

Collective Agreement

between

Interlake-Eastern Regional Health Authority

and

Manitoba Government and General Employees' Union

Community Support (CS)

Interlake-Eastern Local 405

April 1, 2017 to March 31, 2024

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*All changes are in **bold**.

This Agreement made this 22 day of August 2022.

between

Interlake-Eastern Regional Health Authority

(hereinafter referred to as the “Employer”)

of the first part

and

Manitoba Government and General Employees’ Union

(hereinafter referred to as the “Union”)

of the second part.

Preamble

WHEREAS it is the desire of both parties to this Agreement to maintain harmonious relations between the Employers and **their** employees, to recognize the mutual value of joint discussion and negotiations in matters pertaining to working conditions, hours of work and scales of wages paid, to encourage efficiency of operations and to promote the morale, well-being, security and efficiency of all the employees covered by the terms of this Agreement, and further that the Union recognizes that the Employer’s first consideration is to the welfare of its patients/residents/**clients**.

AND WHEREAS it is the desire of both parties that these matters be drawn up in an agreement,

NOW THEREFORE, this Agreement witnesseth

that the parties hereto in consideration of mutual covenants hereinafter contained, agree each with the other as follows:

Article 1 Scope of Recognition

1:01 The Employers **within the Interlake-Eastern Health Region Employer Organization** recognize the Union as the sole and exclusive bargaining agent for employees in classifications included in the bargaining unit **defined in Certificate HSBURA-0016**, or as may be granted voluntary recognition by the Employer and identified in the **Salary Schedule**.

1:02 Persons whose jobs are not classified within the bargaining unit shall not work on jobs on a regular and recurring basis which have been determined as being within the bargaining unit except where it has been mutually agreed upon by both parties or in the case of training or emergency.

Effective August 22, 2022, the parties agree that classification(s) slotted as per HSBURA whose duties fall under both Community Support and Facility Support Collective Agreements shall be deemed to have received mutual agreement as being within the scope of each bargaining unit.

Article 2 Management Rights

2:01 The Union recognizes the sole right of the Employer(s), unless otherwise provided in this **Collective Agreement**, to exercise its function of management under which it shall have among others, the right to maintain efficiency and quality of patient/resident/**client** care; the right to direct the work of its employees; the right to hire, classify, assign to positions and promote; the right to determine job content; the right to demote, discipline, suspend, layoff, and discharge for just cause; the right to make, alter, and enforce rules and regulations in a manner that is fair and consistent with the terms of this **Collective Agreement**.

2:02 In administering the Collective Agreement, the Employer agrees to acknowledge employee's rights, act reasonably, fairly, in good faith, and in a manner consistent with the terms and conditions of the Collective Agreement as a whole.

2:03 Emergency, Disaster, and Fire Plans

In any emergency or disaster declared by the Employer, including but not limited to a major health alert or pandemic occurrence, employees are required to perform duties as assigned notwithstanding any contrary provision in the Collective Agreement.

Compensation for unusual working conditions related to such emergency or disaster will be provided in accordance with the Collective Agreement.

Where overtime is worked by reason of a disaster plan exercise or fire drill, overtime will be paid in accordance with Article 14 - Overtime.

In the event such declarations of an emergency, disaster, or issuance of a major health alert, notification will be provided to the MGEU Local President and Staff Representative as soon as practicable.

Article 3 Definitions

3:01 “Base Location” shall mean the location identified by the Employer in an employee’s letter of offer, to be where an employee is based out of for the purpose of service delivery.

3:02 “Basic Pay” shall mean the rates of pay shown in the Salary Schedule.

3:03 “Biweekly Period” shall mean the two (2) weeks constituting a pay period.

3:04 “Concurrent Employment” shall mean an employee who holds more than one (1) position with the same Employer.

3:05 Effective August 22, 2022, “Continuous Service” shall mean the period of time since an employee last became a full-time or part-time employee in a permanent or term position for purposes of calculating all entitlements pursuant to this Collective Agreement including, but not limited to, vacation, bonus vacation, and qualifications for pre-retirement leave and “Length of Service” shall have a similar meaning.

Conversion from full-time or part-time status to casual status shall be considered a break in service. No period of casual employment or prior full-time or part-time employment in a permanent or term position shall be included in an employee's length of service even when a casual employee subsequently becomes a full-time or part-time employee, except as provided for in Article 9:08(k).

- 3:06 "Demotion" shall mean a change from one (1) **classification** to another **classification** with a lower maximum rate of pay.
- 3:07 "Employee" is a person employed by the Employer and covered by this **Collective Agreement**.
- 3:08 "Employer" shall mean the **legal entity with whom the employee is employed as listed in Schedule "B"**.
- 3:09 The "Employment Status" of an employee shall be:
- (a) A "Full-time" employee is one who regularly works the hours specified in Article 12:01.
 - (b) A "Part-time" employee is one who regularly works less than full-time hours, specified in Article 12:01, but not less than the daily hours per day in a biweekly period.
 - (c) A "Casual" employee is as defined in Article 34.
- 3:10 "Layoff" shall mean the temporary or permanent removal of an employee from active employment status as a result of an employment security notice issued in accordance with Article 10.
- 3:11 "Promotion" shall mean a change from one (1) **classification** to another **classification** with a higher maximum rate of pay.

- 3:12 Shifts will be named as follows:
- (a) **“Night Shift”** means a shift commencing at or about 2330 hours. Night shift shall be considered as the first shift of each calendar day.
 - (b) **“Day Shift”** means a shift commencing at or about 0730 hours.
 - (c) **“Evening Shift”** means a shift commencing at or about 1530 hours.
- 3:13 **“Site”** shall mean the facility/**program** where the employee is employed within an **Employers Organization** as listed in Schedule “B”.
- 3:14 **“Transfer”** shall mean a change from one (1) position to another position with the same **maximum rate of pay in the Salary Schedule**.
- 3:15 The term **“Union”** shall mean the Manitoba Government and General Employees’ Union.
- 3:16 **“Weekend”** shall mean the period starting on or about 2330 hours on the Friday to 2330 hours on the immediate following Sunday.
- 3:17 **“Worksite”** shall mean the location, as determined by the Employer, to be where the employee is assigned to perform work for the purpose of service delivery.
- 3:18 The provisions of this Collective Agreement are intended to be gender neutral and gender inclusive. A word used in the singular applies also in the plural, unless the context otherwise requires.
- 3:19 **Applicable to Home Care Attendants and Mental Health Proctors Only:**
- (a) **“Anticipated Daily Hours of Work”** means the number of hours that the Employer has committed to scheduling the employee on a particular day as part of the EFT position that the employee was awarded.

- (b) The “Available Work Period” means a regular reoccurring period of availability in which work is scheduled, defined daily as the “Normal Daily Hours of Work” plus:
- An extra thirty (30) minutes of availability beyond the unpaid meal break for those paid eight (8) hours.
 - An extra forty-five (45) minutes of availability beyond the unpaid meal break for those paid five (5) to seven and one-half (7.50) hours.
 - An extra sixty (60) minutes of availability for those paid three (3) to four and one-half (4.50) hours.
- (i) Where the Employer is already scheduling client assignments consecutively, the Employer will continue to schedule as consecutively as possible, in accordance with (ii) below.
- (ii) Client assignments will be scheduled consecutively, unless client needs or the need to provide services necessitates an assigned task being completed at a specific period of time.
- (iii) Where an unscheduled period is necessary in the consecutive scheduling of assignments, that is due to client specific needs or the need to provide services as referenced in (ii) above, said unscheduled period will be no less than fifteen (15) minutes in length.
- (iv) Where an unscheduled period is schedule as referenced in (iii) above, the unscheduled period will be unpaid and will be considered part of the available work period for that day.
- (v) Where an unscheduled period is scheduled as referenced in (iii) above, but is less than fifteen (15) minutes in length, the unscheduled period shall be considered to be part of the client assignments and the unscheduled period of less than fifteen (15) minutes will be paid and treated as time worked.

- (vi) Where legitimate unforeseen circumstances arise that necessitate the employee work beyond their scheduled hours, without an opportunity to obtain prior authorization, the employee shall document same on their time sheet to substantiate the reason for the additional work. Payment for the additional work, at the appropriate rate of pay, shall not be unreasonably denied.
- (c) “Client Assignment” means the specific clients, tasks, and assigned time periods that have been given to the employee to complete during their anticipated daily hours of work.
- (d) “EFT Position” means a full-time or part-time position with a regular reoccurring guaranteed amount of hours within a biweekly pay period.
- (e) “Normal Daily Scheduled Hours” means the daily hours within the available work period associated with the EFT requirement.

Article 4 Union Security and Dues Check-off

- 4:01** The Employer agrees to deduct the amount of monthly dues as determined by the Union from all earnings negotiated under the terms of the Collective Agreement and includes regular wages, overtime, shift and call out premiums, retroactive pay, sick leave, vacation pay, and any or all other forms of income from each and every employee covered by this **Collective** Agreement. The Employer also agrees to deduct from each and every employee covered by this **Collective** Agreement the amount of any general assessment levied by the Union, with the proviso that such an assessment shall be limited to one (1) per calendar year, and that such assessment formula can be operated through the Employer’s present payroll system.
- 4:02** (a) The Employer will remit to the Union monthly, any monies deducted with a list of employees and casual employees from whom deductions have been made.

The Employer shall also provide the following data to the Union at the time of remission of union dues: employee's bargaining unit, classification, employee number, work location, and home address, the employee's address shall be excepted only when an employee has expressly instructed the Employer in writing that due to security concerns personal information should not be disclosed to any third party.

- (b) This information may only be used by the Union for the purpose of communicating with its members.
- (c) The Union commits to have in place reasonable administrative and physical safeguards to ensure the confidentiality and security of this information in accordance with FIPPA.

- 4:03**
- (a) The Union shall notify the Employer in writing of any changes in the amount of dues **or general assessment referenced in Article 4:01** at least one (1) month in advance prior to the effective date of such change.
 - (b) **Subject to notice being served in accordance with Article 27:01(c) or (d), in the event of a strike or lockout the Union shall notify the Employer in writing of any increase or decrease to the percentage rate of dues to be deducted at least two (2) weeks in advance. Similar notice shall be provided in writing by the Union at the conclusion of a strike or lockout to reinstate the percentage rate in place immediately prior to the original notice being served. Changes to the percentage rate of dues deducted will be implemented by the Employer at the commencement of the first pay period following the completion of the two (2) weeks' notice.**

- 4:04** In consideration of the foregoing **Articles**, the Union shall hold the Employer harmless with respect to all dues **and general assessments** so deducted and remitted and with respect to any liability which the Employer may incur as a result of such deductions.

- 4:05** The Employer shall include the amount of Union dues paid by each employee during the relevant year on the Income Tax T4 slips.
- 4:06** All new employees shall, as a condition of employment, become and remain members in good standing in the Union as of the date of hire.
- The Union will provide the Employer with Union membership application forms. The Employer shall distribute said application forms within its employment process and advise new employees that they must be a member of the Union to work in the **Employer Organization**. The new employee will be directed to fill out the form and give it to the Union's designated **representative** at the site.
- 4:07** The Union representative or designate shall have up to fifteen (15) minutes either at a time mutually agreeable with the Employer, or up to thirty (30) minutes at the facility orientation sessions, to acquaint new employees falling within the scope of this **Collective** Agreement with the fact that a Collective Agreement is in effect and to indicate the general conditions and obligations as they relate to employees.

Article 5 Technological Change

- 5:01** Technological change shall mean the introduction by an Employer into **their** work, undertaking or business of equipment or material of a different nature or kind than that previously used by **them** in the operation of the work, undertaking or business, and a change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material.

In the event of a technological change which will displace or affect the classification of employees in the bargaining unit:

- (a) The Employer shall notify the Union at least one hundred twenty (120) days before the introduction of any technological change, with a detailed description of the project it intends to carry out, disclosing all foreseeable effects and repercussions on employees.

- (b) Negotiations on the effects of the technological change will take place not later than ninety (90) days prior to the intended date of implementation.
- (c) If the Union and the Employer fail to agree upon measures to protect the employees from any adverse effects, the matter may be referred by either party to arbitration as provided for under the terms of this **Collective** Agreement.

5:02 An employee who is displaced from **their** job as a result of technological change shall be given the opportunity to fill any vacancy within the sites comprising the **Employer** for which **they have** seniority and for which **they have** the qualifications and ability to perform. If there is no suitable vacancy, **they** shall have the right to displace any employee with less seniority in accordance within the layoff procedures specified in this **Collective** Agreement.

- 5:03**
- (a) Where new or greater skills are required than are already possessed by affected employees under the present methods of operations as a result of the technological change, the Employer agrees that employees shall be trained on the new equipment or new methods of operation, and said training shall be provided and paid for by the Employer during normal working hours if possible. In addition, at the option of the Employer, the employee may be trained in a new area in respect of which there is a demand within the facility for individuals possessing such skills. A reasonable training period (not to exceed twelve [12] months) will be provided by the Employer. During the above training periods the employees shall be paid at their current rate of pay.
 - (b) The Employer agrees that where two (2) or more employees require training in (a) above, first consideration shall be given to the employee with the most seniority.

Article 6 Grievance Procedure

6:01 A grievance shall be defined as any dispute **between the Employer and an employee or group of employees, or the Union** arising out of interpretation, application, or alleged violation of the **Collective** Agreement.

Where a grievance is filed by the Employer, the process contained in Articles 6:05, 6:06, and 6:07 shall apply *mutatis mutandis*.

6:02 An earnest effort shall be made to settle grievances fairly and equitably in the following manner, however nothing in this **Collective** Agreement shall preclude the Employer and the Union from mutually agreeing to settle a dispute by any means other than those described in the following grievance procedures without prejudice to their respective positions.

6:03 Union representatives at the site, upon request to their immediate supervisor and subject to operational requirements, shall be granted necessary time off with pay to meet with the Employer for the purpose of processing grievances subject to a maximum cost to the Employer of maintaining salaries of two (2) employees, or more employees so engaged if mutually agreed upon. Such permission shall not be unreasonably **sought or** withheld.

6:04 **Discussion Stage**

Within ten (10) calendar days of the occurrence of the grievance, the employee shall attempt to resolve the dispute with **their** immediate supervisor who is outside the bargaining unit.

6:05 **Step One**

If the **dispute** is **raised** but not resolved within ten (10) calendar days from the time **it** was first discussed with the supervisor, the Union representative may, within the ensuing ten (10) calendar days, submit the grievance in writing to the **Human Resources Consultant** or designate at the site.

6:06 **Step Two**

Failing settlement of the grievance within ten (10) calendar days after submission under Article 6:05, the Union may within the ensuing ten (10)

calendar days, submit the grievance in writing to the **Human Resources Manager of Labour Relations** or designated Administrative Officer for the **Employer**.

- 6:07** The foregoing time limits may be extended by written mutual agreement between the Employer and the Union.
- 6:08** An employee may choose to be accompanied by a Union representative at **the discussion** stage of the grievance procedure, **and will be accompanied by a Union representative for Steps One and Two**.
- 6:09** Policy grievances, **group grievances**, and grievances filed as a result of dismissal, suspension, or demotion shall be submitted at Step Two.
- 6:10** **For purposes of determining the time limits in the foregoing procedure, Saturdays, Sundays, and general holidays in accordance with Article 15 are excluded.**

Article 7 Arbitration Procedure

- 7:01** Failing settlement of the grievance within ten (10) calendar days after submission under Article 6:06, either party may refer the matter to arbitration by serving written notice to the other party within the ensuing thirty (30) calendar days.
- 7:02** A referral for arbitration shall be made in writing by either party, addressed to the other party to this **Collective** Agreement, within the time defined in Article 7:01. The referral for arbitration shall contain the names of three (3) proposed sole arbitrators. The other party shall, within seven (7) days of receipt of such notice, notify the party who referred the matter to arbitration of the acceptance of one (1) of the arbitrators named or propose others.

If the parties are unable to agree on an arbitrator to hear and determine the matter, the labour board shall, on the request of either party, appoint an arbitrator to hear and determine the matter.

- 7:03** The sole arbitrator shall not be empowered to make any decision inconsistent with the provisions of this **Collective** Agreement, or to modify or amend any portion of this **Collective** Agreement.
- 7:04** The **sole arbitrator** shall determine **their** own procedures, but shall provide full opportunity to all parties to present evidence and make representations.
- 7:05** The decision of the **sole arbitrator** shall be final and binding and enforceable on all parties.
- 7:06** **Clarification on Decision**
 Within ten (10) calendar days following receipt of the award, should the parties disagree as to the meaning of the decision of the **sole arbitrator**, either party may apply to the **sole arbitrator** to reconvene. Within ten (10) calendar days the **sole arbitrator** shall reconvene to clarify the decision.
- 7:07** Each party shall pay one-half ($\frac{1}{2}$) the fees and expenses of the **sole Arbitrator**.
- 7:08** Nothing in this Collective Agreement shall preclude settlement of a grievance by mutual agreement in any manner whatsoever.
- 7:09** **Employees who are subpoenaed (*subpoena ad testificandum* or *subpoena duces tecum*) to appear at an arbitration hearing related to this Collective Agreement shall be given necessary time off work. The party which called the employee (either the Employer or MGEU as the case may be) shall be responsible for compensating the employee for any salary and benefits which would otherwise be lost.**
- 7:10** The foregoing time limits may be extended by written mutual agreement between the Employer and the Union.

Article 8 Seniority

- 8:01** Seniority shall mean the total of all hours paid at the employee's **basic** rate of pay from the time the employee last entered the **full-time or part-time** service of the Employer in the **Community** Support Bargaining Unit.

8:02 In order to be eligible for a vacant position, an employee must first possess the qualifications prescribed by the Employer for the position concerned, a satisfactory employment record, and meet the physical requirements of the position in question. Where more than one (1) employee possesses the above selection criteria, the vacancy selection shall be based upon **the following order as at date of posting:**

- (a) Seniority among applicants **who hold an EFT** from the site where the vacancy occurs; failing that:
- (b) Where no employee within the site where the vacancy occurs has applied or is qualified for the position, the selection will be based upon seniority among the applicants **who hold an EFT** from other sites comprising the **Employer**.

For Community Programs Only

- (a) **The selection of employees for vacant or new positions shall be made within the applicable community office* on the basis of qualifications** and work performance. Where all factors are relatively equal, seniority shall be the determining factor.**
- (b) **First consideration for filling vacancies or new positions shall be from among EFT employees in the applicable community area office; thereafter, consideration shall be given as follows:**
 - (i) **Casual employees from within the community area office.**
 - (ii) **EFT employees from outside the community area office.**
 - (iii) **Casual employees from outside the community area office.**
- (c) **First consideration for filling vacancies or new positions shall be given to persons on the re-employment list. Thereafter, consideration shall be given to qualified internal candidates.**

***Region specific.**

****It is acknowledged that qualifications may include gender and transportation requirements.**

8:03 Seniority will determine the level of benefit entitlement of such benefits as vacation. Actual entitlement in any calendar year of benefits such as vacation and income protection is based strictly on regular paid hours including any period of:

- (a) Paid leave of absence.
- (b) Paid income protection.
- (c) Unpaid leave of absence up to four (4) weeks. In the event that the unpaid leave is in excess of four (4) weeks, accrual of benefits ceases effective at the commencement of such leave.
- (d) Workers Compensation up to two (2) years in that appropriate time period.

8:04 Seniority will terminate if an employee:

- (a) Resigns.
- (b) Is discharged for just cause and not reinstated under the grievance or arbitration procedure.
- (c) Is laid off and fails to report for duty as instructed as per Article 10:09.
- (d) Is laid off for more than twenty-four (24) months.
- (e) Fails to report for work as scheduled at the end of an approved leave of absence, suspension, or vacation, without an explanation satisfactory to the Employer.
- (f) Is promoted or transferred out of the bargaining unit and has completed the trial period in the new position.
- (g) Is absent **without approved leave** and does not provide the Employer with an acceptable explanation.

8:05 Seniority will continue to accrue if an employee:

- (a) Is on any period of paid leave of absence.
- (b) Is on any period of paid income protection.
- (c) Is on any period of paid vacation.
- (d) Is on any period of unpaid leave of absence up to four (4) consecutive weeks; except those referenced in **Article 8:05(e)** below.
- (e) Is on an unpaid leave of absence due to injury or illness which may be compensable by Workers Compensation, MPI, or D&R for a period of up to two (2) years from the date of the first absence from work related to the injury or illness.
- (f) Is on parenting leave.
- (g) Is assigned to temporarily relieve or replace an employee in an out of scope position.
- (h) Is on an educational leave of absence up to two (2) years.
- (i) Paid time in accordance with the Manitoba Home Care Employees Benefit program.**

8:06 Seniority will be retained but will not accrue if an employee:

- (a) Is on any unpaid leave of absence in excess of four (4) consecutive weeks; except those referenced in Article 8:06(b).
- (b) Is on an unpaid leave of absence due to injury or illness which may be compensable by Workers Compensation, MPI, or D&R for a period of more than two (2) years from the date of the first absence from work related to the injury or illness.
- (c) Is laid off for less than twenty-four (24) months.
- (d) Is on the trial period of an out of scope position;

- (e) Is in a term in an out of scope position;
- (f) Is on an educational leave of absence in excess of two (2) years.

- 8:07** (a) A seniority roster of all employees indicating the total seniority hours since the date of entry into the service of the Employer, in the **Community Support Bargaining Unit**, shall be prepared by the Employer at an effective date of the end date of the last pay period of the calendar year.

This roster will be posted on the employees' bulletin boards no later than February 1 of each year. This roster shall be open for correction for a period of twenty (20) calendar days from the date of the initial posting, on presentation of proof of error by an employee or the Union representative. At the expiration of the twenty (20) days, the above seniority list, as corrected within such twenty (20) days, shall be considered to be the accurate list and shall not be subject to further changes until the next posting.

- (b) Upon confirmation of the accurate seniority list, a site specific seniority roster will be posted within each site comprising the **Employer** in addition to the **Employer** seniority roster as noted above.
- (c) A current seniority list shall be distributed, upon written request, to the local/site Union representative on a quarterly basis.

Article 9 Recruitment and Selection

- 9:01** (a) Vacant positions which fall within the scope of this **Collective Agreement** shall be posted on the same date within all sites which comprise the **Employer** for a period of at least seven (7) calendar days. Such postings shall be numbered, include position number where applicable, state required qualifications, current location and shift, hours of work, and wage rate. A copy of each posting shall be given to the Union Local President at the time of posting. The Union shall, upon request, be informed in writing of the names and seniority of the

applicants. When a position becomes vacant, and the Employer chooses not to fill the vacancy, the Employer shall notify the Union. The Union shall be informed in writing of the name of the successful applicant.

The Employer will provide the Union with a list of names and work locations of all new hires and terminations by the fifteenth day of each month for the former month.

- (b) An employee on vacation when a vacancy occurs shall be considered for the promotion or transfer provided **they have** submitted the prescribed application form prior to **their** departure.
 - (c) When more than one (1) vacancy is posted at the same time, an employee shall have the right to bid on any or all, stating preference. Should **the employee** be awarded any of the positions for which **they have** applied, **the employee** shall not have the right to file a grievance with respect to other positions for which **they have** applied and expressed lower preference.
 - (d) An employee on leave of absence or income protection shall be considered for a promotion or transfer along with other applicants, provided that, during such absence, the employee advises the Human Resources Officer **or designate** of **their** request for promotion or transfer, by telephone during normal business hours, and the employee shall provide written confirmation of **their** request within twenty-four (24) hours.
- 9:02 (a)** As per the posting provisions contained in Article 9:01, within five (5) working days the Employer will select the person for the position and will post **their** name in the same locations where the position was previously posted, providing there are qualified applicants as per Article 8:02.
- 9:03** All promotions and voluntary transfers to a new **classification** are subject to a three (3) month trial period (six [6] months for part-time employees), and if an employee is found by the Employer to be unsatisfactory in **their** new

position or if **the employee** wishes to revert voluntarily to **their** former position during this trial period, **the employee** shall be returned to **their** former position at **their** previous increment step, with increment adjustments as may have been applicable as per Article **18:03** or **21:06** during the trial period, and without loss of seniority as per Article 8:01. All other employees so affected may be returned to their former positions as required without any notice requirement.

Voluntary transfers within the same **classification** shall not be subject to a trial period. In these circumstances, an employee who wishes to revert to **their** former position shall **submit the request in writing to their manager; approval will be** at the discretion of the Employer.

9:04 When an employee is promoted, **their** new and future salary will be determined as follows:

- (a) The new salary will be the rate of **their** new job title, which is at least the next higher to **their** rate on **their** former job title.
- (b) Subject to Article **18:03**, subsequent increments, if any, shall be due upon the completion of full-time **annual hours worked**, in the new position, as per **the Salary Schedule** and Article 12.

When an employee is promoted to a new position while maintaining their original position in a lower classification, increment hours for the original position shall be maintained separately until the next increment is due; thereafter **Article 18:03** shall apply.

9:05 Where an employee is voluntarily demoted from a position in a higher **classification** to a position in a lower **classification**, **the employee** shall be placed on the same increment step of the lower **classification** position.

Where an employee is involuntarily demoted from a position in a higher **classification** to a position in a lower **classification**, **the employee** shall be placed on the increment step of the lower **classification** position which is closest to, but not higher than, **their** present rate of pay.

Should an employee who has been demoted return to **their** former classification, **the employee** shall be placed in accordance with the above or on the increment step **the employee** had achieved prior to **their** demotion, whichever provides for the higher rate.

The employee will be entitled to their next increment increase after **the completion of the full-time annual hours worked in the classification** from their last increment.

9:06 **Probationary** employees with less than six (6) months' service with the Employer will be eligible for promotion or transfer solely at the discretion of the Employer.

A probationary employee who transfers within the same classification will be required to complete the remainder of the probationary period in the new position.

A probationary employee who transfers to a different classification will be required to complete a full probationary period in the new position.

A probationary period may be extended at the discretion of the Employer. Notification will be provided to the Union.

9:07 All new full-time employees shall be on probation for three (3) calendar months with provisions for an extension of the probationary period for another three (3) months, and all new part-time employees shall be on probation for six (6) calendar months from the day of their employment. During this period, the Employer may, in its sole discretion, dismiss, suspend, discipline, or demote such employees.

9:08 (a) A "**Term Position**" shall be for a specific time period or until completion of a particular project within a specific department, of a minimum duration of three (3) months and a maximum duration of one (1) year. This period may be extended if the Employer so requests and the Union agrees.

- (b) When the Employer determines that a term position, as described above exists, the position shall be posted in accordance with Article **9:01** and filled in accordance with Article **8:02**. All employees may apply for the term position.
- (c) **The parties agree to two (2) additional term postings resulting from the original term posting as referenced above. Any additional hours occurring as a result of filling of the last position posted, shall be offered to part-time employees in accordance with Article 21:07.**
- (d) Upon completion of the original term position, the employee shall be returned to their former position(s).
- (e) **The parties agree that if a unique situation arises due to the additional two (2) postings as provided above, the Employer and the Union will meet and attempt to reach a mutually agreeable resolution. Should such a resolution not be reached, the wording above shall apply and the Employer shall be limited to the two (2) additional postings.**
- (f) For situations related to Workers Compensation and/or illness and/or accident or where a definitive expiry date cannot be specified, the Employer shall state on the job posting that the said term position will expire subject to twenty-four (24) hours' notice of return of the current incumbent to **their** position. The employee occupying the said term position shall receive notice equivalent to the amount of notice the employee returning from leave provides the Employer, as referenced above.
- (g) Where the Employer determines that staff are to be replaced during periods of less than three (3) months, Articles **18:04** and **21:07** shall apply, wherever possible.
- (h) Once an employee leaves a term position they have no rights to subsequently return to that same term position.

- (i) In case an employee on maternity or parental leave wants to exercise **their** right to return from such leave earlier than anticipated, having given appropriate notice as per Article 11:02, the Employer shall state on the job posting that the said term position is a “maternity or parental leave of absence term” which may expire sooner than indicated, subject to minimum notice of two (2) weeks’ or one (1) pay period, whichever is longer. Any term positions directly resulting from the filling of such a term position will be posted in the same manner.
- (j) A term employee who applies for and is awarded a permanent position prior to the end of **their** period of term employment, shall have **their** service connected for seniority purposes.
- (k) A term employee who applies for and is awarded a term position prior to the end of **their** period of term employment, shall have **their** service connected for seniority purposes, provided the subsequent position commences within four (4) weeks of the expiry of the original term position.

9:09 A successful applicant from another Employer or Employers Organization within Schedule “B” of this Collective Agreement shall be entitled to transfer benefits from one (1) former Employer, within six (6) weeks of termination of employment with said Employer as follows:

- (a) **Continuous service as defined in Article 3:05;**
- (b) **Accumulated income protection benefits;**
- (c) **Vacation entitlement and current vacation hours, unless requested by employee to be paid out prior to transfer;**
- (d) **Continuous service applicable to pre-retirement leave, and qualification for the Magic 80 pension provisions, subject to the provisions of each plan where the Magic 80 provision exists;**

- (e) Increment hours worked for the purpose of determining when the employee is entitled to their next increment;
- (f) The employee is subject to the terms and conditions of the benefit plan(s) for the new Employer, however, normal waiting periods would be waived, subject to the applicable benefit plans' terms and conditions; and
- (g) Accrued seniority credits as of the last pay period worked with the former Employer.

Article 10 Layoff and Recall

10:01 Layoff

In the event of a layoff, employees **other than probationary or term employees** shall receive four (4) weeks' notice or pay in lieu of such notice.

Notice shall be given **in writing** by personal service or registered mail, to the employee(s) concerned and a copy of the notice shall be forwarded to the Union.

10:02 In the event of a reduction in the work force, employees will be laid off in reverse order of seniority within their **classification**, department/unit/**base location**, and site **as identified in Schedule "B"**.

When **deleting occupied positions**, senior employees may exercise their seniority to displace a less senior employee in an equivalent or lower **salary range** provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.

10:03 (a) In the event that an employee has **their** hours of work reduced or **their** position is deleted, the employee **shall be provided notice as per Article 10:01**.

(b) Employees whose hours of work have been reduced or whose position has been deleted, shall be entitled to exercise their seniority within the

same **classification and the same site**, provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.

Where it is not possible, employees shall be entitled to exercise their seniority to displace a less senior employee in an equivalent or lower **classification** within the **Employer**, provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.

(c) In the event an employee chooses not to exercise their rights under (b) above, the employee shall be placed on layoff.

10:04 In the event of a permanent layoff, accumulated vacation, general holidays, and banked overtime shall be paid out at the time of the layoff.

In the event of a temporary layoff, an employee may request to have their accumulated vacation, general holidays, and banked overtime paid out. Any remaining hours within these banks will be paid out at the appropriate year end in accordance with the Collective Agreement.

10:05 Notwithstanding Article **21:07**, providing the employee has indicated to the Employer a desire to work additional available shifts in writing, such shifts within the **facility/base location** of employment prior to layoff shall be offered to an employee on layoff, or an employee who has had **their** hours reduced, before part-time and casual employees, provided **the employee** possesses the qualifications and orientation prescribed by the Employer for the position concerned and meets the physical requirements of the position in question.

The available shifts outside the **facility/base location** of employment prior to layoff may only be accepted by the laid off employee when there are no shifts available at the site of employment prior to layoff. The available shifts accepted by the employee on layoff or an employee who has had **their** hours

reduced cannot exceed the employee's EFT prior to layoff, or reduction in hours. Such available shifts shall be distributed on a seniority basis.

In the event the employee accepts additional available shifts, the provisions of the Collective Agreement shall be applicable except as modified hereinafter:

- (a) Vacation pay shall be calculated in accordance with Article **21:03** and shall be paid at the prevailing rate for the employee on each pay deposit, and shall be prorated on the basis of hours paid at regular rate of pay.
- (b) Income protection accumulation shall be calculated as follows:

$$\frac{\text{Additional available hours worked by the laid off employee}}{\text{Full-time hours}} \times \text{Entitlement of a full-time employee}$$
- (c) The employee shall be paid four-point-six-two percent (4.62%) [**five percent (5%) effective September 30, 2021**] of the basic rate of pay in lieu of time off on **general** holidays. Such holiday pay shall be calculated on all paid hours and shall be included in each pay deposit.
- (d) Participation in benefit plans is subject to the provisions of each plan.
- (e) Seniority shall be calculated in accordance with regular hours worked for these additional available shifts.
- (f) **Any period of time during a layoff when the employee works additional available hours or works in a term position shall not extend the two (2) year period referenced in Article 8. However, an employee on layoff who is recalled into a term position shall retain their right to be recalled into a permanent position while working in the term position.**

10:06 Recall

No new employee shall be hired until those laid off have been given an opportunity to bid on vacated positions as per Article 8:02 of the Collective Agreement **or be recalled to positions for which they possess the qualifications and ability sufficient to perform the required duties.**

10:07 To be eligible for recall, prior to the employee's last shift before being placed on layoff status, the employee must provide the Employer with their current address, **contact information**, and further, during the layoff period, must inform the Employer immediately of any changes.

10:08 **Laid off employees** shall be recalled by order of seniority to available positions in equal or lower paid classifications **to vacancies at the originating site and at other sites within the Employer within a fifty kilometre (50km) radius of the originating site.** Such recall shall be to vacancies in equal or lower paid classifications and in equal or lower EFT status, provided that the employee possesses the qualifications and the ability sufficient to perform the required work.

This will not preclude the employee from requesting in writing, at the time of layoff or subsequently, recall to sites within the Employer but outside the fifty kilometre (50km) radius.

10:09 As per Article **10:08**, the employee must communicate with the Employer within seven (7) calendar days of **their** notice of recall being delivered to **the employee's** recorded address. Further, the employee must be prepared to begin work at the time designated by the Employer.

The seniority of an employee who informs the Employer within seven (7) calendar days following notification of recall, that **they** decline employment due to the geographic location, shall not be terminated for failure to report for duty.

10:10 The right of a person who has been laid off to be rehired under this **Collective** Agreement will be forfeited and shall be considered terminated in the following circumstances:

- (a) If the person did not communicate with the Employer as specified in Article **10:09**.
- (b) If the person did not report to work when instructed to do so and fails to provide a written explanation satisfactory to the Employer.

