by the agreement of the parties or the arbitrator.

ARTICLE 5 – UNION SECURITY

5.01 For the duration of this Agreement, all Employees of the Employer shall be required to be and remain members of the Union in good standing, as a term and condition of continued employment. All new Employees who shall be hired after the execution of this Agreement shall, immediately upon their hiring, make application for membership in the Union, shall join the Union and shall thereafter be required to remain members of the Union in good standing as a term and condition of continued employment. Union dues shall be deducted commencing the first pay period.

5.02 New Employees

(a) Potential Employees

During the interview process, the employer will advise potential Employees that a union collective agreement is in effect and will inform them of the conditions of employment set out in the articles dealing with Union Security and Dues.

(b) New Employees

On commencing employment in a position within the bargaining unit, the Employee's immediate supervisor or other representative of the employer will provide the new Employee with the name and contact information of their COPE 491 Regional Vice President (RVP) or Representative, as designated by the Union.

The representative designated by the Union Regional Vice President will be given an opportunity to meet privately in person or via conference call with each new Employee during the first month of employment to acquaint them with the structure, benefits, and duties of union membership. A maximum of sixty (60) minutes will be allowed for this purpose within regular working hours and without loss of pay for either Employee. It is understood that no additional lost time or any travel costs will be borne by CUPE.

(b) Notification of New Hires

The Union shall be notified in writing within ten (10) working days of the hiring of any new Employee, temporary or permanent, with copies of the correspondence to the Union.

(c) Regular Staff Meetings

The Union will be provided an opportunity to make union announcements at the conclusion of any meeting convened by the Employer provided that the Union's representative is already in approved attendance at the meeting.

ARTICLE 5 – UNION SECURITY (cont'd)

5.03 Copies of Agreement

On commencing employment, the Union Officer or designate shall provide all new Employees with a copy of the Collective Agreement.

5.04 Union Bulletin Boards

The Employer shall provide bulletin boards for the exclusive use of the Union in all offices where two (2) or more Employees are working. The Employer shall not interfere with the material posted by or on behalf of the Union on such bulletin boards.

5.05 Copies of the collective agreement shall be provided to members within ninety (90) days of ratification of the collective agreement.

ARTICLE 6 – CHECK-OFF

6.01 Upon receipt of authorization as required by law, the Employer agrees to deduct the amount authorized as union fees, dues and assessments, from each pay, and transmit the monies as collected to the Treasurer of the Union not later than the 15th day of the following month, together with a list of Employees for whom deductions were made.

6.02 Dues Supporting Documentation

Along with the deductions, the Employer will provide an electronic spreadsheet to the Union indicating the pay period covered by the deduction and the following information for all Employees from whose wages the deductions have been made: Employee number, Employee name, province of employment, last hire date, job status description, position description, regular salary/maternity/vacation bonus, overtime, vacation payouts, and Union dues.

ARTICLE 7 – SENIORITY

7.01 Seniority is defined as the length of service with the Employer in the COPE bargaining unit. Seniority shall be a major factor in determining preference and priority for promotions, transfers, layoffs, recall and demotion.

7.02 Probationary Period

All new Employees will be considered on a probationary period for the first sixty (60) days actually worked in their employment. If retained after the probationary period, an Employee becomes a member of the regular working staff with full seniority status, dating from the first day of employment. However, in the case of an Employee hired subsequent to a vacancy created by the transfer of an Employee outside of the bargaining unit, such transferred Employee may exercise their right to return to the bargaining unit as specified in Article 7.08. The former Employee may be terminated regardless of the fact that they may have completed their sixty (60) days probationary period.

7.03 Seniority List

The Employer shall maintain a seniority list showing the date upon which each Employee's service commenced. An up-to-date blended seniority list shall be sent to all Employees annually (not later than March 31st of each year) in an electronic form.

7.04 Notice of Lay-Off

The Employer will notify the Union and the Employee at least forty-five (45) days in advance of any impending lay-off, and/or abolition of a position, except where Employees are hired to work on special campaigns or assignments of limited duration. If the Employee laid off has not had the opportunity to work forty-five (45) days after notice of lay-off, they shall be paid in lieu of work for that part of the forty-five (45) day period during which work was not available.

7.05 Should the working staff be reduced, or should a job be abolished, lay-offs will be made on the basis of seniority and with regard to special qualifications, those with the least seniority being laid off first.

Both parties recognize that job security should increase in proportion to the length of service. If there is to be a reduction in the number of Employees within the bargaining unit, the Employer will give the Union as much advance notice as possible and discussion will begin to determine what should be done with those Employees whose positions become redundant. Employees shall be laid off in reverse order of seniority and shall be recalled in the order of their seniority provided they are qualified to perform the work. No new Employees will be hired until those laid off have been given an opportunity of employment.

ARTICLE 7 – SENIORITY (cont'd)

Employees affected may use their seniority to displace a less senior permanent Employee in their permanent position in the bargaining unit in an equivalent or lower classification, providing they can perform the normal requirements of the position. Displaced Employees will, in turn, have the same right to use their seniority for the same purpose.

It is understood however in regard to the bumping rights referred to above, an Employee in order to qualify for moving expenses must be obliged to bump outside of their locality. It is further understood, that moving expenses will only be paid to a maximum of six (6) Employees in each case of lay-off. Should further bumping occur, this will be done at the expense of the Employee.

In the event of a lay-off where an area office has permanently or temporarily closed and the Employee exercises their bumping rights, said Employee shall have the first opportunity for the vacancy in their original area office if and when said office is reopened.

Permanent Employees with two (2) years or more of seniority at the time of issuance of a notice of lay-off by the Employer will not be laid off. In the event of lay-offs, temporary Employees will be laid off prior to any permanent Employees.

7.06 Loss of Seniority

Employees shall not lose seniority if they are absent from work because of sickness, long-term disability, accident, lay-off, or leave of absence approved by the Employer.

Employees shall only lose their seniority in the event that they:

- (a) are discharged for just cause and are not reinstated;
- (b) resign in writing and do not withdraw within forty-eight (48) hours;
- (c) fail to return to work within fifteen (15) calendar days following lay-off and after being notified by registered mail to do so, unless through sickness or other reasonable grounds. It shall be the responsibility of the Employee to keep the Employer informed of their current address;
- (d) are laid off for a period longer than three (3) years.

7.07 Confirmation of Status

Upon completion of a probationary period, an Employee will receive confirmation of their permanent status in writing from the Employer with a copy to the Union Representative.

ARTICLE 7 – SENIORITY (cont'd)

7.08 Transfers Outside Bargaining Unit

No Employee shall be transferred to a position outside the bargaining unit without their consent. In the case where an Employee is transferred outside the bargaining unit and they return to the bargaining unit, they shall be placed in their original job.

ARTICLE 8 – STAFF CHANGES AND PROMOTIONS

- 8.01 (a) In cases of promotions or transfers, seniority shall prevail provided the Employee(s) can fill the normal requirements of the position. Promotion is hereby defined as a move from a lower classification to a higher classification.

Both parties recognize the principle of promotion within the service of the Employer and that job opportunity should increase in proportion to length of service.

When the successful applicant is an internal applicant, the appointment shall be made within thirty (30) days of the closing of the posting. Where the Employer finds that it is not possible to make the appointment within thirty (30) days, they will consult with the Union.

It is understood that, with respect to positions covered by the CSU Collective Agreement, members of this bargaining unit shall be subject to the provisions of Article 11.08 of that agreement.

Where two or more members have the same seniority date, a random mechanism will be used to determine the seniority. The Union will be responsible for the random draw. The Employer will be present for the process and the Union agrees that the process shall be consistent and transparent in each instance.

(b) **Executive Assistant Appointments**

- (i) The parties to this Agreement agree that the National Officers have the right to appoint their respective Executive Assistants who shall serve in these positions at the discretion of the respective National Officer, notwithstanding the provisions regarding seniority, promotion and staff changes, lay-off and recall, including transfers outside the bargaining unit (COPE Local 491), and term Employees (CSU National Office Component and CEU).
- (ii) An Employee appointed as an Executive Assistant from within the service of the Employer may bid for any posted position at any time, or may return to the last permanent position held, or may be returned to the last permanent position held at the discretion of the respective National Officer, and at the rate of pay for the position the Employee is returned to.

In the event that an incumbent in an Executive Assistant position returns to the last position held, any other Employees temporarily promoted or transferred because of the rearranging of the positions will also be returned to their previous permanent positions, and their salary will be adjusted to the appropriate increment in the former position.

ARTICLE 8 – STAFF CHANGES AND PROMOTIONS (cont'd)

- (iii) An Employee appointed as an Executive Assistant from within the service of the Employer shall continue to accumulate seniority, and may bid for vacant positions or may bump in a lay-off, consistent with the seniority.
- (iv) A person appointed as an Executive Assistant from outside the service of the Employer shall accumulate seniority, which may be used only for the purpose of bidding for a posted vacancy for a period up to three (3) years following the termination of their appointment.

The provisions of Article 9.07 of the CEU collective agreement do not apply.

- 8.02**
- (a) (i) A lack of working knowledge of a second language should not bar an otherwise qualified applicant where such applicant shows willingness and demonstrates an ability on an objective basis to learn the second language. Such applicant must also agree that they will demonstrate a working knowledge of the second language within twenty-four (24) months if appointed. The Employer and such applicant, if appointed, shall establish an education program to achieve this end, which may include evening courses, tutoring, as well as paid leave(s) of absence.
 - (ii) The successful applicant shall be appointed but not transferred to the position until they can successfully demonstrate that they have attained the working knowledge of the second language (maximum period twenty-four (24) months). In the interim period, the Employer shall offer the position to the next senior qualified candidate who meets the language requirements of the position.
 - (iii) If the working knowledge is not achieved by the end of the twenty-four (24)-month period, or if the Employee finds themselves unable to attain the working knowledge, the position will be reposted and only candidates who can meet the language requirements will be considered re: this posting.
 - (iv) Any other Employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position without loss of seniority and their salary will be adjusted to the appropriate increment in their former position.
- (b) Lack of experience or knowledge with specific computer software will not bar an otherwise qualified Employee from being considered for the position.

ARTICLE 8 – STAFF CHANGES AND PROMOTIONS (cont'd)

8.03 Recall Procedure

In re-hiring, Employees will be re-employed in the inverse order of their lay-off; that is, the first to be re-employed will be those Employees with the greatest seniority provided they are qualified to perform the work available.

The Employer shall notify the Employee of recall to work by registered mail to the last known address on file with the Employer. The Employee must contact the Employer within five (5) working days of the date of receipt of the letter.

If the Employee is re-engaged within a period of six (6) months, that Employee continues to accumulate their seniority.

8.04 Trial Period

- (a) The successful applicant shall be placed on trial for a period of sixty (60) worked days. Conditional on satisfactory service, such trial promotion or transfer shall become permanent after the period of sixty (60) worked days. If the successful applicant has been acting in the position for three or more consecutive months immediately prior to appointment to the position, they will have successfully completed their trial period.
- (b) In the event the senior applicant proves unsatisfactory in the position during the aforementioned trial period, or if they decide to return to their former position, they shall be returned to their former position without loss of seniority, and their salary will be adjusted to the appropriate increment in their former position.

8.05 Any other Employee promoted or transferred because of the rearrangement of positions as provided for in Article 8.04 shall also be returned to their former position without loss of seniority, and their salary will be adjusted to the appropriate increment in their former position.

8.06 (a) Should a significant change to a position be demonstrated by the incumbent, a request for a classification review shall be submitted to a Joint Job Reclassification Committee comprised of two (2) representatives selected by the Union and two (2) representatives selected by the Employer. The Employer and the Union will mutually develop terms of reference for the functioning of the Committee and training of the members. The Job Reclassification Committee will jointly establish a job analysis procedure for rating positions using the CUPE Gender-Neutral Job Evaluation Plan.

ARTICLE 8 – STAFF CHANGES AND PROMOTIONS (cont'd)

- (b) Should the Job Reclassification Committee determine that there is sufficient change to a position that warrants reclassification, the position will be evaluated using the CUPE Gender-Neutral Job Evaluation Plan. Should the reclassification result in a new salary rate, the rate shall be paid retroactive to the date of the request for reclassification.

8.07 (a) **Relieving Pay**

When an Employee is assigned to relieve in a classification higher than their own, the Employee shall receive an additional eight (8) per cent of their own rate but not to exceed the maximum of the higher classification. Written confirmation of approval for relieving pay will be issued to the Employee by the Employer prior to commencement of the relief assignment.

(b) **Vacation Relief**

When Employees are required to replace an Employee in a higher classification for a period of at least three (3) continuous days, they shall be paid the rate of the higher classification.

- ### 8.08 (a)
- Where new classifications are created or current positions reclassified, the Employer shall advise the Union in writing at least sixty (60) days in advance of the creation or reclassification of the position, of the nature of the position(s), the conditions of employment and the proposed wage rate. In the event that the Union disagrees with the proposed conditions of employment or wage rate, the Union will notify the Employer in writing of the nature of this disagreement and the conditions of employment and wage rate for the position shall be subject to negotiations between the parties.

If the parties are unable to negotiate the conditions of employment and wage rate for the position(s) in question within thirty (30) days of the original notice for the Employer, either party may refer the dispute to arbitration.

The arbitrator shall have the authority to set the conditions of employment and wage rate for the position in question and to order compensation for any person or persons who may be affected.

- (b) Whenever a new permanent position within existing classifications is approved by the NEB the employer will provide official notification of same to the union in writing.

ARTICLE 8 – STAFF CHANGES AND PROMOTIONS (cont'd)

8.09 Job Postings

- (a) (i) When a vacancy occurs or a new position is created, the Employer will provide an intranet/internet link to the job postings to all active and inactive Employees. Active Employees shall receive notification to their cupe.ca account. Inactive Employees will be able to apply through a link on the cupe.ca website and will be informed in writing of such when their assignment ceases. Such postings shall be in effect for a minimum of three (3) weeks in order that all Employees will know of the position and be able to make application, therefore. Such applications will be acknowledged. No outside advertisement for additional Employees will be made until after the closing date of the posting.

If the location of a posted position is subsequently changed before an appointment to the position has been made, the posting will be withdrawn and a revised posting will be issued.

- (ii) Providing sufficient notice of impending vacancy has been received, a posting will be issued up to six (6) months prior to the position becoming vacant, and every effort will be made to post the impending vacancy no later than three (3) months prior to the position becoming vacant. Where an Employee gives notice of their intent to retire at the completion of a leave of absence scheduled to end on a date coincident with their intended retirement date, they will be requested to sign a termination agreement which will then allow the Employer to fill the impending vacancy, on a permanent basis, prior to the incumbent's effective date of retirement. The vacancy will only be filled prior to the date of retirement where the termination agreement has been signed by the Employee.
- (b) If a COPE Local 491 applicant is appointed to a CSU National Office Component, CEU, CSU, UNIFOR 2013, UNIFOR 2023 or CDU position and if within the six (6) month trial period the applicant desires or does not qualify, they shall be returned to their former position and their salary will be adjusted to the appropriate increment in their former position. Any other Employee promoted or transferred within the bargaining unit because of the re-arrangement of positions shall also be returned to their former position and their salary will be adjusted to the appropriate increment in their former position.
- (c) When a secretary position becomes vacant, the Employer retains the right to determine whether or not the need for dictation-taking exists. This would be reflected in the job posting. Notwithstanding the determination made by the Employer that the need for dictation-taking does not exist, the position will remain classified as secretary.

ARTICLE 8 – STAFF CHANGES AND PROMOTIONS (cont'd)

- (d) When a temporary vacancy occurs in a permanent position within this bargaining unit and is not filled by a member of this bargaining unit on a "relieving pay" basis, the Employer undertakes that it will always give first consideration to Employees who work at the same location, in order of seniority. (By January 31 of each year, Employees interested in being considered for such re-assignment during that year will notify the Employer in writing.)
- (e) When the Employer can reasonably expect a newly created temporary position within this bargaining unit to last longer than twelve (12) months, the Employer will temporarily fill the vacancy through the posting procedure. Temporary vacancies which the Employer can reasonably expect to last longer than twelve (12) months due to sick leave or other authorized leave of absence, will also be filled temporarily through the posting procedure.

