

COLLECTIVE AGREEMENT

BETWEEN:

CORPORATION OF THE CITY OF ST. CATHARINES
HEREINAFTER REFERRED TO AS THE "EMPLOYER"

AND:

**CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 1287**
HEREINAFTER REFERRED TO AS THE "UNION"

JANUARY 1, 2008 TO DECEMBER 31, 2010

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THIS AGREEMENT made this _____ day of _____, 2006

BETWEEN:

The Corporation of the City of St. Catharines
(hereinafter called the "Employer")

OF THE FIRST PART

AND:

Canadian Union of Public Employees, Local 1287
(hereinafter called the "Union")

OF THE SECOND PART

ARTICLE 1 - PURPOSE

1.01 The purpose of this Collective Agreement is to establish and maintain collective bargaining relations between the Employer and its employees represented by the Union, and to establish and maintain rates of pay, hours, and working conditions for the said employees consistent with the maintenance of an efficient museum and tourist operation.

ARTICLE 2 - RECOGNITION

2.01 Exclusions

The Employer recognizes the Union as the certified exclusive bargaining agent for all employees of the Employer, save and except:

- a) employees who exercise managerial functions;
- b) persons employed in a confidential capacity in matters pertaining to secretarial work, human resources functions and labour relations;
- c) students hired for the school vacation periods or on co-operative training programs;
- d) persons hired for job-creation projects which are designed specifically to create employment under programs funded by any level of government;
- e) volunteers performing work on behalf of the Employer; and
- f) employees bound by the Collective Agreements of the Canadian Union of Public Employees, Local 150 and 157, and persons employed by the St. Catharines Professional Fire Fighters' Association.
- g) Temporary employees may be hired for relief purposes, for peak periods, or for seasonal work up to sixty (60) working days, or for periods up to one (1) year for the purpose of covering Pregnancy/Parental Leaves in any job covered by this agreement, or such greater period as shall be mutually agreed upon by the parties in writing provided that no temporary employee shall be employed while any regular employee is on lay-off who is capable of performing the work.

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- 2.02** No employee shall be required or permitted, or requested, to make any written or verbal agreement with the Corporation or the Union, or their respective representatives, which conflicts with the terms of this Collective Agreement.
- 2.03** Corporation employees not covered by the terms of this agreement will not work on jobs which are normally done by employees covered by this agreement except for the purposes of instruction, experimenting, emergencies, when a regular qualified employee is not readily available or the work involved is less than one hour's duration.

ARTICLE 3 - UNION MEMBERSHIP

3.01 Eligibility

All employees of the Employer presently members of the Union shall, as a condition of continuing employment, remain members in good standing of the Union. All future Employees shall, as a condition of continued employment, become and remain members in good standing of the Union within twenty (20) working days of employment.

3.02 Employer Recognition

The Employer agrees:

- (a) to provide a printed copy of the Union Agreement to each employee.
- (b) to acquaint each new employee of the requirement of Union membership and the check off with regard to their membership; and
- (c) to ensure that a new employee is introduced to their Union representative who shall have a reasonable opportunity, as work permits, to acquaint the employees with their rights and responsibilities with respect to Union representatives.

3.03 Deduction and Payment of Union Dues

The Employer shall deduct an amount, equal to such Union dues, initiations or assessments, as are uniformly levied upon a member of the Union, by the Union, from the pay of each present employee, and from the pay of each new employee upon the completion of twenty (20) working days of employment. The Employer shall make such deductions from each regular pay and shall remit such amounts regularly to the Treasurer of Local 1287. These amounts shall be deducted only after all demands against the pay have been satisfied. Any complaints of alleged non-compliance will be referred to the Manager for possible correction before any grievance is filed.

3.04 Amount of Union Dues

The Union shall provide the Employer with a letter signed by an authorized officer of the Union setting out the amount of the said dues.

3.05 Deductions

With each remittance of monies, the Employer shall deliver a list of employees from whom deductions were made. Such remittance shall be forwarded to the Treasurer of Local 1287 by the fifteenth (15th) day of the month following the deduction.

3.06 Income Tax Act Requirements

At the same time that Income Tax (T-4) slips are being prepared, the Employer shall include the amount of Union dues paid by the Union member in the previous year. In January of the current year, the Union will provide the Employer with a letter stating that the Union dues are fully deductible for purposes of the Income Tax Act.

ARTICLE 4 – DISCRIMINATION

4.01 Definition

No discrimination, restraint or coercion shall be exercised or practiced by the Corporation or by any of its representatives with respect to any employee because of their membership in , or connection with, the Union.

4.02 Conversely, there shall be no intimidation, restraint, or coercion exercised or practiced upon the employees by the Union or by any of its representatives or members, neither shall there be any Union solicitation or activity on Corporation premises or job sites, excepting as is provided in this agreement or mutually agreed upon.

ARTICLE 5 – UNION AND EMPLOYER RELATIONSHIP

5.01 Responsibility of Employer

Subject to the terms of this Agreement, the Union acknowledges that it is the exclusive function of the Employer to:

- a) determine, in the interest of operating an efficient operation and providing the highest standard of service to the people of St. Catharines and visitors:
 - (i) job ratings or classifications;
 - (ii) hours of work, rules and regulations;
 - (iii) number of personnel required and services to be performed; and
 - (iv) methods, procedures, and equipment to be used in connection therewith;
- b) maintain order, manage, and operate its business;
- c) hire, assign, direct, transfer, promote, demote, and lay off employees; and
- d) suspend, discharge, or otherwise discipline employees for just cause.

5.02 Rules and Regulations

The Employer has the right to make and alter, from time to time, rules and regulations to be observed by the employees, provided that no additions or alterations shall be made by the Employer in such rules and regulations without prior notice to the Union.

5.03 Management's Rights Subject to Grievance

The Employer will exercise its' rights consistently with the provisions of this Agreement, and a claim that the Employer has not done so may be grieved.

ARTICLE 6 - GRIEVANCE PROCEDURES

6.01 Intent

It is the mutual desire of the parties that complaints of employees shall be adjusted as promptly as possible.

6.02 Individual Grievance

STEP 1 In the first instance, an employee shall take up any complaint directly with their immediate supervisor within three (3) working days of becoming aware of the event upon which the complaint is based. The immediate supervisor shall arrange for the presence of a Unit Officer. The immediate supervisor will give their decision in writing within five (5) working days of lodging the complaint to both the Unit Officer and the grievor.