(c) A twenty-four (24) month period has elapsed since the date of layoff, as per Article 8:04(d).

10:11 Notwithstanding the provisions of Article **10:04** or any other of the provisions of Article 10, nothing contained therein shall be used for the purpose of affecting an across the board reduction of hours in the facility or the **Employer**.

Article 11 Leave of Absence

11:01 Leaves of absence with or without pay may be granted for a period for a good and sufficient reason at the discretion of the Employer **subject to operational requirements**. Except in emergency circumstances, all requests for leave of absence must be made in writing to the department head at least thirty (30) calendar days in advance, specifying the reason for requested leave and the proposed dates of departure and return. **The Employer shall endeavor to notify the employee of their decision in writing, within two (2) weeks of receipt of the request.**

Leave for purposes such as serious personal loss due to fire, flood or theft will be considered on their own individual merits.

11:02 **Parenting Leave**

Parenting leave consists of maternity leave and parental leave. Parental leave includes paternity and adoption leave.

An employee shall be granted leave of absence for up to eighty (80) weeks where they qualify for parenting leave.

An employee who qualifies for maternity leave may apply for such leave in accordance with Maternity Leave Plan A or Plan B but not both.

Where maternity and/or parental leave exceeds thirty-seven (37) weeks, the employee may elect to carry over to the next vacation year, up to five (5) days of current annual vacation (prorated for part-time). The balance of the current annual vacation will be paid out at a time

immediately following the period during which Employment Insurance (EI) benefits were payable (even if this period extends into the following vacation year).

Any vacation earned up to the time of the commencement of leave will be retained and will be available to be taken in the following vacation year.

(i) **Maternity Leave**

(A) Plan A

A **pregnant** employee shall receive maternity leave of seventeen (17) weeks without pay, subject to the following conditions:

- (a) An employee must have completed six (6) **continuous** months of employment **with the Employer** as of the intended date of leave unless otherwise agreed to by the Employer.
- (b) **An employee must submit a** written request not later than the end of the twenty-second week of pregnancy, indicating length of time required. In cases where an earlier leave is required, a written request must be submitted not less than four (4) weeks before the intended date of leave, indicating length of time requested.
- (c) An employee must provide the Employer with a certificate **issued by** a duly qualified medical practitioner certifying that the employee is pregnant and specifying the estimated date of their delivery.
- (d) In the interest of job performance or employee health, as verified by a qualified medical practitioner, the Employer will have the right to place the employee on maternity leave.

- (e) A full-time employee **entitled to income protection credits** may choose to receive up to five (5) days payment of normal salary from accumulated income protection credits before or after the period covered by Employment Insurance. Such days that may be utilized for this purpose will be as set out in Article **16:11**.

A part-time employee may choose to receive income protection credits similar to full-time employees but prorated to reflect **their** paid hours of work within the previous fifty-two (52) weeks. Such days that may be utilized for this purpose will be as set out in Article **16:11**.

(B) Plan B

- (1) In order to qualify for Plan B, a pregnant employee must:
- (a) Have completed six (6) continuous months of employment with the Employer **as of the intended date of leave;**
 - (b) Submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified by **the employee** in the application as the day on which **the employee** intends to commence such leave;
 - (c) Provide the Employer with a certificate **issued by** a duly qualified medical practitioner certifying that **the employee** is pregnant and specifying the estimated date of **their** delivery;
 - (d) Provide the Employer with proof that **they have** applied for Employment Insurance benefits and that the **Employment and Social Development Canada (ESDC)** has agreed that the employee has qualified for,

and is entitled to such Employment Insurance benefits pursuant to *The Employment Insurance Act*.

- (2) An applicant for maternity leave under Plan B must sign an agreement with the Employer providing that:
 - (a) **They** will return to work and remain in the employ of the Employer for at least six (6) months following **their** return to work, except that where an employee is the successful applicant for a part-time position which commences on the date of **their** return from maternity leave or at any time during the six (6) months following **their** return from maternity leave, **the employee** must remain in the employ of the Employer, and work the working hours remaining in the balance of the six (6) months of the full-time employment; and
 - (b) **They** will return to work on the date of the expiry of **their** maternity leave and where applicable, **their** parental leave, unless this date is modified by the Employer; and
 - (c) Should **the employee** fail to return to work as provided under (a) and/or (b) above, **they are** indebted to the Employer for the full amount of pay received from the Employer as a maternity allowance during **their** entire period of maternity leave.
- (3) An employee who qualifies is entitled to a maternity leave consisting of:
 - (a) A period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate, as in Article 11:02(i)(B)(1)(c).
 - (b) A period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery

specified in the certificate and the actual date of delivery, if delivery occurs after the date mentioned in that certificate, as in Article 11:02(i)(B)(1)(c).

- (c) The Employer shall vary the length of maternity leave upon proper certification by the attending physician or recommendation by the Department Head.
- (4) The employee must provide the Employer with proof of approval for Employment Insurance benefits within twelve (12) weeks of receiving written notice from Employment and Social Development Canada. Reasonable consideration will be given to extending the time limit noted above in the case of exceptional circumstances.**

Once the employee has provided the Employer with proof of approval of Employment Insurance benefits, the Employer shall provide the employee a maternity allowance with the SUB Plan as follows:

One (1) Week Employment Insurance Wait Period Served

- (a) For the first week an employee shall receive ninety-three percent (93%) of **their** weekly rate of pay.
- (b) For up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the EI benefits the employee is eligible to receive and ninety-three percent (93%) of the employee's normal weekly earnings.
- (c) **For the week immediately following the discontinuation of payments of Employment Insurance Maternity benefits, an employee will receive ninety-three percent (93%) of their weekly**

rate of pay provided the employee does not receive **Employment Insurance Parental** benefits.

If an employee received **Employment Insurance Parental** benefits immediately following the exhaustion of **Employment Insurance Maternity** benefits, the employee will receive ninety-three percent (93%) of their weekly rate of pay for the week immediately following the discontinuation of payment of **Employment Insurance Parental** benefits.

No Employment Insurance Wait Period Required

Should an employee not be required to serve any waiting period before the commencement of **Employment Insurance** benefits, the benefits under (a) above will be paid in the week following the payment in (c) above.

- (5) All other time as may be provided under Article 11:02(i)(B)(3), shall be on a leave without pay basis.
- (6) An employee may end **their** maternity leave earlier than the date specified by giving **their** Employer written notice at least two (2) weeks or one (1) pay period, whichever is longer, before the date **the employee** wishes to end the leave.
- (7) Plan B does not apply to **an employee occupying a term position who does not own a permanent position or employees hired on a seasonal basis.**
- (8) A leave of absence under Plan B shall be considered to be an unpaid leave of absence. Income protection credits and vacation entitlement shall not accrue.

(ii) **Parental Leave**

- (1) (a) **In order to qualify for parental leave, an employee must:**

- Be the natural mother of a child; or
 - Be the natural father of a child; or
 - Adopt a child under the law of the province;
 - Assume legal care and custody of a child.
- (b) An employee who qualifies for parental leave, except in the case of adoption leave as specified below, must submit to the Employer an application in writing for parental leave at least four (4) weeks before the intended date of the commencement of the leave.
- (c) In the case of adoption leave, the employee must submit a written request for such leave. The employee may commence adoption leave upon one (1) days' notice provided that application for such leave is made when the adoption has been approved and the Employer is kept informed of the progress of the adoption proceedings.
- (d) An employee who qualifies in accordance with (a), (b), and (c) above must have completed six (6) months of continuous employment with the Employer to be entitled to parental leave without pay for a continuous period of up to sixty-three (63) weeks.
- (2) Parental leave must commence no later than eighteen (18) months following the birth or adoption of the child or the date on which the child comes into actual care and custody of the employee.
- (3) Where an employee takes parental leave in addition to maternity leave, the employee must commence the parental leave immediately on the expiry of the maternity leave without a return to work, unless otherwise approved by the Employer.
- (4) An employee may end maternity or parental leave earlier than the expiry date of the leave by giving the Employer written

notice at least two (2) weeks or one (1) pay period, whichever is longer, before the day the employee wants to end the leave. On return from maternity and/or parental leave, the employee shall be placed in their former classification and shift schedule at the same increment step.

(C) Sections 52 through 57.1(2) inclusive and Section 60 of the Employment Standards Code respecting maternity leave shall apply.

11:03 Upon request, up to three (3) days **leave chargeable against the employees accumulated** income protection shall be paid to the parent, **other than the birth parent**, on the occasion of a birth or adoption of a child. Such leave shall be paid from the family illness income protection bank as stipulated in Article **16:10**.

11:04 **Bereavement Leave**

(a) An employee shall be granted four (4) regularly scheduled working days leave without loss of pay and benefits, one (1) of which shall be the day of interment, **funeral**, cremation, **or initial memorial service**, in the case of the death of:

- (i) Spouse, common-law spouse, or fiancé.
- (ii) Parent, step-parents, latest foster parent, former legal guardian, parent-in-law.
- (iii) Sibling; sibling's spouse, spouse's sibling.
- (iv) Child, **child's spouse**, step-child, grandchild.
- (v) Grandparent, grandparent-in-law.
- (vi) Any other relative or foster child who was residing in the same household at the time of **their** death.

One (1) day may be retained for use in the case where actual interment, **funeral**, cremation, **or initial memorial services** is at a later date.

- (b) Bereavement leave as referenced in (a) above, shall be extended by up to two (2) additional consecutive days provided the employee is required to attend an **internment, funeral, or initial memorial service** more than two hundred **twenty-five (225)** kilometres from the **employee's home**, or may be granted at the Employer's discretion if the travel required is less than two hundred **twenty-five (225)** kilometres from the **employee's home**.
- (c) **Provided that the employee has not received bereavement leave in accordance with (a) above, necessary time off to attend an internment, funeral, or initial memorial service as follows:**
- (i) **Pallbearer leave - up to one (1) day at basic pay shall be granted.**
- (ii) **Mourner leave - up to one (1) day at basic pay may be granted, subject to operational requirements.**
- (d) The time off as referenced in (a), (b), and (c) above shall not be considered as needed during periods when an employee was not scheduled to be on duty, i.e. days off, vacation periods, **general** holidays, and days during which income protection is being utilized.
- (e) **For the purposes of this Article, a day is defined as a calendar day irrespective of the number of hours per day scheduled for the employee.**

11:05 Citizenship Ceremony

Employees shall be **granted** the necessary time off without loss of basic pay to attend **their citizenship ceremony to receive their certificate of citizenship** to become a Canadian citizen up to a maximum of one (1) calendar day. **The employee shall notify the Employer a minimum of seven (7) days prior to the date this leave is required.**

11:06 Legal and Investigative Proceedings

Except as provided for in Article 7, the following shall apply to legal and investigative proceedings:

- (a) An employee required to attend a court proceeding that is not related to their private affairs, shall receive a leave of absence at their basic rate of pay, and shall remit to the Employer any jury or witness fees received, only for those days they were normally scheduled to work. The employee shall not request reimbursement for, or be required to remit, any reimbursement of expenses for such duty.**
- (b) If an employee is subpoenaed as a witness in a work-related matter on their scheduled day off, the Employer and the employee will mutually agree on an alternate time off in lieu.**
- (c) Where the Employer requires the employee to participate in a workplace investigation that is required by legislation or Employer policy, and where such investigation meeting cannot be scheduled on the employee's regular work day, the Employer will compensate the employee for the investigation meeting time at their basic rate of pay.**
- (d) An employee required to attend a court proceeding as a party to that proceeding, occasioned by the employee's private affairs, shall receive a leave of absence without pay for the required absence; or, in the alternative, the employee may use banked time in lieu of overtime, general holiday, or vacation time.**

11:07 Union Leave

An employee requesting to be absent from work on approved Union business shall be granted a reasonable leave of absence for such purpose, subject to operational requirements. The Employer shall continue to pay the employee in a regular manner and the Union will reimburse the Employer for the salary and benefits accruing to the employee during **their** leave of absence and for any other extra cost incurred by the Employer.

Should an employee requesting Union leave be scheduled for vacation at that time, the Employer shall credit the employee with alternate days of vacation equivalent to the number of days of approved Union leave.

Except in cases of emergency, at least three (3) days advance notice of request for such leave will be given by the employee or the Union.

11:08 An employee who is on an unpaid leave of absence will accrue benefits in accordance with Article 8:03.

11:09 Compassionate Care Leave

An employee shall receive compassionate care leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:

- (a) An employee must have completed at least thirty (30) days of employment **with the Employer** as of the intended date of leave.
- (b) An employee who wishes to take a leave under this **Article** must give the **Employer** notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
- (c) An employee may take no more than two (2) periods of leave, totalling no more than **twenty-eight (28)** weeks, which must end not later than **fifty-two (52)** weeks after the day the first period of leave began. No period of leave may be less than one (1) week's duration.
- (d) For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
 - (i) A family member of the employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
 - (A) The day the certificate is issued; or
 - (B) If the leave was begun before the certificate was issued, the day the leave began; and

- (ii) The family member requires the care or support of one (1) or more family members.

The employee must give the Employer a copy of the physician's certificate as soon as possible.

For certainty, a leave may be taken after the end of the twenty-six (26) week period set out in the physician's or nurse practitioner's certificate, and no additional certificate is required.

- (e) A family member for the purpose of this Article shall be defined as:
 - (i) A spouse or common-law partner of the employee, **including partner.**
 - (ii) A child of the employee or a child of the employee's spouse or common-law partner.
 - (iii) A parent of the employee or a parent of the employee's spouse or common-law partner.
 - (iv) A brother, sister, step-brother, step-sister, uncle, aunt, nephew, niece, grandchild, or grandparent of the employee or of the employee's spouse or common-law partner.
 - (v) A current or former foster parent of the employee or of the employee's spouse or common-law partner.
 - (vi) A current or former foster child, ward, or guardian of the employee, or of the employee's spouse or common-law partner.
 - (vii) The spouse or common-law partner of a person mentioned in any of the **subarticles** (iii), (iv) (v), and (vi).
 - (viii) Any other person whom the employee considers to be like a close relative, whether or not they are related by blood, adoption, marriage, or common-law relationship.

(f) An employee may end their compassionate leave earlier than **twenty-eight (28)** weeks by giving the Employer at least forty-eight (48) hours' notice. Where an employee has been provided necessary time off under this **Article**, and where the Employer has made arrangements for alternate staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.

(g) Seniority shall accrue as per Article 8:03(c) and 8:05(d).

(h) **One (1) Week Employment Insurance Wait Period Served**
 Subject to the provisions of Article **16:11**, an employee may apply to utilize income protection of up to five (5) days to cover part or all of the **Employment Insurance** waiting period. An employee may also apply to utilize up to an additional five (5) days of income protection in the week immediately following the discontinuation of payments of **Employment Insurance Compassionate Care** benefits.

No Employment Insurance Wait Period Required

Should an employee not be required to serve a wait period before the commencement of **Employment Insurance Compassionate Care** benefits, the benefits under (h) above will be paid in the two (2) weeks following the discontinuation of payments of **Employment Insurance Compassionate Care** benefits.

(i) In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for **bereavement leave** as outlined in Article **11:04** and **21:09**.

11:10 Interpersonal Violence Leave

For the purpose of this Article, the meaning of “**Common-law Partner**”, “**Dependant**”, “**Interpersonal Violence**”, and “**Parent**” are as defined in sections **59.9(1)** and **59.11(1)** of the **Manitoba Employment Standards Code**.

- (a) An employee is entitled to interpersonal violence leave if:
 - (i) The employee or a dependent is a victim of interpersonal violence; and
 - (ii) The employee has been employed by the same Employer for at least ninety (90) days.

- (b) An employee is entitled to both the following periods of interpersonal violence leave in each fifty-two (52) week period:
 - (i) Leave of up to ten (10) days, which the employee may choose to take intermittently or in one (1) continuous period.
 - (ii) Leave of up to seventeen (17) weeks to be taken in one (1) continuous period.
 - (iii) Employees may take the leave in any order that meets their individual circumstances.

- (c) An employee may take an interpersonal violence leave only for one (1) or more of the following purposes as they relate to the employee or to a dependent:
 - (i) To seek medical attention in respect of a physical or psychological injury or disability caused by the interpersonal 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 or law enforcement assistance, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the interpersonal violence.

- (vi) Any other prescribed purpose.
- (d) For the purpose of this Article, a child is also considered to be a victim of interpersonal violence if they are directly or indirectly exposed to interpersonal violence experienced by:
 - (i) A parent.
 - (ii) A parent or child of a person referred to in (i) above.
 - (iii) A spouse or common-law partner of the child.
 - (iv) A child of the child.
 - (v) Any other person who lives with the child as member of their family.
- (e) Subject to Article 11:10(f), leave taken under this Article is unpaid leave.
- (f) An employee shall be granted up to five (5) days of leave in a fifty-two (52) week period as paid leave, provided that when giving notice under Article 11:10(h) the employee notifies the Employer which days, if any, are to be paid leave.
- (g) If an employee takes any part of a day as leave under this Article, the Employer may count that day as a day of leave for the purpose of this Article.
- (h) An employee who wishes to take leave under this Article must provide as much notice as is reasonable and practicable under the circumstances.
- (i) An employee who has taken leave under Article 11:10(b)(iii) may end their leave earlier than the date specified by giving the Employer written notice of at least two (2) weeks. Where an employee has been provided necessary time off under this Article, and where the Employer has made arrangements for alternate

staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.

- (j) An employee taking leave under this Article may be required to provide the Employer with reasonable verification of the necessity of the leave upon request.
- (k) Situations involving interpersonal violence shall be treated in strict confidence by both the Employer and the Union (where relevant) except where disclosure may be required to ensure the safety of the employee or the staff, is required by law, or where the employee has given consent.

11:11 Employees granted leave of absence without pay may make prepayments to maintain coverage under Employer/Employee benefit programs. Employees will pay the Employer's and employee's share of Group Health, Dental, Group Life, and D&R when on any period of unpaid leave of absence.

Article 12 Hours of Work

12:01 Regular **daily, biweekly, and annual** hours of work for full-time employees shall consist of one (1) of the following:

- (a) Seven and three-quarters (7.75) hours per day, **seventy-seven and one half (77.50) hours biweekly when averaged over the shift schedule, and two thousand fifteen (2015) hours per year; or**
- (b) Seven and one-quarter (7.25) hours per day, **seventy-two and one-half (72.50) hours biweekly when averaged over the shift schedule, and one thousand eight hundred eighty-five (1885) hours per year; or**

- (c) **Eight (8) hours per day, eighty (80) hours biweekly when averaged over the shift schedule, and two thousand eighty (2080) hours per year.**
- (d) **For clarification purposes it is understood that the daily hours of work in (a), (b), and (c) above are referenced in this Collective Agreement as eight (8) hour shifts.**

12:02 Meal Periods

- (a) **An unpaid meal period will be scheduled by the Employer and will be one-half ($\frac{1}{2}$) hour in duration, as close to the midpoint of the shift as is reasonably possible.**
- (b) **An employee who is required by the Employer to remain in the work site during the meal period shall receive pay at overtime rates for the entire meal period.**
- (c) **An employee whose meal period is cancelled and not rescheduled will be entitled to receive pay at overtime rates for the missed time.**

12:03 Employees will be allowed a rest period of fifteen (15) minutes, away from the work station or client, during each consecutive three (3) hour period of work, or unless otherwise mutually agreed to between the Employer and the employee.

**12:04 Applicable to Home Care Attendants and Mental Health Proctors Only
The total client assignment on any given workday shall not be less than one (1) paid hour or more than eight (8) paid hours within the available work period and may include the requirement to work a split shift.**

**12:05 Applicable to Home Care Attendants and Mental Health Proctors Only
Employees who may be required to work split shifts shall:**

- (a) **Receive a premium of six dollars and seventy-five cents (\$6.75) per shift. Split shift premiums will only be paid once per twenty-four (24) hour calendar day.**

- (b) The premium referred to in Article 12:05(a) shall not be included in the calculation of any benefits.
- (c) A “Split Shift” is defined as any two (2) or more daily work assignments that include a scheduled unpaid break period of one (1) hour and fifteen (15) minutes or more. Assignments that cross 2400 hours (midnight) on consecutive days do not constitute a split shift.
- (d) Split shift premium is not payable on the time period that may fall between the employee’s regular EFT assignment and additional hours that the employee may pick up.
- (d) If however the employee accepts an additional client assignment, and the client assignment has an unpaid break period of more than one and one-quarter (1.25) hours, the employee shall be eligible for a split shift premium, provided that they have not as yet received a split shift payment of that twenty-four (24) hour calendar day.

12:06 This Article shall not preclude the implementation of modified daily or biweekly hours of work by mutual agreement between the Union and the Employer.

12:07 Requests for interchanges in posted shifts shall be submitted in writing co-signed by the employee willing to exchange shifts with the applicant. These requests are subject to the approval of the department head or designate and shall not result in overtime costs to the Employer. **Requests for interchanges shall be granted if reasonably possible.**

12:08 **Cancelled Shifts**

- (a) **Not Applicable to Home Care Attendants and Mental Health Proctors**

Except as provided in Article 21, an employee who reports for work as scheduled and finding no work available shall be paid a minimum of three (3) hours at **their** basic rate of pay; however, when such employee

works any portion of **their** scheduled shift, **the employee** shall receive pay for that entire shift.

(b) Applicable to Home Care Attendants and Mental Health Proctors Only

Where necessary to meet the EFT hour commitment of an employee or to maintain provision of service, an employee may be temporarily reassigned to other work of another base location for which they are qualified. It is understood that such reassignment will only occur within a fifty (50) kilometre radius of the originating base location unless a greater distance is mutually agreed between the Employer and the employee. Should reassignment as contemplated above not be possible, the employee shall receive pay for the scheduled hours not worked. Travel time and mileage will be paid to the employee in accordance with the Collective Agreement.

For purposes of clarity in scheduling and communication:

- Cancelled Assignments under (A)(1) below will be referred to as “cancelled assignments”;
- Cancelled Assignments under (A)(2) below will be referred to as “rescheduled assignments”; and

(A) Where an employee is unable to complete their assignment due to client circumstances, the following will apply:

(1) Where the employee arrives at the client residence and the client is not home, or, the employee is notified of a cancelled assignment that day:

- (1) The employee must call in to the appropriate office.**
- (2) If alternate work is available at that time they will be reassigned.**

- (3) If no alternate work is available, the employee will be paid for the cancelled assignment.
- (2) Where it becomes known that the client will not be available for an assignment on another calendar day:
 - (1) Alternate work will be provided within the available work period on the days remaining within the current pay period.
 - (2) The assignment will be as close to the employee's existing work schedule, as client/operational requirements permit.
 - (3) If no alternate work is available within the remainder of the pay period, the employee will be topped up for the pay period for the missed assignment.
- (3) Travel time and other expenses shall be paid as applicable.

12:09 Not Applicable to Home Care Attendants and Mental Health Proctors
Whenever an employee is called in to work within one (1) hour of the start of the shift and reports for duty within one (1) hour of the start of the shift, the employee shall be entitled to pay for the full shift. In such circumstances the scheduled shift hours shall not be extended to equal a full shift.

12:10 Applicable to Home Care Attendants and Mental Health Proctors Only
(a) The Employer will contact employees who have indicated they are available for additional hours on their days of rest.

(b) The Employer may contact all employees on their days of rest only in those instances where the matter is urgent or it pertains to information which must be conveyed prior to the start of the next shift.

- (c) If the Employer reschedules/adds an assignment to an employee's shift which alters their start time, the employee shall be notified of their updated start time prior to the close of their previous shift, subject to (b) above.

12:11 Applicable to Home Care Attendants and Mental Health Proctors Only
Time spent travelling between consecutive and contiguous work assignments is considered work time and will not be counted as part of the task time.

Article 13 Shift Schedules

13:01 Not Applicable to Home Care Attendants

Shift schedules for a minimum of a two (2) week period shall be posted in each department of the site at least two (2) weeks in advance of the beginning of a scheduled period. Except in cases of emergency, shifts within the minimum two (2) week period shall not be altered after posting except by mutual agreement between the employee and the Employer.

Once a shift schedule has been posted, employees may request time off. Such requests will not be unreasonably denied.

13:02 Applicable to Home Care Attendants Only

(a) Shift schedules, including the available work period within which work will be scheduled, will be established for each employee and maintained. Each employee's work schedule (i.e. client assignment) will be provided to the employee in writing on a biweekly basis. When changes to the assignments are made these shall be communicated verbally by the Resource Coordinator or designate with as much notice as possible.

(b) The Employer has the right to assign work within the available work period of an employee in order to maintain their respective EFT. The available work period on any given day will be available for the scheduling of work.

- (c) **Daily hours of work may fluctuate due to changing client needs. Down time within the daily hours of work shall be filled first, and if unable to fill, then the biweekly EFT will be maintained.**

13:03 As soon as reasonably possible after making a decision to proceed with a significant change to the normal work day, start and finish times, normal work week, or normal **shift pattern** the Employer will hold a meeting to discuss such changes with the affected employees. The Union shall receive seven (7) days' notice of such meeting. Following the meeting after due consideration of all feedback, if the Employer still plans to implement the change, the affected employees will be given at least four (4) weeks' notice. Notice time may be adjusted by mutual agreement between the employee, Employer and the Union.

13:04 **Shift patterns shall, unless otherwise mutually agreed, provide for the following:**

- (a) **An employee shall not be required to change shifts without first receiving a minimum of two (2) consecutive shifts off duty (minimum fifteen [15] hours), unless otherwise agreed to between the employee and the Employer.**
- (b) **Employees shall be assigned alternate weekends off whenever possible or three (3) weekends off in each six (6) week period.**
- (c) **No employee shall be scheduled to work more than seven (7) consecutive days (less if reasonably possible). An employee scheduled to work seven (7) consecutive days, will receive every second weekend off and/or consecutive days off.**
- (d) **Employees who are required to rotate shifts for a specific position within a specific department shall be assigned to work either day shift and evening shift or day shift and night shift. There shall be at least as great a number of day shifts assigned as there are night or evening shifts within each shift pattern.**

13:05 Relief Positions and Schedules

A “Relief Position” is a full-time or part-time position that has a non-recurring shift pattern. Shifts shall be scheduled in accordance with Articles 13:01 to 13:04 or the applicable ten (10) or twelve (12) hour Memorandum of Understanding and may be assigned to work various units/sites/programs. The following conditions shall apply to relief positions:

- (a) Relief positions are created by the Employer, the positions shall be posted as per Article 9 and shall include the base location(s).
- (b) The rotation shall be a non-recurring shift pattern and posted as per Article 9:01.
- (c) The job posting will identify that the shift pattern may be different for each posted schedule.
- (d) Consultation shall occur with the individual employee prior to the posting of the shift schedule.
- (e) In the event the employee is assigned to more than one (1) worksite, transportation reimbursement will be provided in accordance with Article 40.

13:06 Float Positions and Schedules

A “Float Position” is a full-time or part-time position that has a recurring shift pattern. Shifts shall be scheduled in accordance with Article 13:04 or the applicable ten (10) or twelve (12) hour Memorandum of Understanding and may be assigned to work various units/sites/programs.

The following conditions shall apply to float positions:

- (a) Float positions shall be posted in accordance with Article 9 and shall include the base location (if appropriate) and the unit(s)/site(s) where the employee will work.

- (b) Shift replacement for an absent employee shall be determined by the Employer and if required, is subject to Article 21:07.
- (c) Subject to Article 13:01 and 13:04, float schedules shall have recurring shift patterns and are assigned to a unit(s) or site(s) based on patient care requirements.
- (d) In the event the employee is assigned to more than one (1) worksite, transportation reimbursement will be provided in accordance with Article 40.

13:07 Where an error of awarding a shift occurs, the employee will be scheduled for a shift similar to the shift that was missed and will be scheduled as supernumerary at the time of scheduling.

Article 14 Overtime

14:01 Overtime shall be all time authorized by the Employer and worked in excess of regular daily or biweekly hours of work as specified in Article 12:01.

Overtime hours extending beyond the normal daily shift into the next calendar day shall continue to be paid at the overtime rates in accordance with Article 14:02.

14:02 Effective August 22, 2022:

- (a) Overtime shall be compensated at two times (2x) the employee's basic rate of pay for authorized overtime hours worked in any one (1) day.
- (b) Employees shall be compensated at one times (1x) their basic rate of pay for authorized overtime due to a missed paid rest period.
- (c) Employees shall be compensated at two and one-half times (2^{1/2}x) the employee's basic rate of pay for authorized overtime worked on a General Holiday.

- 14:03 Overtime may be cancelled by the Employer prior to the employee reporting for duty as follows:**
- (a) Except as stated in (b) below, notification for the cancellation of overtime shall be provided a minimum of three (3) hours prior to the commencement of the start of the overtime period.**
 - (b) In the event the overtime was authorized within three (3) hours of the commencement of the overtime period, the overtime may be cancelled as soon as reasonably possible.**
 - (c) Should the employee report for duty prior to the cancellation of the overtime, the employee shall be paid three (3) hours at overtime rates.**
- 14:04** By mutual agreement between the Employer and the employee, overtime may be compensated for by the granting of equivalent time off at applicable overtime rates. **Overtime may be accumulated to a maximum of seventy-seven and one-half (77.50) hours at any one time. Any overtime in excess of seventy-seven and one-half (77.50) hours shall be paid as earned. All accumulated overtime must be taken as time off or paid out by March 31 of each fiscal year. Accumulated overtime not taken as time off or paid out by this date shall be paid to the employee in the last pay period of the fiscal year on a separate cheque without a surcharge.**
- 14:05** When overtime is required, it shall be offered to the most senior qualified volunteer employee(s) in the classification employed at the site and when there are no volunteer employees, such duty shall be assigned starting with the most junior employee within the classification on duty.
- 14:06** Employees required to report back to work outside their regular working hours shall be paid a minimum of three (3) hours at the applicable rate of pay. Where an employee is called back within two (2) hours prior to the commencement of their next scheduled shift the

employee will be paid at the applicable rate of pay for all time worked prior to the starting time of the next scheduled shift.

- 14:07** Overtime worked as a result of the changeover from Daylight Saving Time to Central Standard Time shall be deemed to be authorized overtime.
- 14:08** A meal shall be provided or **ten dollars (\$10) (effective August 22, 2022)** in lieu of shall be paid to an employee **working overtime** when said employee works in excess of two (2) hours **of a shift or when an employee is called to work within three (3) hours of the start of a shift.**
- 14:09** Employees working two (2) consecutive shifts **shall not get the period of overlap paid twice. Employees will receive their basic rate of pay for the period of overlap.**
- 14:10** In every period of overtime, a paid rest period of twenty (20) minutes shall occur during each continuous three (3) hours, unless the overtime worked is a full shift, in which case regular meal/rest periods shall occur.

Article 15 General Holidays

- 15:01** The following are recognized as general holidays for purposes of this **Collective** Agreement:

New Year's Day (January 1)	Terry Fox Day (la journée Terry Fox)
Louis Riel Day (la journée Louis Riel)	
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Victoria Day	Remembrance Day (November 11)
Canada Day (July 1)	Christmas Day (December 25)
Day of Truth and Reconciliation (September 30)	Boxing Day (December 26)

Any other day proclaimed as a holiday by federal or provincial authorities.

Both full-time and part-time employees may be scheduled to work general holidays.

15:02 An employee required to work on a general holiday will be paid at the rate of one and one-half times (1½x) **their** basic rate of pay.

15:03 Subject to Article **15:06 below**, an employee required to work on a general holiday will also be granted an alternate day off with basic pay at the mutual convenience of the Employer and the employee. If an agreement cannot be reached that would allow the employee to take an alternate day off within thirty (30) working days before or after the holiday, an additional days pay at the basic rate shall be granted in lieu.

15:04 **Subject to Article 15:06, if a general holiday falls on the regular day off of an employee or during their annual vacation, they shall be granted an alternate day off with basic pay at the mutual convenience of the Employer and the employee. If an agreement cannot be reached that would allow the employee to take an alternate day off within thirty (30) working days before or after the holiday, a days' pay at the basic rate shall be granted in lieu.**

If a general holiday falls on a day previously requested as a vacation day, the employee may substitute the general holiday for the vacation day. Such requests shall be made in writing prior to the commencement of the affected vacation period.

15:05 If a general holiday falls on a day on which an employee is receiving income protection benefits, it shall be paid as a holiday and not deducted from income protection credits.

15:06 Full-time employees shall be allowed to maintain up to five (5) alternative days off in lieu of general holidays, for the employee's future use, at a time mutually agreed to between the employee and the Employer. The employee shall submit **their** request for time off at least two (2) weeks ahead of the day(s) wanted. Approval will be based on operational requirements and will be granted whenever possible. If compensating time off is impractical to schedule by March 31, of any year, the employee shall receive **their** regular rate of pay for all days banked.

15:07 Applicable for Home Care Attendants and Mental Health Proctors Only

The Employer is not required to schedule the employee for their previous EFT hours on the general holiday.

Where a general holiday falls on the employee's normally scheduled day of work and the employee's hours are reduced due to service reductions, the Employer shall notify the employee at least two (2) weeks in advance of the general holiday and all hours scheduled on the general holiday shall be scheduled consecutively with a minimum three (3) hour block and no available work period shall apply.

Article 16 Income Protection

16:01 The provision of income protection is for the sole purpose of insuring an employee a continuing income during periods of bona fide **injury or illness, unless provided for otherwise in the Collective Agreement.**

16:02 An employee who is absent from scheduled work due to illness, disability, quarantine, or because of an accident for which compensation is not payable by the Workers Compensation **Board (WCB)** or Manitoba Public Insurance **(MPI)** as a result of a motor vehicle accident, shall receive **their** regular basic pay to the extent that **they have** accumulated income protection credits.

