

# **Collective Agreement**

*between*

**St. Amant Inc.**

**(Support Group)**

*and*

**Manitoba Government and General Employees' Union**

**April 1, 2012 to March 31, 2017**

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\*All changes appear in **bold**.

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Effective April 1, 2015  
Effective April 1, 2016

\*All changes appear in **bold**.

This Agreement made this 29<sup>th</sup> day of April, 2014

between

**St Amant Inc.**

(hereinafter referred to as the “Employer”)

of the first part

and

**Manitoba Government and General Employees’ Union**

(hereinafter referred to as the “Union”)

of the second part.

### **Preamble**

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

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

NOW THEREFORE, this Agreement witnesseth that the parties hereto in consideration of mutual covenants hereinafter contained, agree each with the other as follows:



## **Article 1     Scope of Recognition**

- 1:01**     The Employer recognizes the Union as the sole and exclusive bargaining agent for employees in classifications included in the bargaining unit as certified by the Manitoba Labour Board under Certificate #MLB-5782, or as may be granted voluntary recognition by the Employer and identified in the Salary Schedule.
- 1:02**     Employees whose positions are excluded from this Agreement shall be permitted to perform work similar to those employees within the bargaining unit where this is for experimentation, installation of new equipment, instruction, or for resolving emergencies.

## **Article 2     Management Rights**

- 2:01**     The Union recognizes the sole right of the Employer, unless otherwise provided in this Agreement, to exercise its function of management under which it shall have among others, the right to maintain efficiency and quality of resident care; the right to direct the work of its employees; the right to hire, classify, assign to positions and promote; the right to determine job content; the right to demote, discipline, suspend, layoff and discharge for just cause; the right to make, alter and enforce rules and regulations in a manner that is fair and consistent with the terms of this Agreement.
- 2:02**     In administering the Collective Agreement, the Employer agrees to acknowledge employee's rights, act reasonably, fairly, in good faith and in a manner consistent with the terms and conditions of the Collective Agreement as a whole.

## **Article 3     Definitions**

- 3:01**     An "Employee" is a person employed by the Employer and covered by this Agreement.
- 3:02**     A "Full-time" employee is one who regularly works the hours specified in Article 12.

**3:03** A “Part-time” employee is one who regularly works less than full-time hours, as per Article 12:01, on a regular and reoccurring basis.

**3:04** A “Term Position” **is a full-time or part-time position created** for a specific time period **to replace employees on leaves of absence**, or until completion of a particular project within a specific **department, or for vacation relief**, of a minimum duration of **eight (8) weeks** and a maximum duration of fifty-four (54) weeks. This period may be extended if the Employer so requests and the Union agrees.

Where the Employer anticipates that there will be a permanent deletion of a vacant position(s) in the near future, a term position of a minimum duration of three (3) months and a maximum duration of twelve (12) months may be created.

When the Employer determines that a term position, as described above exists, the position shall be posted in accordance with Article 9 and filled in accordance with Article 8. All employees within the department may apply for the term position, however preference shall be given to employees within the area/living unit. The parties agree to two (2) additional term postings resulting from the original term posting as referenced above. Any additional hours occurring as a result of the filling of the last position posted, shall be offered to part-time employees in accordance with Article 20:10. Upon completion of the original term position, the employees shall be returned to their former positions.

For situations related to Workers Compensation and/or illness and/or accident or where a definitive expiry date cannot be specified, the Employer shall state on the job posting that the said term position will expire subject to twenty-four (24) hours’ notice of return of the current incumbent to her position. The employee occupying the said term position shall receive notice equivalent to the amount of notice the employee returning from leave provides the Employer, as referenced above.

Where the Employer determines that staff are to be replaced during periods of less than **eight (8) weeks**, Articles 20:10 and **3:06** shall apply, wherever possible.

An employee in a term position may be required to complete the term before being considered for other term positions within the bargaining unit.

**Once an employee leaves a term position, they have no rights to subsequently return to that same term position.**

In case an employee on maternity or parental leave wants to exercise her right to return from such leave earlier than anticipated, having given appropriate notice as per Article 11:02(d), the Employer shall state on the job postings that the said term position is a “maternity or parental leave of absence term” which may expire sooner than indicated, subject to minimum notice of two (2) weeks or one (1) pay period, whichever is longer. Any term position directly resulting from the filling of such a term position will be posted in the same manner.

A term employee who applies for and is awarded a permanent position prior to the end of her period of term employment, shall have her service connected for seniority purposes.

A term employee who applies for and is awarded a term position prior to the end of her period of term employment, shall have her service connected for seniority purposes, provided the subsequent position commences within four (4) weeks of the expiry of the original term position.

**Where a term employee is employed in the same position performing the same function for a period of more than thirty-six (36) continuous months, the Employer shall convert the employee to permanent status, unless the employee is replacing an absent employee.**

**3:05** All new full-time employees shall be on probation for three (3) calendar months with provision for an extension of the probationary period for another three (3) months, and all new part-time employees shall be on

probation for six (6) months and a minimum of three hundred (300) worked hours from the day of their employment. During this period, the Employer may, in its sole discretion, dismiss, suspend, discipline or demote such employees. A written appraisal of employee progress will be conducted after the first two (2) calendar months for full-time employees and after the first four (4) calendar months for part-time employees and discussed with the affected employee.

**3:06** A “Casual Employee” is one called in occasionally by the Employer to replace an absent employee or to supplement regular staff coverage, subject to Article 20:10. The terms of this Agreement do not apply to the casual employee, except as specified hereinafter:

- (a) Casual employees shall receive vacation pay biweekly at the rate of six percent (6%) of the regular hours worked in a biweekly pay period.
- (b) Casual employees are paid in accordance with the salaries specified in the Salary Schedule. Increments will be earned in accordance with the number of hours worked.
- (c) Casual employees are entitled to the shift premium(s) outlined in Article 18.
- (d) Casual employees required to work on a recognized holiday shall be paid at the rate of one and one-half times ( $1\frac{1}{2}x$ ) their basic rate of pay.
- (e) Casual employees shall be entitled to compensation for overtime worked in accordance with Article 13:01 and 13:02.
- (f) The Employer agrees to deduct Union dues in an amount specified by the Union in any pay period for which the casual employee receives any payment in accordance with Article 4.
- (g) In the event that no payment is made during the pay period, the Employer shall have no responsibility to deduct and submit dues for that period.

- (h) Articles 6 and 7 herein apply only with respect to the terms of this Article.
- (i) Casual employees shall be paid for their initial orientation shifts which they attended as follows:
- (i) Subject to Article 3:06(i)(ii) below, casual employees shall receive payment for two (2) orientation shifts following the completion of every two (2) shifts worked.
  - (ii) Should the above-noted casual employee obtain a permanent full-time or part-time position, she shall be paid her outstanding orientation pay at regular rates on her first pay **deposit** subsequent to commencing the said position.
  - (iii) A casual employee not offered a sufficient number of shifts to satisfy Article 3:06(i)(i) above within four (4) weeks following the conclusion of the orientation period shall be paid for all outstanding orientation time.
- (j) A casual employee will be paid four-point six two percent (4.62%) of their basic pay in lieu of time off on general holidays. Such holiday pay shall be included in each pay **deposit**.
- (k) A casual employee who is converted to full-time or part-time status will be required to complete the standard probation period as per Article 3:05.**

**3:07** Where the context so requires, masculine and feminine genders and singular and plural numbers shall be considered interchangeable.

**3:08** The term “Employer” and/or “Facility” shall mean the St. Amant.

**3:09** The word “Union” shall mean the Manitoba Government and General Employees’ Union (Health Care Support Services), as per Manitoba Labour Board Certificate #MLB-5782.

- 3:10** The word “Promotion” shall mean a change from one (1) classification to another classification with a higher maximum rate of pay.
- 3:11** The word “Demotion” shall mean a change from one (1) classification to another classification with a lower maximum rate of pay.
- 3:12** The word “Transfer” shall mean a change by an employee from one (1) classification to another classification with the same pay rate in the Salary Schedule.
- 3:13** The terms “Department”, “Program” or “Service” shall be considered interchangeable.

The Employer will provide to the Union an updated list of Programs and Services as revisions are made.

- 3:14** A full time or part time employee who resigns and who within thirty (30) calendar days, is rehired as a casual employee shall be paid at the same increment step as she received in her former position.
- 3:15** **The word “Qualification(s)” when used in this Agreement shall mean the required knowledge, education, related experience or certificate as determined by the Employer to adequately perform the job demands and requirements.**

#### **Article 4 Union Security and Dues Check Off**

- 4:01** The Employer agrees to deduct the amount of monthly dues as determined by the Union from the salaries of each and every employee covered by this Agreement. The Employer also agrees to deduct from each and every employee covered by this Agreement the amount of any general assessment levied by the Union, with the proviso that such an assessment shall be limited to one (1) per calendar year, and that such assessment formula can be operated through the Employer’s present payroll system.

**4:02** The Employer will remit to the Union monthly, any monies deducted with a list of employees and casual employees from whom deductions have been made.

The Employer shall also provide to the Union the home address of all employees at the time of the dues remission except where the employee provides written direction to the Employer not to provide their address to a third party.

**The Union commits to have in place reasonable administrative and physical safeguards to ensure the confidentiality and security of this information in accordance with The Freedom of Information and Protection of Privacy Act (FIPPA).**

**4:03** The Union shall notify the Employer in writing of any changes in the amount of dues at least one (1) month in advance prior to the effective date of such change.

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

**4:05** The Employer shall include the amount of Union dues paid by each employee during the relevant year on the Income Tax T4 slips.

**4:06** All new employees shall, as a condition of employment, become and remain members in good standing in the Union as of the date of hire.

**4:07** The Union representative or designate shall have up to fifteen (15) minutes either at a time mutually agreeable with the Employer, or up to thirty (30) minutes at the facility orientation sessions, to acquaint new employees falling within the scope of this Agreement with the fact that a Collective Agreement is in effect and to indicate the general conditions and obligations as they relate to employees. **The Union representative shall distribute a copy of the Collective Agreement and membership applications to new employees falling within the scope of the Collective Agreement.**

## Article 5 Technological Change

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

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

- (a) The Employer shall notify the Union at least one hundred twenty (120) days before the introduction of any technological change, with a detailed description of the project it intends to carry out, disclosing all foreseeable effects and repercussions on employees.
- (b) Negotiations on the effects of the technological change will take place not later than ninety (90) days prior to the intended date of implementation.
- (c) If the Union and the Employer fail to agree upon measures to protect the employees from any adverse effects, the matter may be referred by either party to arbitration as provided for under the terms of this Agreement.

