

# COLLECTIVE AGREEMENT

BETWEEN

**THE CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 2204**

(hereinafter called the "Union")



AND

**ANDREW FLECK CHILDREN'S SERVICES**

(hereinafter called the "Employer")



Party of the First Part;

Effective from January 1, 2024, to December 31, 2027

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## **ARTICLE 1 – PREAMBLE**

**1.01** It is the purpose of both parties to this Agreement:

- 1) To maintain and improve harmonious relations and settled conditions of employment between the Employer and the Union.
- 2) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, service, and other items mutually agreed upon.
- 3) To promote the morale, well-being and security of all employees in the bargaining unit of the Union.
- 4) To maintain a high standard of care for children and promote their intellectual, physical and emotional development.
- 5) To encourage and promote co-operation and mutual support between employees, the Employer and parents, recognizing that all these groups have an essential interest in obtaining the best conditions for early learning and care generally and promoting increased government funding for early learning and care.
- 6) To encourage and promote the development of accessible, affordable, quality inclusive early learning and care as a universal right for all parents and children.

**1.02** It is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in a collective agreement.

**1.03** For the purpose of this agreement, the following items shall be defined as follows;

a) **Spouse**

For the purpose of this Agreement “spouse” shall be used to designate wife, husband, common-law partner, or same-sex partner.

b) **Child**

For the purpose of this Agreement “child” shall be used to designate the child for whom the employee is a parent, stepparent, or guardian.

c) **Immediate Family**

For the purpose of this Agreement, “immediate family” shall be used to designate parents, spouse, brothers, sisters, child, grandparents, mother-

in-law, father-in-law, son-in-law, daughter-in-law (in-law family relationships shall include heterosexual, common-law and same sex spousal relationships), grandchild or anyone filling these roles in a step family relationship, or a relative of the employee who is dependent on the employee for care or assistance.

## **ARTICLE 2 – MANAGEMENT RIGHTS**

### **2.01 Management Rights**

The Union recognizes that it is the right of the Employer to exercise the regular and customary function of management and to direct the working force, subject to the terms of this Agreement. The interpretation of whether any of these rights is limited by this Agreement shall, where deemed necessary, be decided throughout the grievance and arbitration procedure.

### **2.02 Not Discriminatory**

The Union recognizes the right of management to establish rules and regulations required to ensure that an efficient, quality service is provided. The Employer shall exercise its rights in a fair and reasonable manner. The management rights shall not be used to direct the working force in a discriminatory manner, nor shall these rights be used in a manner which would deprive any present employee of their employment, except through just cause.

## **ARTICLE 3 – RECOGNITION AND NEGOTIATION**

### **3.01 Bargaining Unit**

The Employer recognizes the Canadian Union of Public Employees and its Local 2204 as the sole and exclusive collective bargaining agent for all of its employees save and except:

Andrew Fleck Children’s Services: CEO, Assistant Executive Director/Executive Assistant, Home Child Care Manager, Group Day Care Manager, Family Support Services Manager, Manager of Training and Community Resources, Systems Administrator, the Accounting and Software Support, Manager and Supervisor of Children’s Integration Support Services, Executive Secretary, Accountant, Manager of Finance and Administration, Bookkeeper/Administration Clerk, Early Years Centre Manager, Home Child Care Supervisor, Summer Camp Counsellors and casual employees and hereby agrees to negotiate with the Union, or any of its authorized committees, concerning all matters affecting the relationship between the parties, aiming towards a peaceful and amicable settlement of any differences that may arise between them.

### **3.02 Work of the Bargaining Unit**

Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit, except in cases mutually agreed upon by the parties.

### **3.03 Part-Time, Temporary and Casual Employees**

This Collective Agreement is fully applicable to all permanent, part-time and temporary employees, unless otherwise specified.

#### **Definition of Employees:**

A part-time employee is a person employed by the Agency who regularly works less than the full hours, specified in Article 17.

A temporary employee is a person employed for a specified time period, for example to replace an employee who is ill, on leave of absence, on maternity/parental leave or employed for a pilot project with time limited funds. The time period shall not be less than three (3) months and shall not exceed 78 weeks.

#### **Rights of Temporary Employees**

- 1) If a temporary employee becomes a permanent employee, the employee's seniority date shall be the original start date of the employee's temporary employment, providing there has not been a break in service of more than 1 month.
- 2) A temporary employee shall be entitled to vacation with pay, calculated at the rate of 1.25 days for each month of employment.

An employee shall earn, but is not entitled to, receive vacation leave with pay during the first three (3) months of employment with the Centre.

For part-time employees, annual vacation shall be pro-rated in accordance with the number of days worked in a month or part thereof.

- 3) The temporary employee shall earn sick leave at the rate of .833 of a day a month.

The temporary employee shall be covered by all other provisions of this collective agreement save and except the Group Life Insurance Plan, the Long Term Disability Plan, the Registered Retirement Savings Plan and the Dental Plan.

4) A temporary employee shall not be covered by the following provisions:

- Sub-article 20.01 – Length of Vacation
- Sub-article 21.02 – Amount of Sick leave Paid
- Sub-article 22.06 – Education Leave
- Sub-article 22.09 – General Leave
- Sub-article 22.10 – Deferred Leave
- Sub-article 23.07 – Pregnancy Leave Supplementary Benefits
- Sub-article 24.08 – Supplementary Benefits for Adoptive Parents
- Article 16 – Layoffs and Recalls (but shall be given at least two (2) weeks' notice of termination of their position)

### **3.04 No Other Agreements**

No employee shall be required or permitted to make a written or verbal agreement with the Employer or their representatives which may conflict with the terms of this Collective Agreement.

## **ARTICLE 4 – NO DISCRIMINATION**

### **4.01 No Discrimination**

The Employer and the Union agree that there shall be no discrimination, interference, restriction, or coercion exercised or practised with respect to any employee in the matter of hiring, wage rates, training, up-grading, promotion, transfer, lay-off, recall, discipline, classification, discharge or otherwise by reason of age, race, creed, colour, national origin, religion, political affiliation or activity, sexual orientation, sex, marital status, family relationship to adult working at the agency, place of residence, nor by reason of their membership or activity in the Union or for any other reason prohibited under the Ontario Human Rights Act, as amended.

## **ARTICLE 5 – UNION MEMBERSHIP**

### **5.01 Employees to be Members**

As a condition of employment, all employees of the Employer, who are now members of the Union, shall remain members in good standing of the Union according to the Constitution and By-laws of the Union. As a condition of employment, all new employees who are members of the bargaining unit, as defined in Article 3 shall become and remain members in good standing of the Union within thirty days of employment.

## **ARTICLE 6 – CHECK-OFF OF UNION DUES\***

### **6.01 Check-Off Payments**

The Employer shall deduct from every employee any dues levied by the Union on its members. The Union shall inform the Employer in writing of the authorized monthly deduction to be checked-off as defined above.

### **6.02 Deductions**

Deductions shall be made at each pay. These will be collected on a biweekly basis and compiled in a report submitted with the last pay period of the month. This total amount will be remitted electronically on or before the 15<sup>th</sup> of the following month, accompanied by a list of the names and classifications of employees from whose wages the deductions have been made. The dues deductions report shall be submitted by AFCS electronically to CUPE to the email addresses that they provide.

### **6.03 Dues Receipts**

At the same time that Income Tax (T-4) slips are made available, the Employer shall type on the amount of Union dues paid by each Union member in the previous year.

## **ARTICLE 7 – THE EMPLOYER AND THE UNION SHALL ACQUAINT POTENTIAL EMPLOYEES**

### **7.01 Potential Employees**

The Employer agrees to acquaint potential employees with the fact that a Union Agreement is in effect, and with the conditions of employment set out in the articles dealing with Union Security and Dues Check-Off. Upon initial hire, the Employer shall provide a link to the current Collective Agreement.

### **7.02 Orientation Opportunity**

The Union shall provide the Employer with the name of the designated representative of the Union and which work site they belong to. Every new employee shall be given an opportunity to meet with a designated representative of the Union within regular working hours, without loss of pay for either, for a maximum of sixty (60) minutes during the three (3) months of employment, for the purpose of acquainting the new employee with the benefits and duties of Union membership and their responsibilities and obligations to the Employer and the Union. Such meetings shall be arranged collectively or individually for employees by the Employer as part of the orientation program. Prior

arrangement for such meetings shall be made with the Employer, so that they shall not interfere with the normal operation of the Agency. The Employer shall notify the Union President of the new employee within five (5) days of hiring.

## **ARTICLE 8 – CORRESPONDENCE**

### **8.01 Correspondence**

All correspondence between the parties, arising out of this Agreement or incidental hereto, shall pass to and from the Employer and the Business Agent of the Union.

A copy of any correspondence between the Employer, or their delegate, and any employee in the bargaining unit, pertaining to the interpretation of application of any part of this Agreement shall be forward to the Business Agent of the Union or their designate via email.

The Union will provide the Business Agent's email contact annually along with the list of Stewards.

Any Steward designates must be authorized annually in writing, by the Union, to act as a designate or Steward for the Union.

The Union shall inform the Employer when a Steward is no longer serving in the role of Steward; additionally, if a Steward's name is removed from the annual list, the Steward shall no longer be considered a Steward. The Union will confirm any additional Stewards within 14 days of approval being granted.

#### **a) Steward**

2204-00, Andrew Fleck members who have been identified and trained by the Union to act as representatives of members in all steps of the grievance process. They do not have the authority to bind the Union nor grievors in any agreements with the Employer. All stewards must be formally identified as required in Article 8.01.

#### **b) Designated Steward**

A Steward outside of 2204-00's bargaining unit who has been assigned to work on a specific matter or grievance. The Business Agent can act as a Designated Steward, and may represent the members at all steps of the grievance. They do not have the authority to bind the Union nor grievors in any agreements with the Employer.

c) **Unit Representative**

These are members who have been identified by each location to be the liaison of shared information between the Union and its members. They are to attend membership meetings to ensure their location is adequately updated on local Union matters and shall be responsible for posting Union notices to the Union board. A Steward may also serve as Unit Rep. A Unit Rep is not necessarily a steward.

## **ARTICLE 9 – LABOUR MANAGEMENT BARGAINING RELATIONS**

### **9.01 Representation**

The Employer shall not bargain with or enter into any agreement with an employee or group of employees in the bargaining unit. No employee or group of employees shall undertake to represent the Union at meetings with the Employer without the proper authorization of the Union. In representing an employee or group of employees, an elected or appointed representative of the Union shall be the Spokesperson.

In order that this may be carried out, the Union will supply the Employer with a list of its supervisory personnel with whom the Union may be required to transact business.

### **9.02 Union Bargaining Committee**

The Union will advise the Employer of the Union members of the Bargaining Team.

### **9.03 Function of Bargaining Team**

For the purposes of negotiation meetings, matters pertaining to performance of work, operational problems, rates of pay, hours of work, collective bargaining, and other working conditions may be referred by the Union Bargaining Team to the Employer for discussion and settlement.

### **9.04 Representative of Canadian Union**

The Union shall have the right at any time, to have the assistance of representative(s) of the Canadian Union of Public Employees or any other advisors when dealing or negotiating with the Employer. Such representative(s) shall have access to the Employer's premises at a mutually convenient time with prior arrangement with the Employer in order to investigate and assist in the settlement of a grievance.

#### **9.05 Meeting of Bargaining Team**

In the event either party wishes to call a bargaining meeting, the meetings shall be held at a time and place fixed by mutual agreement. If mutually agreed upon, these meetings could be held by videoconference.

#### **9.06 Time Off for Bargaining Meeting**

Up to four (4) representatives of the Employer and up to four (4) representatives of the Union or the Bargaining Team, who are in the employ of the Employer, shall have the right to attend bargaining meetings with the Employer held within working hours without loss of remuneration.

#### **9.07 Technical Information**

Within ten (10) working days of receipt of a written request by the Union, or as mutually agreed upon by the parties, the Employer shall make available to the Union any information required by the Union such as job descriptions, positions in the bargaining unit, job classifications, wage rates, employee benefit plans and any other financial information available to the public which the Union considers pertinent for collective bargaining purposes.

#### **9.08 Education on the Job**

The Employer recognizes that education is a continuing process. Accordingly, the Employer shall allow the Union to sponsor education functions such as seminars, workshops, lectures, and Union meetings on topics related to employment to be held on the Employer's premises during the employees' lunch period or following the regular working day. Prior arrangement for such functions shall be made with the Employer and no such function shall be permitted where it will interfere with the normal operation of the Agency.

#### **9.09 Union Business**

The Union agrees that there shall be no union activity on Employer time or on the premises of the Employer without the permission of the CEO, except as expressly permitted elsewhere in this agreement. It is also understood that this clause is not intended to interfere with the right of employees to discuss union matters, provided that they are on rest breaks, meal breaks, or before or after work.

## **ARTICLE 10 – RESOLUTIONS AND REPORTS OF THE EMPLOYER**

### **10.01 Employer Shall Notify Union**

Any reports or recommendations of the Employer about to be made to the municipal, regional or provincial governments or their respective advisory committees dealing with matters of day care policy and/or conditions of employment and which affect employees within this bargaining unit, shall be communicated by the Employer to the Union within a reasonable amount of time in order to afford the Union a reasonable opportunity to consider them and, if deemed necessary, of speaking to them before they are dealt with by the respective government body. Similarly, any submission prepared by the Union shall be given to the Employer to allow time for mutual discussion.

### **10.02 Copies of Resolutions**

Copies of all proposed or adopted motions, briefs, resolutions, by-laws or rules and regulations by the municipal, regional or provincial governments or their respective advisory committees, which affect the members of this Union and/or the general provision of early learning and care received by either party, shall be maintained in an open file to which employees have access.

### **10.03 Labour Management Committee**

The parties agree to the establishment of a Labour Management Committee composed of 4 AFCS representative members of the Union and 4 representatives from management.

Three of the four representatives from the Union shall be elected or appointed by the Union. The Union shall endeavour to have representation of the different programs of AFCS. An AFCS local executive member shall have the inherent right to serve on this committee. If an AFCS local executive is not available to serve on the committee, all four Union representatives shall be elected or appointed by the Union.

The Committee shall be empowered to discuss and present to the CEO resolutions and recommendations pertaining to agency programs and policy matters as well as working conditions, including advance notice of lay-off.

Copies of the Committee minutes shall be distributed to each committee member and made available to employees covered under the provisions of this Collective Agreement, and on the Agency Drive.

The Labour Management Committee shall meet at least 2 times each year and more frequently at the request of either party. Should meetings fall outside of working hours, the Union representatives shall not suffer any loss of pay.

The position of Chairperson shall rotate every meeting.

#### **10.04 Observer Status at Board Meetings**

The President of the Local or their designate will be invited as an observer to attend an AFCS Director Board Meeting at least once a year, and always when specific Collective Agreement items are on the agenda.

### **ARTICLE 11 – GRIEVANCE PROCEDURE**

#### **11.01 Recognition of Union Stewards and Grievance Committee**

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the right and duties of the Union Stewards as stipulated in the By-Laws of the Local. The Steward, the Union's Business Agent and/or CUPE National Representative shall assist any employee in preparing and presenting their grievance in accordance with the grievance procedure.

#### **11.02 Unit Stewards**

The Union shall notify the Employer in writing of the names of the Stewards and of any changes within five (5) working days of their election and/or nomination. The Union will also provide an updated list on January 2<sup>nd</sup> of each Calendar year. This list will be provided to the Employer and union members

#### **11.03 Permission to Leave Work**

The Employer agrees that Stewards shall not be hindered, coerced, restrained or interfered with in any way in the performance of their duties, while investigating disputes and presenting adjustments as provided in this Article. The Union recognizes that each Steward holds full-time employment with the Employer and that they will not leave their work during working hours except to perform their duties under this Agreement. Therefore, no Steward shall leave their work without the consent of their supervisor. Time for steward duties shall be granted within 48 working hours where possible, subject to operational requirements. Such consent shall not be unreasonably withheld.

#### **11.04 Definition of a Grievance**

A grievance shall be defined as any difference arising out of the interpretation, application, administration, or alleged violation of the Collective Agreement or a case where the employee believes that the Employer has acted unjustly or improperly.

## **11.05 Settling of a Grievance**

To settle grievances fairly and promptly, the aggrieved employee(s) may submit the complaint to their Steward and/or the Union's Business Agent.

The Union Steward and/or the Union's Business Agent may present a grievance at Step 2 no later than 30 working days after they first become aware of the actions or circumstances giving rise to the grievance. At each step of the grievance procedure, the grievor shall have the right to be present.

### **Step 1 – Complaint Stage**

An employee shall notify their immediate supervisor of their complaint within thirty (30) working days of the occurrence giving rise to the complaint, where possible, to afford the supervisor an opportunity to resolve the issue. The employee has the right to include a representative of the Union on all correspondence, meetings or grievance steps where the complaint is being discussed.

When the complaint has not been resolved to their satisfaction, they may file a grievance with the Union steward and/or the Union's Business Agent at Step 2 of the process within fifteen (15) working days of the receipt of their supervisor's reply to their complaint.

### **Step 2**

Following the complaint stage where the complaint hasn't been resolved; the Steward and/or the Union's Business Agent may submit a grievance that outlines the particulars and the redress sought in writing to the Program Director or designate, with a copy to the Director of Human Resources. The Program Director or designate, with whom the grievance has been filed, shall meet with the grievor and the Union representative within ten (10) working days from the day on which it was received and shall, within ten (10) working days from the meeting, render a decision in writing. Failure to render a decision by the 20<sup>th</sup> working day may be considered a denial of the grievance and may progress to the next step of the grievance process.

### **Step 3**

Failing satisfactory settlement being reached in Step 2, the Steward and/or the Union's Business Agent, within ten (10) working days, may forward or resubmit the written grievance that outlines the particulars and the redress sought to the Director of Human Resources, and Chief Executive Officer, or designate. A meeting shall be arranged to discuss the grievance if requested by either party. The Chief Executive Officer or designate shall render a decision within fifteen (15) working days from the date the grievance was submitted under Step 2.

Failure to render a decision shall be considered a denial of the grievance and may progress to the next step of the grievance process.

#### **Step 4**

Failing a satisfactory settlement being reached in Step 3, the Union may refer the dispute to arbitration as outlined in Article 12.

### **11.06 Policy Grievance**

Where a dispute involving a question of general application or interpretation of the contract occurs, the Union and the Employer may institute a grievance procedure.

When a grievance is instituted by the Union:

**Step 1** Where a policy grievance is initiated by the Union, the Union shall submit a written grievance and the redress sought to the CEO with a copy to the Manager of Human Resources. The Executive Director shall render their decision within fifteen (15) working days after receipt of such notice.

**Step 2** Failing a satisfactory settlement being reached, the Union may refer the dispute to arbitration as outlined in Article 12.

When a grievance is instituted by the Employer:

**Step 1** Where a policy grievance is initiated by the Employer, the Employer shall submit a written statement of the particulars of the grievance and the redress sought to the President of the Local Union with a copy to the Union's Business Agent. The Union President shall render their decision within fifteen (15) working days after receipt of such notice.

**Step 2** Failing a satisfactory settlement being reached, the Employer may refer the dispute to arbitration.

### **11.07 Union May Institute Grievances**

The Union and its representatives shall have the right to originate a grievance procedure on behalf of any Union member, or group of Union members and to seek adjustment with the Employer in the manner provided in the Grievance Procedure. Such a grievance shall commence at Step 1 of the policy grievance process.

### **11.08 Grievance on Health and Safety**

An employee, or a group of employees, who is/are requested to work under alleged unsafe or unhealthy conditions shall have the right to file a grievance at the third step of the grievance procedure for preferred handling.

### **11.09 Replies in Writing**

Replies to grievances stating reasons shall be in writing at all stages.

### **11.10 Facilities for Grievances**

The Employer shall supply the necessary facilities for the grievance meeting.

### **11.11 Mutually Agreed Changes**

Any mutually agreed changes to this Collective Agreement shall form part of this Collective Agreement and are subject to the grievance and arbitration procedure.

### **11.12 Technical Objections to Grievance**

No grievance shall be defeated or denied by any formal or technical objection. An arbitrator shall have the power to allow all necessary amendments to the grievance and the power to waive formal procedural irregularities in the processing of a grievance, in order to determine the real matter in dispute and to render a decision which they deem just and equitable.

## **ARTICLE 12 – ARBITRATION**

### **12.01 Composition of Board of Arbitration**

When either party requests that a grievance be submitted to arbitration, the request shall be made by email or registered mail addressed to the other party of the Agreement, indicating the name of its nominee on an arbitration board. Within ten (10) days thereafter, the other party shall answer by email or registered mail indicating the name and address of its appointee to the arbitration board. The two appointees shall then meet to select an impartial chairperson.

