

Collective Agreement Between



The International Association of Machinists and Aerospace Workers
(hereinafter referred to as “the Union”)

&



Cambridge Shelter Corporation
(hereinafter referred to as “Employer”)

Table of Contents

ARTICLE ONE – PURPOSE	1
ARTICLE TWO - MANAGEMENT RIGHTS.....	1
ARTICLE THREE: RECOGNITION	1
ARTICLE FOUR: NO DISCRIMINATION	2
ARTICLE FIVE: UNION MEMBERSHIP	3
ARTICLE SIX: EMPLOYEE REPRESENTATION	3
ARTICLE SEVEN: STRIKES AND LOCKOUTS.....	5
ARTICLE EIGHT: GRIEVANCE PROCEDURE	5
ARTICLE NINE: ARBITRATION	6
ARTICLE TEN: HEALTH AND SAFETY.....	7
ARTICLE ELEVEN: SENIORITY	8
ARTICLE TWELVE: LAYOFF	9
ARTICLE THIRTEEN: HOURS OF WORK AND OVERTIME	9
ARTICLE FOURTEEN: JOB POSTING AND PROMOTION PROCEEDINGS.....	11
ARTICLE FIFTEEN: PUBLIC HOLIDAYS.....	13
ARTICLE SIXTEEN: VACATIONS	13
ARTICLE SEVENTEEN: LEAVES OF ABSENCE.....	16
ARTICLE EIGHTEEN: DISCIPLINE AND DISCHARGE	18
ARTICLE NINETEEN: PROFESSIONAL DEVELOPMENT	19
ARTICLE TWENTY: BULLETIN BOARD.....	20
ARTICLE TWENTY-ONE: GROUP BENEFIT PLAN AND PENSION	20
ARTICLE TWENTY-TWO: WAGES AND CLASSIFICATIONS	21
ARTICLE TWENTY-THREE: PERSONAL EMERGENCY LEAVE.....	22
ARTICLE TWENTY-FOUR: GENERAL	22
ARTICLE TWENTY-FIVE: TERM OF AGREEMENT	23
SCHEDULE A	24
LETTER OF AGREEMENT #1	27
LETTER OF AGREEMENT #2	28

ARTICLE ONE – PURPOSE

- 1.01 The purpose of this Agreement is to provide orderly collective bargaining relations between the Employer and its employees covered by this Agreement through the Union to provide a mechanism for the prompt and equitable resolution of differences and to establish and maintain hours of work, wages and working conditions. It is the intent of the parties to provide an atmosphere conducive to enabling each employee to contribute to the fullest of their skills and competence. It is also the desire of the parties to co-operate and harmoniously work together in promoting the best interests of the clients, their families and the community in the operation of Cambridge Shelter Corporation, hereinafter referred to as the Employer.

ARTICLE TWO - MANAGEMENT RIGHTS

- 2.01 The Union acknowledges and recognizes that the management of the Employer's operations and the direction of the working force are fixed exclusively with the "Employer" and shall remain solely with the Employer except as limited by an express provision of this Agreement. Without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Employer to:
- a) Maintain order, discipline and efficiency; alter and enforce from time to time reasonable rules and regulations, policies and practices to be observed by its employees.
 - b) Hire, assign duties, transfer, promote, demote, classify, retire, layoff, recall, discharge, suspend or otherwise discipline employees, provided that a claim of discharge or discipline without just cause, by an employee who has completed his probationary period, may be the subject of a grievance and dealt with as hereinafter provided;
 - c) Determine the location and extent of the operations and their designation, commencement, expansion, revision, curtailment or discontinuance; to plan, direct, control and alter all operations; determine in the interest of efficient operation and highest quality of product, the direction of the working force, the services to be provided and the methods procedures and equipment to be used in connection therewith; determine the descriptions of the jobs, the hours of work, the work assignments and working schedules, the methods of doing the work and the working establishment for any service and the standards of performance for all employees;
 - d) Determine the qualifications of employees, the number of employees required at any one time; introduce new and improved methods, facilities and equipment; control the amount of supervision; to increase or reduce personnel in any particular area; solely and exclusively manage its operations.

ARTICLE THREE: RECOGNITION

- 3.01 The Employer recognizes the Union as the sole bargaining agent of all employees of Cambridge Shelter Corporation in the City of Cambridge, save and except managers and persons above the rank of manager.
- 3.02 The Employer will provide the relevant Bargaining Unit members with names and job titles of Management personnel acting in a management capacity.

- 3.03 The Employer shall not enter into any individual agreements with bargaining unit employees either verbal or written without the consent of the Union.
- 3.04 Employees excluded from the bargaining unit shall not perform work normally performed by employees in the bargaining unit unless:
- i) an emergency exists;
 - ii) the safety of employees and/or individuals in service are at risk;
 - iii) the quality of care for an individual in service must be supplemented;
 - iv) the work is done for purposes of instructing an employee in the bargaining unit;
 - v) qualified bargaining unit employees are not immediately available.
- 3.05 The word "employee" or "employees" wherever read in the Agreement shall mean any or all of the employees in the bargaining unit as defined above, except where the context otherwise provides.
- 3.06 The Employer will not contract out work currently being performed by employees in the bargaining unit, when a qualified bargaining unit employee, in good standing, is available to perform the work.
- 3.07 Full-time employees shall be defined as employees regularly scheduled to work thirty-two (32) hours or more per week.
- 3.08 Part-time employees shall be defined as employees regularly scheduled to work less than thirty-two (32) hours per week.
- 3.09 Volunteers/Students may be used to enhance the services provided by Cambridge Shelter Corporation, but they will not be used to replace or reduce the hours of work of a bargaining unit employee.

ARTICLE FOUR: NO DISCRIMINATION

- 4.01 The Employer is committed to providing and maintaining a work environment in which all employees are treated with dignity and respect, and in a manner free from any type of harassment or discrimination.
- 4.02 The Employer will not tolerate any type of violence in the workplace and views such actions very seriously and will make every reasonable effort to identify and mitigate all potential hazards and risks relating to workplace violence.
- Acts of violence against employees, visitors, members, guests, or other individual on anyone on the property will not be tolerated. Acts of violence could lead to disciplinary actions up to and including termination of employment and the involvement of appropriate law enforcement as needed.
- 4.03 The Employer and the Union agree that, in accordance with the provisions of the *Human Rights Code*, there will be no discrimination against any employee.

- 4.04 The Employer and the Union agree that there will be no intimidation, interference, restraint or coercion exercised or practiced by either of them or by any of its members or representatives because of an employees non-membership or membership in the Union or because of her activity or lack of activity in the Union.

ARTICLE FIVE: UNION MEMBERSHIP

- 5.01 New hires, at the time of hire will be introduced to their Union Steward. The Union will provide to each employee a copy of this Collective Agreement.
- 5.02 The Union will advise the Employer in writing of the amount of its regular dues. The amount so advised shall continue to be deducted until changed by further written notice to the Employer. The Employer agrees that it will deduct each pay period, a sum equal to regular Union dues from each employee in the Bargaining Unit. Such deductions shall be remitted to the District Lodge of the Union by the 15th of the following month together with a list of employees from whom such deductions were made. The list will include new hires and severances. The Employer will show the amount of the dues at the time of making each remittance hereunder to the Financial Secretary of the Union and supply a statement showing the following information for employees from whose pay deductions have been made.
- (a) Name, hire date, regular hourly rate, dues per period, total dues, employment status
 - (b) All monthly dues for members to be submitted in alphabetical order
 - (c) Dues deducted will be reported on T-4 slips issued to employees.
 - (d) The Employer further agrees that it will supply all such information by way of electronic mail (e-mail), if possible, and hard copy, if so requested by the Union.
- 5.03 The Union shall indemnify and save harmless the Employer, including its agents, and employees, from any and all claims or actions, brought by an employee arising out of or in any way related to the deductions made in accordance with this article.
- 5.04 All employees are required to pay union dues from their first day of hire.