STEP 2 If not settled in Step 1, the grievance may, within three (3) working days of the reply in Step 1, be submitted in writing and signed by the grievor to the manager. The grievance shall specify the facts, the articles claimed to be violated and the remedy sought. The Vice President or Grievance Officer and grievor shall be given an opportunity to discuss the grievance with the manager within three (3) days of submission of the grievance. The Manager shall give their decision in writing within two (2) working days of the discussion, to the grievor, with copies to the Vice President of the Unit and the Union President.

STEP 3 If not settled, the grievance may, within three (3) working days of the reply in Step 2, be submitted in writing by the Union to the Chief Administrative Officer, to be dealt with at a meeting to be held within eight (8) working days of the submission.

At Step 3 and at meetings provided for in Section 6.02 there shall be present a representative of the local Union. The decision of the Corporation, or the Union in the case of a Corporation grievance, shall be given in writing within ten (10) working days after the meeting at which it was discussed to the Grievor, Unit Vice President, the local Union President and the National Representative.

STEP 4 If not then settled, the grievance may, within twenty (20) working days of the reply in Step 3, be referred to arbitration as follows:

Both parties to this Agreement agree that a grievance concerning the interpretation, application, administration or alleged violation of this Agreement, which has been properly carried through all the steps of the Grievance Procedure outlined in Article 6 above, and which has not been settled, shall be referred to Arbitration.

If the parties are not able to agree upon a Sole Arbitrator within ten (10) working days of the Notice of Arbitration, the Minister of Labour for the Province of Ontario may be requested to appoint an Arbitrator.

Either party may request a Board of Arbitration in which the Nominee of each party shall be appointed within ten (10) working days of the Notice of Arbitration and the Nominee of each party shall select a Chairperson of the Board of Arbitration.

The Board of Arbitration, or Sole Arbitrator, shall not have any power to alter or change any of the provisions of this Agreement or to substitute any new provisions for any existing provisions, or to give any decision inconsistent with the terms and provisions of this Agreement.

Each of the parties to this Agreement shall bear the expenses of the Nominee appointed by them, and the parties shall jointly bear the expense, if any, of the Chairperson or of a Sole Arbitrator.

No person shall be selected as Arbitrator who has been directly involved in attempts to negotiate or settle the grievance.

Prior to Arbitration, as outlined in this article, the parties may mutually agree to Grievance mediation, the cost of such mediation to be equally shared between the parties.

At any stage of the grievance procedure, including Arbitration, the conferring parties may have the assistance of the employee or employees concerned and any necessary witnesses, and all reasonable arrangements will be made to permit the conferring parties to have access to the workplace and to view disputed operations and to confer with necessary witnesses. A representative of the Corporate Support Services Department may be in attendance at all grievance meetings from Step 2 on.

In this Article, the word "days" shall exclude Saturdays, Sundays, and paid holidays."

6.03 Past Record

After twenty-four (24) months, any disciplinary matter shall be removed from an employee's file, provided that there has been no further discipline imposed in the intervening period. Once a discipline record is removed from an employee's file it shall not be relied upon by the Employer at arbitration to support further or greater discipline.

6.04 Group Grievance

A group grievance being a grievance by a group of employees shall be instituted at Step 1.

6.05 Policy Grievance

The Union may deliver its policy grievance at Step 2 of the grievance procedure and may substitute another Union representative in place of the grievor to accompany the Vice President or Grievance Officer.

6.06 Discharge Grievance

A discharged grievor may grieve that the penalty was unjust or excessive and commence the grievance at Step 2 of the grievance procedure, provided the grievance is filed within five (5) days of receipt of the written notice explaining why discipline was imposed.

6.07 Employer Grievance

The Employer may present a grievance to the President of the Union and that shall be considered to be Step 2 of the grievance procedure.

The President of the Union shall be bound to take the same steps and abide by the same time limits as is required of the Employer.

Failing resolution of the grievance at Step 2, the Employer may proceed to Step 3 by sending notice to the Union of its intention to refer the matter to arbitration.

6.08 Manager or President Not Available

Whenever the Manager or the President of the Union is not available, their designates may receive grievances, hold meetings, and make responses on their behalf.

6.09 Notice of Discipline

- a) Whenever an employee is disciplined or discharged the employee shall receive notice in writing of why the discipline or discharge has been imposed and such notice shall be sent to the grievor and the Union within five (5) days of the imposition of the discipline or discharge.
- b) All employees shall have access to their personnel files within a reasonable period after they have made such a request to their supervisor.
- c) Any discharge or discipline enacted by the Employer shall be within seven (7) days of the Employer becoming aware of the incident giving rise to the discipline or discharge.

6.10 Extension of Time Limits

- a) Either party may, with the consent of the other, extend the time limits in this section.
- b) In this Article, the word "days" shall exclude Saturdays, Sundays, and paid holidays.
- c) No grievance shall be considered in any step unless it has been properly carried through all previous steps of the grievance procedure required by this Agreement, except that, if at any step of this grievance procedure the Employer or the Union does not give its answer within the allotted time limit, the grievance may be carried to the next step within the appropriate time.

6.11 Jurisdiction of Arbitrator

The Arbitrator shall have jurisdiction to determine all matters including time limits and whether any matter is arbitrable and if so, whether there has been a violation of this Agreement or whether any disciplinary penalty is excessive.

The Arbitrator may fashion any remedy they deem just and reasonable and may reduce or alter any penalty they find excessive but, the arbitrator may not alter, modify, amend or fashion any remedy that is inconsistent with the terms of this Agreement.

ARTICLE 7 – UNION REPRESENTATION

7.01 Recognition of Union Representation

The Employer will recognize:

- a) Two (2) Union Representatives, one (1) being the Unit Vice President and the other, the Grievance Officer;
- b) A Union Bargaining Committee of five (5) Union representatives, for the purpose of renewing or amending the agreement;
 - (i) of whom three (3) shall be designated by the Union; and
 - (ii) of whom one (1) shall be the President of Local 1287 or their designated representative and one (1) shall be the National Representative;
- c) A Joint Labour Management Committee shall be appointed in accordance with the terms of reference agreed upon by the Employer and the Union.

7.02 Eligibility of Union Representatives

The Unit Vice President, Grievance Officer and Committee Members must have completed their probationary period.

7.03 Notification of Officers, etc.

Upon receipt of written notification by the Union, the Employer shall recognize the Officers, Vice President or Grievance Officer and members of the Union's committees.

7.04 Meetings

The Employer and Union shall meet at a mutually agreeable time and location.