### **12.02 Failure to Appoint**

If the party receiving the notice fails to appoint an arbitrator, or if the two appointees fail to agree upon a chairperson within seven days of their appointment, the appointment shall be made by the Minister of Labour upon request of either party.

### **12.03 Board Procedure**

The Board shall determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations. In its attempt at justice, the Board shall, as much as possible, follow a layman's procedure and shall avoid legalistic or formal procedures. It shall hear and determine the difference or allegation and render a decision within ten (10) days from the time the chairperson is appointed.

### **12.04 Decision of the Board**

The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the chairperson shall be the decision of the Board. The decision of the Board of Arbitration shall be final, binding and enforceable on all parties, and may not be changed. The Board of Arbitration shall not have the power to change this Agreement or to alter, modify or amend any of its provisions. However, the Board shall have the power to amend a grievance, modify penalties or dispose of a grievance by an arrangement which it deems just and equitable.

### **12.05 Disagreement on Decision**

Should the parties disagree as to the making of the Board's decision, either party may apply to the chairperson of the Board of Arbitration to reconvene the Board to clarify the decision, which it shall do within five (5) days.

### **12.06 Expenses of the Board**

Each party shall pay:

- 1) the fees and expenses of the arbitrator it appoints;
- 2) one-half of the fees and expenses of the chairperson.

### **12.07 Amending of Time Limits**

The time limits fixed in both the grievance and arbitration procedure may be extended by consent of the parties.

### **12.08 Single Arbitrator**

In place of the arbitration procedure outlined above, the parties may agree to use a single arbitrator, as follows:

- a) The Employer and Union may agree in writing to the appointment of a person as a single arbitrator. If the parties fail to agree to an arbitrator, the

appointment shall be made by the Minister of Labour upon request of either party.

- b) The single arbitrator shall consider and make a judgement on grievances referred to them. The decision shall be final and binding on both parties. The single arbitrator shall have the same powers and be subject to the same limitations as a board of arbitration as stipulated in this Collective Agreement.
- c) The decision of the single arbitrator shall:
  - i) be consistent with the provisions of the Agreement;
  - ii) be confined to the grievance referred to them.
- d) The Union and the Employer shall each be responsible for one-half of the expenses of and fees payable to the single arbitrator.

The following rules shall govern the proceedings of the single arbitrator:

- 1) When referring a grievance to the single arbitrator, the parties shall provide them with the Step Three Summary (or as amended by agreement of the parties) and the decision of the Employer's representative at Step Three;
- 2) The parties shall supply the single arbitrator and each other with additional concise and brief written representations on which they intend to reply provided that such are emailed no less than ten days before the commencement of the hearing of the single arbitrator;
- 3) At the hearing the parties may make such further representations or adduce such evidence as the single arbitrator may permit or require, but the single arbitrator shall not be obligated to conform to the rules of evidence;
- 4) The single arbitrator must render their decision in writing to both parties within seven days of the conclusion of the hearings. Upon request by either party after a decision has been rendered, the single arbitrator shall deliver brief reasons, but such reasons shall not form part of their decision. In such case, that is the specific request for reasons, the additional costs shall be borne by the party(ies) requesting the information.

## **12.09 Grievance and Arbitration Pay Provisions**

Representatives of the Union shall not suffer any loss of pay or benefits for the total time involved in grievance and arbitration procedures.

## **ARTICLE 13 – DISCHARGE, SUSPENSION AND DISCIPLINE**

### **13.01 Principle of Innocence**

Both parties agree that an employee is considered innocent until proven guilty. Therefore, in the event the Employer initiates a disciplinary action against an employee who has completed their probationary period and which may result in the suspension or discharge of the employee, the following procedure must be followed.

### **13.02 Discipline Procedures**

The employee shall be notified in writing of the action and/or penalty. If the employee challenges the Employer's decision, a copy of the Employer's notice shall be sent to the secretary of the Union and the employee. The employee shall continue their employment with all rights and privileges, unless an arbitration board upholds the Employer's request to discipline the employee in the manner outlined in the notice. This clause shall not restrict the Employer from suspending an employee after the grievance procedure is used and banking the full pay and benefits of the employee until this issue is resolved through the arbitration procedure.

### **13.03 Burden of Proof**

In cases of discharge and/or discipline, the burden of proof of just cause shall rest with the Employer. In the subsequent grievance or arbitration, evidence shall be limited to the grounds stated in the discharge or discipline notice to the employee.

### **13.04 Warning**

Whenever the Employer or its authorized agent deems it necessary to censure an employee in a manner indicating that dismissal may follow any further infraction, or may follow if such employee fails to bring their work up to a required standard by a given date, the Employer will present the censure in written form to the employee. If challenged by the employee, the Employer shall give written particulars of such censure to the Secretary of the Union within ten (10) working days.

The Employer shall only discipline an employee for a just cause.

### **13.05 Political Action**

No employee shall be disciplined for participation in any political action(s) called for by the Canadian Labour Congress, its affiliates, or subordinate bodies. If such action is taken, the Union shall provide the Employer with reasonable advance notice and participate in developing appropriate arrangements to ensure the continued operation of the Agency.

### **13.06 Reports Relating to Disciplinary Action**

When a report pertaining to an employee's work performance or conduct which may be detrimental to the employee's advancement or standing with the Employer is placed on that employee's personnel file, the employee shall be given the opportunity, within 10 working days, to sign the report in question and indicate that its contents have been read.

The employee has the right to reply to such a report and that reply shall become part of the employee's file.

The employee has the right to have a copy of the report forwarded by the Employer to the Union Steward or Union Unit President.

If the employee wishes to grieve over the contents of the adverse report, such grievance shall be initiated within thirty (30) working days of the date the report was signed by the employee.

The record of an employee shall not be used against the employee at any time after twelve (12) months following a suspension or disciplinary action, including letters of reprimand or any adverse reports. The records shall be destroyed provided no additional adverse reports are written within the twelve (12) month period with the exception of any disciplinary action that was reported to college of early childhood educators where AFCS has an obligation to report and retain the record until a hearing has been completed by the college.

Failure to grieve previous discipline, or to pursue such a grievance to arbitration, shall not be considered an admission that such discipline was justified.

The Employer agrees not to introduce as evidence in a grievance procedure relating to disciplinary action any document or written statement from the file of the employee the content of which the employee is not aware of at the time of filing of the grievance.

### **13.07 Right to Have Steward Present**

An employee shall have the right to have their Steward, the Union's Business Agent and/or CUPE National Representative present at any discussion with supervisory personnel which the employee believes might be the basis of

disciplinary action. Where a supervisor intends to interview an employee for disciplinary purposes, the supervisor shall so notify the employee in advance of the purpose of the interview in order that the employee may contact the Union in order to arrange to have representation present at the interview.

### **13.08 Access to Personnel File**

Upon written request by an employee, the personnel file of the employee shall be made available for their examination in the presence of an authorized representative of the Employer. The Employee shall have the right to respond in writing to any document contained therein. Such reply shall become part of the permanent record. The Employee will have the right to be accompanied by a Union steward.

### **13.09 Use of Demotion as Discipline**

Demotion shall not be used as a disciplinary measure.

## **ARTICLE 14 – SENIORITY**

### **14.01 Seniority Defined (Type of Seniority Unit)**

Seniority is defined as the length of service in the employ of the Employer and shall be a factor in determining preference or priority for promotion, transfer, demotion, lay-off, reduction of the workforce, recall, leave of absence, vacation, and as set out in other provisions of the Agreement.

### **14.02 Seniority List**

The Employer shall maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted with the child care agency in January of each year and/or upon reasonable request of the Union. A separate list will be kept for temporary employees.

### **14.03 Probation for Newly Hired Employees**

A newly hired employee shall be on probation for a period of six (6) months from the date of hiring. After three (3) months, the Employer shall review the work performance of the employee and submit the evaluation to the employee. After six (6) months, if performance is assessed as unsatisfactory, another written evaluation will be given to the employee and the six (6) month probationary period may, at the discretion of the CEO, be extended for up to an additional six (6) months, provided that both the employee and the Executive Director agree that this additional time on the job may result in the employee moving to an

acceptable level of performance. During the probationary period, the employee shall be entitled to all rights and benefits of this Agreement. After completion of the probationary period, seniority shall be effective from the beginning of the probationary period.

#### **14.04 Loss of Seniority**

An employee shall not lose seniority rights if they are absent from work because of sickness, disability, accident, lay-off, maternity leave, adoption leave, or leave of absence approved by the Employer. An employee shall accrue additional seniority for a maximum of one (1) year during this period of absence unless otherwise stipulated in the Agreement.

An employee shall only lose their seniority in the event:

- 1) The employee is discharged for just cause and is not reinstated.
- 2) The employee resigns in writing and does not withdraw within two days.
- 3) The employee fails to return to work within ten working days following a lay-off and after receiving notice by registered mail to do so, unless through sickness or other just cause.
- 4) The employee is laid off for a period longer than two years.

### **ARTICLE 15 – PROMOTIONS AND STAFF CHANGES\***

#### **15.01 Job Postings**

When the Employer determines that a vacancy exists or a new position is created either inside or outside the bargaining unit, the Employer shall immediately post notice of the position electronically for all employees with the job titles clearly identified for a minimum of one week so that all members will know about the vacancy or new position. However, vacancies arising from normal retirement shall be posted thirty days prior to the employee's retirement date. The Employer shall make every effort to ensure that vacancies are filled as quickly as possible.

#### **15.02 Information in Postings**

Such notice shall contain the following information:

Nature of position, qualifications, required knowledge and education, skills, hours of work, location and salary rate or range.

### **15.03 Outside Advertising**

In order to facilitate filling vacancies as quickly as possible, and where mutually agreed upon, outside advertising for any vacancy may take place at the same time job positions are posted as outlined in Article 15.01, but no application received as a result of such outside advertising will be considered until the applications of present employees of the Agency have been fully processed.

### **15.04 Role of Seniority in Promotions and Transfers**

Both parties recognize:

- 1) the principle of promotion within the service of the Employer.
- 2) the job opportunity should increase in proportion to length of service. Therefore, in making staff changes or promotions, appointments shall be based on academic and other job qualifications, experience, and training and when these factors are equal, seniority shall govern. In the event of an appointment from within the bargaining unit, the appointment shall be made within three weeks of the posting. The job shall be filled within three weeks of the appointment.

### **15.05 Trial Period**

The successful applicant shall be notified within one week following the end of the posting period. Any employee who has been promoted to a new position shall be placed on trial for a period of six (6) months. After three (3) months, the Employer shall review the work performance with the employee and provide the employee with a written evaluation. Conditional on satisfactory performance, the employee shall be declared permanent after the six (6) month period. In the event the promoted employee is unable to reach a satisfactory level of performance in the position during the trial period, or if the employee chooses to return to their former position, the employee shall be returned to the former position and wage and salary rate without loss of seniority. Any other employee temporarily promoted or transferred because of the re-arrangement of positions shall also be returned to their former positions without loss of seniority.

### **15.06 Notification to Employee and Union**

Within seven working days of the date of appointment to a vacant position, the name of the successful applicant shall be posted on a bulletin board.

Should the posting result in the hiring of a new employee, the Employer shall supply the Union with the successful applicant's name, personal email address, phone number and street address within 10 working days of their start date.

### **15.07 Seniority Outside the Bargaining Unit**

When an employee wishes to apply for a position outside the bargaining unit, it shall be understood that the employee will retain their seniority rights under the Collective Agreement only in relation to lay-off and internal job postings. An employee who works outside the bargaining unit shall not accumulate seniority during this period of time outside the bargaining unit.

## **ARTICLE 16 – LAY-OFFS AND RECALLS**

### **16.01 Definition of Lay-Off**

A lay-off shall be defined as a lack of work, reduction in the work force, or a reduction in the regular hours of work as defined in the Agreement.

### **16.02 Role of Seniority in Lay-Offs**

Both parties recognize that job security shall increase in proportion to length of service. In the event of a lay-off, an employee may exercise the following options:

- a) The employee who has received a notice of lay-off can move to a vacant position in the organization provided that the employee has the knowledge, ability and qualifications to do the job without requiring additional training, other than a general orientation.
- b) The employee who has received a notice of lay-off can displace another employee who has lesser bargaining unit seniority provided the employee originally subject to lay-off has the knowledge, ability and qualifications to meet the normal requirements of the job with no additional training required, other than a general orientation. An employee so displaced shall be deemed to have been laid off and shall be entitled to notice in accordance with Article 16.05. An employee who chooses to exercise the right to displace another employee with lesser seniority shall advise the Employer of their intention to do so and the position claimed within seven (7) days after receiving the notice of lay-off.

In the event that an employee chooses to bump into a job classification and program with more than one incumbent, the employee shall bump the least senior employee in that job classification and program. However, an employee will not be required to bump the least senior employee in a program and job classification if the employee can better protect more attributes of the job (i.e. number of hours of work) by bumping another junior employee in the same job classification and program.

It is understood that employees cannot improve their job status (e.g. move from part-time to full-time or by moving to a higher-paying position) through the bumping procedure caused by a lay-off.

It is understood that employees retain their seniority when they move within the organization.

### **16.03 Recall Procedures**

Employees shall be recalled in the order of their seniority provided that employees have the qualifications for the job to which they are called. When a vacancy occurs, employees on the recall list shall be notified of the vacancy by registered letter and shall be given the opportunity to exercise their seniority rights in making application for the vacancy. Employees who refuse a permanent position will be removed from the recall list. Employees may refuse one temporary vacancy and still remain on the recall list. Employees who choose not to fill the second temporary vacancy will be removed from the recall list. Employees who have been laid off will be placed on a recall list for twenty-four months from the date of lay-off.

### **16.04 No New Employees**

New employees shall not be hired until those laid off have been given an opportunity of recall in accordance with the provisions of Clause 16.03.

### **16.05 Advance Notice of Lay-Off**

A temporary employee shall be given at least two (2) weeks notice of termination of their position.

The Employer shall give the Union and employees who will be laid off as much advance notice as possible and in no case less than twenty (20) working days prior to the effective day of lay-off. If the employee has not had the opportunity to work the days as provided in this Article, they shall be paid for the days for which work was not available. During the period of notice, employees shall be allowed up to twelve (12) hours off with pay to engage in a job search and to attend to personal matters. Such time off is to be taken at a time agreed upon by the employee and the supervisor. An employee's request shall not be unreasonably denied.

### **16.06 Grievance on Lay-Offs and Recalls**

Grievances concerning lay-offs and recalls shall be initiated at Step 3 of the Grievance Procedure.

## **16.07 New Lay-Off and Recall for Probationary Employees**

Probationary employees shall be laid off before permanent employees. Lay-off and/or recall shall be according to the principle of length of service and requirements as specified in 16.02 and 16.03. Probationary employees shall be required to complete their probationary period following their recall.

## **ARTICLE 17 – HOURS OF WORK\***

### **17.01 Full-Time Daily Hours\***

The full-time daily hours of work shall be between seven hours to seven and one-half hours per day. No full-time shift shall be spread over a period longer than eight hours, with the exception of full-time staff in the “before and after school” or “extended day school based” programs, whose shifts may extend over a period of eleven (11) hours. In all cases, these shifts shall include 30 minutes off for lunch (see 17.05).

### **17.02 Full-Time Weekly Hours**

As of September 8, 2025, the regular full-time work week shall consist of 37.5 hours per week. Regular full-time hours for Employees where programming is offered for less than six (6) hours daily shall be 35 hours per week. In the case of Group Child Care, the work week shall be from Monday to Friday, inclusive.

### **17.03 Flexible Working Hours/Week\***

During the life of this agreement, flexible working hours may be introduced provided that:

- a) They are mutually agreed upon between the Union and the Employer, and
- b) The number of hours worked in the course of a week pay period do not exceed 75 hours.

### **17.04 Working Schedule**

The hours and days of work of each employee on a rotating schedule shall be posted in an appropriate place at least two weeks in advance.

### **17.05 Paid Rest Periods**

- a) All full-time employees shall be given a paid rest period of fifteen (15) minutes in the first and second half of their daily shift in an area made

available by the Employer. If mutually agreed to between the parties, the two periods may be combined in such a way that adequate supervision and services in the agency shall be maintained at all times.

- b) All full-time employees working 37.5 hours shall be given a 30-minute unpaid lunch break daily. The two paid rest periods of fifteen (15) minutes can be combined with the 30-minute unpaid lunch break (see 17.06).
- c) All full-time employees working 35 hours shall be given a 60-minute unpaid lunch break daily. The two paid rest periods of fifteen (15) minutes can be combined with the 60-minute unpaid lunch break (see 17.06).
- d) Part-time Employees working continuously for a period of 4 hours will be entitled to a fifteen (15) minute rest period.

### **17.06 Understanding of Change in Breaks**

The Union and the Employer agree to reduce the unpaid break, for full-time employees, as of September 8, 2025, from sixty (60) minutes to thirty (30) minutes. This change was made to generally support employees' time to complete their existing tasks and responsibilities more comfortably and efficiently. In order to add clarity on this change in operation, the Parties agree:

That the thirty (30) minutes now paid time shall be used to complete work mutually agreed to by the Employer and the employee or in order to fill a ratio requirement as a last resort.

- a) Legacy Staff (full-time staff in programs where programming is offered for more than six (6) hours daily who were part of AFCS before September 8, 2025)
  - i) Legacy Staff shall be allowed to opt-in and increase their working hours to 37.5 or retain their working hours at 35 hours per week.
  - ii) Legacy Staff shall be able to opt-in and opt-out one time during the trial period within the first 4-6 months.
  - iii) Legacy Staff shall have the option of retaining a 60-minute unpaid break by making up their time at the beginning or end of the day.
  - iv) As of March 8, 2026, Legacy Staff shall have an annual opt-in and opt-out option.
  - v) An annual scheduling agreement will be developed and signed by the employee and Employer.

- b) Full-time employees hired where programming is offered for more than six (6) hours daily after September 8, 2025, shall have a full time work week of 37.5 hours following the conditions outlined in 17.02.

If an employee's hours are reduced, the layoff procedure shall apply.

### **17.07 Understanding of Change Hours and Accruals**

Any time a person transitions from 35 to 37.5 hours their accrual bank is adjusted as of the date of change of hours.

## **ARTICLE 18 – OVERTIME**

### **18.01 Overtime Defined**

All time worked in excess of fifteen (15) minutes per pay period before or after the regular workday, as defined in article 17.02, including staff meetings shall be considered overtime.

### **18.02 Overtime Rate**

Overtime work shall be paid for at the rate of straight time. After the 44<sup>th</sup> hour, within a work week, the rate of pay shall be time and a half.

### **18.03 Minimum Overtime**

The Employer shall keep overtime to a minimum. No employee shall be required to work overtime against their wishes when other employees are available to perform the required work.

### **18.04 Overtime Compensation**

The method of compensation shall be determined by the employee and will be either time off in lieu or pay, both of which shall be compensated at the rate outlined in 18.02. All time off in lieu of overtime shall be used within two (2) months of being earned unless agreed otherwise by the employee and direct supervisor.

### **18.05 Authorization of Overtime**

Prior authorization from the Employer, unless such authorization is impossible, is required before the employee undertakes any overtime work.

## **ARTICLE 19 – HOLIDAYS**

### **19.01 Paid Holidays**

The Employer recognizes the following as paid holidays:

New Year's Day	Labour Day
Family Day	National Day for Truth and Reconciliation (September 30)
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Eve (programs close at 1:00pm when it falls on a weekday)
Canada Day	Christmas Day
Civic Holiday (August)	Boxing Day

and any other day declared or proclaimed as statutory holiday by the Federal or Provincial government. Instead of Remembrance Day being utilized on November 11, the holiday shall be observed during the end of the year winter closure.

The observance of religious holidays will be permitted without pay and provision made for time necessary to attend religious services.

When a statutory holiday occurs during the period an employee is on leave of absence without pay, there is no entitlement to pay for the statutory holiday.

### **19.02 Compensation for Holidays on Saturday or Sunday**

When any of the above noted holidays fall on a Saturday or Sunday and is not proclaimed as being observed on some other day, one other day mutually agreed upon by the Union and the Employer shall be deemed to be the holiday for the purpose of this Agreement.

### **19.03 Pay for Regularly Scheduled Work on a Holiday**

Any full-time employee who is not scheduled to work on the above holidays shall receive holiday pay equal to one day's pay. An employee who is scheduled to work shall be paid at the regular rate and shall receive another day off with pay at a time mutually agreed upon by the employee and the Employer. Part-time employees shall receive holiday pay pro-rated in accordance with their regular working schedule.