(a) Upon providing reasonable notice as outlined in (d) below, the necessary time off with pay to attend appointments for medical, dental, or chiropractic examinations or treatments, including reasonable travel time, shall be granted to an employee and such time off shall be chargeable against the employee's accumulated income protection credits, providing the following conditions are met:

(i) Whenever possible, appointments are to be made on the employee's day off or at a time when **the employee** is not on duty. If not possible, the employee will endeavour to make the appointment at a time which is least disruptive to the **workplace;**

- (ii) The employee endeavours to make reasonable efforts to attend a practitioner within their community; and
 - (iii) **When non-local resources are utilized**, necessary time up to a maximum of one (1) day may be claimed from income protection.
- (b) **Subject to (d)** below, as soon as an employee is aware of a date upon which surgery will occur, they shall notify their manager, in writing, of this date and any change thereto so that staff coverage for their intended absence may be arranged.
- (c) Where an employee has been provided necessary time off due to scheduled surgery and where the surgery is subsequently cancelled, and where the Employer has made arrangements for alternate staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.
- (d) Reasonable notice for pre-scheduled medical, dental, or chiropractic examination or treatment will be seventy-two (72) hours. An employee undergoing elective surgery shall, if possible, give fourteen (14) days' notice except in cases of emergency.
- (e) **An employee may utilize income protection for any period of time where the employee's presence constituted a health hazard for patients/clients/residents and/or other employees and the employee was instructed by the Employer to not report to work or leave their place of duty.**

16:03 An employee who will be absent under the conditions outlined in **Article 16:01** shall inform **their** supervisor prior to the commencement of **their** next scheduled shift(s) **in accordance with the procedure determined by the unit/department/base location.**

An employee who fails, without valid reason, to give notice as specified below will not be entitled to receive income protection benefits for the shift(s) in question:

Prior to the Day Shift	One (1) Hour
Prior to Evening Shift	Three (3) Hours
Prior to Night Shift	Three (3) Hours

- 16:04** Income protection shall accumulate at the rate of one and one-quarter (1¼) days for each full month of service.
- 16:05** Income protection credits will accumulate on the same basis as seniority is accrued under Article 8.
- 16:06** During the probationary period, as per Article **9:07**, an employee may claim accumulated income protection credits. However, should an employee be terminated prior to the expiry of the above referenced probationary period, income protection credits paid to the employee will be recovered by the Employer.
- 16:07** The Employer reserves the right to require a certificate from a qualified medical practitioner as proof of the employee's fitness to return to work, or to determine the approximate length of illness, or in the case of suspected abuses, as proof of illness in regard to any claim for income protection. Failure to provide such a certificate when requested may disqualify an employee from receiving income protection benefits.
- 16:08** If an employee is to be absent for illness for a period exceeding **their** income protection, including **Employment Insurance (EI) benefits, the employee** must request, or cause someone on **their** behalf to request, a leave of absence in writing for the expected duration of convalescence within ten (10) days of **their** last paid day of income protection.

In such cases, an employee shall be granted an unpaid leave of absence for a period of one (1) month per year of service up to a maximum of twelve (12)

months. The employee will be responsible to notify **their manager (or designate)** every month to update the Employer regarding **their** medical status as well as **their** expected date of return.

16:09 Income Protection and Workers Compensation

- (a) (i) An employee who becomes injured or ill in the course of performing **their** duties must report such injury or illness as soon as possible to **their** immediate supervisor.
- (ii) An employee unable to work because of a work-related injury or illness will inform the Employer immediately in accordance with established procedures, **and must also contact the Workers Compensation Board (WCB) to begin the claim process. Upon being notified by WCB that the claim has been filed, the Employer will forward their report to WCB in a timely manner, so not to delay the claim.**

Workers Compensation payment will be paid directly to the employee by WCB.

- (iii) Where an employee has applied for WCB benefits and where a loss of normal salary would result while awaiting a WCB decision, the employee may elect to submit a written application to the Employer requesting an advance subject to the following conditions:
 - (A) Advance payment(s) shall not exceed the employee's basic **pay** as defined in Article **3:02** (exclusive of overtime), less the employee's usual income tax deductions, Canada Pension Plan contributions, and **Employment Income (EI)** contributions.
 - (B) The advance(s) will cover the period of time from the date of injury until the date the final WCB decision is received; however, in no case shall the total amount of the advance exceed seventy percent (70%) of the value of the employee's accumulated income protection credits.

- (C) The employee shall reimburse the Employer by assigning sufficient WCB payments to be paid directly to the Employer to offset the total amount of the advance.
 - (D) In the event WCB disallows the claim, including any appeal, the employee shall be paid for the absence in accordance with the income protection provisions of this Collective Agreement and the Employer shall recover the total amount of the advance by payroll deduction.
 - (E) Upon written request, the Employer will provide a statement to the employee indicating the amount of advance payment(s) made and repayment(s) received by the Employer.
- (b) (i) An employee who has accumulated sufficient income protection credits may elect to submit a written application to the Employer requesting that the Employer supplement the WCB payments. The amount of such supplement will equal ten percent (10%) of the employee's regular net salary not earned due to the time loss. Regular net salary will be based on the employee's basic **pay** as defined in Article **3:02** of the Collective Agreement (exclusive of overtime), less the employee's usual income tax deduction, Canada Pension Plan contributions, and Employment Insurance contributions.
- (ii) The Employer's supplement shall be charged to the employee's accumulated income protection credits and such supplement shall be paid until the employee's accumulated income protection credits are exhausted, or until one hundred nineteen (119) calendar days have elapsed since the first day of supplement, whichever occurs first.
- (iii) Subject to the provisions of each plan the employee may request in writing that the Employer **reimburse the employee** from the supplement, if sufficient, the contributions which would have been

paid by the employee to the Employer's pension plan, dental care plan, long term disability plan, and group life insurance plan as if the employee was not disabled. If the supplement is not sufficient, or where the employee elects to receive an advance, the employee may, subject to the provisions of each plan, forward self payments to ensure the continuation of these benefit plans. The Employer will contribute its usual contributions to these benefit plans while the employee contributes.

- (iv) Further to this, the Employer shall notify the Workers Compensation Board of salary adjustments at the time they occur.
- (v) If at any time it is decided by the Workers Compensation Board that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by the Workers Compensation Board, then such payment shall not be payable.

(c) **Income Protection and Manitoba Public Insurance**

- (i) Where an employee is unable to work because of injuries sustained in a motor vehicle accident **the employee** must advise **their** supervisor as soon as possible and **they** must submit a claim for benefits to Manitoba Public Insurance (MPI). The employee shall be entitled to receive full income protection benefits for any period of time deemed to be a "waiting period" by MPI.
- (ii) Subject to (i) above, where an employee has applied for MPI benefits and where a loss of normal salary would result while awaiting a MPI decision, the employee may submit an application to the Employer requesting an advance subject to the following conditions:
 - (A) Advance payment(s) shall not exceed the employee's basic **pay** as defined in Article **3:02** (exclusive of overtime), less the employee's usual income tax deductions, Canada Pension Plan contributions, and **Employment Insurance** contributions.

- (B) The advance(s) will cover the period of time from the date of injury in the motor vehicle accident until the date the final MPI decision is rendered. In no case shall the total amount of the advance exceed seventy percent (70%) of the value of the employee's accumulated income protection credits.
 - (C) The employee shall reimburse the Employer by assigning sufficient MPI payments to be paid directly to the Employer to offset the total amount of the advance or by repayment to the Employer immediately upon receipt of payment made by MPI directly to the employee.
 - (D) In the event that MPI disallows the claim, including any appeal, the employee shall be paid for the absence in accordance with the income protection provisions of this **Collective** Agreement and the Employer shall recover the total amount of the advance by payroll deduction.
 - (E) Upon request, the Employer will provide a statement to the employee indicating amount of advance payment(s) made and repayment(s) received by the Employer.
- (d) (i) **An** employee who has accumulated sufficient income protection credits may elect to submit an application to the Employer requesting that the Employer supplement MPI payments.
- (ii) The amount of such supplement will equal ten percent (10%) of the employee's regular net salary not earned due to the time loss. Regular net salary will be based on the employee's basic **pay** as defined in Article **3:02** of the Collective Agreement (exclusive of overtime), less the employee's usual income tax deduction, Canada Pension Plan contributions, and Employment Insurance contributions.
- (iii) The Employer's supplement shall be charged to the employee's accumulated income protection credits and such supplement shall

be paid until the employee's accumulated income protection credits are exhausted.

- (iv) If at any time it is decided by Manitoba Public Insurance that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by Manitoba Public Insurance, then such payment shall not be payable.
- (e) Where a work assessment period or a modified return to work period is recommended by MPI, the Employer shall make every reasonable effort to arrange for such assessment/return subject to MPI covering all related costs.

The Employer agrees to actively participate and facilitate the rehabilitation and return to work of ill, injured or disabled employees. The Union shall be notified and involved if there is a request for a Rehabilitation and Return to Work program for employees. The Employer and the Union shall review the provisions of the program and ensure that the work designated is within **their** restrictions and limitations.

16:10 For each one and one-quarter ($1\frac{1}{4}$) days of income protection accumulated, one (1) day (eighty percent [80%]) shall be reserved exclusively for the employee's personal use as outlined in Article **16:02**. The remaining one-quarter ($\frac{1}{4}$) of a day (twenty percent [20%]) shall be reserved for either the employee's personal use as outlined in Article **16:02**, or for use in the event of family illness as specified in Article **16:11**. The Employer shall maintain an up to date record of the balance of income protection credits reserved for each of these purposes. In the employee's first year of employment, amend one (1) day to read three-quarters ($\frac{3}{4}$) of a day, and amend one-quarter ($\frac{1}{4}$) of a day to read one-half ($\frac{1}{2}$) of a day.

16:11 Subject to the provisions of Article **16:10**, an employee may utilize income protection for the purpose of providing care in the event of an illness of a spouse, child, or parent. **Travel to and attendance at non-routing,**

emergent, or critical medical appointments or treatments comes within the meaning of providing care in the event of an illness.

16:12 Where an employee has been provided necessary time off due to scheduled surgery, and where the surgery is subsequently cancelled, and where the Employer has made arrangement for alternate staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional costs.

16:13 **Applicable to Home Care Direct Service Staff Only**

Where the employee is not at work due to illness, the Employer is only responsible for fulfilling the EFT commitment that is scheduled on the remaining scheduled work days within that pay period plus paying the employee for any hours they may have worked on a partial day of illness.

Article 17 Annual Vacation

17:01 The vacation year shall be from April **1** in the one (1) year to March **31** in the next year. Notwithstanding these dates, vacation entitlement shall be calculated as at the end of the last full pay period of the vacation year.

17:02 An employee who has completed less than one (1) years continuous employment as of March 31 will be granted vacation based on a percentage of regular hours worked, in the new vacation year.

17:03 Annual vacation shall be earned at the rate of:

- 15 working days per year commencing in the **first** year of employment.
- 20 working days per year commencing in the **fourth** year of employment.
- 25 working days per year commencing in the **eleventh** year of employment.
- 30 working days per year commencing in the **twenty-first** year of employment.

Vacation entitlement for the vacation year following completion of the **third, tenth, and twentieth** years of continuous employment shall be determined by a pro rata calculation based upon the two (2) rates of earned vacation.

- 17:04** In recognition of length of service, each full-time employee shall receive one (1) additional week of vacation (five [5] days) on completion of twenty (20) years of continuous service, and on each subsequent fifth (i.e. twenty-fifth, thirtieth, thirty-fifth, fortieth, etc.) anniversary of employment.

The additional five (5) days shall be granted in the vacation year in which the anniversary date falls and are not cumulative.

Part-time employees shall be entitled to a pro rata portion of this benefit.

- 17:05** The Employer will post a projected vacation entitlement list not later than two (2) months prior to the vacation cut off dates as per Article **17:01**. Priority in the selection of dates shall be given to the employees having the most seniority within each **unit/department/base location**.

Beginning March 1 of each year the manager or designate shall arrange an appointment with each employee, in order of seniority, so that the employee may confirm or amend **their** choice of vacation dates, in writing. These appointments shall take place in person, unless otherwise mutually agreed, and shall include reviewing the vacation selected/approved to date.

An employee who fails to participate in the vacation meeting scheduled for them shall not have preference in the choice of vacation time where other employees have indicated their preference.

Employees in term positions as per Article **9:08**, will be considered to be assigned to the **unit/department/base location** they will be working in on the dates they select for their respective vacation.

All requests for vacation leave will be subject to approval of the employee's supervisor or the designated Administrative Officer based on operational requirements.

- 17:06** The Employer will post an approved vacation schedule of the projected vacation entitlement list within the **unit/department/base location** at each site no later than the first day of the new vacation year. Vacation shall not be changed unless mutually agreed upon by the employee and the Employer.
- 17:07** Vacation earned in any vacation year is to be taken in the following vacation year as per Article **17:01**.
- 17:08** In the event that an employee is hospitalized during **their** vacation, it shall be incumbent upon the employee to inform the Employer as soon as possible. In such circumstances the employee may utilize income protection credits to cover the hospitalization period and the displaced vacation shall be rescheduled at a time mutually agreed upon between the Employer and the employee within the available time periods remaining during the vacation year. Proof of such hospitalization shall be provided if requested.
- 17:09** Where an employee is subpoenaed for jury duty or in receipt of WCB benefits during **their** period of vacation, there shall be no deduction from vacation credits and the period of vacation so displaced shall be rescheduled at a time mutually agreed between the employee and the Employer within the available time periods remaining during the vacation year, subject to Article **17:07**.
- 17:10** Vacation entitlement will be payable at the employee's basic hourly rate of pay.
- 17:11** An employee who transfers to a different unit or department after vacation requests have been approved will have **their** vacation scheduled by the manager of the new unit in consultation with the employee within the time periods remaining during the vacation year.
- 17:12** An employee requested to report to work on a scheduled day of vacation shall receive two times (2x) **the basic rate of pay** for all hours worked and the vacation day will be rescheduled.

An employee who volunteers to work on a scheduled vacation day will be paid at the straight time rate and the vacation day will be rescheduled as mutually agreed.

17:13 Vacation requests to be reviewed and responded to in a timely manner.

Article 18 Salaries and Increments

18:01 Employees shall be paid in accordance with **the Salary Schedule** attached to and forming part of this **Collective** Agreement. The granting of increases shall be contingent upon the employee having performed **their** duties in a satisfactory fashion.

18:02 (a) Salaries shall be paid biweekly to each employee in accordance with **their classification** listed in **the Salary Schedule**.

(b) Upon discovery of a payroll error, the employee/Employer is responsible to report such error in pay to the Employer/employee as soon as possible.

(c) Errors in pay equivalent to one (1) full day (7.75 **hours**) of regular pay or less made by the Employer shall be corrected on the next payday.

(d) Where there is money owing to the employee in excess of one (1) day (7.75 **hours**) of regular pay, the employee shall, upon request, be paid by supplemental pay or manual cheque as soon as possible within the three (3) calendar days following the day the error was reported.

18:03 Individual salary increases resulting from the wage schedule shall be implemented on the employee's increment date, regardless of position or classification. When an unpaid leave of absence in excess of four (4) weeks is granted, the annual increment for the employee shall move forward in direct relation to the length of the leave.

18:04 (a) Employees temporarily assigned to relieve or replace employees in positions covered by this Collective Agreement that are higher than their normal class, shall be paid **seventy cents (\$0.70) (effective August 22,**

2022) or the first step on the pay scale of the classification of which they are replacing, whichever is the greater per hour for hours so assigned.

- (b) An employee assigned to temporarily perform the duties of an employee in a lower rated classification shall continue to receive the rate for **their** regular duties.

18:05 An employee assigned, by the Employer, to temporarily relieve or replace an employee whose position is outside of the bargaining unit will be paid eighty cents (\$0.80) per hour above their existing rate of pay, **or the first step on the pay scale of the classification of which they are replacing from another bargaining unit, whichever is the greater.**

- 18:06**
- (a) When an employee reports to work and is requested to work in a lower paid classification, the employee shall be paid **their** current rate of pay.
 - (b) When an employee voluntarily works a shift in a lower paid classification, the employee shall be paid at the same increment step on the lower paid classification as they are paid on their current classification.
 - (c) When an employee voluntarily works a shift in accordance with (b) above, and the employee has previously attained a higher increment level in that classification than what (b) provides, the employee will be paid at the step that they had previously attained in the lower paid classification.

18:07 Where employees are **not provided a uniform by the Employer, but are** required to wear uniforms while on duty, the Employer shall provide a uniform allowance of **ten cents (\$0.10) (effective August 22, 2022)** per hour for all hours worked.

The employee will be responsible for the purchasing, laundering, and maintenance of said uniform.

Where an employee is receiving the above allowance, the uniform must conform to the standards established by the Employer.

18:08 On an individual basis, the Employer will review the possibility of assisting in recertification processes.

18:09 Where employees are required by the Employer to wear CSA approved safety **footwear** at all times when on duty, the Employer agrees to reimburse said full-time and part-time employees up to **(effective August 22, 2022) one hundred thirty-five dollars (\$135) every twelve (12) months, or two hundred seventy dollars (\$270) every twenty-four (24) months** for the purchase of CSA approved safety **footwear**. Satisfactory proof of purchase must be provided to the Employer by the employee for reimbursement.

Probationary employees will be eligible for reimbursement upon the successful completion of their probation.

Article 19 Premiums

19:01 Employees required to work the majority of their hours on any shift between 0001 hours and 0800 hours, shall be paid a night shift premium of one dollar and seventy-five cents (\$1.75) [**three dollars and five cents (\$3.05) effective August 22, 2022**] per hour for that shift.

Effective April 1, 2023, the night shift premium shall increase to three dollars and fifty cents (\$3.50) per hour.

19:02 Employees required to work the majority of their hours on any shift between 1600 hours and 2400 hours, shall be paid an evening shift premium of one dollar (\$1.00) [**one dollar and twenty-five cents (\$1.25) effective August 22, 2022**] per hour for that shift.

Effective April 1, 2023, the evening shift premium shall increase to two dollars (\$2.00) per hour.

The evening shift premium shall also be applicable to each hour worked after 1600 hours on a modified **d**ay or evening shift during which at least two (2) hours are worked after 1600 hours.

19:03 A weekend premium of one dollar and **sixty-five cents (\$1.65)** per hour shall be paid to an employee for all hours worked on any shift where the majority of hours on that shift fall between 0001 hours on the Saturday and 2400 hours on the following Sunday.

Effective April 1, 2023, the weekend premium shall increase to two dollars (\$2.00) per hour.

19:04 Shift premium and weekend premium will not be payable while an employee is off duty for any reason.

Article 20 Notice of Termination of Employment

20:01 An employee may terminate **their** employment with the **Employer** by giving **a minimum of two (2) weeks' written notice, exclusive of vacation.**

20:02 Employment may be terminated by the Employer with written notice provided as follows:

<u>Period of Employment</u>	<u>Notice Period</u>
Less than one (1) year	One (1) week
At least one (1) year and less than three (3) years	Two (2) weeks
At least three (3) years and less than five (5) years	Four (4) weeks
At least five (5) years and less than ten (10) years	Six (6) weeks
At least ten (10) years	Eight (8) weeks

Employment may be terminated with lesser notice:

- (a) By mutual agreement between the Employer and the employee; or
- (b) During the probationary period of a new employee; or
- (c) In the event an employee is dismissed for sufficient cause to justify lesser or no notice.

20:03 Subject to other provisions contained in this Collective Agreement relative to termination of employment, the Employer will make available all amounts due to the employee, including unpaid wages and pay in lieu of unused vacation entitlement on the pay deposit applicable to the pay period in which the termination date has occurred. Where an employee's employment is terminated by the Employer, the Employer will make available within ten (10) calendar days after termination, all amounts due to the employee including unpaid wages and pay in lieu of unused vacation time.

Unless otherwise provided for by Service Canada, the Employer will issue an electronic Record of Employment (ROE) to Service Canada within five (5) calendar days after the end of the pay period in which an employee's interruption of earnings occurs.

20:04 The employee agrees to return all equipment, keys, identification, uniforms, and other items belonging to the Employer upon termination.

20:05 The Employer may give equivalent basic pay in lieu of notice.

Article 21 Special Provisions Re: Part-time Employees

21:01 Part-time employees are entitled to the benefits provided for under this Collective Agreement on a pro rata basis based on their regular hours worked. Seniority and benefits may accrue up to a maximum of full-time equivalent.

Without limiting the generality of the forgoing, the following provisions shall apply.

21:02 Income Protection in Case of Illness

(a) Part-time employees shall accumulate income protection credits on a pro rata basis, in accordance with this formula:

$\frac{\text{Hours paid at regular rate of pay}}{\text{Full-time hours}} \times \text{Entitlement of a full-time employee}$

- (b) Part-time employees may claim payment from accumulated income protection credits only for those hours they were regularly scheduled to work but were unable to work due to illness, consistent with Article **21:07**(c)(i).

21:03 Annual Vacations

(a) Entitlement to Vacation Pay

Part-time employees shall earn and accrue entitlement to vacation pay on a pro rata basis in accordance with the following formula:

Example of Entitlement to Vacation Pay

Employee ‘A’ is a part-time employee, listed as .5EFT. In the previous year, ‘A’ worked more than .5 of the full-time hours, and in fact worked 1410 hours. ‘A’s entitlement to vacation pay would be based on a prorating factor of:

$$\frac{1410}{2015} = .7 \text{ Prorating factor}$$

(b) Entitlement to Vacation Time

Actual entitlement to vacation time for part-time employees shall be based on years of service as provided for in Article **17:03**.

Example of Entitlement to Vacation Time

Employee ‘A’ is in **their** fifth year of employment. Employee ‘A’ is entitled to twenty (20) working days per year of vacation time. For greater certainty, the term “Working Days” means days on which Employee ‘A’ is regularly scheduled to work.

(c) Entitlement to Receive Vacation Pay and Vacation Time

(i) Initial Selection of Vacation Time

Part-time employees shall have an initial right to indicate their preference to dates on the basis of the procedure set out at Article **17:05**. During this initial procedure for vacation selection,

part-time employees shall be allowed to indicate their preference up to a maximum on the basis of the prorating of their vacation time entitlement in accordance with the following formula:

$$\text{Prorating factor} \times \frac{\text{Entitlement to vacation time}}{\text{vacation time}} = \frac{\text{Number of vacation days}}{\text{(working days)}}$$

Example of Initial Selection

During the initial selection procedure set out at Article **17:05**, Employee ‘A’ shall have the right to indicate in writing **their** preference as to the following maximum number of vacation dates:

$$.7 \times 20 = 14 \text{ working days}$$

(ii) Selecting the Balance of the Vacation Time

After the initial selection set out in **Subarticle** (i) above has been completed, the selection of the balance of vacation time shall be at the option of the part-time employee but shall be governed by the last sentence of paragraph 1 of Article **17:05**.

Example of Selecting the Balance of Vacation Time

Employee ‘A’ would have the option to select the following number of working days in order to exhaust **their** vacation time entitlement:

$$.3 \times 20 = 6 \text{ working days}$$

Alternate Example

In the event that Employee ‘A’ chose to select twelve (12) working days of vacation time in the initial selection, Employee ‘A’ would have the option to later select up to eight (8) working days in order to exhaust **their** vacation time entitlement.

(iii) Operational Requirements

The provisions of Article **17:05** dealing with operational requirements apply equally to the selection procedures set out in subsection (i) and (ii) above.

(iv) Receipt of Vacation Pay

Unless a part-time employee requests to be paid in accordance with one of the four (4) options set out below, and to the extent that **the employee** still has unused vacation pay, a part-time employee shall be paid **their** regular rate of pay for the number of hours **the employee** was scheduled to work on the working day taken as vacation time. An employee may choose to request to receive vacation pay in accordance with the one of the four (4) options:

(A) Partial pay divided equally over **their** entire vacation time entitlement; or

(B) Full pay for vacation days up to such point as **their** vacation pay is exhausted; or

(C) A combination of (A) or (B) above; or

(D) Partial or full vacation pay as set out above for a portion of the vacation time and the balance of vacation pay in a lump sum regardless of whether the part-time employee intends to take any unused vacation time at a future date in the vacation year.

- (d) An employee requested to report to work on a scheduled day of vacation shall receive two times (2x) for all hours worked and the vacation day will be rescheduled.

An employee who volunteers to work on a scheduled vacation day will be paid at the straight time rate or at the applicable overtime rate and the vacation day will be rescheduled as mutually agreed.

(e) **Applicable to Home Care Attendants and Mental Health Proctors Only**

The Employer is not required to maintain the employees' biweekly EFT during time periods the employee utilized vacation.

21:04 General Holidays

Part-time employees will be paid four-point-six-two percent (4.62%) **(five percent [5%] effective September 30, 2021)** of their basic pay in lieu of time off on General Holidays. Such holiday pay shall be included in each regular pay deposit.

General holiday pay earned in accordance with the above shall be considered as paid hours for the purpose of accruing seniority.

Where a general holiday falls on a part-time employee's normally scheduled day of work, and the employee is not scheduled to work due to service reductions, the Employer, at the request of the employee, will endeavor to schedule an equivalent number of hours payable at straight time rates. This request must be made prior to the date of the general holiday and is subject to availability of work and shall not be unreasonably denied.

Applicable to Home Care Attendants and Mental Health Proctors Only

The Employer is not required to schedule the employee for their previous EFT hours on the general holiday.

Where a general holiday falls on an employee's normally scheduled day of work and the employee's hours are reduced due to service reductions, the Employer shall notify the employee at least two (2) weeks in advance of the general holiday and all hours scheduled on the general holiday shall be scheduled consecutively with a minimum three (3) hour block and no available work period shall apply.

21:05 Overtime

Part-time employees shall be entitled to overtime rates **in accordance with Article 14:02** when authorized to work in excess of the daily or biweekly hours of work as specified in Article **12:01**.

21:06 Increments

Salary increments for part-time employees will be granted after completion of the **equivalent full-time annual hours of work** dictated in **Article 12:01** until the maximum of the appropriate salary schedule (scale) is attained.

21:07 Assignment of Additional Hours

- (a) Part-time employees who indicate in writing to the Employer that they wish to work additional hours, shall be offered such work, when available, provided they are **qualified, trained, and** able to perform the required duties **(for Home Care employees this shall include but is not limited to client continuity, client specific training, gender, and/or availability of vehicle)**.

It is understood that such additional hours shall be offered only to the extent that they will not incur any overtime costs to the Employer.

Such additional hours shall be allocated on the basis of seniority as follows:

- (i) **Not Applicable to Home Care Attendants**
- (A) First among those employees meeting the provisions above within that site who have requested additional hours.
- (B) Second among those employees meeting the provisions above within the sites comprising the **Employer** who have requested additional hours.

(ii) Applicable to Home Care Attendants Only

First consideration shall be from among EFT employees in the applicable base location (i.e. community area office); thereafter, consideration shall be given as follows:

- (A) Casual employees from within the base location;
- (B) EFT employees from outside the base location;
- (C) Casual employees from outside the base location.

Any additional hours assigned to a part-time employee may be cancelled prior to its commencement and the employee is not entitled to be paid for those assignments.

- (b) Should a part-time employee as described in (a) above refuse to report for work on three (3) occasions in a calendar year when requested and without an explanation satisfactory to the Employer, **the employee** will henceforth be offered additional hours at the sole discretion of the Employer until the next seniority list is posted.
- (c) (i) Where a part-time employee is unable to work all or part of any additional hours for any reason, payment shall be made only in respect of hours actually worked.
- (ii) Additional hours worked by a part-time employee shall be included in the determination of **seniority, accumulated** vacation pay, accumulated income protection credits, and general holiday pay in accordance with Article **21:01**.
- (iii) When a part-time employee is scheduled to work additional shifts for a period of time as described under **Article 9:08** (Term Position), **the employee** shall be entitled to income protection benefits and bereavement leave.
- (d) **Part-time employees may accept additional hours on a scheduled vacation day but shall not have preference for said hours.**

(e) Applicable to Home Care Attendants Only

The Employer shall post the names of employees who have been assigned additional hours, and the dates and hours so assigned, in the community office, in a location easily accessed by the employees, on a biweekly basis.

21:08 Occupying More Than One (1) Position - Concurrent Employment

- (a)** Part-time employees shall be eligible to apply for and occupy more than one (1) part-time position with the Employer. It is understood that at no time will the arrangement result in additional cost to the Employer. Where it is determined that it is not feasible for the employee to work in more than one (1) position, the employee will have the option of assuming the position applied for and relinquishing their former position.
- (b)** At no time shall the sum of the positions occupied exceed the equivalent of one (1) EFT, however, it is recognized that daily hours of work may be exceeded, by mutual agreement between the Employer, the employee, and the Union.
- (c)** Where the sum of the positions occupied equals one (1) EFT, the status of the employee will continue to be part-time, (i.e. status will not be converted to full-time), and the provisions of **Article 21** will apply based on the total of all active positions occupied, unless otherwise specified in this Article.
- (d)** All salary-based benefits, i.e., Group Life, Pension, D&R, as applicable, will be combined and calculated on the basis of the total of all active positions occupied.
- (e)** All accrued employee benefits, i.e., vacation, income protection, shall be maintained and utilized on the basis of the total of all active positions occupied.
- (f)** Requests for scheduling of vacation, paid or unpaid leaves of absence, etc. shall be submitted to each departmental/**facility/base location**

supervisor/manager **or designate**, and will be considered independently, based on the operational requirements of each department/**facility/base location**.

- (g) Employees taking on an additional position **in the same or different classification shall be entitled to a trial period as outlined in Article 9:03.**
- (h) Where an approved arrangement is later found to be unworkable, the affected employee will be required to relinquish one (1) of the positions occupied.
- (i) **Employees may hold different positions in different classifications within this Collective Agreement. Hours worked in each classification shall be paid at the appropriate rate of pay in accordance with Article 17.**

21:09 Bereavement Leave

- (a) A part time employee shall be granted four (4) consecutive calendar days off **without loss of pay and benefits**, one (1) of which shall be the day of interment, **funeral, cremation, or initial memorial service**, in the case of the death of a:
 - (i) Spouse, common-law spouse, or fiancé.
 - (ii) Parent, step parent, **latest foster parent**, former legal guardian, parent-in-law.
 - (iii) Sibling, sibling's spouse, spouse's sibling.
 - (iv) Child, child's spouse, step-child, grandchild.
 - (v) **Grandparent, grandparent-in-law.**
 - (vi) Any other relative or foster child who was residing in the same household at the time of their death.

One (1) day may be retained for use in the case where actual interment, **funeral, cremation, or initial memorial service** is at a later date.

- (b) Bereavement leave as referenced in (a) above, shall be extended by up to two (2) additional consecutive days provided the employee is required to attend an **internment, funeral, or initial memorial service** more than two hundred **twenty-five (225)** kilometres from the **employee's home**, or may be granted at the Employer's discretion if the travel required is less than two hundred **twenty-five (225)** kilometres from the **employee's home**.
- (c) **Provided that the employee has not received bereavement leave in accordance with (a) above, necessary time off to attend an interment, funeral, or initial memorial service as follows:**
 - (i) **Pallbearer leave - up to one (1) day at basic pay shall be granted.**
 - (ii) **Mourner leave - up to one (1) day at basic pay may be granted, subject to operational requirements.**
- (d) The time off as referenced to in (a), (b), and (c) above shall not be considered as needed during periods when an employee was not scheduled to be on duty, **i.e.** days off, vacation periods, **general** holidays, and days during which income protection is being utilized.

21:10 Compassionate Care Leave

Part-time employees shall be entitled to Compassionate Care Leave as per Article 11:09.

Article 22 Committees

- 22:01** The parties hereto agree to a joint committee being established to deal with such matters of mutual concern as may arise from time to time in the operation of the site and/or **Employer**.

- 22:02** The Committee shall be composed of equal representation from the Employer and the local Union with the total committee representation not to exceed four (4) members, unless mutually agreed otherwise. The local Union committee shall be appointed by the local Union Executive **and** may at any time have a representative from the Manitoba Government and General Employees' Union.
- 22:03** The Committee shall meet as and when required at a mutually agreeable time upon written notice being given by either party. An agenda will be prepared by the calling party and shall be submitted five (5) working days prior to the meeting taking place. Where an employee is required to use **their** own vehicle to travel to attend meetings of the Committee at a location other than **their** work site, **the employee** shall be reimbursed by the Employer in accordance with the Province of Manitoba mileage rates.
- 22:04** The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Collective Agreement. The Committee shall not supersede the activities of any committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decision or conclusions reached in their discussions. The Committee may make recommendations to the Union and the Employer with respect to its discussions and conclusions.
- 22:05** It is agreed that both parties will cooperate to the fullest extent in the matter of safety and accident prevention and the Employer agrees to provide safety equipment where required and to install safety devices where necessary as per **The Manitoba Safety and Health Act.**
- 22:06** A Safety Committee, as per the Workplace Safety and Health Act, shall be established to examine all aspects of safety and health measures within the **Employer.**

Article 23 Pre-retirement Leave

23:01 Employees retiring in accordance with the following:

- (a) Retire at age sixty-five (65) years; or
- (b) Retire after age sixty-five (65) years; or
- (c) Have completed at least ten (10) years continuous employment and retire after age fifty-five (55) years but before age sixty-five (65) years; or
- (d) Employees who have completed at least ten (10) years continuous employment with the Employer, whose age plus years of that employment equal eighty (80);

shall be granted retirement bonus on the basis of four (4) days per year of employment.

23:02 Calculation of **pre-retirement leave** entitlement shall begin from the date of the employee's last commencing employment with the Employer and shall be based on the employee's total **paid hours actually worked from date of hire to the date of retirement**.

23:03 Employees retiring in accordance with the conditions of Article 23:01 shall be granted **pre-retirement leave** as specified on the following basis. Calculations will be based on the following formula:

$$\frac{\text{Total paid hours actually worked from date of hire}}{\text{full-time hours}} \times \text{Four (4) days}$$

23:04 Payment shall, at the option of the employee, be made in a lump sum or as a continuation of salary until the scheduled retirement date. The retirement date shall be the last day worked in cases where an employee chooses lump sum payment.

23:05 Permanent employees who terminate employment at any time due to permanent disability shall be granted pre-retirement leave, payable in a lump

sum, on the basis of four (4) days per year of employment and in accordance with the calculation methods prescribed in this Collective Agreement.