7.05 Permission to Leave Work and Representatives Compensation

- (a) It is understood that Unit Officers have their regular work to perform on behalf of the Corporation and that they will not leave their work without obtaining permission from their immediate supervisor. When resuming regular work, the Unit Officers will report to their immediate supervisor, and will give any reasonable explanation which may be requested with respect to their absence.

The Corporation recognizes the role of the Unit Vice President in the operation of the Agreement, and acknowledges the necessity for the Unit Vice President to provide occasional advice or assistance to the Unit Officers, or to confer with management from time to time, during working hours.

The Union, on its part, recognizes the responsibility of the Unit Vice President to perform their duties and undertakes that there will be no burden or penalty to the Corporation as a result of such activities on the part of the Unit Vice President.

It is clearly understood that the Unit Vice President or a Unit Officer will not absent themselves from their regular work unreasonably in order to deal with Union matters on behalf of employees, but such matters shall be dealt with as much as possible outside of working hours.

In accordance with this understanding, the Corporation agrees to compensate the Unit Vice President or a Unit Officer for their regularly scheduled work time spent in dealing with such matters, and also a member of the Grievance Committee or the Union Committee for their regularly scheduled work time spent in attending meetings with the Corporation's representatives, to the extent that they will suffer no loss of earnings.

- (b) Conversely, there shall be no intimidation, restraint or coercion exercised or practiced upon the employees by the Union or by any of its representatives or members; neither shall there be any Union solicitation or activity on Employer premises, excepting as is provided in this Agreement or mutually agreed upon.
- (c) The three (3) Union representatives described in Article 7.01 (b), while attending direct negotiations with the Employer for the purpose of renewing or amending this Agreement, shall be granted a leave of absence upon receipt by the Employer of reasonable notice. These same employees shall receive the pay and benefits provided for in this Agreement and the Union shall reimburse the Employer for fifty percent (50%) of their pay and benefits during the period of absence.

ARTICLE 8 – JOB POSITIONS AND SALARIES

8.01 Positions and Salaries

- a) Positions and salaries shall be classified in accordance with Schedule "A", which is attached to and forms part of this Agreement.
- b) The Employer shall provide for automatic annual increments from Step 1 to Step 5.
- c) All employees shall receive pay every second Thursday by direct deposit.

8.02 Job Descriptions

- a) Job descriptions for each position within the Bargaining Unit shall specify the principle functions of the job, but shall not be construed as a detailed description of all the work requirements inherent in the position.
- b) The Employer will supply the Union with a job description for each position in the Bargaining Unit within twelve (12) months of ratification of this Agreement.
- c) Within twenty (20) working days of receipt of a job description, the Union may request that it will be discussed at a meeting between the Employer and the Union. At such meeting, the Union may have present a representative employed in the position.
- d) Where a new position is created within the Bargaining Unit, the Employer shall notify the Union of the job description and rate of pay. The Union may raise the issue at the next meeting of the Labour-Management Committee and if the parties fail to agree on the rate of pay, refer the matter directly to arbitration.

ARTICLE 9 – PROBATIONARY PERIOD

9.01 Probationary Period

New Regular Full-time Employees shall be subject to a probationary period of sixty (60) worked days from the date of hire. Upon successful completion of the probationary period the employee shall have seniority dated back to the original date of hire provided there has been no break in service of more than fifteen (15) working days.

New Regular Part-time Employees shall be subject to a probationary period of 450 hours or six (6) months, whichever occurs first. Upon successful completion of the probationary period the employee shall have their seniority dated back to the date of hire provided there has been no break in service of more than fifteen (15) working days.

ARTICLE 10 – SENIORITY

10.01 Definition

Seniority is defined as an employee's length of continuous service in the bargaining unit including authorized absences. A temporary Employee who is subsequently hired as a regular Employee (full or part time) without a break in service, and who completes their probationary period, will have their seniority adjusted to include time worked on a temporary basis to their last date of hire.

Seniority shall be based on date of hire which shall be amended so that length of service is proportional to hours actually worked to a maximum of 1820 hours per year.

10.02 Termination of Seniority

Seniority rights shall cease and employment shall terminate for the following reasons, if the employee:

- a) voluntarily quits;
- b) is discharged and such discharge is not reversed through the grievance or arbitration process;
- c) is absent for five (5) consecutive scheduled shifts without being granted a leave of absence unless a satisfactory reason is given, the decision of the Employer shall not be arbitrary or discriminatory;
- d) is laid off and fails to return to work within five (5) scheduled shifts after being notified by registered mail to the employee's last known address in the Employer's records to report for work, and does not give a reason satisfactory to the Employer, the decision of the Employer shall not be arbitrary or discriminatory;
- e) is laid off for a period in excess of twelve (12) months for Regular part-time employees and Regular full-time employees with less than three (3) years service; and is laid off in excess of twenty-four (24) months for Regular full-time employees with three (3) or more years of service;
- f) overstays a leave of absence without the written permission of the Employer, unless a satisfactory reason is given; the decision of the Employer shall not be arbitrary or discriminatory;
- g) is absent for twenty-four (24) months due to illness or injury provided the Employer has satisfied their obligation under OHRC and other relevant legislation;
- h) retires;

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- i) an employee in the bargaining unit who accepts a position outside the bargaining unit for a period of twelve (12) months or less shall have their seniority frozen for the length of time they are outside the bargaining unit. The twelve (12) months limitation may be extended by the parties for up to twelve (12) additional months by mutual agreement in writing.

10.03 Factors for Consideration for Job Placements

The Employer and the Union, recognizing the right of the public to be served by persons of high competence, therefore, agree that the following factors shall be considered in promotions, demotions, and transfers:

- a) knowledge, efficiency, and ability to do the job;
- b) physical capability to perform the work; and
- c) seniority.

When factors (a) and (b) are relatively equal in the judgement of the Employer, which shall not be exercised in an arbitrary or discriminatory manner, fact (c) shall govern.

10.04 Job Postings

Job Postings shall be dealt with in the following manner:

- a) When a vacancy occurs in the Bargaining Unit, the job opportunity shall be posted internally for a period of five (5) working days. The posting shall indicate the salary, nature of the duties, and necessary qualifications.
- b) In the event there are no Bargaining Unit employees who qualify or no applications are received, the Employer may advertise the vacancy outside the Bargaining Unit.
- c) Positions lasting three (3) months or less shall not require posting.
- d) Upon the filling of the vacancy, all internal applicants will be notified of the name of the successful applicant with a copy to the Union.
- e) The Employer shall notify by registered mail all Employees on lay-off at their last known address in Employer records to advise of all bargaining unit postings. Such notifications shall be in a timely fashion to allow the employee the opportunity to submit an application.
- f) Unsuccessful internal candidates shall be afforded the opportunity to meet with management to review and discuss the merits of their application.