## **ARTICLE 20 – VACATION**

### **20.01 Length of Vacation**

An employee shall receive an annual vacation with pay in accordance with their years of employment as follows:

**This is effective January 1<sup>st</sup>, 2022:**

<b>Service</b>	<b>Vacation Time</b>
Less than one year	1 2/3 working days for each month
One year or more	20 working days
After 5 years	22 working days
After 10 years	23 working days
After 15 years	25 working days
After 18 years	30 working days

**This is effective September 8<sup>th</sup>, 2025:**

<b>Years of service</b>	<b>Days of vacation per year</b>	<b>Days converted to hours accrued for staff working 35 hours per week</b>	<b>Days converted to hours accrued for staff working 37.5 hours per week</b>
Less than one year	1 2/3 working days for each month	11.62 hours per month (1.66 days)	12.45 hours per month (1.67 days)
One year or more	20 working days	7h x 20 days = 140 hours per year	7.5h x 20 days = 150 hours per year
After 5 years	22 working days	7h x 22 days = 154 hours per year	7.5h x 22 days = 165 hours per year
After 10 years	23 working days	7h x 23 days = 161 hours per year	7.5h x 23 days = 172.5 hours per year
After 15 years	25 working days	7h x 25 days = 175 hours per year	7.5h x 25 days = 187.5 hours per year
After 18 years	30 working days	7h x 30 days = 210 hours per year	7.5h x 30 days = 225 hours per year

An employee shall earn but is not entitled to receive vacation leave with pay during the first three (3) months of employment with the Centre.

For part-time employees, annual vacation shall be pro-rated in accordance with the number of days worked in a month or part thereof.

As of January 1 2021, Employees who are on pregnancy and/or parental leave; or any other unpaid protected leave identified by the Ontario Employment Standards Act, 2000 (ESA) shall not accrue paid vacation credits during the period of the unpaid leave but will be entitled to equivalent unpaid time off in accordance with the length of vacation entitlements in 20.01. For clarity, employees on a leave of absence under the ESA (protected leaves) shall accrue vacation time in accordance with article 20.01 Length of vacation, but they will not accrue vacation pay.

Upon request employees can request less vacation time, ensuring statutory compliance for vacation time off has been met.

In order to calculate the annual leave entitlement after the 10th year, an employee who started work between 01 January and 30 June shall receive one (1) days leave. An employee who started work on or after 01 July shall receive ½ days leave.

## **20.02 Compensation for Holidays Falling Within Vacation Schedule**

If a paid holiday falls on or is observed during an employee's vacation period, the employee shall be allowed an additional vacation day with pay at a time mutually agreed upon by the Employer and employee.

## **20.03 Vacation Pay on Termination and Retirement**

An employee terminating employment or retiring at any time in the vacation year, prior to using their vacation, shall be entitled to a proportionate payment of salary or wages in lieu of such vacation, within thirty (30) days of termination. An employee terminating employment or retiring, who has been advanced vacation leave credits and who has taken advanced vacation leave with pay, not yet earned, shall reimburse the Employer for the full amount of advanced vacation leave taken and not earned.

## **20.04 Scheduling of Vacations**

### **a) Vacation Scheduling – Summer Period**

All requests for time off during the summer vacation period (June 15<sup>th</sup> to September 15<sup>th</sup> of any calendar year) shall be submitted in writing to the Employer by April 1<sup>st</sup> of any year. The Employer will post the work schedule for the summer vacation period by May 1<sup>st</sup> of any year. Approval of vacation and other time off will be based on seniority, provided that the

Employer has sufficient replacement staff to meet the operational requirements of the Agency.

Employees, who do not submit their vacation request prior to April 1<sup>st</sup> of any year, may have their vacation request approved, provided that it does not disrupt the operational requirements of the Agency. Such requests will be considered on a first come, first served basis.

**b) Vacation Scheduling – Christmas Period**

All requests for time off during the Christmas and New Year's period (December 15<sup>th</sup> to January 15<sup>th</sup>) shall be submitted to the Employer by October 1<sup>st</sup> of any year. The Employer will post the work schedule for the upcoming Christmas and New Year's period by November 1<sup>st</sup>. Approval of vacation and other time off will be based on seniority, provided that the Employer has sufficient replacement staff to meet the operational requirements of the Agency.

Employees, who do not submit their vacation request prior to October 1<sup>st</sup> of any year, may have their vacation request approved, provided that it does not disrupt the operational requirements of the Agency. Such requests will be considered on a first come, first served basis.

**c) Vacation Scheduling – Outside Summer and Christmas Periods**

All requests for vacation and other time off outside of the summer vacation period and outside of the Christmas period of any calendar year shall be submitted in writing to the Employer prior to the requested date.

Employees may have their time off and vacation requests approved, provided that it does not disrupt the operational requirements of the Agency. Such requests will be considered on a first come, first served basis.

**d) Vacation Scheduling – Centre Closures**

Employees working in Forest School or Group Child Care Programs with scheduled holiday closure times when Child Care is not required (e.g. Christmas break and/or Summer closures) are to use vacation or overtime accruals to cover the centre holiday closure times. Notification of centre holiday closure times will be available in September of each School Calendar year. However, the employee may request to be redeployed to another centre, to fill an operational need for the duration of their centre's scheduled closure. Such a request shall not be unreasonably denied.

## **20.05 Unbroken Vacation Period**

An employee shall receive an unbroken period of vacation unless mutually agreed upon between the employee and the Employer.

## **20.06 Approved Leave of Absence During Vacation**

Where an employee qualifies for sick leave, bereavement, or any other approved leave during their period of vacation, the employee shall notify the Employer when this happens unless such notification is not possible and there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date at a time mutually agreed to by the Employer. For the purposes of using any sick leave for this clause, the employee shall be required to produce a doctor's certificate.

## **20.07 Carry over of Earned Vacation Leave**

An employee may apply to carry over earned vacation leave to the following year. Granting and scheduling of such vacation carry-over is at the discretion of the Employer, and must be approved by the Employer prior to the 30th of November of the year in which the vacation credits are earned. In an emergency situation, this time requirement may be waived by the Employer.

Permanent employees may carry over (5) days of vacation leave, prorated based on contracted work hours, from one calendar year to the next to be used by the end of March. Approval of the carried over days of vacation will follow normal scheduling procedures as determined by the program supervisor, subject to operational requirements.

## **20.08 Pre-Approved Vacation Payment During a Strike/Lockout**

If the Employer has approved scheduled vacation for an employee before a strike vote has been taken and subsequently the employee goes on strike or is locked out during a time for which the vacation had been scheduled, the Employer shall pay to the employee the vacation pay that would have been paid to them and remove the scheduled days from the vacation bank.

If an employee has approved vacation during a strike/lockout and elects to cancel said vacation, the employee will contact the Employer in writing prior to the commencement of the scheduled vacation time to cancel their vacation leave. Any cancelled vacation leave credits will be returned to the employee's vacation leave bank.

## **ARTICLE 21 – SICK LEAVE PROVISIONS**

### **21.01 Sick Leave Defined**

Sick leave means the period of time an employee is absent from work with or without full pay by virtue of being sick or disabled, exposed to a contagious disease, or because of an accident for which compensation is not recoverable under any compensation or insurance plan or policy or from a legally responsible third party.

### **21.02 Amount of Paid Sick Leave**

Sick leave shall be earned at the rate of one and one-half (1 ½) days for every month an employee is employed. For fulltime employees working 35 hours per week, one and one-half (1 ½) days shall be 10.5 hours. For full-time employees working 35.7 hours per week, one and one-half (1 ½) days shall be 11.25 hours. A permanent employee who is absent from work on pregnancy leave, parental leave, EI approved sick leave or receiving LTD benefits shall continue to earn sick leave days for one year, but is not entitled to use the accrued sick days during these leaves. Sick leave will be pro-rated for part-time employees in accordance with the number of days worked in a month or part thereof.

### **21.03 Accumulation of Sick Leave**

The unused portion of an employee's sick leave shall accrue for their future benefits up to a maximum of 130 days.

### **21.04 Deductions from Sick Leave**

A deduction shall be made from accumulated sick leave of all normal working days (exclusive of holidays) absent for sick leave.

### **21.05 Proof of Illness**

An employee may be required to produce a certificate from a medical practitioner for any illness or accident requiring an absence in excess of four (4) consecutive working days, certifying that the employee was unable to carry out their duties due to illness. In the event the illness exceeds three (3) weeks, a further medical certificate may be required.

### **21.06 Sick Leave During Lay-Off**

When an employee is laid off on account of lack of work, they shall not receive sick leave credits for the period of such absence but shall retain their cumulative credits, if any, existing at the time of such lay-off.

### **21.07 Extension of Sick Leave**

An employee with more than two (2) years of service who has exhausted their sick leave credits shall be allowed an extension of their sick leave to a maximum of fifteen (15) working days. Upon return to duty, the employee shall repay the extension of sick leave in full at the rate of one-half of the monthly accumulation. In the event the employee terminates employment, the monies owing shall be reimbursed to the Employer. No employee shall have their services terminated by virtue of having exhausted their sick leave.

### **21.08 Sick Leave Records**

Immediately after the close of each calendar year, the Employer shall advise each employee in writing of the amount of sick leave accrued to their credit.

Employees shall have access to their sick leave accruals at all times. Sick leave balances will be transferred over after the close of each calendar year to a maximum of 130 days.

At the beginning of each new calendar year the employee will be advanced sick accruals for the full calendar year, although not yet earned, these sick accruals can be used.

An employee terminating employment or retiring, who has been advanced sick leave credits and who has taken advanced sick leave with pay, not yet earned shall reimburse the Employer for the full amount of advanced sick leave taken and not earned.

## **ARTICLE 22 – LEAVE OF ABSENCE**

### **22.01 Negotiation Pay Provisions**

Representatives of the Union shall not suffer any loss of pay or benefits for total time involved in negotiations with the Employer. This clause shall apply for a maximum of four (4) persons selected by the Union and four if the Local President is an employee of the Agency.

### **22.03 Leave of Absence for Union Functions**

- a) Upon request to the Employer, an employee, elected or appointed to represent the Union at Union conventions, shall be allowed leave of absence to attend such conventions, with pay, and with benefits. The Union, upon receipt of invoice, shall reimburse the Employer for wages plus benefits.

- b) The employee must provide as much notice as possible prior to the requested leave and such leave requests are subject to the Employer's operational requirements. It is understood that a maximum of one employee from the same centre/department will be eligible to take such leave at any one time unless approved by the Program Director.
- c) In addition to the leave provided for in sub-paragraph (a), the Employer may, in its discretion, permit employees leave of absence with pay and benefits, to attend other Union functions, no more than one employee from each centre/department will be eligible to take such leave at any one time unless approved by the Program Director. The Union, upon receipt of invoice, shall reimburse the Employer for wages plus benefits.

#### **22.04 Leave of Absence for Union or Public Duties**

- a) The Employer recognizes the right of an employee to participate in public affairs. Therefore, upon written request, the Employer shall allow full-time leave of absence so that the employee may be a candidate in federal, provincial or municipal elections.
- b) An employee who is elected to public office shall be allowed leave of absence without pay or welfare benefits during their first term of office. Such leave may be extended upon written request. Seniority shall continue to accrue for one year.
- c) An employee who is elected or selected for a full-time position with the Union, or any body with which the Union is affiliated, shall be granted full-time leave of absence for a period of up to one year. Such leave of absence will be without pay and the employee shall continue to accrue seniority. The employee will continue to pay the welfare benefits for 2 months. Thereafter the employee may reimburse the Employer the costs for such welfare benefits. Such leave may be renewed each year, on request during their term of office.
- d) An employee who is elected to a position within the Union shall be granted part-time union leave, upon request, for the term of their office up to a maximum of one (1) day every other week as mutually agreed to between the Union and the Employer. Such leave of absence will be with pay and the employee shall continue to accrue seniority. The Union, upon receipt of invoice shall reimburse the Employer for wages and benefits.

#### **22.05 Bereavement Leave**

- a) An employee shall be granted three (3) regularly scheduled workdays of leave from death to burial, without loss of pay or benefits, in the case of death of an immediate family member, former guardian, ward, fiancée,

or any other relative who has been residing in the same household, or any other relative for whom an employee is required to administer bereavement responsibilities. An employee may at their request use fewer than 3 days.

- b) Where an employee is required to travel a distance of over 200 km from their residence for the death of persons listed in paragraph (a) above, or to administer bereavement leave responsibilities, an employee may at their request use two additional days' leave for the purpose of travelling.
- c) In the event of death of a close friend or relative the employee shall be granted one (1) day of leave without loss of pay or benefits.

## **22.06 Education Leave**

Any employee who has completed their probationary period may request leave of absence for the purpose of attending courses, seminars or any education training which pertains to their employment. This leave shall be without pay but with continuation of benefits for up to six (6) months, subject to policy limitations, and accumulation of seniority for up to one (1) year. Such requests for a leave of absence shall be granted at the discretion of the Employer. Each employee shall be limited to a total of one (1) year's education leave during each seven (7) year term of employment at the Agency. An employee shall not accrue vacation leave and sick leave during the period of the approved education leave.

All applications for such leave shall be in writing, shall state the purposes and duration of the leave requested, and the applicant must undertake and acknowledge in writing:

- 1) that they will return to work at the end of the leave period on the date agreed, unless the employee is entitled to another leave provided for in this Collective Agreement;
- 2) that should they fail to return to work and continue in the employ of the Employer for a period of at least twelve (12) months following the leave of absence or any extension thereof provided for in sub-paragraph (1), they are indebted to the Employer and will, upon termination of employment, reimburse the Employer for the amount of the value of all benefits paid to the employee during the leave of absence.

Where the Employer requests an employee to take education up-grading, the employee shall retain full employee status while taking such up-grading.

Employees who wish to enrol in up-grading educational courses pertaining to their work, on a part-time basis, may request time off from work for up to four (4)

hours/week with pay. Such requests shall be made in writing and may be granted at the discretion of the Employer.

**22.07 Paid Jury or Court Witness Duty Leave**

The Employer shall grant leave of absence without loss of seniority benefits to an employee who serves as juror or witness in any court. The Employer shall pay such an employee the difference between normal earnings and the payment received for jury service or court witness, excluding payment for travelling, meals or other expenses. The employee will present proof of services and the amount of pay received. Time spent by an employee required to serve as a court witness in any matter arising out of their employment shall be considered as time worked at the appropriate rate of pay.

**22.08 Special Leave**

- a) Employees shall be allowed Special Leave of Absence with pay and without loss of seniority and benefits once in any calendar year, for each of the following reasons:

Serious fire or flood in the employee’s household	up to three (3) days
Moving own household	one (1) day (to be taken within 5 working days before or after the actual moving day)
Formal hearing to become a Canadian Citizen	one (1) day
Marriage Leave	one (1) day
Personal Day	Two (2) days per year

- b) Where no one other than the employee can provide for the needs during illness of an immediate member of their family, an employee shall be entitled, after notifying their manager, for up to nine (9) days leave with pay, and without loss of seniority and benefits. This leave may be taken to allow the employee to attend or to accompany immediate family members, to attend appointments (doctor, dentist, lawyer). An employee requesting leave under this provision is encouraged to schedule the appointment to minimize or preclude time away from work, and will notify their supervisor of the appointment as far in advance as possible.
- c) Where no one other than the employee can provide for the care of their child when there is an unexpected and unplanned care breakdown (e.g. illness or incapacity of regular care-giver) an employee shall be entitled,

after notifying their manager, for up to three (3) days per calendar year leave with pay, and without loss of seniority and benefits.

The total use of Special Leave (a, b and c) shall not exceed 9 days in any calendar year. This will be pro-rated for part-time employees in accordance with the number of days worked in a month or part thereof.

An employee shall be entitled to a leave of absence with pay to write examinations to upgrade their employment qualifications pertinent to present employment.

## **22.09 General Leave**

An employee shall be entitled to leave of absence without pay and without loss of seniority when they requests leave for a good and sufficient cause. An employee shall inform the Employer of the intention to hold other employment during the leave. When leave of absence is taken under the provision of this Article, an employee will continue to accrue seniority for six (6) months. A request for General Leave shall be in writing and subject to approval by the Employer. Such approval will not be withheld without just cause. The Employer portion of Extended Health Care benefits, Dental Care, Life Insurance Accidental Death and Dismemberment and Long Term Disability coverage shall be paid for two months, subject to policy limitations. An employee shall not accrue vacation leave and sick leave during the period of the approved general leave.

## **22.10 Deferred Leave**

In any twelve-month period, an employee may opt, in writing to defer two percent (2.0%) of their pay during the year. Such pay will be held in trust by the Employer and banked against further use by the employee. Once the employee has accumulated the equivalent of one week's regular pay (2.0% of annual earnings), the employee may, subject to operational requirements, schedule one week's leave of absence. Pay during the week's leave of absence shall be at the rate banked, not at the employee's current wage rate.

Employees cannot bank more than one week of pay at any time. No more than ten (10) employees can participate in a calendar year. The number of approved participants per AFCS program or worksite are subject to operational requirements.

# **ARTICLE 23 – PREGNANCY LEAVE**

## **23.01 Pregnancy Leave**

Pregnancy leave shall be granted to a pregnant employee as a right. An

employee who has been employed for at least 13 (thirteen) weeks is entitled to pregnancy leave. Such leave may begin no earlier than 17 (seventeen) weeks before the expected birth date. Where the employee is entitled to take parental leave, the pregnancy leave will end 17 (seventeen) weeks after the pregnancy leave began.

### **23.02 Leave for Diseases and Conditions Harmful to Pregnancy**

- a) In the event that a known or suspected case of german measles or any other disease or condition occurs in the workplace which in the view of the local health authorities, or, of a legally certified medical practitioner, would be harmful to the pregnancy the following procedure will apply:
- 1) A pregnant employee shall receive an immediate leave of absence with full pay and benefits.
  - 2) The Employer shall offer to temporarily transfer the employee to a mutually acceptable program within the Centre, or to an alternate centre that is within 10 kilometres of current location to protect an employee from any harmful disease outbreaks that are harmful to a pregnancy.
  - 3) If an alternate location is not an option, the employee will be requested to confirm immunity to a disease within fourteen (14) calendar days period.
  - 4) If the employee does not have immunity or a health professional confirms that there is a continuing threat to health regardless of immunity, the leave or alternate working arrangement shall continue until all danger from such a disease or condition cease to exist.
- b) The Employer shall not deny a pregnant employee the right to continued employment. A pregnant employee who for health reasons for herself or that of her unborn child, who provides a medical certificate signed by a legally qualified medical practitioner, who requires an accommodation at work during her pregnancy shall be accommodated, unless the accommodation would cause undue hardship to the Employer.

### **23.03 Extended Leave for Medical Reasons**

Where a medical certificate signed by a legally qualified medical practitioner is provided stating that a longer period of pregnancy leave is required for health reasons affecting the mother or the unborn child, the employee shall be entitled to an extension of her pregnancy leave up to a maximum of 1(one) year. It is understood that should a pregnant employee avail herself of this extended leave

for medical reasons, she is entitled to a further extended leave under article 24.05 (illness of the child) up to a combined maximum of 1 (one) year.

#### **23.04 Notice to Begin Leave**

A pregnant employee is requested to notify the Employer in writing whenever possible at least 6 weeks prior to the planned commencement of her pregnancy leave. At the very least the employee is required to provide under the ESA a minimum of 2 weeks notice. This notice shall include a medical certificate from a legally qualified medical practitioner stating the expected birth date.

#### **23.05 Accumulation of Seniority and Salary Increases During Leave**

All leave granted under this pregnancy leave clause shall be counted for the calculation of:

- i) salary increases for up to an aggregate total of 78 weeks.
- ii) seniority accumulation for up to an aggregate total of 78 weeks.

#### **23.06 Return to Work Procedures**

- a) Where an employee decides to return to work after her pregnancy leave, she is requested to notify the Employer in writing whenever possible at least 6 weeks prior to her expected date of return to work. At the very least, the employee is required to provide under the EAS a minimum of 4 weeks notice.
- b) Upon their return to work, the employee shall be placed in their former position. If the former position no longer exists, they shall be placed in an equivalent position.

#### **23.07 Supplementary Benefits**

- i) An employee who has completed the probationary period shall be entitled to the following benefits:
- ii) They shall receive at the commencement of the pregnancy leave, a payment equivalent to 95% (ninety five percent) of one (1) week's salary at the salary level she was receiving at the commencement of her leave. She will receive a second week payment equivalent to 95% (ninety five percent) of one (1) week's salary at the termination of the 50 week maternity/parental leave period. This payment will be made prior to beginning any accrued vacation time.
- iii) Where an employee is not entitled to EI benefits, she shall receive the

\$250.00 (two hundred and fifty dollars) weekly commencing immediately after the payment mentioned in (i) above for a period of 10 (ten) weeks.