**5:02** An employee who is displaced from her job as a result of the technological change shall be given an opportunity to fill any vacancy for which she has seniority and for which she has the qualifications and ability to perform. If there is no vacancy, she shall have the right to displace employees with less seniority, in accordance with layoff procedures specified in this Agreement.

**5:03** (a) Where new or greater skills are required than are already possessed by affected employees under the present methods of operation as a result of the technological change, the Employer agrees that employees shall be trained on the new equipment or new methods of operation, and said



training shall be provided and paid for by the Employer during normal working hours if possible. In addition, at the option of the Employer, the employee may be trained in a new area in respect of which there is a demand within the facility for individuals possessing such skills. A reasonable training period (not to exceed twelve [12] months) will be provided by the Employer. During the above training periods the employees shall be paid at their current rate of pay.

- (b) The Employer agrees that where two (2) or more employees require training in Article 5:03(a), first consideration shall be given to the employee with the most seniority.

### **Article 6     Grievance Procedure**

- 6:01** A grievance shall be defined as any dispute arising out of interpretation, application, or alleged violation of the Agreement.
- 6:02** An earnest effort shall be made to settle grievances fairly and equitably in the following manner, however nothing in this Agreement shall preclude the Employer and the Union from mutually agreeing to settle a dispute by any means other than those described in the following grievance procedures without prejudice to their respective positions.
- 6:03** Local Union representatives, upon request to their immediate supervisor and subject to operational requirements, shall be granted necessary time off with pay to meet with the Employer for the purpose of processing grievances subject to a maximum cost to the Employer of maintaining salaries of two (2) employees, or more employees so engaged if mutually agreed upon. Such permission shall not be unreasonably withheld.
- 6:04** **Discussion Stage**  
Within ten (10) calendar days of the occurrence of the grievance, the employee shall attempt to resolve the dispute with his immediate supervisor who is outside the bargaining unit.
- 6:05** **Step One**

If the grievance is submitted but not resolved within ten (10) calendar days from the time the grievance was first discussed with the supervisor, the grievor and/or the Union representative may, within the ensuing ten (10) calendar days, submit the grievance in writing to the department head or designate.

**6:06 Step Two**

Failing settlement of the grievance within ten (10) calendar days after submission under Article 6:05, the Union may within the ensuing ten (10) calendar days, submit the grievance in writing to the designated Administrative Officer.

**6:07** The foregoing time limits may be extended by written mutual agreement between the Employer and the Union.

**6:08** An employee may choose to be accompanied by a Union representative at any stage of the grievance procedure.

**6:09** Policy grievances and grievances filed as a result of a dismissal, suspension, or demotion shall be initiated at Step Two.

**Article 7 Arbitration Procedure**

**7:01** Failing settlement of the grievance within ten (10) calendar days after submission under Article 6:06, either party may refer the matter to arbitration by serving written notice to the other party within the ensuing thirty (30) days.

**7:02** Unless both parties agree to the selection of a sole arbitrator within ten (10) calendar days following the matter being referred to arbitration, each party shall in the next ten (10) calendar days give notice to the other party in writing naming its nominee to the Arbitration Board.

**7:03** The two (2) named members of the Board shall, within ten (10) calendar days name a third member of the Board who shall be Chairperson.

- 7:04** In the event of a failure to agree upon a third person, the Minister of Labour for the Province of Manitoba shall be requested to appoint a third member.
- 7:05** The Arbitration Board or the sole arbitrator shall not be empowered to make any decision inconsistent with the provisions of this Agreement, or to modify or amend any portion of this Agreement.
- 7:06** The Board shall determine its own procedures, but shall provide full opportunity to all parties to present evidence and make representations. The Board shall hear and determine the difference(s) or allegation(s) and render a decision within ten (10) calendar days from the time it holds its final meeting.
- 7:07** The decision of the majority or the sole arbitrator 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 or the sole arbitrator shall be final and binding and enforceable on all parties.
- 7:08** **Clarification on Decision**  
Within ten (10) calendar days following receipt of the award, should the parties disagree as to the meaning of the decision of the Board or the sole arbitrator either party may apply to the Chairperson of the Board of Arbitration or sole arbitrator, to reconvene. Within ten (10) calendar days the Board of Arbitration or the sole arbitrator shall reconvene to clarify the decision.
- 7:09** **Expenses of the Board**  
Each party shall pay:
- (a) The fees and expenses of the Nominee it appoints.
  - (b) One-half (1/2) of the fees and expenses of the Chairperson or sole arbitrator.
- 7:10** Nothing in this Agreement shall preclude settlement of a grievance by mutual agreement in any manner whatsoever.

- 7:11 The foregoing time limits may be extended by written mutual agreement between the Employer and the Union.
- 7:12 **Employees who are subpoenaed to appear at an arbitration hearing related to this Collective Agreement shall be given necessary time off work. The party which called her/him (either the Employer or MGEU as the case may be) shall be responsible for compensating her/him for any salary which would otherwise be lost.**

### **Article 8 Seniority**

- 8:01 An employee's seniority shall consist of the following:
- “Seniority” shall mean the total of all hours paid at the employee's regular rate of pay from the time the employee last entered the service of the Employer in the Health Care Support Services to the last time her name appears on the payroll.
- 8:02 In order to be eligible for a vacant position, an employee must first possess the qualifications prescribed by the Employer for the position concerned, possess a satisfactory employment record and meet the physical requirements of the position in question. Where more than one (1) employee possesses the above selection criteria, the vacancy selection shall be based upon seniority.
- 8:03 **Where an employee is awarded a position, the position includes a classification, an EFT and a shift rotation (D, E, N, D/E or D/N). The position does not include a schedule. The schedule will be assigned by the Employer in accordance with the requirements of Article 12.**
- 8:04 Seniority will determine the level of benefit entitlement of such benefits as vacation. Actual entitlement in any calendar year of benefits such as vacation and income protection is based strictly on regular paid hours including any period of:
- (a) Paid leave of absence;

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

**8:05** Seniority will terminate if an employee:

- (a) Resigns;
- (b) Is discharged for just cause and not reinstated under the grievance or arbitration procedure;
- (c) Is laid off and fails to report for duty as instructed as per Article 10:06;
- (d) Is laid off for more than twenty-four (24) months;
- (e) Fails to report for work as scheduled at the end of an approved leave of absence, suspension, or vacation, without an explanation satisfactory to the Employer;
- (f) Is promoted or transferred out of the bargaining unit and has completed the trial period in the new position;
- (g) Is absent for two (2) consecutive work days and does not provide the Employer with an acceptable explanation.

**8:06** Seniority will continue to accrue if an employee:

- (a) Is on any period of paid leave of absence;
- (b) Is on any period of paid income protection;
- (c) Is on any period of paid vacation;
- (d) Is on any period of unpaid leave of absence up to four (4) consecutive weeks;

- (e) Is on an unpaid leave of absence due to injury or illness which may be compensable by Workers Compensation Board (WCB), Manitoba Public Insurance (MPI) or Long Term Disability (LTD) for a period of up to two (2) years from the date of the first absence from work related to the injury or illness;
- (f) Is on parenting leave;
- (g) Is assigned to temporarily relieve or replace an absent employee in an out of scope position.

**8:07** Seniority will be retained but will not accrue if an employee:

- (a) Is on unpaid leave of absence in excess of four (4) consecutive weeks;
- (b) Is on an unpaid leave of absence due to injury or illness which may be compensable by WCB, MPI or LTD for a period of more than two (2) years from the date of the first absence from work related to the injury or illness;
- (c) Is laid off for less than twenty-four (24) months;
- (d) is on the trial period of an out-of-scope position;
- (e) Is in a term in an out-of-scope position.

**8:08** A seniority roster of all employees indicating the total seniority hours since the date of entry into the service of the Employer, in the Health Care Support Services shall be prepared by the Employer at an effective date of the end date of the last pay period of the calendar year. This roster will be posted on the employees' bulletin board no later than February 1 of each year. The roster shall be open for correction for a period of twenty (20) calendar days from the date of the initial posting, on presentation of proof of error by an employee or the Union representative. At the expiration of the twenty (20) days, the above seniority list, as corrected within such twenty (20) days, shall be considered to be the accurate seniority list and shall not be subject to further changes until the next posting.

A seniority list shall be distributed, upon written request, to the local/site Union representative on a semi-annual basis.

### **Article 9      Vacancies, Promotions and Transfers**

- 9:01**
- (a) Vacant positions which fall within the scope of this Agreement shall be posted for at least seventy-two (72) hours. Such postings shall include position number where applicable, state required qualifications, current location and shift, hours of work and wage rate. A copy of each posting shall be given to the Union local President at the time of posting. The Union shall, upon request, be informed in writing of the names and seniority of the applicants. When a position becomes vacant, and the Employer chooses not to fill the vacancy, the Employer shall notify the Union. The Union shall be informed in writing of the name of the successful applicant.
  - (b) In the event that an employee's days off extend beyond the seventy-two (72) hours as specified in Article 9:01(a), she shall have the right to submit her application for a posted position on the first day of her return to work but applications shall be considered at the discretion of the Employer if submitted later than ninety-six (96) hours following the posting.
  - (c) An employee on vacation when a vacancy occurs shall be considered for the promotion or transfer, provided she has submitted the prescribed application form prior to her departure.
  - (d) When more than one (1) vacancy is posted at the same time, an employee shall have the right to bid on any or all, stating preference. Should she be awarded any of the positions for which she applied, she shall not have the right to file a grievance with respect to other positions for which she applied and expressed lower preference.
  - (e) An employee on leave of absence or income protection shall be considered for a promotion or transfer along with other applicants,

provided that, during such absence, the employee advises the Human Resources Department of her request for promotion or transfer, by telephone during normal business hours, and the employee shall provide written confirmation of her request within twenty-four (24) hours.

- 9:02** As per the posting provisions contained in Article 9:01, within five (5) working days the Employer will select the person for the position and will post her name in the same location where the position was previously posted, providing there are qualified applicants as per Article 8:02.
- 9:03** All promotions and voluntary transfers to a new department / program / site, as determined by the Employer, are subject to a three (3) month trial period (six [6] months for part-time employees), and if an employee is found by the Employer to be unsatisfactory in her new position or if she wishes to revert voluntarily to her former position, during this trial period, she shall be returned to her former position at her previous increment step, with increment adjustments as may have been applicable as per Article 17:03 or 20:07 during the trial period, and without loss of seniority as per Article 8:01. All other employees so affected may be returned to their former positions as required without any notice requirement. In addition, the parties agree that the Employer may extend the above referenced trial period by up to three (3) months for full-time and up to six (6) months for part-time employees if it deems it appropriate.