ARTICLE SIX: EMPLOYEE REPRESENTATION

- 6.01 The Employer acknowledges the right of the Union to appoint or otherwise elect two (2) Stewards, one (1) of which will act as Chief Steward. Each steward shall have completed their probationary period. **Where the employer expands their operations within the scope the agreement beyond the main site, the Union may at their discretion expand the aforementioned steward group by one additional steward per site.**
- 6.02 The name of each of the stewards shall be given to the Employer in writing and the Employer shall not be required to recognize any such steward until it has been notified in writing by the Union of the name of the steward.
- 6.03 The Union recognizes and agrees that the Stewards have their regular duties to perform in connection with their employment and that only such time as is necessary will be taken by the Stewards during working hours, in order to assist an employee in presenting their grievance to the designated representatives of the Employer in accordance with the Grievance Procedure,

provided program needs are not sacrificed. In accordance with this understanding, the Employer agrees to compensate the Steward at their regular straight time hourly rate for time lost from their regular working hours when servicing grievances hereunder provided the Steward shall first obtain written permission from their immediate Supervisor before absents from their duties. Written permission can include emails or text messages, which will be tracked by the Steward. Such permission shall not be unreasonably withheld. Prior to returning to work the Steward must report to their Supervisor or designate.

6.04 Negotiating Committee:

At any further negotiations for the renewal of this Agreement, the bargaining unit will be represented by a Negotiating Committee consisting of not more than two (2) union stewards, employed by the employer. Each member of this committee shall have completed their probationary period. The Union shall notify the Employer in writing of the names of the members of the Negotiating Committee at the time of their appointment and the Employer shall not be required to recognize any committee member until it has been so notified. The privilege of members of the Negotiating Committee to leave their work to attend Union business is granted on the following conditions:

- i) There will be no loss of pay while absent from their work to the point of conciliation;
- ii) Such business must be between the Union and Employer;
- iii) The time must be devoted to prompt handling of necessary Union business related to the negotiations;
- iv) Committee members must obtain the permission of the manager before leaving work.

6.05 Employment Relations Committee:

The Employer and the Union shall each name up to two (2) representatives to the Employment Relations Committee which shall meet not less than quarterly per calendar year at times mutually agreed upon by the parties. The purpose of these meetings will be to discuss matters of mutual concern in an open manner. It is understood that all discussions at these meetings are on a without prejudice basis and may not be referred to, nor relied upon in any manner, in the grievance and arbitration process, unless a resolution to an issue is reduced to writing and expressly provides that the parties shall rely upon the resolution to govern future situations.

6.06 Leave or Union Activities:

Leaves of absence without pay, but with accumulation of seniority and credits shall be granted, upon written request to the Employer, to employees elected or appointed to represent the Union at conventions, seminars and/or meetings. Such leave is subject to the discretion of the Executive Director, considering the operational requirements of the Employer and will not exceed a total aggregate of twenty (20) days per year in aggregate amongst employed Union Stewards utilizing such leave.

To maintain continuity of pay and benefits, the Employer agrees to maintain the employees pay for any lost time associated with the above noted union activities. The Employer will invoice the Union for the costs incurred for such lost time.

6.07 A new employee will have the opportunity to meet with a Union Steward in the employ of the Employer during the employee's probationary period without loss of regular earnings.



- 6.08 The Employer will grant a leave of absence without pay (notwithstanding article 6.06) not to exceed two (2) years, to an employee selected by the union, to serve as representatives of the Union. It is understood that this leave may be extended twice at the request of the Union so that the employee's service as a Representative may continue. There will only be one employee out of the workplace on this leave at any time. Requests for leave of absence will be granted with two (2) weeks notice to the Employer. Upon completion of the leave the employee will be returned to their position held immediately prior to the commencement of the leave, or to a comparable position with no decrease in pay, should the original position be eliminated.
- 6.09 With respect to article 6.03 and 6.07 in the event a Steward is not on shift the Employer where possible will permit the Stewards(s) or employee(s) to flex their shift. In the event this is not reasonably possible article 13.05 i) will not apply and the Steward will be paid for their time for a minimum of one (1) hour.

ARTICLE SEVEN: STRIKES AND LOCKOUTS

- 7.01 In view of the orderly procedure for settling grievances, the Employer agrees that there will be no lockout of employees during the term of this Agreement, and the Union agrees that there will be no strike, slowdown, sit-down nor picketing of any kind or form, nor any other action which will interfere with the Employer's operations. If any such action takes place, the Union agrees to instruct the employees to carry out the provisions of this Agreement and return to work to perform their regular duties. The words strike and lockout shall have the meaning given to them in the *Ontario Labour Relations Act, 1995*, as amended.

ARTICLE EIGHT: GRIEVANCE PROCEDURE

- 8.01 It is the mutual desire of the parties that conflicts and issues be adjusted as quickly as possible in an informal problem-solving process. Problem solving efforts should reflect the belief that resolution is best effected through the involvement of all participants in the problem-solving process.
- 8.02 An employee, (or group of employees) who believe they have a conflict or a difference shall first discuss the conflict or difference with their supervisor within five (5) full working days of first becoming aware of the conflict or difference. The employee, or group of employees may request the presence of a Union Steward when discussing with their supervisor. The parties must make a genuine effort to gain a clear understanding of all sides of the issue(s). An attempt to resolve the conflict should first occur between the people directly involved. It is important that necessary boundaries are observed in this process including confidentiality, respect for others and their opinions, focus on the issues, trust, openness and commitment.
- 8.03 If the issue(s) cannot be resolved between the parties it will proceed to Step 1 in the grievance procedure.

STEP 1:

If the employee is not satisfied with the Supervisor's answer to the complaint, a grievance may be filed within five (5) working days of the date the Supervisor gives an answer to the complaint. The Steward may have the assistance of the employee in filling out the Grievance Form. All

grievances shall be in writing, shall be signed by the employee and the Steward. All grievances shall contain the Article of the Collective Agreement alleged to be violated if applicable, the nature of the grievance and the adjustment requested. The Grievance Form shall be presented to the Program Director. The Employer shall have five (5) working days to answer the grievance in writing and present the answer to the Chief Steward.

If the employee or Union is not satisfied with the Employer's written answer given at Step 1, the Union must submit in writing within five (5) working days following the date the Employer gave their written answer to the grievance. The grievance shall proceed to a Step 2 meeting.

STEP 2:

The Executive Director with the designated Representative of the Union shall arrange this meeting in a timely manner. The Union Chief Steward will attend all such meetings. The Employer shall have ten (10) days to answer the grievance in writing and present the answer to the Chief Steward.