- iv) The weekly allowance of \$250.00 (two hundred and fifty dollars) mentioned above shall be prorated for an incomplete work week.
- v) The weekly allowance of \$250.00 (two hundred and fifty dollars) mentioned above shall only continue for the period the employee remains on leave.
- vi) Where an employee is entitled to EI benefits, she shall receive, concurrently with EI \$50.00 (fifty) for up to 50 (fifty) weeks. For a cumulative total maximum of up to \$2500.00.
- vii) The total weekly allowance of \$50.00 (fifty) shall be prorated for an incomplete work week.
- viii) This weekly allowance of \$50.00 for up to 50 (fifty) weeks shall only continue for the period the employee remains on leave.

### **23.08 Part-Time Employee**

A part-time employee, shall be entitled to all rights and privileges under this pregnancy leave article with the sole exception as follows:

- the weekly allowance of \$250.00 (two hundred and fifty dollars) shall bear the same proportion to \$250.00 as the employee's average number of weekly hours paid for in the last six months worked prior to commencing the pregnancy leave bear to the number of hours in a regular full time work week.

### **23.09 Commitment to Return to Work**

In order to qualify for supplementary benefits under Article 23.07 and 23.08, an employee must sign an agreement with the Employer, agreeing to the following:

- i) That the employee will return to work at the termination of such leave, for a period of at least twelve (12) months.
- ii) That the employee will return to work on the agreed date, unless this date is modified with the Employer's consent, or unless the employee is entitled to another leave provided for in this Collective Agreement.
- iii) That should the employee fail to return and work for the said period of twelve (12) months, she will be indebted to the Employer for all monies received in Supplementary Benefits for which the Employer, on their

behalf, contributed in employee benefits during this leave.

- iv) In the event that such an employee fails to work for the full period of the said twelve (12) months, the employee will be indebted to the Employer for all monies received in Supplementary Benefits paid by the Employer prorated by the number of days that the said employee has been back at work after the period of pregnancy leave.

### **23.10 Still Birth, Miscarriage**

A pregnant employee who experiences a still birth or miscarriage during her pregnancy leave will end her pregnancy leave on the later of the day that is 17 (seventeen) weeks after the pregnancy leave began or the day that is 6 (six) weeks after the birth, still birth or miscarriage. Such an employee is no longer entitled to parental leave. She should notify the Employer as soon as possible of her expected date of return to work.

### **23.11 Vacation and Sick Leave Provisions**

Vacation leave and sick leave shall be accrued during the period of leave as specified in Article 20 - Vacations and Article 21 - Sick Leave Provisions.

## **ARTICLE 24 – PARENTAL LEAVE –BIRTH AND ADOPTION**

### **24.01 Definition**

Parental leave is a leave taken by a parent who comes into the care and control of a child for the first time. For the purpose of clarity, there is no right to parental in the case of the adoption of a child by the mother or father where the child has already been residing with the respective employee.

Parent is a person who is either the biological mother or father of a child, or a person with whom a child is placed for adoption, or, a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as their own.

### **24.02 Parental Leave as a Right**

Parental leave shall be granted to the employee as a right. An employee who has been employed by their Employer for at least 13 (thirteen) weeks and who is the parent of a child is entitled to a leave of absence without pay.

### **24.03 Length of Leave – Pregnant Employee**

In the case of a pregnant employee, parental leave must begin immediately following their pregnancy leave. The total length of the parental leave will comply with Employment Standards Act.

### **24.04 Length of Leave – Female or Male Employee**

In the case of an employee who is not the birth mother, such leave may begin at any time within 78 weeks after the day the child came into the custody, care and control of the employee. The total length of the parental leave will comply with Employment Standards Act.

### **24.05 Illness of the Child**

Where a certificate by a medical practitioner is provided stating that a longer period of parental leave is required for health reasons affecting the child, the employee shall be entitled to an extension of their parental leave up to a maximum of 1(one) year.

### **24.06 Notice to Begin Leave**

An employee shall notify the Employer, in writing whenever possible at least 6 weeks prior to the planned commencement of parental leave. At the very least the employee is required to provide under the ESA a minimum of 2 weeks notice.

### **24.07 Accumulation of Seniority and Salary Increases During Leave**

All leave granted under this parental leave clause shall be counted for the calculation of:

- i) salary increases for up to an aggregate total of 78 weeks
- ii) seniority accumulation for up to an aggregate total of 78 weeks.

### **24.08 Supplementary Benefits for Adoptive Parent**

An employee with whom a child is placed for adoption and who has completed their probationary period shall be entitled to the following benefits:

- i) An employee is entitled to receive \$250.00 (two hundred and fifty dollars) weekly commencing immediately on the first day that all EI benefits cease, for a maximum period of 10 (ten) weeks.
- ii) The weekly allowance of \$250.00 (two hundred and fifty dollars) mentioned above shall be prorated for an incomplete work week.

- iii) The weekly allowance of up to \$250.00 (two hundred and fifty dollars) mentioned above shall only continue for the period the employee remains on leave.

#### **24.09 Part-Time Employee**

A part-time employee shall be entitled to all rights and privileges under this parental leave article with the sole exception as follows:

- i) The weekly allowance of \$250.00 (two hundred and fifty dollars) shall bear the same proportion to \$250.00 as the employee's average number of weekly hours paid for in their last six months worked prior to commencing their leave bear to the number of hours in a regular full time work week.

#### **24.10 Return to Work Procedures**

- a) When an employee decides to return to work after their leave, they are requested to notify the Employer in writing whenever possible at least 6 weeks prior to their expected date of return to work. At the very least the employee is required to provide under the ESA a minimum of 4 weeks notice.
- b) Upon their return to work, the employee shall be placed in their former position. If the former position no longer exists, they shall be placed in an equivalent position.

#### **24.11 Commitment to Return to Work**

In order to qualify for supplementary benefits under article 24.08, an employee must sign an agreement with the Employer, agreeing to the following:

- i) That the employee will return to work at the termination of such leave, for a period of at least twelve (12) months.
- ii) That the employee will return to work on the agreed date, unless this date is modified with the Employer's consent, or unless the employee is entitled to another leave provided for in this Collective Agreement.
- iii) That should the employee fail to return and work for the said period of twelve (12) months, they will be indebted to the Employer for all monies received in Supplementary Benefits for which the Employer, on their behalf, contributed in employee benefits during this leave.
- iv) In the event that such an employee fails to work for the full period of the said twelve (12) months, the employee will be indebted to the Employer for all monies received in Supplementary Benefits paid by the Employer

prorated by the number of days that the said employee has been back at work after the period of parental leave.

#### **24.12 Employees not Utilizing Pregnancy or Parental Leave**

An employee may on the occasion of the birth of their child or the coming into custody of their child, may in lieu of all other leaves in this article be entitled to one (1) week with pay and without loss of benefits for the birth or adoption of their child. Such an employee will provide the Employer with whenever possible, at least four (4) weeks written notice or a longer period whenever possible.

#### **24.13 Vacation and Sick Leave Provisions**

Vacation leave and sick leave shall be accrued during the period of leave as specified in ARTICLE 20 – VACATIONS and ARTICLE 21 – SICK LEAVE PROVISIONS.

### **ARTICLE 25 – PAYMENT OF WAGES AND ALLOWANCES**

#### **25.01 Pay Days**

Effective January 1<sup>st</sup>, 2005, the Employer shall pay salaries bi-weekly in accordance with Schedule "A" attached hereto and forming part of this Agreement. On each pay, each employee shall be provided with an itemized statement of their salary, overtime, and other supplementary pay and deductions.

#### **25.02 Equal Pay for Work of Equal Value**

Employees shall receive equal pay for work of equal value, regardless of sex.

#### **25.03 Rate of Pay on Promotion or Reclassification**

An employee temporarily assigned to a higher paying position carrying a single rate of pay shall receive the rate of pay and benefits for that position for the time they perform that job. In the case of promotion or reclassification, the employee shall immediately receive the higher rate of pay.

An employee temporarily assigned, promoted or reclassified to a higher pay position carrying a salary range shall be placed in an experience grade in the new classification which is at least 4% higher than the employee's previous rate.

The date of promotion to the new classification shall become the anniversary date for application of the salary progression.

#### **25.04 Pay on Transfer, Lower Rated Job**

When an employee is temporarily assigned to a position paying a lower rate, their rate shall not be reduced.

#### **25.05 Kilometre Allowance**

Kilometre rates paid to an employee using their own vehicle for the Employer's business shall be as follows:

- When an employee uses their vehicle for work, the employee will be paid an allowance equal to the annual CRA reasonable rate set for that year, therefore, kilometer allowance will be \$ 0.68 per kilometer, from January 1, 2024 to December 31, 2024, in the following manner:
  - If starting and ending visits from the employee's office location, an allowance will be paid starting from the office and ending at the office;
  - If starting visits from the employee's residence and ending visits at the employee's residence, an allowance will be paid starting after the first place of visit and ending at the last place of visit;
  - If starting visits from the employee's residence and the distance to the location of the first visit is greater than the distance from the employee's residence to the employee's office location, an allowance will be paid for the difference in the kilometres traveled. The same provision will apply for the last visit at the end of the day.

The allowance shall cover kilometers traveled to and from the employee's place of residence for agency business for all travel outside the normal workday.

Note: Should the CRA cease to indicate annual reasonable rates, the Parties agree to convene and determine a kilometer allowance.

#### **25.06 Annual Increments**

Annual increments shall be paid to employees at the beginning of the month following the anniversary date on which they were hired.

## **ARTICLE 26 – JOB CLASSIFICATION AND RECLASSIFICATION**

### **26.01 Job Description**

The Employer agrees to draw up job descriptions for all positions for which the Union is bargaining agent. The job descriptions shall include qualifications,

required knowledge, education and skills. These descriptions shall be presented and discussed with the Union and shall become the recognized job descriptions unless the Union presents written objections within 30 days.

#### **26.02 Joint Job Evaluation Program**

All bargaining unit positions will be evaluated by a gender-neutral job evaluation plan or other agreed upon maintenance plan for the purpose of maintaining internal equity and pay equity compliance. It is the intention of the Parties to periodically review jobs upon request and to complete a review of as per the maintenance plan. The joint Maintenance Committee is mandated by the Parties to maintain the job evaluation program for all classifications within the bargaining unit. The Committee's procedures and terms of reference are outlined in the Maintenance Plan.

#### **26.03 No Elimination of Present Classifications**

Existing classifications shall not be eliminated or changed without prior agreement with the Union.

#### **26.04 New Jobs**

The Employer shall prepare a new job description whenever a job is created or where there has been a major change to the duties, and/or responsibilities, and/or requirements of a job such that it cannot be assigned to an existing job classification. The Maintenance Committee shall then meet and establish a temporary pay grade (band) for the job, based on the draft job description. Any person appointed to the job shall be paid the temporary pay grade. Six (6) months after appointment to the job, the Maintenance Committee shall rate the job according to the procedure set out in the Maintenance Plan.

#### **26.05 Changes in Classification**

The Employer shall prepare a new job description whenever a job is created or where there has been a major change to the duties, and/or responsibilities, and/or requirements of a job, or where the Union and/or an incumbent feels a job is unfairly or incorrectly classified, the Maintenance Committee will consider the request according to the procedure set out in the Maintenance Plan. The rate of pay shall be subject to negotiations between the Employer and the Union. If the parties are unable to agree on the reclassification and/or rate of pay for the job in question, such dispute shall be submitted to grievance and arbitration. The new rate shall become retroactive to the time the new position was first filled by an employee or the date of change in job duties.

## **ARTICLE 27 – EMPLOYEE BENEFITS PLAN\***

### **27.01 Employer Contribution to Insurance Plans**

In the case of disability or illness, the Employer shall continue to contribute the Employer portion to the insurance plans covered by this Agreement to a maximum of one year. Thereafter, the employee may pay full premiums through the Employer.

### **27.02 Employer Contribution to Group Life Insurance Program**

The Employer shall pay 50% of the premium for a mutually agreed upon Group Life Insurance Plan for all employees, excluding all probationary and temporary employees, providing a schedule of benefits equivalent to one and one-half times an employee's annual salary. The employee shall be entitled to payment of Group Life Insurance during the eighteen (18) months of maternity leave but not during any extension granted by the Employer under this article. This plan is mandatory for permanent employees after six (6) months employment.

### **27.03 Employer Contribution to Long Term Disability Plan**

The Employee shall pay 100% of the premiums for a mutually agreeable Long Term Disability Plan which shall provide coverage for 60% of an employee's annual salary which shall commence four (4) months after their initial date of disability. This clause shall apply to all employees, excluding probationary employees and temporary employees. The employee shall be eligible to make payment of Long-Term Disability premiums during the eighteen (18) months of maternity leave but not during any extension granted by the Employer under this article. This plan is available for permanent employees after six (6) months employment.

### **27.04 Worker's Compensation**

All employees shall be covered by the Worker's Compensation Act.

### **27.05 Extended Health Care**

The Employer shall pay 100% of Single coverage and 87% of family coverage of the Desjardins Financial Security's extended health plan or a comparable plan which is mutually agreed upon with the Employer and Union. In addition to covering all current items, vision care will be covered in accordance with the current plan. The employee shall be entitled to payment of Extended Health Care during the eighteen (18) months of maternity leave but not during any extension granted by the Employer under this article. This plan is available to permanent and temporary employees after three months employment.

## **27.06 Registered Retirement Savings Plan**

The Employer shall contribute to each permanent contributing employees Registered Retirement Savings Plan an amount equal to 6% of salary. This is in addition to the CPP contributions made by the Employer. Each employee shall, by salary deduction, make a contribution equal to the Employer's contribution to the plan. This plan is mandatory for all permanent employees after six (6) months employment. The Employer and employee contributions will cease during any period of unpaid leave exceeding one (1) month. Employer and employee contributions shall cease during any period of maternity leave.

## **27.07 Dental Plan**

The Employer shall pay 50% of the premiums for a basic dental plan and major restorative dental plan that includes caps, crowns and bridges which is mutually agreed between the Employer and the employees. The employee shall be entitled to payment of the Dental Plan during the eighteen (18) months of maternity leave but not during any extension granted by the Employer under this article. This plan is available to permanent employees after six (6) months of employment.

## **27.08 Part-Time Employees Benefits**

Permanent part-time employees not eligible for benefits, as specified by the Group Insurance Plan, shall receive four percent (4%) of salary in lieu of benefits as outlined in Articles 27.02, 27.03, 27.05, 27.07.

## **27.09 Master Policy**

Upon request the Union shall be provided with a current copy of the Master policy of all insured benefits.

## **27.10 Change of Carriers**

It is understood that the Employer may at any time substitute another carrier for any plan, provided the benefits remain the same. Before making any plan coverage adjustments, the Employer shall notify the Union to explain the proposed change and to ascertain the views of the employees. Upon request by the Union, the Employer shall provide to the Union full specification of the Benefit Programs contracted for and in effect for employees covered herein.

## **27.11 Rate of Carriers**

Any cost increase to Benefit Programs shall be explained by the Employer so that the employees understand the annual cost to them in writing prior to the application of the deduction.

## **ARTICLE 28 – HEALTH AND SAFETY**

### **28.01 Cooperation on Safety**

The Union and the Employer shall cooperate in establishing rules and practices which promote an occupational environment which will enhance the physiological conditions of employees and which will provide protection from factors adverse to employee health and safety.

### **28.02 Health and Safety Clothing and Equipment**

The Employer shall provide all employees working in any unsanitary or potentially hazardous jobs with all the necessary protective equipment required. These shall be maintained and replaced, where necessary, at the Employer's expenses.

### **28.03 Compliance with Health and Safety Legislation**

- a) The Employer shall comply with all applicable provincial and municipal health and safety legislation and regulations.
- b) A Joint Health and Safety Committee shall be established and composed of three representatives of the Union and three members selected by the Employer. Two of the three representatives of the Union shall be elected or appointed by the Union. An AFCS local executive member shall have the inherent right to serve on this committee as the third committee member. If an AFCS local executive member is not available to serve on the committee, all three Union representatives will be elected or appointed by the Union.
- c) The committee shall meet a minimum of every three months, as required by the Health and Safety legislation, or more frequently at the request of either party.
- d) Time spent attending meetings of the Joint Health and Safety Committee shall be considered as time worked. Such time shall be with pay and benefits.
- e) Minutes will be maintained on the Agency Drive and available to all Union members. The Union will appoint a committee member to send copies of minutes to the Union's Business Agent within 5 days of the committee meeting.

### **28.04 Right to Refuse and No Disciplinary Action**

After consulting where possible with a supervisory and shop steward, no

employee shall be discharged, penalized or disciplined for refusing to work on a job or in any workplace or to operate any equipment where they believe that it would be unsafe or unhealthy for them, their unborn child, children in care, or where it would be contrary to the applicable federal, provincial or municipal health and safety legislation or regulations. There shall be no loss of pay or seniority during the period of refusal. No employee shall be ordered or permitted to work on a job which another worker has refused until the matter is investigated by the Health and Safety Committee and satisfactorily settled.

#### **28.05 Right to Monitor and Inspect**

A Union Agency Representative shall have the right to participate in the monitoring of the work place for potential health and safety problems and to accompany government inspectors on inspection tours.

#### **28.06 Injury Pay Provisions**

An employee who is injured on the job during working hours, and is required to leave for treatment or is sent home as a result of such injury shall receive payment for the remainder of the shift at their regular rate of pay, without deduction from sick leave, unless a doctor or nurse states that the employee is fit for further work on that shift. An employee who has received payment under this section and who is unable to schedule subsequent treatments outside working hours shall receive pay for time necessarily spent for further medical treatment of the injury subsequent to the day of the accident. Should the time for treatment in any one day exceed four (4) hours of working time, a half day sick leave shall be deducted.

#### **28.07 Transportation of Accident Victims**

Transportation to the nearest physician or hospital for employees requiring medical care as a result of an accident at work shall be at the expense of the Employer.

#### **28.08 Health and Safety Grievance**

Where a dispute involving a question of general application or interpretation of this Article occurs, it shall be subject to the grievance procedure and Step 2 of the grievance procedure may be by-passed.

### **ARTICLE 29 – JOB SECURITY**

#### **29.01 Restrictions on Contracting Out**

In order to provide job security for the members of the bargaining unit, the

Employer agrees that all work or services performed by the employees shall not be sub-contracted, transferred, leased, assigned, or conveyed, in whole or in part, to any other plant, person, company, or non-unit employee except by mutual agreement.

## **ARTICLE 30 – UNION LABEL**

### **30.01 Union Label**

In order that the general public shall be aware of the benefits of an unionized public service, the CUPE Union Label shall be displayed on the bulletin boards of the Centre.

## **ARTICLE 31 – ADULT / CHILD RATIO**

### **31.01 Adult/Child Ratio**

The Employer and the Union agree that a reasonable ratio of adults to children in a day care centre is essential if the children's physical, intellectual and emotional needs and potentials are to be given proper attention. Therefore, the Employer agrees that the adult/child ratio shall not exceed the minimum established by the Child Care Early Years Act 2014 (CCEYA).

The Employer and the Union agree that in the case of home child care, a ratio of home child care consultants to providers shall not exceed the minimum established by the Child Care Early Years Act 2014 (CCEYA) and by requirements stipulated in the purchase of services agreement with the City of Ottawa.

## **ARTICLE 32 – GENERAL CONDITIONS\***

### **32.01 Proper Staff Room**

An employee lounge and storage space for personal belongings shall be provided.

### **32.02 Bulletin Boards**

The Employer shall provide bulletin boards which shall be placed so that all employees will have access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

### **32.03 Letter of Reference**

On termination of employment for any reason, the Employer shall provide a letter of reference confirming length of service, position held and three duties completed at AFCS, on request.

### **32.04 Professional Development Days**

The employee may, with the approval of the CEO, be entitled to spend three (3) working days per year with pay for the purpose of attending activities related to the individual's work, at a date mutually acceptable to the Employer and the employee. Employees attending such PD activities outside of normal working hours shall be entitled to time off in lieu equivalent to the hours spent on activities, if approval that the activity meets the requirement of this clause is obtained from the CEO prior to attendance. Mandatory First Aid training requirements shall not be considered PD for the purpose of this clause.

### **32.05 Transfer of Employees**

If it is necessary for an employee to be transferred to work with a different group of children, be redeployed or transferred to another centre/site to meet operational needs, this shall not be done in an arbitrary or discriminatory way.

If it is determined by the Union and the Employer that there is an operational need for a temporary transfer of location of work for an employee or a group of employees, the Employer will first canvass for volunteers from that group of employees to move into the new location of work.

- i) If there are several employees who volunteer for the new location of work, the location would be awarded to the employees with the most seniority.
- ii) If there are no employees wanting to volunteer for the new location of work, the Employer shall assign the new location of work through a process of reverse seniority.