Voluntary transfers within the same department / program / site, as determined by the Employer, and within the same classification, shall not be subject to a trial period. In these circumstances, an employee who wishes to revert to her former position shall do so at the discretion of the Employer.

- 9:04** When an employee is promoted, her new and future salary will be determined as follows:
- (a) The new salary will be the rate of her new job title which is at least the next higher to her rate on her former job title. Additional credit will be



given for hours previously worked in the new position as a full-time, part-time or term employee.

- (b) Subject to Article 17:03, the subsequent increments, if any, shall be due upon the completion of full-time yearly hours worked, as per Article 12.

When an employee is promoted to a new position while maintaining their original position in a lower classification, increment hours for the original position shall be maintained separately until the next increment is due; thereafter Article 17:03 shall apply.

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

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

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

- 9:06** Employees with less than six (6) months service in a given position will be eligible for promotion or transfer solely at the discretion of the Employer. This will not prevent non-probationary employees from being eligible for vacancies with a higher rate of pay or with a greater number of hours.

- 9:07** **Employees applying for a position in a classification that they have not previously worked in must provide proof of minimum qualifications at time of application. If the proof of qualifications is not received within three (3) business days of application, the Employer may not consider the employee's application.**

**9:08** If an employee is awarded a position and does not commence working in the position on the date determined by the Employer, the employee will be deemed to have forfeited the position.

An employee can only hold one (1) future position at a time.

**9:09** Where the Employer wishes to increase a part-time employee's EFT by no more than 0.3 EFT, the Employer will meet with the local Union Executive and Staff Representative to discuss the matter. Upon mutual agreement between the Employer and the Union representatives, the employee's EFT will be increased and posting will not be required.

If more than a 0.3 EFT is added to the part-time position or no mutual agreement was reached, the position will be posted and if the incumbent is not the successful applicant, she will be entitled to exercise her seniority and displace another employee in accordance with Article 10.

#### **Article 10 Layoff and Recall**

**10:01** In the event of a layoff, employees shall receive four (4) weeks' notice or pay in lieu of such notice. Written notice shall be given by personal service or registered mail to the employee(s) concerned and a copy of the notice shall be forwarded to the Union.

**10:02** In the event of a reduction in the work force, employees will be laid off in reverse order of seniority within their occupational classifications. When reducing staff, senior employees may exercise their seniority to displace a less senior employee in an equivalent or lower classification provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.

**10:03** No new employee shall be hired until those laid off have been given an opportunity to bid on vacated positions as per Article 8:02 of the Collective Agreement.

- 10:04** Employees laid off in accordance with Article 10:01 shall be recalled by order of seniority to available positions in equal or lower EFT status and equal or lower paid occupational classifications provided they are qualified to perform the required work.
- 10:05** To be eligible for recall, prior to the employee's last shift before being placed on layoff status, the employee must provide the Employer with their current address, and further, during the layoff period, must inform the Employer immediately of any address changes.
- 10:06** As per Article 10:05, the employee must communicate with the Employer within seven (7) calendar days of his notice of recall being delivered to his recorded address. Further, the employee must be prepared to begin work at the time designated by the Employer. When recalling a laid off employee, the Employer will take into consideration the two (2) week notice period required by the Employment Standards Code.
- 10:07** The right of a person who has been laid off to be rehired under this Agreement will be forfeited and shall be considered terminated in the following circumstances:
- (a) If the person did not communicate with the Employer as specified in Article 10:06.
  - (b) If the person did not report to work when instructed to do so and fails to provide a written explanation satisfactory to the Employer.
  - (c) A twenty-four (24) month period has elapsed since the date of layoff, as per Article 8:04(d).
- 10:08** **Reduction of Hours/Deletion of an Occupied Position**
- (a) In the event that an employee has her hours of work reduced or her position is deleted, the employee shall be given four (4) weeks' notice or four (4) weeks' pay in lieu thereof and a copy of such notice shall be forwarded to the Union.

- (b) An employee whose hours of work have been reduced or whose position has been deleted shall be entitled to exercise their seniority to displace a less senior employee:
  - (i) Within the same classification/grade, or
  - (ii) In an equivalent or lower classification/grade within the scope of this Agreement provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.
- (c) No new employees shall be hired until those employees who have had their hours of work reduced are given the opportunity to regain the hours lost in order of their seniority.

**10:09** Notwithstanding Article 20:10, providing the employee has indicated to the Employer a desire to work additional available shifts in writing, such shifts shall be offered to an employee on layoff, before part-time and casual employees, provided she possesses the qualifications, basic training and orientation prescribed by the Employer for the position concerned and meets the physical requirements of the position in question. The available shifts accepted by the employee on layoff cannot exceed the employee's EFT prior to layoff. Such available shifts shall be distributed on a seniority basis.

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

- (a) Vacation pay shall be calculated in accordance with Article 20:04 and shall be paid at the prevailing rate for the employee on each pay **deposit**, and shall be prorated on the basis of hours paid at regular rate of pay.
- (b) Income protection accumulation shall be calculated as follows:

Additional available hours  
worked by the laid off employee x Entitlement of a full-time employee  
 Full-time hours

- (c) The employee shall be paid four point six two percent (4.62%) of the basic rate of pay in lieu of time off on recognized general holidays. Such holiday pay shall be calculated on all paid hours and shall be included in each pay **deposit**.
- (d) Participation in benefit plans is subject to the provisions of each plan.
- (e) Seniority shall be calculated in accordance with regular hours worked for these additional available shifts.

**10:10 Workplace Reorganization**

If workplace restructuring will result in the deletion(s) of occupied MGEU positions, the Employer will notify the Union. A Joint Workforce Adjustment Committee will be established, with a minimum of two (2) representatives from management and a minimum of two (2) from the Union, to review the proposed changes and develop recommendations to minimize impact on the affected employees. Such recommendations shall not be in violation of the Collective Agreement.

**Article 11 Leave of Absence**

**11:01** Leaves of absence with or without pay may be granted for a period for a good and sufficient reason at the discretion of the Employer. Except in emergency circumstances, all requests for leave of absence must be made in writing to the department head at least thirty (30) calendar days in advance, specifying the reason for requested leave and the proposed dates of departure and return.

**11:02 Parenting Leave**

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

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

(a) Maternity/Parental Leave

(A) Plan A

An employee shall receive maternity leave of seventeen (17) weeks and parental leave of thirty-seven (37) weeks without pay, subject to the following conditions:

- (i) An employee must have completed six (6) months employment as of the intended date of leave unless otherwise agreed to by the Employer.
- (ii) A written request must be submitted not later than the end of the twenty-second week of pregnancy, indicating length of time required. In cases where an earlier leave is required, a written request must be submitted not less than four (4) weeks before the intended date of leave, indicating length of time requested.
- (iii) In the interest of job performance or employee health, as verified by a qualified medical practitioner, the Employer will have the right to place the employee on maternity leave.
- (iv) Where an employee takes parental leave in addition to maternity leave, the employee must commence the parental leave immediately on the expiry of the maternity leave without a return to work unless otherwise approved by the Employer.
- (v) A full-time employee may choose to receive up to five (5) days payment of normal salary from accumulated income protection credits before or after the period covered by Employment Insurance. Such days that may be utilized for this purpose will be as set out in Article 15:04.

A part-time employee may choose to receive income protection credits similar to full-time employees but prorated to reflect her paid hours of work within the previous fifty-two

(52) weeks. Such days that may be utilized for this purpose will be as set out in Article 15:04.

(B) Plan B

- (i) In order to qualify for Plan B, a pregnant employee must:
  - (A) Have completed six (6) continuous months of employment with the Employer;
  - (B) Submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave;
  - (C) Provide the Employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery;
  - (D) Provide the Employer with proof that she has applied for Employment Insurance benefits and that the **Employment and Social Development Canada (ESDC)** has agreed that the employee has qualified for and is entitled to such Employment Insurance benefits pursuant to the Employment Insurance Act.
- (ii) An applicant for maternity leave under Plan B must sign an agreement with the Employer providing that:
  - (A) She will return to work and remain in the employ of the Employer for at least six (6) months following her return to work, except that where an employee is the successful applicant for a part-time position which commences on the date of her return from maternity leave or at any time during the six (6) months following her return from maternity leave, she must remain in the employ of the Employer, and work the working hours remaining in the

balance of the six (6) months of the full-time employment; and

- (B) She will return to work on the date of the expiry of her maternity leave and where applicable, her parental leave, unless this date is modified by the Employer; and
  - (C) Should she fail to return to work as provided under (A) and/or (B) above, she is indebted to the Employer for the full amount of pay received from the Employer as a maternity allowance during her entire period of maternity leave.
- (iii) An employee who qualifies is entitled to a maternity leave consisting of:
- (A) a period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate, as in Article 11:02(B)(i)(C).
  - (B) A period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate and the actual date of delivery, if delivery occurs after the date mentioned in that certificate, as in Article 11:02(B)(i)(C).
  - (C) The Employer shall vary the length of maternity leave upon proper certification by the attending physician or recommendation by the department head.
- (iv) During the period of maternity leave, an employee who qualifies is entitled to a maternity leave allowance with the SUB Plan as follows:
- (A) For the first two (2) weeks an employee shall receive ninety-three percent (93%) of her weekly rate of pay;



- (B) For up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the EI benefits the employee is eligible to receive and ninety-three percent (93%) of the employee's normal weekly earnings;
- (C) All other time as may be provided under Article 11:02(iii), shall be on a leave without pay basis.
- (v) An employee may end her maternity leave earlier than the date specified by giving her Employer written notice at least two **(2)** weeks or one **(1)** pay period, whichever is longer, before the date she wishes to end the leave.
- (vi) Plan B does not apply to temporary employees.
- (vii) A leave of absence under Plan B shall be considered to be an unpaid leave of absence. Income protection credits and vacation entitlement shall not accrue.
- (C) Sections 52 through 57.1(2) inclusive and Section 60 of the Employment Standards Code respecting maternity leave shall apply.
- (b) Parental Leave - Paternity  
An employee shall receive parental leave of thirty-seven (37) weeks without pay, subject to the following conditions:
  - (i) He becomes the natural father of a child and assumes actual care and custody of his child.
  - (ii) He has completed six (6) months employment as of the date of the intended leave.
  - (iii) He submits to the Employer an application in writing for parental leave at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence the leave.