- 8.04 In dealing with the conflicts throughout this procedure, scheduled vacations, Saturdays, Sundays and paid Public Holidays will not be included when computing the time limits set out in this Article.
- 8.05 The Collective Agreement provides for the final and binding settlement by arbitration, without stoppage of work, of all differences between the parties arising from the interpretation, application, administration or alleged violation of the agreement, including any questions as to whether a matter is arbitrable.
- 8.06 No matter may be submitted to arbitration, which has not been properly carried out through the grievance procedure within the time specified, providing that the parties may extend the time limits in the grievance procedure by mutual agreement in writing. Where a response is not given by a party within the specific time limits in the grievance procedure, the other party may submit the grievance to the next step of the grievance procedure.
- 8.07 Settlement in any step of the grievance procedure shall be final and binding upon both parties to this Agreement and upon any employee affected by it.
- 8.08 Where a difference arises between the Union and the Employer relating to the interpretation, application, administration or alleged violation of this Collective Agreement, the Union may within ten (10) working days of the date the incident becomes known to the Union, file a policy or group grievance. Article 8.03, Step 2 shall then apply as though the Union's policy or group grievance was a grievance of an employee.

ARTICLE NINE: ARBITRATION

- 9.01 When either party requests that a grievance be submitted to arbitration, the request shall be made in writing to the other party of the Agreement, including a list of three (3) proposed Arbitrators for selection. Within five (5) days thereafter, the other party shall answer in writing indicating acceptance of a proposed Arbitrator, or shall propose a list of three (3) alternate Arbitrators. In the event that no Arbitrator is agreed upon within ten (10) days, either party may

request the Minister of Labour to appoint an Arbitrator. Upon agreement of the parties, the parties may appoint a Board of Arbitration, in accordance with clause 9.05.

9.02 Authority and Jurisdiction of the Arbitrator

In no event shall the Arbitrator or Board have the power to change this Agreement or to alter, modify or amend any of its provisions. The Arbitrator or Board does not have jurisdiction to waive time limits, notwithstanding section 48 (16) of the *Labour Relations Act, 1995*.

9.03 Decision of Arbitrator or Board

The decision of the Arbitrator or the Board shall be final and binding and enforceable on all parties. In the case of a Board, the decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the Chair shall be the decision of the Board.

9.04 Expenses of the Arbitrator or Board

Each party shall pay:

1. the fees and expenses of their Nominee (in the case of a Board); and
2. one-half (½) of the fees and expenses of the Chair (or sole Arbitrator).

9.05 Upon agreement of the parties, they may appoint a Board of Arbitration which will have all of the authority of an Arbitrator. In such case the referring party shall indicate its request for a Board and provide its nominee when referring the matter to arbitration in accordance with the provisions herein. If the other party consents to the matter being referred to a Board, the other party shall inform of its nominee within five (5) days of the matter so being referred to Arbitration. The Nominees shall then jointly seek to appoint a Chair of the Arbitration Board. In the event that the Nominees fail to agree on a Chair within ten (10) days, then either Nominee may request the Minister of Labour to appoint a Chair of the Arbitration Board. If the party replying to the request to appoint a Board does not agree to refer the matter to a Board, in its reply it shall so indicate and provide three (3) proposed sole arbitrators for selection, which shall be governed by 9.01 herein.

9.06 Failing Settlement, under the foregoing procedure, of any grievance between the parties, the grievance may be submitted to arbitration in accordance with the provisions herein. If no written notification of a request for arbitration is received within ten (10) days of the Step 2 decision, the grievance shall be deemed to be settled and no further action may be taken regarding the grievance.

ARTICLE TEN: HEALTH AND SAFETY

10.01 The Employer and the Union will cooperate regarding their respective obligations under the *Occupational Health and Safety Act*,

10.02 The Employer and the Union shall participate in one Joint Health and Safety Committee as outlined in the *Occupational Health and Safety Act*. The Joint Health and Safety Committee shall meet on no less than on a quarterly basis. The committee shall include **three (3)** bargaining unit members and two (2) management members.

- 10.03 The Employer will pay and compensate one (1) committee member from the Union for certification training as defined under the *Ontario Occupational Health and Safety Act*.

ARTICLE ELEVEN: SENIORITY

- 11.01 Seniority, as referred to in this Agreement, shall mean length of continuous service in the bargaining unit. The continuous service of an employee shall be defined as length of uninterrupted service in the bargaining unit since the last date of hire.
- 11.02 Newly hired employees shall be on probation until they have completed one hundred and twenty (120) calendar days **or sixty (60) worked shifts whichever comes first** from the date of hire. Upon completion of the probationary period an employee will be credited with seniority back to the date of hire.
- 11.03 Employees shall maintain and accumulate seniority under the following conditions:
- i) While they are actively at work for the Employer after they have completed their probationary period as set out in Article 11.02 above;
 - ii) During any period when they are prevented from performing work for the Employer by reason of injury arising out of and in the course of her employment for the Employer and for which they are receiving compensation under the provisions of the Workplace Safety and Insurance Act; or
 - iii) During any absence due to pregnancy or parental leave; or
 - iv) For the first three (3) months of any personal leave of absence; or
 - v) During any approved union leave.
 - vi) For the first twelve (12) months of any leave due to a medical condition that is verified by a licensed medical practitioner.
- 11.04 Seniority lists will be supplied to the Union on a semi-annual basis on February 1st and August 1st of each year.
- 11.05 Seniority once established for an employee shall be forfeited and the employee's employment shall be deemed to be terminated under the following conditions:
- 1. If they quit;
 - 2. If they retire;
 - 3. If they are discharged for cause and not reinstated through the grievance procedure;
 - 4. If they fail to report for duty after a lay-off or leave in accordance with the provisions of this Agreement;
 - 5. If they are absent from work for more than three (3) consecutive scheduled working days without notifying the Employer for providing a satisfactory reason for such absence;
 - 6. If an employee overstay a leave of absence granted by the Employer, unless a satisfactory reason for such absence is given, or utilizes a leave of absence for the purposes other than those for which the leave of absence was granted;
 - 7. A seniority employee is not recalled during the twelve (12) calendar months following lay-off.

ARTICLE TWELVE: LAYOFF

- 12.01 The Employer will seek to lay off employees in inverse order of seniority provided:
- i) the requirements and efficiency of operations are met;
 - ii) the safety requirements of employees and/or individuals in service are met;
 - iii) the quality of care requirement for individuals in service are met; and
 - iv) the non-laid off employees possess the skill, ability, experience and qualifications to perform the normal requirements of the work.
- 12.02 For the purposes of this article, a lay-off means a lay-off for more than five working days.
- 12.03 Probationary employees within the job classification at their current location in which the layoff takes place shall be released or displaced first, in order of inverse hire date.
- 12.04 Where there is an increase in the working force after a layoff, the recall procedure shall be followed before any new employees are hired.
- 12.05 For the purposes of recall the most senior employee with the necessary skill, ability, experience and qualifications to perform the normal requirements of the job shall be recalled from layoff.
- 12.06 It shall be the employee's responsibility to keep the Employer notified as to any change of address or telephone number so that they will be up-to-date at all times.
- 12.07 The employee is required to return to work after lay-off within ten (10) days after being recalled by the Employer by telephone or courier addressed to their address last known to the Employer. Failure to do so will result in loss of seniority.