10.05 Trial Period

A Regular Full-time Employee accepted for a posted job shall be subject to a trial period of sixty (60) worked days, and a Regular Part-time Employee shall be subject to a trial period of four hundred and fifty (450) hours or six (6) months, whichever occurs first.

If their performance is unsatisfactory, or if the employee decides to relinquish the job within the first twenty (20) worked days, they shall revert to their former job and job rate and all other employees affected by this shall revert to their former jobs and rates.

10.06 Layoffs

- a) The Employer shall be able to affect layoffs in a manner which meets its needs, and an employee receiving a layoff notice will be permitted to bump another employee with less seniority, providing they are qualified to perform the work of the less senior employee.
- b) Both parties recognize that job security should increase in proportion to length of service. Therefore, in the affected classification, in the event of a lay-off, employees shall be laid off in the reverse order of seniority. Employees shall be recalled in order of their seniority providing they are qualified to do the work.
- c) 1 The Corporation will give two (2) weeks' notice of layoff to each employee with less than ten (10) years service and three (3) weeks' notice for employees with then (10) or more years service so affected, except following a recall of less than two (2) weeks, and the Union shall be so notified.
- 2(a) Both parties recognize that job security shall increase in proportion to length of service and the right of the public to be served by persons of high competence.
- 2(b) In the event of layoff, the Corporation shall issue notice of layoff to the most junior employee in the affected position. The laid off employee(s) shall within ten (10) working days:
- displace a less senior employee in the bargaining unit provided the senior employee has the qualifications and ability to do the job in the judgement of the Corporation which shall not be exercised in an arbitrary or discriminatory manner
 - choose to accept layoff
 - elect termination. Should the employee elect termination under this section a severance allowance shall be paid in an amount which shall be equal to two (2) weeks' salary for each completed year of service to a maximum of twenty-six (26) weeks. Payment shall not be made more than once for the same years of service.
- 2(c) An employee displacing a junior employee shall be subject to a trial period of thirty (30) working days or additional time as mutually agreed upon between the Corporation and the Union but shall not exceed an additional thirty (30) working days. If performance is unsatisfactory to the Corporation during this period, the employee shall be deemed surplus and shall be laid off.
- 2(d) If the employee relinquishes the job within the first twenty (20) working days from the time they started the job the employee shall again be deemed surplus and shall be laid off.
- 2(e) A displaced employee shall follow the same process as outlined in this Article.
- 3 The Corporation shall not fill any position from which employees have been displaced or laid off until such persons with seniority who have been laid off, or such employees who have been displaced within the previous twelve (12) months, have been recalled to their former position in accordance with their seniority.

ARTICLE 11 – ORGANIZATIONAL CHANGE

11.01 Organizational Change

The Employer may make adjustments in the number and assignment of its employees and may make any changes that are necessary to maintain the efficient operations and optimal service to the public. Such major changes may, for example, be a result of technological change, planned cessation of operations, re-organization resulting from a decision by the Employer, or re-organization resulting from a decision by any government level funding for the Employer. The period of notice under any of the forgoing circumstances shall be a minimum of six (6) months except in cases where the Employer receives less than six (6) months notice of a major change that requires it to cease operations or reorganize. Where the Employer cannot give six (6) months notice of organizational change, the Employer shall give as much notice as reasonable and possible in the circumstances.

The Employer agrees that:

- a) Regular Full-time and Regular Part-time Employees, who lose their jobs as a result of change, shall be given the opportunity to fill other vacancies in accordance with qualifications, seniority, and layoff procedure.
- b) In the event that the Employer should introduce new methods or equipment that require new or greater skills than those possessed by an employee, the Employer shall reimburse the tuition fee for any employee who successfully completes a course of study that will enable them to utilize the new methods or equipment, provided that the Employer has approved the course and tuition before the employee has enrolled.
- c) No Full-time Employee or Part-time Employee shall have their hours reduced or be laid off as a result of contracting out.

ARTICLE 12 - HOURS OF WORK

12.01 Hours of Work

As the hours of operation are seven (7) days a week, twelve (12) months a year, inclusive of statutory holidays, the daily hours may vary due to the tourist season, programs, events, and landlord and tenant requirements. Hours of work may vary to accommodate the needs of customer service and building operations.

The following sections are intended only to define the normal hours of work as a basis for calculating the time worked and are not a guarantee as to the hours of work per day, nor as to the hours per week, nor as a guarantee of working schedules.

- a) All Regular Full-time Custodians shall normally work forty (40) hours per week, eight (8) hours per day and shall receive two (2) consecutive days off.
- b) All other Regular Full-time Employees shall normally work thirty-five (35) hours per week, seven (7) hours per day and shall receive two (2) consecutive days off.
- c) All Regular Part-time Employees shall normally work up to twenty four (24) hours per week. It is understood that seasonal operational requirements may augment or diminish the actual hours worked.

It is understood that no seasonal student or temporary staff will be employed until all regular part time staff who have requested the increased hours receive the opportunity to work up to forty (40) hours per week during the peak seasons.

- d) All Regular Full-time and Part-time Employees shall have their hours of work, days of work, and starting and stopping times posted two (2) weeks in advance and the Union shall receive a copy of the posting on the day it is posted.
- e) The Employer will continue its current practice of considering written requests from individual employees who may want to alter their starting and stopping times, providing this does not impact on other employees.
- f) No Regular Full-time or Part-time Employees will be scheduled or assigned to work a split shift.
- g) The work week will commence on Saturday at 0001 hours and end on Friday at 2400 hours.

ARTICLE 13 – REST PERIODS AND MEAL BREAKS

13.01 Rest Periods and Meal Breaks

Every Employee shall be provided a paid rest period of fifteen (15) minutes during each half (1/2) shift of five (5) hours or more and unpaid meal breaks of up to sixty (60) minutes, but no less than thirty (30) minutes within the first five (5) hours of a full shift of seven (7) or more hours.

Where an Employee is required to work overtime at the end of a full shift of seven (7) hours or more, the Employee shall be entitled to a meal break after three and one half (3½) hours of overtime work. It is understood that rest periods and meal breaks shall be flexible so that customer service and building operations are not compromised.