- (iv) Parental leave must be completed no later than the anniversary date of the birth of the child or the date on which the child came into the actual care and custody of the employee.

(c) Parental Leave - Adoption

An employee shall receive parental leave of up to thirty-seven (37) weeks without pay, subject to the following conditions:

- (i) An employee must adopt a child under the laws of the province.
  - (ii) An employee may commence adoption leave upon one (1) days' notice provided that application for such leave is made when the adoption has been approved and the Employer is kept informed of the progress of the adoption proceedings.
  - (iii) An employee has completed six (6) months employment as of the date of the intended leave.
  - (iv) Parental leave must be completed no later than the first anniversary date of adoption of the child or the date on which the child comes into actual care and custody of the employee.
  - (v) Upon request, up to three (3) days income protection shall be paid to the parent on the occasion of a birth or adoption of a child. Such leave shall be paid from the family illness income protection bank as stipulated in Article 15:02(b), provided the full provisions of Article 11:02(a)(v) is not utilized.
- (d) An employee may end her parenting leave earlier by giving the Employer written notice at least two (2) weeks, or one (1) pay period, whichever is longer before the day the employee wishes to end the leave. On return from maternity and/or parental leave, the employee shall be placed in her former classification and shift at the same increment step on the same salary scale.

**11:03 Bereavement Leave**

- (a) An employee shall be granted four (4) regularly scheduled working days leave without loss of pay and benefits, in the case of the death of a parent, spouse, same-sex partner, child, brother, sister, mother-in-law, father-in-law, common-law spouse, daughter-in-law, son-in-law, sister or brother of spouse, the wife or husband of the spouse's sister or brother, grandparent, grandparent-in-law, grandchild, step children, step parents, latest foster parents, former legal guardian, fiancé, sister's husband, brother's wife, and any other relative or foster child who was residing in the same household at the time of his/her death.

Such days may be taken only in the period which extends from the date of death up to and including three (3) days following interment or four (4) calendar days following the death, whichever is greater. One (1) day may be retained for use where the actual interment or cremation is at a later date.

- (b) **Bereavement** leave as referenced in Article 11:03(a), shall be extended by up to two (2) additional consecutive days provided the employee is required to attend a funeral more than two hundred fifty (250) kilometres from the respective facility, or may be granted at the Employer's discretion if the travel required is less than two hundred fifty (250) kilometres from the centre.
- (c) The time off referenced to in Article 11:03(a) shall not be considered as needed during periods when an employee was not scheduled to be on duty, i.e. days off, vacation periods, holidays and days during which income protection is being utilized.
- (d) Compassionate Care Leave  
An employee shall receive compassionate care leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:
- (i) An employee must have completed at least thirty (30) days of employment as of the intended date of leave.

- (ii) An employee who wishes to take a leave under this section must give the employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
  - (iii) An employee may take no more than two (2) periods of leave, **totaling** no more than eight (8) weeks, which must end not later than twenty-six (26) weeks after the day the first period of leave began. No period of leave may be less than one (1) week's duration.
  - (iv) For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
    - (A) A family member of the employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
      - (I) The day the certificate is issued; or
      - (II) If the leave was begun before the certificate was issued, the day the leave began; and
    - (B) The family member requires the care or support of one (1) or more family members.
- The employee must give the Employer a copy of the physician's certificate as soon as possible.
- (v) A family member for the purpose of this Article shall be defined as:
    - (A) A spouse or common-law partner of the employee;
    - (B) A child of the employee or a child of the employee's spouse or common-law partner;
    - (C) A parent of the employee or a parent of the employee's spouse or common-law partner;

- (D) A brother, sister, step-brother, step-sister, uncle, aunt, nephew, niece, grandchild or grandparent of the employee or of the employee's spouse or common-law partner;
  - (E) A current or former foster parent of the employee or of the employee's spouse or common-law partner;
  - (F) A current or former foster child, ward or guardian of the employee, or of the employee's spouse or common-law partner;
  - (G) The spouse or common-law partner of a person mentioned in any of the clauses (C), (D) (E) and (F);
  - (H) Any other person whom the employee considers to be like a close relative, whether or not they are related by blood, adoption, marriage or common-law relationship.
- (vi) An employee may end their compassionate care leave earlier than eight (8) weeks by giving the Employer at least forty-eight (48) hours' notice. Where an employee has been provided necessary time off under this section, and where the Employer has made arrangements for alternate staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.
  - (vii) Seniority shall accrue as per Article 8:04(c) and 8:06(d).
  - (viii) Subject to the provisions of Article 15:11, an employee may apply to utilize income protection to cover part or all of the two (2) week Employment Insurance waiting period.
  - (ix) In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for bereavement leave as outlined in Article 11:03 and 20:08.

**11:04** Necessary time off up to one (1) day at basic pay shall be granted to an employee to attend a funeral as a pallbearer or mourner. Additional travel time shall not be compensated as per Article 11:03(b).

Other Leave

**11:05** An employee required to serve as a juror or one subpoenaed as a witness in any court of law, other than a proceeding resulting from an employee's conduct or affairs shall be granted a leave of absence without loss of basic pay.

**An employee required to attend a court proceeding as a party to that proceeding, occasioned by the employee's private affairs shall receive a leave of absence without pay for the required absence.**

**11:06** Employees shall be allowed the necessary time off without loss of basic pay to attend citizenship court to become a Canadian citizen up to a maximum of one (1) calendar day.

**11:07** An employee requesting to be absent from work on approved Union business, **as detailed in a written request from the Union**, shall be granted a reasonable leave of absence for such purpose, subject to operational requirements. The Employer shall continue to pay the employee in a regular manner and the Union will reimburse the Employer for the salary and benefits accruing to the employee during her leave of absence and for any other extra cost incurred by the Employer **including overtime replacement costs**.

Except in cases of emergency, **or a reasonable request of shorter notice if operationally feasible, a minimum of fourteen (14) days advance notice of request for such leave will be given by the employee or the Union. Such requests would not be unreasonably denied. Denial of Union leave based on reasonable operational requirements is not subject to the grievance procedure.**

**All paid Union leave hours shall be excluded from the determination of overtime eligibility.**

**Article 12 Hours of Work**

- 12:01** Regular hours of work for all full-time employees will be:
- (a) Seven and three-quarters ( $7\frac{3}{4}$ ) hours per day excluding meal periods and including rest periods; and
  - (b) Thirty-eight and three-quarters ( $38\frac{3}{4}$ ) hours per week; and
  - (c) Seventy-seven and one-half ( $77\frac{1}{2}$ ) hours biweekly.
- 12:02** The unpaid meal period away from the work station will be scheduled by the Employer and will not be less than one-half ( $\frac{1}{2}$ ) hour as per Article 12:01.
- An employee whose meal period is cancelled and not rescheduled will be entitled to receive pay at overtime rates for the missed time.
- An employee who is required to remain in the work site during the meal period shall receive pay at overtime rates for the entire meal period.
- 12:03**
- (a) Employees working more than three (3) hours up to five (5) hours in length shall be entitled to one (1) fifteen (15) minute paid rest period scheduled by the Employer. Rest periods shall not begin until one (1) hour after commencement of work unless mutually agreed to between the employee and the Employer.**
  - (b) Employees working more than five (5) hours up to less than seven (7) hours shall be entitled to one (1) fifteen (15) minute paid rest period and one (1) unpaid meal period of not less than thirty (30) minutes at times scheduled by the Employer.**
  - (c) Employees working seven (7) hours up to seven and three-quarter ( $7\frac{3}{4}$ ) hours are entitled to two (2) fifteen (15) minute paid rest periods and one (1) unpaid meal period of not less than thirty (30) minutes at times scheduled by the Employer. Meal periods shall be taken not earlier than three (3) hours after commencing a shift and shall terminate no later than (5) hours after the beginning of**

**the shift unless mutually agreed between the Employer and the employee.**

- 12:04** Shift schedules for a minimum of a two (2) week period shall be posted at least two (2) weeks in advance of the beginning of a scheduled period. Except in cases of emergency, shifts within the minimum two (2) week period shall not be altered after posting except by mutual agreement between the employee and the Employer.
- 12:05** Full-time employees shall be assigned every second weekend off, weekend being defined as Saturday and Sunday. By mutual agreement employees may alternate the weekends on which they are not required to work. Mutual agreement is deemed to include the manager/coordinator or designate, and the affected employees.
- 12:06** For identification purposes, shifts will be named as follows:
- (a) The shift commencing at or about 23:30 hours shall be considered the first shift;
  - (b) The shift commencing at or about 07:30 hours shall be considered the second shift;
  - (c) The shift commencing at or about 15:30 hours shall be considered the third shift.
- 12:07** Requests for interchanges in posted shifts shall be submitted in writing co-signed by the employee willing to exchange shifts with the applicant. These requests are subject to the approval of the manager/coordinator or designate and shall not result in overtime costs to the facility.
- 12:08** Except for training purposes or evaluation where there is just cause, the employee's existing shift may be changed only by mutual agreement between the employee and the Employer.

For the purpose of this Article "shift" shall mean day, evening or night shift.



Nothing in this Article shall prevent the Employer from designating certain positions as “floats” which can be required to work more than one (1) shift, providing that these positions are posted as such and provided that such positions are not used to circumvent the intent of this Article which is to provide for fixed shifts whenever possible.

**12:09 Cancelled Shifts**

An employee who reports for work as scheduled and finding no work available shall be paid a minimum of three (3) hours at her basic rate of pay. However, when such employee works any portion of her scheduled shift, she shall receive pay for that entire shift.

**Article 13 Overtime**

- 13:01** Overtime shall be all time authorized by the Employer and worked in excess of regular daily or bi-weekly hours of work as specified in Article 12:01. Overtime shall be compensated at one and one-half (1½x) times the basic rate of pay for the first three (3) overtime hours worked and double time (2x) for all overtime hours worked thereafter.
- 13:02** All overtime worked on a general holiday shall be paid at two and one-half times (2½x) the employee’s basic rate of pay.
- 13:03** Overtime may be accumulated to a maximum of seventy-seven and one-half (77½) hours (i.e. ten [10] work days), and may be compensated for by the granting of equivalent time off at applicable overtime rates. Such time shall be taken by the employee prior to March 31 of any year, or will be paid out at the end of the current fiscal year. Except in unique circumstances, two (2) weeks’ notice of requests will be provided.
- 13:04** When overtime is required, it shall be offered to the most senior qualified volunteer employees, and when there are no volunteer employees, such duty shall be assigned starting with the most junior employee in the area, on duty, that is qualified.