ARTICLE THIRTEEN: HOURS OF WORK AND OVERTIME

- 13.01 The Employer and Union agree that employees need a consistent schedule to ensure a healthy work and home life balance. The Parties also agree that although there may be different shift patterns and hours, the basis for shifts is as follows;

The regularly scheduled workweek for full-time employees except full-time overnight direct support workers shall be;

- No less than 32 hours per week up to a maximum of 40 hours per week;
- A regular shift pattern;
- Working on weekends should be equally shared where applicable;
- working of statutory holidays where applicable will be shared, subject to Article 15

Full-time overnight direct support workers regular schedule shall be;

- No less than 84 hours bi-weekly
- A regular shift pattern;
- Working on weekends should be equally shared where applicable;
- working of statutory holidays where applicable will be shared, subject to Article 15

The regularly scheduled workweek for part-time employees shall be;

- Up to a maximum of 32 hours per week;
- A regular shift pattern;
- Working on weekends should be equally shared where applicable;
- Working of statutory holidays where applicable will be shared, subject to Article 15

13.02 Nothing contained in this Agreement shall be deemed to constitute a guarantee by the Employer of any hours of work with respect to any employee covered by this Agreement.

13.03 Employees cannot leave their shift without notifying a Manager.

13.04 Rest Period:

- i) Rest periods will be taken without loss of pay to the employees
- ii) Employees working shifts of five (5) hours but less than six (6) hours, will receive a half-hour rest period during such a shift. Employees working shifts in excess of six (6) hours will receive a one-hour rest period during such a shift.
- iii) Due to the needs of the clients, employees may be required to remain within the general area during rest periods so that they are readily available for safety or emergency situations if needed
- iv) Rest period will be approved and scheduled with the employee's direct supervisor. Rest periods must not interfere with or undermine the quality of care or the safety and security of individuals receiving service or of other employees.

13.05 Shift Changes:

- i) An employee who is called in to work or reports to work for their shift shall be paid a minimum of four (4) hours at their regular straight time hourly rate of pay.
- ii) When two employees wish to temporarily exchange a shift or series of shifts with each other within the same pay period, they shall submit such requests in writing to the manager. Requests may be granted at the sole discretion of the Employer and will not be unreasonably withheld.

13.06 Overtime:

- i) Hours for overtime are calculated based on the total hours worked. A workweek is defined from Sunday 00:00 to Saturday 24:00.
- ii) The overtime rate for the purposes of this Agreement shall be one and one half (1 ½) times the employee's basic hourly rate of pay.
- iii) A Manager must approve all overtime prior to it being worked, except in the case of an emergency.
- iv) Overtime shall begin to accumulate after 42 hours per week for all classifications except Full-time Direct Support – Overnight Support Workers who will have overtime averaged over the two week pay period.
- v) **Overtime shall be distributed by seniority first to those within the classification who are available to complete the work where the opportunity is available, followed by qualified employees on a seniority basis.**

13.07 Reporting Absence:

- i) It is the expectation that as a responsible member of the team, employees provide their workplace with maximum notice of shift cancellation to ensure adequate coverage and in order to meet requirements. Employees are required to report directly to the manager on duty or their designate when unable to report to work due to illness unless the employee has been admitted to Hospital or has advised the Manager of the expected date of return.
- ii) Should the Employer request the employee provide medical certification by a medical practitioner any associated costs shall be reimbursed by the Employer.

13.08 When the Employer makes a permanent change to the schedule the Employer will post the new schedule not less than twenty-one (21) days in advance of the implementation date. **The Employer will administer a shift bid and Employees will bid on rotations based on seniority and job classification, to be completed not less than fourteen (14) days prior to the implementation date.**

In the event the bid is not completed fourteen (14) days prior to the implementation date, the Employer will maintain the bid and may adjust the implementation date to ensure there is a minimum of twenty-one (21) days between the end of the bid and the implementation of the schedule change.

The Employer will provide the Union with a copies of the master schedules for each classification, no later than the date of notice of the permanent change.

13.09 The parties agree that there will be no pyramiding of premiums under the Collective Agreement.

13.10 **Salaried employee working overtime outside of their classification, will be paid one and one-half (1.5x) their effective hourly rate. The effective hourly rate will be calculated based on their salary divided by 2080. An hourly employee working outside of their classification will be paid the greater of their classification rate or the rate of pay for the classification in which the overtime is being worked.**

ARTICLE FOURTEEN: JOB POSTING AND PROMOTION PROCEEDINGS

14.01 In the case of a job posting or promotion (other than appointments to positions outside the scope of the bargaining unit), the following factors shall be considered:

- i) Skill, appropriate qualifications, ability;
- ii) Seniority

It is only where the factors of skill, qualifications, ability, are relatively equal that seniority shall govern.

14.02 Applicants from the Bargaining unit shall be given first consideration to the position. Where there are no suitable applicants from within the Bargaining unit the Employer may consider applications from persons employed outside of the Bargaining unit.



- 14.03 When a vacancy occurs inside the bargaining unit or a permanent bargaining unit position is created, the Employer will post a notice of the vacancy for a period of seven (7) working days on a bulletin board. The notice will specify the nature of the job, the appropriate qualifications required, **the start date, expected schedule**, the rate of pay and the location. An employee who wishes to be considered for the posted position shall make a formal application by submitting an application in accordance with the provisions of the posting.

Nothing herein shall prevent the Employer from advertising such vacancy outside during the seven (7) day period. First preference will be given to Bargaining unit employees.

- 14.04 Any bargaining unit job, which is known to be vacant for a period of six (6) months or more because of illness, accident, leave of absence, or temporary promotion shall be deemed to be vacant for the purposes of this Article and the job posting provisions shall apply. This shall not prevent the employer from temporarily transferring a part time employee to a full time temporary position for vacancies less than six (6) months.
- 14.05 The employer has the right to temporarily transfer employees within various job classifications and to fill temporary vacancies in cases of emergency or urgent circumstances. A temporary transfer is expected to be a transfer for a period of less than three (3) months. A temporary transfer shall be offered in accordance with seniority whenever possible, provided the safety and quality of care requirements of individuals in service are met. In the event no employee wishes to accept the transfer the Employer may fill the transfer in reverse order of seniority.
- 14.06 The Employer shall have the right to fill temporary vacancies known to be less than six (6) months.
- 14.07 All promotions or transfers shall be on a trial period until the employee demonstrates that they can satisfactorily perform the work required during the trial period of ninety (90) days. If within such period the Employer determines the employee does not possess the skill and ability to perform the work in question, such employee shall be returned to their original position and any employee displaced as a result of such return shall similarly have the right to return to their original position.
- 14.08 If the rate of pay for the job to which the employee is temporarily transferred is less than the employee's regular rate of pay, the employee shall receive their regular rate of pay during the temporary transfer.
- If the rate of pay for the job to which the employee is temporarily transferred is more than the employee's regular rate of pay, the employee shall receive the higher rate of pay during the temporary transfer.
- 14.09 During the selection of applicants, the company shall compare employees on the same basis for the same job.
- 14.10 Prior to going on vacation an employee will notify their respective Manager in writing, of any position they wish to apply for in the event a job is posted during their leave. This letter will remain active for a period of 12 months.