In the event the said vacancy is temporarily filled by an existing Employee through the posting procedure, the Employer is not responsible for said Employee's moving costs and is responsible for their accommodation costs only to the following extent:

- (i) For the first thirty (30) days, payment of one hundred percent (100%) of hotel room, single occupancy, plus payment of the in-town meal allowance.
- (ii) For the next thirty (30) days, payment of fifty percent (50%) of hotel room, single occupancy, plus payment of the in-town meal allowance.
- (iii) For the next thirty (30) days, a living-out allowance of one hundred dollars (\$100.00) per week will be reimbursed to the Employee, plus payment of the in-town meal allowance.
- (iv) In the event that the Employee decides to take up temporary accommodation other than a hotel room within the first sixty (60) days (i.e. an apartment or a commercial rooming arrangement), the Employee will be reimbursed a proportionate amount of rent or lodging costs for the remainder of those sixty (60) days. For example, if an Employee moves into an apartment at the forty-five (45)-day mark, 50% of one-half of the first month's rent or lodging costs will be reimbursed.

and the subsequent temporary vacancy thus created will not be subject to the posting procedure.

In cases where a temporary vacancy is being filled through the posting procedure, the Employer may nevertheless fill it without recourse to the procedure while the procedure is being carried out.

ARTICLE 8 – STAFF CHANGES AND PROMOTIONS (cont'd)

- (f) When opportunities for temporary assignments and/or temporary vacancies arise in the bargaining unit, within the regions, which can reasonably be expected to go beyond three (3) months (but that do not fall under Article 8.09(e) of the collective agreement), the Employer will make every reasonable effort to inform staff within the region of such opportunities, by circulating notice within the offices in the region, outlining the details of the assignment. Similarly, notices will be circulated within National Office for National Office staff.

Staff will be required to make their interest in such opportunities known to the appropriate director(s) in writing, and any resulting reassignment will be determined in consultation with the Department of Organizing and Regional Services and/or other national department affected. Reassignments will be made taking into consideration seniority, qualifications, membership needs, costs.

Staff within National Office will be required to make their interest in such opportunities known to the National Secretary-Treasurer and any resulting reassignments will be determined at the discretion of the Employer taking into consideration seniority, interests, qualifications, departmental needs, costs.

8.10

- (i) In the filling of permanent vacancies, appointment shall be made of the applicant with the greatest seniority from among those meeting the required qualifications to perform the duties of the position.
- (ii) For bidding purposes temporary Employees who are actively at work at the time of issuance of a job posting for a permanent position, shall be credited with seniority equal to the greater of all accumulated time worked during the previous twenty-four (24) months or the length of continuous service, for the purposes of appointment or promotion to that position, and for purposes of satisfying the probationary period when the successful applicant has been acting in the position for three (3) or more consecutive months immediately prior to the appointment to the position.
- (iii) Notwithstanding Articles 8.01(a) or 8.10, Employees newly appointed to permanent positions must remain in the permanent positions to which they have been appointed for a minimum of twelve (12) months, except where a change would be a promotion.
- (iv) In the event that the most senior Employee is not appointed to the permanent position, they may request a follow-up meeting with the Director who conducted the interview within thirty (30) days of the notification that they were unsuccessful. The purpose of this meeting is to provide rationale as to why the candidate was not successful so to support improvement of their skills for the next opportunity.

ARTICLE 8 – STAFF CHANGES AND PROMOTIONS (cont'd)

- 8.11** (a) In the event that a person applies for and receives a lateral transfer, such person shall be restricted from another lateral transfer move within the same region for a period of one (1) year. A lateral transfer shall be deemed as any move to a position(s)/classification(s) where the rate of pay is the same.
- (b) This does not prevent such Employee from being considered the successful applicant for any other position within the COPE bargaining unit, prior to the completion of the calendar year. If successful, the Employee will not move to the position until the completion of the year. It is agreed that the employee can only hold one position beyond their permanent position at any time.

8.12 Positions outside of COPE

The Employer agrees for the purpose of job postings for positions within CUPE covered by bargaining units other than COPE, COPE members shall be considered internal applicants. For clarity, prior to reviewing external candidates, CUPE shall consider COPE applicants and will only consider external candidates once all COPE members are deemed unqualified. Applicants for such positions shall be considered based on the criteria set out in Article 8.10 (i).

8.13 Moving Expenses

Any Employee moved at the request of the Employer, as the result of a promotion, or under the terms of Article 7.05, shall be paid full moving expenses by the Employer.

The present moving expenses policy shall become and form part of this Agreement as Appendix H.

8.14 Technological Change

(a) Objectives

- (i) The Employer accepts that the introduction of new forms of technology into the workplace can be beneficial both for the Employer and for its Employees, provided the conditions under which that technology is introduced are correctly regulated.

We accept that the evaluation of new technology must be based not only on its technical and economic effects but also on its social effects on Employees.

- (ii) The objective of this Article is to provide protection of employment, opportunity for input, and adequate advance notice of the introduction of new technology so as to maximize the benefits to both parties while avoiding or minimizing possible negative implications.

ARTICLE 8 – STAFF CHANGES AND PROMOTIONS (cont'd)

- (b) The Union shall have representation equal to each of the other staff unions on the Computer Users Group established by the Employer for the purpose of studying and making recommendations as requested on technological change in the workplace.

- (c) **Definitions**

Technological change means any change in:

- (i) electronic data processing equipment or computer equipment;
- (ii) introduction of new software including upgrades to existing software or application programs.

- (d) **Advance Notice**

When the Employer is considering the introduction of technological change: The Employer agrees to notify the Union and the Employees two (2) months in advance of their intentions and to update the information provided as new developments arise and modifications are made, including a description of any project it intends to carry out.

- (e) **Commitment to Consult**

The Employer commits itself to the principle of consulting with the Employees on all matters relating to the introduction of new technology as laid down in this Collective Agreement including the choice of equipment, the method and speed of its introduction, and the method of work organization to be used with it. They also agree to consult on all matters affecting the employment and conditions of work of the Employees affected by it, including significant changes to the physical work area.

- (f) **Guaranteed Employment**

No regular Employee shall be dismissed, laid off or have their regular hours reduced by the Employer because of a technological change or because of any change in work methods including, but not limited to electronic data processing equipment, computer equipment, or automated machines.

- (g) **Income Protection**

An Employee whose job is changed or who is displaced from their job by virtue of technological change will suffer no reduction in basic earnings.

ARTICLE 8 – STAFF CHANGES AND PROMOTIONS (cont'd)

(h) **Transfer Arrangements**

An Employee who is rendered redundant or displaced from their job as a result of technological change shall be given an opportunity to fill any bargaining unit vacancy for which they have seniority and which they are able to perform. If there is no such vacancy, they shall have the right to displace Employees with less seniority, provided they are able to perform the job.

(i) **Job Content, Skills and Qualifications**

The overall level of skills and qualifications necessary to carry out the jobs covered by the Agreement will not deteriorate as a result of the introduction of technological change.

(j) **No New Employees**

No additional Employees shall be hired by the Employer until Employees who need training to retain their employment or Employees on lay-off, have been notified of the proposed technological or other change and allowed a reasonable training period to acquire the necessary knowledge or skill to retain their employment.

(k) **Training**

- (i) Training shall be provided during the hours of work, wherever possible.
- (ii) If training due to technological change occurs outside of working hours, it shall be considered time worked.
- (iii) There shall be no reduction in wage or salary rates during the training period.
- (iv) All Employees associated with the new system will be given sufficient training in the broad principles of the system and the purpose of their own task in relation to the system as a whole.

(l) **No Individual Work Measurement**

It is recognized that volume measurement may be necessary to obtain an objective evaluation of the level of production of a group, a section or an office. However, there shall be no discriminatory singling-out of individuals for work measurement.

ARTICLE 8 – STAFF CHANGES AND PROMOTIONS (cont'd)

8.15 Position Security

If an Employee's position is reclassified, that Employee shall be given preference for the new position. Should the Employee refuse the position, then seniority shall prevail among the other applicants, in accordance with Article 8.01. Such Employee will be allowed a training period in accordance with the Article dealing with Technological Change.

8.16 If all applicants within the bargaining unit who applied for a position within or outside of the bargaining unit were unsuccessful, the Employer agrees to notify them in writing, within twenty (20) working days following the interview and/or test given to the last internal applicant. If an internal applicant has been chosen, the Employer agrees to notify all other internal applicants and the Union at least forty-eight (48) hours before such position is occupied. In both cases such notice shall indicate the reason why the unsuccessful applicants were not selected to fill the position and also the name of the successful applicant.

8.17 The Union shall be notified of all appointments, hirings, layoffs, transfers, leaves of absence in excess of three months, recalls, and terminations of employment within the bargaining unit.

8.18 The Employer agrees to implement a procedure to eliminate the use of Office Overload or like organizations wherever possible, by establishing a bank of former Employees or union members to be used in filling extra work needs or temporary vacancies.

8.19 In cases of downgrading because of the addition of Employees to "one clerical area offices" or for any other reason, the affected Employee's salary will be red-circled until such time as the rate of the position surpasses the Employee's rate.

8.20 If an Employee requests information on qualifications for any position at CUPE, the Employer will furnish the Employee with the last issued job posting for that position; also, upon request, the Director of the Department within which the position falls, will provide additional relevant advice to the Employee regarding the position's academic and experiential requirements.

8.21 When a temporary Employee has served in a temporary position for a period of 18 months, the Employer will review the status of the temporary position in consultation with the Union.

ARTICLE 9 – DISCHARGES, SUSPENSION AND DISCIPLINE

9.01 Discipline or Discharge

- (a) The Union recognizes the right of the Employer to discharge or otherwise discipline Employees for just cause. Employees who are subjected to any form of discipline shall have recourse to the grievance procedure.

There shall be no deduction of salary or benefits from an Employee suspended for five (5) days or less on a first occasion until such time as any grievance arising from the suspension has been resolved.

- (b) The Employer affirms its commitment to the principle of progressive discipline and agrees that except in cases of extreme misconduct, discipline will proceed in stages, e.g. verbal warning, written warning, suspension(s), discharge, as appropriate. It is further understood that transfers will not be made for disciplinary purposes.

- 9.02** (a) When any person or group of persons make written slanderous or derogatory statements pertaining to any member of the Canadian Office and Professional Employees Union, Local 491, the appropriate Managing Director or designate shall immediately forward to the Employee concerned, and the Union, in writing, a copy of such statements and their source, and shall advise if an investigation will be conducted. In the event the Employer initiates a disciplinary action, the Employee shall be notified in writing by the Employer, with full disclosure of the reasons, grounds for action and/or penalty, with a copy to the Secretary of the Union.

- (b) Any verbal complaint from any person or group of persons which will give rise to any disciplinary action against an Employee must be put in writing by the complainant before any such disciplinary action is undertaken.

- (c) Any Employee appearing before the Employer or Employer representative as a witness in an investigation may choose to be accompanied by a representative of the Union.

9.03 Unjust Suspension or Discharge

Should it be found upon investigation that an Employee has been unjustly suspended, discharged or disciplined, such Employee shall be immediately reinstated in their former position, without loss of seniority, and shall be compensated for all time lost in an amount equal to their normal earnings, or by any other arrangement as to compensation which is just and equitable in the opinion of the parties or in the opinion of the arbitrator if the matter is referred to such arbitrator.

- 9.04** No adverse report of any kind shall be placed in the file of an Employee unless a copy of the report is sent to the Employee.

ARTICLE 9 – DISCHARGES, SUSPENSION AND DISCIPLINE (cont'd)

- 9.05** The Employer agrees that wherever possible Employees and the Union shall be notified at least one (1) full working day in advance of any interview of a disciplinary nature and to indicate:
- (a) the Employee shall be accompanied by a Union representative;
 - (b) the purpose of the meeting, including whether it involves the Employee's personnel record;
 - (c) that if the Employee's personnel record is to be considered during the interview, the Employee and/or the Union representative shall have access before the meeting to the file in accordance with Article 9.06.
- 9.06** An Employee's record will be automatically cleared of disciplinary measures after one (1) year. All absences in excess of sixty (60) calendar days will not count toward the above period. An Employee or their designate has the right to examine their personnel record and copy any part thereof upon request provided a duly authorized representative of the Employer is present. A Union Representative may examine the record on behalf of an Employee provided they have written authorization from that Employee to do so and provided a duly authorized representative of the Employer is present.
- 9.07** Any Employee discharged for cause shall be eligible for all their unused vacation entitlements.

ARTICLE 10 – NOTICE OF RESIGNATION

10.01 Any permanent Employee who voluntarily leaves the service of the Employer and, having given at least two (2) weeks' notice of their intention to leave, shall be entitled to receive from the Employer all accrued benefits, including vacation pay, etc.

ARTICLE 11 – WAGES AND ALLOWANCES

11.01 All Employees shall be paid in accordance with the attached Appendix "A" which is part of this Agreement. For annual increment purposes the anniversary date of an Employee shall be the hiring date. In all cases of promotion the Employee shall receive the wage of the higher classification in accordance with years of service.

11.02 Direct Deposit Payroll

All Employees will be paid by way of a direct deposit system except those permanent Employees grandfathered, with the option of participating, or not. Employees will not be entitled to opt out of the direct deposit system.

11.03 Pay Days

(a) All Employees shall be paid on a bi-weekly basis on alternate Thursdays. If a statutory holiday falls on a Thursday which is designated as a pay day, the pay day shall be the preceding day. Overpayments that may occur will not be deducted from an Employee's pay cheques until the Employee has been consulted. The Employer shall provide to each Employee an itemized statement of their wages, overtime, and any other supplementary pay and deduction on each payday.

(b) Overpayments

If an Employee is overpaid, any discussions regarding the overpayment amount or repayment arrangements shall include Union representation if the Employee chooses.

11.04 Overtime Meal and Transportation Allowances

(a) An Employee, if required to work overtime two (2) hours or more before or after scheduled hours, shall be given a meal allowance of \$10.00 and reimbursed for transportation costs with a receipt. If an Employee is required to work after midnight, they shall be given an additional meal allowance of \$10.00.

(b) An Employee, if required to work overtime four (4) hours or more on a Saturday, Sunday or statutory holiday, shall be given a meal allowance of \$10.00.

(c) Articles 11.04 (a) and (b) are not applicable to Employees in Group A classifications as set out in Appendix "A".

ARTICLE 11 – WAGES AND ALLOWANCES (cont'd)

11.05 Child and Elder Care Costs

An Employee working overtime which involves additional documented child or elder care costs will be reimbursed Ten dollars (\$10.00) per hour per dependent to help defray such additional expenses. Employees who are assigned to work out of town, or who participate on joint committees with the Employer, will be reimbursed for any additional receipted child or elder care costs incurred beyond those for which the Employee is normally responsible.

11.06 Expense Allowance

- (a) An Employee requested to work out of town shall be paid incidental expenses of ninety dollars (\$102.00) exclusive of hotel costs.
- (b) Ninety dollars (\$102.00) incidental expenses will only be paid when the Employee submits a hotel receipt for overnight stay, or an appropriate explanation is given outlining the accommodation acquired in lieu of hotel accommodation, or if the Employee leaves town in the morning and does not return until midnight or later, in which case such information will be contained on the statement of expenses. (The amount of the first day out-of-town incidental expenses shall be limited to the amount of the unreceipted expenses actually incurred but shall not exceed the amounts set out herein above).
- (c) An Employee requested to work a full day at special functions outside the Employee's regular place of employment, or who attends day-long seminars or education courses with prior approval, shall be paid a per diem allowance of twenty dollars (\$20.00).
- (d) Travel costs will be paid subject to the mode of transportation first having been agreed to by the Employer. There shall be a mileage expense of fifty-eight cents (\$0.58) (January 1, 2022) per kilometre which is to be indexed, paid to Employees requested to use their automobile; said allowance to cover all expenses incurred, e.g. gasoline. In town travel costs shall be paid to cover the distance from the place of employment to the location of the special function.
- (e) **In-Town Hotel**
Employees assigned to coordination duties for CUPE National conventions or conferences held in the Employee's home-base location, shall be entitled to hotel accommodation for any days they are required to work extended hours.
- (f) An Employee requested to travel outside normal hours on behalf of the Employer will receive payment of wages at straight time for travelling or taken as time off at straight time at a time mutually agreed to.
- (g) Where prior approval has been received by an appropriate Director, the Employer shall pay the expense of high-speed internet in hotels.