23:06 Applicable to Healthcare Employees Pension Plan (HEPP)

Participants Only

Pre-retirement pay may be utilized to directly fund the buyback of pension service in accordance with Revenue Canada limits and restrictions.

Contributions for this purpose must also conform to the Healthcare Employees Pension Plan (HEPP) Trust Agreement, HEPP Plan Text, and other applicable written HEPP policies and guidelines.

23:07 Where an employee is entitled to pre-retirement **leave** in accordance with the conditions listed above, and the employee dies prior to receiving this benefit, it is understood that the pre-retirement **leave** shall be paid to **their** estate.

23:08 An employee who has received a pre-retirement leave under the provisions of this article that is re-hired by any Employer that is part of any Employers Organization will not be entitled to receive the pre-retirement benefit again.

Article 24 Benefits - HEB/HEPP

24:01 Dental Plan

The parties agree that during the life of this **Collective** Agreement, Healthcare Employees Benefit Plan (HEB MANITOBA) sponsored Dental Plan will be cost-shared on a 50/50 basis.

24:02 Disability and Rehabilitation Plan

The Disability and Rehabilitation Plan with benefit levels, as determined by the HEBP Board of Trustees, shall continue to be implemented for all eligible employees.

The Employer will contribute to a maximum of two-point-three percent (2.3%) of base salary to fund the Provincial Disability and Rehabilitation Plan.

The Employer agrees to fund its share of costs on an administrative service basis as required and in addition, the Employer will provide a net reserve to cover future benefits for employees on the disability plan.

The parties agree that income protection will be used to offset the elimination period. Once the elimination period has been exhausted, the eligible employee will commence drawing disability benefits. An employee may claim income protection for a period of time not to exceed the elimination period.

It is understood that the elimination period for the Disability Rehabilitation Plan is one hundred nineteen (119) calendar days.

24:03 The Employer will provide full-time and part-time employees, within their first three (3) months of employment, information related to the current available benefits plans; or upon request the same information may be provided through the appropriate administrative contact.

24:04 The Employer agrees to continue to participate in the HEB Manitoba jointly trusteed pension plan and the benefit plan in accordance with the provisions of the applicable plan text.

Article 25 Changes in Classification

25:01 In the event that the Employer establishes or proposes to establish a new classification, or if there is a substantial change in the job content or qualifications of an existing classification and providing that the new or revised classification falls within the bargaining unit, the Union shall receive a copy of the job description and accompanying salary range.

25:02 Unless the Union objects in writing within thirty (30) calendar days following such notification, the classification and salary range shall become established and form part of **the Salary Schedule** of this **Collective** Agreement.

25:03 If the Union files written objection, as per Article 25:02, then the parties hereto shall commence negotiations forthwith and attempt to reach agreement as to an appropriate salary range.

25:04 Failing agreement, the matter may be referred to arbitration in accordance with Article 7.

25:05 At any time after an employee has been in a classification for three (3) months, **they** shall have the right to request a review of **their** classification if **the employee** feels that the duties of the job have substantially changed from those of the classification job description.

The employee shall submit the request in writing, with the assistance of the Union if they so choose, to both the manager and Human Resources and shall state what change in duties forms the basis of the review request.

The Employer will examine the duties of the employee, compare them with the job description and give a decision to the request.

If the decision given is not satisfactory to the employee, **they** may then treat this request for change in classification as a grievance as laid out in Article 6.

If at any time the Employer changes an existing job description, the employee(s) and Union will receive the revised copy of same.

Article 26 Sub-contracting

26:01 It shall not be considered as sub-contracting should the Employer:

- (a) Merge or amalgamate with another health care facility/regional health authority or health care related facility; or
- (b) Transfer or combine any of its operations or functions with another health care facility/regional health authority or health care related facility; or
- (c) Take over any of the operations or functions of another health care facility.

26:02 In accordance with **Article 26:01**, employees will be given ninety (90) days' notice, and where the Employer is unable to provide alternate employment

within the sites comprising the **Employer**, the employee shall be entitled to a choice of either:

- (a) Severance pay on the basis of two (2) weeks' pay at the regular basic rate for the position last occupied, for each year of employment with the Employer; or
- (b) The exercise of their seniority to displace a less senior employee in an equivalent or lower classification **with the Employer and** within the scope of this **Collective** Agreement, provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.

26:03 If the Employer intends to sub-contract work which results in the displacement of one (1) or more employees, the Employer will notify the Union at least ninety (90) days in advance of such change and will make every reasonable effort to find suitable alternative employment with the site and/or **another site with the same Employer and within the scope of this Collective Agreement** for those employees so displaced and will guarantee to offer alternative employment with the site and/or **another site with the same Employer and within the scope of this Collective Agreement** to those employees who have thirty-six (36) months or more **continuous** service with the Employer. Any employee with more than thirty-six (36) months **of continuous** service accepting a position in a lower paid grade will continue at **their** present grade and will receive an increase only when the rate in **their** new scale, corresponding to **their** years of service, provides for an increase over **their** current **basic rate of pay**. **In any event, this red circling provision shall be limited to no more than one (1) year from the date of transfer or redeployment.**

Article 27 Duration and Date of Ratification

27:01 (a) This **Collective Agreement** shall be in full force and effect from April 1, **2017**, until March 31, **2024**.

- (b) The provisions of the **Collective** Agreement shall continue in effect following the expiry date until replaced by a new agreement or until the declaration of a strike or lockout, whichever occurs first.
- (c) The Union agrees to give the Employer at least two (2) weeks (fourteen [14] days) written notice as to the intended time and date of strike action.
- (d) The Employer agrees to give the Union at least two (2) weeks (fourteen [14] days) written notice as to the intended time and date of lockout.

27:02 Should either party desire to propose changes to this **Collective** Agreement they shall give notice in writing to the other party not more than ninety (90) calendar days and not less than thirty (30) calendar days prior to the date of termination. Within thirty (30) calendar days of the receipt of proposals, the other party shall be required to enter into negotiations for the purpose of discussing the changes and the formation of a new agreement.

27:03 This **Collective** Agreement may be amended during its term by mutual agreement.

27:04 It is agreed that neither the Union nor the Employer shall sanction or consent to any strike or lockout during the term of this **Collective** Agreement and further no employee in the unit shall strike during the term of this **Collective** Agreement.

27:05 **Ratification of this Collective Agreement occurred on August 22, 2022.**

Article 28 Union Representation

28:01 The Union agrees to exchange with the Employer a current list of officers and authorized representatives and **their respective areas of responsibility** within fourteen (14) days of any change **occurring**.

28:02 The Employer agrees that the bargaining unit shall have the right to assistance from representatives of the Manitoba Government and General Employees'

Union when negotiating or dealing with matters concerning the **Collective Agreement**.

- 28:03** When meeting with the Employer to conduct negotiations, the maximum number of employees who will be entitled to leave of absence without loss of basic pay or benefits shall be two (2) representatives.

By mutual agreement between the Employer and the Union, employees required to make special presentations shall be allowed leave of absence with pay.

Prior to the commencement of negotiations, the Union shall supply the Employer with a list of employee representatives for the purpose of collective bargaining. Dependent upon operational requirements, requested leave for such employees shall not be unreasonably denied.

- 28:04** Union local officers and stewards, with their respective Supervisor(s) permission, may visit employees for the purpose of investigating complaints and the administration of the Collective Agreement but only with the prior authorization of the Supervisor(s) of the employees involved. Such authorization shall not be unreasonably **sought or** withheld. To the extent possible and practical, all such union activities shall be conducted during off duty hours.

Article 29 Respectful Workplace

- 29:01** **The Employer and the Union jointly affirm that every employee shall be entitled to a respectful and safe workplace. The parties agree that there shall be no discrimination, interference, restriction, harassment, or coercion based on the applicable characteristics cited in Section 9 of the Human Rights Code of Manitoba, except as may be allowed under the Code.**

29:02 **Harassment**

The Employer and the Union agree that no form of harassment, **disruptive workplace conduct, disrespectful behaviour or violence** shall be

condoned in the workplace and it is further agreed that both parties will work together in recognizing and **resolving** such problems, should they arise. Situations involving **sexual** harassment shall be treated in strict confidence by both the Employer and the Union, **except where disclosure is required by law.**

The definition of harassment shall consist of the definition contained in the Human Rights Code and The Workplace Safety and Health Act and shall further include the definition of harassment set out in the Respectful Workplace Policy as may be amended by the Employer from time to time.

Employees are **required** to review the Respectful Workplace **and Workplace Violence Prevention Program** policies.

Article 30 Representative Workforce

30:01 Health services across Manitoba are provided in facilities located on the original lands of First Nations and Inuit people, and on the homeland of the Métis Nation. Manitoba's health authorities respect that First Nations treaties were made on these territories and we dedicate ourselves to collaborate in partnership with First Nations, Inuit, and Métis (Indigenous) peoples in the spirit of reconciliation.

The parties agree to collaborate in finding constructive ways of implementing the Calls to Action outlined by the Truth and Reconciliation Commission of Canada, June 2015 that are relevant to health and healthcare, including improving cultural competencies, improving health outcomes, supporting culturally appropriate healthcare services, and increasing the number of Indigenous employees in the health care system.

30:02 The Union and the Employer agree with the goal of achieving a representative workforce for Indigenous peoples who are significantly underrepresented in the health workforce. Additional actions are needed to promote and facilitate employment of Indigenous persons in

health care occupations at all levels. The parties shall work collaboratively to:

- (a) Develop strategic initiatives and programs that:
- Foster mutual respect, trust, equity, open communication, and understanding.
 - Focus on recruiting, training, and career development of Indigenous staff.
 - Identify workplace barriers that may be discouraging or preventing Indigenous staff from entering and remaining in the workforce.
 - Foster reconciliation in race and cultural relations.
 - Promote the elimination of anti-Indigenous racism in the healthcare system.
- (b) Promote and publicize initiatives undertaken to encourage, facilitate, and support the development of a representative workforce.

30:03 The Employer will implement and the parties will encourage all employees to participate in educational opportunities to promote awareness of cultural diversity with an emphasis on Indigenous peoples. This will include enhanced orientation sessions for new employees to promote cultural awareness. Anti-racism education will also be offered.

Article 31 Bulletin Boards

31:01 A bulletin board for the use of the Union will be provided by the Employer in each **facility and community office**. All material posted must be submitted to the designated Administrative Officer and is subject to **their** approval.

Article 32 Discharge, Suspension, Discipline, and Access to Personnel Files

32:01 An employee may be discharged or suspended for just cause. Such employee shall be advised promptly in writing of the reason for **their** dismissal or suspension, with a copy being sent to the local Union representatives.

32:02 In all instances where the Employer considers that an employee warrants disciplinary action, the Employer shall make every effort to take such action at a meeting with the employee. The employee may be accompanied at the meeting by a Union representative if **the employee** so desires. **The Employer shall notify the employee of the date and time of the meeting. An employee who wishes to have a Union representative present at the meeting shall contact the Union to make those arrangements in advance of the meeting occurring.**

Where possible, the Employer shall give the employee prior notice of the nature of the complaint.

No disciplinary document shall be placed on an employee's personnel file without the employee being given the opportunity to read the document.

32:03 If the action referred to in the above **Article** results in a written warning, suspension, demotion, or dismissal of an employee, the Employer shall notify the employee in writing of the action taken and the reasons either by registered mail or personal service.

32:04 Upon written request and at a mutually agreeable time at the site of employment, an employee shall be given the opportunity to examine any document which is placed in **their** personnel file, provided no part thereof is removed from the file, and **the employee's** reply to any such document shall also be placed in **their** personnel file. Upon written request the employee shall also receive an exact copy of any document forming part of **their** file.

32:05 An employee accompanied by a Union representative if **the employee** so elects, may examine **their** personnel file on request as per **Article 32:04** of the Collective Agreement.

- 32:06** There shall be one (1) personnel file maintained by the Employer for each employee.
- 32:07** Where the Employer makes a written assessment of an employee's work performance, the employee shall be entitled to receive a copy. The employee shall sign the assessment indicating only that **the employee** has read and understands the contents. The employee may respond in writing to the assessment which shall become part of **their** record.

Any dispute relative to the substance of the written evaluation must be in writing and submitted within seven (7) days of the date of the employee's acknowledgement of the evaluation.

Article 33 Standby

- 33:01** "Standby" shall refer to any period of time duly authorized by the Employer during which an employee is required to be immediately available by telephone or other contact and may be required to return to work without undue delay.
- 33:02** An employee who is designated by the Employer to be on standby shall be entitled for payment of two (2) hours basic pay for each (8) hour period or a pro rata payment for any portion thereof.
- Standby allowance shall not be paid during any time during which an employee is actually called back to work.
- 33:03** Shift and weekend premiums are not applicable to periods of standby.
- 33:04** An employee required to return to work on a callback shall be compensated in accordance with Article 13:06.
- 33:05** When an employee returning on a callback is on route and the callback is cancelled, the employee shall be paid for not less than one (1) hour at straight time rates.

Article 34 Special Provisions - Casual Employees

- 34:01** A “Casual Employee” means an employee who does not hold an EFT position and is called by the Employer to replace an absent employee or to supplement regular staff coverage, subject to Article 21:07. The terms of this Collective Agreement do not apply to the casual employee, except as specified hereinafter.
- 34:02** Casual employees shall receive vacation pay biweekly at the rate of six percent (6%) of the regular hours worked in a bi-weekly period.
- 34:03** Casual employees are paid in accordance with the salaries specified in the Salary Schedule. Increments will be granted after completion of the equivalent to full-time annual hours worked as specified in Article 12:01.
- 34:04** Casual employees are entitled to the shift premium(s) outlined in Article 19.
- 34:05** Casual employees required to work on a general holiday shall be paid as outlined in Article 15:02.
- 34:06** Casual employees shall be entitled to compensation for overtime worked in accordance with Article 14:01 and 14:02.
- 34:07** The Employer agrees to deduct union dues in an amount specified by the Union in any pay period for which the casual employee receives any payment in accordance with Article 4.
- 34:08** In the event that no payment is made during the pay period, the Employer shall have no responsibility to deduct and submit dues for that period.
- 34:09** Retroactive to their first day of employment, seniority shall accumulate on the basis of all regular hours worked for the sole purpose of attaining a permanent or term position, subject to Article 8:02. Such casual seniority will not take priority over full-time or part-time

employee seniority. Regular hours worked for seniority purposes shall also include any hours worked in a term position.

Effective August 22, 2022, the seniority hours accrued during the period of casual employment shall not be carried over to a permanent employment.

- 34:10 Articles 6 and 7 herein apply only with respect to the terms of this Article.
- 34:11 A casual employee shall be paid four-point-six-two percent (4.62%) [five percent (5%) effective September 30, 2021] of their basic pay in lieu of time off on General Holidays. Such holiday pay shall be included in each pay deposit.
- 34:12 A full-time or part-time employee who resigns and who within thirty (30) calendar days is rehired as a casual employee shall be paid at the same increment step as the employee received in their former position.
- 34:13 Casual employees will be entitled to the Transportation Allowance outlined in Article 40.

Article 35 Storm/Disaster Pay

- 35:01 If an employee is unable to attend work due to bad weather conditions and there are actual blizzard conditions, as declared by Environment Canada, or the Employer, or due to road closures as declared by the police agencies, or the Department of Highways, staff shall not be paid for such work missed, however, on written request, **the employee** will be allowed to use banked time in lieu of overtime, banked statutory holiday or vacation time.

If an employee is able to attend at work in spite of the above conditions, and they do so as soon as is possible and within one (1) hour of the scheduled start time, they shall be entitled to pay for the full shift.

35:02 Applicable to Home Care Attendants and Mental Health Proctors Only

When an employee is able to attend at work at the commencement of the employee's shift assignment due to bad weather conditions and there are actual blizzard conditions, as declared by Environment Canada, or the Employer, or due to road closures as declared by police agencies, or the Department of Highways, but is unable to complete the full shift assignment, due to those conditions, the employee will report to their community office and will be reassigned to alternate work as is available. If such alternate work is not available, the employee shall be paid for the employee's full shift assignment as long as the employee has completed fifty percent (50%) or more of their scheduled hours. Where the employee has not completed fifty percent (50%) or more of their scheduled hours, the employee will only be paid for hours worked and shall be entitled to use available vacation credits, banked time, or overtime to offset lost hours.

Article 36 Education Leave

- 36:01** The Employer, where possible, will attempt to accommodate scheduling requests for employees who have been accepted into an educational program and wish to maintain an employment relationship with the Employer.
- 36:02** Upon written request, the Employer shall give due consideration to an employee's request for educational leave of absence without pay.
- 36:03** Employees required by the Employer to complete online training, attend classes of instruction, or interdepartmental meetings outside their regular hours shall be paid at straight time rates for time spent in attendance or authorized time as determined by the Employer to complete the online training for such courses or be given equivalent time off.

Applicable to Mental Health Proctors Only

Were the Employer requires an employee to attend educational conferences, workshops, programs, or seminars, the Employer shall

pay registration or tuition fees and expenses and shall pay for the course time of such attendance at these conferences, workshops, programs, or seminars at straight time rates.

36:04 Applicable to Home Care Direct Service Staff Mental Health Proctors Only

Where an employee incurs transportation costs to attend training courses as in Article 36:03 above, they shall be reimbursed in accordance with the Province of Manitoba mileage rates.

36:05 Where the Employer requires an uncertified Health Care Aide to take the HCA training course at an institution approved by the Employer, then the employee shall be entitled to the benefits under Article 34:03 and 34:04.

36:06 Where an employee successfully completes an Employer approved HCA training course the employee shall be eligible for a promotion to the certified Health Care Aide level. Effective the first of the biweekly pay period, following the date the Employer is notified of the successful completion, the employee shall be promoted to the certified Health Care Aide level.

Applicable to Mental Health Proctors Only

Where the employee initiates a request to attend educational conferences, programs, or seminars relevant to work during the non-working time, attendance shall be at the mutual agreement of the Employer and the employee. On mutual agreement of the parties the Employer shall pay registration or tuition fees and approved expenses.

36:07 Where an employee decides to take the certified Health Care Aide training course on their own initiative when the Employer has not required them to take the course, the employee shall do so on their own time and at their own expense.

36:08 Staff will be advised on a regular and recurring basis of Employer sponsored specialized training opportunities and other in-services as they are made available.

Article 37 Loss Of or Damage To Personal Effects

37:01 In recognition of the fact that during the performance of their duties, employees may have their clothing or other personal property damaged, the Employer agrees to make appropriate compensation for replacement of same.

37:02 No claims for compensation will be considered where an employee has or will receive adequate compensation from insurance or otherwise for the loss or theft or damage to the employee's tools, equipment or personal effects, or for luxury items.

37:03 Employees are responsible for any personal effects that are brought to their place of work and are not specifically required in the course of their employment and no claim for compensation will be considered for loss or theft of or damage to such personal effects.

Article 38 Safety and Health

38:01 The Employer shall in accordance with the objects and purposes of the Workplace Safety and Health Act:

- (a) Ensure so far as is reasonably practicable, the safety, health, and welfare at work of all workers; and
- (b) Comply with the Workplace Safety and Health Act and Regulations.

38:02 It is agreed that both parties will cooperate to the fullest extent in the matter of safety and accident prevention and the Employer agrees to provide safety equipment where required and to install safety devices where necessary.

- 38:03 (a)** A joint Safety and Health Committee, as per the Workplace Safety and Health Act, shall be established to examine all aspects of safety and health measures within the **workplace having regard for:**
- (i) The number of employees within the workplace.
 - (ii) The type of work performed in the workplace and the degree of hazard involved.
 - (iii) The complexity of the workplace operations, and the size, location, and nature of the workplace.
- (b)** The joint Safety and Health Committee shall hold meetings at least quarterly for jointly considering, monitoring, inspecting, investigating, and reviewing safety and health conditions and practices within the site. The duties of the committee include:
- (i) The receipt, consideration and disposition of concerns and complaints respecting the safety and health of workers;
 - (ii) Participation in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace;
 - (iii) The development and promotion of measures to protect the safety and health and welfare of persons in the workplace, and checking the effectiveness of such measures;
 - (iv) Co-operation with the occupational health service, if such a service has been established;
 - (v) Co-operation with a safety and health officer exercising duties under this Act or the regulations;
 - (vi) The making of recommendations to the **Employer** or prime contractor respecting the safety and health of workers;
 - (vii) The inspection of the workplace at regular intervals;

- (viii) The participation in investigations of accidents and dangerous occurrences at the workplace;
 - (ix) The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and
 - (x) Such other duties as may be specified in this Act or prescribed by regulation.
- (c) Minutes of the Workplace Safety and Health Committee meetings shall be recorded, provided to committee members, posted on the Safety and Health bulletin boards, and supplied to the Workplace Safety and Health Division.
 - (d) Recommendations for corrective actions shall be referred, in writing, to the CEO or designate and a response shall be provided to the Workplace Safety and Health Committee within **thirty (30)** days.

38:04 The Employer and the Union agree that violent **or aggressive** behaviour shall not be condoned in the workplace and is further agreed that both parties will work together in recognizing and resolving such problems should they arise.

- (a) When the Employer is aware that a resident/patient/**client** has a history of aggressive behaviour the Employer will make such information available to employees who provide service to those residents/**patients/clients**.
- (b) Where such a program does not exist, the Employer shall develop an Aggressive Resident/Patient/**Client** Conduct Program. Prior to implementing such a program, the Employer shall receive a recommendation from the Safety and Health committee. Such a program will include instruction and dissemination of information.

38:05 The Employer shall provide information and preventative measures for those employees in contact with known infectious diseases where medically necessary to protect the employee or other residents/**patients/clients**.

38:06 An employee may refuse to perform particular work where the employee has reasonable grounds to believe and does believe that the work is dangerous to **their** safety or health or the safety or health of another worker or another person. Where the employee refuses particular work, **they** shall immediately report the refusal and reasons therefore to **their** immediate supervisor. The Employer shall ensure that employees subsequently asked to perform this work are made aware of the original refusal. The immediate supervisor in conjunction with the appropriate authorities will ensure that the employee is not required to continue working under dangerous conditions.

Should any provisions of this Article be or become inconsistent with the applicable legislation, the legislation will supersede.

Article 39 Overpayments and Under Deductions

39:01 The Employer may not make deductions from wages unless authorized by statute, by court order, by arbitration award, by this **Collective** Agreement, by the Union or to correct an overpayment error made in good faith. Where an error has been made in good faith, the Employer shall be entitled to recover any overpayment made, for a period of time that does not extend further back than **twelve (12)** months from date of discovery, provided:

- (a) Once the error is discovered, notice and a detailed breakdown of the error is given by the Employer to the affected employee and the Union as soon as practicable;
- (b) The proposed recovery is made in as fair and reasonable a manner as possible, and;
- (c) The proposed recovery is made over a period of time which is no less than the period during which the overpayment was made unless otherwise agreed between the Employer and employee.

- 39:02** In the event the employee retires from, or leaves the employ of, the Employer before the Employer is able to fully recover an overpayment **or an under deduction** as contemplated in this Article, the Employer shall be entitled to make a full recovery at the time of retirement or termination of employment of that employee and reduce accordingly any payments that might be owing to that employee to recover the overpayment **or under deduction**.
- 39:03** **“Under Deduction” shall include, but is not limited to, any statutory deduction, or any other amount for which the employee has provided their consent to be deducted from their wages, that has not been deducted by the Employer as a result of a good faith error on the part of the Employer.**
- 39:04** (a) **All under deductions are considered to be an accounts receivable and will be deducted from an employee’s wages when discovered by the Employer.**
- (b) **The deduction will be made in a fair and reasonable manner after notification to the employee and taking into consideration the amount of the account receivable and the purpose of the amount under deducted.**
- (c) **Where an error has been made by the Employer in good faith, the Employer shall be entitled to recover any under deduction made, for a period of time that does not extend further back than twelve (12) months from date of discovery. The proposed recovery will be made over a period of time which is no less than the period during which the under deduction was made, unless otherwise agreed between the employee and the Employer.**
- (d) **Employee Benefit Forms/Under Deduction**
An employee failing to submit their benefit and/or pension forms on a timely basis or to ensure appropriate notification prior to a return from leave of absence may result in an under deduction.

In order to initiate or maintain continuity of benefits and pension contributions, under deductions will be corrected as soon as possible with the Employer and the employee making their required contributions.

Failure to do so may negate the availability of these benefits to the employee or may result in the employee having to provide evidence of proof of insurability to the benefit provider.

39:05 The Employer shall notify the employee of an overpayment or under deduction error by letter within ten (10) business days of discovery.

- (a) Where the value of the overpayment or under deduction error is ten percent (10%) or less of the employee's normal biweekly gross earnings and is less than one hundred fifty dollars (\$150), a detailed breakdown and a proposed recovery schedule will be included with the letter to the employee and a copy provided to the Union.
- (b) Where the value of the overpayment or under deduction error exceeds ten percent (10%) of the employee's normal biweekly gross earnings and is more than one hundred fifty dollars (\$150), a detailed breakdown of the error will be included with the letter and upon request a meeting will be scheduled with the employee and the Union to discuss a proposed recovery schedule as soon as practicable.

Article 40 Transportation

40:01 Not Applicable for Home Care Attendants or Mental Health Proctors

- (a) An employee required to return to the facility/base location on a callback as referenced in Article 14:06 will have:
 - (i) Return transportation provided by the Employer; or

- (ii) Reimbursement in accordance with the Province of Manitoba mileage rates if the employee uses their own vehicle.
- (b) Employees who are required to use their own personal vehicle for facility business which has been pre-authorized by the Employer shall be reimbursed by the Employer for all mileage thus accrued for out-of-town trips and four dollars (\$4.00) for in-town trips per trip.
- (c) Employees required to attend meetings outside the facility shall be reimbursed applicable transportation and/or mileage rates as outlined above and applicable travel time from work location.

40:02 Applicable to Home Care Attendants and Mental Health Proctors

Where an employee is authorized to use their privately owned vehicle on the Employer's business the employee shall be reimbursed in accordance with rates paid by the Province of Manitoba contained in the Government Employees' Master Agreement (GEMA) for all travel between work locations. Where the Employer requires the employee to use their personal vehicle or where the employee's schedule is based on the use of a vehicle, the use of the privately owned vehicle shall be deemed to be authorized.

The Employer shall reimburse the employee for any distance travelled:

- (a) Greater than eight kilometres (8kms) to the first work assignment.
- (b) Greater than eight kilometres (8kms) to home from the last work assignment.

40:03 Applicable to Home Care Attendants and Mental Health Proctors

Where bus transportation is approved for travel between work locations employees shall be reimbursed transit expenses and travel time as per Article 40:04.

- 40:04 Applicable for Home Care Attendants and Mental Health Proctors**
Taxi fare shall be reimbursed for all travel on the Employer's business between the hours of 2400 (midnight) and 0600. Upon approval from the Employer, in instances where an employee takes a taxi for safety or other reasons, the employee shall be reimbursed for the fare.
- 40:05 Applicable to Home Care Attendants and Mental Health Proctors**
- (a) Travel time between worksites shall be considered time worked.
 - (b) Travel time from the employee's home to the first work assignment of the day shall also be considered time worked but only where:
 - (i) The first assignment is to report to a client's residence, rather than to the base location to which the employee normally reports; and
 - (ii) The client's residence is more than twenty-four kilometres (24kms) away from the base location and from the employee's home.
 - (c) Travel time from the last work assignment of the day to the employee's home shall also be considered time worked but only where:
 - (i) The last assignment is at a client's residence, rather than at the base location to which the employee normally reports; and
 - (ii) The client's residence is more than twenty-four kilometres (24kms) away from the base location and the employee's home. Employees required by the Employer to attend a training course shall be paid at their regular hourly rate for all classroom hours.
- 40:06 Applicable to Home Care Attendants and Mental Health Proctors**
- (a) Where an employee travels by bus between assignments on a split shift, the employee shall be reimbursed bus fare and the normal

time that would have been scheduled for travel between the assignments as if they were contiguous.

- (b) Where the employee is authorized to use their privately owned vehicle on a split shift the employee shall receive:
 - (i) Paid mileage at the appropriate rate for the distance between the assignments; and
 - (ii) Travel time as if the assignments were contiguous.
- (c) Where an employee is assigned a split shift with one (1) client, the employee shall be eligible for transportation cost and travel time to and from the client for the second and any subsequent assignments on the same day.

Article 41 Retroactive Wages

41:01 All applicable retroactive wage adjustments shall be processed as soon as possible following ratification of the settlement by both parties. The anticipated timelines for processing of retroactive pay will be communicated to all current employees in an appropriate format.

Former employees are eligible to apply for applicable retroactive pay provided that they apply in writing within ninety (90) days after the ratification date.

Wherever possible retroactive pay will be made by separate direct deposit.

Article 42 Reasonable Accommodation and Return to Work

42:01 Reasonable Accommodation

The parties recognize that the Manitoba Human Rights Code establishes a reasonable accommodation requirement to the point of undue hardship, in order to accommodate the special needs of any

person or group where those needs are based on the protected characteristics as set out in the Manitoba Human Rights Code.

The Employer and the Union are committed to reasonable accommodation in a manner that respects the dignity and privacy of the employee. Reasonable accommodation is the shared responsibility of the employees, the Employer, and the Union.

Where a need has been identified, the parties will meet to investigate and identify the feasibility of accommodation that is substantial, meaningful, and reasonable to the point of undue hardship. Where necessary, relevant provisions of the Collective Agreement may, by mutual agreement between the Union and the Employer, be waived.

When an accommodation is being implemented, the Employer and the Union agree to provide an orientation to affected employees concerning the principles of reasonable accommodation and the nature of the accommodation being implemented.

In the event the accommodation results in the employee being moved to a higher classification position, their new salary shall be determined in accordance with Article 9:04.

In the event the accommodation results in the employee being moved to a lower classified position, their new salary shall be determined in accordance with Article 9:05.

42:02 The Employer, the Union, and the employee(s) share a mutual concern for facilitating the return to work of ill, injured, or disabled employees. The Union shall be notified of any return to work initiatives with respect to any employee. The applicable parties shall meet to ensure the employee is clear on all the details and provisions of the return to work and that the work designated is within their restrictions and limitations as documented by a qualified medical practitioner.

Return to work placement may occur within a fifty kilometre (50km) radius of the originating site unless a greater distance is mutually agreed between the Employer and the employee.

IN WITNESS WHEREOF A representative of Interlake-Eastern Regional Health Authority have hereunto set their hand for, and on behalf of, Interlake-Eastern Regional Health Authority and a representative of Manitoba Government and General Employees' Union has set their hand for, and on behalf of, Manitoba Government and General Employees' Union.

Signed this 27 day of September 2023.

For the Employer:

For the Union:

B. V. Rawan

[Handwritten signature]

Kerry Dboqo.

Shirley Joyce Russell

Schedule "A"

Effective April 1, 2006

Full-time Employee Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
Daily	Annual						
7.25	1885	0	1,885	3,770	5,655	7,540	9,425
7.50	1950	0	1,950	3,900	5,850	7,800	9,750
7.75	2015	0	2,015	4,030	6,045	8,060	10,075
8.00	2080	0	2,080	4,160	6,240	8,320	10,400

Long Service Step

Applicable to former Community Support

- (a) Effective April 1, 2023 a Long Service Step equivalent to two percent (2%) shall be added to the Salary Schedule. Employees shall be eligible for the Long Service Step identified in the Salary Schedule upon completion of the following:
- (i) Twenty (20) or more years of continuous service; and
 - (ii) The employee has been at the maximum step of their salary scale for a minimum of twelve (12) consecutive months.
- (b) Employees who do not meet the above criteria on April 1, 2023 shall be eligible for the Long Service Step on the employee's anniversary date in which the employee meets both conditions outlined in (1) above.

Note #1: For the purpose of (a) and (b) continuous service shall be calculated based on continuous calendar years of service in an EFT position (FT, PT, or Term).

Applicable to former Facility Support

- (a) Effective October 1, 2014 a Long Service Step equivalent to two percent (2%) shall be added to the Salary Schedule. Employees shall be

eligible for the Long Service Step identified in the Salary Schedule upon completion of the following:

- (i) Twenty (20) or more years of continuous service; and
 - (i) The employee has been at the maximum step of their salary scale for a minimum of twelve (12) consecutive months.
- (b) Employees who do not meet the above criteria on October 1, 2014 shall be eligible for the Long Service Step on the employee's anniversary date in which the employee meets both conditions outlined in (1) above.

Note #1: For the purpose of (a) and (b) continuous service shall be calculated based on continuous calendar years of service in an EFT position (FT, PT, or Term).