- a) The Employer will endeavour to schedule rest periods as close to the midpoint of each half of a shift as possible, and meal breaks within the first five (5) hours of work for full shift personnel, and
- b) rest periods shall be taken on site; and

Twenty (20) minute paid meal breaks for Custodians and Support Services shall be taken on site. Employees who do not receive paid meal breaks are not required to remain on site during the meal period.

ARTICLE 14 – OVERTIME AND LIEU TIME

14.01 Overtime

- a) Regular Full-time Employees shall be paid at the rate of time and one-half (1½) for:

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- (i) all hours worked in excess of their regularly scheduled daily or weekly hours;
 - (ii) all hours worked on a statutory holiday;
 - (iii) all hours worked on a Sunday unless Sunday is part of their regularly scheduled work week, provided they have worked those hours or days at the request of the Employer.
- b) Regular Part-time Employees shall be paid at the rate of time and one half (1½) for all hours worked on a statutory holiday or in excess of eight (8) hours per day or forty (40) hours per week, provided they have worked those hours or days at the request of the Employer.
 - c) Regular full-time employees who work overtime or who are entitled to a day off as a result of Article 21 (Paid Holidays) may elect to bank the time owed to them. Time off in lieu may be taken by the employee provided the time off was requested in advance and approved by the employee's immediate supervisor. An employee may request equivalent cash payment at any time for any or all of the accumulated time in their lieu bank. Payment will be included in their regular direct deposit according to Article 25. As of the last pay period in November, equivalent cash payment shall be made for all accumulated time remaining in each employee's lieu bank.
 - d) No overtime shall be paid for a period of less than fifteen (15) minutes worked immediately following the completion of the regularly scheduled working hours within a day.
 - e) Employees shall request time off in lieu at least five (5) days prior to the date the employee would like the time off to commence.
 - f) Any employee required to work in excess of two (2) hours of overtime after the completion of their full shift of seven (7) hours will receive a meal allowance of \$8.00.

ARTICLE 15 – SHIFT PREMIUM

15.01 Allowance

Custodians shall receive a premium of sixty-five (65) cents for each hour worked that occurs between 6:00 p.m. and 6:00 a.m.

15.02 Overtime

Overtime shall not be pyramided onto the shift premium.

15.03 Out of Class Pay

An employee designated in writing by their immediate supervisor to perform the principle duties of a higher position inside the bargaining unit, for a minimum of one (1) day, shall be paid for the entire period worked, the minimum rate for the higher position; or at a rate which is the equivalent of one (1) increment of their regular pay group higher than their regular rate, whichever is the greater

ARTICLE 16 - CALL-IN PAY

16.01 Call-In Pay

Regular Employees who are called in shall be paid a minimum of four (4) hours or the time worked, whichever is the greater, at the Employee's regular rate.

ARTICLE 17 - PAY ON DAY OF INJURY

17.01 Injury on the Job

Employees who are injured while in the course of their employment at work and are unable to continue to work because of such an injury, shall be paid at their regular rate of pay for the balance of their shift.

17.02 Medical Treatment

Employees who require further medical treatment due to injury sustained at work, will be allowed the time off without loss of pay, after obtaining approval of their immediate supervisor, and shall make every reasonable effort to schedule their medical appointments for a time when they are not on duty or a time that is in conjunction with their starting or quitting time.

ARTICLE 18 - VACATIONS

18.01 Definition

A vacation year shall be defined as the period from January 1st to December 31st.

18.02 Regular Full Time Employees

Regular Full-time Employees shall be entitled to vacation time with pay on the following basis:

Length of Service by December 31st of the Vacation Year	Regular Full-time Employees Vacation
Employees with less than one (1) year	One (1) day per month to a maximum of ten (10) days
One (1) year but less than three (3) years	Two (2) weeks
Three (3) years but less than ten (10) years	Three (3) weeks
Ten (10) years but less than seventeen (17) years	Four (4) weeks
Seventeen (17) years but less than twenty five (25) years	Five (5) weeks
Twenty five (25) years or more	Six (6) weeks

18.03 Regular Part-time Employees

Regular Part-time Employees shall be entitled to vacation pay as follows:

Length of Service by December 31st of the Vacation Year	Vacation Pay as a % of Earnings in the year ending December 31st
Up to one (1) year	4%
One (1) year but less than three (3) years	4%
Three (3) years but less than ten (10) years	6%
Ten (10) years but less than seventeen (17) years	8%
Seventeen (17) years but less than twenty five (25) years	10%
Twenty five (25) years or more	12%
Vacation pay for all Regular Part-time Employees will be paid out as a percentage of earnings, outlined above, each pay period	

18.04 Probationary Employees

- a) No vacation or vacation pay shall be granted before the completion of the probationary period.
- b) Probationary Employees who leave the service of the Employer will be entitled to vacation pay at the rate of four percent (4%) of their gross pay.

18.05 Vacation Scheduling

- a) Employees will be granted and shall take their vacation at such times as meets the operational requirements of the Employer, considering in each case the efficient operation of the employer and the employee's seniority and the Employer shall endeavour to provide at least one (1) week vacation to all employees requesting vacation during July or August.
- b) Employees who are entitled to more than three (3) weeks vacation may be required to take their vacation in interrupted periods. The first three (3) weeks of vacation entitlement may be taken as a block. Further vacation entitlement may be taken in periods of no less than one (1) week at a time, unless the employee requests a vacation of less than one (1) week.

18.06 Notice of Vacation

Employees shall notify the Employer, in writing, of their vacation preference by March 1st in each year and the Employer shall post an approved vacation schedule by March 31st. Employees who do not notify the Employer without reasonable cause will be subject to Article 18.05.

18.07 No Accumulation

Unused vacations may not be accumulated without the Employer's prior approval, in writing, and in any case, accumulation may not exceed one year's entitlement.

18.08 Illness or Injury

Employees incapacitated by illness or injury while on vacation shall, on the production of evidence satisfactory to the Employer, have their vacation time reinstated.

18.09 Resignations

Regular full-time employees who leave the service of the Employer will have their vacation entitlement pro-rated within the vacation year.

ARTICLE 19 - PAID HOLIDAYS

19.01 Paid Holidays

a) Eligible employees as outlined in Article 19.02 shall be entitled to the following holidays with pay:

New Year's Day	Civic Holiday
Good Friday	Labour Day
Family Day	Thanksgiving
Victoria Day	Christmas Day
Canada Day	Boxing Day

b) Regular Full-time Employees shall be entitled to a floater holiday for Heritage Day, Easter Monday, Remembrance Day and a Christmas Holiday. These floater holidays shall be scheduled by the supervisor in the same manner as vacation requests.