ARTICLE 11 – WAGES AND ALLOWANCES (cont'd)

11.07 Cost-of-Living Bonus

- (a) Salaries will be increased or decreased by \$3.67 per week for each point or major portion thereof. A review for this purpose shall be made at six (6) month intervals as of the date the contract takes effect. In no case will salaries be reduced below the contract rate. The base cost-of-living index figures will be the Statistics Canada figure for January 1st, 2002. A buffer of seven (7) per cent shall apply beyond the figure published for the month of December 2017; namely 130.8 (2002 base = 100). Re-accumulation of \$3.67 per week for each point or major portion thereof shall recommence at 140.0. A further buffer of seven (7) per cent shall apply beyond the figure published for the month of December 2018 and in the same manner annually for each December during the term of this agreement.
- (b) The parties acknowledge and agree that as per the Memorandum of Agreement signed on March 17, 2007, changes to the appropriate cost-of-living index figures, in this Article, are housekeeping changes only and not substantive changes and that similar housekeeping changes should be made in future collective agreements unless otherwise negotiated.

11.08 Transportation Allowance/Parking

All Employees not using employer-provided parking shall receive a monthly transportation allowance of one hundred thirty dollars and fifty cents (\$130.50).

11.09 Bilingual Bonus

A seven (7) per cent bilingual bonus will be paid to those Employees who, in the performance of their duties, are required to use the second official language 25% of their time.

11.10 Retroactive Pay for Terminated Employees

An Employee who has retired or severed their employment between the termination date of this Agreement and the effective date of the new Agreement shall receive the full retroactivity of any increase in wages, salaries or other benefits.

ARTICLE 12 – HOURS OF WORK

12.01 Regular Weekly Hours

The regular working week shall consist of thirty (30) hours for the office and clerical staff divided into five (5) days from Monday to Friday inclusive.

In locations where there is more than one (1) Employee, the Employer will allow a schedule to be established which will allow for every second Friday afternoon off.

In one (1)-clerical Employee offices, the Employer will allow for summer hours to be established from the first Monday in June to the last Friday in September, with 8:00 a.m. to 3:00 p.m., 8:30 a.m. to 3:30 p.m., 9:00 a.m. to 4:00 p.m., and 10:00 a.m. to 5:00 p.m. schedules permitted upon agreement between Employee and Employer.

12.02 Regular Daily Hours

The regular working day shall consist of six (6) hours, between 9:00 a.m. and 5:00 p.m. for the office and clerical staff.

However, where agreement can be reached locally between the Employee and the Employer, such a schedule can be changed. The Union will then be notified in writing. (A possible example would be a mutually beneficial scheduling arrangement whereby an Employee would be able to attend a post-secondary course for up to three (3) hours per week.)

12.03 Overtime

All hours worked in excess of the regular working day shall be considered as overtime and shall be paid for at the rate of time and one-half the Employee's regular rate of pay up to three (3) hours. After three (3) hours, double the Employee's regular rate of pay. For computing an hourly rate on which overtime will be paid, the wage rate in Appendix "A" of this Agreement shall be divided by thirty (30).

For purposes of calculating overtime, paid leave provided by this Agreement shall be considered part of the regular scheduled working day.

For clarity, Employees who work a compressed schedule and receive every second Friday afternoon off work, if they are asked to work during their usual Friday afternoon off work and they perform work, they shall receive time and one-half (1.5x) for each hour over 30 hours worked that week. If the Employee works more than 33 hours that week, they shall receive double time (2x) for each hour of work beyond 33 hours worked.

ARTICLE 12 – HOURS OF WORK (cont'd)

12.04 All work done on Saturdays, Sundays, Statutory Holidays, Vacation time, and Christmas Shutdown shall be paid for at the rate of double time. In addition, the overtime hours so worked on Statutory Holidays, Vacation time, or Christmas Shutdown shall be rescheduled as time off with pay at a later date mutually agreed between the Employer and the Employee.

12.05 Call-Back Pay

An Employee who has completed their regular days' work and has left the office and is then called into work, including Saturdays, Sundays, Statutory Holidays, Vacation time, and Christmas Shutdown, shall be guaranteed at least three (3) hours at the applicable overtime rate in addition to transportation allowance.

12.06 Lieu Time

Employees choosing to take time off in lieu of overtime worked as per 12.03, 12.04 or 12.05 above, shall receive time off at the applicable overtime rate, at a time mutually agreed to between the Employee and the Employer. In no case shall overtime be accumulated beyond twelve (12) months. At that time, if agreement cannot be reached for lieu time off, payment will be made at the rate applicable at the time the overtime was worked.

12.07 Authorization of Overtime

Overtime will not be recognized unless such overtime work performed has first been properly authorized.

12.08 Overtime Rates for Part-Time Employees

Part-time Employees working less than six (6) hours per day, and who are required to work longer than their regular working day, shall be paid at the rate of straight time for the hours so worked, up to and including six (6) hours in the working day. Regular overtime rates shall apply after six (6) hours in the working day, and for all work performed on holidays and regular days off.

12.09 Sharing of Overtime

Overtime and call-back assignments shall firstly be offered to the Employee who is currently working on the same specific tasks during regular hours.

Thereafter, if necessary, the offers shall be divided equally among the Employees who are willing and qualified to perform the work that is available.

12.10 Articles 12.01 through 12.09 inclusive are not applicable to Employees in Group A classifications as set out in Appendix "A".

ARTICLE 13 – VACATIONS

13.01 Vacations

- (a) Employees shall be entitled to vacations in accordance with length of service to become due on the anniversary date of the Employee as follows:

Less than 1 year of service	1 $\frac{2}{3}$ days per month
after 1 year of service	20 days per year
after 5 years of service	25 days per year
after 10 years of service	30 days per year
after 15 years of service	35 days per year
after 20 years of service	40 days per year
after 25 years of service	45 days per year

At the time of hire, Employees shall earn monthly vacation credits at the rate enjoyed immediately prior to joining CUPE or 1 $\frac{2}{3}$ days per month, whichever is greater. Increases beyond the initial rate of vacation accrual will be consistent with the provisions of this Agreement.

- (b) Employees with less than one (1) year's service shall be entitled to take earned vacation, provided they have satisfactorily completed their probationary period. Such requests shall not be unjustly denied by the Employer.

13.02 Vacation Bonus

In addition to pay for the above, there shall be an additional payment of \$200.00 for every week of vacation entitlement to be known as vacation bonus. Employees will receive the vacation bonus in the first pay period in June of each year. The vacation bonus payments will be included as a pensionable earning.

13.03 Holidays During Vacation

If a holiday or holidays fall within the vacation period assigned to or chosen by an Employee, they shall, in addition to their regular vacation pay, also receive an extra day's vacation in lieu of each holiday.

13.04 Illness or Bereavement During Vacation

Where it can be established by the Employee through a doctor's certificate that an illness or accident occurred, or where an Employee qualifies for bereavement or any other approved leave during their period of vacation, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation or reinstated for use at a later date, at the Employee's option, as mutually agreed.

ARTICLE 13 – VACATIONS (cont'd)

13.05 Employees with one (1) or more year's service may borrow up to two (2) weeks on vacation not yet earned. If the Employee terminates employment before sufficient credits have been earned the amount will be deducted from any earnings owing the Employee upon termination. Such vacation shall not be taken as casual leave.

13.06 Vacation Pay on Termination

If an Employee leaves the employ of the Canadian Union of Public Employees at any time in their vacation year before they have had their vacation, they shall be entitled to payment of salary in lieu of unused vacation leave on a pro rata basis. In the event an Employee has taken more vacation than 'earned' they will be required to reimburse the Employer for such leave and where necessary recovery shall be made from any final payments owed to the Employee.

13.07 Vacation Requests

Employees shall request vacation in blocks of five (5) or more consecutive days, or in the case of a paid holiday falling in the week requested, four (4) or more consecutive days. Requests for vacation of less than five (5) or four (4) days as the case may be, will be considered up to a maximum of ten (10) of such days in a year, provided adequate notice has been given and the work requirements are such that it is practicable to do so.

13.08 Employees shall be granted their vacation in consecutive weeks when requested.

13.09 Vacation Use and Accumulation

Long recognized is the fact that vacation should be taken as earned, so that a person can, through rest and relaxation away from the stress of the work site, re-establish an improved health and mental attitude. In order to clearly establish this principle as being a necessary approach to assure equal and uniform treatment for all Employees, the following procedures now must be followed:

- (a) All Employees must, each year, schedule and take their vacation entitlement. The timing of vacation to be determined following full consultation with the Employer.

ARTICLE 13 – VACATIONS (cont'd)

- (b) Employees with vacation bank balance in excess of 20 days on December 31, 2018, will continue to reduce that balance at the rate of 25% per year over a period of 4 years. If they are unable to reduce their balance by 25%, any unused balance will be paid out UNLESS they have received written approval from their Director to carry forward their unused balance.

Any vacation bank balance of up to a maximum of 20 days at December 31, 2018, can be carried over, without any written approvals.

Employees will be entitled to carry forward their unused 2021 entitlement into 2022. They will have until December 31, 2022 to use all of the unused vacation balance of the 2021 entitlement. Any remaining vacation balance from 2021 will be paid out in January of 2023.

On a go-forward basis as of January 1, 2023, the only balances remaining in the vacation bank on January 1st each year will be the unused vacation from the previous year except for employees who have a carryover from December 31, 2018.

13.10 Preference in Vacations

Every effort will be made, subject to the requirements of the operation, to allow Employees to take earned vacation at a time of their choice. Seniority shall be the deciding factor for Employees wishing to take earned vacation providing the leave form is submitted before March 1st of each year for vacation leave between the following May 1st and October 31st and providing the leave form is submitted before September 1st for vacation leave between the following November 1st and April 30th. All vacation leave requests will be approved or denied within 30 calendar days of the closing due dates of March 1st and September 1st. Vacation requests that are received outside of the March 1st and September 1st closing dates shall be responded to within a reasonable time frame after it is submitted.

In applying seniority as the deciding factor for timely requests, the following principles will be in effect:

- (a) If a conflict arises in relation to requests for the same blocks of time, seniority will be determinative;
 - (b) If a conflict arises in relation to requests for single days or less than five (5), or four (4) days, as the case may be, and a block overlapping the same time, seniority will be determinative only to a maximum of five (5) days in total per year after which seniority will not be the determining factor.
- 13.11** For the purpose of computing vacation entitlements, an Employee who commences employment during the period from the 1st to the 15th of the month will receive credit for that month's service. Employees commencing employment from the 16th to the end of the month will be considered as commencing their service, for vacation purposes, on the first day of the following month.
- 13.12** No Employee shall accumulate vacation credits or vacation bonus beyond a period of twelve (12) months when on long-term disability.

ARTICLE 13 – VACATIONS (cont'd)

- 13.13** When the appropriate supervisor makes it mandatory for an Employee to cancel vacation, cancellation costs thus incurred shall be reimbursed by the Employer upon submission of receipts.

ARTICLE 14 – STATUTORY HOLIDAYS

14.01 List of Holidays

- (a) Employees shall be given the following holidays without deduction of pay:

New Year's Day
Heritage Day
Good Friday
Easter Monday
Queen's Birthday
Canada Day
Civic Holiday
Labour Day
National Day for Truth and Reconciliation
Thanksgiving Day
Remembrance Day
Christmas Eve Day
Christmas Day
Boxing Day
New Year's Eve Day

and such others as are proclaimed as holidays by the federal, provincial or municipal government.

- (b) All days between Christmas Day and New Year's Day shall be time off with pay as described in Appendix "B" attached.

14.02 Holidays Falling on Weekend

In the event that a holiday, other than those covered under Appendix "B" attached, occurs on a Saturday or Sunday, the following working day(s) shall be considered the holiday.

ARTICLE 15 – SICK AND COMPASSIONATE LEAVE

15.01 Sick Leave Defined

Sick leave means the period of time an Employee is permitted to be absent from work with full pay by virtue of being sick or disabled or because of an accident for which compensation is not payable under the Workers' Compensation Act.

15.02 Medical Care Leave

(a) Amount of Sick Leave

After two (2) months' employment, a full-time Employee shall be entitled to one and one-half (1½) days sick leave with pay for each calendar month worked; such sick leave to be cumulative from year to year. Further sick leave with pay, within any yearly period shall be left to the discretion of the Sick Bank Committee. In cases where the Employer has reason to suspect abuse, an Employee may be required to produce a certificate from a medical practitioner for any illness, certifying that they were unable to carry out their duties due to illness. The Employer shall pay the cost, if any, providing that the Employee provides a receipt.

A temporary Employee who has earned credits under this article will not lose credits earned if a break between employment periods is less than thirty (30) calendar days.

(b) Illness in the Family

(i) In order to attend to ill members of the immediate family (spouse, common-law spouse, child, mother, father, persons acting in the place of a parent, and relatives permanently residing in the Employee's household or with whom the Employee resides), the Employee shall be entitled to a leave of absence with pay after notifying the Employer.

For the purposes of this article, the term child applies to persons dependent on the Employee, either because they are 18 years of age or under or because they are over the age of 18 and completely dependent because of an illness or physical disability.

(ii) For the above, there shall be a maximum allowed of five (5) accumulated sick leave days per illness, provided that the Employee shall be limited to a total of fifteen (15) days in any calendar year. Extenuating circumstances will be judged on their merit.

The above-noted leaves of absence shall be granted provided the Employee is the only person available.

ARTICLE 15 – SICK AND COMPASSIONATE LEAVE (cont'd)

- (c) Each Employee shall be allowed to withdraw from their sick leave credits for medical or dental appointments that cannot be arranged outside the normal hours of work.

15.03 For the purposes of accumulating sick leave credits, service with either the National Union of Public Employees or the National Union of Public Service Employees shall be considered as service with the Canadian Union of Public Employees.

15.04 Sick Leave Records

A record of all unused sick leave will be kept by the Employer for the purpose of severance payment as provided in Article 20. Each Employee shall be informed of the amount of their unused sick leave accrued to their credit at the end of each calendar year. Immediately after the close of each calendar year, each Employee shall review the records of the Employer and verify that the accumulated sick leave is correct. Any Employee is to be advised on application of the amount of sick leave accrued to their credit.

15.05 For the purpose of computing sick leave entitlement, an Employee who commences employment during the period from the first 1st to the 15th of the month will receive credit for that month's service. Employees commencing employment from the 16th to the end of the month will be considered as commencing their service, for sick leave purposes, on the first day of the following month.

15.06 Sick Leave Bank

The sick leave bank shall consist of one (1) day's sick leave per year to be contributed by each Employee, and one (1) day per year to be contributed by the Employer on behalf of each Employee.

The purpose of the sick leave bank is to assist Employees who have exhausted their sick leave credits.

A committee to administer the Sick Leave Bank will consist of one (1) representative from the Employer and:

- (a) Two (2) from the Union at National Office in the case of requests from members in the regional and area offices;
- (b) Two (2) from the regional and/or area offices in the case of requests from members at National Office.

ARTICLE 15 – SICK AND COMPASSIONATE LEAVE (cont'd)

15.07 Domestic Violence

- (a) The parties acknowledge that when domestic violence occurs, it is a significant social problem that can affect the health and well being of Employees and their families.

When Employees experience violence or abuse in their personal lives, it may affect their attendance or performance at work.

- (b) The Employer agrees to provide the following leaves for victims of domestic violence:

- (i) Five (5) days leave with pay.
- (ii) Twenty-six (26) weeks of unpaid leave in one consecutive period.