The Employer will give the transferring employee a minimum of two (2) weeks of notice of transfer unless mutually agreed between the Employer and employee.

If it is necessary for an employee to be redeployed to work with a different group of children, the Employer will first, when possible, canvass for volunteers to move into the new location of work and award the redeployment by order of seniority. If there are no volunteers for the new location of work, the Employer shall assign the new location of work through a process of reverse seniority and operational needs.

**a) Redeployment:**

An employee or group of employees is sent to support a different site based on an urgent operational need and/or to provide an alternative when a site has an unplanned closure and employees cannot work at their site. This would be for a period of less than one month.

**b) Transfer:**

An employee or group of employees are transferred to a different program/site for a period longer than one month, based on an operational need. Any transfer exceeding one month in duration will have an accompanying letter indicating the duration of the change in location. No temporary change shall be longer than reasonably required.

**32.06 Time Off for Elections**

The Employer recognizes existing legislation regarding the rights of employees in these matters.

**32.07 Termination of Employment**

An employee who voluntarily terminates employment with the Agency will endeavour, whenever possible, to provide the Agency with a minimum of four (4) weeks' notice in order to facilitate continuity in the provision of services at the Agency.

**32.08 Professional Fees\***

Effective April 1<sup>st</sup>, 2025, permanent employees hired prior to January 1<sup>st</sup> of each new calendar year shall move to the AFCS April anniversary date with the College of Early Childhood Educators ("CECE") and shall receive coverage of up to \$175.00 for the cost of their annual membership to the CECE.

AFCS will prepay the College annual membership fee for all eligible permanent employees in April of each calendar year. Should the cost of the membership exceed \$175.00, the employee will contribute the outstanding portion of the CECE annual membership fee through AFCS payroll deductions on a monthly basis.

Employees terminating within the calendar year will be in arrears for the outstanding prorated portion prepaid by the Employer; the outstanding balance shall be recovered from the employee's final paycheck.

AFCS agrees to pay the \$175.00 coverage per year towards one membership in a professional association or regulatory body related to the employee's position

at Andrew Fleck Children's Services. Relevance of the membership will be subject to the approval of the Chief Executive Officer.

### **32.09 Gender Neutral Terms**

All language used in this collective agreement will be inclusive and gender-neutral, ensuring it reflects and respects individuals of all gender identities.

## **ARTICLE 33 – PRESENT CONDITIONS AND BENEFITS**

### **33.01 Present Conditions to Continue**

All rights, benefits, privileges, customs, practices and working conditions which employees now enjoy, receive or possess shall continue, in so far as they are consistent with this Agreement, unless modified by mutual agreement between the Employer and the Union.

### **33.02 Continuation of Acquired Rights**

All provisions of this Agreement are subject to applicable laws now or thereafter in effect. If any law now existing or hereafter enacted, or proclamation or regulation shall invalidate or disallow any portion of this Agreement, the entire Agreement shall not be invalidated and the existing rights, privileges and obligations of the parties shall remain in existence. In such an event, the applicable provision shall be re-opened for negotiation.

## **ARTICLE 34 – COPIES OF AGREEMENT**

### **34.01 Copies of Agreement**

The Union and the Employer desire every employee to be familiar with the provisions of this Agreement and their rights and obligations under it. For this reason, the Employer shall provide, at its own cost, sufficient copies of the Agreement in bound form within thirty (30) days of signing.

## **ARTICLE 35 – TERM OF AGREEMENT\***

### **35.01 Duration\***

This Agreement shall be binding and remain in effect from January 1, 2024, to December 31, 2027 and shall continue from year to year thereafter unless either party gives the other party notice in writing by not more than 90 days and not less than 30 days of such year, that it desires its termination or amendment.

### **35.02 Changes in Agreement**

Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement.

### **35.03 Notice of Changes**

Either party desiring to propose changes to this Agreement shall, between the period of 30 and 90 days prior to the termination date, give notice in writing to the other party of the changes proposed. Within fifteen (15) working days of receipt of such notice by one party, the other party is required to enter into negotiations for a new Agreement.

### **35.04 Agreement to Continue in Force**

Where such notice requests revisions only, the following conditions shall apply:

- a) The notice shall state specifically the revisions requested and bargaining negotiations shall be restricted thereto, unless the parties otherwise mutually agree.
- b) Where notice to amend the Agreement is given, the provisions of this Agreement shall continue in force until a new Agreement is signed. If negotiations extend beyond the termination date of the Agreement, any revision in terms mutually agreed upon shall apply retroactively to that date, unless otherwise specified.

### **35.05 Retroactive Pay for Terminated Employees**

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

### **35.06 Retroactivity**

All changes in the new Agreement shall be adjusted retroactively unless otherwise specified.

### **35.07 Salaries\***

Wage increases to be added to Schedule 'A':

- a) Increases for all staff shall be as follows, save and except for positions outlined in 35.07 b).

- January 1<sup>st</sup>, 2024 2%
- January 1<sup>st</sup>, 2025 5%
- January 1<sup>st</sup>, 2026 1%
- January 1<sup>st</sup>, 2027 2.5%

b) To address a market adjustment for the administrative positions in Band 3, the Employer agrees to increase the wages of all classifications in Band 3 (Cooks, Parent Navigators and Administrators) by the following:

- January 1<sup>st</sup>, 2024 2%
- January 1<sup>st</sup>, 2025 8%
- January 1<sup>st</sup>, 2026 1%
- January 1<sup>st</sup>, 2027 2.5%

**ARTICLE 36 – REPLACEMENT OF STAFF ON LEAVE OF ABSENCE**

**36.01** The Employer shall attempt to replace with a substitute an employee whose absence from work may impede the functioning of the program.

**Signed electronically by the parties.**

**For the Union**

**For the Employer**

*Alyssa Peyton*

Alyssa Peyton (Apr 21, 2026 13:46:45 EDT)

*R.M.P.*

Ronna MacPherson (Apr 16, 2026 16:26:56 EDT)

*Dita*

*Kim Hascott*

*Chris Tennuci*  
Chris Tennuci (Apr 17, 2026 07:52:03 EDT)

*Kathy Knight-Robinson*  
Kathy Knight-Robinson (Apr 16, 2026 17:09:38 EDT)

*A.S.*  
Amy Simmonds (Apr 16, 2026 15:06:14 EDT)

sc:cope491

*Liz Charles*  
Liz Charles (Apr 16, 2026 16:08:00 EDT)  
Andrew Fleck Children’s Services



# Letter of Understanding #1

between

**Andrew Fleck Children’s Services**  
(hereinafter referred to as the “Employer” or the “Centre”)

and

**Canadian Union of Public Employees and its Local 2204**  
(hereinafter referred to as the “Union”)

(hereinafter referred together as the “parties”)

**Re: Translation of Agreement into French**

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During the life of this agreement, the Employer will undertake to seek financial support in order to translate the Collective Agreement into French and, if adequate funding is obtained, the document will be translated as quickly as possible. It is understood that the French agreement will be for information purposes only. In any dispute over interpretation, the English text will prevail.

**Signed electronically by the parties.**

**For the Union**

**For the Employer**

*Alyssa Peyton*

Alyssa Peyton (Apr 21, 2026 13:46:45 EDT)

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*R.M.P.*

Ronna MacPherson (Apr 16, 2026 16:26:56 EDT)

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*Dina*

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*Kim Hiscott*

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*Clara Tehnuci*

Clara Tehnuci (Apr 17, 2026 07:52:03 EDT)

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*Kathy Knight-Robinson*


Kathy Knight-Robinson (Apr 16, 2026 17:09:38 EDT)

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*A.S.*

Amy Simmonds (Apr 16, 2026 15:06:14 EDT)

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*Abhann Cupper Scott*

Abhann Cupper Scott (Apr 21, 2026 04:36:17 EDT)

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*Liz Charles*

Liz Charles (Apr 16, 2026 18:03:00 EDT)  
Andrew Fleck Children’s Services

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# Letter of Understanding #2

between

**Andrew Fleck Children's Services**  
(hereinafter referred to as the "Employer" or the "Centre")

and

**Canadian Union of Public Employees and its Local 2204**  
(hereinafter referred to as the "Union")

(hereinafter referred together as the "parties")

**Re: Updating of Appendix "A"**

---

After January 1<sup>st</sup>, 2028, the Employer and the Union agree to up-date Appendix A of the Collective Agreement should a wage increase be forthcoming from the City of Ottawa. The wage rate shall increase by assigning the full amount of funding received and applying it as a percentage increase to total salary unless otherwise mutually agreed. No such increase shall result in delaying the next round of negotiations.

**Signed electronically by the parties.**

**For the Union**

*Alyssa Peyton*

Alyssa Peyton (Apr 21, 2026 13:46:45 EDT)

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*[Signature]*

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*[Signature]*  
Chloe Tehnuci (Apr 17, 2026 07:52:03 EDT)

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*[Signature]*

Amy Simmonds (Apr 16, 2026 15:06:14 EDT)

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*Abhann Cupper Scott*

Abhann Cupper Scott (Apr 21, 2026 04:36:17 EDT)

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*Liz Charles*

Liz Charles (Apr 16, 2026 16:08:00 EDT)

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Andrew Fleck Children's Services

**For the Employer**

*[Signature]*

Ronna MacPherson (Apr 16, 2026 16:26:56 EDT)

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*Kim Hiscott*

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*Kathy Knight-Robinson*

Kathy Knight-Robinson (Apr 16, 2026 17:09:38 EDT)

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# Letter of Understanding #3

between

**Andrew Fleck Children's Services**  
(hereinafter referred to as the "Employer" or the "Centre")

and

**Canadian Union of Public Employees and its Local 2204**  
(hereinafter referred to as the "Union")

(hereinafter referred together as the "parties")

## Re: Exploring Registering Retirement Savings Plan

---

The Union and the Employer jointly agree to open discussion with employees about the Registering Retirement Savings Plan with regards to:

1. Locking the Employer's portion and,
2. To offer variable contributions options for employees.

A Working Group made up of equal Union Representatives and Employer representatives will be established by the Union and the Employer. This working group will present to employees within twelve (12) months following the signing of the collective agreement.

### Signed electronically by the parties.

#### For the Union

  
Alyssa Peyton (Apr 21, 2026 13:46:45 EDT)


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Amy Simmonds (Apr 17, 2026 07:52:03 EDT)

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Amy Simmonds (Apr 16, 2026 15:06:14 EDT)

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#### For the Employer

  
Ronna MacPherson (Apr 16, 2026 16:26:56 EDT)


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Kathy Knight-Robinson (Apr 16, 2026 17:09:38 EDT)

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*Abhann Cupper Scott*

Abhann Cupper Scott (Apr 21, 2026 04:36:17 EDT)

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*Liz Charles*

Liz Charles (Apr 16, 2026 16:08:00 EDT)

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## Letter of Understanding #4

between

**Andrew Fleck Children's Services**  
(hereinafter referred to as the "Employer" or the "Centre")

and

**Canadian Union of Public Employees and its Local 2204**  
(hereinafter referred to as the "Union")

(hereinafter referred together as the "parties")

### Re: Vacation and Sick Accruals

---

**WHEREAS**, during the negotiation of this Collective Agreement, the Parties agreed to allowing full-time employees working in eligible programs (Legacy Staff) to increase their hours of work from 35 to 37.5 hours per week, meaning that employees will work an additional 30 minutes per day.

**WHEREAS**, vacation is accrued in days as per the collective agreement.

**WHEREAS**, the Employer's records of employees time off is in hours.

**WHEREAS**, the parties understand that employees, previous to the increase, accrued days at the rate of 7 hours per day. With the change in work day to 7.5 hours as of September 8<sup>th</sup>, 2025, employees will start accruing leave at 7.5 hours per day. Previous earned accruals will remain the same (7 hours).

**WHEREAS**, the parties wish to mitigate the impact to workers for their 2025/2026 vacation Schedules.

Therefore, the parties agree to the following:

- 1) Vacation accrual amounts will be available on Dayforce for employees as of September 8<sup>th</sup>, 2025.
- 2) For the remainder of 2025 and until March 31<sup>st</sup>, 2026, employees who opt into the 37.5 hour work week should note:
  - i) New accruals will calculate at 7.5 hours per day.
  - ii) New leave requests on Dayforce will be automatically calculate at 7.5 hours for a full day of leave.

- a) Previous accruals will remain (calculated at 7 hours).
  - iii) The total number of vacation days employees were awarded for 2025 will still be honored. However, these days may be paid at less than 7.5 hours if you do not have enough hours in your bank. Employees in this situation may use unpaid leave.
  - iv) Sick leave accruals will also be affected in the same way.
3. It is understood that as of March 31<sup>st</sup>, 2026, accruals shall be made in accordance with Article 20.01 and based on the number of hours worked.
  4. As of April 1<sup>st</sup>, 2026, when an employee uses a day off for sick leave, vacation or special leave, the day shall be reflective of the hours of work the employee is currently working daily.

**Signed electronically by the parties.**

**For the Union**

*Alyssa Peyton*  
Alyssa Peyton (Apr 21, 2026 13:46:45 EDT)

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*[Signature]*

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*[Signature]*  
Clara Pennucci (Apr 17, 2026 07:52:03 EDT)

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*ARS.*  
Amy Simmonds (Apr 16, 2026 15:06:14 EDT)

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*Abhann Cupper Scott*  
Abhann Cupper Scott (Apr 21, 2026 04:36:17 EDT)

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*Liz Charles*  
Liz Charles (Apr 16, 2026 16:08:00 EDT)

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**For the Employer**

*[Signature]*  
Ronna MacPherson (Apr 16, 2026 16:26:56 EDT)


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*Kim Huscott*

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*Kathy Knight-Robinson*  
Kathy Knight-Robinson (Apr 16, 2026 17:09:38 EDT)

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## Letter of Understanding #5

between

### **Andrew Fleck Children's Services**

(hereinafter referred to as the "Employer" or the "Centre")

and

### **Canadian Union of Public Employees and its Local 2204**

(hereinafter referred to as the "Union")

(hereinafter referred together as the "parties")

#### **Re: Long-Term Disability (LTD) Review**

---

**WHEREAS** the Employer would like to investigate the desire of the employee's to change the current LTD plan.

**WHEREAS** the Employer and the Union will form a working group of a minimum of 3 Union appointed members and 3 AFCS leadership representatives.

**WHEREAS** the committee shall:

- i) Develop an agreed to Term of Reference;
- ii) Investigate LTD options & parameters;
- iii) Review existing insurance coverage (e.g. WSIB, CPP, EI);
- iv) Explore other insurance options;
  - a) This will include coverage, eligibility, and cost.

Once options are identified, a joint Employer and Union survey will be created – this survey is to be approved by both the Employer and the Union before being distributed by the Employer. The results will be shared first with the working group, and the Union executive and then a joint communication may be shared with all employees.

Timing:

- The working group shall be formed by August 31<sup>st</sup>, 2025;
- The working group shall endeavour to complete this work within 10 months.

**Signed electronically by the parties.**

**For the Union**

Alyssa Peyton  
Alyssa Peyton (Apr 21, 2026 13:46:45 EDT)

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*[Signature]*

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*[Signature]*  
Clara Pennuci (Apr 17, 2026 07:52:03 EDT)

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*AS.*  
Amy Simmonds (Apr 16, 2026 15:06:14 EDT)

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Abhann Cupper Scott  
Abhann Cupper Scott (Apr 21, 2026 04:36:17 EDT)

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Liz Charles  
Liz Charles (Apr 16, 2026 16:08:00 EDT)

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**For the Employer**

*R.M.R.*  
Ronna MacPherson (Apr 16, 2026 16:26:56 EDT)


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*Kim Hascott*

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Kathy Knight-Robinson  
Kathy Knight-Robinson (Apr 16, 2026 17:09:38 EDT)

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## LETTER OF UNDERSTANDING #6

between

**Andrew Fleck Children's Services**

(hereinafter referred to as the "Employer" or the "Centre")

and

**Canadian Union of Public Employees and its Local 2204**

(hereinafter referred to as the "Union")

(hereinafter referred together as the "parties")

**RE: Emergency Response Committee (ERC)**

---

This Letter of Understanding operates during a period in which both of the following conditions are satisfied:

- 1) One or more diseases has been designated by regulation to be a "designated infectious disease" for the purposes of section 50.1 of the *Employment Standards Act, 2000*; and
- 2) The Government of Ontario has declared a state of emergency pursuant to the *Emergency Management and Civil Protection Act* which has not been terminated or disallowed that is:
  - a) in relation to the same disease(s) which is the subject of the designation referred to above; or
  - b) is in relation to either the whole province of Ontario or is in relation to that part of the province of Ontario in which the Employer carries on operations.

If this Letter of Understanding has come into operation, it shall immediately cease to operate when any of the above conditions are no longer satisfied.

The parties agree to:

- 1) Establish an Emergency Response Committee (ERC) made up of equal representation between Employer and Union Executive Officers. The ERC shall continue to meet to discuss and review labour issues at a minimum once per week unless the parties agree otherwise. The Employer and Union co-chair of the Joint Health and Safety Committee (JHSC) (or their designate).

- 2) All relevant information from all sources shall be shared among the members of the ERC.
- 3) The Employer shall ensure that the JHSC is informed and actively involved during this time without limiting the duties under the Occupational Health and Safety Act (OHSA).
  - a) The Employer shall work with the Joint Health and Safety Committee and the ERC to determine:
    - what PPE supplies are required;
    - the amount of PPE supplies necessary for a 30-day supply for staff and any visitors;
    - any required training for Pandemic PPE supply use and fit testing for N-95 masks based on local Public Health Guidance.
- 4) The ERC committee agrees to undertake and review any government subsidy programs available, including but not limited to a supplemental unemployment benefit (SUB).
- 5) The parties agree that this Letter of Understanding is without prejudice or precedent to any other matter(s) between them.

**For the Union**

*Alyssa Peyton*

Alyssa Peyton (Apr 21, 2026 13:46:45 EDT)

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*[Signature]*

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*[Signature]*

Chris Tenucci (Apr 17, 2026 07:52:03 EDT)

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*[Signature]*

Amy Simmonds (Apr 16, 2026 15:06:14 EDT)

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*Abhann Cupper Scott*

Abhann Cupper Scott (Apr 21, 2026 04:36:17 EDT)

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*Liz Charles*

Liz Charles (Apr 16, 2026 16:08:00 EDT)

Andrew Fleck Children's Services

**For the Employer**

*[Signature]*

Ronna MacPherson (Apr 16, 2026 16:26:56 EDT)

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*Kim Hiscott*

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*Kathy Knight-Robinson*

Kathy Knight-Robinson (Apr 16, 2026 17:09:38 EDT)

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**Letter of Understanding #7**

**Bargaining Unit**

between

**Andrew Fleck Children’s Services**  
(hereinafter referred to as the “Employer” or the “Centre”)

and

**Canadian Union of Public Employees and its Local 2204**  
(hereinafter referred to as the “Union”)

(hereinafter referred together as the “parties”)

**Re: Bargaining Unit**

---

The Employer and the Union agree to meet to discuss the Team Lead and Program Coordinator positions in the bargaining unit.

**Signed electronically by the parties.**

**For the Union**

**For the Employer**

*Alyssa Peyton*  
Alyssa Peyton (Apr 21, 2026 13:46:45 EDT)

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*R.M.P.*  
Ronna MacPherson (Apr 16, 2026 16:26:56 EDT)

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*[Signature]*

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*Kim Hiscott*

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*[Signature]*  
Chris Tennuci (Apr 17, 2026 07:52:03 EDT)


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*Kathy Knight-Robinson*  
Kathy Knight-Robinson (Apr 16, 2026 17:09:38 EDT)

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*A.S.*  
Amy Simmonds (Apr 16, 2026 15:06:14 EDT)

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*Abhann Cupper Scott*  
Abhann Cupper Scott (Apr 21, 2026 04:36:17 EDT)

---

*Liz Charles*  
Liz Charles (Apr 16, 2026 16:08:00 EDT)

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**Letter of Understanding #8**

**Bargaining Unit**

between

**Andrew Fleck Children’s Services**  
(hereinafter referred to as the “Employer” or the “Centre”)

and

**Canadian Union of Public Employees and its Local 2204**  
(hereinafter referred to as the “Union”)

(hereinafter referred together as the “parties”)

**Re: Programs Operating Less Than Full Time**

---

Should it become feasible for programs not currently offering full time programming hours to increase to full time, then the current staff working 35 hours per week would have the option of the 37.5 hours work week.