For the life of the Agreement, it is the understanding of the parties that the following guidelines shall apply:

- (a) Where overtime hours are required for the shift immediately following the current shift, the employer shall approach employees within the classification who are currently in the facility. **Employees who have been assigned their shift at another location shall be considered “in the facility” for the purposes of overtime.** On the basis of seniority, overtime shall be offered to the most senior volunteer employee from the unit first, and second to the most senior trained employees in the facility.
- (b) When overtime hours are required, and there is no volunteer employee in the facility, the hours are assigned, as per Article 13:04 of the Collective Agreement, to the most junior employee in the classification, on duty, that is qualified.

- 13:05** A full-time employee required to report back to work outside her regular working hours shall be paid at overtime rates for all hours worked with a minimum of three (3) hours at overtime rates. Where an employee is called back within two (2) hours prior to the commencement of her next scheduled shift she will be paid at overtime rates for all time worked prior to the starting time of the next scheduled shift.
- 13:06** Overtime worked as a result of the changeover from daylight saving time to Central standard time shall be deemed to be authorized overtime.
- 13:07** An employee required by the Employer to attend classes of instruction or interdepartmental meetings outside his regular hours shall be paid straight time rates for time spent in attendance at such courses or meetings or be given equivalent time off, subject to Article 13:03.
- 13:08** **An employee required to work overtime without advance notice for a period in excess of two (2) hours immediately following her/his regular shift shall be paid one (1) non-cumulative meal allowance of eight dollars (\$8.00).**

- 13:09** Employees working two (2) consecutive **full shifts, as provided for in Article 12:01**, will be paid at double time for the second shift.
- 13:10** A full-time employee who works on a scheduled day off shall be paid two times (2x) the employee's basic rate of pay.
- 13:11** In every period of overtime, a paid rest period of twenty (20) minutes shall occur during each continuous three (3) hours, unless the overtime worked is a full shift, in which case regular meal/rest periods shall occur.

#### **Article 14 General Holidays**

- 14:01** The following are recognized as general holidays for purposes of this Agreement and either they or an alternate day off in lieu will be given at the basic rate. Failing this, an additional day's pay at the basic rate shall be granted in lieu.

New Year's Day ( <b>January 1</b> )	Civic Holiday
Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day ( <b>November 11</b> )
Victoria Day	Christmas Day ( <b>December 25</b> )
Canada Day (July 1)	Boxing Day ( <b>December 26</b> )

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

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

- 14:02** An employee required to work on a general holiday will be paid at the rate of one and one-half ( $1\frac{1}{2}x$ ) times her basic rate of pay for all hours worked up to seven and three-quarters ( $7\frac{3}{4}$ ) hours.
- 14:03** Subject to Article 14:06, an employee required to work on a general holiday will also be granted an alternate day off with basic pay at the mutual convenience of the Employer and the employee. If an agreement cannot be

reached that would allow the employee to take an alternate day off within thirty (30) working days before or after the holiday, an additional days pay at the basic rate shall be granted in lieu.

- 14:04** Subject to Article 14:06 below, if a general holiday falls on the regular day off of an employee or during her annual vacation, she shall be granted an alternate day off with basic pay at the mutual convenience of the Employer and the employee. If an agreement cannot be reached that would allow the employee to take an alternate day off within thirty (30) working days before or after the holiday, a **day's** pay at the basic rate shall be granted in lieu.
- 14:05** If a general holiday falls on a day on which an employee is receiving income protection benefits, it shall be paid as a holiday and not deducted from income protection credits.
- 14:06** Full-time employees shall be allowed to maintain up to five (5) alternative days off in lieu of general holidays, for the employee's future use, at a time mutually agreed to between the employee and the Employer. The employee shall submit her request for time off at least two (2) weeks ahead of the day(s) wanted. Approval will be based on operational requirements and will be granted whenever possible. If compensating time off is impractical to schedule by March 31, of any year, the employee shall receive her regular rate of pay for all days banked.
- 14:07** If an employee's regular shift falls on a general holiday, and if the Employer determines that her function is needed on that day, she will be scheduled to work. Where more than one (1) employee is involved, the decision as to who will work on the holiday will be based on seniority.

### **Article 15    Income Protection**

- 15:01** The provision of income protection is for the sole purpose of insuring an employee a continuing income during periods of bona fide sickness.
- 15:02** An employee who is absent from scheduled work due to illness, disability, quarantine or because of an accident for which compensation is not payable

under The Workers Compensation Act or MPI as a result of a motor vehicle accident, shall receive her regular basic pay to the extent that she has accumulated income protection credits.

- (a) Time off for medical, dental and chiropractic examinations or treatments, including reasonable travel time within the City of Winnipeg, shall be granted and such time off shall be chargeable against the employees accumulated income protection credits, providing the following conditions are met:
  - (i) Whenever possible, appointments are to be made on the employee's day off or at a time when she is not on duty. If the above is not possible **due to the urgency of the illness or the inability of obtaining an appointment during such times**, the employee **is to discuss his/her situation with his/her supervisor and attempt to arrange to be absent** at a time which is least disruptive to the area. **In determining an acceptable time for the employee to be absent, the urgency of the illness will be a major consideration. Such discussions will take place fourteen (14) days in advance of the appointment except in emergent situations where as early notice as possible is required. A maximum of four (4) hours in any one (1) day may be granted for such examinations and/or treatments;**
  - (b) An employee may use up to five (5) days income protection in any one (1) calendar year for illness of a spouse, child, parent or relative residing with the employee.

Income protection that may be utilized for this purpose is limited to time accrued in the Family Leave Bank (twenty percent [20%]) defined in Article 15:04.

**15:03** An employee who **is unable to report for work due to illness or injury**, shall inform her supervisor **or designate** prior to the commencement of her next scheduled shift(s) **in accordance with the procedure determined by**

**the department.** An employee who fails, without **an acceptable** reason, to give notice as specified below **may be subject to disciplinary action and** will not be entitled to receive income protection benefits, **when warranted,** for the shift(s) in question:

Prior to the Day Shift:     **One and one-half (1½) hours' notice.**

Prior to Evening Shift:     Three (3) hours.

Prior to Night Shift:       Three (3) hours.

**An employee who is unable to report to work due to any other reason shall also inform his supervisor in accordance with the time frames noted above.**

**The employee must always report the reason for the absence (ill, family ill or other specific reason).**

Reasonable notice for pre-scheduled medical, dental or chiropractic examination or treatment will be seventy-two (72) hours. An employee **undergoing elective surgery must give fourteen (14) days' notice except in cases of emergency.**

An employee returning to work after a period of illness of one (1) week or more, shall contact the Employer no later than **forty-eight (48) hours** to her return **shift unless the notice period is waived by the Employer.** The employee will be required to furnish medical documentation of her fitness to return to work.

**If an employee reports for work after a period of illness and has not given proper notification, she may be sent home with no pay.**

**15:04** Income protection shall accumulate at the rate of one and one-quarter (1¼) days for each full month of service. For each one and one-quarter (1¼) days of income protection accumulated, one (1) day (eighty percent [80%]) shall be reserved exclusively for the employee's personal use as outlined in Article 15:02. The remaining one-quarter (¼) of a day (twenty percent [20%])

shall be reserved for either the employee's personal use as outlined in Article 15:02 or for use in the event of family illness as specified in Article 15:02(b). The Employer shall maintain an up to date record of the balance of income protection credits reserved for each of these purposes. In the employee's first year of employment, amend one (1) day to read three-quarters of a day, and amend one-quarter ( $\frac{1}{4}$ ) of a day to read one-half ( $\frac{1}{2}$ ) of a day.

- 15:05** A committee comprised of Management and Union personnel will review payments of income protection to employees in order to minimize the abuse of income protection. Disciplinary action will be at the sole discretion of the Employer.
- 15:06** Income protection credits will accumulate on the same basis as seniority is accrued under Article 8.
- 15:07** During the probationary period, as per Article 3:05, an employee may claim accumulated income protection credits. However, should an employee be terminated prior to the expiry of the above referenced probationary period, income protection credits paid to the employee will be recovered by the Employer.
- 15:08** The Employer reserves the right to require a certificate from a qualified medical practitioner as proof of the employee's fitness to return to work, or to determine the approximate length of illness, or in the case of suspected abuses, as proof of illness in regard to any claim for income protection. Failure to provide such a certificate when requested may disqualify an employee from receiving income protection benefits.
- 15:09** If an employee is **to be absent for** illness for a period exceeding her income protection, including EI credits, she must request, or cause someone on her behalf to request, a leave of absence in writing for the expected duration of convalescence within ten (10) days of her last paid day of income protection. In such cases, an employee shall be granted an unpaid leave of absence for a

period of one (1) month per year of service up to a maximum of eighteen (18) months.

**In any event, upon completion of this leave of absence, the Employer will review the circumstances of each situation to determine the appropriate next steps.**

The employee will be responsible to notify the **department** every month or as defined by medical certificate to update the Employer regarding her medical status as well as her expected date of return. If it becomes evident at any time (i.e. approved for Canada Pension Disability and LTD benefits beyond the two [2] year point) during this leave of absence that the employee would no longer be able to perform the required functions of her position, she must notify the Employer accordingly.

**15:10 Income Protection and Workers Compensation**

- (a) (i) An employee who becomes injured or ill in the course of performing his/her duties must report such injury or illness as soon as possible to his/her immediate supervisor.
- (ii) An employee unable to work because of a work-related injury or illness will inform the Employer immediately in accordance with established procedures, so that a claim for compensation benefits can be forwarded to the WCB. Workers Compensation payment will be paid directly to the employee by WCB.
- (iii) Where an employee has applied for WCB benefits and where a loss of normal salary would result while awaiting a WCB decision, the employee may elect to submit a written application to the Employer requesting an advance subject to the following conditions:
  - (A) Advance payment(s) shall not exceed the employee's basic salary as defined in Article 17:02 (exclusive of overtime), less the employee's usual income tax deductions, Canada Pension Plan (CPP) contributions, and Employment Insurance (EI) contributions.