- (c) Domestic violence leave may be taken for the following purposes:

- (i) To seek medical attention for the Employee's child in respect of a physical or psychological injury or disability caused by the domestic violence.
- (ii) To obtain services from a victim services organization.
- (iii) To obtain psychological or other professional counselling.
- (iv) To relocate temporarily or permanently.
- (v) To seek legal advice or law enforcement assistance, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence.

- (d) **Access and Approval**

The foregoing leaves are accessed by request to, and approval of, the Managing Director of Human Resources.

- (e) **Confidentiality**

The Employer will not disclose any information relating to the leave to anyone except when another Employee requires the information to carry out their duties, or as required by law, or with the consent of the Employee.

- (f) **Discipline**

The Employer agrees that no discipline will be imposed against an Employee if their attendance or performance at work suffers as a direct result of experiencing domestic violence.

ARTICLE 15 – SICK AND COMPASSIONATE LEAVE (cont'd)

(g) **Workplace Policy**

The Employer will maintain a workplace policy on preventing and addressing domestic violence at the workplace. The policy will include information on how Employees can report incidents of domestic violence.

(h) **Workplace Supports and Training**

Human Resources Employees who will administer the leaves and the policy will be trained in domestic violence and privacy issues.

ARTICLE 16 – LEAVE OF ABSENCE

16.01 An Employee granted temporary leave of absence without pay shall continue to accumulate seniority but shall not earn sick credits or be paid for statutory holidays after the leave has extended beyond two (2) consecutive months. The premiums for the welfare benefits as outlined in Article 19 will also cease to be paid by the Employer after the leave of absence has extended beyond two (2) consecutive months.

16.02 Bereavement Leave

An Employee shall be granted leave without loss of pay and benefits in the case of the death of:

- (a) parent, spouse, fiancé(e), child, former guardian - five (5) working days;
- (b) brother, sister, parent-in-law, brother/sister-in-law, son/daughter-in-law, grandparent, grandchild, ward - three (3) working days;
- (c) aunt, uncle, niece, nephew - one (1) working day.

Bereavement leave is provided for use at the time of the death. Where the burial or funeral service is postponed to a future date, bereavement leave entitlement may be reserved for that future time.

Where the burial occurs out of town and the Employee attends the funeral, such leave shall include, as well, reasonable travelling time.

An Employee shall be granted leave of one (1) working day without loss of pay or benefits in the case of the death of a person with whom they have had a very close relationship. In addition to the one (1) day leave, an Employee may use vacation.

16.03 Special Leave

Other special instances where leave of absence with pay may be requested will be considered individually by the Employer. To ensure consistency in application, the Managing Director of Human Resources will be responsible for confirming approval to applications made under this provision.

16.04 Observance of Religious Holidays

The observance of religious holidays will be permitted, and provision made for time necessary to attend religious services. Employees shall be allowed leave of absence with pay and without loss of seniority for a maximum of three (3) days per calendar year to those who observe religious holidays not recognized in Article 14.01. These days may also be used for employees who attend Indigenous observances. A leave form must be completed.

ARTICLE 16 – LEAVE OF ABSENCE (cont'd)

16.05 Pregnancy/Maternity, Parental and Adoption Leave Without Pay

(a) (i) Pregnancy/Maternity Leave Without Pay

Employees who have completed a minimum of three (3) months service before the anticipated birth of a child shall be granted a pregnancy/maternity leave without pay, without loss of seniority or benefits for a period of up to seventeen (17) weeks. Where an Employee will take further leave as standard or extended Parental Leave as provided for in 15.06 (b), the period of leave under this paragraph will be limited to sixteen (16) weeks consisting of the one (1) week E.I. waiting period and fifteen (15) weeks E.I. benefits period. Pregnancy/Maternity leave without pay must be requested in writing at least two (2) weeks prior to the anticipated commencement of this leave. An Employee who becomes pregnant shall notify the Employer at least ten (10) weeks prior to the expected date of the termination of the pregnancy.

(ii) An Employee who delivers a still born baby after the beginning of the twentieth (20th) week preceding the date forecast for the birth is entitled to leave as allowed under the E.I. regulations.

(iii) An Employee who delivers prematurely and whose child is consequently hospitalized, is entitled to a discontinued pregnancy/maternity leave. They can return to work before the end of their pregnancy/maternity leave and complete it when the child no longer requires hospital care.

(iv) If the birth happens after the date predicted, the Employee is entitled to an extension of their pregnancy/maternity leave equal to the period of delay.

(b) Parental Leave Without Pay

Employees who have completed a minimum of three (3) months service before the anticipated birth of a child shall be granted parental leave without pay, without loss of seniority or benefits for a period of up to thirty-seven (37) weeks in the case of standard parental leave, or sixty-one (61) weeks in the case of extended parental leave. Parental leave must be requested in writing at least two (2) weeks prior to the anticipated commencement of this leave. The election of requesting standard or extended parental leave must be made in the initial request. Leave taken in conjunction with 16.05(a) or 16.05(b) cannot exceed fifty-two (52) weeks in total in the case of standard parental leave, or seventy-seven (77) weeks in the case of extended parental leave. Either birth parent who intends to apply for parental leave shall notify the Employer at least ten (10) weeks prior to the expected date of the termination of the pregnancy.

ARTICLE 16 – LEAVE OF ABSENCE (cont'd)

(c) **Adoption Leave Without Pay**

Employees who have completed a minimum of three (3) months service before the anticipated adoption or birth of a child shall be granted adoption leave without pay, without loss of seniority or benefits for a period of up to fifty-two (52) weeks. Adoption leave must be requested in writing at least two (2) weeks prior to the anticipated commencement of this leave. The Employee shall notify the Employer within two (2) weeks of the date on which the Employee's application for adoption was officially approved by the adoption agency.

(d) During pregnancy/maternity, parental or adoption leave and the extensions provided for in paragraph (a)(iv), an Employee continues to accrue, as long as they are entitled to them normally, the following benefits:

- Accumulation of vacation
- Accumulation of sick days
- Accumulation of experience up to twenty-seven (27) weeks
- Accumulation of continued service for the purpose of job security, severance pay calculation and seniority
- Continued medical and dental coverage
- Continued group life insurance coverage
- Employer contributions will continue to be made on behalf of CUPE Pension Plan members, during the SUB payment period, who choose to continue to participate in the CUPE Pension Plan while on unpaid leave.

(e) An Employee can postpone a maximum of four (4) weeks of annual vacation if they are situated within her/his premature delivery and parental leave and if, at the latest two (2) weeks before the expiration of the said leave, they advised the Employer in writing of the date of the postponement.

(f) The Employee shall send to the Employer, during the fourth (4th) week preceding the end of their pregnancy/maternity, adoption or parental leave, a notice indicating their date of return to work. The Employee must return to work at the end of the leave, unless they prolong such leave in the manner provided for in (a)(iv).

(g) Upon returning from pregnancy/maternity, adoption or parental leave, the Employee resumes their position. In the event that the position has been abolished, the Employee is entitled to the advantages, e.g. bumping, transfer rights, that they would have benefited from had they been at work.

ARTICLE 16 – LEAVE OF ABSENCE (cont'd)

- (h) An Employee is entitled to sick leave when they can provide a medical certificate stating that their work endangers their health or that of the fetus.

- (i) **Additional Parental Leave Without Pay**

An Employee, who has completed nine (9) months service before the anticipated birth or adoption of a child is entitled to extend the total period of leave without pay to a maximum duration of two (2) years, to prolong pregnancy/maternity, adoption, spousal birth or parental leave, with seniority continuing to accumulate.

During the extended parental leave period the Employer agrees to pay all hospital and medical and group life premiums. Vacation credits will not accrue during the extended period, however the total length of the leave will be counted for future entitlements. The vacation bonus and severance pay entitlement will not be reduced.

- (j) While on pregnancy/maternity, adoption or parental leave an Employee does not have to pay for their parking space, and a space will be available for them on their return.
- (k) Employees on preventative maternity leave (under the Quebec Workers' Compensation plan) will be paid the difference between their normal basic salary and WCB benefits received.
- (l) At the request of the Employer, an Employee on additional parental leave shall be permitted to work part-time.

Note: Parental leave applies to male or female Employees.

16.06 Supplemental Unemployment Benefits (SUB)

- (a) Employees who have completed nine (9) months service prior to commencement of leave as described in 16.05(a), (b) or (c) shall be entitled to Employment Insurance (E.I.) SUB payments. During the EI one (1)-week waiting period the Employer shall pay 95% of the Employee's normal basic salary. During the following fifteen (15) weeks in the case of pregnancy/maternity leave or thirty-five (35) weeks in the case of adoption or parental leave, the Employer shall supplement the weekly EI payments up to 95% of the Employee's basic salary. In the case of adoption leave, during the following fifteen (15) week period, the Employer shall continue to pay the difference between the maximum E.I. payment, which was received during the initial thirty-five (35) week period and 95% of the Employee's basic salary during the initial thirty-five (35) week period. During the sixty-one (61) weeks, in the case of extended parental leave, following the fifteen (15) weeks of pregnancy/maternity leave, the Employer shall supplement the weekly E.I. payments up to 60% of the Employee's basic salary.

ARTICLE 16 – LEAVE OF ABSENCE (cont'd)

The final week of leave immediately following the end of the entitlement period based on any combination of E.I. benefits for pregnancy/maternity, adoption or standard parental will be paid by the employer at 95% of the Employee's basic salary (formerly the second week of the E.I. waiting period). This paragraph does not apply to extended parental leave.

- (b) It is understood between the parties that payment of the SUB is governed by the Employment Insurance Act which, under CUPE's approved plan, requires that:
 - (i) The combined weekly level of E.I. benefits and SUB payments and other earnings not exceed 95% of the Employee's normal weekly earnings during the actual employment insurance period;
 - (ii) Employees disentitled or disqualified from receiving employment insurance benefits be ineligible for SUB payments under this Article except if serving the E.I. waiting period;
 - (iii) The right to SUB payments be solely for supplementation of employment insurance benefits during the government-approved payment period (to a maximum of fifty (50) weeks for maternity leave, or thirty-five (35) weeks for standard parental leave; or sixty-one (61) weeks for extended parental leave;
 - (iv) In order to receive SUB payments, Employees must make application for and be in receipt of employment insurance benefits and provide such proof of eligibility to the Employer;
 - (v) Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration of severance pay benefits are not reduced or increased by payments received under this plan.
- (c) Employees on pregnancy/maternity or parental leave who receive E.I. maternity or parental benefits may be required by Revenue Canada to reimburse to Revenue Canada a portion of said benefit if taxable salary for the year is above a certain level. In such cases, the Employer will pay to the Employee (upon submission of appropriate verification) said amount reimbursed to Revenue Canada.

16.07 Spousal Birth Leave

An Employee shall be allowed spousal birth leave with pay for ten (10) days following the confinement of the spouse. A further leave of absence of up to four (4) months without pay will be allowed.

When an Employee is on an unpaid leave of absence, the following benefits shall apply: continued medical and dental coverage, unbroken coverage for seniority,

ARTICLE 16 – LEAVE OF ABSENCE (cont'd)

vacation, vacation bonus and severance pay. Group life insurance coverage will be provided upon approval by the insurance carrier, with application to be made by the individual concerned.

It is understood that the birth father or adoptive parents have the option of coverage under either the spousal birth leave or parental leave provisions - not both.

16.08 Compassionate Care Family Leave

Where an Employee demonstrates eligibility equal to the requirements of EI compassionate care benefits, the Employee shall be granted up to eight (8) weeks of compassionate care family leave.

16.09 Leave for Union Activities

- (a) Employees shall be granted leave of absence without pay when delegated to perform necessary union activities. Such time shall not exceed three (3) weeks per Employee in any one (1) year. When such leave involves a period of one (1) week (five (5) working days) or more, the Employer will be provided with at least two (2) weeks advance notice in writing. In all other instances, leave for union activities for periods of less than one (1) week's duration will be granted provided that the work requirements of the Employer permit it.
- (b) Employees shall be granted up to three (3) hours leave of absence with pay if required for the purpose of travelling to a COPE Local 491 Annual Regional Union Meeting, provided the work requirements of the Employer permit it.
- (c) The Employer recognizes the rights of Employees to participate in public affairs. Therefore, upon written request, the Employer will grant leave of absence without pay and loss of seniority so that Employees may be candidates in a federal, provincial, or municipal election.
- (d) Any Employee who is elected or selected for a full-time or part-time position with the Union, or any body with which the Union is affiliated, or who is elected to public office, shall be granted leave of absence without pay and without loss of seniority, by the Employer, for a period of two (2) years subject to renewal on application to the Employer for successive periods of two (2) years each.
- (e) Upon written request to the National Secretary-Treasurer, and provided permission is granted, members representing COPE Local 491 on Provincial Boards, Federations, Labour Councils, or serving on committees for the CLC or other labour organizations, shall receive time off without pay and without loss of seniority and benefits.

ARTICLE 16 – LEAVE OF ABSENCE (cont'd)

- (f) An Employee returning from an approved leave of absence which permitted them to serve in a full-time elective public office or full-time elective office within a provincial federation of labour or the CLC shall be placed in the position occupied prior to the leave and in the office in which the Employee worked prior to the leave provided that such position is vacant or filled temporarily not permanently.

If the returning Employee has established residence in another city during the leave, the Employee may request placement in the city where their residence has been established, provided that a position for which they are qualified is vacant or filled temporarily not permanently. If such a position is not available in either case, the Employee shall be placed by the Employer in an equivalent position for which they are qualified in the office in which the Employee previously worked.

16.10 Jury or Court Witness Duty

The Employer shall grant leave of absence without loss of seniority to an Employee who is called as a juror or witness in any court. The Employer shall pay such an Employee the difference between the normal earnings and the payment received for jury service or court witness, excluding payment for travelling, meals, or other expenses. The Employee will present proof of service and the amount of pay received.

16.11 General Leave

The Employer shall grant leave of absence without pay and without loss of seniority to any Employee requesting such leave for good and sufficient cause, such request to be in writing and approved by the Employer. Such approval shall not be withheld unjustly.

An Employee returning from an approved leave of absence shall be placed in the position the Employee occupied prior to the leave provided that the leave is for a period of two (2) years or less, or where such position is vacant or filled temporarily, not permanently.

An Employee on leave extending beyond two (2) years will be required to re-establish active employment with CUPE, through the posting procedures. Otherwise their leave will automatically be extended until such time as they are able to gain an active position within CUPE.

An Employee will be required to re-establish employment with CUPE within a period of five (5) years from the initial commencement of the leave. Otherwise they will be deemed to have terminated their employment with CUPE.

ARTICLE 16 – LEAVE OF ABSENCE (cont'd)

16.12 Family Leave

- (a) Employees shall be allowed leave of absence with pay and without loss of seniority for the following reasons:

Employee's marriage	Three (3) working days
Birth of Employee's Child	Day of birth and the day of the mother's return from the hospital
Emergency in one's home	Up to three (3) days
Moving one's household	Maximum one (1) day per year*
Birth of grandchild	Maximum one (1) day per year to be taken within one (1) month of the birth

- * Shall mean that no Employee shall be granted leave with pay for moving within twelve (12) months of the last day granted for moving.

Any requests for family leave shall be made in writing to the National Secretary-Treasurer, where possible, prior to the date the leave is requested.

- (b) Upon prior notification, wherever possible, an Employee shall be allowed Family Leave with pay for a maximum of seven (7) days per calendar year to attend to illnesses and responsibilities concerning their children, children of common-law spouse, dependent grandchildren, and ward, which cannot be arranged outside of normal hours of work. The leave of absence form submitted will give the reasons for the requested leave. This leave shall be non-cumulative and not subject to severance payment as provided in Article 20, if not used. This leave is not subject to a reduction of the Employees accumulated sick leave and shall not be used in less than one-hour increments for record-keeping purposes. An Employee shall provide proof of time claimed as the Employer may require, providing the Employer assumes such cost, where applicable.