- 14.11 During the period of posting and until the award is made, the Employer shall have the right to fill the position on a temporary basis, (no more than 30 days).
- 14.12 **Employees who are awarded positions will move to their new position as soon as possible, but no later than thirty (30) calendar days following the expected start date. Employees who are moving to a higher paid job will be paid the higher rate of pay effective the intended start date as per 14.03. Employees who are moving to a lower paid job will be paid the lower rate effective the date they start their new position.**

ARTICLE FIFTEEN: PUBLIC HOLIDAYS

- 15.01 The Employer will recognize the following as paid holidays:
- | | | |
|------------------|---------------|-------------|
| New Year's Day | Family Day | Good Friday |
| Victoria Day | Canada Day | Labour Day |
| Thanksgiving Day | Christmas Day | Boxing Day |
| Floating Holiday | Civic Holiday | |
- 15.02 As the Employer operates a continuous care workplace, employees are required to work on public holidays.
- 15.03 To qualify for a paid public holiday, employees must have:
- Worked the regularly scheduled day before and after the holiday unless there was "reasonable cause" for missing work; and
 - Provided "reasonable cause", as defined by the Employment Standards Act, 2000, if he or she cannot perform a full day's work on the holiday as previously agreed;
- 15.04 Employees who qualify for a Public Holiday and work on a public holiday in accordance with Article 15.03 shall be paid two (2) times their regular wage for all hours worked, and their holiday pay in accordance with the *Employment Standards Act*. Where an employee wishes to take a lieu day in place of the above. They will be paid their regular wages on the holiday and be provided a paid day in lieu. This request will have to be made 4 weeks in advance of the holiday and will be approved subject to coverage.
- 15.05 Requests for time off on a public holiday shall be granted on a seniority basis provided the employee provides four (4) weeks' notice. Requests will be approved subject to coverage and qualification. Where a prior approved leave is given on the qualifying day the last shift scheduled to be worked shall become the qualifying day.
- 15.06 Floating holidays are required to be taken within the calendar year and are not carried over to the following year. Floating holidays do not carry a monetary value at the time of termination.

ARTICLE SIXTEEN: VACATIONS

- 16.01 For the purposes of calculating vacation entitlements the following shall apply for hourly employees:

Seniority Level	Amount of Vacation Time	Amount of Vacation Pay
Date of hire to the conclusion of One (1) year seniority	NA	4% of regular wages
Greater than one (1) year less than four (4) years of completed seniority	Three weeks	6% of regular wages
Greater than four (4) years less than seven (7) years of completed seniority	Four weeks	8% of regular wages
Greater than seven (7) years and less than ten (10) years of completed seniority	Five weeks	10% of regular wages
Greater than ten (10) years and less than fifteen (15) years of completed seniority	Six weeks	12% of regular wages
Greater than fifteen (15) years and less than eight-teen (18) years of completed seniority	Seven weeks	14% of regular wages
Greater than eight-teen (18) years and less than twenty-one (21) years of completed seniority	Eight weeks	16% of regular wages
Greater than twenty-one (21) years of seniority	Nine weeks	18% of regular wages

“Wages” shall mean gross wages, which does not include vacation pay. Vacation pay shall be paid when vacation is taken.

NOTE: Employees already receiving vacation entitlements greater than the above scale will be red circled until they achieve the next level in progression.

16.02 For the purposes of calculating vacation entitlements the following shall apply for salaried employees:

Seniority Level	Amount of Vacation Time	Amount of Vacation Pay
Date of hire to the conclusion of One (1) year seniority	Two Weeks	4% of regular wages
Greater than one (1) year less than four (4) years of completed seniority	Three weeks	6% of regular wages
Greater than four (4) years less than seven (7) years of completed seniority	Four weeks	8% of regular wages
Greater than seven (7) years and less than ten (10) years of completed seniority	Five weeks	10% of regular wages
Greater than ten (10) years and less than fifteen (15) years of completed seniority	Six weeks	12% of regular wages
Greater than fifteen (15) years and less than eight-teen (18) years of completed seniority	Seven weeks	14% of regular wages
Greater than eight-teen (18) years and less than twenty-one (21) years of completed seniority	Eight weeks	16% of regular wages
Greater than twenty-one (21) years of seniority	Nine weeks	18% of regular wages

Notwithstanding article 16.03 a salaried employee will take vacation in accordance with the above grid and their first year of employment.



“Wages” shall mean gross wages, which does not include vacation pay. Vacation pay shall be paid when vacation is taken.

NOTE: Employees already receiving vacation entitlements greater than the above scale will be red-circled until they achieve the next level in progression.

Where an hourly employee accepts a salaried position, the employee will:

- remain on the same place on the vacation grid in accordance with their seniority with the employer;
- be paid any owed vacation entitlements on the pay period following their advancement;
- have their vacation time prorated for the remainder of the entitlement year. The proration will be calculated by subtracting the employees vacation allotment by the amount of vacation time they have taken in the transition year.

- 16.03 **In their first year of employment an hourly employee may take two (2) weeks of unpaid vacation time.** An hourly employee is eligible to take **paid** vacation time after one (1) year of employment.
- 16.04 Vacation entitlement year is a recurring 12-month period beginning on the anniversary date.
- 16.05 Employees shall not carry over vacation time/leave entitlement from one vacation year to the next. The Employer may schedule an employee’s vacation time/leave where the employee does not schedule same. One hundred and twenty (120) days prior to the end of the vacation year the employer shall advise an employee of any unused vacation. If after a further two (2) week period the employee has not scheduled their remaining vacation the employer may schedule the employees remaining vacation time at a time convenient to the operations.
- 16.06 Allocation of vacation periods shall be subject to the Employer’s requirements in maintaining adequate and qualified staff. The Employer shall give every consideration to the preference and seniority of the employee when scheduling vacations.
- 16.07 The employees will submit their preferred vacation dates no later than December 1st for the following year of each year.
- 16.08 Vacation schedules shall be established not later than December 31st of each year, for the following calendar year, and shall not be altered except with the consent of the employer and employees affected.
- 16.09 All vacations requested after December 1st of the preceding vacation year will be scheduled on a first come first served basis subject to the Employers requirements in maintaining adequate and qualified staff.
- 16.10 In the interests of equity, an employee may not utilize more than two (2) consecutive weeks of accumulated vacation credits during prime vacation time if it limits access to another employee during this time. This will not preclude the Employer from scheduling more than two (2) weeks where possible. In addition, an employee may not utilize the same vacation period two (2) years consecutively, in prime time, if it limits access to another employee. Prime time shall be defined



as; March Break, June 15 – September 15, and the period from December 24 – January 2 inclusive.

ARTICLE SEVENTEEN: LEAVES OF ABSENCE

17.01 Bereavement Leave:

The Employer shall provide paid bereavement leave of up to three (3) days, prorated to contract size, for time lost upon a significant loss of a family member.

A family member is defined as:

- the employee's spouse (including same-sex spouse)
- a parent, step-parent or foster parent of the employee or the employee's spouse
- a child, step-child or foster child of the employee or the employee's spouse
- a brother, step-brother, sister, or step-sister of the employee
- a grandparent or step-grandparent of the employee or of the employee's spouse
- a grandchild or step-grandchild of the employee or of the employee's spouse
- a brother-in-law, step-brother-in-law, sister-in-law or step-sister-in-law of the employee
- a son-in-law or daughter-in-law of the employee or of the employee's spouse
- an uncle or aunt of the employee or of the employee's spouse
- a nephew or niece of the employee or of the employee's spouse
- the spouse of the employee's grandchild, uncle, aunt, nephew or niece

The pay shall be at the employee's regular rate and only the regular work missed shall be reimbursed.