19.02 Non-Entitlement

Employees do not qualify for a paid holiday if they:

- a) do not work their scheduled regular day of work preceding or following the holiday unless their absence is for a reasonable cause and proof satisfactory to the Corporation is provided;
- b) having agreed to work on a public holiday, do not report for and perform the work without reasonable cause.

19.03 Substitution

a) Where a public holiday falls upon a working day for an employee, the Employer will substitute another working day for the holiday.

If the holiday falls upon a non-working day, the employee shall be given another normal working day off with pay.

ARTICLE 20 – LEAVE OF ABSENCE

20.01 Personal Leave

The Employer may grant a leave of absence without pay to an employee for legitimate personal reasons without loss of seniority, vacation or any benefits provided the granting of such leave shall not have an adverse effect on the normal operations.

Requests shall be in writing, stating the reason and shall be submitted twenty (20) days prior to the commencement of leave, unless the circumstances make it impossible to do so. Replies shall be in writing and shall include the reasons if the request cannot be granted.

Such leaves may be for any reason other than for other employment and employees must have a minimum of one (1) year of service with the Corporation.

20.02 Pregnancy and Parental Leave

The Employer agrees to grant pregnancy or parental leave in accordance with the terms of the current Ontario Employment Standards Act, as amended.

20.03 Leave for Union Business

Employees elected by the Union to attend conventions, conferences, educationals, and seminars, shall, where reasonably possible, be granted leave of absence without pay for same provided the Employer is given reasonable notice.

No more than two (2) employees may be absent at any one time and such leaves without pay shall not total more than twenty (20) working days in one (1) year. However, an employee shall receive the pay and benefits provided for in this Agreement when on approved leave of absence for union work or conventions, and the Union shall reimburse the Employer for all pay and benefits during the period of absence.

Upon receipt of reasonable notice, and contingent upon the requirements of its operations, the Employer shall grant leave of absence without pay and benefits but without loss of seniority to one (1) only employee who is elected or selected for a full-time position with C.U.P.E. and Local 1287, O.F.L. and the C.L.C. for a period of not more than one (1) term, which shall not be greater than two (2) years.

Such leave may be renewed on request at the discretion of the Employer. The employee shall be entitled to return to their former position at the expiration of the period, or to another position in accordance with their ability and seniority if their position is not available.

20.04 Administration

Any leave of absence shall be requested in writing giving the purpose of the leave. A leave of absence granted by the Employer shall be in writing and shall set out the length of absence granted, the purpose of the leave, and the terms, if any, on which it is granted.

ARTICLE 21 – BEREAVEMENT LEAVE

21.01 Bereavement Leave

Regular Full-time and Regular Part-time Employees will be granted:

- (a) up to five (5) consecutive days' leave of absence with pay on the death of a spouse, dependent child, son, daughter, father, mother, sister or brother;
- (b) up to three (3) days' leave of absence with pay to attend the service of other immediate relatives, who shall include:
 - (i) the employee's mother-in-law, father-in-law, or grandchild; or
 - (ii) a person who is a blood relative of the employee or the employee's spouse and normally a resident in the employee's household;
- (c) one (1) day's leave of absence with pay to attend the service of a sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, or spouse's grandparents, aunt or uncle, or when acting as a pallbearer;
- (d) an eligible employee unable by reason of time and/or distance to attend the service as above shall be allowed one (1) day's leave of absence with pay on the day of the service;
- (e) in recognition of the fact that circumstances which call for bereavement leave are based upon individual circumstances, after an employee's request, the Employer may grant additional paid or unpaid bereavement leave; and
- (f) if a death occurs in an employee's immediate family as described in Article 21.01 (a) and (b) while the employee is on vacation, the employee shall be granted the appropriate compassionate leave, and have any vacation time reinstated.

ARTICLE 22 – WITNESS OR JURY DUTY

22.01 Witness or Jury Duty

A Regular Full-time or Regular Part-time Employee, who is called for jury duty or subpoenaed as a witness in a court case or other tribunal of competent jurisdiction, shall absent themselves from work only to such reasonable extent as shall allow them to carry out such duties.

22.02 Notice

Upon receipt of a jury notice or subpoena, the employee, shall at the earliest opportunity, advise their supervisor of the receipt of the jury notice or subpoena, the date of absence, and the anticipated length of absence if known.

22.03 Compensation

(a) The employee, at the time they advise their supervisor, shall elect whether to accept:

- (i) the jury fees or witness fees excluding meal and mileage allowances, or
- (ii) their standard rate of pay.

Under no circumstances shall an employee receive both:

- (i) jury fees or witness fees, and
- (ii) their standard rate of pay. Should the employee elect to receive their standard rate of pay, they must remit to the Employer their jury fees or witness fees, excluding meal and mileage allowances.

(b) Employees who are not scheduled to work on any day that they serve shall not be required to deposit any compensation received for that day.

ARTICLE 23 – EMPLOYEE INSURANCE PROGRAM

23.01 Employee Insurance Program

The Employee Insurance Program shall consist of:

- a) Employer Health Tax (EHT) or its successor for all employees upon commencement of employment in accordance with the Ontario Health Insurance Commission Regulations for EHT; and
- b) For Regular Full-time Employees, and subject to the conditions of the Insurance Company's policy, the Employer shall pay one hundred percent (100%) of the premium cost of:
 - (i) group life insurance and accidental death and dismemberment (AD&D) subject to the requirements of the insurer in the amount equal to two (2) times the basic annual salary, to the next higher \$500.00. A paid up policy on normal retirement in the amount of \$6,000.00.
 - (ii) Green Shield extended health benefits plan, or equivalent with the following riders:
 - \$25/\$50 deductible
 - **Prescription Eyewear** - \$350 per person every twenty-four (24) months for prescription eyewear. \$375 per person every twenty-four (24) months for prescription eyewear effective January 1, 2009 and \$400 per person every twenty-four (24) months for prescription eyewear effective January 1, 2010.
 - **Eye Examinations** - maximum of **\$75.00** every twenty-four (24) months effective upon ratification of this agreement.
 - **Drug Plan** - equivalent to Drug Formulary 3 with the elimination of over the counter drugs and generic substitution unless the physician indicates no substitution and where there is no difference in therapeutic value

- **Hearing Aids** - \$600 for employee and \$400 for each dependant per year
- **Massage Therapy** - \$25 per visit to a maximum of \$300 effective January 1, 2009
- **Chiropractic** - \$25 per visit to a maximum of \$300 effective January 1, 2009
- **Physiotherapy** - coverage of \$40 per visit for employee and \$20 per visit for dependants on the referral by a medical practitioner.
- **Orthotics** – two (2) pairs custom-made foot orthotics per calendar year to a maximum benefit of \$400 per person, per year.
- **Private Duty Nurse** – maximum of seventy-five (75) shifts per calendar year.