For the purposes of this article, the term children applies to persons dependent on the Employee, either because they are 18 years of age or under or because they are over the age of 18 and completely dependent because of an illness or physical disability.

ARTICLE 16 – LEAVE OF ABSENCE (cont'd)

16.13 Tuition Refund

Employees wishing to enroll in courses of studies which will better qualify themselves to perform their jobs, and who intend to ask the Employer to refund the cost of such course(s), must make application to the Employer prior to taking the course(s). If the Employer agrees that the course(s) would be beneficial both to the Employer and the Employee, then the full cost of the course(s) will be borne by the Employer upon successful completion of the course(s).

It is understood that there may be occasions when the Employer may pay less than the full cost of the course(s) if the course(s) is (are) not taken solely for the purpose of self-improvement on the job. It is further understood that language courses will also be included.

16.14 Leave of absence with pay and without loss of benefits and seniority may be granted by mutual agreement for Employees accepted to attend specialized courses or seminars. This includes week-long sessions, as well as Labour College of Canada, Governor General's Study Conference, Nuffield or Duke of Edinburgh Commonwealth Conference or job-related training courses.

16.15 Casual Leave for Group 'A'

It is agreed that in view of the fact that Employees in Group A are from time to time required to work Saturdays, Sundays, statutory holidays, and long hours; in lieu, up to five (5) days of casual leave will be allowed in each calendar year, which will not be accumulative.

Casual leave is subject to operational requirements as determined by the Employer. Requests must be submitted to the appropriate director for approval:

- These days can be requested in conjunction with weekends or statutory holidays;
- These days cannot be used in conjunction with scheduled vacation;
- These days cannot be used in conjunction with sick leave.

ARTICLE 17 – HEALTH AND SAFETY

17.01 The Employer agrees to make reasonable and proper provisions for the maintenance of high standards of health and safety in the workplace including a properly heated and lighted working environment. The Employer shall comply with applicable federal, provincial and municipal health and safety legislation and regulations.

17.02 It is recognized that every Employee has a right to a workplace that is safe and free from violence.

The Employer shall take every precaution reasonable in the circumstances for the protection of the health and safety of all Employees, including but not limited to protection against workplace violence, harassment, physical and psychological injuries.

17.03 The Employer will support the continued operations of the Regional Joint Occupational Health and Safety Committees (JOHSC). Regional JOHSC will be provided with standardized Terms of Reference that reflect best practices. The Terms of Reference will include a resolution process if consensus is not reached, as per the applicable provincial legislation.

The Employer, in consultation with all stakeholders, will develop an Occupational Health and Safety policy and program with specific policies related to violence in the workplace and harassment prevention. The Employer will provide training for the bargaining unit's members on the policies.

The Employer agrees to establish a COPE Joint National Health and Safety Committee comprised of two representatives from COPE and two representatives from CUPE. The purpose of the committee is to review provincial occupational health and safety regulations to establish minimum standards for occupational health and safety issues affecting COPE staff, and to review results of risk assessments on violence in the workplace, which will be conducted on an annual basis, except where specific events require other risk assessments. All information will also be forwarded to all Regional JOHSC with copies to Table Officers of the Union.

The parties agree that implementation of the Violence in the Workplace policy and procedures will be a primary responsibility of Regional JOHSC and that reports from these committees will form part of the standing agenda of the COPE Joint National Health and Safety Committee.

The committee will meet at least once a year, in person or via audio or video conference call, to monitor evolving provincial legislation and make recommendations as deemed appropriate, and to review and assess events or incidents which may have occurred and the need for possible changes to the policy or procedures.

ARTICLE 17 – HEALTH AND SAFETY (cont'd)

- 17.04** The Union, the Joint Health and Safety Committee, and the representatives thereof, shall have full access to accident reports.
- 17.05** No Employee shall be disciplined or discharged or suffer loss of pay for refusal to work on a job or in any workplace or to operate any equipment where they have reasonable grounds to believe that it would present a danger to their health or safety to do so or where it would be contrary to applicable federal, provincial and municipal legislation or regulations.
- 17.06** No substance shall be introduced into the work-site that has not been thoroughly tested as to its potential health effects upon any person who is exposed to it. The Employer shall provide the members of the Health and Safety Committee with such documented evidence.

ARTICLE 18 – PROTECTIVE CLOTHING

18.01 Any Employee who is required to use CUPE provided equipment will be supplied with a smock, gloves or other protective apparel as required at the expense of the Employer.

ARTICLE 19 – EMPLOYEE BENEFITS

19.01 Medical and Hospital Insurance

- (a) The Employer will continue to pay the full premium for medical and hospitalization insurance as presently in force for all Employees.

In addition to the present medical plan, the Employer will pay the full premium cost of the Green Shield Health Care Plan or its equivalent or better.

The Employer reserves the right to re-negotiate this clause during the renewal period for the next collective agreement.

- (b) (i) All extended health and dental benefits shall continue to accrue to all retirees, widows, widowers and their dependents when not covered by provincial government programs.
- (ii) All Employees who become active members of the CEPP after March 14, 2013 and who have less than seven and a half (7.5) years of CUPE service at retirement shall have 13.333% of the benefits premium cost paid by the Employer for each year of service for the duration of the Employee's retirement, or full payment of the benefits premium costs where they have 7.5 or more years of CUPE service at retirement.
- (iii) Where a retiree engages in post-retirement employment with another organization and where that employer provides access to Group Health and Dental Benefits, the 'new' employer's plan(s) shall become the first payor for benefits covered and CUPE's plan will become second payor.

19.02 Group Life Insurance

The existing group insurance plan will provide for coverage on the basis of three times (3) the Employee's salary. Full premiums shall be paid by the Employer. The Employer shall provide life insurance coverage for all Employees who retire prior to age sixty-five (65) on the basis of: insurance to the amount of one times yearly salary, the premium to be fully paid by the Employer, or an amount equal to two times yearly salary with the premium to be paid on a 50/50 basis, the choice of either the above-noted plans to be the Employee's option.

The Employer agrees to carry a \$15,000.00 life insurance coverage for present COPE Local 491 retirees, to be paid to their estate or beneficiary.

19.03 Legislation

If the premium paid by the Employer for any Employee benefit is reduced as a result of any legislative or other action, the amount of the saving shall be used to increase other benefits available to the Employees, as may be mutually agreed between the parties.

ARTICLE 19 – EMPLOYEE BENEFITS (cont'd)

19.04 Pension Plan

The Pension Plan shall be administered by a Joint Board of Trustees in accordance with the Trust Agreement jointly developed by CSU National Office Component, CSU and COPE Local 491.

The Pension Plan shall include permanent bridge benefits as follows:

- (i) The Pension Plan shall include a permanent bridge benefit equal to the maximum allowable under the legislation for all Employees who were active members of the pension plan as of December 31, 1997. The parties agree that only CUPE service will be considered in determining individual Employee bridge benefit entitlements.
- (ii) Effective May 16, 2007, a new bridge benefit, as follows, for all active plan members not currently entitled to a bridge benefit:
 - For Employees who become plan members after May 16, 2007 and for Employees who were active plan members accruing pension benefits on May 16, 2007, the full bridge benefit will be \$8,000 per year after 10 years of CUPE service, and pro-rated if CUPE service is less than 10 years.

The bridge benefit will be subject to the present ¼% per month reduction for each month that retirement precedes age 60.

The Pension Plan shall be amended to provide that, if at any time the going concern assets of the fund exceed the going concern liabilities, the dispositions of such excess (surplus) shall be determined through collective bargaining. The parties agree that the determination of the amount of surplus referred to herein shall be made by the Joint Board of Trustees after consultation with the Settlers and the actuary and as a result of the actuary taking into account the needs, obligations and future liabilities of the Pension Plan.

The Employer and the Union agree that the existing pension plan shall be maintained, and they further agree that this pension plan and any changes made to it shall be negotiable items.

In addition, the Employer agrees to pay the required employer premiums to the Canada Pension Plan or the Quebec Pension Plan over and above its contribution to the existing pension plan.

The parties agree to initiate reciprocal arrangements with previous employers to transfer pension entitlements to the CUPE Pension Plan which will facilitate the buy-back of former years of service which were pensionable service under the previous employer's pension plan and under which assets for this service were transferred directly to the CUPE Pension Plan from the former pension plan. Should the assets transferred be insufficient, the Employee will be allowed to make additional contributions to the CUPE Pension Plan as required by the trustees and which are allowed by government legislation.

ARTICLE 19 – EMPLOYEE BENEFITS (cont'd)

The parties endorse the goal of requiring only twenty-five (25) years of service regardless of age for entitlement to retirement on accrued pension without reduction for early retirement. The mechanisms to achieve this goal are to be reviewed for further discussion and action.

When an Employee buys back his portion of eligible temporary CUPE past service for pension purposes, the Employer shall pay for the Employer costs for such service.

19.05 Workers' Compensation Act

All Employees shall be covered by the Workers' Compensation Act. An Employee prevented from performing their regular work with the Employer on account of an occupational accident that is covered by the Workers' Compensation Act shall receive from the Employer the difference between the amount payable by the Workers' Compensation Board and their last rate of pay. Pending a settlement of the insurable claim, the Employee shall continue to receive the full pay and benefits of this Agreement, subject to necessary adjustments. Where a WCB does not permit top up of WCB benefits without reducing such benefits, the Employer agrees that full pay and benefits will be maintained. In order to continue receiving their regular salary, the Employee shall assign their compensation cheque to the Employer. In return, the Employer shall indicate the amount received from the Compensation Board on the Employee's income tax (T-4) form.

19.06 Long-Term Disability Plan

- (a) All members of the Union shall receive the benefits of the Long-Term Disability Plan currently in effect. Full premiums shall be paid by the Employer.
- (b) In cases where a claim for long term disability benefits has not been approved within the initial sixty (60) day period and there continues to be an active claim, Employees who apply for, and receive Employment Insurance (E.I.) sick benefits shall be entitled to E.I. SUB payments. During the following fifteen (15) weeks the Employer shall supplement the weekly E.I. payments up to 82.2% of the Employee's basic salary.
- (c) The parties agree that in the event the appealed decision of the carrier is grieved, the arbitrator has jurisdiction to resolve the matter and determine an Employee's eligibility for LTD benefits. CUPE agrees to implement the arbitrator's award.

ARTICLE 19 – EMPLOYEE BENEFITS (cont'd)

(d) **Permanent Employees at age 65 and older**

The above-described LTD plan does not apply. When an Employee who reaches the age 65 falls ill, they shall be entitled to have their wages maintained while sick for a period of sixty (60) days. After which, said Employees who apply for, and receive Employment Insurance (E.I.) sick benefits shall be entitled to E.I. SUB payments. During the following fifteen (15) weeks the Employer shall supplement the weekly E.I. payments up to 82.2% of the employee's basic salary. E.I. SUB payments will continue until the earlier of the Employee's retirement, their recovery and return to work, or fifteen (15) weeks.

With the exception of LTD and AD&D, benefits provided in Article 19 shall continue to apply throughout the period while receiving E.I. SUB payments.

19.07 Dental Plan

The Employer shall pay the full premium for a dental plan; such plan will be the Green Shield Dental Plan 19.

The Employer shall provide for 100% of orthodontic services to a maximum of \$6,000.00 to the existing group dental plan.

Effective June 1, 2007, subject to a referral to a specialist from a general practitioner, reimbursement of dental specialist fees to 130% of the general practitioners' fee guide provided the specialist fee guide has not been exceeded.

19.08 Changes in Plans

Any changes, deletions, additions, or changes of contributions to any of the benefit plans which includes but is not limited to life insurance, extended health benefits, long term disability, provincial medicare, dental benefits, voluntary leave, shall be agreed upon by the Union and Employer.

It is understood that the contributions to the pension plan shall not be reduced.

ARTICLE 19 – EMPLOYEE BENEFITS (cont'd)

19.09 Optical Care

The Employer shall provide for a vision care plan to a maximum of \$750.00 per twenty-four (24) month period. The maximum \$750.00 coverage cycle will recommence after twelve (12) months when a person's prescription changes.

Effective June 1, 2007, the vision care plan will include reimbursement for laser eye surgery as an alternative to glasses. Employees choosing laser eye surgery shall be reimbursed an equivalent of the \$750.00 per twenty-four (24) month period until such time as the laser eye surgery costs are fully reimbursed.

19.10 Travel Insurance

The Employer shall pay the full cost of a master policy for travel insurance to cover all members of the bargaining unit, in the amount of \$200,000.00.

The travel insurance policy shall also cover Employees while on union business.

19.11 A representative of the bargaining unit shall sit on the Joint Benefits Committee which has been established between the Employer and the staff unions to discuss and recommend changes and additions to the parties on the Employee benefit plans which include, but is not limited to, life insurance, extended health benefits, long-term disability, provincial medicare, dental benefits, voluntary leave.

ARTICLE 20 – SEVERANCE PAY

20.01 Up to five (5) years' service, upon termination of employment, Employees with two (2) years' or more of service shall be paid at their current rate for 50% of their unused sick leave to a maximum of forty (40) days. All sick leave taken shall be deducted from accumulated sick leave earned from the date of employment. After five (5) years' service, an Employee will receive in lieu of the above, one point four (1.4) weeks' severance pay for each year of service on departure, plus one (1) additional week's salary. In the event of death of an Employee, severance pay shall be calculated on the same basis and shall be payable to the beneficiary of the deceased Employee.

No Employee shall accumulate severance pay when on leave of absence without pay or long-term disability for a period of twelve (12) months or longer. Accumulation of the above shall apply when on paid maternity leave.

ARTICLE 21 – PICKET LINE

21.01 In the event that any Employees of the Employer, other than those covered by this Agreement, engage in a strike, or where Employees in a labour dispute engage in a strike and maintain picket lines, the Employees covered by this Agreement shall have the right to refuse to cross such picket lines. Failure to cross such a picket line by the members of this Union shall not be considered a violation of this Agreement, nor shall it be grounds for disciplinary action.

ARTICLE 22 – RIGHTS, PRIVELEGES AND WORKING CONDITIONS

22.01 All rights, benefits and working conditions which Employees now enjoy as Employees of the Employer shall continue to be enjoyed insofar as they are consistent with this Agreement, but may be modified by mutual agreement between the Employer and the Union. The Employer shall put all such changes in writing and forward a copy to the Union Representative.

ARTICLE 23 – NO DISCRIMINATION

- 23.01** (a) The Employer agrees that there shall be no discrimination, harassment, interference, restriction, or coercion exercised or practiced with respect to any Employee in the matter of any rights or privileges under this Collective Agreement, including hiring, wage rates, training, upgrading, promotion, transfer, lay-off, recall, discipline, discharge or otherwise by reason of age, race, creed, colour, national origin, political affiliation or activity, religious affiliation or activity, sex or marital status, sexual orientation, place of residence, disability, nor by reason of their membership or activity in the Union, or any other reason.
- (b) "Spouse" is defined as a person with whom the Employee has a marital relationship, common-law heterosexual relationship, or same sex relationship of at least one (1) year's duration.

This definition shall apply to all Articles of this Agreement. It shall determine the definition of all other familial relationships referred to in this Agreement, including, but not restricted to, the definition of "child" which shall include the Employee's spouse's child and the definition of "in-laws" which shall include equivalent relationships flowing from common-law or same sex relationships.

This definition is intended to ensure that, except where prohibited by federal and provincial laws, Employees in same sex spousal relationships are treated in the same manner, in all respects, as Employees in heterosexual relationships and that such Employees and their families are accorded all the rights, privileges and benefits under this Agreement which are accorded to Employees in heterosexual relationships and their families.

Accordingly, any ambiguity in any part of this Agreement shall be interpreted within the spirit of this objective and so as to accomplish this end.

23.02 Harassment Policy

It is the policy of CUPE as an employer to ensure that the working environment is conducive to the performance of work and is such that Employees are not hindered from carrying out their responsibilities. The Employer considers harassment in the workforce to be a totally unacceptable form of intimidation and will not tolerate its occurrence. The Employer will ensure that victims of harassment are able to register complaints without reprisal.