Schedule “B” - Site List
Community and Facility Support

Bargaining Unit: Interlake-Eastern Health Region Employers Organization

Employer List	Site List
Interlake-Eastern Regional Health Authority (IERHA) (Direct Operations)	Arborg and District Health Centre, includes Personal Care Home (Arborg) Beausejour Health Centre Berens River Renal Health Centre EM Crowe Health Centre, includes Personal Care Home* (Eriksdale) East Gate Lodge (Beausejour) Fisher Branch Personal Care Home Highway 302 (Beausejour) Hodgson Renal Health Centre Johnson Memorial Hospital (Gimli) Kin Place Personal Care Home (Oakbank) Lac du Bonnet Personal Care Home - Winnipeg River Health District Lakeshore District Health Centre, includes Personal Care Home (Ashern) Lundar Personal Care Home Pinawa Hospital - Winnipeg River Health District Pine Falls Health Complex (includes Sunny wood Manor Personal Care Home) Selkirk Regional Health Centre Stonewall and District Health Centre (includes Rosewood Lodge) Teulon Hunter Memorial Health Centre (includes Goodwin Lodge Personal Care Home) Whitemouth Health District Personal Care Home Home Care Program Mental Health Program Primary Health Program Public Health Program
Betel Home Foundation*	Gimli Site Selkirk Site

*Identifies non-transferred sites

**Schedule “C” - MGEU Base Locations
Community and Facility Support
October 6, 2022**

Bargaining Unit: Interlake-Eastern Health Region Employers Organization

Employer List	Site List	Base Location
Interlake-Eastern Regional Health Authority (IERHA) (Direct Operations)	Arborg and District Health Centre (includes Arborg Personal Care Home)	Arborg and District Health Centre 234 Gislason Drive Arborg MB R0C 0A0 Arborg Personal Care Home 233 St. Phillips Drive Arborg MB R0E 0C0
	Beausejour Health Centre	Beausejour Health Centre 151 First Street Beausejour MB R0E 0C0
	Berens River Renal Health Centre	Berens River Renal Health Centre General Delivery Berens River First Nation MB
	EM Crowe Health Centre (includes Personal Care Home)	EM Crowe Health Centre 40 Railway Avenue Eriksdale MB R0C 0W0
	East Gate Lodge	East Gate Lodge PO Box 1690, 646 James Avenue Beausejour MB R0E 0C0
	Fisher Branch Personal Care Home	Fisher Branch Personal Care Home 7 Chalet Drive Fisher Branch MB R0C 020
	Highway 302	Highway 302 71107 Highway 302, Box 209 Beausejour MB R0E 0C0
	Hodgson Renal Health Centre	Hodgson Renal Health Centre Box 190 Hodgson MB R0C 1N0
	Johnson Memorial Hospital	Johnson Memorial Hospital 120 6 th Avenue Gimli MB R0C 1B0
	Kin Place Personal Care Home	Kin Place Personal Care Home 689 Main Street Oakbank MB R0E 1J0
Lakeshore District Health Centre (includes Personal Care Home)	Lakeshore District Health Centre 1 Steenson Drive Ashern MB R0C 0E0	

Employer List	Site List	Base Location
	Lundar Personal Care Home	Lundar Personal Care Home 97 1 st Street South Lundar MB R0C 1Y0
	Pine Falls Health Complex (includes Sunnywood Manor Personal Care Home)	Pine Falls Health Complex 37 Maple Street Powerview-Pine Falls MB R0E 1M0
	Selkirk Regional Health Centre	Selkirk Regional Health Centre 120 Easton Drive Selkirk MB R1A 2M2
	Selkirk Corporate	Selkirk Corporate 233A Main Street Selkirk MB R1A 1S1
	Stonewall and District Health Centre	Stonewall and District Health Centre 589 3 rd Avenue S Stonewall MB R0C 2Z0 Rosewood Lodge Personal Care Home 513 1 st Avenue N Stonewall MB R0C 2Z0
	Teulon Hunter Memorial Health Centre (includes Goodwin Lodge Personal Care Home)	Teulon Hunter Health Centre 165 3 rd Avenue SE Teulon MB R0C 3B0
	Whitemouth District Health Personal Care Home	Whitemouth District Health Personal Care Home PO Box 160, 75, Hospital Street Whitemouth MB R0E 2G0
	Lac du Bonnet Personal Care Home - Winnipeg River Health District	Lac du Bonnet Personal Care Home 75 McIntosh Street Lac du Bonnet MB R0E 1A0
	Pinawa Hospital - Winnipeg River Health District	Pinawa Hospital 30 Vanier Drive Pinawa MB R0E 1L0
	Home Care Program	Arborg Community Health Office (includes Riverton) 317 River Road W Arborg MB R0C 0A0 Ashern Community Health Office 43 Railway Avenue S Ashern MB R0C 0E0 Beausejour Community Health Office 151 1 st Street S Beausejour MB R0E 0C0

Employer List	Site List	Base Location
		<p>Fisher Branch Community Health Office 23 Main Street Fisher Branch MB R0C 0Z0</p> <p>Gimli Community Health Office 589 3rd Avenue Gimli MB R0C 1B0</p> <p>Lac du Bonnet Primary Health Centre 89 McIntosh Street Lac du Bonnet MB R0E 1A0</p> <p>Lundar Community Health Office (includes Eriksdale) 97 1st Street S Lundar MB R0C 1Y0</p> <p>Oakbank, Kin Place Health Centre 689 Main Street Oakbank MB R0E 1J0</p> <p>Pinawa Primary Health Complex 30 Vanier Drive Pinawa MB R0E 1L0</p> <p>Pine Falls Health Complex 37 Maple Street Powerview-Pine Falls MB R0E 1M0</p> <p>Selkirk Community Health Office 237 Manitoba Avenue Selkirk MB R1A 0Y4</p> <p>St Laurent Community Health Office 51 Parish Lane St Laurent MB R0C 2S0</p> <p>Stonewall District Health Centre 589 3rd Avenue S Stonewall MB R0C 2Z0</p> <p>Teulon Community Health Office 162 3rd Avenue SE Teulon MB R0C 2B0</p> <p>Whitemouth District Health Centre 75 Hospital Street Whitemouth MB R0E 2G0</p>
	Primary Health Program	<p>Arborg Primary Health Centre 234 Gislason Drive Arborg MB R0C 0A0</p> <p>Ashern Primary Health Centre 1 Steenson Drive Ashern MB R0C 0E0</p>

Employer List	Site List	Base Location
		Beausejour HEW Primary Health Care Centre Box 1208, 31 1 st Street S Beausejour MB R0E 0C0
		Beausejour Primary Health Centre Box 550, 151 1 st Street S Beausejour MB R0E 0C0
		Eriksdale Primary Health Care Centre 35 Railway Avenue Eriksdale MB R0C 0W0
		Fisher Branch Primary Health Centre Box 370, 23 Main Street Fisher Branch MB R0C 0Z0
		Gimli Primary Health Care Centre Box 250, 120 6 th Avenue Gimli MB R0C 1B0
		Lac du Bonnet Primary Health Centre 89 McIntosh Street Lac du Bonnet MB R0E 1A0
		Lundar Community Health Office 97 1 st Street S Lundar MB R0C 1Y0
		Oakbank, Kin Place Primary Health Care Centre 689 Main Street Oakbank MB R0E 1J0
		Pinawa Primary Health Complex 30 Vanier Drive Pinawa MB R0E 1L0
		Pine Falls Primary Health Care Centre 37 Maple Street Powerview-Pine Falls MB R0E 1M0
		Riverton Community Health 68 Main Street Riverton MB R0C 2R0
		St Laurent Community Health Office 1 Parish Lane St Laurent MB R0C 2S0
		Selkirk Quick Care 3 - 1020 Manitoba Avenue Selkirk MB R1A 4M2
		Whitemouth District Health Centre 75 Hospital Street Whitemouth MB R0E 2G0

Employer List	Site List	Base Location
		Winnipeg Beach Primary Care Clinic 54 Main Street, Box 247 Winnipeg Beach MB
		Hugh Primary Health Care Centre 31 1 st Street S Beausejour MB R0E 0C0
	Public Health Program	Arborg Community Health Office 317 River Road W Arborg MB R0C 0E0
		Ashern Community Health Office 43 Railway Avenue S Ashern MBnnR0C 0E0
		Beausejour Community Health Office 151 1 st Street S Beausejour MB R0E 0C0
		Eriksdale Wellness Centre 35 Railway Avenue Eriksdale MB R0C 0W0
		Fisher Branch Community Health Office 23 Main Street Fisher Branch MB R0C 2Z0
		Gimli Community Health Office 589 3 rd Avenue Gimli MB R0C 1B0
		Lac du Bonnet Primary Health Centre 89 McIntosh Street Lac du Bonnet MB R0E 1A0
		Lundar Community Health Office 97 1 st Street S Lundar MB R0C 1Y0
		Oakbank, Kin Place Health Centre 689 Main Street Oakbank MB R0E 1J0
		Pinawa Primary Health Complex 30 Vanier Drive Pinawa MB R0E 1L0
		Pine Falls Health Complex 37 Maple Street Powerview-Pine Falls MB R0E 1M0
		Riverton Community Health Office 68 Main Street NE Riverton MB R0C 2R0
		Selkirk Community Health Office 237 Manitoba Avenue Selkirk MB R1A 0YR

Employer List	Site List	Base Location
		<p>St Laurent Community Health Office 51 Parish Lane St Laurent MB R0C 2S0</p> <p>Stonewall Community Health Office 589 3rd Avenue S Stonewall MB R0C 2Z0</p> <p>Teulon Community Health Office 162 3rd Avenue SE Teulon MB R0C 3B0</p> <p>Whitemouth District Health Centre 75 Hospital Street Whitemouth MB R0E 2G0</p>
	Mental Health Program	<p>RAAM Clinic (Rapid Access to Addictions Medicine Clinic) 237 Manitoba Avenue Selkirk MB R1A 0Y4</p> <p>Crisis Stabilization Unit 448 Queen Avenue Selkirk MB R1A 1G1</p> <p>Mobile Crisis Unit & Community Mental Health 446 Main Street Selkirk MB R1A 1V7</p> <p>Arborg Community Health Office Box 423 Arborg MB R0C 0A0</p> <p>Ashern Community Health Office Box 310 Ashern MB R0C 0E0</p> <p>Beausejour Health Centre 151 1st Street, Box 550 Beausejour MB R0E 0C0</p> <p>Health Education Wellness Primary Health Care Centre 31 1st Street S, Box 1208 Beausejour MB R0E 0C0</p> <p>Gimli Community Health Centre Box 250, 120 6th Avenue Gimli MB R0C 1B0</p> <p>Lac du Bonnet Health Centre Box 1030, 89 McIntosh Street Lac du Bonnet MB R0E 1A0</p> <p>Lundar Health Centre Box 296 Lundar MB R0C 1Y0</p>

Employer List	Site List	Base Location
		Kin Place Health Complex 689 Main Street, Box 28 Oakbank MB R0E 1J0 Stonewall District Office 589 3 rd Avenue S Stonewall MB R0C 2Z0 Selkirk Community Office 202 - 446 Main Street Selkirk MB R1A 1V7 Teulon Health Centre Box 89 Teulon MB R0C 3B0 Whitemouth Health Centre 75 Hospital Street Whitemouth MB R0E 2G0 Pine Falls Health Complex Box 2000 Pine Falls MB R0E 1M0
Betel Home Foundation*	Gimli Site	Gimli Site Box 10, 96 1 st Avenue Gimli MB R0C 1B0
	Selkirk Site	Selkirk Site 212 Manchester Avenue Selkirk MB R1A 0B6

*Identifies non-transferred sites.

- Errors and Omissions Excepted
- PHLRS reserves the right to add to, modify, or delete sites.

Memorandum of Understanding CSM-1

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Amnesty from Provincial Wage/Hours of Work/Reduction Legislation

During the term of the 2017 to 2024 Collective Agreement, the Employer will not exercise any right it may receive through legislation which enables the Employer to unilaterally reduce the wages specified in the Collective Agreement or the hours of work specified in **Article 12** during the life of this Collective Agreement.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry Duggan

For the Union:

B. Duggan

Shirley Joyce Russell

Memorandum of Understanding CSM-2

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Health Care Support Services (HCSS)**

Re: Civil Liability

Upon written request from the Union, the Employer will meet with the bargaining unit representatives to outline current civil liability coverage for MGEU employees.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry Duggan

For the Union:

[Signature]

Shirley Joyce Russell

Memorandum of Understanding CSM-3

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Escort Duty

An employee reporting for work as called in for escort duty shall be paid at the appropriate rate of pay for time worked with a minimum guarantee of three (3) hours pay.

Where such escort duty results in the employee being away from the work site for four (4) hours or more, upon presentation of an appropriate receipt, the employee shall be reimbursed up to a maximum of \$7.00 [effective August 22, 2022 ten dollars (\$10.00)] for the purchase of a meal.

Reasonable transportation costs will be provided by the employer as required.

Signed this 27 day of September 2023.

For the Employer:

B. Y. Rawan

Kerry Dboqo.

For the Union:

[Signature]

Shirley Joyce Russell

Memorandum of Understanding CSM-4

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Health Care Support Services (HCSS)**

Re: Expanded Staff Mobility

The parties agree to participate in a multi-union, multi-employer committee to discuss expanding the scope of the current staff mobility agreement in order to facilitate the movement of staff within and across the acute, long term, and community health care sectors as required to address systemic needs.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry Duggan

For the Union:

[Signature]

Shirley Joyce Russell

Memorandum of Understanding CSM-5

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Job Descriptions

The Employer agrees to provide to the Union a complete set of the respective MGEU **Community Support** Bargaining Unit job descriptions within ninety (90) days of the signing of this Collective Agreement.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry Duggan

For the Union:

[Signature]

Shirley Joyce Russell

Memorandum of Understanding CSM-6

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)****Re: Modified Shifts of Less than Regular Hours of Work**

The Employer and the Union mutually agree that the following conditions shall apply to shifts of less than **the regular hours of work as outlined in Article 12** (hereinafter referred to as “regular hours of work”).

- (a) The terms and conditions of the Collective Agreement shall apply to part-time employees working shifts of less than regular hours of work except as provided thereafter.
- (b) Shifts of three (3) three to five (5) paid hours shall include one (1) fifteen (15) minute rest period.
 - Shifts of greater than five (5) paid hours up to and including six (6) paid hours shall include one (1) fifteen (15) minute rest period and exclude one (1) thirty (30) minute unpaid meal period.
 - Shifts of greater than six (6) hours up to the regular **daily** hours of work **for that classification** shall include two (2) fifteen (15) minute rest periods and exclude one (1) thirty (30) minute unpaid meal break.
- (c) In the event that an employee is required to work beyond the end of **their** scheduled shift, **the employee** shall be paid for all hours worked beyond the shift at **their basic rate of pay** up to the regular **daily** hours of work **for that classification**. Overtime rates of pay shall be applicable for time worked in excess of regular hours work, in accordance with **Article 12:01**.

Note: Paragraph (b) does not preclude the Employer from establishing a shift of less than three (3) hours.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry D. O.

For the Union:

B. V. Rawan

Shirley Joyce Russell

Memorandum of Understanding CSM-7

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: 9.69 (“10”) Hour Shift Schedule

The Employer and the Union mutually agree that the following conditions apply regarding the trial and implementation of a 9.69 (“10”) hour shift schedule.

Trial and Implementation

- (a) A meeting of all employees who will be affected by the change in shift length will be held **at least ninety (90) days prior to the change** to discuss a tentative shift schedule and proposed commencement date of the trial period.
- (b) Implementation of the 9.69 (“10”) hour shift schedule on a trial basis will proceed provided that seventy percent (70%) of affected employees are willing to undertake a trial period.
- (c) The length of the trial period shall be six (6) months in length, or for an **alternate** period, as mutually agreed between the Employer and the employees affected.
- (d) Two (2) weeks prior to the completion of the trial period, a meeting of all affected employees and the Employer will be held to evaluate the 9.69 (“10”) hour shift schedule. To continue with the “10 hour” shift schedule there must be mutual agreement between the Employer and **seventy percent (70%) of** the affected employees.
- (e) The Employer shall advise the Union of any introduction of a “10” hour shift schedule on a trial basis and whether the “10” hour shift will be implemented.

Hours of Work

- (a) Full-time hours of work shall provide twenty-four (24) shifts of 9.69 (“10”) hours duration averaged over three (3) consecutive biweekly periods. Alternatively, there may be a combination of shifts of 9.69 (“10”) hour duration and shifts of other lengths that equal **seventy-seven and one-half (77.5)** hours per biweekly period, averaged over the three (3) consecutive biweekly periods in the shift schedule.
- (b) The shift schedule shall provide:
- A maximum of four (4) consecutive shifts of 9.69 (“10”) hours.
 - At least two (2) consecutive days off at one **(1)** time.
 - Alternate weekends off whenever possible or three (3) weekends off in each six (6) week period.
- (c) Each shift shall be inclusive of two (2) **fifteen (15)** minute rest periods and exclusive of one (1) meal period of thirty (30) minutes.

Income Protection

Employees shall accumulate **and be paid** income protection **in accordance with the Collective Agreement**.

General Holidays

Employees required to work on a general holiday shall be paid one and one-half times (1½x) **their** basic rate of pay for all regular hours worked. **Full-time employees** shall receive seven and three-quarter (7.75) hours off at **their** basic **rate of pay in accordance with the Collective Agreement**.

Vacation

The amount of paid vacation that an employee receives under the 9.69 hour (“10”) shift schedule shall correspond exactly in hours to the paid vacation on a seven and three-quarter (7.75) hours shift schedule.

Shift Premium

Shift premium shall be paid in accordance with the Collective Agreement.

Overtime

Overtime rates of pay shall be applicable for hours worked in excess of a shift, as defined herein, or for time worked in excess of the normal full-time hours in the rotation pattern in effect.

Bereavement

Subject to the provisions of the **Collective Agreement**, bereavement leave shall be paid for all hours scheduled.

Termination of Memorandum of Understanding

Upon a minimum of four (4) weeks' notice, the Employer or **seventy percent (70%)** of **the affected** employees working the 9.69 ("10") hour shift schedule may terminate the modified shift schedule.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry D. O.

For the Union:





Memorandum of Understanding CSM-8

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)****Re: Provincial Multi-union Support Sector Advisory Committee**

The parties acknowledge that in order to support the delivery of effective patient/resident/client care, it is necessary to have an adequate supply of trained employees. The parties acknowledge that availability of qualified employees may differ throughout the province and there may need to be consideration of unique regional challenges.

Therefore the parties agree to establish a Provincial Support Sector Advisory Committee with representation from the Employers and the unions. Union representation shall be a maximum of six (6) representatives or elected union officials. The Committee shall meet quarterly, the purpose of which will be:

- To identify classifications that are experiencing current or anticipated shortages of trained staff including, but not limited to XXXXX.
- To identify training requirements in order to address current or anticipated shortages.
- To recommend strategies to facilitate the availability and accessibility of training programs.
- To consider other systemic staffing issues that may be raised by Committee members.

The Provincial Support Sector Advisory Committee will commence meeting within ninety (90) days of all unions' ratification of the 2017-2024 negotiated Collective Agreement.

The Committee will determine process issues including the circumstances in which individuals, including employees, may be invited to present or share information with the Committee for its consideration.

The Provincial Support Sector Advisory Committee will be in existence for the duration of the Collective Agreement and will be extended if agreed to between the parties.

Signed this 27 day of September 2023.

For the Employer:

For the Union:

B. V. Rawan

[Handwritten signature]

Kerry Duggan

[Handwritten signature: Shirley Joyce Russell]

Memorandum of Understanding CSM-9

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: 11.625 ("12") Hour Shift Schedule

The Employer and the Union mutually agree that the following conditions apply regarding the trial and implementation of a 11.625 ("12") hour shift schedule.

Trial and Implementation

- (a) A meeting of all employees who will be affected by the change in shift length will be held **at least ninety (90) days prior to the change**, to discuss a tentative shift schedule and proposed commencement date of the trial period.
- (b) Implementation of the 11.625 ("12") hour shift schedule on a trial basis will proceed provided that seventy percent (70%) of affected employees are willing to undertake a trial period.
- (c) The length of the trial period shall be six (6) months in length, or for an **alternate** period, as mutually agreed between the Employer and the employees affected.
- (d) Two (2) weeks prior to the completion of the trial period, a meeting of all affected employees and the Employer will be held to evaluate the 11.625 ("12") hour shift schedule. To continue with the "12 hour" shift schedule there must be mutual agreement between the Employer and **seventy percent (70%) of** the affected employees.
- (e) The Employer shall advise the Union of any introduction of a "12" hour shift schedule on a trial basis and whether the "12" hour shift will be implemented.

Hours of Work

- (a) Full-time hours of work shall provide twenty (20) shifts of 11.625 (“12”) hours duration averaged over three (3) consecutive biweekly periods. Alternatively, there may be a combination of shifts of 11.625 (“12”) hour duration and shifts of other lengths that equal **seventy-seven and one-half (77.50)** hours per biweekly period, averaged over the three (3) consecutive biweekly periods in the shift schedule.
- (b) The shift schedule shall provide:
- A maximum of four (4) consecutive shifts of 11.625 (“12”) hours.
 - At least two (2) consecutive days off at one **(1)** time.
 - Alternate weekends off whenever possible or three (3) weekends off in each six (6) week period.
- (c) Each shift shall be inclusive of:
- (i) One unpaid meal period thirty (30) minutes in duration.**
 - (ii) One meal period thirty (30) minutes in duration that will be comprised of seven and one-half (7.50) minutes unpaid time and twenty-two and one-half (22.50) minutes paid time.**
 - (iii) Two paid fifteen (15) minute rest periods.**

Income Protection

Employees shall accumulate **and be paid** income protection **in accordance with** the **Collective Agreement**.

General Holidays

Employees required to work on a general holiday shall be paid one and one-half times (1.5x) times **their** basic rate of pay for all regular hours worked. **Full-time employees** shall receive seven and three-quarter (7.75) hours off at **their basic rate of pay in accordance with the Collective Agreement**.

Vacation

The amount of paid vacation that an employee receives under the 11.625 (“12”) hour shift schedule shall correspond exactly in hours to the paid vacation on a seven and three-quarter (7.75) hour shift schedule.

Shift Premium

Shift premium shall be paid in accordance with the Collective Agreement.

Overtime

Overtime rates of pay shall be applicable for hours worked in excess of a shift, as defined herein, or for time worked in excess of the normal full-time hours in the rotation pattern in effect.

Bereavement

Subject to the provisions of the **Collective Agreement**, bereavement leave shall be paid for all hours scheduled.

Termination of Memorandum of Understanding

Upon a minimum of four (4) weeks’ notice, the Employer or **seventy percent (70%)** of **the affected** employees working the 11.625 (“12”) hour shift schedule may terminate the modified shift schedule.

Signed this 27 day of September 2023.

For the Employer:

For the Union:

B. V. Rawan



Kerry D. O. O.



Memorandum of Understanding CSM-10

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Classification Review

The following classifications will be reviewed as per current classification/evaluation provisions, including MWSC:

- **Operating Room Aides**

Signed this 27 day of September 2023.

For the Employer:

B. Y. Rawan

Kerry D. G. O.

For the Union:

[Handwritten Signature]

Shirley Joyce Russell

Memorandum of Understanding CSM-11

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: HEB Pension or Benefit Plan Improvements

During the term of the **2017 to 2024 Collective Agreement**, should another healthcare union receive enhanced **HEB** pension or benefit plan improvements, the **MGEU** community support **group** will also receive the same enhancements at the same time.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry Duggan

For the Union:

B. V. Rawan

Shirley Joyce Russell

Memorandum of Understanding CSM-12

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Transfer of Employees within the Employer

(a) Temporary Transfer

- (i) To facilitate temporary transfers to the sites within the **Employer** experiencing a need for additional employees on a sporadic or episodic basis, qualified employees from another site shall be offered the opportunity to work in the site experiencing the need for additional employees.
- (ii) Temporary transfers shall not be implemented until the applicable provisions of the Collective Agreement relating to the assigning of occasional additional shifts are fulfilled.
- (iii) Where an insufficient number of qualified employees volunteer to be temporarily transferred, the Employer reserves the right to transfer employees, commencing with the most junior qualified employee at the sending site.
- (iv) If required, orientation will be provided which will assist the employee to be acquainted with essential information, such as policies and procedures, routine, location of supplies and equipment, and fire and disaster plans.

- (v) Employees who are temporarily transferred to sites within the **Employer** shall be eligible for transportation reimbursement as per **Article 40** in accordance with the following formula:
 - Distance (in **kilometres**) from the employee's home to the new work site minus the distance (in **kilometres**) from the employee's home to the employee's originating work site.

(b) Permanent Transfer

- (i) When a position(s) is transferred from one **(1)** site to another site within the **Employer**, the employee occupying said position will be given the opportunity to move with the position(s).
- (ii) Should an employee(s) decide not to transfer with the position(s), **they** shall have the right to exercise **their** seniority within the same grade, provided the employee has a satisfactory work record, possesses the qualifications and meets the physical requirements of the position in question. Where it is not possible, employees shall be entitled to exercise their seniority to displace a less senior employee in an equivalent or lower grade within the scope of this **Collective Agreement**, provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry Duggan

For the Union:

[Handwritten Signature]

Shirley Joyce Russell

Memorandum of Understanding CSM-13

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)****Re: Working Short**

The parties agree that staffing levels affect care for patients/residents/**clients** and employees working conditions. The parties therefore agree:

- (a) The Employer is responsible to review and determine staffing requirements.
- (b) The Employer shall strive to maintain base staffing levels in the units wherever reasonable and practicable.
- (c) In the event that the Employer determines that a vacant shift will not or cannot be filled, the **department head/supervisor/charge nurses** shall, in consultation with the staff:
 - (i) Evaluate and reorganize the workload if required;
 - (ii) Provide direction to staff as to which activities take priority, and where appropriate, functions that they will not be able to complete.

The issue of workload concerns/working short will be a standing agenda item under the Joint Committee established under Article 22:01. Topics of discussion may include:

- (A) Review and discuss staffing levels/workload issues such as
 - Sick replacement processes
 - Recruiting
 - Current vacancies
 - Workload distribution

- Shift duration
 - Other
- (B) Establish a mechanism for monitoring staffing levels/workload issues, including the development of jointly approved working short and overtime forms (examples to be tabled).
- (C) Review and make recommendations to facility management regarding the above.

The Committee will meet within thirty (30) days following ratification of the Collective Agreement and shall jointly determine the frequency of meetings.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry D. G. O.

For the Union:

B. V. Rawan

Shirley Joyce Russell

Memorandum of Understanding CSM-14

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Remoteness Allowance - Community Support Services

Remoteness allowances shall be paid to employees subject to the following eligibility criteria and conditions:

(a) Eligibility Claim

A claim, with appropriate attestation, notarized where considered necessary, for payment of depending supporting status allowances, will be submitted to the Employer when first requesting the allowance, and at the request of the Employer. However, the employee is responsible to provide appropriate attestation to the Employer when any change occurs in the eligibility of a dependent.

(b) Single or Dependent's Allowance

Subject to (iii) below, the single allowance will be paid to employees that have established a residence and maintain a home in a location designated as a remote location and who are eligible for the payment of a remoteness allowance. Claims for dependent's allowance will be subject to the following criteria and conditions:

(i) The employee shall be supporting one (1) or more dependents where a dependent includes:

- A spouse or common-law spouse living with and dependent on the employee for main an continuing support.

- An unmarried dependent child under eighteen (18) years of age.
 - An unmarried dependent child over eighteen (18) years but under twenty-one (21) years if in full-time attendance at school or university or similar educational institution.
 - An unmarried child of any age with a disability, provided such child is dependent on the employee for support.
- (ii) There is a presumption of marriage evidenced by co-habitation. If a marriage contract is not in existence, a common-law arrangement between the marital partners must have been in existence for at least one (1) year prior to the application for dependent's rate.
- (iii) Where both spouses or common-law partners are employees of the Employer to which these eligibility criteria apply, the dependent rate shall be paid to one (1) spouse or common-law partner only and the other spouse or common-law partner will not receive either the dependent or single rate of remoteness allowance, or the employees can receive one-half ($\frac{1}{2}$) of the dependent rate each.

(c) Locations and Residence

The remoteness allowances applicable to the location at which the employee has established their residence and maintains a family home is normally that which prevails, since the residence would be within normal daily travel distance to the employee's work site. In any case where the employee does not have a residence established on a continuing basis in relation to their work site, the location of the employee's work site as established by the Employer, shall be considered the location for remoteness.

(d) Limitations

The remoteness allowances for the various sites, for employees who are single supporting dependent(s) as indicated, represent a maximum daily taxable allowance relative to paid employment. They are payable

during paid general holidays and vacations taken during continued employment, or during authorized paid sickness leave (e.g. income protection benefits) during continued employment. They are not payable during periods of absence without pay, nor payable at time and one-half ($1\frac{1}{2}x$) or other premium pay scales, nor while being paid overtime rates or receiving other premiums, nor included as part of regular biweekly earnings in calculation of vacation days earned upon termination of employment.

(e) Geographic Eligibility

No location will be included for remoteness allowance that is two hundred fifty kilometres (250kms) or less from the centre of the metropolitan area of the City of Winnipeg or the City of Brandon, unless that location is a distance of sixty-five kilometres (65kms) or more by the most direct road to a provincial trunk highway or paved provincial road, and the aggregate distance to the highway or paved road and then to Winnipeg or Brandon totals two hundred (200) or more kilometres. No location having road access and situated south of the fifty-third (53rd) parallel of latitude will be included unless the criterion concerning off highway access was met.

(f) Daily Rates

Remoteness allowances are to be considered on a daily basis, i.e. one-tenth ($\frac{1}{10}^{\text{th}}$) of the biweekly rate, up to the maximum amount for the biweekly period.

- (i) The employee shall receive one-tenth ($\frac{1}{10}^{\text{th}}$) of the biweekly rate for every day the employee is at work irrespective of the number of hours worked, so long as a minimum of one (1) hour is worked that day.
- (ii) Where an employee regularly works a shift above the normal daily hours as provided for in Article 12:01, the allowance will be provided on a prorated basis.

(g) Biweekly Rates

The biweekly remoteness allowances relative to each location at single and dependent rates are as follows:

	Effective	Effective	Effective	Effective
	March 30, 2019	March 28, 2020	March 27, 2021	March 26, 2022
Berens River				
Dependent	297.72	299.21	304.15	310.23
Single	170.69	171.54	174.37	177.86
Bissett				
Dependent	197.52	198.51	201.79	205.83
Single	116.77	117.35	119.29	121.68
Bloodvein River				
Dependent	302.17	303.68	308.69	314.86
Single	173.57	174.44	177.32	180.87
Brochet				
Dependent	355.63	357.41	363.31	370.58
Single	204.79	205.81	209.21	213.39
Churchill				
Dependent	287.51	288.95	293.72	299.59
Single	174.44	175.31	178.20	181.76
Cormorant				
Dependent	167.86	168.70	171.48	174.91
Single	107.04	107.58	109.36	111.55
Cranberry Portage				
Dependent	143.83	144.55	146.94	149.88
Single	90.62	91.07	92.57	94.42
Crane River				
Dependent	177.18	178.07	181.01	184.63
Single	128.74	129.38	131.51	134.14
Cross Lake				
Dependent	320.12	321.72	327.03	333.57
Single	185.06	185.99	189.06	192.84
Dauphin River (Anama Bay)				
Dependent	198.58	199.57	202.86	206.92
Single	140.92	141.62	143.96	146.84
Easterville				
Dependent	146.84	147.57	150.00	153.00
Single	92.71	93.17	94.71	96.60

Flin Flon				
Dependent	124.46	125.08	127.14	129.68
Single	77.43	77.82	79.10	80.68
Gillam				
Dependent	255.75	257.03	261.27	266.50
Single	154.74	155.51	158.08	161.24
God's Lake Narrows				
Dependent	352.75	354.51	360.36	367.57
Single	202.79	203.80	207.16	211.30
God's River				
Dependent	357.33	359.12	365.05	372.35
Single	205.91	206.94	210.35	214.56
Grand Rapids				
Dependent	142.76	143.47	145.84	148.76
Single	88.26	88.70	90.16	91.96
Ilford				
Dependent	382.10	384.01	390.35	398.16
Single	218.71	219.80	223.43	227.90
Island Lake/Garden Hill				
Dependent	328.64	330.28	335.73	342.44
Single	187.72	188.66	191.77	195.61
Jen Peg				
Dependent	233.40	234.57	238.44	243.21
Single	139.51	140.21	142.52	145.37
Lac Brochet				
Dependent	387.56	389.50	395.93	403.85
Single	222.34	223.45	227.14	231.68
Leaf Rapids				
Dependent	197.42	198.41	201.68	205.71
Single	122.54	123.15	125.18	127.68
Little Grand Rapids				
Dependent	316.73	318.31	323.56	330.03
Single	179.61	180.51	183.49	187.16
Lynn Lake				
Dependent	203.87	204.89	208.27	212.44
Single	123.42	124.04	126.09	128.61
Manigotagan				
Dependent	197.52	198.51	201.79	205.83
Single	116.77	117.35	119.29	121.68

Matheson Island				
Dependent	201.36	202.37	205.71	209.82
Single	142.78	143.49	145.86	148.78
Moose Lake				
Dependent	213.18	214.25	217.79	222.15
Single	131.81	132.47	134.66	137.35
Negginan/Poplar Point				
Dependent	302.71	304.22	309.24	315.42
Single	174.08	174.95	177.84	181.40
Nelson House				
Dependent	217.97	219.06	222.67	227.12
Single	133.10	133.77	135.98	138.70
Norway House				
Dependent	284.73	286.15	290.87	296.69
Single	162.82	163.63	166.33	169.66
Oxford House				
Dependent	346.02	347.75	353.49	360.56
Single	197.94	198.93	202.21	206.25
Pikwitonie				
Dependent	279.15	280.55	285.18	290.88
Single	167.21	168.05	170.82	174.24
Pukatawagan				
Dependent	230.04	231.19	235.00	239.70
Single	141.30	142.01	144.35	147.24
Red Sucker Lake				
Dependent	350.90	352.65	358.47	365.64
Single	201.29	202.30	205.64	209.75
St. Therese Point				
Dependent	328.64	330.28	335.73	342.44
Single	187.72	188.66	191.77	195.61
Shamattawa				
Dependent	375.55	377.43	383.66	391.33
Single	218.06	219.15	222.77	227.23
Sherridon				
Dependent	227.33	228.47	232.24	236.88
Single	139.44	140.14	142.45	145.30
Snow Lake				
Dependent	170.78	171.63	174.46	177.95
Single	106.17	106.70	108.46	110.63

Southern Indian Lake				
Dependent	361.74	363.55	369.55	376.94
Single	208.65	209.69	213.15	217.41
Split Lake				
Dependent	376.34	378.22	384.46	392.15
Single	214.82	215.89	219.45	223.84
Tadoule Lake				
Dependent	393.49	395.46	401.99	410.03
Single	226.50	227.63	231.39	236.02
The Pas				
Dependent	116.79	117.37	119.31	121.70
Single	71.39	71.75	72.93	74.39
Thicket Portage				
Dependent	278.55	279.94	284.56	290.25
Single	166.77	167.60	170.37	173.78
Thompson				
Dependent	185.95	186.88	189.96	193.76
Single	130.65	131.30	133.47	136.14
Wabowden				
Dependent	238.66	239.85	243.81	248.69
Single	162.86	163.67	166.37	169.70
Waterhen				
Dependent	147.46	148.20	150.65	153.66
Single	92.22	92.68	94.21	96.09
York Landing				
Dependent	379.61	381.51	387.80	395.56
Single	221.10	222.21	225.88	230.40

- (h) A full-time employee eligible for remoteness allowance as provided in the above schedule shall be eligible, in each fiscal year (April 1 to March 31), to receive up to a maximum of two (2) days' travel time without loss of regular pay.
- (i) Any changes to remoteness allowance rates in the Government Employee's Master Agreement shall apply during the life of this Collective Agreement.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry D. O.