- (B) The advance(s) will cover the period of time from the date of injury until the date the final WCB decision is received, however in no case shall the total amount of the advance exceed seventy percent (70%) of the value of the employee's accumulated income protection credits.
  - (C) The employee shall reimburse the Employer by assigning sufficient WCB payments to be paid directly to the Employer to offset the total amount of the advance.
  - (D) In the event the WCB disallows the claim, including any appeal, the employee shall be paid for the absence in accordance with the income protection provisions of this Collective Agreement and the Employer shall recover the total amount of the advance by payroll deduction.
  - (E) Upon written request, the Employer will provide a statement to the employee indicating the amount of advance payment(s) made and repayment(s) received by the Employer.
- (b) (i) An employee who has accumulated sufficient income protection credits may elect to submit a written application to the Employer requesting that the Employer supplement the WCB payments. The amount of such supplement will equal ten percent (10%) of the employee's regular net salary not earned due to the time loss. Regular net salary will be based on the employee's basic salary as defined in Article 17:02 of the Collective Agreement (exclusive of overtime), less the employee's usual income tax deduction, CPP contributions and EI contributions.
- (ii) The Employer's supplement shall be charged to the employee's accumulated income protection credits and such supplement shall be paid until the employee's accumulated income protection credits are exhausted, or until one hundred nineteen (119) calendar days

have elapsed since the first day of supplement, whichever occurs first.

- (iii) Subject to the provisions of each plan, the employee may request, in writing, that the Employer deduct from the supplement, if sufficient, the contributions which would have been paid by the employee to the Employer's pension plan, dental care plan, long term disability plan and group life insurance plan as if the employee was not disabled. If the supplement is not sufficient, or where the employee elects to receive an advance, the employee may, subject to the provisions of each plan, forward self-payments to the Employer to ensure the continuation of these benefit plans. The Employer will contribute its usual contributions to these benefits plans while the employee contributes.
- (iv) Further to this, the Employer shall notify the WCB of salary adjustments at the time they occur.
- (v) If at any time, it is decided by the WCB that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by the WCB, then such payment shall not be payable.

**15:11 Manitoba Public Insurance and Income Protection**

- (a) (i) Where an employee is unable to work because of injuries sustained in a motor vehicle accident she must advise her manager/coordinator or designate as soon as possible and she must submit a claim for benefits to MPI. The employee shall be entitled to receive full income protection benefits for any period of time deemed to be a "waiting period" by MPI.
- (ii) Subject to Article 15:11(a)(i), where an employee has applied for MPI benefits and where a loss of normal salary would result while awaiting the MPI decision, the employee may submit an application

to the Employer requesting an advance subject to the following conditions:

- (iii) Advance payment(s) shall not exceed the employee's basic salary as defined in Article 17:02 (exclusive of overtime), less the employee's usual income tax deductions, CPP contributions and EI contributions.
  - (iv) The advance(s) will cover the period of time from the date of injury of the motor vehicle accident until the date the final MPI decision is rendered. In no case shall the total amount of the advance exceed seventy percent (70%) of the value of the employees accumulated income protection credits.
  - (v) The employee shall reimburse the Employer by assigning sufficient MPI payments to be paid directly to the Employer to offset the total amount of the advance or by repayment to the Employer immediately upon receipt of payment made by MPI directly to the employee.
  - (vi) In the event that MPI disallows the claim, including any appeal, the employee shall be paid for the absence in accordance with the income protection provisions of this Collective Agreement and the Employer shall recover the total amount of advance by payroll deduction.
  - (vii) Upon request, the Employer will provide a statement to the employee indicating the amount of advance payment(s) made and repayment(s) received by the Employer.
- (b) (i) Subject to Article 15:10(b) an employee who has accumulated sufficient income protection credits may elect to submit an application to the Employer requesting that the Employer supplement the MPI payments.

- (ii) The amount of each supplement will equal ten percent (10%) of the employee's regular net salary not earned due to the time loss. Regular net salary will be based on the employee's basic salary as defined in Article 17:02 of the Collective Agreement (exclusive of overtime), less the employee's usual income tax deduction, CPP contributions and EI contributions.
- (iii) The Employer's supplement shall be charged to the employee's accumulated income protection credits and such supplement shall be paid until the employee's accumulated income protection credits are exhausted.
- (iv) If at any time it is decided by MPI that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by MPI, then such payment shall not be payable.

**15:12 Disability and Rehabilitation (D&R)**

An employee who becomes ill or is injured while a member of the Employer D&R Plan, will inform the Employer immediately in accordance with established procedures so that a claim for D&R Benefits may be initiated.

The employee is required to pursue the D&R application process, including any appeal, on a timely basis, as outlined by the Plan.

- 15:13** The Employer and the Union agree to actively participate and facilitate the rehabilitation and return to work of ill, injured or disabled employees. The Union shall be notified and involved if there is a request for a Rehabilitation and Return to Work Program for employees. The Employer and the Union shall review the provisions of the program and ensure that the work designated is within her/his restrictions and limitations.

- 15:14 (a) The Employer agrees to participate in the HEB D&R Plan. The benefit levels will be as stipulated in the D&R Plan. The Employer will pay the D&R premium to a maximum of two point three percent (2.3%) of base salary.**

The parties agree that income protection credits and Workers Compensation benefits will be used where applicable, to offset the elimination period. Once the elimination period has been exhausted, and subject to the approval of the employees' application for D&R benefits by HEP, the employee may commence drawing disability benefits. It is understood that the elimination period for the D&R plan is one hundred nineteen (119) calendar days. An employee may claim income protection benefits for the period of time not to exceed the elimination period and payment of accrued income protection within the elimination period represents the maximum amount of income protection available to the employee regardless of the dispensation of the D&R application or the status of the D&R application on the one hundred twentieth calendar day. An employee may not utilize income protection contiguous to the date of termination of D&R coverage.

- (b) Where an employee has been away from work due to illness for four (4) consecutive weeks the employee must complete all required documentation and make application for coverage under the HEB D&R Plan. The Employer and the Union are willing to assist the employee with completion of the documentation/application should the employee request.
- (c) Subject to Article 23:02(b), in the event:
  - (i) An employee does not have sufficient accrued income protection to cover the one hundred nineteen (119) calendar day elimination period; or
  - (ii) The employee's D&R application has not been approved by the end of the elimination period;

the Employer shall pay the D&R premium, Health Plan premium and Dental Plan premium in respect of any portion of the

elimination period where the employee is not in receipt of paid income protection or in respect of the period of time between the end of the elimination period and the date of final disposition of the employee's D&R application.

### Article 16 Vacation

**16:01** The vacation year shall be from **April 1** in the one (1) year to **March 31** in the next year.

**Notwithstanding these dates, vacation entitlement shall be calculated as at the end of the last full pay period of the vacation year.**

**16:02** An employee who has completed less than one (1) years continuous employment as of **March 31** will be granted vacation based on a percentage of regular hours worked, in the new vacation year.

**16:03** Effective May 1, 2003 annual vacation shall be earned at the rate of:

- Fifteen (15) working days per year commencing in the first year of employment.
- Twenty (20) working days per year commencing in the fourth year of employment.
- Twenty-five (25) working days per year commencing in the eleventh year of employment.
- Thirty (30) working days per year commencing in the twenty-first year of employment.

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

**In recognition of length of service, each full-time employee shall receive one (1) additional week of vacation (five [5] days) on completion of twenty (20) years of continuous service, and one (1) each subsequent fifth (i.e. 25<sup>th</sup>, 30<sup>th</sup>, 35<sup>th</sup>, 40<sup>th</sup> etc.) anniversary of**

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

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

**16:04** The Employer will post a projected vacation entitlement list not later than two (2) months prior to the vacation cut-off dates as per Article 16:01. Employees shall indicate in writing their preferences as to vacation dates within thirty (30) calendar days of posting of the projected entitlement list. Priority in the selection of dates shall be given to the employees having the most institutional seniority within each area. An employee who fails to indicate her choice of vacation within the above thirty (30) calendar day period shall not have preference in the choice of vacation time, where other employees have indicated their preference.

Employees in term positions, as per Article 3:04, will be considered to be assigned to the area they will be working in on the dates they select for their respective vacation.

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

**16:05** The Employer will post an approved vacation schedule of the projected vacation entitlement list no later than the first day of the new vacation year. Vacation shall not be changed unless mutually agreed upon by the employee and the Employer.

**16:06** **Employees shall be given the opportunity to request remaining unscheduled vacation entitlement by October 15 of each year on a first come first serve basis. Employees shall be allowed to retain up to three (3) days for future use at times mutually agreed between the employee and the Employer. Any vacation entitlement, other than the three (3) days, not requested by October 15 may at the discretion of the**

**Employer, be scheduled by the Employer. The Employer shall post a notice, no later than October 1 of each year, in a prominent area(s) in each facility/worksites indicating the need for employees to request the scheduling of their remaining vacation. Any of the retained days not taken by March 31 of each year will be paid out.**

- 16:07** In the event that an employee is hospitalized during her vacation, it shall be incumbent upon the employee to inform the Employer as soon as possible. In such circumstances the employee may utilize income protection credits to cover the hospitalization period and the displaced vacation shall be rescheduled at a time mutually agreed upon between the Employer and the employee within the available time periods remaining during the vacation year. Proof of such hospitalization shall be provided if requested.
- 16:08** When an employee is subpoenaed for jury duty during her period of vacation, there shall be no deduction from vacation credits and the period of vacation so displaced shall be added to the vacation period or reinstated for use at a later date.
- 16:09** Vacation entitlement will be payable at the employee's regular rate of pay.
- 16:10** An employee who transfers to a different unit or department after vacation requests have been approved will have her/his vacation scheduled by the manager of the new unit in consultation with the employee within the time periods remaining during the vacation year.

### **Article 17 Salaries and Increments**

- 17:01** Employees shall be paid in accordance with the Salary Schedule attached to and forming part of this Agreement. The granting of increases shall be contingent upon the employee having performed her duties in a satisfactory fashion.
- 17:02** (a) Salaries shall be paid biweekly to each employee in accordance with his classification listed in Salary Schedule.



- (b) Employees are responsible to report any errors in pay to the Employer as soon as possible, **but in no event more than thirty (30) days after the error occurred.**
- (c) Errors in pay of one (1) day of regular pay or less made by the Employer shall be corrected on the next payday.
- (d) Errors in excess of one (1) day of regular pay made by the Employer shall be corrected. Where there is money owing to the employee, the employee shall be paid by supplemental **deposit** three (3) business days following the day the error was reported, and where there is money owing to the Employer, it shall be recovered on the next payday.

**Errors in pay made as a result of inaccurate or incomplete information from/by the employee will be processed on the following pay.**

**17:03** Individual salary increases resulting from the wage schedule shall be implemented on the employee's increment date, regardless of position or classification. When an unpaid leave of absence in excess of four (4) weeks is granted, the annual increment for the employee shall move forward in direct relation to the length of the leave. Part-time employees will be entitled to receive salary increases resulting from the wage schedule subject to Article 17:01 after they have completed the equivalent number of full-time hours, as per Article 12:01.