(a) Definition of Harassment

- Harassment means any objectionable conduct, comments or display by a person that is directed at a worker; and is made on the basis of race, creed, language, religion, political affiliation or activity, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin, union activity; or any other reasons;
- Is repeated intentional, sexually oriented practice that undermines an Employee's health, job performance or workplace relationships or endangers an Employee's employment status or potential; or

ARTICLE 23 – NO DISCRIMINATION (cont'd)

- Is repeated intentional, offensive comments and/or actions deliberately designed to demean and belittle an individual and/or to cause personal humiliation; or
- Constitutes a threat to the health or safety of the worker.

(b) **Shared Responsibility**

The Employer, Employees and the Union acknowledge a shared responsibility to:

- promote a safe, abuse-free working environment;
- uphold the philosophy of zero tolerance of harassment.

(c) **Co-operation**

Employees and the Union representatives will be expected to co-operate with Management in identifying situations, reporting promptly and disclosing all information in order to facilitate the investigation.

(d) **Policy**

The Employer shall ensure a policy is developed to address the issue of workplace harassment. The policy should include, amongst others, a policy statement, the scope of the policy, definitions, roles and responsibilities, the complaints procedures, the time limits and the training.

Failure to resolve shall result in the initiation of a formal investigation as per Appendix "G".

The parties to this Agreement will work together to ensure that all Employees, and CUPE members understand their personal responsibility to promote a harassment-free working environment.

ARTICLE 24 – GENERAL

24.01 Plural Shall Apply

For the purpose of clarification, it is understood that whenever the singular is used in this Collective Agreement, it shall be considered as if the plural has been used where the context of the party or parties hereto so require.

24.02 Copies of Agreement

The Union and the Employer agree that each Employee should be aware of the terms, rights and obligations contained in this collective agreement. For these reasons, the Employer agrees to:

- (a) Submit to the Union a final copy of the collective agreement, along with any supplementary agreements, for formatting purposes within ninety (90) days of ratification by the parties;
- (b) Produce and distribute electronically, at the Employer's expense, a copy of the agreement to every member within thirty (30) days of receipt of the Collective Agreement format; and
- (c) Provide official recognition of both the English and French texts of the agreement.
- (d) All schedules and appendices herein referred to and/or attached to this Agreement are deemed to form an integral part of this Agreement.
- (e) The Employer will provide an electronic version of the English and French Collective Agreement to the Union.

24.03 Union Education

The Employer shall contribute to a special fund of COPE Local 491 a sum of \$4.00 per month per Employee for the purpose of Union Education.

24.04 Employment Equity

The Employer and the Union, for the purpose of adopting an Employment Equity Plan, agree to undertake:

1. Under the leadership of a joint Union/Management Employment Equity Committee:
 - (a) to analyze the employment policies and practices of the Employer, including the collective agreement, with the objective of identifying the possible discriminatory impact of policies and practices on a gender basis and on equity seeking groups.

ARTICLE 24 – GENERAL (cont'd)

- (b) to develop and monitor the implementation of an Employment Equity Plan designed to remove possible discriminatory effects of the Employer's employment policies and practices, and to develop numerical goals and timetables for recruitment, hiring, promotion and training of target group members for the bargaining unit;
 - (c) that the Employment Equity Plan shall deal with, but not be limited to, recruiting, hiring, promotion and transfer policies, training and educational advancement, classifications schemes, salary rates and working conditions.
2. The Committee shall be composed of two (2) members appointed by COPE 491, two (2) members appointed by the CSU, two (2) members appointed by the CSU National Office Component, two (2) members appointed by UNIFOR, and six (6) members appointed by the Employer.
 3. The Committee will meet regularly until the plan is completed. There will be a minimum of two (2) meetings per calendar year.
 4. The Employer agrees to furnish the Committee with information necessary to the committee to allow it to facilitate the implementation of the Employment Equity Plan, and financial resources necessary to develop the Plan.
 5. The joint Union/Management Employment Equity Committee will complete the development of the Plan within one (1) year of its establishment, subject to mutual agreement.
 6. The Employer agrees it will not agree to any employment equity matter with another Union which may conflict with any provision of this Collective Agreement.
- 24.05** Employees acting in the capacity of EAP referral agent shall not suffer any loss of pay or benefits for performing necessary EAP work during working hours provided they have advised their immediate supervisor that they will be attending to EAP work for a pre-arranged period of time.

24.06 Staff Union Representation on National Executive Board

1. The President or designate of COPE Local 491 shall be invited to attend the quarterly meetings of the National Executive Board.
2. The role of the Employee representatives shall be to assist the National Executive Board members in determining policies and making decisions, and in so doing they will be allowed voice but no vote.
3. Matters normally handled by joint labour management meetings will not be raised at National Executive Board meetings.
4. Employee representatives shall be excluded from National Executive Board meetings when items of a labour relations nature are being discussed.
5. The rules of confidentiality for the National Executive Board shall be respected by the Employee representatives.

ARTICLE 24 – GENERAL (cont'd)

24.07 Inclement Weather

Where the Employer authorizes Employees to leave prior to the end of their regularly scheduled work day or not to report to work because of inclement weather, such Employees shall not suffer any loss of salary or benefits.

24.08 Electronic Monitoring, Surveillance, Employee Confidentiality

1. Electronic monitoring and surveillance shall not be used for the purposes of individual work measurement of Employees.
2. Surveillance cameras, any technology or systems capable of monitoring Employees or their work and any other related equipment shall not be used in Employee occupied areas without the knowledge of Employees in the area.

At no time shall video taping or any other form of electronic tracking or monitoring of Employees, work output or attendance in or at a particular location be allowed for the purpose of random surveillance, audits or assessing discipline. At no time may such systems be used as a means to gather evidence in support of disciplinary measures. The Union shall be advised, in writing, of the location and purpose of all surveillance cameras and the reason for installation of such equipment.

3. The Employer shall not release any information to any person or agency about an Employee with regard to any personal or work-related matter without the express written permission of the Employee. In the event the Employer is required by law to disclose information of a personal or work-related nature to a person or agency the Employer shall advise the Employee forthwith of all particulars of such disclosure. Notwithstanding the foregoing the Employer may however choose to disclose information due to concerns for Employee(s) safety. When the Employer uses technology that can identify Employee's access, these records will not be released to any person or agency without the written permission of the Employees.
4. The Employer agrees that any and all "E-Mail" transmissions or correspondence are confidential and private between the sender and intended recipient. Any such correspondence or transmissions shall not be monitored, read or disclosed by the Employer or its representatives to any person or agency. Storing, processing, displaying, sending or otherwise transmitting offensive or obscene language or material is prohibited. This includes any material, which could be interpreted as racist, homophobic, sexist, pornographic or sexually harassing; or classified as hate material.

- 24.09** Employees shall be permitted to have coffee at their desks.

ARTICLE 25 – STAFF DEVELOPMENT AND WORKLOAD COMPLAINT COMMITTEES

25.01 Staff Development

- (a) The parties recognize that workload (including staff training, education, equipment and skill development needs), technology (equipment and software), and staff development issues will be addressed on an ongoing basis.

The parties agree that staff development will be a standing agenda item at all meetings of the Labour-Management Committee during the term of this agreement.

(b) Staff Professional Development/Training Days

Employees shall be afforded up to three (3) working days per year as professional development/training days. Courses shall be determined by the Employer, in consultation with the Union and costs shall be paid by the Employer. Upon request, the Employer may consider individual requests for training which shall be deducted from the allocation of three (3) working days. Training may be offered in person depending on the nature of the training.

25.02 Workload Complaint Committee

At National Office and in each Region, a committee will be established consisting of two (2) members selected by the Union, the appropriate Regional Director, and a representative from the Human Resources Office, to investigate complaints submitted by Employees related to workload issues.

Upon completion of its investigation, the Committee will implement such appropriate remedy. However, where significant costs are involved, the Committee will forward a report outlining the appropriate recommendations to the National Secretary-Treasurer who shall respond within thirty (30) days.

It is understood that the Committee will operate by consensus.

25.03 Workload Committee

The parties recognize that the general question of workload has to be addressed on an ongoing basis in order to deal with the problems related to workload.

The parties agree to establish a joint committee of two (2) members selected by the Union, and two (2) members selected by the Employer, to review workload issues and other related matters. The Workload Committee will be a sub-committee of the Labour-Management Committee, and members of the Committee shall suffer no loss of salary while carrying out their functions. In addition, the Employer shall be responsible for all other associated expenses as per the collective agreement. The Committee shall meet within thirty (30) calendar days upon the request of either party.

Workload issues shall be an ongoing concern of the Committee. The Committee shall refer unresolved matters and make recommendations to the Labour-Management Committee for resolve.

25.04 Workload Review

The Employer agrees to provide paid book off for up to one (1) COPE member who is chosen by COPE to review workload concerns raised by COPE members. The COPE member shall work with CSU and CUPE to determine workload issues and training needs to increase efficiencies and better support CSU work.

The total amount of paid time away from work will be 30 working days. For operational needs, the Employer must be consulted on the name of the COPE member so that the book off does not interfere with work required to support CUPE members. The book off time period may occur anytime between ratification of this collective agreement and December 31, 2022 and may be taken at one time or in specified periods.

Upon request, the Employer will provide relevant data which the booked off member may need to perform their work. An Employer representative will be assigned as a liaison to support the work of the booked off member and shall meet with the booked off member upon request. The COPE member shall provide recommendations to the Employer representative assigned.

In the event the booked off member wishes to take more than three (3) consecutive weeks away from work to perform the workload review, if the member provides two (2) weeks written notice of the dates, the Employer will make best efforts to replace them in their regular assignment.

ARTICLE 26 – TERM OF AGREEMENT

26.01 This Agreement, signed on this 6th day of April , shall be effective from January 1st, 2022 and shall remain in full force and effect until December 31st, 2025 and shall automatically continue from year to year until either party serves written notice on the other party, thirty (30) days prior to any annual expiration date. During the negotiations for the renewal of this Agreement or negotiations for a new Agreement, the terms of the present Agreement shall remain in full force and effect.

FOR THE EMPLOYER:

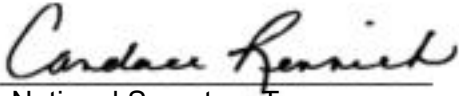
FOR THE UNION:



National President



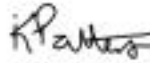
President – COPE 491



National Secretary Treasurer



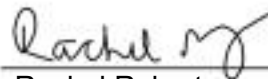
Patty Kinahan



Karri Patterson



Debbie Rebeiro



Rachel Roberts

APPENDIX "A" - SALARY SCHEDULE

The following Employees are covered by a Collective Agreement between CUPE and the Canadian Office and Professional Employees Union, Local 491. Their contract expires December 31, 2025.

WEEKLY RATES	January 1, 2022 (4%)		January 1, 2023 (3%)	
	Start Rate	1-Year Rate	Start Rate	1-Year Rate
GROUP A				
Regional Administrative Officer				
Fleet Manager		\$2,240.30		\$2,307.51
Building Systems Specialist				
GROUP B				
Senior Administrative Assistant				
Research Assistant				
Technology Assistant				
Job Evaluation Assistant	\$1,539.16	\$1,561.85	\$1,585.33	\$1,608.71
Health and Safety Assistant				
Senior Collective Agreement Analyst				
Senior Recording Administrative Assistant				
Facilities Coordinator		\$1,496.08		\$1,540.96
Bookkeeper	\$1,480.02	\$1,509.42	\$1,524.42	\$1,554.70
Administrative Assistant				
Collective Agreement Analyst	\$1,447.81	\$1,477.26	\$1,491.24	\$1,521.58
Office Administrator	\$1,426.43	\$1,455.85	\$1,469.22	\$1,499.53
Administrative Support Professional (1-clerical office)	\$1,410.62	\$1,440.08	\$1,452.94	\$1,483.28
Part-time Administrative Support Professional (1-clerical office)	\$47.02/hr	\$48.00/hr	\$48.43/hr	\$49.44/hr
Purchasing & Receiving Coordinator	\$1,408.70	\$1,438.10	\$1,450.96	\$1,481.24
Administrative Support Professional	\$1,387.77	\$1,417.14	\$1,429.41	\$1,459.65
Part-time Administrative Support Professional	\$46.25/hr	\$47.24/hr	\$47.64/hr	\$48.66/hr
Data Support Professional	\$1,365.87	\$1,395.31	\$1,406.86	\$1,437.17
Part-time Office Support Professional	\$44.77/hr	\$45.60/hr	\$46.11/hr	\$46.97/hr
Office Support Professional				
Receptionist/Office Support Professional	\$1,343.17	\$1,367.92	\$1,383.47	\$1,408.95
Machine Operator				
Maintenance/Stockroom Support				

APPENDIX "A" - SALARY SCHEDULE (cont'd)

WEEKLY RATES	January 1, 2024 (3%)		January 1, 2025 (2%)	
	Start Rate	1-Year Rate	Start Rate	1-Year Rate
GROUP A				
Regional Administrative Officer				
Fleet Manager		\$2,376.73		\$2,424.27
Building Systems Specialist				
GROUP B				
Senior Administrative Assistant				
Research Assistant				
Technology Assistant				
Job Evaluation Assistant	\$1,632.89	\$1,656.97	\$1,665.55	\$1,690.11
Health and Safety Assistant				
Senior Collective Agreement Analyst				
Senior Recording Administrative Assistant				
Facilities Coordinator		\$1,587.19		\$1,619.93
Bookkeeper	\$1,570.15	\$1,601.34	\$1,601.55	\$1,633.37
Administrative Assistant				
Collective Agreement Analyst	\$1,535.98	\$1,567.22	\$1,566.70	\$1,598.56
Office Administrator	\$1,513.30	\$1,544.52	\$1,543.57	\$1,575.41
Administrative Support Professional (1-clerical office)	\$1,496.52	\$1,527.78	\$1,526.45	\$1,558.34
Part-time Administrative Support Professional (1-clerical office)	\$49.89/hr	\$50.93/hr	\$50.89/hr	\$51.95/hr
Purchasing & Receiving Coordinator	\$1,494.49	\$1,525.68	\$1,524.38	\$1,556.19
Administrative Support Professional	\$1,472.29	\$1,503.44	\$1,501.74	\$1,533.51
Part-time Administrative Support Professional	\$49.07/hr	\$50.12/hr	\$50.05/hr	\$51.12/hr
Data Support Professional	\$1,449.07	\$1,480.29	\$1,478.05	\$1,509.90
Part-time Office Support Professional	\$47.49/hr	\$48.38/hr	\$48.43/hr	\$49.35/hr
Office Support Professional				
Receptionist/Office Support Professional	\$1,424.97	\$1,451.22	\$1,453.47	\$1,480.24
Machine Operator				
Maintenance/Stockroom Support				

APPENDIX "A" - SALARY SCHEDULE (cont'd)

ANNUAL RATES	January 1, 2022 (4%)		January 1, 2023 (3%)	
	Start Rate	1-Year Rate	Start Rate	1-Year Rate
GROUP A				
Regional Administrative Officer				
Fleet Manager		\$116,495		\$119,990
Building Systems Specialist				
GROUP B				
Senior Administrative Assistant				
Research Assistant				
Technology Assistant				
Job Evaluation Assistant	\$80,036	\$81,216	\$82,437	\$83,653
Health and Safety Assistant				
Senior Collective Agreement Analyst				
Senior Recording Administrative Assistant				
Facilities Coordinator		\$77,796		\$80,130
Bookkeeper	\$76,961	\$78,490	\$79,270	\$80,844
Administrative Assistant				
Collective Agreement Analyst	\$75,286	\$76,818	\$77,545	\$79,122
Office Administrator	\$74,174	\$75,704	\$76,400	\$77,975
Administrative Support Professional (1-clerical office)	\$73,352	\$74,884	\$75,553	\$77,131
Part-time Administrative Support Professional (1-clerical office)	\$47.02/hr	\$48.00/hr	\$48.43/hr	\$49.44/hr
Purchasing & Receiving Coordinator	\$73,252	\$74,781	\$75,450	\$77,025
Administrative Support Professional	\$72,164	\$73,691	\$74,329	\$75,902
Part-time Administrative Support Professional	\$46.25/hr	\$47.24/hr	\$47.64/hr	\$48.66/hr
Data Support Professional	\$71,026	\$72,556	\$73,157	\$74,733
Part-time Office Support Professional	\$44.77/hr	\$45.60/hr	\$46.11/hr	\$46.97/hr
Office Support Professional				
Receptionist/Office Support Professional	\$69,844	\$71,132	\$71,940	\$73,266
Machine Operator				
Maintenance/Stockroom Support				