For the Union:

Bond

Shirley Joyce Russell

Memorandum of Understanding CSM-15

between

**Interlake-Eastern Regional Health Authority
Prairie Mountain Health**

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Employment Security-Staffing Complement-Reductions/Restructuring

The parties mutually acknowledge that the Employer is responsible for reviewing and determining staffing requirements and schedules.

The parties also mutually acknowledge that significant changes to an employee's schedule including an increase or reduction to EFT can be difficult for those affected.

The parties agree to the following process to minimize impacts of those affected by a significant schedule change or restructuring:

- (a) The Employer shall notify the Union, in writing, at least ninety (90) days prior to any alteration in the delivery of health care and/or in the current complement of staff.
- (b) If it becomes necessary to reduce or restructure the staffing complement, all avenues relevant to the issue of employment security for the employees will be examined and discussed between the Employer, and the Union, no later than twenty (20) days after the notification in (a) above.
- (c) The Employer and the Union agree to meet to develop the process for the planned reductions within five (5) days after (b) above and determine a date for the parties to meet with all affected employees to

advise of the changes. The Employer will provide seven (7) days' notice to the employees in advance of the meeting.

- (d) The Employer will, wherever reasonably possible, carry out any reductions by way of attrition.
- (e) In keeping with the Employer's commitment to ensure that any affected employee shall retain employment with the Employer, and where reductions cannot be dealt with through attrition, the employee shall be:
 - (i) Given the opportunity to fill any current vacancy with the Employer provided they possess the seniority, qualifications, and ability to perform the position; or
 - (ii) Article 10 shall apply.

Any employee thus displaced shall have the same rights.

- (f) Should the employee choose to not exercise rights under Article 10 then the employee shall be placed on layoff.
- (g) In the event of (e) above occurring or in the event of the closure of a site and in conjunction with (h) below, the Employer will make every reasonable effort to achieve necessary funding for retraining to assist with future employment opportunities.
- (h) The Employer and the Union will also cooperate with other Employers, Unions, the Provincial Health Labour Relations Services, and/or the Government of Manitoba, to participate in the establishment of a broader retraining effort where reasonably possible.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry D. O.

For the Union:

B. V. Rawan

Shirley Joyce Russell

Memorandum of Understanding CSM-16

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Christmas Eve Office Closure

Applicable to Families First Home Visitors Employed Prior to Date of Ratification Only

All offices shall be closed at one o'clock in the afternoon (1:00 pm) on December 24 when that day falls on Monday through Friday. This day shall be considered a full working day for purposes of calculation.

Where the Employer requires an employee to work a regular work day on December 24 when that day falls on Monday through Friday, such employee shall be entitled to one-half ($\frac{1}{2}$) day of compensatory leave with pay up to a maximum of four (4) hours.

The parties agree to delete this Memorandum effective March 31, 2024.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry D. O.

For the Union:

B. V. Rawan

Shirley Joyce Russell

Memorandum of Understanding CSM-17

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Cellular Phones

Applicable to Home Care Direct Support Staff only.

Fifty cents (\$0.50) per call shall apply, based on the following:

Where an employee is required to call in when the client is not at home, or the client visit is cancelled in some way at the last minute, the employee will follow the Employer defined protocol for communicating such to the Employer. Where the only option for the employee to do so is to make a pay phone call or cell phone call to the Employer, the employee will be reimbursed fifty cents (\$0.50) per telephone call.

The process for claiming the phone call reimbursement will be as set out in each individual Employer policy for expense claims, etc.

Signed this 27 day of September 2023.

For the Employer:

B. Y. Rawan

Kerry Dboqo.

For the Union:

[Signature]

Shirley Joyce Russell

Memorandum of Understanding CSM-18

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Funding Opportunities for Training

The parties agree that should provincial/federal funding opportunities for training become available, the parties will meet to review such opportunities and consider making application for same.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry Dbo

For the Union:

[Handwritten Signature]

Shirley Joyce Russell

Memorandum of Understanding CSM-19

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Job Sharing

Job sharing is an alternative work arrangement whereby the duties and responsibilities of a full-time position may be restructured in a manner that would accommodate the employment of two (2) or more employees on a part-time basis.

The Regional Health Authority will endeavour to inform the Union of existing job share situations within the bargaining unit within sixty (60) days of the signing of this Agreement.

The Regional Health Authority will inform the Union of new job share arrangements within the bargaining unit as they are brought to its attention.

It is also agreed that the Regional Health Authority will consult with the Union during the life of this Collective Agreement on the subject of job sharing and its impact on the bargaining unit.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry D. O.

For the Union:

B. V. Rawan

Shirley Joyce Russell

Memorandum of Understanding CSM-20

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Recruitment Practices to Designated Bilingual Positions

WHEREAS Interlake-Eastern Regional Health Authority (IERHA) is designated bilingual (French/English);

AND WHEREAS Interlake-Eastern Regional Health Authority is committed to offer/deliver services in English and French in designated programs/service areas serving French-speaking communities within the IERHA consistent with the French Language Services Policy of the Government of Manitoba and IERHA's French Language Services Policy;

AND WHEREAS St. Laurent and Pine Falls are designated bilingual communities;

AND WHEREAS the intent of this Agreement of this Memorandum is to define certain terms and conditions of the recruitment practices for IERHA worksites/programs within those communities;

THEREFORE, the recruitment practices for St. Laurent and Pine Falls will be as follows:

- (a) The IERHA will designate bilingual positions within the sites/programs based in St. Laurent and Pine Falls.**
- (b) Employees currently holding positions in the above designated worksites on March 20, 2019 will be grandfathered and may make**

application for another position within the worksite and the requirement regarding bilingualism shall not apply.

- (c) Employees who transfer to the worksite from another worksite from within the region or are hired from outside the region, will not be required to meet the bilingual requirement.
- (d) Should the IERHA be unable to fill a permanent designated bilingual position with a candidate that meets the bilingual requirement, the position will be offered to the next most qualified candidate, with the requirement to complete French language training.
- (e) Should the IERHA be unable to fill a temporary designated bilingual position with a candidate that meets the bilingual requirement, the position will be offered to the next most qualified candidate. The successful candidate will be encouraged to complete French language training and be advised that should they accept a permanent position within the designated worksite, they will be required to complete French language training.
- (f) Should an underfill apply for another designated position, is the most senior applicant, and is still within the time frame to complete the French language training, they will be awarded the position over a less senior applicant who meets the bilingual requirement.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry D. O.

For the Union:

B. V. Rawan

Shirley Joyce Russell

Memorandum of Understanding CSM-21

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: French Language

The Employers within the Employers Organization (Employers) and the Manitoba Government and General Employees' Union (MGEU) acknowledge Francophone Manitobans have a right to access health services delivered in French through the active offer of services as prescribed by provincial legislation.

The Employers and MGEU further acknowledge that the determination of the requirement for bilingualism (French and English) is a recognized management right and may be included as a bona-fide qualification for designated bilingual positions within a site/program to ensure compliance with the statutory authorities, and in particular with the active offer principle in The Francophone Community Enhancement and Support Act CCSM c. F157.

The Employers and MGEU recognize that the rights of all employees must be respected under the Collective Agreement, and that the Employer can, as an exercise of its management rights, include the qualification of bilingualism (ability to understand, speak, read, and/or write proficiently in both French and English) as a job qualification for designated employee positions.

For operational purposes, at the discretion of an Employers, bilingual positions as designated by the Employer may be awarded to a unilingual candidate subject to the requirement to attain linguistic competency in either French or English within a reasonable time period. In the event that there is no

qualified bilingual applicant for the designated bilingual position, the Employer may fill positions as necessary to meet patient care needs.

The following Memorandum of Understanding particular to the French language in the Collective Agreements in force and effect when The Health Sector Bargaining Review Act was proclaimed, remains in force and effect for the duration of the Collective Agreement.

In the event of a conflict between this Memorandum of Understanding and an existing Memorandum of Understanding, the existing Memorandum of Understanding shall govern.

Signed this 27 day of September 2023.

For the Employer:

B. Y. Rawan

Kerry Duggan

For the Union:

B. Y. Rawan

Shirley Joyce Russell

Memorandum of Understanding CSM-22

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Severance Pay

WHEREAS former Community Support Home Support Workers whose services were terminated as a result of retirement were entitled to severance pay under the former MGEU Community Support Collective Agreement;

AND WHEREAS the parties have agreed to eliminate the severance pay provision effective March 31 and expand the pre-retirement leave provisions to apply to Home Support Workers who retire from an EFT position on or after April 1, 2023;

AND WHEREAS it is agreed between the parties that the applicability of the language in the former MGEU Community Support Collective Agreement Article II 9:01 - Severance Pay (below) will apply to those employees in a Home Support Worker classification who retire on or before March 31, 2023;

NOW THEREFORE the parties agree the following will apply:

Severance Pay

II 9:01 (a) Employees whose services are terminated as a result of retirement, in accordance with the pension plan or death, shall be entitled to severance pay payable to the employee or to the employee's estate in the event of the employee's death as follows: employees with ten (10) or more years of accumulated service shall be paid severance pay in the amount of one (1) week's pay for each year of

accumulated service or portion thereof to a maximum of fifteen (15) weeks' pay.

(b) Where an employee fails to accrue ten (10) years' accumulated service as a result of retirement or death, the employee shall be paid, or to the employee's estate in the event of death, severance pay on the basis of ten (10) weeks' pay multiplied by the factor of the number of months accumulated serviced completed in the employee's tenth year divided by twelve (12) months.

II 9:02 Employees with one (1) or more years of accumulated service whose services are terminated as a result of permanent layoff shall be paid severance pay in the amount of one (1) week's pay for each year of accumulated service or portion thereof, but the total amount of severance pay shall not exceed twenty-two (22) weeks' pay.

II 9:03 The rate of pay referred to in this Memorandum shall be determined on the basis of the last hourly rate of pay, excluding allowances, which was in effect for the employee at the time of retirement, permanent layoff, or death.

II 9:04 For purpose of interpretation, one (1) week's pay shall equal forty (40) hour's pay.

Signed this 27 day of September 2023.

For the Employer:

For the Union:

B. V. Rawan

[Handwritten signature]

Kerry D. O.

Shirley Joyce Russell

Memorandum of Understanding CSM-23

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Bid-back

WHEREAS the parties have been engaged in collective bargaining for the facility support and community support sector collective agreements subsequent to the enactment of The Health Sector Bargaining Unit Review Act (HSBURA);

AND WHEREAS HSBURA has resulted in the reconfiguration of the support sector bargaining units;

AND WHEREAS these negotiations are unique and complex with respect to the consolidation of approximately ten (10) collective agreements into one (1) facility support and one (1) community support collective agreement for each of the two (2) Employers Organizations;

NOW THEREFORE the parties agree the following will apply:

- (a)** Employees employed with an Employer identified under Schedule "B" effective the date of ratification shall have a one (1) time opportunity to be considered as an internal applicant in accordance with the terms of the applicable Collective Agreement for positions in the alternative support bargaining unit.
- (b)** To be entitled to bid-back the employee must be a full-time or part-time employee.

- (c) This one (1) time opportunity shall expire two (2) years from August 22, 2022, or upon ratification of the next Collective Agreement, whichever occurs first. In order to be eligible for a vacant position, an employee must first possess the qualifications prescribed by the Employer for the position concerned, possess a satisfactory employment record and meet the physical requirements of the position in question.
- (d) This one (1) time utilization is only applicable at the site where the employee holds a permanent position and cannot be used to secure a position at an alternate site with their same Employer or a different Employer.
- (e) Employees are only entitled to utilize their seniority once to secure a position in the alternate bargaining unit regardless of whether they are the successful candidate or not.
- (f) Employees who elect to apply for and are awarded a position as per above will not have access to the trial period as per either applicable Collective Agreement. In the event the employee is not successful in the position, the Employer will work with the Union to review other applicable vacancies with the Employer for suitability in the originating bargaining unit. If no suitable vacancy can be found the employee will be placed on layoff.
- (g) In the event an employee who elects to apply for and is awarded a position as per above is impacted by another employee exercising their trial period rights, the employee will be placed directly into layoff status and shall not have the opportunity to utilize their seniority to displace another employee. The Employer will work with the Union to review other applicable vacancies with the Employer for suitability in either bargaining unit.
- (h) Employees who are awarded a position in the other support sector bargaining unit will be able to retain their seniority and continuous service date.

- (i) Employees wishing to exercise their rights under this Memorandum must complete and submit a bid-back form with their application in order to be considered.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry D. O.

For the Union:

B. V. Rawan

Shirley Joyce Russell

Memorandum of Understanding CSM-24

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Provincial Multi-union Support Sector Mobility

WHEREAS the parties have been engaged in collective bargaining for the facility support and community support sectors collective agreements subsequent to the enactment of The Health Sector Bargaining Unit Review Act (HSBURA);

AND WHEREAS the parties recognize the importance of the retention of qualified employees working within the provincial healthcare system and their ability to retain accrued benefits across the system provincially;

NOW THEREFORE the parties agree the following will apply:

- (a) Unless specified otherwise within the provisions of the receiving collective agreement, where an employee is the successful applicant to a support sector position with an employer in another employer organization represented by another union, the employee will be entitled to the mobility of their accrued benefits as follows:

Mobility of Benefits

Employees shall be entitled to mobilize the following benefits:

- (i) Accumulated income protection benefits/sick leave credits.
- (ii) Continuous service applicable to the rate at which vacation is earned.

- (iii) Continuous service applicable to pre-retirement leave.
- (iv) Continuous service for the purpose of qualifying to join benefit plans, e.g. two (2) year pension requirement.

(v) Benefits

An incoming employee is subject to the terms and conditions of the receiving agreements' benefit plans, however, normal waiting periods would be waived, subject to the applicable benefit plans' terms and conditions.

(vi) Hourly Rate of Pay

(A) If range is identical, then placed step-on-step.

(B) If the range is not identical, then placement will be at a step on the range which is closest (higher or lower) to the employee's hourly rate of pay.

(C) The above (A) and (B) are subject to the provisions of the long service step.

(vii) Hours worked for the purpose of calculating the next increment.

(viii) Any vacation hours earned.

(b) Employees shall not be entitled to mobilize the following:

(i) Seniority hours; or

(ii) Banked overtime or general holidays, these are to be paid out by sending Employer.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry D. O.

For the Union:

B. V. Rawan

Shirley Joyce Russell

Memorandum of Understanding CSM-25

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Standardization of Annual Hours of Work

WHEREAS it is understood that there are currently employees working multiple annual hour bases within and between Employers in the Interlake-Eastern Health and Prairie Mountain Health Region Employers Organization, including 1885, 1950, and 2015, the most common being 2015 annual hours;

AND WHEREAS it is understood for consistency, equity, and the continuity of service delivery, employees within the same classifications, departments and/or Employers should work the same annual hour base for their classification;

NOW THEREFORE the parties agree as follows:

- (a)** The parties will meet to review the current annual hour bases for each classification listed in the table below within one hundred twenty (120) days of ratification.
- (b)** Any adjustments to the annual hours of work will be effective at a mutually agreeable date (the transition date) which shall occur no sooner than April 1, 2023. All current provisions related to each occupied position will remain in effect until the transition date.
- (c)** If the annual hours for a classification are increased (e.g. from 1950 to 2015), the employee's hourly rate will not change. By way of example:

			Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
Clerk III	1950	Hourly	\$17.967	\$18.506	\$19.061	\$19.633	\$20.222	\$20.829	\$21.245
Clerk III	2015	Hourly	\$17.967	\$18.506	\$19.061	\$19.633	\$20.222	\$20.829	\$21.245

- (d) Upon the transition date, all identified classifications listed below, whose annual hour base is below 2015 hours will convert to the 2015 annual hour base. Schedules shall be adjusted accordingly.
- (e) In order to minimize the impacts, any vacant positions in the identified classifications, posted after the date of ratification shall be posted based with the 2015 annual hour base.
- (f) Required reviews of existing schedules, including hours of work and applicable meal and rest periods, will be completed prior to the transition date.
- (g) The following non-exhaustive listing of classifications to be reviewed would include all associated positions, including PIOs, that fall within these identified classifications as per the wage scales in the former:
- (i) MGEU and IUOE facility support collective agreements;
 - (ii) MGEU professional/technical/paramedical collective agreements;
and
 - (iii) MGEU community support collective agreements.

It is understood that errors and omissions are excepted.

<u>Classifications (including PIO)</u>	<u>Employer(s)</u>	<u>Former Collective Agreement</u>
Audiometrist	PMH	MGEU CS
Audiology Assistant	IERHA	MGEU CS
Community Engagement Liaison	IERHA, PMH	MGEU CS
Community Health Worker	PMH	MGEU CS
Community Health Worker – Healthy Baby	PMH	MGEU CS
Community Mental Health Support Worker	PMH	MGEU CS
Healthy Baby Facilitator	IERHA, PMH	MGEU PT
Home Visitor 1	IERHA, PMH	MGEU CS
Home Visitor 2	IERHA, PMH	MGEU CS

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry D'Agostino

For the Union:

[Handwritten Signature]

Shirley Joyce Russell

Memorandum of Understanding CSM-26

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

**Re: Expansion of Income Protection Benefits for Full-time and Part-time
Home Care Direct Service Staff**

WHEREAS the parties have agreed to expand income protection benefits to apply to all employees within the former community support bargaining unit;

AND WHEREAS former community support employees within the Home Care Service are entitled to sick credits under the former MGEU Community support collective agreement;

AND WHEREAS former community support employees within the Home Care Service are entitled to payment of a weekly sick indemnity under the Home Care Benefit Trust;

AND WHEREAS the parties have agreed to advance discussions regarding the Home Care Benefit Trust, including the entitlement of the weekly sick indemnity, to the multi-union table;

NOW THEREFORE the parties agree the following will apply:

- (a) Discussions regarding the expansion and implementation of income protections benefits to full-time and part-time direct service staff within the Home Care Service will be forwarded to the multi-union table.**
- (b) Until such time a resolution is achieved at the multi-union table, full-time and part-time direct service staff within the Home Care Service,**

the provisions for sick credit language shall continue to apply as follows:

Sick Credits

- (i) All staff will accrue one (1), eight (8) hour sick credit for every five hundred twenty (520) regular hours worked.
- (ii) Employees will be allowed to carry over any unused sick credit hours from year to year.
- (iii) The sick credit bank may not exceed thirty-two (32) hours at any point of time.
- (iv) Sick credits may be requested to offset lost wages on the first and/or second day of illness subject to the following conditions:
 - (A) Only a full day of sick credits can be utilized. A full day is based on the employee's normal daily scheduled hours. The normal daily scheduled hours are defined as the daily hours within the available work period associated with the biweekly EFT.
 - (B) Sick credits cannot be utilized for any partial day absences.
 - (C) Sick credits will only be paid at sixty-six point seven percent (66.7%) of the regular hourly rate.
 - (D) A doctor's note may be required to validate the employee's illness, at the Employer's discretion, and will not be required without valid reason.
 - (E) Sick credits cannot be requested unless there are sufficient banked sick credits available to cover the full normal daily scheduled hours as defined in (A) above.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry D. O.

For the Union:

B. V. Rawan

Shirley Joyce Russell

Memorandum of Understanding CSM-27

between

Interlake-Eastern Regional Health Authority

and

**Manitoba Government and General Employees' Union
Community Support (CS)**

Re: Standardization of Annual Hours - Betel Home Gimli and Selkirk

WHEREAS the hours of work for classifications at Betel Home Gimli and Selkirk sites are eight (8) hours per day inclusive of meal periods and rest periods during which employees are paid but are unable to leave the Employer's premise;

AND WHEREAS the parties have agreed to language confirming that meal periods are unpaid and any requirement to work during a meal period would be paid at the overtime rate of pay;

AND WHEREAS the parties wish to provide for a transition to achieve standardization of annual hours at Betel Home Gimli and Selkirk;

NOW THEREFORE the parties agree as follows:

- (a)** Notwithstanding the foregoing, current hours of work including paid meal periods and rest periods will remain status quo at Betel Home Gimli and Selkirk;
- (b)** Within one hundred twenty (120) days of ratification of this Collective Agreement, the parties will meet to review and discuss proposals to transition to standardized annual hours of work for classifications at Betel Home Gimli and Selkirk sites.

Signed this 27 day of September 2023.

For the Employer:

B. V. Rawan

Kerry D. O. O.

For the Union:

[Handwritten signature]

Shirley Joyce Russell

Salary Schedule

A1. Effective April 1, 2017

- Monthly salaries include a 1.25% increase

Hourly salary is calculated as (monthly salary x 12) = annual hours.

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year
Recreation Aide (Uncertified) - Betel Home	2080	Hourly	15.808	16.283	16.772	17.274	17.793	18.326				18.693
		Monthly	2,740.053	2,822.387	2,907.147	2,994.160	3,084.120	3,176.507				3,240.120
		Annual	32,880.640	33,868.640	34,885.760	35,929.920	37,009.440	38,118.080				38,881.440
Adult Day Program Worker (Non-Certified)	2015	Hourly	16.318	16.809	17.313	17.831	18.367	18.918				19.296
		Monthly	2,740.064	2,822.511	2,907.141	2,994.122	3,084.125	3,176.648				3,240.120
		Annual	32,880.770	33,870.135	34,885.695	35,929.465	37,009.505	38,119.770				38,881.440
Recreation Worker (Non-Certified)	2015	Hourly	16.318	16.809	17.313	17.831	18.367	18.918				19.296
		Monthly	2,740.064	2,822.511	2,907.141	2,994.122	3,084.125	3,176.648				3,240.120
		Annual	32,880.770	33,870.135	34,885.695	35,929.465	37,009.505	38,119.770				38,881.440
Health Care Aide - Untrained - Betel Home	2080	Hourly	17.955									18.314
		Monthly	3,112.200									3,174.427
		Annual	37,346.400									38,093.120
Health Care Aide (Untrained)	2015	Hourly	17.955									18.314
		Monthly	3,014.944									3,075.226
		Annual	36,179.325									36,902.710
Activity Aide	2015	Hourly	18.493	19.048	19.619	20.207	20.814	21.439				21.868
		Monthly	3,105.283	3,198.477	3,294.357	3,393.092	3,495.018	3,599.965				3,672.002
		Annual	37,263.395	38,381.720	39,532.285	40,717.105	41,940.210	43,199.585				44,064.020
Activity Worker Group 2 (Act. / Rec. Coordinator) - Betel	2080	Hourly	18.493	19.048	19.619	20.207	20.814	21.439				21.867
		Monthly	3,205.453	3,301.653	3,400.627	3,502.547	3,607.760	3,716.093				3,790.280
		Annual	38,465.440	39,619.840	40,807.520	42,030.560	43,293.120	44,593.120				45,483.360
Adult Day Program Worker (Certified)	2015	Hourly	18.493	19.048	19.619	20.207	20.814	21.439				21.867
		Monthly	3,105.283	3,198.477	3,294.357	3,393.092	3,495.018	3,599.965				3,671.834
		Annual	37,263.395	38,381.720	39,532.285	40,717.105	41,940.210	43,199.585				44,062.005
Health Care Aide - Betel Home	2080	Hourly	18.493	19.048	19.619	20.207	20.814	21.439				21.867
		Monthly	3,205.453	3,301.653	3,400.627	3,502.547	3,607.760	3,716.093				3,790.280
		Annual	38,465.440	39,619.840	40,807.520	42,030.560	43,293.120	44,593.120				45,483.360
Health Care Aide	2015	Hourly	18.493	19.048	19.619	20.207	20.814	21.439				21.868
		Monthly	3,105.283	3,198.477	3,294.357	3,393.092	3,495.018	3,599.965				3,672.002
		Annual	37,263.395	38,381.720	39,532.285	40,717.105	41,940.210	43,199.585				44,064.020
Recreation Aide - Betel Home	2080	Hourly	18.493	19.048	19.619	20.207	20.814	21.439				21.867
		Monthly	3,205.453	3,301.653	3,400.627	3,502.547	3,607.760	3,716.093				3,790.280
		Annual	38,465.440	39,619.840	40,807.520	42,030.560	43,293.120	44,593.120				45,483.360
Recreation Worker (Certified)	2015	Hourly	18.493	19.048	19.619	20.207	20.814	21.439				21.867
		Monthly	3,105.283	3,198.477	3,294.357	3,393.092	3,495.018	3,599.965				3,671.834
		Annual	37,263.395	38,381.720	39,532.285	40,717.105	41,940.210	43,199.585				44,062.005
Rehab Aide - Betel Home	2080	Hourly	18.493	19.048	19.619	20.207	20.814	21.439				21.867
		Monthly	3,205.453	3,301.653	3,400.627	3,502.547	3,607.760	3,716.093				3,790.280
		Annual	38,465.440	39,619.840	40,807.520	42,030.560	43,293.120	44,593.120				45,483.360
Physio / O.T. Aide	2015	Hourly	18.493	19.048	19.619	20.207	20.814	21.439				21.868
		Monthly	3,105.283	3,198.477	3,294.357	3,393.092	3,495.018	3,599.965				3,672.002
		Annual	37,263.395	38,381.720	39,532.285	40,717.105	41,940.210	43,199.585				44,064.020

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year	
Home Visitor 2 **	1885	Hourly	17.172	17.677	18.170	18.685	19.190	19.706					
		Monthly	2,697.435	2,776.762	2,854.204	2,935.102	3,014.429	3,095.484					
		Annual	32,369.220	33,321.145	34,250.450	35,221.225	36,173.150	37,145.810					
Crisis Worker 1 **	2080	Hourly	17.344	17.906	18.525	19.155	19.362	20.027					
		Monthly	3,006.293	3,103.707	3,211.000	3,320.200	3,356.080	3,471.347					
		Annual	36,075.520	37,244.480	38,532.000	39,842.400	40,272.960	41,656.160					
Crisis Worker 2 **	2080	Hourly	17.837	18.433	19.075	19.717	20.336	21.024					
		Monthly	3,091.747	3,195.053	3,306.333	3,417.613	3,524.907	3,644.160					
		Annual	37,100.960	38,340.640	39,676.000	41,011.360	42,298.880	43,729.920					
Crisis Worker 3 **	2080	Hourly	21.162	21.643	22.537	23.076							
		Monthly	3,668.080	3,751.453	3,906.413	3,999.840							
		Annual	44,016.960	45,017.440	46,876.960	47,998.080							
Audiology Assistant **	1885	Hourly	21.676	22.260	22.872	23.482	24.124	24.794					
		Monthly	3,404.938	3,496.675	3,592.810	3,688.631	3,789.478	3,894.724					
		Annual	40,859.260	41,960.100	43,113.720	44,263.570	45,473.740	46,736.690					
Healthy Baby Facilitator **	1885	Hourly	24.427	25.305	26.150	27.101	28.035	29.061				29.642	
		Monthly	3,837.075	3,974.994	4,107.729	4,257.115	4,403.831	4,564.999				4,656.264	
		Annual	46,044.895	47,699.925	49,292.750	51,085.385	52,845.975	54,779.985				55,875.170	
Community Engagement Liaison **	1885	Hourly	23.512	24.236	25.059	25.886	26.716	27.539					
		Monthly	3,693.343	3,807.072	3,936.351	4,066.259	4,196.638	4,325.918					
		Annual	44,320.120	45,684.860	47,236.215	48,795.110	50,359.660	51,911.015					
Mobile Crisis Worker **	1885	Hourly	32.496	33.595	34.847	36.086	37.429	38.824	40.336	41.897	43.527	44.806	45.702
		Monthly	5,104.580	5,277.215	5,473.883	5,668.509	5,879.472	6,098.603	6,336.113	6,581.320	6,837.366	7,038.276	7,179.023
		Annual	61,254.960	63,326.575	65,686.595	68,022.110	70,553.665	73,183.240	76,033.360	78,975.845	82,048.395	84,459.310	86,148.270
Health Care Aide (Trained) ***	2015	Hourly	18.493	19.048	19.619	20.207	20.814	21.439					21.867
		Monthly	3,105.283	3,198.477	3,294.357	3,393.092	3,495.018	3,599.965					3,671.834
		Annual	37,263.395	38,381.720	39,532.285	40,717.105	41,940.210	43,199.585					44,062.005
Nurse Aide (Trained) ***	2015	Hourly	18.493	19.048	19.619	20.207	20.814	21.439					21.868
		Monthly	3,105.283	3,198.477	3,294.357	3,393.092	3,495.018	3,599.965					3,672.002
		Annual	37,263.395	38,381.720	39,532.285	40,717.105	41,940.210	43,199.585					44,064.020
Resident Care Aide (Trained) ***	2015	Hourly	18.493	19.048	19.619	20.207	20.814	21.439					21.868
		Monthly	3,105.283	3,198.477	3,294.357	3,393.092	3,495.018	3,599.965					3,672.002
		Annual	37,263.395	38,381.720	39,532.285	40,717.105	41,940.210	43,199.585					44,064.020
Adult Day Care Program Coordinator ***	2015	Hourly	19.532	20.117	20.722	21.342	21.983	22.643					23.095
		Monthly	3,279.748	3,377.980	3,479.569	3,583.678	3,691.312	3,802.137					3,878.035
		Annual	39,356.980	40,535.755	41,754.830	43,004.130	44,295.745	45,625.645					46,536.425

* Former MGEU Community Support Agreement. 0% General Increase in 2017/18

** Former MGEU Community Support Agreement. 0% General Increase in 2017/18

*** Discontinued Classifications in F2023/24

A1. Effective April 1, 2018

- Monthly salaries include a 1.25% increase

Hourly salary is calculated as (monthly salary x 12) ÷ annual hours.