**Signed electronically by the parties.**

**For the Union**

*Alyssa Peyton*  
Alyssa Peyton (Apr 21, 2026 13:46:45 EDT)

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*[Signature]*

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*[Signature]*  
Chris Pennucci (Apr 17, 2026 07:52:03 EDT)

---

*AS.*  
Amy Simmonds (Apr 16, 2026 15:06:14 EDT)

---

*Abhann Cupper Scott*  
Abhann Cupper Scott (Apr 21, 2026 04:36:17 EDT)

---

**For the Employer**

*RMR*  
Ronna MacPherson (Apr 16, 2026 16:26:56 EDT)


---

*Kim Hiscott*

---

*Kathy Knight-Robinson*  
Kathy Knight-Robinson (Apr 16, 2026 17:09:38 EDT)

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**Letter of Understanding #9**

**Bargaining Unit**

between

**Andrew Fleck Children’s Services**  
(hereinafter referred to as the “Employer” or the “Centre”)

and

**Canadian Union of Public Employees and its Local 2204**  
(hereinafter referred to as the “Union”)

(hereinafter referred together as the “parties”)

**Re: Observer Status for Anne Ricard and Union Participation in AFCS Director Board Meetings**

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The Union and the Employer acknowledge and recognize the valuable contribution made by Anne Ricard, a Home Child Care Union member, who has served in the role of Observer at AFCS Director Board Meetings for over the past 15 years. CUPE 2204 and AFCS recognize her commitment and dedication in fulfilling this role. CUPE 2204 and AFCS hereby extend an ongoing invitation for Anne Ricard to continue her participation in the role of Observer at AFCS Director Board Meetings. Her observer status will remain in effect until the end of 2025, during which time she will continue to fulfill her observer status duties.

This agreement is made with the mutual understanding and consent of both parties and is intended to ensure continued positive collaboration and communication between CUPE 2204 and AFCS.

**Signed electronically by the parties.**

**For the Union**

  
Alyssa Peyton (Apr 21, 2026 13:46:45 EDT)


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Chris Iannucci (Apr 17, 2026 07:52:03 EDT)

**For the Employer**

  
Ronna MacPherson (Apr 16, 2026 16:26:56 EDT)

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*Kim Hiscott*

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*AS.*  
Amy Simmonds (Apr 16, 2026 15:06:14 EDT)

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*Kathy Knight-Robinson*  
Kathy Knight-Robinson (Apr 16, 2026 17:09:38 EDT)


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*Abhann Cupper Scott*  
Abhann Cupper Scott (Apr 21, 2026 04:36:17 EDT)

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*Liz Charles*  
Liz Charles (Apr 16, 2026 16:08:00 EDT)

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## APPENDIX A – SALARY SCALE

### ANDREW FLECK CHILDREN’S SERVICES – UNION SALARY SCALE

2.75% increase effective January 1<sup>st</sup>, 2023 – 70 hours

2% increase effective January 1<sup>st</sup>, 2024 – 70 hours

<b>Band 1</b>														
<b>Shelter Worker</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>				<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>		
Job Evaluation Added June 2018	<b>Total Base</b>	32778	33342	34216	35144				33433.40	34015.80	34907.60	35854.00		
	<b>Bi-weekly Rate</b>	1260.70	1282.40	1316.00	1351.70				1285.90	1308.30	1342.60	1379.00		
		16.20	16.51	16.99	17.50				16.56	16.88	17.37	17.89		
	<b>PWEG Adjustment – AFCS Self Administered</b>	1.81	1.81	1.81	1.81				1.81	1.81	1.81	1.81		
	<b>Hourly Rate</b>	18.01	18.32	18.80	19.31				18.37	18.69	19.18	19.70		
<b>Boardmaker</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Added June 2017 Job Evaluation	<b>Total Base</b>	33142	33761	35071	36491	37983	38693		33797.40	34434.40	35781.20	37219.00	38747.80	39475.80
	<b>Bi-weekly Rate</b>	1274.70	1298.50	1348.90	1403.50	1460.90	1488.20		1299.90	1324.40	1376.20	1431.50	1490.30	1518.30
	<b>Hourly Rate</b>	18.21	18.55	19.27	20.05	20.87	21.26		18.57	18.92	19.66	20.45	21.29	21.69
<b>Housekeeper</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>Total Base</b>	33142	33761	35071	36491	37983	38693		33797.40	34434.40	35781.20	37219.00	38747.80	39475.80
	<b>Bi-weekly Rate</b>	1274.70	1298.50	1348.90	1403.50	1460.90	1488.20		1299.90	1324.40	1376.20	1431.50	1490.30	1518.30
	<b>Hourly Rate</b>	18.21	18.55	19.27	20.05	20.87	21.26		18.57	18.92	19.66	20.45	21.29	21.69
<b>Receptionist</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Revised June 2017 Job Evaluation	<b>Total Base</b>	33142	33761	35071	36491	37983	38693		33797.40	34434.40	35781.20	37219.00	38747.80	39475.80
	<b>Bi-weekly Rate</b>	1274.70	1298.50	1348.90	1403.50	1460.90	1488.20		1299.90	1324.40	1376.20	1431.50	1490.30	1518.30
	<b>Hourly Rate</b>	18.21	18.55	19.27	20.05	20.87	21.26		18.57	18.92	19.66	20.45	21.29	21.69
<b>Band 2</b>														
<b>Administrative Assistant (formerly Secretary / Receptionist)</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>			<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	
Revised September 2006	<b>Total Base</b>	39494	40186	41514	42897	44353			40276.60	40986.40	42351.40	43752.80	45245.20	
	<b>Bi-weekly Rate</b>	1519.00	1545.60	1596.70	1649.90	1705.90			1549.10	1576.40	1628.90	1682.80	1740.20	
	<b>Hourly Rate</b>	21.70	22.08	22.81	23.57	24.37			22.13	22.52	23.27	24.04	24.86	
<b>Cook</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>			<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	
Revised June 2017 Job Evaluation	<b>Total Base</b>	39494	40186	41514	42897	44353			40276.60	40986.40	42351.40	43752.80	45245.20	
	<b>Bi-Weekly Rate</b>	1519.00	1545.60	1596.70	1649.90	1705.90			1549.10	1576.40	1628.90	1682.80	1740.20	
	<b>Hourly Rate</b>	21.70	22.08	22.81	23.57	24.37			22.13	22.52	23.27	24.04	24.86	
<b>Parent Navigator – Effective March 2019</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>			<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	
	<b>Total Base</b>	39494	40186	41514	42897	44353			40276.60	40986.40	42351.40	43752.80	45245.20	
	<b>Bi-weekly Rate</b>	1519.00	1545.60	1596.70	1649.90	1705.90			1549.10	1576.40	1628.90	1682.80	1740.20	
	<b>Hourly Rate</b>	21.70	22.08	22.81	23.57	24.37			22.13	22.52	23.27	24.04	24.86	

Band 3														
CISS Training & Resource Coordinator		1	LTD	3	4	5			1	LTD	3	4	5	
Rev. September 2006	Total Base	42934	43698	45627	47720	49886			43789.20	44571.80	46537.40	48666.80	50887.20	
	Bi-weekly Rate	1651.30	1680.70	1754.90	1835.40	1918.70			1684.20	1714.30	1789.90	1871.80	1957.20	
	Hourly Rate	23.59	24.01	25.07	26.22	27.41			24.06	24.49	25.57	26.74	27.96	
ECE Assistant		1	LTD	3	4			1	LTD	3	4			
Revised June 2017 Job Evaluation	Total with PWEG	40186	40986	42315	45627			40986.40	41805.40	43170.40	46537.40			
	Bi-weekly Rate with PWEG	1545.60	1576.40	1627.50	1754.90			1576.40	1607.90	1660.40	1789.90			
	Hourly Rate without PWEG	20.08	20.52	21.25	23.07			20.52	20.97	21.72	23.57			
	PWEG	2.00	2.00	2.00	2.00			2.00	2.00	2.00	2.00			
	Hourly Rate with PWEG	22.08	22.52	23.25	25.07			22.52	22.97	23.72	25.57			
EarlyOn Program Facilitator		1	LTD	3	4	5		1	LTD	3	4	5		
	Total Base	42315	43025	44990	47065	49286		43170.40	43880.20	45882.20	48011.60	50268.40		
	Bi-weekly Rate	1627.50	1654.80	1730.40	1810.20	1895.60		1660.40	1687.70	1764.70	1846.60	1933.40		
	Hourly Rate	23.25	23.64	24.72	25.86	27.08		23.72	24.11	25.21	26.38	27.62		
Band 4														
Inclusion Facilitator		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	Total Base	46610.20	47320.00	48648.60	50013.60	50505.00	54035.80		47538.40	48266.40	49613.20	51014.60	52962.00	55673.80
	Bi-weekly Rate	1792.70	1820.00	1871.10	1923.60	1942.50	2078.30		1828.40	1856.40	1908.20	1962.10	2037.00	2141.30
	Hourly Rate	25.61	26.00	26.73	27.48	28.53	29.69		26.12	26.52	27.26	28.03	29.10	30.59
CISS Intake & Resource Coordinator		1	LTD	3	4			1	LTD	3	4			
Rev. September 2006	Total Base	51215	52088	53890	55747			52234.00	53125.80	54964.00	56856.80			
	Bi-weekly Rate	1969.80	2003.40	2072.70	2144.10			2009.00	2043.30	2114.00	2186.80			
	Hourly Rate	28.14	28.62	29.61	30.63			28.70	29.19	30.20	31.24			
Early Childhood Educator		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	Total with PWEG	46610.20	47320.00	48648.60	50013.60	51924.60	54035.80		47538.40	48266.40	49613.20	51014.60	52962.00	55673.80
	Bi-weekly Rate with PWEG	1792.70	1820.00	1871.10	1923.60	1997.10	2078.30		1828.40	1856.40	1908.20	1962.10	2037.00	2141.30
	Hourly Rate without PWEG	23.61	24.00	24.73	25.48	26.53	29.69		24.12	24.52	25.26	26.03	27.10	30.28
	PWEG	2.00	2.00	2.00	2.00	2.00	2.00		2.00	2.00	2.00	2.00	2.00	2.00
	Hourly Rate with PWEG	25.61	26.00	26.73	27.48	28.53	29.69		26.12	26.52	27.26	28.03	29.10	30.59
EYC Educator & HCC Educator		1	LTD	3	4			1	LTD	3	4			
Rev. September 2006	Total Base	51215	52088	53890	55747			52234.00	53125.80	54964.00	56856.80			
	Bi-Weekly Rate	1969.80	2003.40	2072.70	2144.10			2009.00	2043.30	2114.00	2186.80			
	Hourly Rate	28.14	28.62	29.61	30.63			28.70	29.19	30.20	31.24			

Band 5													
<b>EarlyOn Team Leader</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>				<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	
	<b>Total Base</b>	56857	57767	59769	61862				57985.20	58913.40	60970.00	63099.40	
	<b>Bi-weekly Rate</b>	2186.80	2221.80	2298.80	2379.30				2230.20	2265.90	2345.00	2426.90	
	<b>Hourly Rate</b>	31.24	31.74	32.84	33.99				31.86	32.37	33.50	34.67	
<b>Group Program Coordinator</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Total Base</b>	52216	53089	55474	57931	60551	62353		53253.20	54145.00	56583.80	59095.40	61770.80
	<b>Bi-weekly Rate</b>	2008.30	2041.90	2133.60	2228.10	2328.90	2398.20		2048.20	2082.50	2176.30	2272.90	2375.80
	<b>Hourly Rate</b>	28.69	29.17	30.48	31.83	33.27	34.26		29.26	29.75	31.09	32.47	33.94
<b>Head Teacher / PC Assistant</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>				<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	
	<b>Total Base</b>	54909	55819	57603	59459				56001.40	56929.60	58749.60	60642.40	
	<b>Bi-weekly Rate</b>	2111.90	2146.90	2215.50	2286.90				2153.90	2189.60	2259.60	2332.40	
	<b>Hourly Rate</b>	30.17	30.67	31.65	32.67				30.77	31.28	32.28	33.32	
<b>Home Child Care Consultant</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Total Base</b>	52216	53089	55474	57931	60551	62353		53253.20	54145.00	56583.80	59095.40	61770.80
	<b>Bi-weekly Rate</b>	2008.30	2041.90	2133.60	2228.10	2328.90	2398.20		2048.20	2082.50	2176.30	2272.90	2375.80
	<b>Hourly Rate</b>	28.69	29.17	30.48	31.83	33.27	34.26		29.26	29.75	31.09	32.47	33.94
<b>Resource Consultant &amp; Behavior Consultant</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Total Base</b>	55619	56511	58877	61334	63955	65775		56729.40	57639.40	60060.00	62553.40	65228.80
	<b>Bi-weekly Rate</b>	2139.20	2173.50	2264.50	2359.00	2459.80	2529.80		2181.90	2216.90	2310.00	2405.90	2508.80
	<b>Hourly Rate</b>	30.56	31.05	32.35	33.70	35.14	36.14		31.17	31.67	33.00	34.37	35.84
Band 6													
<b>Resource Consultant Team Leader</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Total Base</b>	61279.40	62280.40	64883.00	67613.00	70543.20	72490.60		62498.80	63518.00	66175.20	68959.80	71962.80
	<b>Bi-weekly Rate</b>	2356.90	2395.40	2495.50	2600.50	2713.20	2788.10		2403.80	2443.00	2545.20	2652.30	2767.80
	<b>Hourly Rate</b>	33.67	34.22	35.65	37.15	38.76	39.83		34.34	34.90	36.36	37.89	39.54
<b>Team Leader HCC</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Total Base</b>	57421.00	58385.60	61006.40	63718.20	66612.00	68577.60		58567.60	59550.40	62225.80	64992.20	67940.60
	<b>Bi-weekly Rate</b>	2208.50	2245.60	2346.40	2450.70	2562.00	2637.60		2252.60	2290.40	2393.30	2499.70	2613.10
	<b>Hourly Rate</b>	31.55	32.08	33.52	35.01	36.60	37.68		32.18	32.72	34.19	35.71	37.33

## Grandfathered Scale

2.75% increase effective January 1<sup>st</sup>, 2023 – 70 hours

2% increase effective January 1<sup>st</sup>, 2024 – 70 hours

For staff hired to Job Evaluation changes effective January 2017														
Cook		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>	46246.20	47010.60	48412.00	49886.20	51506.00	52288.60		47174.40	47957.00	49376.60	50887.20	52543.40	53326.00
	<b>Bi-weekly Rate</b>	1778.70	1808.10	1862.00	1918.70	1981.00	2011.10		1814.40	1844.50	1899.10	1957.20	2020.90	2051.00
	<b>Hourly Rate</b>	25.41	25.83	26.60	27.41	28.30	28.73		25.92	26.35	27.13	27.96	28.87	29.30
For staff hired prior to PE maintenance change September 2006														
Administrative Assistant (formerly Secretary / Receptionist CISS)		1	LTD	3	4	5			1	LTD	3	4	5	
	<b>Total Base</b>	42933.80	43698.20	45627.40	47720.40	49886.20			43789.20	44571.80	46537.40	48666.80	50887.20	
	<b>Bi-weekly Rate</b>	1651.30	1680.70	1754.90	1835.40	1918.70			1684.20	1714.30	1789.90	1871.80	1957.20	
	<b>Hourly Rate</b>	23.59	24.01	25.07	26.22	27.41			24.06	24.49	25.57	26.74	27.96	
Administrative Assistant (formerly Secretary / Receptionist)		1	LTD	3	4	5			1	LTD	3	4	5	
	<b>Total Base</b>	42296.80	43024.80	44954.00	47010.60	49176.40			43134.00	43880.20	45845.80	47959.00	50159.20	
	<b>Bi-weekly Rate</b>	1626.80	1654.80	1729.00	1808.10	1891.40			1659.00	1687.70	1763.30	1844.50	1929.20	
	<b>Hourly Rate</b>	23.24	23.64	24.70	25.83	27.02			23.70	24.11	25.19	26.35	27.56	
CISS Intake & Resource Coordinator		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>	52215.80	53089.40	55473.60	57930.60	60551.40	62353.20		53253.20	54145.00	56583.80	59095.40	61770.80	63609.00
	<b>Bi-weekly Rate</b>	2008.30	2041.90	2133.60	2228.10	2328.90	2398.20		2048.20	2082.50	2176.30	2272.90	2375.80	2446.50
	<b>Hourly Rate</b>	28.69	29.17	30.48	31.83	33.27	34.26		29.26	29.75	31.09	32.47	33.94	34.95

Increase to 75 hours effective September 8<sup>th</sup>, 2025. Scales reflect full year at 75 hours.

2% increase effective January 1<sup>st</sup>, 2024 – 70 hours

5% increase effective January 1<sup>st</sup>, 2025 – 75 hours

8% increase Band 2 effective January 1<sup>st</sup>, 2025 – 75 hours

Band 1														
<b>Shelter Worker</b>  Job Evaluation Added June 2018	<b>Total Base</b>	33433	LTD 34016	34908	35854				1	LTD	3	4		
	<b>Bi-weekly Rate</b>	1285.90	1308.30	1342.60	1379.00				1446.75	1471.50	1510.50	1551.75		
		16.56	16.88	17.37	17.89				17.48	17.81	18.33	18.88		
	<b>PWEG Adjustment – AFCS Self Administered</b>	1.81	1.81	1.81	1.81				1.81	1.81	1.81	1.81		
	<b>Hourly Rate</b>	18.37	18.69	19.18	19.70				19.29	19.62	20.14	20.69		
<b>Boardmaker</b>  Added June 2017 Job Evaluation	<b>Total Base</b>	33797	LTD 34434	35781	37219	38748	39476		1	LTD	3	4	5	6
	<b>Bi-weekly Rate</b>	1299.90	1324.40	1376.20	1431.50	1490.30	1518.30		1462.50	1490.25	1548.00	1610.25	1676.25	1707.75
	<b>Hourly Rate</b>	18.57	18.92	19.66	20.45	21.29	21.69		19.50	19.87	20.64	21.47	22.35	22.77
<b>Housekeeper</b>  Revised June 2017 Job Evaluation	<b>Total Base</b>	33797	LTD 34434	35781	37219	38748	39476		1	LTD	3	4	5	6
	<b>Bi-weekly Rate</b>	1299.90	1324.40	1376.20	1431.50	1490.30	1518.30		1462.50	1490.25	1548.00	1610.25	1676.25	1707.75
	<b>Hourly Rate</b>	18.57	18.92	19.66	20.45	21.29	21.69		19.50	19.87	20.64	21.47	22.35	22.77
<b>Receptionist</b>  Revised June 2017 Job Evaluation	<b>Total Base</b>	33797	LTD 34434	35781	37219	38748	39476		1	LTD	3	4	5	6
	<b>Bi-weekly Rate</b>	1299.90	1324.40	1376.20	1431.50	1490.30	1518.30		1462.50	1490.25	1548.00	1610.25	1676.25	1707.75
	<b>Hourly Rate</b>	18.57	18.92	19.66	20.45	21.29	21.69		19.50	19.87	20.64	21.47	22.35	22.77
Band 2														
<b>Administrative Assistant (formerly Secretary / Receptionist)</b>  Revised September 2006	<b>Total Base</b>	40277	LTD 40986	42351	43753	45245			1	LTD	3	4	5	
	<b>Bi-weekly Rate</b>	1549.10	1576.40	1628.90	1682.80	1740.20			1792.50	1824.00	1884.75	1947.00	2013.75	
	<b>Hourly Rate</b>	22.13	22.52	23.27	24.04	24.86			23.90	24.32	25.13	25.96	26.85	
<b>Cook</b>  Revised June 2017 Job Evaluation	<b>Total Base</b>	40277	LTD 40986	42351	43753	45245			1	LTD	3	4	5	
	<b>Bi-Weekly Rate</b>	1549.10	1576.40	1628.90	1682.80	1740.20			1792.50	1824.00	1884.75	1947.00	2013.75	
	<b>Hourly Rate</b>	22.13	22.52	23.27	24.04	24.86			23.90	24.32	25.13	25.96	26.85	
<b>Parent Navigator – Effective March 2019</b>  Revised June 2017 Job Evaluation	<b>Total Base</b>	40277	LTD 40986	42351	43753	45245			1	LTD	3	4	5	
	<b>Bi-weekly Rate</b>	1549.10	1576.40	1628.90	1682.80	1740.20			1792.50	1824.00	1884.75	1947.00	2013.75	
	<b>Hourly Rate</b>	22.13	22.52	23.27	24.04	24.86			23.90	24.32	25.13	25.96	26.85	