APPENDIX "A" - SALARY SCHEDULE (cont'd)

ANNUAL RATES	January 1, 2024 (3%)		January 1, 2025 (2%)	
	Start Rate	1-Year Rate	Start Rate	1-Year Rate
GROUP A				
Regional Administrative Officer				
Fleet Manager		\$123,590		\$126,062
Building Systems Specialist				
GROUP B				
Senior Administrative Assistant				
Research Assistant				
Technology Assistant				
Job Evaluation Assistant	\$84,910	\$86,162	\$86,609	\$87,885
Health and Safety Assistant				
Senior Collective Agreement Analyst				
Senior Recording Administrative Assistant				
Facilities Coordinator		\$82,534		\$84,185
Bookkeeper	\$81,648	\$83,270	\$83,281	\$84,935
Administrative Assistant				
Collective Agreement Analyst	\$79,871	\$81,496	\$81,468	\$83,126
Office Administrator	\$78,692	\$80,314	\$80,265	\$81,921
Administrative Support Professional (1-clerical office)	\$77,819	\$79,445	\$79,376	\$81,034
Part-time Administrative Support Professional (1-clerical office)	\$49.89/hr	\$50.93/hr	\$50.89/hr	\$51.95/hr
Purchasing & Receiving Coordinator	\$77,713	\$79,336	\$79,268	\$80,922
Administrative Support Professional	\$76,559	\$78,179	\$78,090	\$79,743
Part-time Administrative Support Professional	\$49.07/hr	\$50.12/hr	\$50.05/hr	\$51.12/hr
Data Support Professional	\$75,352	\$76,975	\$76,859	\$78,515
Part-time Office Support Professional	\$47.49/hr	\$48.38/hr	\$48.43/hr	\$49.35/hr
Office Support Professional				
Receptionist/Office Support Professional	\$74,098	\$75,464	\$75,580	\$76,973
Machine Operator				
Maintenance/Stockroom Support				

APPENDIX "B" - CHRISTMAS/NEW YEAR'S SHUT-DOWN

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
23	24	25	26	27	28	29	30	31	1	2	3						
	23	24	25	26	27	28	29	30	31	1	2	3					
		23	24	25	26	27	28	29	30	31	1	2	3				
			23	24	25	26	27	28	29	30	31	1	2	3			
				23	24	25	26	27	28	29	30	31	1	2	3		
					23	24	25	26	27	28	29	30	31	1	2	3	
					22	23	24	25	26	27	28	29	30	31	1	2	3

APPENDIX "C" – SMARTPHONES - GROUP 'A'

Basic (no cost to CUPE) smartphones will be provided to Employees in Group 'A', Appendix "A". The devices will operate within the National mobility plan and shall remain the property of CUPE.

APPENDIX "D" - VDT'S - POLICY STATEMENT

The Employer recognizes the importance of taking precautions to ensure that the Employees who use visual display terminals (VDT's) in their work are protected from any risk to their health.

To achieve this objective, the Employer will recognize a Health and Safety Committee composed of equal representation from the Employer and Union.

The mandate of this Committee shall be to study and make recommendations respecting appropriate precautionary measures, environment, consultation with the Employees, eye care, ergonomics, machine maintenance, and the right to transfer (reassignment and retraining).

It is agreed that the Committee will develop its recommendations and such shall be submitted to the Union Executive and the National Executive Board of the Employer for implementation.

It is further agreed that sufficient evidence and concern exists to provide the following basic provisions in the interim:

- Employees working at a VDT shall have a ten-minute break away from the VDT in every hour worked at the terminal.

APPENDIX "E" - LETTER OF UNDERSTANDING - INDEXING

Pensions of all persons in receipt of pension benefits pursuant to the CUPE Employees' Pension Plan will be adjusted on an annual basis pursuant to the Pension Plan Text, as amended by the Settlers from time to time.

When and if the present C.P.P./Q.P.P. is adjusted as a base of the pension, joint discussions will be held to discuss possible impact on the application of indexing set out above.

The parties agree that the cost of ad hoc indexing shall be paid from the Pension Fund in accordance with Section 13.4 of the Pension Plan.

Employer contributions are determined pursuant to Section 4.5 of the Pension Plan.

APPENDIX "F" - CUPE NATIONAL CONVENTION AND REGIONAL MEETINGS

It was agreed that certain individuals from National Office are required to attend the National Convention and that staff from the location of the Convention will be utilized. The Employer will consider rotating opportunities where practicable so that people with the required skills can attend.

At each National Convention, two (2) members who have never had the opportunity to work at convention, one (1) from the National Office and one (1) from the regional/area office where the convention is being held, will be assigned to the Convention Office team. In this regard, a lack of working knowledge of the second official language shall not bar an otherwise qualified Employee.

It is agreed that COPE staff will be invited to join virtually all Regional Meetings held with the National Officers. It is understood that virtual attendance for all COPE staff will normally only be for the period of time that the officers are presenting, including the question-and-answer period.

APPENDIX “G” – LETTER OF UNDERSTANDING – HARASSMENT POLICY (ARTICLE 23.02)

1. CUPE and COPE Local 491 agree that the purpose of this letter of Understanding is to establish an expedited dispute resolution process for complaints made pursuant to Article 23.02 of the Collective Agreement. For the duration of the Letter of Understanding, this process is in lieu of the grievance procedure in Article 4.
2. An Employee who believes they have been the subject of harassment within the meaning of Article 23.02 has the choice to first endeavour to resolve the matter informally, with or without the assistance of COPE Local 491 as the Employee may wish, or formally lodge a complaint through COPE Local 491. If the matter is not resolved within ten (10) working days of being raised, COPE Local 491 shall inform the Managing Director of Human Resources prior to taking further action. The notice to the Managing Director of Human Resources shall include a description of the particulars and circumstances giving rise to the complaint. If the matter remains unresolved to the Employee’s satisfaction after the passage of fifteen (15) working days from the notice forwarded to the Managing Director of Human Resources, COPE Local 491 may make a complaint under paragraph #3 below.
3. A complaint under Article 23.02 shall be referred to expedited arbitration. A copy of the complaint will be given to the respondent person(s) and the CUPE Managing Director of Human Resources. The complaint shall describe the particulars and circumstances giving rise thereto, and the remedy sought.
4. Within fifteen (15) days of the receipt of the complaint, the matter shall be referred to expedited arbitration. Every effort shall be made to conclude the hearing within thirty (30) days, including, where necessary, the publication of an award.
5. The expedited arbitrator may, at their discretion, seek to mediate a resolution of the matter.
6. An award by the expedited arbitrator shall be final and binding. In making the binding award, the expedited arbitrator shall not amend or modify the Collective Agreement. However, in addition to the binding award, the expedited arbitrator may make non-binding recommendations which they consider appropriate in the circumstances.
7. Time limits may be extended by agreement between CUPE and COPE Local 491.
8. Fees and expenses of the expedited arbitration shall be shared equally by CUPE and COPE Local 491.

APPENDIX “H” – LETTER OF UNDERSTANDING – MOVING POLICY

(Re: Article 8.12 – Re: Moving Expenses)

1. Procedure

Where the Canadian Union of Public Employees assumes the cost of moving household effects or any portion thereof, the necessary arrangements will be made from the office of the National Secretary-Treasurer to have a moving company contact the Employee with a view to preparing an estimate of the cost and establishing the date of the move.

2. New Employees

- (a) New Employees coming from within the Canadian Union of Public Employees engaged to perform duties in an area other than their immediate home area, shall be allowed 100% of basic moving cost once such Employees have successfully completed their probationary period.
- (b) New Employees engaged from outside the Canadian Union of Public Employees to perform duties in an area other than their immediate home area, shall be allowed 50% of basic moving cost once such Employees have successfully completed their probationary period.

3. Voluntary Transfer

- (a) When a permanent Employee applies for and is granted a voluntary transfer to assume duties in another area, the Employer shall assume 100% of the basic moving cost of his/her household effects.
- (b) An Employee transferring laterally within 2 years of an appointment shall be responsible for all his/her moving expenses. The Employer may waive this section when it is to the Employer's advantage to do so.
- (c) Receipted incidental expenses to a maximum of \$450.00 shall be reimbursed for each voluntary lateral transfer. This is to cover such incidentals as replacement of drapes, curtains, rugs, or such equipment that cannot be moved at the time of the transfer. Such receipted expenses to be claimed directly to the office of the National Secretary- Treasurer.

4. Compulsory Transfer

When an Employee is required to move to another location on a compulsory basis because of the requirements of the operations, he/she shall be entitled to full payment of the cost of moving their household effects. In addition, they shall receive up to the sum of \$600.00 to cover other receipted costs arising as a result of moving. Such receipted expenses to be claimed directly to the office of the National Secretary-Treasurer.

APPENDIX “H” – LETTER OF UNDERSTANDING – MOVING POLICY (cont’d)

5. **Promotion**

An Employee promoted to a higher position requiring that they move to another location, shall have the full cost of moving their household effects paid, and shall also receive up to the sum of \$600.00 to cover other receipted costs arising as a result of moving. Such receipted expenses to be claimed directly to the office of the National Secretary-Treasurer.

6. **Moving during Probationary Period**

If an Employee moves their household effects before completion of the probationary period, and in the event they do not pass probation, the responsibility for moving his/her household effects back to his/her home base, or elsewhere, as well as the initial move under item 2, shall be that of the Employee.

7. **Financial Loss when Selling a Home**

When an Employee, on a compulsory transfer only, is involved in financial loss when selling a home, they should present proof of this loss to the Employer and the matter of compensation will be considered by the National Executive Board.

8. **Acquiring a New Home**

In an effort to assist an Employee on a transfer to acquire new accommodation, the Employer will pay for one trip to the new location for both the Employee and their spouse for house-hunting purposes.

The Canadian Union of Public Employees will reimburse the Employee involved, in such transfer, hotel accommodation, normal per diem, and meals for the spouse when properly receipted, for a maximum period of five (5) days.

9. **Living-Out Allowance/Expenses**

In order to assist an Employee who voluntarily transfers (or is promoted) with out-of-the-ordinary accommodation and meal expenses in the new location for an initial period of time, the following living-out allowance and expense policy will apply:

- (a) For the first thirty (30) days, payment of 100% of hotel room, single occupancy.
- (b) For the next thirty (30) days, payment of 50% of hotel room, single occupancy.
- (c) For the next thirty (30) days, a living-out allowance of one hundred dollars (\$100.00) per week will be reimbursed to the Employee.
- (d) In the event that the Employee decides to take up temporary accommodation other than a hotel room within the first 60 days (i.e. an apartment or a commercial rooming arrangement), the Employee will be reimbursed a proportionate amount of rent or lodging costs for the remainder of those 60 days. For example, if an Employee moves into an apartment at the 45-day mark, 50% of one-half of the first month's rent or lodging costs will be reimbursed.

APPENDIX “H” – LETTER OF UNDERSTANDING – MOVING POLICY (cont’d)

- (e) This accommodation allowance shall be terminated when the household effects have been moved to the new area, but in no event shall it be applicable in excess of the periods described herein.
- (f) In addition to the payment of the hotel room referred to in sub-section (a) of this article, the Employee shall be entitled to payment of the out-of-town per diem.
- (g) In addition to the payment of the hotel room referred to in sub-section (b) of this article, the Employee shall be entitled to payment of the in-town per diem and an additional twenty dollars (\$20.00).
- (h) In addition to the living-out allowance referred to in sub-sections (c) and of this article, the normal application of "Article 11.07 - Expense Allowance" shall apply.

For clarification purposes, no Employee shall receive more than one (1) per diem per twenty-four (24) hour period.

So as to provide an Employee an opportunity to locate permanent accommodation, there shall be an extension of one (1) day for each day spent out of town (where hotel accommodation was required or where the Employee spent the night with a friend or relative). A hotel receipt and/or proper explanation must accompany the Employee's statement of expenses.

10. Compulsory Transfer

In order to assist an Employee who is involved in a compulsory transfer with out-of-the-ordinary accommodation and meal expenses in the new location for an initial period of time, the following living-out allowance and expense policy will apply:

- (a) For the first thirty (30) days, payment of 100% of hotel room, single occupancy.
- (b) For the next thirty (30) days, payment of 50% of hotel room, single occupancy.
- (c) For the next thirty (30) days, a living-out allowance of one hundred dollars (\$100.00) per week will be reimbursed to the Employee.
- (d) In the event that permanent accommodation has not been obtained within the period specified in a), b), or c) namely ninety (90) days, a living-out allowance of \$75.00 per week will then go into effect. This allowance shall be terminated when the household effects have been moved to the new area, but in no event shall it be payable for a period exceeding three (3) months.
- (e) In the event that the Employee decides to take up temporary accommodation other than a hotel room within the first 60 days (i.e. an apartment or a commercial rooming arrangement), the Employee will be reimbursed a proportionate amount of rent or lodging costs for the remainder of those 60 days. For example, if an Employee moves into an apartment at the 45-day mark, 50% of one-half of the first month's rent or lodging costs will be reimbursed.

APPENDIX “H” – LETTER OF UNDERSTANDING – MOVING POLICY (cont’d)

- (f) This accommodation allowance shall be terminated when the household effects have been moved to the new area, but in no event shall it be applicable in excess of the periods described herein.
- (g) In addition to the payment of the hotel room referred to in sub-section (a) of this article, the Employee shall be entitled to payment of the out-of-town per diem.
- (h) In addition to the payment of the hotel room referred to in sub-section (b) of this article, the Employee shall be entitled to payment of the in-town per diem and an additional twenty dollars (\$20.00).
- (i) In addition to the living-out allowance referred to in sub-sections (c) and of this article, the normal application of "Article 11.07 - Expense Allowance" shall apply.

For clarification purposes, no Employee shall receive more than one (1) per diem per twenty-four (24) hour period.

So as to provide an Employee an opportunity to locate permanent accommodation, there shall be an extension of one (1) day for each day spent out of town (where hotel accommodation was required or where the Employee spent the night with a friend or relative). A hotel receipt and/or proper explanation must accompany the Employee's statement of expenses.

11. Basic Moving Cost

Basic moving costs shall mean the actual cost of moving household effects, including the cost involved in the packing and unpacking of such effects as glassware, plateware (china), lamps and lampshades, small kitchen appliances, stove, refrigerator, deep freeze, washer, dryer, glass table tops, mirrors, paintings and pictures, drapes, assorted breakable ornaments and knickknacks, beds, dressers, tables, preserves.

The Employer shall not be responsible for the cost incurred in packing and unpacking effects such as the following: blankets, sheets, towels, pillows and cushions, children's toys and games, miscellaneous linens, folded clothing, books, kitchen cupboard stock, i.e. canned goods, cereal, flour, etc., footwear, garden tools, automobile tools, etc.

The Employer will provide payment of the cost involved for proper insurance coverage for the goods being transferred.

The Employee shall also be responsible for the cost of moving such items as “family” car(s), boat(s), trailer(s), frozen food(s), etc.

APPENDIX "I" – LETTER OF UNDERSTANDING – FIRST DAY OUT-OF-TOWN INCIDENTAL EXPENSES GUIDELINE

The following is recommended as a guideline to be used when submitting first day out- of-town unreceipted expense claims.