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year
Recreation Aide (Uncertified) - Betel Home	2080	Hourly	16.006	16.487	16.982	17.490	18.015	18.555				18.927
		Monthly	2,774.373	2,857.747	2,943.547	3,031.600	3,122.600	3,216.200				3,280.680
		Annual	33,292.480	34,292.960	35,322.560	36,379.200	37,471.200	38,594.400				39,368.160
Adult Day Program Worker (Non-Certified)	2015	Hourly	16.522	17.019	17.529	18.054	18.597	19.154				19.537
		Monthly	2,774.319	2,857.774	2,943.411	3,031.568	3,122.746	3,216.276				3,280.588
		Annual	33,291.830	34,293.285	35,320.935	36,378.810	37,472.955	38,595.310				39,367.055
Recreation Worker (Non-Certified)	2015	Hourly	16.522	17.019	17.529	18.054	18.597	19.154				19.537
		Monthly	2,774.319	2,857.774	2,943.411	3,031.568	3,122.746	3,216.276				3,280.588
		Annual	33,291.830	34,293.285	35,320.935	36,378.810	37,472.955	38,595.310				39,367.055
Health Care Aide - Untrained - Betel Home	2080	Hourly	18.179									18.543
		Monthly	3,151.027									3,214.120
		Annual	37,812.320									38,569.440
Health Care Aide (Untrained)	2015	Hourly	18.179									18.543
		Monthly	3,052.557									3,113.679
		Annual	36,630.685									37,364.145
Activity Aide	2015	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.141
		Monthly	3,144.072	3,238.441	3,335.497	3,435.575	3,538.676	3,644.967				3,717.843
		Annual	37,728.860	38,861.290	40,025.960	41,226.900	42,464.110	43,739.605				44,614.115
Activity Worker Group 2 (Act. / Rec. Coordinator) - Betel	2080	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.140
		Monthly	3,245.493	3,342.907	3,443.093	3,546.400	3,652.827	3,762.547				3,837.600
		Annual	38,945.920	40,114.880	41,317.120	42,556.800	43,833.920	45,150.560				46,051.200
Adult Day Program Worker (Certified)	2015	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.140
		Monthly	3,144.072	3,238.441	3,335.497	3,435.575	3,538.676	3,644.967				3,717.675
		Annual	37,728.860	38,861.290	40,025.960	41,226.900	42,464.110	43,739.605				44,612.100
Health Care Aide - Betel Home	2080	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.140
		Monthly	3,245.493	3,342.907	3,443.093	3,546.400	3,652.827	3,762.547				3,837.600
		Annual	38,945.920	40,114.880	41,317.120	42,556.800	43,833.920	45,150.560				46,051.200
Health Care Aide	2015	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.141
		Monthly	3,144.072	3,238.441	3,335.497	3,435.575	3,538.676	3,644.967				3,717.843
		Annual	37,728.860	38,861.290	40,025.960	41,226.900	42,464.110	43,739.605				44,614.115
Recreation Aide - Betel Home	2080	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.140
		Monthly	3,245.493	3,342.907	3,443.093	3,546.400	3,652.827	3,762.547				3,837.600
		Annual	38,945.920	40,114.880	41,317.120	42,556.800	43,833.920	45,150.560				46,051.200
Recreation Worker (Certified)	2015	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.140
		Monthly	3,144.072	3,238.441	3,335.497	3,435.575	3,538.676	3,644.967				3,717.675
		Annual	37,728.860	38,861.290	40,025.960	41,226.900	42,464.110	43,739.605				44,612.100
Rehab Aide - Betel Home	2080	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.140
		Monthly	3,245.493	3,342.907	3,443.093	3,546.400	3,652.827	3,762.547				3,837.600
		Annual	38,945.920	40,114.880	41,317.120	42,556.800	43,833.920	45,150.560				46,051.200
Physio / O.T. Aide	2015	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.141
		Monthly	3,144.072	3,238.441	3,335.497	3,435.575	3,538.676	3,644.967				3,717.843
		Annual	37,728.860	38,861.290	40,025.960	41,226.900	42,464.110	43,739.605				44,614.115

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year
Rehab Aide	2015	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.141
		Monthly	3,144.072	3,238.441	3,335.497	3,435.575	3,538.676	3,644.967				3,717.843
		Annual	37,728.860	38,861.290	40,025.960	41,226.900	42,464.110	43,739.605				44,614.115
Rehab Assistant	2015	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.140
		Monthly	3,144.072	3,238.441	3,335.497	3,435.575	3,538.676	3,644.967				3,717.875
		Annual	37,728.860	38,861.290	40,025.960	41,226.900	42,464.110	43,739.605				44,612.100
P.C.A. - Trained - Betel Home	2080	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.140
		Monthly	3,245.493	3,342.907	3,443.093	3,546.400	3,652.827	3,762.547				3,837.800
		Annual	38,945.920	40,114.880	41,317.120	42,556.800	43,833.920	45,150.560				46,051.200
P.C.A. (Trained)	2015	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.141
		Monthly	3,144.072	3,238.441	3,335.497	3,435.575	3,538.676	3,644.967				3,717.843
		Annual	37,728.860	38,861.290	40,025.960	41,226.900	42,464.110	43,739.605				44,614.115
Unit Assistant	2015	Hourly	18.724	19.286	19.864	20.460	21.074	21.707				22.141
		Monthly	3,144.072	3,238.441	3,335.497	3,435.575	3,538.676	3,644.967				3,717.843
		Annual	37,728.860	38,861.290	40,025.960	41,226.900	42,464.110	43,739.605				44,614.115
Activity Coordinator	2015	Hourly	19.776	20.368	20.981	21.609	22.258	22.926				23.384
		Monthly	3,320.720	3,420.127	3,523.060	3,628.511	3,737.489	3,849.658				3,926.563
		Annual	39,848.640	41,041.520	42,276.715	43,542.135	44,849.870	46,195.890				47,118.760
Adult Day Care Coordinator - Betel Home	2080	Hourly	19.776	20.368	20.981	21.611	22.258	22.926				23.385
		Monthly	3,427.840	3,530.627	3,636.707	3,745.907	3,858.053	3,973.840				4,053.400
		Annual	41,134.080	42,367.520	43,640.480	44,950.880	46,296.640	47,686.080				48,640.800
Adult Day Care Facilitator	2015	Hourly	19.776	20.368	20.981	21.609	22.258	22.926				23.384
		Monthly	3,320.720	3,420.127	3,523.060	3,628.511	3,737.489	3,849.658				3,926.563
		Annual	39,848.640	41,041.520	42,276.715	43,542.135	44,849.870	46,195.890				47,118.760
Adult Day Program Coordinator	2015	Hourly	19.776	20.368	20.981	21.609	22.258	22.926				23.384
		Monthly	3,320.720	3,420.127	3,523.060	3,628.511	3,737.489	3,849.658				3,926.563
		Annual	39,848.640	41,041.520	42,276.715	43,542.135	44,849.870	46,195.890				47,118.760
Activity Director	2015	Hourly	19.776	20.368	20.981	21.609	22.258	22.926				23.384
		Monthly	3,320.720	3,420.127	3,523.060	3,628.511	3,737.489	3,849.658				3,926.563
		Annual	39,848.640	41,041.520	42,276.715	43,542.135	44,849.870	46,195.890				47,118.760
Operating Room Assistant - New in 2022	2015	Hourly										
		Monthly										
		Annual										
Mental Health - Proctor 2 *	2080	Hourly	13.703	14.074	14.361	14.722						
		Monthly	2,375.187	2,439.493	2,489.240	2,551.813						
		Annual	28,502.240	29,273.920	29,870.880	30,621.760						
Home Care Attendant 1 *	2080	Hourly	13.749	14.067	14.363	14.658						
		Monthly	2,383.160	2,438.280	2,489.587	2,540.720						
		Annual	28,597.920	29,259.360	29,875.040	30,488.640						
Home Care Attendant 2 *	2080	Hourly	19.565	20.011	20.457	20.866	21.286					
		Monthly	3,391.267	3,468.573	3,545.880	3,616.773	3,689.573					
		Annual	40,695.200	41,622.880	42,550.560	43,401.280	44,274.880					
Mental Health - Proctor 3 *	2080	Hourly	19.565	20.011	20.457	20.866	21.286					
		Monthly	3,391.267	3,468.573	3,545.880	3,616.773	3,689.573					
		Annual	40,695.200	41,622.880	42,550.560	43,401.280	44,274.880					
Home Visitor 1 **	1885	Hourly	15.115	15.564	16.014							
		Monthly	2,374.315	2,444.845	2,515.533							
		Annual	28,491.775	29,338.140	30,186.390							

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year	
Home Visitor 2 **	1885	Hourly	17,258	17,765	18,261	18,778	19,286	19,805					
		Monthly	2,710.944	2,790.585	2,868.499	2,949.711	3,029.509	3,111.035					
		Annual	32,531.330	33,487.025	34,421.985	35,396.530	36,354.110	37,332.425					
Crisis Worker 1 **	2080	Hourly	17,431	17,996	18,618	19,251	19,459	20,127					
		Monthly	3,021.373	3,119.307	3,227.120	3,336.840	3,372.893	3,488.680					
		Annual	36,256.480	37,431.680	38,725.440	40,042.080	40,474.720	41,864.160					
Crisis Worker 2 **	2080	Hourly	17,926	18,525	19,170	19,816	20,438	21,129					
		Monthly	3,107.173	3,211.000	3,322.800	3,434.773	3,542.587	3,662.360					
		Annual	37,286.080	38,532.000	39,873.600	41,217.280	42,511.040	43,948.320					
Crisis Worker 3 **	2080	Hourly	21,268	21,751	22,650	23,191							
		Monthly	3,686.453	3,770.173	3,926.000	4,019.773							
		Annual	44,237.440	45,242.080	47,112.000	48,237.280							
Audiology Assistant **	1885	Hourly	21,784	22,371	22,986	23,599	24,245	24,918					
		Monthly	3,421.903	3,514.111	3,610.718	3,707.010	3,808.485	3,914.203					
		Annual	41,062.840	42,169.335	43,328.610	44,484.115	45,701.825	46,970.430					
Healthy Baby Facilitator **	1885	Hourly	24,549	25,432	26,281	27,237	28,175	29,206				29,790	
		Monthly	3,856.239	3,994.943	4,128.307	4,278.479	4,425.823	4,587.776				4,679.513	
		Annual	46,274.865	47,939.320	49,539.685	51,341.745	53,109.875	55,053.310				56,154.150	
Community Engagement Liaison **	1885	Hourly	23,630	24,357	25,184	26,015	26,850	27,677					
		Monthly	3,711.879	3,826.079	3,955.987	4,086.523	4,217.688	4,347.595					
		Annual	44,542.550	45,912.945	47,471.840	49,038.275	50,612.250	52,171.145					
Mobile Crisis Worker **	1885	Hourly	32,658	33,763	35,021	36,266	37,616	39,018	40,538	42,106	43,745	45,030	45,931
		Monthly	5,130.028	5,303.605	5,501.215	5,696.784	5,908.847	6,129.078	6,367.844	6,614.151	6,871.610	7,073.463	7,214.995
		Annual	61,560.330	63,643.255	66,014.585	68,361.410	70,906.160	73,548.930	76,414.130	79,369.810	82,459.325	84,881.550	86,579.935
Health Care Aide (Trained) ***	2015	Hourly	18,724	19,286	19,864	20,460	21,074	21,707					22,140
		Monthly	3,144.072	3,238.441	3,335.497	3,435.575	3,538.676	3,644.967					3,717.675
		Annual	37,728.860	38,861.290	40,025.960	41,226.900	42,464.110	43,739.605					44,612.100
Nurse Aide (Trained) ***	2015	Hourly	18,724	19,286	19,864	20,460	21,074	21,707					22,141
		Monthly	3,144.072	3,238.441	3,335.497	3,435.575	3,538.676	3,644.967					3,717.843
		Annual	37,728.860	38,861.290	40,025.960	41,226.900	42,464.110	43,739.605					44,614.115
Resident Care Aide (Trained) ***	2015	Hourly	18,724	19,286	19,864	20,460	21,074	21,707					22,141
		Monthly	3,144.072	3,238.441	3,335.497	3,435.575	3,538.676	3,644.967					3,717.843
		Annual	37,728.860	38,861.290	40,025.960	41,226.900	42,464.110	43,739.605					44,614.115
Adult Day Care Program Coordinator ***	2015	Hourly	19,776	20,368	20,981	21,609	22,258	22,926					23,384
		Monthly	3,320.720	3,420.127	3,523.060	3,628.511	3,737.489	3,849.658					3,926.563
		Annual	39,848.640	41,041.520	42,276.715	43,542.135	44,849.870	46,195.890					47,118.760

* Former MGEU Community Support Agreement. 1.0% General Increase in 2018/19

** Former MGEU Community Support Agreement. 0.5% General Increase in 2018/19

*** Discontinued Classifications in F2023/24

A1. Effective April 1, 2019

- Monthly salaries include a 1.4% increase

Hourly salary is calculated as (monthly salary x 12) ÷ annual hours.

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year	
Recreation Aide (Uncertified) - Betel Home	2080	Hourly	16.230	16.718	17.220	17.735	18.267	18.815				19.192	
		Monthly	2,813.200	2,897.787	2,984.800	3,074.067	3,166.280	3,261.267					3,326.613
		Annual	33,758.400	34,773.440	35,817.600	36,888.800	37,995.360	39,135.200					39,919.360
Adult Day Program Worker (Non-Certified)	2015	Hourly	16.753	17.257	17.774	18.307	18.857	19.422				19.811	
		Monthly	2,813.108	2,897.738	2,984.551	3,074.050	3,166.405	3,261.278					3,326.597
		Annual	33,757.295	34,772.855	35,814.610	36,888.605	37,996.855	39,135.330					39,919.165
Recreation Worker (Non-Certified)	2015	Hourly	16.753	17.257	17.774	18.307	18.857	19.422				19.811	
		Monthly	2,813.108	2,897.738	2,984.551	3,074.050	3,166.405	3,261.278					3,326.597
		Annual	33,757.295	34,772.855	35,814.610	36,888.605	37,996.855	39,135.330					39,919.165
Health Care Aide - Untrained - Betel Home	2080	Hourly	18.434									18.803	
		Monthly	3,195.227										3,259.187
		Annual	38,342.720										39,110.240
Health Care Aide (Untrained)	2015	Hourly	18.434									18.803	
		Monthly	3,095.376										3,157.337
		Annual	37,144.510										37,888.045
Activity Aide	2015	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.451	
		Monthly	3,188.066	3,283.778	3,382.178	3,483.599	3,588.211	3,696.014					3,769.897
		Annual	38,256.790	39,405.340	40,586.130	41,803.190	43,058.535	44,352.165					45,238.765
Activity Worker Group 2 (Act. / Rec. Coordinator) - Betel	2080	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.450	
		Monthly	3,290.907	3,389.707	3,491.280	3,595.973	3,703.960	3,815.240					3,891.333
		Annual	39,490.880	40,676.480	41,895.360	43,151.680	44,447.520	45,782.880					46,696.000
Adult Day Program Worker (Certified)	2015	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.450	
		Monthly	3,188.066	3,283.778	3,382.178	3,483.599	3,588.211	3,696.014					3,769.729
		Annual	38,256.790	39,405.340	40,586.130	41,803.190	43,058.535	44,352.165					45,236.750
Health Care Aide - Betel Home	2080	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.450	
		Monthly	3,290.907	3,389.707	3,491.280	3,595.973	3,703.960	3,815.240					3,891.333
		Annual	39,490.880	40,676.480	41,895.360	43,151.680	44,447.520	45,782.880					46,696.000
Health Care Aide	2015	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.451	
		Monthly	3,188.066	3,283.778	3,382.178	3,483.599	3,588.211	3,696.014					3,769.897
		Annual	38,256.790	39,405.340	40,586.130	41,803.190	43,058.535	44,352.165					45,238.765
Recreation Aide - Betel Home	2080	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.450	
		Monthly	3,290.907	3,389.707	3,491.280	3,595.973	3,703.960	3,815.240					3,891.333
		Annual	39,490.880	40,676.480	41,895.360	43,151.680	44,447.520	45,782.880					46,696.000
Recreation Worker (Certified)	2015	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.450	
		Monthly	3,188.066	3,283.778	3,382.178	3,483.599	3,588.211	3,696.014					3,769.729
		Annual	38,256.790	39,405.340	40,586.130	41,803.190	43,058.535	44,352.165					45,236.750
Rehab Aide - Betel Home	2080	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.450	
		Monthly	3,290.907	3,389.707	3,491.280	3,595.973	3,703.960	3,815.240					3,891.333
		Annual	39,490.880	40,676.480	41,895.360	43,151.680	44,447.520	45,782.880					46,696.000
Physio / O.T. Aide	2015	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.451	
		Monthly	3,188.066	3,283.778	3,382.178	3,483.599	3,588.211	3,696.014					3,769.897
		Annual	38,256.790	39,405.340	40,586.130	41,803.190	43,058.535	44,352.165					45,238.765

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year
Rehab Aide	2015	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.451
		Monthly	3,188.066	3,283.778	3,382.178	3,483.599	3,588.211	3,696.014				3,769.897
		Annual	38,256.790	39,405.340	40,586.130	41,803.190	43,058.535	44,352.165				45,238.765
Rehab Assistant	2015	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.450
		Monthly	3,188.066	3,283.778	3,382.178	3,483.599	3,588.211	3,696.014				3,769.729
		Annual	38,256.790	39,405.340	40,586.130	41,803.190	43,058.535	44,352.165				45,236.750
P.C.A. - Trained - Betel Home	2080	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.450
		Monthly	3,290.907	3,389.707	3,491.280	3,595.973	3,703.960	3,815.240				3,891.333
		Annual	39,490.880	40,676.480	41,895.360	43,151.680	44,447.520	45,782.880				46,696.000
P.C.A. (Trained)	2015	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.451
		Monthly	3,188.066	3,283.778	3,382.178	3,483.599	3,588.211	3,696.014				3,769.897
		Annual	38,256.790	39,405.340	40,586.130	41,803.190	43,058.535	44,352.165				45,238.765
Unit Assistant	2015	Hourly	18.986	19.556	20.142	20.746	21.369	22.011				22.451
		Monthly	3,188.066	3,283.778	3,382.178	3,483.599	3,588.211	3,696.014				3,769.897
		Annual	38,256.790	39,405.340	40,586.130	41,803.190	43,058.535	44,352.165				45,238.765
Activity Coordinator	2015	Hourly	20.053	20.653	21.275	21.912	22.570	23.247				23.711
		Monthly	3,367.233	3,467.983	3,572.427	3,679.390	3,789.879	3,903.559				3,981.472
		Annual	40,406.795	41,615.795	42,869.125	44,152.680	45,478.550	46,842.705				47,777.665
Adult Day Care Coordinator - Betel Home	2080	Hourly	20.053	20.654	21.275	21.914	22.570	23.247				23.712
		Monthly	3,475.853	3,580.027	3,687.667	3,798.427	3,912.133	4,029.480				4,110.080
		Annual	41,710.240	42,960.320	44,252.000	45,581.120	46,945.600	48,353.760				49,320.960
Adult Day Care Facilitator	2015	Hourly	20.053	20.653	21.275	21.912	22.570	23.247				23.711
		Monthly	3,367.233	3,467.983	3,572.427	3,679.390	3,789.879	3,903.559				3,981.472
		Annual	40,406.795	41,615.795	42,869.125	44,152.680	45,478.550	46,842.705				47,777.665
Adult Day Program Coordinator	2015	Hourly	20.053	20.653	21.275	21.912	22.570	23.247				23.711
		Monthly	3,367.233	3,467.983	3,572.427	3,679.390	3,789.879	3,903.559				3,981.472
		Annual	40,406.795	41,615.795	42,869.125	44,152.680	45,478.550	46,842.705				47,777.665
Activity Director	2015	Hourly	20.053	20.653	21.275	21.912	22.570	23.247				23.711
		Monthly	3,367.233	3,467.983	3,572.427	3,679.390	3,789.879	3,903.559				3,981.472
		Annual	40,406.795	41,615.795	42,869.125	44,152.680	45,478.550	46,842.705				47,777.665
Operating Room Assistant - New in 2022	2015	Hourly										
		Monthly										
		Annual										
Mental Health - Proctor 2	2080	Hourly	13.895	14.271	14.562	14.928						
		Monthly	2,408.467	2,473.640	2,524.080	2,587.520						
		Annual	28,901.600	29,683.680	30,288.960	31,050.240						
Home Care Attendant 1	2080	Hourly	13.941	14.264	14.564	14.863						
		Monthly	2,416.440	2,472.427	2,524.427	2,576.253						
		Annual	28,997.280	29,669.120	30,293.120	30,915.040						
Home Care Attendant 2	2080	Hourly	19.839	20.291	20.743	21.158	21.584					
		Monthly	3,438.760	3,517.107	3,595.453	3,667.387	3,741.227					
		Annual	41,265.120	42,205.280	43,145.440	44,008.640	44,894.720					
Mental Health - Proctor 3	2080	Hourly	19.839	20.291	20.743	21.158	21.584					
		Monthly	3,438.760	3,517.107	3,595.453	3,667.387	3,741.227					
		Annual	41,265.120	42,205.280	43,145.440	44,008.640	44,894.720					
Home Visitor 1	1885	Hourly	15.327	15.782	16.238							
		Monthly	2,407.616	2,479.089	2,550.719							
		Annual	28,891.395	29,749.070	30,608.630							

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year	
Home Visitor 2	1885	Hourly	17.500	18.014	18.517	19.041	19.556	20.082					
		Monthly	2,748.958	2,829.699	2,908.712	2,991.024	3,071.922	3,154.548					
		Annual	32,987.500	33,956.390	34,904.545	35,892.285	36,863.060	37,854.570					
Crisis Worker 1	2080	Hourly	17.675	18.248	18.879	19.521	19.731	20.409					
		Monthly	3,063.667	3,162.987	3,272.360	3,383.640	3,420.040	3,537.560					
		Annual	36,764.000	37,955.840	39,268.320	40,603.680	41,040.480	42,450.720					
Crisis Worker 2	2080	Hourly	18.177	18.784	19.438	20.093	20.724	21.425					
		Monthly	3,150.680	3,255.893	3,369.253	3,482.787	3,592.160	3,713.667					
		Annual	37,808.160	39,070.720	40,431.040	41,793.440	43,105.920	44,564.000					
Crisis Worker 3	2080	Hourly	21.566	22.056	22.967	23.516							
		Monthly	3,738.107	3,823.040	3,980.947	4,076.107							
		Annual	44,857.280	45,876.480	47,771.360	48,913.280							
Audiology Assistant	1885	Hourly	22.089	22.684	23.308	23.929	24.584	25.267					
		Monthly	3,469.814	3,563.278	3,661.298	3,758.847	3,861.737	3,969.025					
		Annual	41,637.765	42,759.340	43,935.580	45,106.165	46,340.840	47,628.295					
Healthy Baby Facilitator	1885	Hourly	24.893	25.788	26.649	27.618	28.569	29.615				30.207	
		Monthly	3,910.275	4,050.865	4,186.114	4,338.328	4,487.714	4,652.023				4,745.016	
		Annual	46,923.305	48,610.380	50,233.365	52,059.930	53,852.585	55,824.275				56,940.195	
Community Engagement Liaison	1885	Hourly	23.961	24.698	25.537	26.379	27.226	28.064					
		Monthly	3,763.874	3,879.644	4,011.437	4,143.701	4,276.751	4,408.387					
		Annual	45,166.485	46,555.730	48,137.245	49,724.415	51,321.010	52,900.640					
Mobile Crisis Worker	1885	Hourly	33.115	34.236	35.511	36.774	38.143	39.564	41.106	42.695	44.357	45.660	46.574
		Monthly	5,201.815	5,377.905	5,578.186	5,776.583	5,991.630	6,214.845	6,457.068	6,706.673	6,967.745	7,172.425	7,315.999
		Annual	62,421.775	64,534.860	66,938.235	69,318.990	71,899.555	74,578.140	77,484.810	80,480.075	83,612.945	86,069.100	87,791.990
Health Care Aide (Trained) ***	2015	Hourly	18.986	19.556	20.142	20.746	21.369	22.011					22.450
		Monthly	3,188.066	3,283.778	3,382.178	3,483.599	3,588.211	3,696.014					3,769.729
		Annual	38,256.790	39,405.340	40,586.130	41,803.190	43,058.535	44,352.165					45,236.750
Nurse Aide (Trained) ***	2015	Hourly	18.986	19.556	20.142	20.746	21.369	22.011					22.451
		Monthly	3,188.066	3,283.778	3,382.178	3,483.599	3,588.211	3,696.014					3,769.897
		Annual	38,256.790	39,405.340	40,586.130	41,803.190	43,058.535	44,352.165					45,238.765
Resident Care Aide (Trained) ***	2015	Hourly	18.986	19.556	20.142	20.746	21.369	22.011					22.451
		Monthly	3,188.066	3,283.778	3,382.178	3,483.599	3,588.211	3,696.014					3,769.897
		Annual	38,256.790	39,405.340	40,586.130	41,803.190	43,058.535	44,352.165					45,238.765
Adult Day Care Program Coordinator ***	2015	Hourly	20.053	20.653	21.275	21.912	22.570	23.247					23.711
		Monthly	3,367.233	3,467.983	3,572.427	3,679.390	3,789.679	3,903.559					3,981.472
		Annual	40,406.795	41,615.795	42,869.125	44,152.680	45,478.550	46,842.705					47,777.665

*** Discontinued Classifications in F2023/24

A1. Effective April 1, 2020

- Monthly salaries include a 0.5% increase

Hourly salary is calculated as (monthly salary x 12) ÷ annual hours.

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year
Recreation Aide (Uncertified) - Betel Home	2080	Hourly	16.311	16.802	17.306	17.824	18.358	18.909				19.288
		Monthly	2,827.240	2,912.347	2,999.707	3,089.493	3,182.053	3,277.560				3,343.253
		Annual	33,926.880	34,948.160	35,996.480	37,073.920	38,184.640	39,330.720				40,119.040
Adult Day Program Worker (Non-Certified)	2015	Hourly	16.837	17.343	17.863	18.399	18.951	19.519				19.910
		Monthly	2,827.213	2,912.179	2,999.495	3,089.499	3,182.189	3,277.565				3,343.221
		Annual	33,926.555	34,946.145	35,993.945	37,073.985	38,186.265	39,330.785				40,118.650
Recreation Worker (Non-Certified)	2015	Hourly	16.837	17.343	17.863	18.399	18.951	19.519				19.910
		Monthly	2,827.213	2,912.179	2,999.495	3,089.499	3,182.189	3,277.565				3,343.221
		Annual	33,926.555	34,946.145	35,993.945	37,073.985	38,186.265	39,330.785				40,118.650
Health Care Aide - Untrained - Betel Home	2080	Hourly	18.526									18.897
		Monthly	3,211.173									3,275.480
		Annual	38,534.080									39,305.760
Health Care Aide (Untrained)	2015	Hourly	18.526									18.897
		Monthly	3,110.824									3,173.121
		Annual	37,329.890									38,077.455
Activity Aide	2015	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.563
		Monthly	3,204.018	3,300.234	3,399.137	3,501.063	3,606.178	3,714.485				3,788.704
		Annual	38,448.215	39,602.810	40,789.645	42,012.750	43,274.140	44,573.815				45,464.445
Activity Worker Group 2 (Act. / Rec. Coordinator) - Betel	2080	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.562
		Monthly	3,307.373	3,406.693	3,508.787	3,614.000	3,722.507	3,834.307				3,910.747
		Annual	39,688.480	40,880.320	42,105.440	43,368.000	44,670.080	46,011.680				46,928.960
Adult Day Program Worker (Certified)	2015	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.562
		Monthly	3,204.018	3,300.234	3,399.137	3,501.063	3,606.178	3,714.485				3,788.536
		Annual	38,448.215	39,602.810	40,789.645	42,012.750	43,274.140	44,573.815				45,462.430
Health Care Aide - Betel Home	2080	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.562
		Monthly	3,307.373	3,406.693	3,508.787	3,614.000	3,722.507	3,834.307				3,910.747
		Annual	39,688.480	40,880.320	42,105.440	43,368.000	44,670.080	46,011.680				46,928.960
Health Care Aide	2015	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.563
		Monthly	3,204.018	3,300.234	3,399.137	3,501.063	3,606.178	3,714.485				3,788.704
		Annual	38,448.215	39,602.810	40,789.645	42,012.750	43,274.140	44,573.815				45,464.445
Recreation Aide - Betel Home	2080	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.562
		Monthly	3,307.373	3,406.693	3,508.787	3,614.000	3,722.507	3,834.307				3,910.747
		Annual	39,688.480	40,880.320	42,105.440	43,368.000	44,670.080	46,011.680				46,928.960
Recreation Worker (Certified)	2015	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.562
		Monthly	3,204.018	3,300.234	3,399.137	3,501.063	3,606.178	3,714.485				3,788.536
		Annual	38,448.215	39,602.810	40,789.645	42,012.750	43,274.140	44,573.815				45,462.430
Rehab Aide - Betel Home	2080	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.562
		Monthly	3,307.373	3,406.693	3,508.787	3,614.000	3,722.507	3,834.307				3,910.747
		Annual	39,688.480	40,880.320	42,105.440	43,368.000	44,670.080	46,011.680				46,928.960
Physio / O.T. Aide	2015	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.563
		Monthly	3,204.018	3,300.234	3,399.137	3,501.063	3,606.178	3,714.485				3,788.704
		Annual	38,448.215	39,602.810	40,789.645	42,012.750	43,274.140	44,573.815				45,464.445

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year
Rehab Aide	2015	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.563
		Monthly	3,204.018	3,300.234	3,399.137	3,501.063	3,606.178	3,714.485				3,788.704
		Annual	38,448.215	39,602.810	40,789.645	42,012.750	43,274.140	44,573.815				45,464.445
Rehab Assistant	2015	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.562
		Monthly	3,204.018	3,300.234	3,399.137	3,501.063	3,606.178	3,714.485				3,788.536
		Annual	38,448.215	39,602.810	40,789.645	42,012.750	43,274.140	44,573.815				45,462.430
P.C.A. - Trained - Betel Home	2080	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.562
		Monthly	3,307.373	3,406.693	3,508.787	3,614.000	3,722.507	3,834.307				3,910.747
		Annual	39,688.480	40,880.320	42,105.440	43,368.000	44,670.080	46,011.680				46,928.960
P.C.A. (Trained)	2015	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.563
		Monthly	3,204.018	3,300.234	3,399.137	3,501.063	3,606.178	3,714.485				3,788.704
		Annual	38,448.215	39,602.810	40,789.645	42,012.750	43,274.140	44,573.815				45,464.445
Unit Assistant	2015	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.563
		Monthly	3,204.018	3,300.234	3,399.137	3,501.063	3,606.178	3,714.485				3,788.704
		Annual	38,448.215	39,602.810	40,789.645	42,012.750	43,274.140	44,573.815				45,464.445
Activity Coordinator	2015	Hourly	20.153	20.756	21.381	22.022	22.683	23.363				23.830
		Monthly	3,384.025	3,485.278	3,590.226	3,697.861	3,808.854	3,923.037				4,001.454
		Annual	40,608.295	41,823.340	43,082.715	44,374.330	45,706.245	47,076.445				48,017.450
Adult Day Care Coordinator - Betel Home	2080	Hourly	20.153	20.757	21.381	22.024	22.683	23.363				23.831
		Monthly	3,493.187	3,597.880	3,706.040	3,817.493	3,931.720	4,049.587				4,130.707
		Annual	41,918.240	43,174.560	44,472.480	45,809.920	47,180.640	48,595.040				49,568.480
Adult Day Care Facilitator	2015	Hourly	20.153	20.756	21.381	22.022	22.683	23.363				23.830
		Monthly	3,384.025	3,485.278	3,590.226	3,697.861	3,808.854	3,923.037				4,001.454
		Annual	40,608.295	41,823.340	43,082.715	44,374.330	45,706.245	47,076.445				48,017.450
Adult Day Program Coordinator	2015	Hourly	20.153	20.756	21.381	22.022	22.683	23.363				23.830
		Monthly	3,384.025	3,485.278	3,590.226	3,697.861	3,808.854	3,923.037				4,001.454
		Annual	40,608.295	41,823.340	43,082.715	44,374.330	45,706.245	47,076.445				48,017.450
Activity Director	2015	Hourly	20.153	20.756	21.381	22.022	22.683	23.363				23.830
		Monthly	3,384.025	3,485.278	3,590.226	3,697.861	3,808.854	3,923.037				4,001.454
		Annual	40,608.295	41,823.340	43,082.715	44,374.330	45,706.245	47,076.445				48,017.450
Operating Room Assistant - New in 2022	2015	Hourly										
		Monthly										
		Annual										
Mental Health - Proctor 2	2080	Hourly	13.964	14.342	14.635	15.003						
		Monthly	2,420.427	2,485.947	2,536.733	2,600.520						
		Annual	29,045.120	29,831.360	30,440.800	31,206.240						
Home Care Attendant 1	2080	Hourly	14.011	14.335	14.637	14.937						
		Monthly	2,428.573	2,484.733	2,537.080	2,589.080						
		Annual	29,142.880	29,816.800	30,444.960	31,068.960						
Home Care Attendant 2	2080	Hourly	19.938	20.392	20.847	21.264	21.692					
		Monthly	3,455.920	3,534.613	3,613.480	3,685.760	3,759.947					
		Annual	41,471.040	42,415.360	43,361.760	44,229.120	45,119.360					
Mental Health - Proctor 3	2080	Hourly	19.938	20.392	20.847	21.264	21.692					
		Monthly	3,455.920	3,534.613	3,613.480	3,685.760	3,759.947					
		Annual	41,471.040	42,415.360	43,361.760	44,229.120	45,119.360					
Home Visitor 1	1885	Hourly	15.404	15.861	16.319							
		Monthly	2,419.712	2,491.499	2,563.443							
		Annual	29,036.540	29,897.985	30,761.315							

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year	
Home Visitor 2	1885	Hourly	17.588	18.104	18.610	19.136	19.654	20.182					
		Monthly	2,762.782	2,843.837	2,923.321	3,005.947	3,087.316	3,170.256					
		Annual	33,153.380	34,126.040	35,079.850	36,071.360	37,047.790	38,043.070					
Crisis Worker 1	2080	Hourly	17.763	18.339	18.973	19.619	19.830	20.511					
		Monthly	3,078.920	3,178.760	3,288.653	3,400.627	3,437.200	3,555.240					
		Annual	36,947.040	38,145.120	39,463.840	40,807.520	41,246.400	42,662.880					
Crisis Worker 2	2080	Hourly	18.268	18.878	19.535	20.193	20.828	21.532					
		Monthly	3,166.453	3,272.187	3,386.067	3,500.120	3,610.187	3,732.213					
		Annual	37,997.440	39,266.240	40,632.800	42,001.440	43,322.240	44,786.560					
Crisis Worker 3	2080	Hourly	21.674	22.166	23.082	23.634							
		Monthly	3,756.827	3,842.107	4,000.880	4,096.580							
		Annual	45,081.920	46,105.280	48,010.560	49,158.720							
Audiology Assistant	1885	Hourly	22.199	22.797	23.425	24.049	24.707	25.393					
		Monthly	3,487.093	3,581.029	3,679.677	3,777.697	3,881.058	3,988.817					
		Annual	41,845.115	42,972.345	44,156.125	45,332.365	46,572.695	47,865.805					
Healthy Baby Facilitator	1885	Hourly	25.017	25.917	26.782	27.756	28.712	29.763				30.358	
		Monthly	3,929.754	4,071.129	4,207.006	4,360.005	4,510.177	4,675.271				4,768.736	
		Annual	47,157.045	48,853.545	50,484.070	52,320.060	54,122.120	56,103.255				57,224.830	
Community Engagement Liaison	1885	Hourly	24.081	24.821	25.665	26.511	27.362	28.204					
		Monthly	3,782.724	3,898.965	4,031.544	4,164.436	4,298.114	4,430.378					
		Annual	45,392.685	46,787.585	48,378.525	49,973.235	51,577.370	53,164.540					
Mobile Crisis Worker	1885	Hourly	33.281	34.407	35.689	36.958	38.334	39.762	41.312	42.908	44.579	45.888	46.807
		Monthly	5,227.890	5,404.766	5,606.147	5,805.486	6,021.633	6,245.948	6,489.427	6,740.132	7,002.618	7,208.240	7,352.600
		Annual	62,734.685	64,857.195	67,273.765	69,665.830	72,259.590	74,951.370	77,873.120	80,881.580	84,031.415	86,498.880	88,231.195
Health Care Aide (Trained) ***	2015	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.562	
		Monthly	3,204.018	3,300.234	3,399.137	3,501.063	3,606.178	3,714.485				3,788.536	
		Annual	38,448.215	39,602.810	40,789.645	42,012.750	43,274.140	44,573.815				45,464.430	
Nurse Aide (Trained) ***	2015	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.563	
		Monthly	3,204.018	3,300.234	3,399.137	3,501.063	3,606.178	3,714.485				3,788.704	
		Annual	38,448.215	39,602.810	40,789.645	42,012.750	43,274.140	44,573.815				45,464.445	
Resident Care Aide (Trained) ***	2015	Hourly	19.081	19.654	20.243	20.850	21.476	22.121				22.563	
		Monthly	3,204.018	3,300.234	3,399.137	3,501.063	3,606.178	3,714.485				3,788.704	
		Annual	38,448.215	39,602.810	40,789.645	42,012.750	43,274.140	44,573.815				45,464.445	
Adult Day Care Program Coordinator ***	2015	Hourly	20.153	20.756	21.381	22.022	22.683	23.363				23.830	
		Monthly	3,384.025	3,485.278	3,590.226	3,697.861	3,808.854	3,923.037				4,001.454	
		Annual	40,608.295	41,823.340	43,082.715	44,374.330	45,706.245	47,076.445				48,017.450	

*** Discontinued Classifications in F2023/24

A1. Effective April 1, 2021

- Monthly salaries include a 1.2% increase

Hourly salary is calculated as (monthly salary x 12) ÷ annual hours.