Band 3														
CISS Training & Resource Coordinator		1	LTD	3	4	5			1	LTD	3	4	5	
Rev. September 2006	Total Base	43789	44572	46537	48667	50887			49257.00	50134.50	52357.50	54756.00	57252.00	
	Bi-weekly Rate	1684.20	1714.30	1789.90	1871.80	1957.20			1894.50	1928.25	2013.75	2106.00	2202.00	
	Hourly Rate	24.06	24.49	25.57	26.74	27.96			25.26	25.71	26.85	28.08	29.36	
ECE Assistant		1	LTD	3	4			1	LTD	3	4			
Revised June 2017 Job Evaluation	Total with PWEG	40986	41805	43170	46537			46117.50	47034.00	48574.50	52357.50			
	Bi-weekly Rate with PWEG	1576.40	1607.90	1660.40	1789.90			1773.75	1809.00	1868.25	2013.75			
	Hourly Rate without PWEG	20.52	20.97	21.72	23.57			21.65	22.12	22.91	24.85			
	PWEG Adjustment (AFCS Self Administered)	2.00	2.00	2.00	2.00			2.00	2.00	2.00	2.00			
	Hourly Rate with PWEG	22.52	22.97	23.72	25.57			23.65	24.12	24.91	26.85			
EarlyOn Program Facilitator		1	LTD	3	4	5		1	LTD	3	4	5		
	Total Base	43170	43880	45882	48012	50268		48574.50	49374.00	51616.50	54015.00	56550.00		
	Bi-weekly Rate	1660.40	1687.70	1764.70	1846.60	1933.40		1868.25	1899.00	1985.25	2077.50	2175.00		
	Hourly Rate	23.72	24.11	25.21	26.38	27.62		24.91	25.32	26.47	27.70	29.00		
Band 4														
Inclusion Facilitator		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	Total Base	47538.40	48266.40	49613.20	51014.60	52962.00	55673.80		53488.50	54307.50	55809.00	57388.50	59592.00	62634.00
	Bi-weekly Rate	1828.40	1856.40	1908.20	1962.10	2037.00	2141.30		2057.25	2088.75	2146.50	2207.25	2292.00	2409.00
	Hourly Rate	26.12	26.52	27.26	28.03	29.10	30.59		27.43	27.85	28.62	29.43	30.56	32.12
CISS Intake & Resource Coordinator		1	LTD	3	4			1	LTD	3	4			
Rev. September 2006	Total Base	52234	53126	54964	56857			58773.00	59767.50	61834.50	63960.00			
	Bi-weekly Rate	2009.00	2043.30	2114.00	2186.80			2260.50	2298.75	2378.25	2460.00			
	Hourly Rate	28.70	29.19	30.20	31.24			30.14	30.65	31.71	32.80			
Early Childhood Educator		1	LTD	3	4	5	6	1	LTD	3	4	5	6	
	Total with PWEG	47538.40	48266.40	49613.20	51014.60	52962.00	55673.80		53488.50	54307.50	55809.00	57388.50	59592.00	62634.00
	Bi-weekly Rate with PWEG	1828.40	1856.40	1908.20	1962.10	2037.00	2141.30		2057.25	2088.75	2146.50	2207.25	2292.00	2409.00
	Hourly Rate without PWEG	24.12	24.52	25.26	26.03	27.10	30.28		25.43	25.85	26.62	27.43	28.56	31.81
	PWEG	2.00	2.00	2.00	2.00	2.00	0.31		2.00	2.00	2.00	2.00	2.00	0.31
	Hourly Rate with PWEG	26.12	26.52	27.26	28.03	29.10	30.59		27.43	27.85	28.62	29.43	30.56	32.12
EYC Educator & HCC Educator		1	LTD	3	4			1	LTD	3	4			
Rev. September 2006	Total Base	52234	53126	54964	56857			58773.00	59767.50	61834.50	63960.00			
	Bi-Weekly Rate	2009.00	2043.30	2114.00	2186.80			2260.50	2298.75	2378.25	2460.00			
	Hourly Rate	28.70	29.19	30.20	31.24			30.14	30.65	31.71	32.80			

Band 5													
<b>EarlyOn Team Leader</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>				<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	
	<b>Total Base</b>	57985	58913	60970	63099				65227.50	66280.50	68601.00	70980.00	
	<b>Bi-weekly Rate</b>	2230.20	2265.90	2345.00	2426.90				2508.75	2549.25	2638.50	2730.00	
	<b>Hourly Rate</b>	31.86	32.37	33.50	34.67				33.45	33.99	35.18	36.40	
<b>Group Program Coordinator</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Total Base</b>	53253	54145	56584	59095	61771	63609		59904.00	60918.00	63648.00	66475.50	69498.00
	<b>Bi-weekly Rate</b>	2048.20	2082.50	2176.30	2272.90	2375.80	2446.50		2304.00	2343.00	2448.00	2556.75	2673.00
	<b>Hourly Rate</b>	29.26	29.75	31.09	32.47	33.94	34.95		30.72	31.24	32.64	34.09	35.64
<b>Head Teacher / PC Assistant</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>				<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	
	<b>Total Base</b>	56001	56930	58750	60642				63004.50	64038.00	66085.50	68230.50	
	<b>Bi-weekly Rate</b>	2153.90	2189.60	2259.60	2332.40				2423.25	2463.00	2541.75	2624.25	
	<b>Hourly Rate</b>	30.77	31.28	32.28	33.32				32.31	32.84	33.89	34.99	
<b>Home Child Care Consultant</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Total Base</b>	53253	54145	56584	59095	61771	63609		59904.00	60918.00	63648.00	66475.50	69498.00
	<b>Bi-weekly Rate</b>	2048.20	2082.50	2176.30	2272.90	2375.80	2446.50		2304.00	2343.00	2448.00	2556.75	2673.00
	<b>Hourly Rate</b>	29.26	29.75	31.09	32.47	33.94	34.95		30.72	31.24	32.64	34.09	35.64
<b>Resource Consultant &amp; Behavior Consultant</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Total Base</b>	56729	57639	60060	62553	65229	67085		63823.50	64837.50	67567.50	70375.50	73378.50
	<b>Bi-weekly Rate</b>	2181.90	2216.90	2310.00	2405.90	2508.80	2580.20		2454.75	2493.75	2598.75	2706.75	2822.25
	<b>Hourly Rate</b>	31.17	31.67	33.00	34.37	35.84	36.86		32.73	33.25	34.65	36.09	37.63
Band 6													
<b>Resource Consultant Team Leader</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Total Base</b>	62498.80	63518.00	66175.20	68959.80	71962.80	73946.60		70317.00	71467.50	74451.00	77571.00	80964.00
	<b>Bi-weekly Rate</b>	2403.80	2443.00	2545.20	2652.30	2767.80	2844.10		2704.50	2748.75	2863.50	2983.50	3114.00
	<b>Hourly Rate</b>	34.34	34.90	36.36	37.89	39.54	40.63		36.06	36.65	38.18	39.78	41.52
<b>Team Leader HCC</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Total Base</b>	58567.60	59550.40	62225.80	64992.20	67940.60	69942.60		65890.50	67002.00	70005.00	73125.00	76440.00
	<b>Bi-weekly Rate</b>	2252.60	2290.40	2393.30	2499.70	2613.10	2690.10		2534.25	2577.00	2692.50	2812.50	2940.00
	<b>Hourly Rate</b>	32.18	32.72	34.19	35.71	37.33	38.43		33.79	34.36	35.90	37.50	39.20

## Grandfathered Scale

2% increase effective January 1<sup>st</sup>, 2024 – 70 hours

5% increase effective January 1<sup>st</sup>, 2025 – 75 hours

For staff hired to Job Evaluation changes effective January 2017														
Cook		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>	47174.40	47957.00	49376.60	50887.20	52543.40	53326.00		53079.00	53956.50	55555.50	57252.00	59104.50	60001.50
	<b>Bi-weekly Rate</b>	1814.40	1844.50	1899.10	1957.20	2020.90	2051.00		2041.50	2075.25	2136.75	2202.00	2273.25	2307.75
	<b>Hourly Rate</b>	25.92	26.35	27.13	27.96	28.87	29.30		27.22	27.67	28.49	29.36	30.31	30.77
For staff hired prior to PE maintenance change September 2006														
Administrative Assistant (formerly Secretary / Receptionist CISS)		1	LTD	3	4	5			1	LTD	3	4	5	
	<b>Total Base</b>	43789.20	44571.80	46537.40	48666.80	50887.20			49257.00	50134.50	52357.50	54756.00	57252.00	
	<b>Bi-weekly Rate</b>	1684.20	1714.30	1789.90	1871.80	1957.20			1894.50	1928.25	2013.75	2106.00	2202.00	
	<b>Hourly Rate</b>	24.06	24.49	25.57	26.74	27.96			25.26	25.71	26.85	28.08	29.36	
Administrative Assistant (formerly Secretary / Receptionist)		1	LTD	3	4	5			1	LTD	3	4	5	
	<b>Total Base</b>	43134.00	43880.20	45845.80	47957.00	50159.20			48535.50	49374.00	51577.50	53956.50	56433.00	
	<b>Bi-weekly Rate</b>	1659.00	1687.70	1763.30	1844.50	1929.20			1866.75	1899.00	1983.75	2075.25	2170.50	
	<b>Hourly Rate</b>	23.70	24.11	25.19	26.35	27.56			24.89	25.32	26.45	27.67	28.94	
CISS Intake & Resource Coordinator		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>	53253.20	54145.00	56583.80	59095.40	61770.80	63609.00		59904.00	60918.00	63648.00	66475.50	69498.00	71565.00
	<b>Bi-weekly Rate</b>	2048.20	2082.50	2176.30	2272.90	2375.80	2446.50		2304.00	2343.00	2448.00	2556.75	2673.00	2752.50
	<b>Hourly Rate</b>	29.26	29.75	31.09	32.47	33.94	34.95		30.72	31.24	32.64	34.09	35.64	36.70

Increase to 75 hours effective September 8<sup>th</sup>, 2025. Scales Reflect Full year at 75 hours.

5% increase effective January 1<sup>st</sup>, 2025 – 75 hours

1% increase effective January 1<sup>st</sup>, 2026 – 75 hours

8% Increase Band 2 effective January 1<sup>st</sup>, 2025 – 75 hours

Band 1														
Shelter Worker		1	LTD	3	4				1	LTD	3	4		
Job Evaluation Added June 2018	Total Base	37616	38259	39273	40346				37986.00	38649.00	39663.00	40755.00		
	Bi-weekly Rate	1446.75	1471.50	1510.50	1551.75				1461.00	1486.50	1525.50	1567.50		
		17.48	17.81	18.33	18.88				17.67	18.01	18.53	19.09		
	PWEG Adjustment – AFCS Self Administered	1.81	1.81	1.81	1.81				1.81	1.81	1.81	1.81		
	Hourly Rate	19.29	19.62	20.14	20.69				19.48	19.82	20.34	20.90		
Boardmaker		1	LTD	3	4	5	6		1	LTD	3	4	5	6
Added June 2017 Job Evaluation	Total Base	38025	38747	40248	41867	43583	44402		38415.00	39136.50	40657.50	42276.00	44011.50	44850.00
	Bi-weekly Rate	1462.50	1490.25	1548.00	1610.25	1676.25	1707.75		1477.50	1505.25	1563.75	1626.00	1692.75	1725.00
	Hourly Rate	19.50	19.87	20.64	21.47	22.35	22.77		19.70	20.07	20.85	21.68	22.57	23.00
Housekeeper		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	Total Base	38025	38747	40248	41867	43583	44402		38415.00	39136.50	40657.50	42276.00	44011.50	44850.00
	Bi-weekly Rate	1462.50	1490.25	1548.00	1610.25	1676.25	1707.75		1477.50	1505.25	1563.75	1626.00	1692.75	1725.00
	Hourly Rate	19.50	19.87	20.64	21.47	22.35	22.77		19.70	20.07	20.85	21.68	22.57	23.00
Receptionist		1	LTD	3	4	5	6		1	LTD	3	4	5	6
Revised June 2017 Job Evaluation	Total Base	38025	38747	40248	41867	43583	44402		38415.00	39136.50	40657.50	42276.00	44011.50	44850.00
	Bi-weekly Rate	1462.50	1490.25	1548.00	1610.25	1676.25	1707.75		1477.50	1505.25	1563.75	1626.00	1692.75	1725.00
	Hourly Rate	19.50	19.87	20.64	21.47	22.35	22.77		19.70	20.07	20.85	21.68	22.57	23.00
Band 2														
Administrative Assistant (formerly Secretary / Receptionist)		1	LTD	3	4	5			1	LTD	3	4	5	
Revised September 2006	Total Base	46605	47424	49004	50622	52358			47073.00	47892.00	49491.00	51129.00	52884.00	
	Bi-weekly Rate	1792.50	1824.00	1884.75	1947.00	2013.75			1810.50	1842.00	1903.50	1966.50	2034.00	
	Hourly Rate	23.90	24.32	25.13	25.96	26.85			24.14	24.56	25.38	26.22	27.12	

Cook		1	LTD	3	4	5			1	LTD	3	4	5	
Revised June 2017 Job Evaluation	<b>Total Base</b>	46605	47424	49004	50622	52358			47073.00	47892.00	49491.00	51129.00	52884.00	
	<b>Bi-Weekly Rate</b>	1792.50	1824.00	1884.75	1947.00	2013.75			1810.50	1842.00	1903.50	1966.50	2034.00	
	<b>Hourly Rate</b>	23.90	24.32	25.13	25.96	26.85			24.14	24.56	25.38	26.22	27.12	
Parent Navigator – Effective March 2019		1	LTD	3	4	5			1	LTD	3	4	5	
	<b>Total Base</b>	46605	47424	49004	50622	52358			47073.00	47892.00	49491.00	51129.00	52884.00	
	<b>Bi-weekly Rate</b>	1792.50	1824.00	1884.75	1947.00	2013.75			1810.50	1842.00	1903.50	1966.50	2034.00	
	<b>Hourly Rate</b>	23.90	24.32	25.13	25.96	26.85			24.14	24.56	25.38	26.22	27.12	
<b>Band 3</b>														
CISS Training & Resource Coordinator		1	LTD	3	4	5			1	LTD	3	4	5	
Rev. September 2006	<b>Total Base</b>	49257	50135	52358	54756	57252			49744.50	50641.50	52884.00	55302.00	57817.50	
	<b>Bi-weekly Rate</b>	1894.50	1928.25	2013.75	2106.00	2202.00			1913.25	1947.75	2034.00	2127.00	2223.75	
	<b>Hourly Rate</b>	25.26	25.71	26.85	28.08	29.36			25.51	25.97	27.12	28.36	29.65	
ECE Assistant		1	LTD	3	4			1	LTD	3	4			
Revised June 2017 Job Evaluation	<b>Total with PWEG</b>	46118	47034	48575	52358			46585.50	47502.00	49062.00	52884.00			
	<b>Bi-weekly Rate with PWEG</b>	1773.75	1809.00	1868.25	2013.75			1791.75	1827.00	1887.00	2034.00			
	<b>Hourly Rate without PWEG</b>	21.65	22.12	22.91	24.85			21.89	22.36	23.16	25.12			
	<b>PWEG</b>	2.00	2.00	2.00	2.00			2.00	2.00	2.00	2.00			
	<b>Hourly Rate with PWEG</b>	23.65	24.12	24.91	26.85			23.89	24.36	25.16	27.12			
EarlyOn Program Facilitator		1	LTD	3	4	5			1	LTD	3	4	5	
	<b>Total Base</b>	48575	49374	51617	54015	56550			49062.00	49861.50	52123.50	54561.00	57115.50	
	<b>Bi-weekly Rate</b>	1868.25	1899.00	1985.25	2077.50	2175.00			1887.00	1917.75	2004.75	2098.50	2196.75	
	<b>Hourly Rate</b>	24.91	25.32	26.47	27.70	29.00			25.16	25.57	26.73	27.98	29.29	
<b>Band 4</b>														
Inclusion Facilitator		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>	53488.50	54307.50	55809.00	57388.50	59592.00	62634.00		54015.00	54853.50	56374.50	57954.00	60196.50	63258.00
	<b>Bi-weekly Rate</b>	2057.25	2088.75	2146.50	2207.25	2292.00	2409.00		2077.50	2109.75	2168.25	2229.00	2315.25	2433.00
	<b>Hourly Rate</b>	27.43	27.85	28.62	29.43	30.56	32.12		27.70	28.13	28.91	29.72	30.87	32.44

<b>CISS Intake &amp; Resource Coordinator</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>				<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>		
Rev. September 2006	<b>Total Base</b>	58773	59768	61835	63960				59358.00	60372.00	62458.50	64603.50		
	<b>Bi-weekly Rate</b>	2260.50	2298.75	2378.25	2460.00				2283.00	2322.00	2402.25	2484.75		
	<b>Hourly Rate</b>	30.14	30.65	31.71	32.80				30.44	30.96	32.03	33.13		
<b>Early Childhood Educator</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>Total with PWEG</b>	53489	54308	55809	57389	59592	62634		54015.00	54853.50	56374.50	57954.00	60196.50	63258.00
	<b>Bi-weekly Rate with PWEG</b>	2057.25	2088.75	2146.50	2207.25	2292.00	2409.00		2077.50	2109.75	2168.25	2229.00	2315.25	2433.00
	<b>Hourly Rate without PWEG</b>	25.43	25.85	26.62	27.43	28.56	31.81		25.70	26.13	26.91	27.72	28.87	32.13
	<b>PWEG</b>	2.00	2.00	2.00	2.00	2.00	2.00		2.00	2.00	2.00	2.00	2.00	2.00
	<b>Hourly Rate with PWEG</b>	27.43	27.85	28.62	29.43	30.56	32.12		27.70	28.13	28.91	29.72	30.87	32.44
<b>EYC Educator &amp; HCC Educator</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>				<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>		
Rev. September 2006	<b>Total Base</b>	58773	59768	61835	63960				59358.00	60372.00	62458.50	64603.50		
	<b>Bi-Weekly Rate</b>	2260.50	2298.75	2378.25	2460.00				2283.00	2322.00	2402.25	2484.75		
	<b>Hourly Rate</b>	30.14	30.65	31.71	32.80				30.44	30.96	32.03	33.13		
<b>Band 5</b>														
<b>EarlyOn Team Leader</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>				<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>		
	<b>Total Base</b>	65228	66281	68601	70980				65871.00	66943.50	69283.50	71682.00		
	<b>Bi-weekly Rate</b>	2508.75	2549.25	2638.50	2730.00				2533.50	2574.75	2664.75	2757.00		
	<b>Hourly Rate</b>	33.45	33.99	35.18	36.40				33.78	34.33	35.53	36.76		
<b>Group Program Coordinator</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>Total Base</b>	59904	60918	63648	66476	69498	71565		60508.50	61522.50	64291.50	67138.50	70200.00	72286.50
	<b>Bi-weekly Rate</b>	2304.00	2343.00	2448.00	2556.75	2673.00	2752.50		2327.25	2366.25	2472.75	2582.25	2700.00	2780.25
	<b>Hourly Rate</b>	30.72	31.24	32.64	34.09	35.64	36.70		31.03	31.55	32.97	34.43	36.00	37.07
<b>Head Teacher / PC Assistant</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>				<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>		
	<b>Total Base</b>	63005	64038	66086	68231				63628.50	64681.50	66748.50	68913.00		
	<b>Bi-weekly Rate</b>	2423.25	2463.00	2541.75	2624.25				2447.25	2487.75	2567.25	2650.50		
	<b>Hourly Rate</b>	32.31	32.84	33.89	34.99				32.63	33.17	34.23	35.34		

Home Child Care Consultant		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>	59904	60918	63648	66476	69498	71565		60508.50	61522.50	64291.50	67138.50	70200.00	72286.50
	<b>Bi-weekly Rate</b>	2304.00	2343.00	2448.00	2556.75	2673.00	2752.50		2327.25	2366.25	2472.75	2582.25	2700.00	2780.25
	<b>Hourly Rate</b>	30.72	31.24	32.64	34.09	35.64	36.70		31.03	31.55	32.97	34.43	36.00	37.07
Resource Consultant & Behavior Consultant		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>	63824	64838	67568	70376	73379	75465		64467.00	65481.00	68250.00	71077.50	74119.50	76225.50
	<b>Bi-weekly Rate</b>	2454.75	2493.75	2598.75	2706.75	2822.25	2902.50		2479.50	2518.50	2625.00	2733.75	2850.75	2931.75
	<b>Hourly Rate</b>	32.73	33.25	34.65	36.09	37.63	38.70		33.06	33.58	35.00	36.45	38.01	39.09
<b>Band 6</b>														
Resource Consultant Team Leader		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>	70317.0 0	71467.5 0	74451.0 0	77571.0 0	80964.0 0	83187.0 0		71019.00	72189.00	75192.00	78351.00	81783.00	84025.50
	<b>Bi-weekly Rate</b>	2704.50	2748.75	2863.50	2983.50	3114.00	3199.50		2731.50	2776.50	2892.00	3013.50	3145.50	3231.75
	<b>Hourly Rate</b>	36.06	36.65	38.18	39.78	41.52	42.66		36.42	37.02	38.56	40.18	41.94	43.09
Team Leader HCC		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>	65890.5 0	67002.0 0	70005.0 0	73125.0 0	76440.0 0	78682.5 0		66553.50	67665.00	70707.00	73866.00	77200.50	79462.50
	<b>Bi-weekly Rate</b>	2534.25	2577.00	2692.50	2812.50	2940.00	3026.25		2559.75	2602.50	2719.50	2841.00	2969.25	3056.25
	<b>Hourly Rate</b>	33.79	34.36	35.90	37.50	39.20	40.35		34.13	34.70	36.26	37.88	39.59	40.75