(iii) Dental – Effective January 1, 2007 the Green Shield Health Code 9 Dental Care plan or equivalent, on the ODA schedule of fees on a one (1) year lag effective January 1 of each year, with a preventative oral recall examination and preventative services occurring once every nine (9) months for persons over the age of twelve (12) years and once every six (6) months for persons twelve (12) years and younger.

The Employer will provide a benefit which will cover Dentures, Orthodontic Services, Crowning and Capping. This benefit will be 50/50 co-pay to a maximum of \$2,000 lifetime, per person.

(iv) Green Shield Semi-private Supplement, or equivalent.

- c) (i) The employer shall pay for each participating employee, all the costs of the extended health coverage, except for an employee:
- (a) on disability benefits under the Workers' Safety and Insurance Board in excess of one (1) year
 - (b) on authorized leave of absence in excess of ninety (90) days
 - (c) absence due to illness in excess of 26 consecutive weeks
 - (d) an employee on lay-off or terminated shall cease to qualify for the above benefits at the end of the calendar month in which they are laid off or terminated. However, where the lay-off is of a temporary nature, the employee may continue the extended health coverage by paying the total cost to the Employer by the fifteenth (15th) day of each month.
- (ii) An employee on pregnancy and parental leave, in accordance with the terms of the Ontario Employment Standards Act, will have benefits continue during the leave.
- (iii) An employee covered by the Employees Insurance Program is subject to co-ordination of benefits payments, where an employee or spouse has coverage under more than one benefit plan. The Employee agrees to disclose any benefit coverage by which they or their spouse is covered. The Employee is responsible for promptly informing the Employer of any changes in the Employee's eligibility or that of their dependents for coverage under insurance plans.
- (iv) In consideration of benefits granted under this Agreement, the Union relinquishes the right of the employees to their share of the reduction in premium for Unemployment Insurance.

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- (v) The Employer may at any time substitute another carrier for any of the benefits in Article 23, provided that the benefits conferred thereby are equivalent to existing benefits, and there is no increase in the premium cost to any employee. Such substitution will not occur in less than sixty (60) days' written notice to the Union. When such notice is provided, the Employer will meet with the union to discuss the changes.

23.02 Premiums

In consideration of benefits granted under this Agreement, the Union relinquishes the right of the employees to their share of the reduction in premium for Employment Insurance.

23.03 Substitution of Insurance Carrier

The Employer may at any time substitute another carrier for any of the benefits outlined in this article, provided that the benefits conferred thereby are equivalent to existing benefits.

ARTICLE 24 - SICK LEAVE AND DISABILITY PLANS

24.01 Definitions

For the purpose of this Article:

- (a) "non-compensable accident" shall be deemed to mean:
- (i) an accident suffered on the job for which compensation in lieu of wages is not received from The Workers' Safety & Insurance Board, including disallowance because of the Board's requirements for a minimum period of disability; and
 - (ii) an accident suffered other than while at work;
- (b) "standard daily wage" shall be the employee's bi-weekly rate of pay, divided by the number of normally scheduled working days in their pay period.

24.02 Payments for Disabling Illness or Non-Compensable Accidents

- (a) Regular Full-time Employees who have satisfactorily completed their probationary period, and who give satisfactory proof to the Employer of disabling illness or non-compensable accident, shall be paid in accordance with Article 24.03 and 24.04.
- (b) Whenever the Employer requires an employee to produce a medical certificate, the employer will reimburse the employee any reasonable costs for such certificate, provided a receipt from the physician accompanies such certificate.

24.03 Short Term Disability (STD)

- a) Regular Full-time Employees will accumulate full-pay sick leave at the rate of one (1) day per month to a maximum of twelve (12) days per year to a maximum grand total of eighty-five (85) days;

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- b) Regular Full-time Employees will be paid their regular pay during the days of absence due to illness or accident, subject to the above limitations;
 - c) deductions for C.P.P., Employment Insurance (E.I.), the pension plan and any other 'employee-paid' benefits will continue during the above calculated STD period;
 - d) Regular Full-time Employees absent in excess of the period for which they are entitled to receive one hundred percent (100%) of their regular pay will be given a record of employment for E.I. coverage;
 - e) unused sick leave will have no value at retirement or termination of employment with the Employer;
 - f) there will be no sick time for Regular Part-time Employees but the Employer is prepared to allow a Regular Part-time Employee to make up time lost due to illness, at another time, where possible.
 - g) There will be no deduction in pay for the first hour for an employee to attend a medical or dental appointment.

24.04 Long-Term Disability (LTD)

- (a) Continued disability beyond the seventeen (17) weeks will be deemed to be long-term disability. Pay will continue to be maintained at seventy-five (75%), either through the Long-Term Disability Insurance Plan or by the Corporation. Payments for the weeks seventeen (17) to twenty-six (26) inclusive, will be the responsibility of the Corporation, while payments for weeks twenty-seven (27) and on will be the sole responsibility of the Disability Insurance Plan; and individuals must meet the qualifying conditions of the plan.

On commencement of long-term disability, C.P.P. and E.I. deductions will be suspended and the employee will apply for C.P.P. long-term disability benefits. Similarly, the employee will file for disability claim under OMERS, either for waiver of premium or disability pension benefits. Any long-term disability benefits will be reduced by disability benefit payments received under C.P.P., OMERS, or from W. S. I. B., so that total benefits do not exceed seventy-five per cent (75%) of regular pay.

During the long-term disability period, insurance plans as outlined in Section ~~21.01~~ 23.01 will be continued on behalf of the employee by the Corporation. Long-term disability income benefits will not extend beyond age sixty-five (65).

- (b) Long-term disability Insurance Plan, when in effect, will provide seventy-five per cent (75%) of income, based on own occupation for a minimum period of two (2) years.
- (c) Employees off on L.T.D. for thirty (30) months or greater will have their seniority date frozen at the end of the thirty (30) months.
- (d) Long-Term Disability will be paid out at the employee's standard daily wage.