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year
Recreation Aide (Uncertified) - Betel Home	2080	Hourly	16.507	17.004	17.514	18.038	18.578	19.136				19.519
		Monthly	2,861.213	2,947.360	3,035.760	3,126.587	3,220.187	3,316.907				3,383.293
		Annual	34,334.560	35,368.320	36,429.120	37,519.040	38,642.240	39,802.880				40,599.520
Adult Day Program Worker (Non-Certified)	2015	Hourly	17.039	17.551	18.077	18.620	19.178	19.753				20.149
		Monthly	2,861.132	2,947.105	3,035.430	3,126.608	3,220.306	3,316.858				3,383.353
		Annual	34,333.585	35,365.265	36,425.155	37,519.300	38,643.670	39,802.295				40,600.235
Recreation Worker (Non-Certified)	2015	Hourly	17.039	17.551	18.077	18.620	19.178	19.753				20.149
		Monthly	2,861.132	2,947.105	3,035.430	3,126.608	3,220.306	3,316.858				3,383.353
		Annual	34,333.585	35,365.265	36,425.155	37,519.300	38,643.670	39,802.295				40,600.235
Health Care Aide - Untrained - Betel Home	2080	Hourly	18.748									19.124
		Monthly	3,249.653									3,314.827
		Annual	38,995.840									39,777.920
Health Care Aide (Untrained)	2015	Hourly	18.748									19.124
		Monthly	3,148.102									3,211.238
		Annual	37,777.220									38,534.860
Activity Aide	2015	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.834
		Monthly	3,242.471	3,339.863	3,439.941	3,543.042	3,649.501	3,758.983				3,834.209
		Annual	38,909.650	40,078.350	41,279.290	42,516.500	43,794.010	45,107.790				46,010.510
Activity Worker Group 2 (Act. / Rec. Coordinator) - Betel	2080	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.833
		Monthly	3,347.067	3,447.600	3,550.907	3,657.333	3,767.227	3,880.240				3,957.720
		Annual	40,164.800	41,371.200	42,610.880	43,888.000	45,206.720	46,562.880				47,492.640
Adult Day Program Worker (Certified)	2015	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.833
		Monthly	3,242.471	3,339.863	3,439.941	3,543.042	3,649.501	3,758.983				3,834.041
		Annual	38,909.650	40,078.350	41,279.290	42,516.500	43,794.010	45,107.790				46,008.495
Health Care Aide - Betel Home	2080	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.833
		Monthly	3,347.067	3,447.600	3,550.907	3,657.333	3,767.227	3,880.240				3,957.720
		Annual	40,164.800	41,371.200	42,610.880	43,888.000	45,206.720	46,562.880				47,492.640
Health Care Aide	2015	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.834
		Monthly	3,242.471	3,339.863	3,439.941	3,543.042	3,649.501	3,758.983				3,834.209
		Annual	38,909.650	40,078.350	41,279.290	42,516.500	43,794.010	45,107.790				46,010.510
Recreation Aide - Betel Home	2080	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.833
		Monthly	3,347.067	3,447.600	3,550.907	3,657.333	3,767.227	3,880.240				3,957.720
		Annual	40,164.800	41,371.200	42,610.880	43,888.000	45,206.720	46,562.880				47,492.640
Recreation Worker (Certified)	2015	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.833
		Monthly	3,242.471	3,339.863	3,439.941	3,543.042	3,649.501	3,758.983				3,834.041
		Annual	38,909.650	40,078.350	41,279.290	42,516.500	43,794.010	45,107.790				46,008.495
Rehab Aide - Betel Home	2080	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.833
		Monthly	3,347.067	3,447.600	3,550.907	3,657.333	3,767.227	3,880.240				3,957.720
		Annual	40,164.800	41,371.200	42,610.880	43,888.000	45,206.720	46,562.880				47,492.640
Physio / O.T. Aide	2015	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.834
		Monthly	3,242.471	3,339.863	3,439.941	3,543.042	3,649.501	3,758.983				3,834.209
		Annual	38,909.650	40,078.350	41,279.290	42,516.500	43,794.010	45,107.790				46,010.510

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year
Rehab Aide	2015	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.834
		Monthly	3,242.471	3,339.863	3,439.941	3,543.042	3,649.501	3,758.983				3,834.209
		Annual	38,909.650	40,078.350	41,279.290	42,516.500	43,794.010	45,107.790				46,010.510
Rehab Assistant	2015	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.833
		Monthly	3,242.471	3,339.863	3,439.941	3,543.042	3,649.501	3,758.983				3,834.041
		Annual	38,909.650	40,078.350	41,279.290	42,516.500	43,794.010	45,107.790				46,008.495
P.C.A. - Trained - Betel Home	2080	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.833
		Monthly	3,347.067	3,447.600	3,550.907	3,657.333	3,767.227	3,880.240				3,957.720
		Annual	40,164.800	41,371.200	42,610.880	43,888.000	45,206.720	46,562.880				47,492.640
P.C.A. (Trained)	2015	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.834
		Monthly	3,242.471	3,339.863	3,439.941	3,543.042	3,649.501	3,758.983				3,834.209
		Annual	38,909.650	40,078.350	41,279.290	42,516.500	43,794.010	45,107.790				46,010.510
Unit Assistant	2015	Hourly	19.310	19.890	20.486	21.100	21.734	22.386				22.834
		Monthly	3,242.471	3,339.863	3,439.941	3,543.042	3,649.501	3,758.983				3,834.209
		Annual	38,909.650	40,078.350	41,279.290	42,516.500	43,794.010	45,107.790				46,010.510
Activity Coordinator	2015	Hourly	20.395	21.005	21.638	22.286	22.955	23.643				24.116
		Monthly	3,424.660	3,527.090	3,633.381	3,742.191	3,854.527	3,970.054				4,049.478
		Annual	41,095.925	42,325.075	43,600.570	44,906.290	46,254.325	47,640.645				48,593.740
Adult Day Care Coordinator - Betel Home	2080	Hourly	20.395	21.006	21.638	22.288	22.955	23.643				24.117
		Monthly	3,535.133	3,641.040	3,750.587	3,863.253	3,978.867	4,098.120				4,180.280
		Annual	42,421.600	43,692.480	45,007.040	46,359.040	47,746.400	49,177.440				50,163.360
Adult Day Care Facilitator	2015	Hourly	20.395	21.005	21.638	22.286	22.955	23.643				24.116
		Monthly	3,424.660	3,527.090	3,633.381	3,742.191	3,854.527	3,970.054				4,049.478
		Annual	41,095.925	42,325.075	43,600.570	44,906.290	46,254.325	47,640.645				48,593.740
Adult Day Program Coordinator	2015	Hourly	20.395	21.005	21.638	22.286	22.955	23.643				24.116
		Monthly	3,424.660	3,527.090	3,633.381	3,742.191	3,854.527	3,970.054				4,049.478
		Annual	41,095.925	42,325.075	43,600.570	44,906.290	46,254.325	47,640.645				48,593.740
Activity Director	2015	Hourly	20.395	21.005	21.638	22.286	22.955	23.643				24.116
		Monthly	3,424.660	3,527.090	3,633.381	3,742.191	3,854.527	3,970.054				4,049.478
		Annual	41,095.925	42,325.075	43,600.570	44,906.290	46,254.325	47,640.645				48,593.740
Operating Room Assistant - New in 2022	2015	Hourly										
		Monthly										
		Annual										
Mental Health - Proctor 2	2080	Hourly	14.132	14.514	14.811	15.183						
		Monthly	2,449.547	2,515.760	2,567.240	2,631.720						
		Annual	29,394.560	30,189.120	30,806.880	31,580.640						
Home Care Attendant 1	2080	Hourly	14.179	14.507	14.813	15.116						
		Monthly	2,457.693	2,514.547	2,567.587	2,620.107						
		Annual	29,492.320	30,174.560	30,811.040	31,441.280						
Home Care Attendant 2	2080	Hourly	20.177	20.637	21.097	21.519	21.952					
		Monthly	3,497.347	3,577.080	3,656.813	3,729.960	3,805.013					
		Annual	41,968.160	42,924.960	43,881.760	44,759.520	45,660.160					
Mental Health - Proctor 3	2080	Hourly	20.177	20.637	21.097	21.519	21.952					
		Monthly	3,497.347	3,577.080	3,656.813	3,729.960	3,805.013					
		Annual	41,968.160	42,924.960	43,881.760	44,759.520	45,660.160					
Home Visitor 1	1885	Hourly	15.589	16.051	16.515							
		Monthly	2,448.772	2,521.345	2,594.231							
		Annual	29,385.265	30,256.135	31,130.775							

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year	
Home Visitor 2	1885	Hourly	17.799	18.321	18.833	19.366	19.890	20.424					
		Monthly	2,795.926	2,877.924	2,958.350	3,042.076	3,124.388	3,208.270					
		Annual	33,551.115	34,535.085	35,500.205	36,504.910	37,492.650	38,499.240					
Crisis Worker 1	2080	Hourly	17.976	18.559	19.201	19.854	20.068	20.757					
		Monthly	3,115.840	3,216.893	3,328.173	3,441.360	3,478.453	3,597.880					
		Annual	37,390.080	38,602.720	39,938.080	41,296.320	41,741.440	43,174.560					
Crisis Worker 2	2080	Hourly	18.487	19.105	19.769	20.435	21.078	21.790					
		Monthly	3,204.413	3,311.533	3,426.627	3,542.067	3,653.520	3,776.933					
		Annual	38,452.960	39,738.400	41,119.520	42,504.800	43,842.240	45,323.200					
Crisis Worker 3	2080	Hourly	21.934	22.432	23.359	23.918							
		Monthly	3,801.893	3,888.213	4,048.893	4,145.787							
		Annual	45,622.720	46,658.560	48,586.720	49,749.440							
Audiology Assistant	1885	Hourly	22.465	23.071	23.706	24.338	25.003	25.698					
		Monthly	3,528.877	3,624.070	3,723.818	3,823.094	3,927.555	4,036.728					
		Annual	42,346.525	43,488.835	44,685.810	45,877.130	47,130.655	48,440.730					
Healthy Baby Facilitator	1885	Hourly	25.317	26.228	27.103	28.089	29.057	30.120				30.722	
		Monthly	3,976.879	4,119.982	4,257.430	4,412.314	4,564.370	4,731.350				4,825.914	
		Annual	47,722.545	49,439.780	51,089.155	52,947.765	54,772.445	56,776.200				57,910.970	
Community Engagement Liaison	1885	Hourly	24.370	25.119	25.973	26.829	27.690	28.542					
		Monthly	3,828.121	3,945.776	4,079.925	4,214.389	4,349.638	4,483.473					
		Annual	45,937.450	47,349.315	48,959.105	50,572.665	52,195.650	53,801.670					
Mobile Crisis Worker	1885	Hourly	33.680	34.620	36.117	37.401	38.794	40.239	41.808	43.423	45.114	46.439	47.369
		Monthly	5,290.567	5,469.642	5,673.379	5,875.074	6,093.891	6,320.876	6,567.340	6,821.030	7,086.658	7,294.793	7,440.880
		Annual	63,486.800	65,635.700	68,080.545	70,500.885	73,126.690	75,850.515	78,808.080	81,852.355	85,039.890	87,537.515	89,290.565
Health Care Aide (Trained) ***	2015	Hourly	19.310	19.890	20.486	21.100	21.734	22.386					
		Monthly	3,242.471	3,339.863	3,439.941	3,543.042	3,649.501	3,758.983				3,834.041	
		Annual	38,909.650	40,078.350	41,279.290	42,516.500	43,794.010	45,107.790				46,008.495	
Nurse Aide (Trained) ***	2015	Hourly	19.310	19.890	20.486	21.100	21.734	22.386					
		Monthly	3,242.471	3,339.863	3,439.941	3,543.042	3,649.501	3,758.983				3,834.209	
		Annual	38,909.650	40,078.350	41,279.290	42,516.500	43,794.010	45,107.790				46,010.510	
Resident Care Aide (Trained) ***	2015	Hourly	19.310	19.890	20.486	21.100	21.734	22.386					
		Monthly	3,242.471	3,339.863	3,439.941	3,543.042	3,649.501	3,758.983				3,834.209	
		Annual	38,909.650	40,078.350	41,279.290	42,516.500	43,794.010	45,107.790				46,010.510	
Adult Day Care Program Coordinator ***	2015	Hourly	20.395	21.005	21.638	22.286	22.955	23.643					
		Monthly	3,424.660	3,527.090	3,633.381	3,742.191	3,854.527	3,970.054				4,049.478	
		Annual	41,095.925	42,325.075	43,600.570	44,906.290	46,254.325	47,640.645				48,593.740	

*** Discontinued Classifications in F2023/24

A1. Effective April 1, 2022

- Monthly salaries include a 2.0% increase

Hourly salary is calculated as (monthly salary x 12) ÷ annual hours.

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year
Recreation Aide (Uncertified) - Betel Home	2080	Hourly	16.837	17.344	17.864	18.399	18.950	19.519				19.909
		Monthly	2,918.413	3,006.293	3,096.427	3,189.160	3,284.667	3,383.293				3,450.893
		Annual	35,020.960	36,075.520	37,157.120	38,269.920	39,416.000	40,599.520				41,410.720
Adult Day Program Worker (Non-Certified)	2015	Hourly	17.380	17.902	18.439	18.992	19.562	20.148				20.552
		Monthly	2,918.392	3,006.044	3,096.215	3,189.073	3,284.786	3,383.185				3,451.023
		Annual	35,020.700	36,072.530	37,154.585	38,268.880	39,417.430	40,598.220				41,412.280
Recreation Worker (Non-Certified)	2015	Hourly	17.380	17.902	18.439	18.992	19.562	20.148				20.552
		Monthly	2,918.392	3,006.044	3,096.215	3,189.073	3,284.786	3,383.185				3,451.023
		Annual	35,020.700	36,072.530	37,154.585	38,268.880	39,417.430	40,598.220				41,412.280
Health Care Aide - Untrained - Betel Home	2080	Hourly	19.123									19.506
		Monthly	3,314.653									3,381.040
		Annual	39,775.840									40,572.480
Health Care Aide (Untrained)	2015	Hourly	19.123									19.506
		Monthly	3,211.070									3,275.383
		Annual	38,532.845									39,304.590
Activity Aide	2015	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.291
		Monthly	3,307.287	3,406.693	3,508.787	3,613.903	3,722.545	3,834.209				3,910.947
		Annual	39,687.440	40,880.320	42,105.440	43,366.830	44,670.535	46,010.510				46,931.365
Activity Worker Group 2 (Act. / Rec. Coordinator) - Betel	2080	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.290
		Monthly	3,413.973	3,516.587	3,621.973	3,730.480	3,842.627	3,957.893				4,036.933
		Annual	40,967.680	42,199.040	43,463.680	44,765.760	46,111.520	47,494.720				48,443.200
Adult Day Program Worker (Certified)	2015	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.290
		Monthly	3,307.287	3,406.693	3,508.787	3,613.903	3,722.545	3,834.209				3,910.779
		Annual	39,687.440	40,880.320	42,105.440	43,366.830	44,670.535	46,010.510				46,929.350
Health Care Aide - Betel Home	2080	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.290
		Monthly	3,413.973	3,516.587	3,621.973	3,730.480	3,842.627	3,957.893				4,036.933
		Annual	40,967.680	42,199.040	43,463.680	44,765.760	46,111.520	47,494.720				48,443.200
Health Care Aide	2015	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.291
		Monthly	3,307.287	3,406.693	3,508.787	3,613.903	3,722.545	3,834.209				3,910.947
		Annual	39,687.440	40,880.320	42,105.440	43,366.830	44,670.535	46,010.510				46,931.365
Recreation Aide - Betel Home	2080	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.290
		Monthly	3,413.973	3,516.587	3,621.973	3,730.480	3,842.627	3,957.893				4,036.933
		Annual	40,967.680	42,199.040	43,463.680	44,765.760	46,111.520	47,494.720				48,443.200
Recreation Worker (Certified)	2015	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.290
		Monthly	3,307.287	3,406.693	3,508.787	3,613.903	3,722.545	3,834.209				3,910.779
		Annual	39,687.440	40,880.320	42,105.440	43,366.830	44,670.535	46,010.510				46,929.350
Rehab Aide - Betel Home	2080	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.290
		Monthly	3,413.973	3,516.587	3,621.973	3,730.480	3,842.627	3,957.893				4,036.933
		Annual	40,967.680	42,199.040	43,463.680	44,765.760	46,111.520	47,494.720				48,443.200
Physio / O.T. Aide	2015	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.291
		Monthly	3,307.287	3,406.693	3,508.787	3,613.903	3,722.545	3,834.209				3,910.947
		Annual	39,687.440	40,880.320	42,105.440	43,366.830	44,670.535	46,010.510				46,931.365

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year
Rehab Aide	2015	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.291
		Monthly	3,307.287	3,406.693	3,508.787	3,613.903	3,722.545	3,834.209				3,910.947
		Annual	39,687.440	40,880.320	42,105.440	43,366.830	44,670.535	46,010.510				46,931.365
Rehab Assistant	2015	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.290
		Monthly	3,307.287	3,406.693	3,508.787	3,613.903	3,722.545	3,834.209				3,910.779
		Annual	39,687.440	40,880.320	42,105.440	43,366.830	44,670.535	46,010.510				46,929.350
P.C.A. - Trained - Betel Home	2080	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.290
		Monthly	3,413.973	3,516.587	3,621.973	3,730.480	3,842.627	3,957.893				4,036.933
		Annual	40,967.680	42,199.040	43,463.680	44,765.760	46,111.520	47,494.720				48,443.200
P.C.A. (Trained)	2015	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.291
		Monthly	3,307.287	3,406.693	3,508.787	3,613.903	3,722.545	3,834.209				3,910.947
		Annual	39,687.440	40,880.320	42,105.440	43,366.830	44,670.535	46,010.510				46,931.365
Unit Assistant	2015	Hourly	19.696	20.288	20.896	21.522	22.169	22.834				23.291
		Monthly	3,307.287	3,406.693	3,508.787	3,613.903	3,722.545	3,834.209				3,910.947
		Annual	39,687.440	40,880.320	42,105.440	43,366.830	44,670.535	46,010.510				46,931.365
Activity Coordinator	2015	Hourly	20.803	21.425	22.071	22.732	23.414	24.116				24.598
		Monthly	3,493.170	3,597.615	3,706.089	3,817.082	3,931.601	4,049.478				4,130.414
		Annual	41,918.045	43,171.375	44,473.065	45,804.980	47,179.210	48,593.740				49,564.970
Adult Day Care Coordinator - Betel Home	2080	Hourly	20.803	21.426	22.071	22.734	23.414	24.116				24.599
		Monthly	3,605.853	3,713.840	3,825.640	3,940.580	4,058.427	4,180.107				4,263.827
		Annual	43,270.240	44,566.080	45,907.680	47,286.720	48,701.120	50,161.280				51,165.920
Adult Day Care Facilitator	2015	Hourly	20.803	21.425	22.071	22.732	23.414	24.116				24.598
		Monthly	3,493.170	3,597.615	3,706.089	3,817.082	3,931.601	4,049.478				4,130.414
		Annual	41,918.045	43,171.375	44,473.065	45,804.980	47,179.210	48,593.740				49,564.970
Adult Day Program Coordinator	2015	Hourly	20.803	21.425	22.071	22.732	23.414	24.116				24.598
		Monthly	3,493.170	3,597.615	3,706.089	3,817.082	3,931.601	4,049.478				4,130.414
		Annual	41,918.045	43,171.375	44,473.065	45,804.980	47,179.210	48,593.740				49,564.970
Activity Director	2015	Hourly	20.803	21.425	22.071	22.732	23.414	24.116				24.598
		Monthly	3,493.170	3,597.615	3,706.089	3,817.082	3,931.601	4,049.478				4,130.414
		Annual	41,918.045	43,171.375	44,473.065	45,804.980	47,179.210	48,593.740				49,564.970
Operating Room Assistant - New in 2022	2015	Hourly	21.666	22.317	22.986	23.674	24.386	25.117				25.619
		Monthly	3,638.083	3,747.396	3,859.733	3,975.259	4,094.816	4,217.563				4,301.857
		Annual	43,656.990	44,968.755	46,316.790	47,703.110	49,137.790	50,610.755				51,622.285
Mental Health - Proctor 2	2080	Hourly	14.415	14.804	15.107	15.487						-
		Monthly	2,498.600	2,566.027	2,618.547	2,684.413						-
		Annual	29,983.200	30,792.320	31,422.560	32,212.960						-
Home Care Attendant 1	2080	Hourly	14.463	14.797	15.109	15.418						-
		Monthly	2,506.920	2,564.813	2,618.893	2,672.453						-
		Annual	30,083.040	30,777.760	31,426.720	32,069.440						-
Home Care Attendant 2	2080	Hourly	20.581	21.050	21.519	21.949	22.391					-
		Monthly	3,567.373	3,648.667	3,729.960	3,804.493	3,881.107					-
		Annual	42,808.480	43,784.000	44,759.520	45,653.920	46,573.280					-
Mental Health - Proctor 3	2080	Hourly	20.581	21.050	21.519	21.949	22.391					-
		Monthly	3,567.373	3,648.667	3,729.960	3,804.493	3,881.107					-
		Annual	42,808.480	43,784.000	44,759.520	45,653.920	46,573.280					-
Home Visitor 1	1885	Hourly	15.901	16.372	16.845							-
		Monthly	2,497.782	2,571.768	2,646.069							-
		Annual	29,973.385	30,861.220	31,752.825							-

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year	
Home Visitor 2	1885	Hourly	18.155	18.687	19.210	19.753	20.288	20.832					
		Monthly	2,851.848	2,935.416	3,017.571	3,102.867	3,186.907	3,272.360					
		Annual	34,222.175	35,224.995	36,210.850	37,234.405	38,242.880	39,268.320					
Crisis Worker 1	2080	Hourly	18.336	18.930	19.585	20.251	20.469	21.172					
		Monthly	3,178.240	3,281.200	3,394.733	3,510.173	3,547.960	3,669.813					
		Annual	38,138.880	39,374.400	40,736.800	42,122.080	42,575.520	44,037.760					
Crisis Worker 2	2080	Hourly	18.857	19.487	20.164	20.844	21.500	22.226					
		Monthly	3,268.547	3,377.747	3,495.093	3,612.960	3,726.667	3,852.507					
		Annual	39,222.560	40,532.960	41,941.120	43,355.520	44,720.000	46,230.080					
Crisis Worker 3	2080	Hourly	22.373	22.881	23.826	24.396							
		Monthly	3,877.987	3,966.040	4,129.840	4,228.640							
		Annual	46,535.840	47,592.480	49,558.080	50,743.680							
Audiology Assistant	1885	Hourly	22.914	23.532	24.180	24.825	25.503	26.212					
		Monthly	3,599.408	3,696.485	3,798.275	3,899.594	4,006.096	4,117.468					
		Annual	43,192.890	44,357.820	45,579.300	46,795.125	48,073.155	49,409.620					
Healthy Baby Facilitator	1885	Hourly	25.823	26.753	27.645	28.651	29.638	30.722					31.336
		Monthly	4,056.363	4,202.450	4,342.569	4,500.595	4,655.636	4,825.914					4,922.363
		Annual	48,676.355	50,429.405	52,110.825	54,007.135	55,867.630	57,910.970					59,068.360
Community Engagement Liaison	1885	Hourly	24.857	25.621	26.492	27.366	28.244	29.113					
		Monthly	3,904.620	4,024.632	4,161.452	4,298.743	4,436.662	4,573.167					
		Annual	46,855.445	48,295.585	49,937.420	51,584.910	53,239.940	54,878.005					
Mobile Crisis Worker	1885	Hourly	34.354	35.516	36.839	38.149	39.570	41.044	42.644	44.291	46.016	47.368	48.316
		Monthly	5,396.441	5,578.972	5,786.793	5,992.572	6,215.788	6,447.328	6,698.662	6,957.378	7,228.347	7,440.723	7,589.638
		Annual	64,757.290	66,947.660	69,441.515	71,910.865	74,589.450	77,367.940	80,383.940	83,488.535	86,740.160	89,288.680	91,075.660
Health Care Aide (Trained) ***	2015	Hourly	19.696	20.288	20.896	21.522	22.169	22.834					23.290
		Monthly	3,307.287	3,406.693	3,508.787	3,613.903	3,722.545	3,834.209					3,910.779
		Annual	39,687.440	40,880.320	42,105.440	43,366.830	44,670.535	46,010.510					46,929.350
Nurse Aide (Trained) ***	2015	Hourly	19.696	20.288	20.896	21.522	22.169	22.834					23.291
		Monthly	3,307.287	3,406.693	3,508.787	3,613.903	3,722.545	3,834.209					3,910.947
		Annual	39,687.440	40,880.320	42,105.440	43,366.830	44,670.535	46,010.510					46,931.365
Resident Care Aide (Trained) ***	2015	Hourly	19.696	20.288	20.896	21.522	22.169	22.834					23.291
		Monthly	3,307.287	3,406.693	3,508.787	3,613.903	3,722.545	3,834.209					3,910.947
		Annual	39,687.440	40,880.320	42,105.440	43,366.830	44,670.535	46,010.510					46,931.365
Adult Day Care Program Coordinator ***	2015	Hourly	20.803	21.425	22.071	22.732	23.414	24.116					24.598
		Monthly	3,493.170	3,597.615	3,706.089	3,817.082	3,931.601	4,049.478					4,130.414
		Annual	41,918.045	43,171.375	44,473.065	45,804.980	47,179.210	48,593.740					49,564.970

*** Discontinued Classifications in F2023/24

A1. Effective April 1, 2023

- Monthly salaries include a 2.0% increase

Hourly salary is calculated as (monthly salary x 12) ÷ annual hours.

Classification	Annual Hours	Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year	
Recreation Aide (Uncertified) - Betel Home	2080	Hourly	17.174	17.691	18.221	18.767	19.329	19.909				20.307	
		Monthly	2,976.827	3,066.440	3,158.307	3,252.947	3,350.360	3,450.893					3,519.880
		Annual	35,721.920	36,797.280	37,899.680	39,035.360	40,204.320	41,410.720					42,238.560
Adult Day Program Worker (Non-Certified)	2015	Hourly	17.728	18.260	18.808	19.372	19.953	20.551				20.963	
		Monthly	2,976.827	3,066.158	3,158.177	3,252.882	3,350.441	3,450.855					3,520.037
		Annual	35,721.920	36,793.900	37,898.120	39,034.580	40,205.295	41,410.265					42,240.445
Recreation Worker (Non-Certified)	2015	Hourly	17.728	18.260	18.808	19.372	19.953	20.551				20.963	
		Monthly	2,976.827	3,066.158	3,158.177	3,252.882	3,350.441	3,450.855					3,520.037
		Annual	35,721.920	36,793.900	37,898.120	39,034.580	40,205.295	41,410.265					42,240.445
Health Care Aide - Untrained - Betel Home	2080	Hourly	19.505									19.896	
		Monthly	3,380.867										3,448.640
		Annual	40,570.400										41,383.680
Health Care Aide (Untrained)	2015	Hourly	19.505									19.896	
		Monthly	3,275.215										3,340.870
		Annual	39,302.575										40,090.440
Activity Aide	2015	Hourly	20.090	20.694	21.314	21.952	22.612	23.291				23.757	
		Monthly	3,373.446	3,474.868	3,578.976	3,686.107	3,796.932	3,910.947					3,989.196
		Annual	40,481.350	41,698.410	42,947.710	44,233.280	45,563.180	46,931.365					47,870.355
Activity Worker Group 2 (Act. / Rec. Coordinator) - Betel	2080	Hourly	20.090	20.694	21.314	21.952	22.612	23.291				23.756	
		Monthly	3,482.267	3,586.960	3,694.427	3,805.013	3,919.413	4,037.107					4,117.707
		Annual	41,787.200	43,043.520	44,333.120	45,660.160	47,032.960	48,445.280					49,412.480
Adult Day Program Worker (Certified)	2015	Hourly	20.090	20.694	21.314	21.952	22.612	23.291				23.756	
		Monthly	3,373.446	3,474.868	3,578.976	3,686.107	3,796.932	3,910.947					3,989.028
		Annual	40,481.350	41,698.410	42,947.710	44,233.280	45,563.180	46,931.365					47,868.340
Health Care Aide - Betel Home Addition of 6th step	2080	Hourly	20.090	20.694	21.314	21.952	22.612	23.291	23.990			24.470	
		Monthly	3,482.267	3,586.960	3,694.427	3,805.013	3,919.413	4,037.107	4,158.267				4,241.467
		Annual	41,787.200	43,043.520	44,333.120	45,660.160	47,032.960	48,445.280	49,899.200				50,897.600
Health Care Aide Addition of 6th step	2015	Hourly	20.090	20.694	21.314	21.952	22.612	23.291	23.990			24.470	
		Monthly	3,373.446	3,474.868	3,578.976	3,686.107	3,796.932	3,910.947	4,028.321				4,108.921
		Annual	40,481.350	41,698.410	42,947.710	44,233.280	45,563.180	46,931.365	48,339.850				49,307.050
Recreation Aide - Betel Home	2080	Hourly	20.090	20.694	21.314	21.952	22.612	23.291				23.756	
		Monthly	3,482.267	3,586.960	3,694.427	3,805.013	3,919.413	4,037.107					4,117.707
		Annual	41,787.200	43,043.520	44,333.120	45,660.160	47,032.960	48,445.280					49,412.480
Recreation Worker (Certified)	2015	Hourly	20.090	20.694	21.314	21.952	22.612	23.291				23.756	
		Monthly	3,373.446	3,474.868	3,578.976	3,686.107	3,796.932	3,910.947					3,989.028
		Annual	40,481.350	41,698.410	42,947.710	44,233.280	45,563.180	46,931.365					47,868.340
Rehab Aide - Betel Home	2080	Hourly	20.090	20.694	21.314	21.952	22.612	23.291				23.756	
		Monthly	3,482.267	3,586.960	3,694.427	3,805.013	3,919.413	4,037.107					4,117.707
		Annual	41,787.200	43,043.520	44,333.120	45,660.160	47,032.960	48,445.280					49,412.480
Physio / O.T. Aide	2015	Hourly	20.090	20.694	21.314	21.952	22.612	23.291				23.757	
		Monthly	3,373.446	3,474.868	3,578.976	3,686.107	3,796.932	3,910.947					3,989.196
		Annual	40,481.350	41,698.410	42,947.710	44,233.280	45,563.180	46,931.365					47,870.355

Classification	Annual Hours		Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	20 Year
Home Visitor 2	1885	Hourly	18.518	19.061	19.594	20.148	20.694	21.249					21.674
Addition of 20 yr Step		Monthly	2,908.869	2,994.165	3,077.891	3,164.915	3,250.683	3,337.864					3,404.624
		Annual	34,906.430	35,929.985	36,934.690	37,978.980	39,008.190	40,054.365					40,855.490
Crisis Worker 1	2080	Hourly	18.703	19.309	19.977	20.656	20.878	21.595					22.027
Addition of 20 yr Step		Monthly	3,241.853	3,346.893	3,462.680	3,580.373	3,618.853	3,743.133					3,818.013
		Annual	38,902.240	40,162.720	41,552.160	42,964.480	43,426.240	44,917.600					45,816.160
Crisis Worker 2	2080	Hourly	19.234	19.877	20.567	21.261	21.930	22.671					23.124
Addition of 20 yr Step		Monthly	3,333.893	3,445.347	3,564.947	3,685.240	3,801.200	3,929.640					4,008.160
		Annual	40,006.720	41,344.160	42,779.360	44,222.880	45,614.400	47,155.680					48,097.920
Crisis Worker 3	2080	Hourly	22.820	23.339	24.303	24.884							25.382
Addition of 20 yr Step		Monthly	3,955.467	4,045.427	4,212.520	4,313.227							4,399.547
		Annual	47,465.600	48,545.120	50,550.240	51,758.720							52,794.560
Audiology Assistant	1885	Hourly	23.372	24.003	24.664	25.322	26.013	26.736					27.271
Addition of 20 yr Step		Monthly	3,671.352	3,770.471	3,874.303	3,977.664	4,086.209	4,199.780					4,283.820
		Annual	44,056.220	45,245.655	46,491.640	47,731.970	49,034.505	50,397.360					51,405.835
Healthy Baby Facilitator	1885	Hourly	26.339	27.288	28.198	29.224	30.231	31.336					31.963
		Monthly	4,137.418	4,286.490	4,429.436	4,590.603	4,748.786	4,922.363					5,020.855
		Annual	49,649.015	51,437.880	53,153.230	55,087.240	56,985.435	59,068.360					60,250.255
Community Engagement Liaison	1885	Hourly	25.354	26.133	27.022	27.913	28.809	29.695					30.289
Addition of 20 yr Step		Monthly	3,982.691	4,105.059	4,244.706	4,384.667	4,525.414	4,664.590					4,757.897
		Annual	47,792.290	49,260.705	50,936.470	52,616.005	54,304.965	55,975.075					57,094.765
Mobile Crisis Worker	1885	Hourly	35.041	36.226	37.576	38.912	40.361	41.865	43.497	45.177	46.936	48.315	49.282
		Monthly	5,504.357	5,690.501	5,902.563	6,112.427	6,340.040	6,576.294	6,832.654	7,096.554	7,372.863	7,589.481	7,741.381
		Annual	66,052.285	68,286.010	70,830.760	73,349.120	76,080.485	78,915.525	81,991.845	85,158.645	88,474.360	91,073.775	92,896.570
Health Care Aide (Trained) ***	2015	Hourly											
		Monthly											
		Annual											
Nurse Aide (Trained) ***	2015	Hourly											
		Monthly											
		Annual											
Resident Care Aide (Trained) ***	2015	Hourly											
		Monthly											
		Annual											
Adult Day Care Program Coordinator ***	2015	Hourly											
		Monthly											
		Annual											

*** Discontinued Classifications in F2023/24