## Grandfathered Scale

5% increase effective January 1<sup>st</sup>, 2025 – 75 hours

1% increase effective January 1<sup>st</sup>, 2026 – 75 hours

For staff hired to Job Evaluation changes effective January 2017														
Cook		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>	53079.00	53956.50	55555.50	57252.00	59104.50	60001.50		53605.50	54502.50	56101.50	57817.50	59689.50	60606.00
	<b>Bi-weekly Rate</b>	2041.50	2075.25	2136.75	2202.00	2273.25	2307.75		2061.75	2096.25	2157.75	2223.75	2295.75	2331.00
	<b>Hourly Rate</b>	27.22	27.67	28.49	29.36	30.31	30.77		27.49	27.95	28.77	29.65	30.61	31.08
For staff hired prior to PE maintenance change September 2006														
Administrative Assistant (formerly Secretary / Receptionist CISS)		1	LTD	3	4	5			1	LTD	3	4	5	
	<b>Total Base</b>	49257.00	50134.50	52357.50	54756.00	57252.00			49744.50	50641.50	52884.00	55302.00	57817.50	
	<b>Bi-weekly Rate</b>	1894.50	1928.25	2013.75	2106.00	2202.00			1913.25	1947.75	2034.00	2127.00	2223.75	
	<b>Hourly Rate</b>	25.26	25.71	26.85	28.08	29.36			25.51	25.97	27.12	28.36	29.65	
Administrative Assistant (formerly Secretary / Receptionist)		1	LTD	3	4	5			1	LTD	3	4	5	
	<b>Total Base</b>	48535.50	49374.00	51577.50	53956.50	56433.00			49023.00	49861.50	52084.50	54502.50	56998.50	
	<b>Bi-weekly Rate</b>	1866.75	1899.00	1983.75	2075.25	2170.50			1885.50	1917.75	2003.25	2096.25	2192.25	
	<b>Hourly Rate</b>	24.89	25.32	26.45	27.67	28.94			25.14	25.57	26.71	27.95	29.23	
CISS Intake & Resource Coordinator		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>	59904.00	60918.00	63648.00	66475.50	69498.00	71565.00		60508.50	61522.50	64291.50	67138.50	70200.00	72286.50
	<b>Bi-weekly Rate</b>	2304.00	2343.00	2448.00	2556.75	2673.00	2752.50		2327.25	2366.25	2472.75	2582.25	2700.00	2780.25
	<b>Hourly Rate</b>	30.72	31.24	32.64	34.09	35.64	36.70		31.03	31.55	32.97	34.43	36.00	37.07

1 % increase effective January 1<sup>st</sup>, 2026 – 75 hours

2.5% increase effective January 1<sup>st</sup>, 2027 – 75 hours

<b>Band 1</b>														
<b>Shelter Worker</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Job Evaluation Added June 2018	<b>Total Base</b>	37986	38649	39663	40755				38941.50	39624.00	40657.50	41769.00		
	<b>Bi-weekly Rate</b>	1461.00	1486.50	1525.50	1567.50				1497.75	1524.00	1563.75	1606.50		
		17.67	18.01	18.53	19.09				18.16	18.51	19.04	19.61		
	<b>PWEG Adjustment – AFCS Self Administered</b>	1.81	1.81	1.81	1.81				1.81	1.81	1.81	1.81		
	<b>Hourly Rate</b>	19.48	19.82	20.34	20.90				19.97	20.32	20.85	21.42		
<b>Boardmaker</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Added June 2017 Job Evaluation	<b>Total Base</b>	38415	39137	40658	42276	44012	44850		39370.50	40111.50	41671.50	43329.00	45103.50	45981.00
	<b>Bi-weekly Rate</b>	1477.50	1505.25	1563.75	1626.00	1692.75	1725.00		1514.25	1542.75	1602.75	1666.50	1734.75	1768.50
	<b>Hourly Rate</b>	19.70	20.07	20.85	21.68	22.57	23.00		20.19	20.57	21.37	22.22	23.13	23.58
<b>Housekeeper</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>Total Base</b>	38415	39137	40658	42276	44012	44850		39370.50	40111.50	41671.50	43329.00	45103.50	45981.00
	<b>Bi-weekly Rate</b>	1477.50	1505.25	1563.75	1626.00	1692.75	1725.00		1514.25	1542.75	1602.75	1666.50	1734.75	1768.50
	<b>Hourly Rate</b>	19.70	20.07	20.85	21.68	22.57	23.00		20.19	20.57	21.37	22.22	23.13	23.58
<b>Receptionist</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Revised June 2017 Job Evaluation	<b>Total Base</b>	38415	39137	40658	42276	44012	44850		39370.50	40111.50	41671.50	43329.00	45103.50	45981.00
	<b>Bi-weekly Rate</b>	1477.50	1505.25	1563.75	1626.00	1692.75	1725.00		1514.25	1542.75	1602.75	1666.50	1734.75	1768.50
	<b>Hourly Rate</b>	19.70	20.07	20.85	21.68	22.57	23.00		20.19	20.57	21.37	22.22	23.13	23.58
<b>Band 2</b>														
<b>Administrative Assistant (formerly Secretary / Receptionist)</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>			<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	
Revised September 2006	<b>Total Base</b>	47073	47892	49491	51129	52884			48243.00	49081.50	50719.50	52416.00	54210.00	
	<b>Bi-weekly Rate</b>	1810.50	1842.00	1903.50	1966.50	2034.00			1855.50	1887.75	1950.75	2016.00	2085.00	
	<b>Hourly Rate</b>	24.14	24.56	25.38	26.22	27.12			24.74	25.17	26.01	26.88	27.80	
<b>Cook</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>			<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	
Revised June 2017 Job Evaluation	<b>Total Base</b>	47073	47892	49491	51129	52884			48243.00	49081.50	50719.50	52416.00	54210.00	
	<b>Bi-Weekly Rate</b>	1810.50	1842.00	1903.50	1966.50	2034.00			1855.50	1887.75	1950.75	2016.00	2085.00	
	<b>Hourly Rate</b>	24.14	24.56	25.38	26.22	27.12			24.74	25.17	26.01	26.88	27.80	
<b>Parent Navigator – Effective March 2019</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>			<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	
	<b>Total Base</b>	47073	47892	49491	51129	52884			48243.00	49081.50	50719.50	52416.00	54210.00	
	<b>Bi-weekly Rate</b>	1810.50	1842.00	1903.50	1966.50	2034.00			1855.50	1887.75	1950.75	2016.00	2085.00	
	<b>Hourly Rate</b>	24.14	24.56	25.38	26.22	27.12			24.74	25.17	26.01	26.88	27.80	
<b>Band 3</b>														
<b>CISS Training &amp; Resource Coordinator</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>			<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	
Rev. September 2006	<b>Total Base</b>	49745	50642	52884	55302	57818			50992.50	51909.00	54210.00	56686.50	59260.50	
	<b>Bi-weekly Rate</b>	1913.25	1947.75	2034.00	2127.00	2223.75			1961.25	1996.50	2085.00	2180.25	2279.25	
	<b>Hourly Rate</b>	25.51	25.97	27.12	28.36	29.65			26.15	26.62	27.80	29.07	30.39	

<b>ECE Assistant</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>			<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>		
Revised June 2017 Job Evaluation	<b>Total with PWEG</b>	46586	47502	49062	52884			47755.50	48691.50	50290.50	54210.00		
	<b>Bi-weekly Rate with PWEG</b>	1791.75	1827.00	1887.00	2034.00			1836.75	1872.75	1934.25	2085.00		
	<b>Hourly Rate without PWEG</b>	21.89	22.36	23.16	25.12			22.49	22.97	23.79	25.80		
	<b>PWEG</b>	2.00	2.00	2.00	2.00			2.00	2.00	2.00	2.00		
	<b>Hourly Rate with PWEG</b>	23.89	24.36	25.16	27.12			24.49	24.97	25.79	27.80		
<b>EarlyOn Program Facilitator</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	
	<b>Total Base</b>	49062	49862	52124	54561	57116		50290.50	51109.50	53430.00	55926.00	58539.00	
	<b>Bi-weekly Rate</b>	1887.00	1917.75	2004.75	2098.50	2196.75		1934.25	1965.75	2055.00	2151.00	2251.50	
	<b>Hourly Rate</b>	25.16	25.57	26.73	27.98	29.29		25.79	26.21	27.40	28.68	30.02	
<b>Band 4</b>													
<b>Inclusion Facilitator</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>Total Base</b>	54015.00	54853.50	56374.50	57954.00	60196.50	63258.00	55360.50	56218.50	57778.50	59397.00	61698.00	64837.50
	<b>Bi-weekly Rate</b>	2077.50	2109.75	2168.25	2229.00	2315.25	2433.00	2129.25	2162.25	2222.25	2284.50	2373.00	2493.75
	<b>Hourly Rate</b>	27.70	28.13	28.91	29.72	30.87	32.44	28.39	28.83	29.63	30.46	31.64	33.25
<b>CISS Intake &amp; Resource Coordinator</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>			<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>		
Rev. September 2006	<b>Total Base</b>	59358	60372	62459	64604			60840.00	61873.50	64018.50	66222.00		
	<b>Bi-weekly Rate</b>	2283.00	2322.00	2402.25	2484.75			2340.00	2379.75	2462.25	2547.00		
	<b>Hourly Rate</b>	30.44	30.96	32.03	33.13			31.20	31.73	32.83	33.96		
<b>Early Childhood Educator</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>Total with PWEG</b>	54015	54854	56375	57954	60197	63258	55360.50	56218.50	57778.50	59397.00	61698.00	64837.50
	<b>Bi-weekly Rate with PWEG</b>	2077.50	2109.75	2168.25	2229.00	2315.25	2433.00	2129.25	2162.25	2222.25	2284.50	2373.00	2493.75
	<b>Hourly Rate without PWEG</b>	25.70	26.13	26.91	27.72	28.87	32.13	26.39	26.83	27.63	28.46	29.64	32.94
	<b>PWEG</b>	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	<b>Hourly Rate with PWEG</b>	27.70	28.13	28.91	29.72	30.87	32.44	28.39	28.83	29.63	30.46	31.64	33.25
<b>EYC Educator &amp; HCC Educator</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>			<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>		
Rev. September 2006	<b>Total Base</b>	59358	60372	62459	64604			60840.00	61873.50	64018.50	66222.00		
	<b>Bi-Weekly Rate</b>	2283.00	2322.00	2402.25	2484.75			2340.00	2379.75	2462.25	2547.00		
	<b>Hourly Rate</b>	30.44	30.96	32.03	33.13			31.20	31.73	32.83	33.96		
<b>Band 5</b>													
<b>EarlyOn Team Leader</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>			<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>		
	<b>Total Base</b>	65871	66944	69284	71682			67509.00	68620.50	71019.00	73476.00		
	<b>Bi-weekly Rate</b>	2533.50	2574.75	2664.75	2757.00			2596.50	2639.25	2731.50	2826.00		
	<b>Hourly Rate</b>	33.78	34.33	35.53	36.76			34.62	35.19	36.42	37.68		
<b>Group Program Coordinator</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>Total Base</b>	60509	61523	64292	67139	70200	72287	62029.50	63063.00	65890.50	68815.50	71955.00	74100.00
	<b>Bi-weekly Rate</b>	2327.25	2366.25	2472.75	2582.25	2700.00	2780.25	2385.75	2425.50	2534.25	2646.75	2767.50	2850.00
	<b>Hourly Rate</b>	31.03	31.55	32.97	34.43	36.00	37.07	31.81	32.34	33.79	35.29	36.90	38.00

<b>Head Teacher / PC Assistant</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>				<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>		
	<b>Total Base</b>	63629	64682	66749	68913				65227.50	66300.00	68425.50	70629.00		
	<b>Bi-weekly Rate</b>	2447.25	2487.75	2567.25	2650.50				2508.75	2550.00	2631.75	2716.50		
	<b>Hourly Rate</b>	32.63	33.17	34.23	35.34				33.45	34.00	35.09	36.22		
<b>Home Child Care Consultant</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>Total Base</b>	60509	61523	64292	67139	70200	72287		62029.50	63063.00	65890.50	68815.50	71955.00	74100.00
	<b>Bi-weekly Rate</b>	2327.25	2366.25	2472.75	2582.25	2700.00	2780.25		2385.75	2425.50	2534.25	2646.75	2767.50	2850.00
	<b>Hourly Rate</b>	31.03	31.55	32.97	34.43	36.00	37.07		31.81	32.34	33.79	35.29	36.90	38.00
<b>Resource Consultant &amp; Behavior Consultant</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>Total Base</b>	64467	65481	68250	71078	74120	76226		66085.50	67119.00	69966.00	72852.00	75972.00	78136.50
	<b>Bi-weekly Rate</b>	2479.50	2518.50	2625.00	2733.75	2850.75	2931.75		2541.75	2581.50	2691.00	2802.00	2922.00	3005.25
	<b>Hourly Rate</b>	33.06	33.58	35.00	36.45	38.01	39.09		33.89	34.42	35.88	37.36	38.96	40.07
<b>Band 6</b>														
<b>Resource Consultant Team Leader</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>Total Base</b>	71019.00	72189.00	75192.00	78351.00	81783.00	84025.50		72793.50	74002.50	77064.00	80301.00	83830.50	86131.50
	<b>Bi-weekly Rate</b>	2731.50	2776.50	2892.00	3013.50	3145.50	3231.75		2799.75	2846.25	2964.00	3088.50	3224.25	3312.75
	<b>Hourly Rate</b>	36.42	37.02	38.56	40.18	41.94	43.09		37.33	37.95	39.52	41.18	42.99	44.17
<b>Team Leader HCC</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>1</b>	<b>LTD</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>Total Base</b>	66553.50	67665.00	70707.00	73866.00	77200.50	79462.50		68211.00	69361.50	72481.50	75718.50	79131.00	81451.50
	<b>Bi-weekly Rate</b>	2559.75	2602.50	2719.50	2841.00	2969.25	3056.25		2623.50	2667.75	2787.75	2912.25	3043.50	3132.75
	<b>Hourly Rate</b>	34.13	34.70	36.26	37.88	39.59	40.75		34.98	35.57	37.17	38.83	40.58	41.77

## Grandfathered Scale

1% increase effective January 1<sup>st</sup>, 2026 – 75 hours

2.5% increase effective January 1<sup>st</sup>, 2027 – 75 hours

For staff hired to Job Evaluation changes effective January 2017														
Cook		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>	53605.50	54502.50	56101.50	57817.50	59689.50	60606.00		54951.00	55867.50	57505.50	59260.50	61191.00	62127.00
	<b>Bi-weekly Rate</b>	2061.75	2096.25	2157.75	2223.75	2295.75	2331.00		2113.50	2148.75	2211.75	2279.25	2353.50	2389.50
	<b>Hourly Rate</b>	27.49	27.95	28.77	29.65	30.61	31.08		28.18	28.65	29.49	30.39	31.38	31.86
For staff hired prior to PE maintenance change September 2006														
Administrative Assistant (formerly Secretary / Receptionist CISS)		1	LTD	3	4	5			1	LTD	3	4	5	
	<b>Total Base</b>	49744.50	50641.50	52884.00	55302.00	57817.50			50992.50	51909.00	54210.00	56686.50	59260.50	
	<b>Bi-weekly Rate</b>	1913.25	1947.75	2034.00	2127.00	2223.75			1961.25	1996.50	2085.00	2180.25	2279.25	
	<b>Hourly Rate</b>	25.51	25.97	27.12	28.36	29.65			26.15	26.62	27.80	29.07	30.39	
Administrative Assistant (formerly Secretary / Receptionist)		1	LTD	3	4	5			1	LTD	3	4	5	
	<b>Total Base</b>	49023.00	49861.50	52084.50	54502.50	56998.50			50251.50	51109.50	53391.00	55867.50	58422.00	
	<b>Bi-weekly Rate</b>	1885.50	1917.75	2003.25	2096.25	2192.25			1932.75	1965.75	2053.50	2148.75	2247.00	
	<b>Hourly Rate</b>	25.14	25.57	26.71	27.95	29.23			25.77	26.21	27.38	28.65	29.96	
CISS Intake & Resource Coordinator		1	LTD	3	4	5			1	LTD	3	4	5	
	<b>Total Base</b>	60508.50	61522.50	64291.50	67138.50	70200.00	72286.50		62029.50	63063.00	65890.50	68815.50	71955.00	74100.00
	<b>Bi-weekly Rate</b>	2327.25	2366.25	2472.75	2582.25	2700.00	2780.25		2385.75	2425.50	2534.25	2646.75	2767.50	2850.00
	<b>Hourly Rate</b>	31.03	31.55	32.97	34.43	36.00	37.07		31.81	32.34	33.79	35.29	36.90	38.00
Housekeeping – Glebe Red Circle		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>													
	<b>Bi-weekly Rate</b>													
	<b>Hourly Rate</b>		28.91						29.63					
STCC Team Leader (Ginette's Position – Intake Coordinator)		1	LTD	3	4	5	6		1	LTD	3	4	5	6
	<b>Total Base</b>													
	<b>Bi-weekly Rate</b>													
	<b>Hourly Rate</b>		35.02						35.54					

## **APPENDIX B**

### **JOB SHARING**

Job sharing shall be limited to one position per program unless the Employer agrees otherwise.

Two employees (permanent, temporary or casual) may apply to the Employer to share one (1) full-time position for a period of one (1) year in accordance with subsection (h) and with the following provisions:

- a) A formal proposal must be presented to the Employer outlining the specifics of the job-sharing arrangement. This proposal must be submitted to the Employer at least two (2) months in advance of the proposed start date. This time limit may be shortened by mutual agreement. The Employee(s) making the job-sharing proposal will be referred to as the team members for the duration of this article.
- b) A schedule must be submitted to the Employer, or the Employer's representative, outlining the proposed hours of work for each team member for a complete calendar month not less than one (1) week before the schedule is to take effect. This schedule will reflect a sharing of the hours of work as defined in Article 17.01 of this Collective Agreement, and the paid holidays (if any) as defined in Article 19 of this Collective Agreement. The Employer or the Employer's representative will not arbitrarily refuse a proposed schedule or exercise unfair or discriminatory judgement in approving this schedule.
- c) The Employer shall continue to pay eligible benefits as outlined in this collective Agreement, for each team member.
- d) Statutory holidays, sick, vacation and special leave shall be pro-rated.
- e) Team members shall be responsible for replacing each other during vacation leave, when necessary. Job sharing members shall not be responsible to replace each other for any other leaves, unless agreed to by the members.
- f) The job-sharing arrangement may be implemented for up to one (1) year. Review periods shall be scheduled within this period at the arrangement of the Employer and the team members. The job-sharing arrangement may be terminated with just cause by the Employer or by either team member at any time during the term provided that at least one (1) calendar month notice is given. If the job-sharing arrangement is terminated for any reason, both team members shall return to their original position. The job-sharing positions may be extended, if mutually agreed.
- g) Should the job-sharing arrangement continue in effect after the expiration of the year, it shall remain in effect for a further year or until such time as either party provides at least one (1) calendar month notice to terminate this agreement.

h) If one team member vacates the job-sharing arrangement for any reason, the position reverts back to a full-time position.

**Signed electronically by the parties.**

**For the Union**

*Alyssa Peyton*

Alyssa Peyton (Apr 21, 2026 13:46:45 EDT)

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*[Signature]*

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*[Signature]*  
Claire Tennuci (Apr 17, 2026 07:52:03 EDT)

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*AS.*

Amy Simmonds (Apr 16, 2026 15:06:14 EDT)

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*Abhann Cupper Scott*

Abhann Cupper Scott (Apr 21, 2026 04:36:17 EDT)

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*Liz Charles*

Liz Charles (Apr 16, 2026 16:08:00 EDT)

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**For the Employer**

*RMR*

Ronna MacPherson (Apr 16, 2026 16:26:56 EDT)

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*Kim Hicott*

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*Kathy Knight-Robinson*

Kathy Knight-Robinson (Apr 16, 2026 17:09:38 EDT)

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