In consultation with the Executive Director, additional time for grieving period maybe requested using vacation time or an unpaid leave of absence.

Arrangements to attend all other funerals during work hours, by using vacation or unpaid leave of absence, must be discussed with and approved by the immediate supervisor.

The Employer has the right to require an employee to provide supporting documentation (e.g. a copy of the death certificate, obituary, burial certificate) as it relates to a request for Bereavement Leave.

Leave entitlements maybe split if internment is at a later date.

17.02 Jury Duty and Witness Leave:

An employee who is selected for service as a juror or who is subpoenaed as a witness to appear in court will be compensated for loss of pay from their regularly scheduled shift due to such jury service for up to the ten (10) days. Beyond ten (10) days, employees will be reimbursed for the difference between the pay received for jury duty or appearing as a witness, at the employee's regular pay for the same period of time.

Should the employee present themselves for selection as a juror and not be selected then they are required to return to the premises to complete their remaining normally scheduled workday.

Time spent on jury duty or as a subpoenaed witness will be counted as regular working time for all purposes except overtime.

In order for an employee to qualify for payment under this Article, they must:

- i) Inform their supervisor within twenty-four (24) hours of their selection as a juror;
- ii) Provide a summons or subpoena to the Employer indicating the fee received for service.

Employees who are summoned to appear in court for their own legal matters are not eligible for witness leave, but may request to take unpaid days or use accrued statutory holiday time, lieu time or vacation time.

17.03 Personal Leave of Absence:

- i) A personal leave of absence will not extend past one (1) year
- ii) The decision to grant an unpaid personal leave of absence is made by the Executive Director
- iii) An employee requests a personal leave of absence in writing to the Executive Director
- iv) A personal leave of absence will not be granted where the employee has accrued vacation time or statutory holiday credits available for use
- v) The primary consideration in granting the request is the ability to cover the absence without seriously disrupting the support or services provide by the program/department
- vi) The nature of the request is also considered; personal leave of absence maybe denied when the nature of the absence is not in the best interest of Cambridge Shelter Corporation or the stability of the work location
- vii) Personal leave of absence are not available to casual, temporary or seasonal employees
- viii) Should an employee become sick or disabled during their personal leave of absence personal emergency benefits are not payable.
- ix) Employee Group Benefits continue during a personal leave of absence of 4 weeks or less
- x) Employees on **education or** personal leaves of absence if they so choose may fill shifts on an emergency or on call basis, provided the employer has exhausted reasonable attempts to fill the shift(s) with an active member.

Requests for Personal Leave of Absence of Four (4) Weeks or Less:

Employees who have completed one year of service are eligible to request a personal leave of absence for a duration of 4 weeks or less. These leave of absence are subject to the conditions listed above. Employee Group Benefits continue during a personal leave of absence of four weeks or less in duration.

Request for Personal Leave of Absence in Excess of Four (4) Weeks

After two years of service, an employee may request a personal leave of absence, for up to a maximum of one year. An employee who is granted a personal leave of absence must work for a minimum of two years before submitting a new request. This longer term leave of absence is also subject to these additional requirements:

- i) The approval represents a commitment to return the employee to their previous position within their previous department/program
- ii) The Employer retains the right not to return the employee prior to the previously agreed upon return to work date

- iii) If the employee does not return to active employment on the agree upon date, the commitment to return the employee become null and void, resulting in the employee's resignation of their position

17.04 Pregnancy and Parental Leave:

Pregnancy and Parental Leave will be granted in accordance with the provisions of the *Employment Standards Act*. Where an employee is enrolled in the Group Benefit Plan, these benefits will continue throughout the leave.

17.05 Request for Education Leave of Absence:

Employees attending an accredited post-secondary institution may request leave of absence for the term of their program, subject to the approval of the Executive Director. These leaves of absence are subject to the conditions listed above. Employee Group Benefits will cease during the leave period.

- i) The approval represents a commitment to return the employee to their previous position within their previous department/program
- ii) The Employer retains the right not to return the employee prior to the previously agreed upon return to work date
- iii) If the employee does not return to active employment on the agree upon date, the commitment to return the employee become null and void, resulting in the employee's resignation of their position

Notwithstanding 17.03 i) an employee may take an education leave of absence in excess of one (1) year to a maximum of four (4) years.

ARTICLE EIGHTEEN: DISCIPLINE AND DISCHARGE

- 18.01 An employee shall have a Union Steward present at a meeting where discipline is being investigated or imposed, unless the employee requests otherwise.
- 18.02 In the event that an employee has been disciplined, the employee shall receive in written form from the Employer the reasons for such discipline. The employer will provide the Union with copies of suspensions and discharges.
- 18.03 A claim by an employee, who has completed the probationary period, of unjust discipline shall be treated as a grievance if a written statement of such grievance is lodged with the Employer within five (5) working days (as outlined in article 8.04) after the employee is informed of the discipline. The Employer shall have the right to discipline or discharge a probationary employee for any non-discriminatory reason and such discipline or discharge shall be deemed to be for just cause.
- 18.04 All preliminary steps of the Grievance procedure prior to Step 2 will be omitted in discharge or suspension without pay cases.
- 18.05 Records of disciplinary action, except suspension, taken against any employee will remain in the employee's personnel record but will not be considered for future disciplinary action after a



period of twelve (12) calendar months have elapsed from the date of the imposition of such discipline, provided that the employee's record has been discipline free during such twelve (12) month period.

Records of disciplinary action that involve a suspension, taken against any employee will remain in the employee's personnel record but will not be considered for future disciplinary action after a period of twenty four (24) months calendar months have elapsed from the date of the imposition of such discipline, provided that the employee's record has been discipline free during such twenty four (24) months period.

- 18.06 Upon written request, an employee may have access to and be allowed to review their personnel file at a time mutually agreeable to the employee and the Employer in the presence of the Executive Director and in the presence of a Union Steward if requested.

ARTICLE NINETEEN: PROFESSIONAL DEVELOPMENT

- 19.01 Professional Development and training are the shared responsibility of the Employer and the Employee. Employees are responsible to attend **required** training for which they are **scheduled and registered to attend**, to ensure that their certificates remain current.
- 19.02 The Employer commits to make the required training available to employees, not less than 60 days prior to certificate expiration.
- 19.03 Should an employee not successfully complete the required training they will be immediately scheduled for the next available training. The Employer may place **an employee on unpaid leave**, should their certification expire, until they successfully complete the training.
- 19.04 **Required Trainings**

It is a job requirement of employees providing direct support to have a current certificate in Emergency First Aid and CPR **Level C**.