24.05 For the purpose of this Article:

- (a) "non-compensable accident" shall be deemed to mean:
 - (1) an accident suffered on the job for which compensation in lieu of wages is not received from The Workers' Safety and Insurance Board, including disallowance because of the Board's requirements for a minimum period of disability; and

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- (2) an accident suffered other than while at work;
 - (b) "standard daily wage" shall be the employee's bi-weekly rate of pay, divided by the number of his normally scheduled working days in the pay period.

ARTICLE 25 – HEALTH AND SAFETY

25.01 Provisions for Health and Safety

The Employer will continue to make adequate provisions for the health and safety of employees during the hours of their employment.

25.02 Improvements

Safety recommendations submitted to the Employer will receive prompt and serious consideration with the aim of eliminating, as far as practical, unsafe working conditions, unsafe working practices, and other hazards to the health or safety of employees during working hours.

25.03 Safety Footwear

- a) The Employer shall determine which employees shall be required to wear CSA (Canadian Standards Association) approved safety footwear and shall inform them in writing.
- b) The Corporation agrees to make an annual payment of \$175.00 to each full-time employee in January of each year who is required to wear C.S.A. – Certified Grade 1 safety footwear bearing the green triangle patch and who wears such footwear.

25.04 Uniforms

- a) During the summer months (May to September), to reinforce the consistent image of the Employer, a uniform will be worn by every employee interacting with the public, consisting of approved navy pants, walking shorts, skirt, and white top. The top must have printed on it the approved Employer logo.

During the winter months (September to April) every employee will wear a uniform consisting of navy pants, skirt, and top of the colour approved by the Employer. The top must have printed on it the approved Employer logo.
- b) Employees are responsible for supplying their own pants, walking shorts, and/or skirt. The employees are responsible for seeing that their pants, walking shorts, and/or skirt are navy blue in colour. A swatch is available for comparison in the main office.
- c) Each regular employee shall be provided with four (4) summer shirts and two (2) winter shirt. Each Regular Full-time Employee shall, in each twelve (12) month period be entitled to purchase from the Employer's gift shop a maximum of three (3) white summer tops (golf shirts) and three (3) winter tops at fifty percent (50%) off the retail price.
- d) The Employer will supply to each Regular Full-time and Regular Part-time Custodian four (4) summer shirts and three (3) winter shirts. In addition, the Employer will provide a winter coat to those custodians required to work outside during the winter months to be replaced on an exchange basis, and will be provided with an allowance of \$100 per year for the purchase of pants.

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- e) The Employer will provide one (1) pair of coveralls to each regular employee who requires such in the performance of their duties to be replaced on an exchange basis.

ARTICLE 26 - MILEAGE ALLOWANCE

26.01 Local Travel

When requested and authorized by the Employer to use personal vehicles for Employer business, the Employee shall adhere to the mileage rate approved by the Corporation of the City of St. Catharines, but at no time shall the rate be less than 44 cents per kilometer.

ARTICLE 27 - BULLETIN BOARD

27.01 Posting

- a) The Union shall have the use of a bulletin board on the Employer's premises for the purpose of posting notices relating to the Union's legitimate business.
- b) Notices other than those announcing regular or special meetings of the Union shall be approved by the Employer prior to posting and such approval shall not be unreasonably withheld.

ARTICLE 28 - NOTICES

28.01 Employees' Addresses

All employees shall provide the Employer with their current street address, mailing address and telephone number of their residence. Any employee whose current street address, mailing address, or telephone number is changed shall notify the Employer within a reasonable time frame.

28.02 Supervisory Staff

The Employer will give the Union written notice of the names of the supervising staff and alternates.

28.03 Notices

Notice to the parties shall be addressed to:

- (a) City Hall, P.O. Box 3012, St. Catharines, Ontario. L2R 7C2 (in the case of the Corporation);
- (b) St. Catharines Museum, 1932 Welland Canals Parkway, St. Catharines, Ontario, L2R 7K6
- (c) Canadian Union of Public Employees, Local 1287, 133 Front Street North, Unit #6, Thorold, Ontario. L2V 0A3 (in the case of the Union); and
- (d) Canadian Union of Public Employees, Two Westport Centre, 110B Hannover Drive, Suite 103, St. Catharines, Ontario. L2W 1A4.

ARTICLE 29 – NO STRIKES OR LOCKOUTS

29.01 During the life of this Agreement, the Union agrees that there will be no strikes and the Employer agrees that there will be no lockouts, as defined in the *Ontario Labour Relations Act*.

ARTICLE 30 - DURATION OF AGREEMENT

30.01 This Agreement shall remain in force from January 1, 2008 to December 31, 2010, and shall continue in force thereafter from year to year unless in any year, not less than sixty (60) working days, nor more than ninety (90) working days prior to the expiration date, either party gives notice in writing to the other party of its desire to terminate or negotiate any revision to this Agreement.

SIGNED AT ST. CATHARINES, ONTARIO, THIS

DAY OF

, 2009

FOR THE ST. CATHARINES MUSEUM

**FOR THE CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 1287**

SCHEDULE "A" – WAGES

CLASSIFICATION	YEAR	BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Curator	January 1, 2008	20.10	20.92	21.73	22.57	23.39	24.22
	January 1, 2009	20.70	21.55	22.39	23.24	24.10	24.94
	January 1, 2010	21.32	22.19	23.06	23.94	24.82	25.69
Hospitality Services Associate (full time)	January 1, 2008	14.73	15.24	15.75	16.25	16.84	---
	January 1, 2009	15.17	15.70	16.22	16.74	17.35	---
	January 1, 2010						
Facility Leadhand	January 1, 2008	17.05	17.74	18.42	19.08	---	---
	January 1, 2009	17.56	18.27	18.97	19.65	---	---
	January 1, 2010	18.09	18.82	19.54	20.24	---	---
Custodian I	January 1, 2008	14.73	15.24	15.75	16.25	16.84	---
	January 1, 2009	15.17	15.70	16.22	16.74	17.35	---
	January 1, 2010	15.63	16.17	16.71	17.24	17.87	---
Hospitality Services Associate (part time)	January 1, 2008	10.07	10.52	10.94	---	---	---
	January 1, 2009	10.38	10.83	11.27	---	---	---
	January 1, 2010	10.69	11.16	11.61	---	---	---
Cataloguer	January 1, 2008						
	January 1, 2009						
	January 1, 2010						
Data Entry Clerk	January 1, 2008						
	January 1, 2009						
	January 1, 2010						
Program Aide	January 1, 2008						
	January 1, 2009						
	January 1, 2010						