**17:04** **When an employee reports to work and is requested to work in a lower paid classification the employee shall be paid her current rate of pay.**

**When an employee voluntarily works a shift in a lower paid classification, the employee shall be paid at the same increment step on the lower paid classification as they are paid on their current classification.**

**17:05** **Call-back Transportation**

An employee required to return to the Facility on a call-back as referenced in Article 13:05 will have:

- (a) Return transportation provided by the Employer; or
- (b) Will receive mileage in accordance with the Province of Manitoba mileage rates if she uses her own car.

**17:06** The Employer shall supply, launder and maintain uniforms for all employees who are required by the Employer to wear a uniform.

**17:07** Uniforms shall not be worn off the premises of the Facility, except when specifically permitted to do so by the Employer.

**17:08** All uniforms remain the property of the Employer and must be returned by the employee when they are no longer required or on termination of employment. Employees will be liable for seventy-five percent (75%) of the cost price of a uniform or part of a uniform which they have abused or lost.

**17:09** Employees who are required to use their own personal vehicle for Employer business which has been pre-authorized by the Employer, shall be reimbursed by the Employer in accordance with Province of Manitoba mileage rates subject to a minimum payment of four dollars (\$4.00) per round trip.

**17:10** Effective January 1, 2009, where employees are required by the Employer to wear CSA approved safety boots at all times when on duty, the Employer agrees to reimburse said full-time and part-time employees up to two hundred dollars (\$200) every twenty-four (24) months for the purchase of CSA approved safety boots. Satisfactory proof of purchase must be provided to the Employer by the employee for reimbursement.

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

## **Article 18 Premiums**

**18:01** **Shift Premiums**

- (a) Employees who work the majority of their hours on any shift between the hours of 18:00 hours and 23:45 hours shall be paid a shift premium of one dollar (\$1.00) per hour for that shift.
- (b) Employees who work the majority of their hours on any shift between the hours of 23:45 hours and 08:00 hours shall be paid a shift premium of one dollar and seventy five cents (\$1.75) per hour for that shift.

**Effective April 1, 2016 the premium will increase to one dollar and ninety cents (\$1.90) per hour.**

**Effective October 1, 2016 the premium will increase to two dollars and five cents (\$2.05) per hour.**

**18:02** Shift premium and weekend premium will not be payable while an employee is off duty for any reason.

**18:03** A weekend premium of one dollar and thirty five cents (\$1.35) per hour shall be paid to an employee for all hours worked on any shift where the majority of hours on that shift fall between 00:01 hours on the Saturday and 24:00 hours on the following Sunday.

**Effective April 1, 2016 the premium will increase to one dollar and fifty cents (\$1.50) per hour.**

**Effective October 1, 2016 the premium will increase to one dollar and sixty-five cents (\$1.65) per hour.**

**18:04** Dietary personnel shall be paid eighty cents (\$0.80) per hour premium for all hours scheduled beyond their normal quitting time (i.e. banquets, etc.).

**18:05** Employees temporarily assigned to relieve or replace employees in positions covered by this Collective Agreement that are higher than their normal class, shall be paid in the higher scale at the same increment level as they are presently receiving in their regular position.

**18:06** Employees assigned, in writing by the Employer, to temporarily relieve or replace employees in positions which are at a higher wage level and out of

scope of this Collective Agreement shall be paid a minimum of eighty cents (\$0.80) per hour above their existing rate of pay.

### **Article 19 Terminations**

**19:01** An employee may terminate her employment with the Facility by giving the following written notice:

- (a) One (1) week before the date of termination, if the employee's service is less than one (1) year; or
- (b) Two (2) weeks before the date of termination, if the employee's service is one (1) year or more.

**19:02** Employment may be terminated by the Employer with written notice provided as follows:

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

Employment may be terminated with lesser notice:

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

**19:03** The Employer may deduct from an employee's terminal pay an amount equal to her basic pay for the period which she gives inadequate notice of termination.

- 19:04** The Employer will make available, within ten (10) calendar days after termination, all amounts due to the employee, including unpaid wages and pay in lieu of unused vacation entitlement.

## **Article 20 Part-time Employees**

- 20:01** Part-time employees are entitled to the benefits provided for under this Collective Agreement on a pro rata basis based on their regular hours worked. Without limiting the generality of the foregoing, the following provisions shall apply.

**20:02** **Income Protection in Case of Illness**

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

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

- 20:03** Part-time employees may claim payment from accumulated income protection credits only for those hours they were regularly scheduled to work but were unable to work due to illness, consistent with Article 20:10(c)(i).

**20:04** **Vacation**

(a) Entitlement to Vacation Pay

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

$$\frac{\text{Hours paid at regular rate}}{\text{Full-time hours}} = \text{Prorating factor}$$

Example of Entitlement to Vacation Pay:

Employee A is a part-time employee, listed as .5EFT. In the previous year, A worked more than .5 of the full-time hours, and in fact worked 1,410 hours. A's entitlement to vacation pay would be based on a prorating factor of:

$$\frac{1,410}{2,015} = .7 \text{ prorating factor}$$

(b) Entitlement to Vacation Time

Actual entitlement to vacation time for part-time employees shall be based on years of service as provided for in Article 16:03.

Example of Entitlement to Vacation Time:

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

(c) Entitlement to Receive Vacation Pay and Vacation Time

(i) Initial Selection of Vacation Time

Part-time employees shall have an initial right to indicate their preference to dates on the basis of the procedure set out at Article 16:05. During this initial procedure for vacation selection, part-time employees shall be allowed to indicate their preference up to a maximum on the basis of the prorating of their vacation time entitlement in accordance with the following formula:

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

Example of Initial Selection:

During the initial selection procedure set out at Article 16:05, Employee A shall have the right to indicate in writing his/her preference as to the following maximum number of vacation dates:

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

(ii) Selecting the Balance of the Vacation Time

After the initial selection set out in sub-section (i) above has been completed, the selection of the balance of vacation time shall be at

the option of the part-time employee but shall be governed by the last sentence of paragraph 1 of Article 16:05.

Example of Selecting the Balance of Vacation Time:

Employee A would have the option to select the following number of working days in order to exhaust his/her vacation time entitlement:

.3 x 20 = **six** (6) working days

Alternate Example: In the event that Employee A chose to select **twelve** (12) working days of vacation time in the initial selection, Employee A would have the option to later select up to **eight** (8) working days in order to exhaust his/her vacation time entitlement.

(iii) Operational Requirements

The provisions of Article 16:05 dealing with operational requirements apply equally to the selection procedures set out in sub-sections (i) and (ii) above.

(iv) Receipt of Vacation Pay

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

- (A) Partial pay divided equally over his/her entire vacation time entitlement; or
- (B) Full pay for vacation days up to such point as his or her vacation pay is exhausted; or
- (C) A combination of (A) or (B) above; or

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

**20:05 General Holidays**

Part-time employees shall be paid four-point-six-two percent (4.62%) of their basic rate of pay in lieu of time off on general holidays. Such holiday pay shall be included in each regular pay **deposit**.

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

**20:06 Overtime**

Part-time employees shall be entitled to overtime rates when authorized to work in excess of the daily or bi-weekly hours of work as specified in Article 12.

**20:07 Increments**

Salary increments for part-time employees will be granted after the completion of the hours dictated in the Salary Schedule until the maximum of the appropriate Salary Schedule scale is attained.

**20:08 Bereavement Leave**

- (a) An employee shall be granted up to four (4) regularly scheduled **working** days leave without loss of pay and benefits, in the case of the death of a parent, spouse, same sex partner, child, brother, sister, mother-in-law, father-in-law, common-law spouse, daughter-in-law, son-in-law, sister or brother of spouse, the wife or husband of the spouse's sister or brother, grandparent, grandparent-in-law, grandchild, step children, step parents, latest foster parents, former legal guardian, fiancé, sister's husband, brother's wife, and any other relative or foster child who was residing in the same household at the time of his/her death.

Such days may be taken only in the period which extends from the date of death up to and including three (3) days following interment or four



(4) calendar days following the death, whichever is greater. One (1) day may be retained for use where the actual interment or cremation is at a later date.

- (b) **Bereavement** leave as referenced in Article 20:08(a), shall be extended by up to two (2) additional consecutive days provided the part-time employee is required to attend a funeral more than two hundred fifty (250) kilometres from the respective facility, or shall be granted at the Employer's discretion if the travel required is less than two hundred fifty (250) kilometres from the respective facility. The part-time employee shall receive pay at the basic rate for each scheduled hour of work within these two (2) days.
- (c) The time off referenced to in Article 20:08(a) shall not be considered as needed during periods when a part-time employee was not scheduled to be on duty, i.e. days off, vacation periods, holidays and days during which income protection is being utilized.
- (d) Compassionate Care Leave  
An employee shall receive compassionate care leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:
- (i) An employee must have completed at least thirty (30) days of employment as of the intended date of leave.
  - (ii) An employee who wishes to take a leave under this section must give the employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
  - (iii) An employee may take no more than two (2) periods of leave, **totaling** no more than eight (8) weeks, which must end not later than twenty-six (26) weeks after the day the first period of leave began. No period of leave may be less than one (1) week's duration.

- (iv) For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
  - (A) A family member of the employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
    - (I) The day the certificate is issued; or
    - (II) If the leave was begun before the certificate was issued, the day the leave began; and
  - (B) The family member requires the care or support of one (1) or more family members.

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

- (v) A family member for the purpose of this article shall be defined as:
  - (A) A spouse or common-law partner of the employee;
  - (B) A child of the employee or a child of the employee's spouse or common-law partner;
  - (C) A parent of the employee or a parent of the employee's spouse or common-law partner;
  - (D) A brother, sister, step-brother, step-sister, uncle, aunt, nephew, niece, grandchild or grandparent of the employee or of the employee's spouse or common-law partner;
  - (E) A current or former foster parent of the employee or of the employee's spouse or common-law partner;
  - (F) A current or former foster child, ward or guardian of the employee, or of the employee's spouse or common-law partner;

(G) The spouse or common-law partner of a person mentioned in any of the clauses (C), (D) (E) and (F);

(H) Any other person whom the employee considers to be like a close relative, whether or not they are related by blood, adoption, marriage or common-law relationship.