- i) A new employee who does not hold a current and valid certificate must register for the next available Emergency First Aid – CPR **Level C** course. The initial Emergency First Aid/CPR **Level C** course will be at the employee's expense, time and registration.
- ii) The Employer will pay the fees and employees time to attend ongoing courses that maintain the employee's certification in Emergency First Aid- CPR **Level C**.
- iii) A copy of the current Emergency First Aid/CPR **Level C** will be kept in the employee's file

The Employer commits to pay for and make the following training available to employees within sixty (60) calendar days of hire, and as per article 19.02 above. It is a job requirement of employees to maintain their certificates for the following:

- i) **Naloxone – All classifications**
- ii) **Nonviolent Crisis Intervention – All classification except:**

- a. Resources Development Coordinator, Maintenance Coordinator, Finance Coordinator, Hostel Cleaner, Maintenance Support Worker, Cook, Service Canada Summer Students and Placement Students.
- iii) WHMIS – All classifications except:
 - a. Resourced Development Coordinator, and Finance Coordinator
- iv) Safe Food Handling – Cook

Save and except i) above, training will be conducted by a certified trainer or institution. In the event the Employer elects to certify an employee to act as a trainer. The Employer will post the opportunity in accordance with article 14.01.

- 19.05 From time to time employees may seek approval to attend educational courses, informational seminars or meetings in accordance with the letter of agreement titled **Staff Development Policy** attached hereto. The letter of agreement may be amended from time to time by mutual agreement by the parties.
- 19.06 The employer will provide each new employee with 3 shadow shifts where the new employee will shadow their direct supervisor, or shift lead. Shadow shifts will commence upon the completion of the Training Matrix sign off. The shadowing employees will be in addition to regular coverage.

ARTICLE TWENTY: BULLETIN BOARD

- 20.01 The Employer will provide one (1) bulletin board **and access to employee email address** for the convenience of the Union for posting notices of Union activity. All such notices or other literature, other than Union notice of meeting outlining time, date and place, are subject to approval by the Executive Director for their posting upon request by the Executive Director or designate.

ARTICLE TWENTY-ONE: GROUP BENEFIT PLAN AND PENSION

- 21.01 The Employer agrees to pay the premiums for the health insurance plan for all employees, after the conclusion of the probationary period. The benefits shall be as described and set forth in the respective plan documents and policies of insurance.

Dental and Pharmaceutical co-pay 90% Employer/10% Employee

- 21.02 Employee entitlement to benefit coverage shall be in accordance with the provisions of the respective plan documents and shall be at the sole determination of the insurance carrier.
- 21.03 Any dispute over payment of benefits under such plans or policies shall be adjusted between the employee and the insurer concerned.
- 21.04 Notwithstanding anything to the contrary in the provisions of this Agreement, the benefits and plans of insurance are qualified in their entirety by reference to the underlying policies and contracts of insurance or statutes or regulations.
- 21.05 The Employers obligations are limited to the payment of premiums



21.06 A. Commencing with the first day of June, 2019, and for the duration of this Collective Agreement, the Company agrees to make payment to the I.A.M. Labour Management Pension Fund (Canada) ("the Pension Fund") for each employee performing work in a job classification covered by this Collective Agreement, as follows:

- For all hours or portion thereof for which an employee receives pay, the Company shall make a contribution of **three (3)** percent of their gross pay to the Pension Fund. For the purposes of this Article, gross pay shall include paid holidays and other hours for which pay is received by the employee, in accordance with the Collective Agreement, shall be counted for which contributions are payable.
- Contributions for an employee are payable after one (1) years of continuous employment.

B. The Company and Union further agree as follows:

- The payments to the Pension Fund shall be made to the I.A.M Labour Management Pension Fund (Canada) which was established in Canada under the Trust Agreement dated February 1, 1970 and has been signed by the Company and the Union.
- The Pension Plan adopted by the Trustees of said Pension Fund shall at all times conform with the requirements of the Ontario *Pension Benefits Act* and the *Income Tax Act* so as to enable the Company at all times to treat contributions to the Pension Fund as a deduction for Federal income tax purposes.
- All contributions shall be made at such times and in such manner as the Trustees require; and the Trustees shall have the authority to have an independent Certified Public Accountant audit the payroll and wage records of the Company for the purpose of determining the accuracy of contributions to the Pension Fund.
- If the Company shall fail to make its contribution to the Pension Fund by the fifteenth day of the following month and such default shall continue for thirty (30) working days, the Company shall be liable for all expenses incurred in enforcing payment of the Contributions, including reasonable attorney's fees and arbitration fees.

C. The parties further acknowledge that no other agreement between the Company and the Union regarding pensions or retirement is in effect or will be effective during the period covered by the said Collective Agreement without the written consent of the I.A.M Labour-Management Pension Fund (Canada). Signed copies of any renewal or extension agreements will be promptly furnished to the Pension Fund office and if not consistent with this agreement, can be used by the Trustees as a basis for termination of participation of the Company.

D. It is understood and agreed by both parties that, upon making its contributions to the Pension Fund in accordance with this Collective Agreement and Trust Agreement, the Company is relieved of any and all obligations in regard to the Pension Fund.

ARTICLE TWENTY-TWO: WAGES AND CLASSIFICATIONS

22.01 The Employer shall pay wages bi-weekly in accordance with Schedule "A" attached hereto, and forming an integral part of this Collective Agreement. On each payday, each employee shall be

provided with an itemized statement of their wages and deductions. Such pay shall be by direct deposit.

ARTICLE TWENTY-THREE: PERSONAL EMERGENCY LEAVE

- 23.01 Employees will be allocated personal emergency leave in accordance with the following scale (prorated to full time equivalency (F.T.E.)):

Years of Service	Paid Personal Emergency Leave Days	Unpaid Personal Emergency Leave Days
0 to 5 years of service	8	4
Greater than 5 years of service	12	6

An employee who takes an unreasonable amount of Personal Emergency Leave and ends their employment with the Company for reasons other than retirement, may have their entitlement prorated and any monies owing deducted from their final pay.

- 23.03 Employees will make every attempt to schedule medical appointments for themselves and dependents outside their normal working hours or at the beginning or end of a workday. Whenever possible, appointments will be scheduled in advance to allow for proper staffing.
- 23.04 Personal emergency leave occurrences will be calculated based on a half day minimum of usage.

ARTICLE TWENTY-FOUR: GENERAL


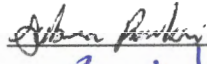

- 24.01 When an Employee is required to use their personal vehicle as part of their assigned duties, they shall receive mileage at a rate of **\$0.57** per kilometer.
- 24.02 Finalized Job descriptions to be provided to the Union within three months of ratification. Employer commits to establishing job description review committee consisting of not less than two (2) members from each classification, and Union Stewards prior to approval. Job descriptions will be reviewed on an annual basis or where deemed necessary. All finalized job descriptions are subject to employer discretion.
- 24.03 The use of security cameras both inside and outside the facility are for the purpose of security, not maintaining surveillance of employees, but can be used to substantiate a disciplinary event or occurrence.
- 24.04 The Employer will provide a safety shoe allowance of **\$200.00 every 24 months** for employees requiring safety footwear as defined by their job description.
- 24.05 **Upon request employer to provide employees with annual T2200 form.**

ARTICLE TWENTY-FIVE: TERM OF AGREEMENT

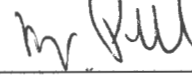


- 25.01 This Agreement shall become effective on the 14th day of **November 2022** and shall remain in full force until the 13th day of **November 2025**, unless changed by mutual consent of the parties hereto.
- 25.02 The agreement shall continue automatically thereafter during periods of one (1) year unless either party notifies the other in writing within ninety (90) days preceding the expiry date of this Agreement that it desires to amend or terminate this agreement,
- 25.03 The provisions of this Collective Agreement shall remain in full force and effect until ratification of a new Agreement.