1. Where a breakfast meal would normally be taken and it is not otherwise provided at the event attended: **\$20.00.**
2. Where a lunch meal would normally be taken and it is not otherwise provided at the event attended: **\$29.00.**
3. Where a supper meal would normally be taken and it is not otherwise provided at the event attended: **\$53.00.**

APPENDIX "J" - LETTER OF UNDERSTANDING - USE OF SURPLUS FOR BRIDGING

After funding the improvements in maximum pension and bridge benefits, the first priority for going concern actuarial surpluses, both current and future, will be to allocate them to the benefit of plan members until indexing at the rate of 100% of expected future CPI increases for the future lifetime of pensioners and active plan members in respect of their accrued service is fully funded.

In addition to the provisions set out herein above for the requirement for funding of indexation, the parties may agree in collective bargaining to make use of available current and future surplus in order to improve the bridge benefit.

Improvements in the base bridge is a joint objective. This may include offering a bridge up to the maximum bridge that is currently given to Employees who were active members of the plan prior to December 31, 1997.

APPENDIX "K" - LETTER OF UNDERSTANDING - BRIDGE BENEFIT

The parties agree that members actively contributing to the pension plan as of December 31, 1999 and not covered by the 1997 bridge and who retire between the date of ratification of this collective agreement and December 31, 2009 will be entitled to a top up of the new bridge up to no more than the maximum bridge benefit they would otherwise be entitled to under the old bridge.

APPENDIX "L" - LETTER OF UNDERSTANDING - PAY EQUITY

The Employer and the Union agree to the implementation of the Ontario Pay Equity Legislation.

Therefore, the parties agree to form a joint committee comprised of equal representation from the Unions (up to one (1) representative from each bargaining unit) and the Employer, to agree on a gender-neutral comparison system.

Committee members shall not lose wages or benefits as a result of time spent on Committee work during regular working hours. Where applicable, accommodations, transportation costs and per diem will be paid by the Employer as per the collective agreements.

APPENDIX "M" - LETTER OF UNDERSTANDING - PENSION FUND SOLVENCY

The parties agree that in the event that solvency deficiencies will require CUPE to make "special payments" into the pension fund, notwithstanding that surplus may exist on a going concern basis, these payments plus interest at the rates earned on the fund in each year, (net of investment expenses) shall not be used for the purpose of improving pension benefits, unless otherwise unanimously agreed by the parties, but rather shall be returned to CUPE in the form of reduced contributions, when the deficiencies have been eliminated. This will not be deemed to the taking of a voluntary contribution holiday pursuant to the terms of Appendix "Q".

APPENDIX "N" - LETTER OF UNDERSTANDING - WORK REINTEGRATION AND L.T.D. BENEFIT-RELATED ISSUES

The parties agree that a Joint Ad Hoc Committee composed of one (1) representative from CSU National Office Component, one (1) representative from COPE Local 491, one (1) representative from CSU and three (3) CUPE representatives review and make recommendations on work reintegration related issues and L.T.D. benefit-related issues, including the following:

- The completion/filing of L.T.D. claims;
- The reduction or cessation of benefits;
- Early intervention programs;
- L.T.D. advance payments including the recovery of advance payments where L.T.D. claims are not approved;
- Alternate methods to deal with income tax issues related to either the approval of L.T.D. benefits from Great West Life or the recovery of L.T.D. advances; and
- Work accommodation, work reintegration.

APPENDIX "O" - LETTER OF UNDERSTANDING - RE: USE OF COMPUTERS AND ELECTRONIC MAIL

Issues relating to the use of computers and electronic mail by COPE 491 members will be dealt with at Labour Management meetings.

APPENDIX "P" - LETTER OF UNDERSTANDING - WORK REINTEGRATION PROGRAM

CUPE and COPE Local 491 are jointly committed to facilitating the reintegration of Employees who have suffered a temporary disability/illness back into the workplace. As a result, the Employer and the Union will implement a work reintegration program to assist ill/disabled Employees in their return to work based on the reintegration needs of the returning Employee. It is understood that work reintegration will not normally exceed two (2) months.

Upon a request by an Employee to return to work with modified duties, as recommended, in detail, through the information provided by their personal physician or counselor with respect to their restriction(s), a representative of the Union, the Employee's Director (or designate), an Employer representative and the returning Employee, will meet within ten (10) days to review the reintegration needs of the Employee. These may include an orientation to changes in the workplace, training on any changes to the work that have occurred while the Employee was off and a gradual return to full-time duties.

APPENDIX "Q" - LETTER OF UNDERSTANDING - PENSION SURPLUS AND CEU PENSION TRUSTEES

1. Notwithstanding the voluntary recognition afforded to the CEU in the CSU, CSU National Office Component, COPE Local 491 collective agreements, the parties agree that this in itself does not recognize CEU as the successor to CSU National Office Component for the purposes of the Trust Agreement document.
2. The Employer agrees that it shall not voluntarily take a contribution holiday.

APPENDIX “R” - LETTER OF UNDERSTANDING - CRA MAXIMUM PENSION

Effective January 1, 2006 the lifetime pension maximum increased to the Canada Revenue Agency (CRA) maximum for all past and future service.

APPENDIX “S” - LETTER OF UNDERSTANDING - APPLICATION OF ARTICLE 19.04

The parties agree to the following for the purposes of clarifying the administration of Article 19.04, as amended in the Memorandum of Agreement signed by the parties on September 25, 2003.

The Pension Plan shall include a permanent bridge benefit equal to the maximum allowable under the legislation for all Employees who were active members of the pension plan as of December 31, 1997. The parties agree that only CUPE service will be considered in determining individual Employee bridge benefit entitlements for those eligible Employees who became active members of the pension plan after December 3, 1996.

Employees who were active members of the pension plan on or before December 3, 1996 shall continue to have all pensionable service including CUPE pensionable service and pensionable service transferred into the CUPE Pension Plan considered in determining individual Employee bridge benefit entitlements.

APPENDIX “T” - LETTER OF UNDERSTANDING - ARTICLE 19.06 - LONG-TERM DISABILITY

**REQUEST FOR
E.I. SICK LEAVE SUB-PAYMENTS**

This is to confirm that I have submitted a claim for Long-Term Disability benefits.

This will also confirm that I have submitted an application for E.I. Sick Leave Benefits which has been approved as per the attached.

I am hereby requesting access to the E.I. Sick Leave Sub-Plan pursuant to Article 19.06.

By signing this form, I commit myself to the following terms:

- Upon approval of my claim, I authorize Canada Life to reimburse CUPE the total amount of sub-plan benefits I received from CUPE.

NAME (Please print): _____

SIGNATURE: _____ DATE: _____

WITNESS: _____

Note: If this form is not received, sub-payments will not be issued.

APPENDIX “U” - LETTER OF UNDERSTANDING – PENSION PROPOSAL

1. Effective January 1, 2012, CUPE and the pension plan members will each increase their contributions to the plan by 1.2% of pensionable earnings. Adjust the LTD benefit by 1.2%.
2. COPE will support an application and arrangements to exclude or exempt the pension plan from the solvency funding requirements.
3. The parties agree to request through the co-chairs of the JBT, that the JBT provide all necessary financial resources for settlors to prepare and process an application for solvency exemption.
4. If the parties are successful in achieving exclusion or exemption from solvency funding requirements, the pension plan text will be amended to recognize indexing payable effective January 1st, 2012 of the % of the previous year's CPI increase, where the % is as determined through calculations performed by the CEPP actuary for the Joint Board of Trustees (JBT) and if approved by the JBT as being sustainable for the future lifetime of all existing retirees and active plan members in respect of their accrued service based on the balance of the going concern surplus after financing of the costs related to the current pension benefits.
5. The parties agree to meet, with appropriate professional assistance, to discuss possible pension plan design changes related to indexing.
6. In the event of plan windup, the pension benefit would be subject to the funding position of the plan. CUPE further agrees to top up any pension benefit deficiency from assets outside of the CEPP, to the extent permissible by all relevant statutes.
7. The following provisions of the March 2007 Memorandum of Agreement will be renewed, however, for clarity, will terminate upon receipt of confirmation of solvency exemption from the Financial Services Commission of Ontario (FSCO):

Pension Funding Issues and Actuarial Valuations

The parties agree that the proper funding of the plan is in the interests of all plan members and the parties.

The parties agree to monitor the funding status of the plan and if necessary recommend changes in actuarial assumptions; and should the plan not be properly funded, the parties will meet to negotiate a resolution to the funding problems, which will include the following: the application of Appendix “M”; increases in employer and Employee contributions; benefit adjustments, excluding the lifetime pension. One or a combination of the foregoing will be implemented to ensure proper funding of the Plan.

8. A one time payment in 2014 and 2015 shall be paid from the CUPE Pension Plan surplus to provide for a minimum annual CUPE Pension Plan Benefit of \$15,000 to retirees whose annual CUPE Pension Plan Benefits are less than \$15,000. The above notwithstanding such payments shall be made only to those retirees who received a similar payment in 1999.

APPENDIX “U” - LETTER OF UNDERSTANDING – PENSION PROPOSAL (cont’d)

Solvency Deficiency

CUPE, CSU and COPE 491 will meet as necessary during the operation of this Agreement with actuarial and legal services, as required, to identify potential approaches to mitigate or eliminate solvency funding requirements for CEPP so as to facilitate restoration of pension indexing.

The CEPP Joint Board of Trustees will be asked to have their actuary and legal counsel, as appropriate, participate in this process.

Each party will bear their respective costs of this process, except to the extent that the Joint Board of Trustees agrees that some or all the costs be paid from the CEPP Pension Fund.

APPENDIX “V” - LETTER OF UNDERSTANDING – EMPLOYEE ASSISTANCE PROGRAM (EAP)

CUPE has provided an EAP to current and retired staff since 1980. The Parties agree that ensuring a sustainable EAP is in the best interest of CUPE, current Employees, and retirees.

As a result, the Parties agree that during the life of the Collective Agreement, they will meet to discuss the viability and sustainability of the program.

APPENDIX “W” - LETTER OF UNDERSTANDING – SAFE WORKING SPACES

The Parties agree to meet and discuss the intersection of the safe working spaces project and expectations on staffing.

APPENDIX “X” - LETTER OF UNDERSTANDING – COPE/CUPE EMPLOYMENT EQUITY COMMITTEE

The Employer and COPE recognize and uphold the inherent dignity, worth and rights of each individual. The Parties undertake to pursue equality, freedom from adverse discrimination and harassment, and to pursue the removal of all barriers to equal opportunity. It is the intention of CUPE and COPE to work cooperatively to achieve these goals.

The Parties agree to cooperate in formulating and implementing a program designed to ensure employment equity and to ensure that CUPE staff are representative of the CUPE membership and the community in which they work. The work of the CUPE National Joint Employment Equity Committee shall be used to guide the work in all regions.

The objectives of the program are the following, but not limited to:

1. Ensure that current and future employment systems are non-discriminatory, that there is equal opportunity in all aspects of employment by eliminating discrimination and racism, whether intentional or unintentional;
2. Ensure that all future recruitment and hiring will work to achieve employment equity of the following designated groups within CUPE staff:
 - (a) Persons with Disabilities
 - (b) Indigenous (First Nations, Metis and/or Inuit)
 - (c) Black and Racialized
 - (d) 2SLGBTQ+, and
 - (e) Women
3. Develop regional strategies with Directors to enhance the recruitment, appointment and retention of persons from employment equity groups;
4. Prepare CUPE as an organization for the increasing representation of persons from employment equity groups into CUPE staff positions;
5. Terms of Reference for the committee will be established. Union representatives shall suffer no loss in pay while attending to the work of this committee.

The committee may wish to utilize or consult experts as needed and the cost will be paid by CUPE.

The committee shall meet within six (6) months of ratification of the Collective Agreement and at least three (3) months thereafter.

APPENDIX “Y” - LETTER OF UNDERSTANDING – PILOT HYBRID WORKING ARRANGEMENT (HWA)

The Parties agree that within six (6) weeks of ratification of the renewal Collective Agreement, subject to the terms below, they shall begin a pilot project. The Regional Director shall determine which area office(s) and which Employee(s) are covered by this Letter of Understanding and the HWA shall adhere to the parameters outlined below.

In the event there is a conflict between this Letter of Understanding and the Collective Agreement, this Letter of Understanding shall prevail.

This Letter of Understanding will expire the earlier of mutual agreement to cease the pilot project or December 31, 2023 unless the Parties agree to extend the pilot project. Before conclusion of the pilot project, the Parties will meet to evaluate and make recommendations.

Parameters for the HWA:

1. Upon request by the Employee, the Director may approve a Hybrid Working Arrangement schedule which provides that an Employee shall spend no less than 50% of their work time at the office and the remainder of their time shall be worked at their home in any given two (2) week schedule as follows:
 - (a) The Employees work at the office a minimum of three (3) days one week and a minimum of two (2) days the subsequent week within the same pay period. On the alternate days, the Employee shall work from their home.
 - (b) The minimum scheduled days in the office shall be fixed. One week shall comprise of Monday, Wednesday, and Friday and the next will be Tuesday and Thursday.
 - (c) On the week that the Employee does not work on Friday Afternoon due to their compressed schedule, their HWA schedule shall be Tuesday and Thursday in the office that week.
 - (d) The purpose of maintaining a fixed day schedule is to ensure that other CUPE staff and visitors are aware of the days the Employees will be in the office.
 - (e) The Director may consider alternative fixed days.
 - (f) The Director may request that the number of scheduled days in the office be increased to allow for operational demands.
 - (g) If the Director determines that an increase of scheduled days in the office is needed, sufficient notice shall be given.
 - (h) If the number of scheduled days in the office increases in any particular week, the minimum number of scheduled days in the other week will not decrease (i.e., no trading of days in the office).

APPENDIX “Y” - LETTER OF UNDERSTANDING – Pilot Hybrid Working Arrangement (HWA) (cont’d)

2. The Director will decide which staff are not able to participate in the HWA due to the nature of their work.
3. The following Employees shall not be allowed to participate in the HWA:
 - (a) Employees on probation (the Director may waive if the Employee already was barred as a temp as per (d) below.
 - (b) Employees on a trial period
 - (c) Employees who are involved in a performance management plan, or
 - (d) Temporary Employees with less than six (6) months of service
4. Employees may voluntarily opt out of the HWA and work full-time in the office.
5. If an Employee chooses to participate in the HWA and then further chooses to only work from the office, they may opt out of the HWA but they are not allowed to opt back in during the term of this pilot project.
6. CUPE will not be required to purchase or provide remuneration for any additional office equipment or space required for a home office.
7. Employees will be responsible for ensuring that their internet access at home is appropriate to deal with the work required. CUPE shall not be responsible for the cost of the home internet.
8. Employees will ensure that the workstation at home is safe.
9. CUPE reserves the right, prior to approval of a HWA request by any Employee to ensure that their home office meets the standards required under health and safety protocols.
10. For those staff who work a HWA, they shall receive a proportional decrease in their transportation allowance as provided for in Article 11.08.

APPENDIX “Z” - LETTER OF UNDERSTANDING – JOB TITLE/JOB POSTING COMMITTEE

The Parties agree to a joint ad hoc committee comprised of two (2) representatives from COPE Local 491, two (2) representatives from CUPE, and an appropriate professional resource, to review and make recommendations on:

Part 1: Job Titles

Part 2: Revised job postings/job descriptions that reflect the current duties, responsibilities and qualifications of the different positions/classifications currently encumbered by Employees across the country, including but not limited to clerk-typist and secretary positions. This committee will undertake to complete this work within a reasonable period and shall commence this work as soon as reasonably possible but no later than 120 calendar days after ratification.

APPENDIX “AA” - LETTER OF UNDERSTANDING – ANTI-RACISM, ANTI-OPPRESSION TRAINING, AND ANTI-HARASSMENT /ANTI-DISCRIMINATION TRAINING

The Employer agrees to provide mandatory annual anti-racism, anti-oppression, and anti-harassment/anti-discrimination training. Newly hired Employees will receive anti-racism and anti-oppression training. The training will be facilitated by an expert in the area and the Employer agrees to pay for the cost of the training. Such training shall include, but is not limited to, anti-racism, anti-oppression, and anti-harassment/anti-discrimination.