Signed at, Cambridge Ontario on this 13th day of February, 2023

FOR THE UNION

FOR THE EMPLOYER

SCHEDULE A

November 14, 2022

		Step 1	Step 2	Step 3	Step 4	Step 5
Salaried						
Coordinator Level 1	Drop-In Coordinator Resource Development Maintenance Coordinator Finance Coordinator	\$59,786.82	\$60,953.90	\$62,144.80	\$63,360.00	\$64,600.00
Coordinator Level 2	Volunteer Coordinator Supportive Housing Workers Housing Support Workers	\$48,718.41	\$49,659.60	\$50,620.00	\$51,600.00	\$52,600.00
Maintenance	Hostel Cleaners	\$44,089.28	\$44,953.64	\$45,818.00	\$46,700.00	\$47,600.00
Hourly						
	RPN	\$32.50	\$33.75	\$35.00	\$36.25	\$37.50
	Drop-In Worker Maintenance Support Worker Evening Support Worker Overnight Support Worker Trustee Support Worker Cook Peer Worker	\$19.40	\$19.67	\$19.94	\$20.22	\$20.50
	Service Canada Summer Students	Minimum Wage	Minimum Wage	Minimum Wage	Minimum Wage	Minimum Wage
	Placements Students	N/A	N/A	N/A	N/A	N/A

Note 1: All employees who do not receive a wage increase on the above wage scale, will be red circled until such time they fit onto the wage scale.

Note 2: Employees shall move up the grid on their seniority anniversary date.

Note 3: Employees to remain at same step as they move through salaried classifications (corrected retroactively) and no regression.

Note 4: All increases retroactive to the date of contract expiry. To be paid out in 6 equal payments in the 6 pay periods which follow the date of ratification.

Note 5: **Shift Premiums**

Direct Support shift premium for overnight shifts will be \$1.00/hr for all hours worked.

Evening Supervisor - \$2.00/hr for all hours worked shift premium Evening Supervisor.

Note 6: In lieu of annual increase RPN will receive a \$1000.00 lump sum (pro-rated if necessary) on, Nov 12, 2023, Nov 12, 2024, and Nov 12, 2025.

November 14, 2023

		Step 1	Step 2	Step 3	Step 4	Step 5
Salaried						
Coordinator Level 1	Drop-In Coordinator Resource Development Maintenance Coordinator Finance Coordinator	\$60,686.82	\$61,853.90	\$63,044.80	\$64,260.00	\$65,500.00
Coordinator Level 2	Volunteer Coordinator Supportive Housing Workers Housing Support Workers	\$49,618.41	\$50,559.60	\$51,520.00	\$52,500.00	\$53,500.00
Maintenance	Hostel Cleaners	\$44,989.28	\$45,853.64	\$46,718.00	\$47,600.00	\$48,500.00
Hourly						
	RPN	\$32.50	\$33.75	\$35.00	\$36.25	\$37.50
	Drop-In Worker Maintenance Support Worker Evening Support Worker Overnight Support Worker Trustee Support Worker Cook Peer Worker	\$19.90	\$20.17	\$20.44	\$20.72	\$21.00
	Service Canada Summer Students	Minimum Wage	Minimum Wage	Minimum Wage	Minimum Wage	Minimum Wage
	Placements Students	N/A	N/A	N/A	N/A	N/A

November 14, 2024

		Step 1	Step 2	Step 3	Step 4	Step 5
		Salaried				
Coordinator Level 1	Drop-In Coordinator Resource Development Maintenance Coordinator Finance Coordinator	\$61,586.82	\$62,753.90	\$63,944.80	\$65,160.00	\$66,400.00
Coordinator Level 2	Volunteer Coordinator Supportive Housing Workers Housing Support Workers	\$50,518.41	\$51,459.60	\$52,420.00	\$53,400.00	\$54,400.00
Maintenance	Hostel Cleaners	\$45,889.28	\$46,753.64	\$47,618.00	\$48,500.00	\$49,400.00
		Hourly				
	RPN	\$32.50	\$33.75	\$35.00	\$36.25	\$37.50
	Drop-In Worker Maintenance Support Worker Evening Support Worker Overnight Support Worker Trustee Support Worker Cook Peer Worker	\$20.40	\$20.67	\$20.94	\$21.22	\$21.50
	Service Canada Summer Students	Minimum Wage	Minimum Wage	Minimum Wage	Minimum Wage	Minimum Wage
	Placements Students	N/A	N/A	N/A	N/A	N/A

LETTER OF AGREEMENT #1

BETWEEN: CAMBRIDGE SHELTER CORPORATION
City of Cambridge
(hereinafter referred to as the "Company")

**AND: DISTRICT LODGE 78, of the INTERNATIONAL ASSOCIATION OF MACHINISTS AND
AEROSPACE WORKERS Local Lodge 103**
(hereinafter referred to as the "Union")

Professional Development

At the beginning of the fiscal year, each full-time staff member will be allocated up to 5 days and \$1,000 for professional development. Part-time staff members will be allocated professional development days and a budget based on the percentage of time worked (e.g., someone who works 20 hours per week would have an allocation of 3 days and \$500). The days and dollars can be used to attend conferences, workshops, or other development events related to the employee's job. They can also be used to assist with formal educational courses offered by a college or university.

Each staff member has full discretion and responsibility for deciding how to spend his/her allocation during the year. When a staff member does not spend his/her allocation during the year, he/she may choose to purchase professional development materials such as books, tapes, or CD's that are placed in the agency library/resource center and thereby shared with everyone.

All professional development must be authorized by the Executive Director to prevent scheduling conflicts and to ensure staff coverage. Unused days/dollars cannot be carried over from one year to the next.

Staff persons who attend training that is paid for by Cambridge Shelter Corporation, will be compensated at their regular rate of pay if the training causes them to miss a day's work. Staff persons who attend training that is paid for by Cambridge Shelter Corporation, but who do it on their own time, will not be compensated.

Quarterly Staff Workshops

In house educational or personal development workshops will be held several times per year. A day, or half day, will be set aside (e.g., third Friday of each month) for professional development, personal renewal, and/or team building activities. Attendance at staff workshops is compulsory and it will count as part of the regular staff workweek. Lunch, or a snack, will be provided as part of the workshop.

LETTER OF AGREEMENT #2

BETWEEN: CAMBRIDGE SHELTER CORPORATION
City of Cambridge
(hereinafter referred to as the "Company")

**AND: DISTRICT LODGE 78, of the INTERNATIONAL ASSOCIATION OF MACHINISTS AND
AEROSPACE WORKERS Local Lodge 103**
(hereinafter referred to as the "Union")

At the 2022 negotiations the parties discussed transitioning the vacation entitlement year from the recurring 12-month period beginning on the anniversary date, to the calendar year. The intent of this transition is not to reduce an employee's entitlement rather to standardize the process for all employees. This will require the parties to meet, discuss and agree on a process of transition, while also providing members ample notice on how this will change their vacation allotment. Accordingly, the parties, agree to work collaboratively throughout 2023, with the intention of providing members notice on how the changes will impact their vacation in 2024, followed by the implementation of the annual vacation year commencing on January 1, 2025. All dates are used as a reference.