(vi) An employee may end their compassionate care leave earlier than eight (8) weeks by giving the Employer at least forty-eight (48) hours' notice. Where an employee has been provided necessary time off under this Article, and where the Employer has made arrangements for alternate staffing for covering the anticipated absence, the Employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.

(vii) Seniority shall accrue as per Article 8:04(c) and 8:06(d).

(viii) Subject to the provisions of Article 15:11, an employee may apply to utilize income protection to cover part or all of the two (2) week Employment Insurance waiting period.

(ix) In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for **bereavement** leave as outlined in Article 11:03 and 20:08.

**20:09** Necessary time off up to one (1) day at basic pay shall be granted to an employee to attend a funeral as a pallbearer or mourner. Additional travel time shall not be compensated as per Article 20:08(b).

**20:10** (a) Part-time employees who indicate in writing to the Employer that they wish to work additional hours shall be offered such work when available providing they are able to perform the required duties. Such additional hours shall be allocated as per seniority within the area amongst those employees who have requested additional hours. It is further understood that such additional hours shall be offered only to the extent that they will not incur any overtime costs to the Employer.

- (b) Should a part-time employee as described in Article 20:10(a) refuse to report for work on three (3) occasions in a calendar year when requested and without an explanation satisfactory to the Employer, she will henceforth be offered additional hours at the sole discretion of the Employer until the next seniority list is posted.
- (c) (i) Where a part-time employee is unable to work all or part of an additional casual shift for any reason, payment shall be made only in respect of hours actually worked.
- (ii) Additional casual hours worked by a part-time employee shall be included in the determination of seniority.
- (iii) Additional casual hours worked by a part-time employee shall be included when determining an employee's earned vacation and accumulated income protection credits and general holiday pay, in accordance with Article 20:05.
- (iv) When a part-time employee is scheduled to work additional shifts for a period of time as described under Article 3:04, she shall be entitled to income protection benefits and bereavement leave.

## **Article 21 Committees**

- 21:01** The parties hereto agree to a Joint Committee being established to deal with such matters of mutual concern as may arise from time to time in the operation of the Facility.
- 21:02** The Committee shall be composed of equal representation from the Employer and the local Union with the total committee representation not to exceed four (4) members, unless mutually agreed otherwise. The local Union committee shall be appointed by the local Union Executive and may at any time have a representative from the MGEU.
- 21:03** The Committee shall meet as and when required at a mutually agreeable time upon written notice being given by either party. An agenda will be prepared

by the calling party and shall be submitted five (5) working days prior to the meeting taking place.

- 21:04** The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Collective Agreement. The Committee shall not supersede the activities of any committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decision or conclusions reached in their discussions. The Committee may make recommendations to the Union and the Employer with respect to its discussions and conclusions.
- 21:05** It is agreed that both parties will cooperate to the fullest extent in the matter of safety and accident prevention and the Employer agrees to provide safety equipment where required and to install safety devices where necessary.
- 21:06** A Safety Committee, as per The Workplace Safety and Health Act, shall be established to examine all aspects of safety and health measures within the Facility.

## **Article 22 Retirement Bonus**

- 22:01** Employees retiring in accordance with the following:
- (a) Retire at age sixty-five (65) years; or
  - (b) Retire after age sixty-five (65) years; or
  - (c) Have completed at least ten (10) years continuous employment and retire after age fifty-five (55) years but before age sixty-five (65) years;
  - (d) Employees who have completed at least ten (10) years continuous service with the Employer, whose age plus years of that service equal eighty (80); shall be granted a retirement bonus on the basis of four (4) days per year of employment.

- 22:02** Calculation of pre-retirement bonus entitlement shall begin from the date of the employee's last commencing employment at the Facility and shall be based on the employee's total seniority on the date of retirement.
- 22:03** Employees retiring in accordance with the conditions of Article 22:01 shall be granted a retirement bonus as specified on the following basis. Calculations will be based on the following formula:
- $$\frac{\text{Total paid hours actually worked from date of hire}}{\text{Full-time hours}} \times \text{Entitlement of a full-time employee}$$
- 22:04** Payment shall, at the option of the employee, be made in a lump sum or as a continuation of salary until the scheduled retirement date. The retirement date shall be the last day worked in cases where an employee chooses lump sum payment.
- 22:05** Permanent employees who terminate employment at any time due to permanent disability shall be granted pre-retirement leave, payable in a lump sum, on the basis of four (4) days per year of employment and in accordance with the calculation methods prescribed in the Collective Agreement.
- 22:06** The retirement bonus may be utilized to directly fund buy back of pension service in accordance with Revenue Canada limits and restrictions. Contributions for this purpose must also conform to the Health Employees' Pension Plan (HEPP) Trust Agreement, HEPP Plan Text, and other applicable written HEPP policies and guidelines.
- 22:07** Effective April 1, 2008, where an employee is entitled to pre-retirement bonus in accordance with the conditions listed above, and the employee dies prior to receiving this benefit, it is understood that the pre-retirement bonus benefit shall be paid to her/his estate.

### **Article 23 Employee Benefits**

- 23:01** **Enrolment in the HEB Manitoba Group Pension Plan, Group Health, D&R Plan, Dental Plan and Group Life Insurance Plan is a condition**

of employment for all employees, providing the employee qualifies under the conditions of each plan.

The details of each plan are as determined by the trustees of the above noted plans and identified in the respective plan texts and HEBP rules and regulations.

**23:02** Employees who want to maintain their coverage under Group Health, Dental, Group Life and D&R shall pay necessary Employer and employee premiums when on any period of unpaid LOA.

#### **Article 24 Changes in Classifications**

**24:01** In the event that the Employer establishes or proposes to establish a new classification, or if there is a substantial change in the job content or qualifications of an existing classification and providing that the new or revised classification falls within the bargaining unit, the Union shall receive a copy of the job description and accompanying salary range.

**24:02** Unless the Union objects, in writing, within thirty (30) calendar days following such notification, the classification and salary range shall become established and form part of the Salary Schedule of this Agreement.

**24:03** If the Union files written objection, as per Article 24:02, then the parties hereto shall commence negotiations forthwith and attempt to reach agreement as to an appropriate salary range.

**24:04** Failing agreement, the matter may be referred to arbitration in accordance with Article 7.

**24:05** **Grand Parenting**

Bargaining unit employees who have been on staff since at least April 1, 1995 will be recognized as having the high school requirements for the position they hold on January 1, 2000.

Example: An employee employed in a position requiring Grade 12 education would be qualified to apply for any bargaining unit position requiring Grade 12 or less provided they meet the other qualifications of the position.

## **Article 25 Sub-contracting**

- 25:01** It shall not be considered as sub-contracting should the Employer:
- (a) Merge or amalgamate with another health care facility or health care related facility; or
  - (b) Transfer or combine any of its operations or functions with another health care facility or health care related facility; or
  - (c) Take over any of the operations or functions of another health care facility.
- 25:02** In accordance with Article 25:01, an employee will be given ninety (90) days' notice and severance pay on the basis of two (2) weeks' pay at the regular basic rate, for the position last occupied, for each year of employment with the Employer if the Employer is unable to provide alternate employment for which the employee possesses qualifications and ability sufficient to perform the required duties within a fifty (50) kilometre radius of the employee's originating facility.
- 25:03** If the Employer intends to sub-contract work which results in the displacement of a number of employees, the Employer will notify the Union at least ninety (90) days in advance of such change and will make every reasonable effort to find suitable alternative employment with the Facility for those employees so displaced and will guarantee to offer alternative employment with the facility to those employees who have **forty-eight (48)** months or more continuous service with the Employer. Any employee with more than **forty-eight (48)** months service accepting a position in a lower paid classification will continue at the salary of his/her present classification and will receive an increase only when the rate in his/her new scale,



corresponding to his/her years of service, provides for an increase over his/her current rate.

### **Article 26 Duration**

- 26:01** (a) This Agreement shall be in full force and effect from **April 1, 2012** until the **March 31, 2017**.
- (b) The provisions of the Agreement shall continue in effect following the expiry date until replaced by a new Agreement or until the declaration of a strike or lockout, whichever occurs first.
- (c) The Union agrees to give the Employer at least two (2) weeks (fourteen [14] days) written notice as to the intended time and date of strike action.
- (d) The Employer agrees to give the Union at least two (2) weeks (fourteen [14] days) written notice as to the intended time and date of lockout.
- 26:02** Should either party desire to propose changes to this Agreement, they shall give notice, in writing, to the other party not more than ninety (90) calendar days and not less than thirty (30) calendar days prior to the date of termination. Within thirty (30) calendar days of the receipt of proposals, the other party shall be required to enter into negotiations for the purpose of discussing the changes and the formation of a new Agreement.
- 26:03** This Agreement may be amended during its term by mutual agreement.
- 26:04** It is agreed that neither the Union nor the Employer shall sanction or consent to any strike or lockout during the term of this Agreement and further no employee in the unit shall strike during the term of this Agreement.
- 26:05** **All retroactive wage adjustments shall be made payable within one hundred twenty (120) calendar days of ratification of this Agreement.**

**Former employees shall receive any applicable retroactive pay provided they request such pay in writing to the Employer with their current mailing address no later than ninety (90) days after the ratification date.**

### **Article 27 Union Representation**

- 27:01** The Union agrees to exchange with the Employer a current list of officers and authorized representatives and to notify the Employer in writing within fourteen (14) days of any change or changes in Union representation.
- 27:02** The Employer agrees that the bargaining unit shall have the right to assistance from representatives of the MGEU when negotiating or dealing with matters concerning the Agreement.

**Where the Employer must conduct an investigation on a workplace issue, the employee may be accompanied at the meeting by a Union representative if she so desires on condition the representative of the Union is readily available and such attendance does not impact the Employer's operations.**

- 27:03** When meeting with the Employer to conduct negotiations, **the Union will be allowed to have a maximum of three (3) employee representatives. Two (2) employees who will be entitled to leave of absence without loss of pay or benefits covered by the Employer and one (1) employee on wage recovery covered by the MGEU. The MGEU will cover the highest paid employee on wage recovery.**

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

- 27:04** **The Employer recognizes that local Union officers and/or shop stewards have duties and responsibilities towards and on behalf of the Union.**

The Union recognizes that stewards and officers are employees of the Employer and as such have jobs to perform on behalf of the Employer.

Local Union officers and/or shop stewards shall be expected to conduct Union business before or after working hours or during rest or meal breaks.

If impossible to do so, the officer/steward may be entitled to leave their work during working hours in order to carry out their functions under the Collective Agreement which involves the investigation and processing of grievances providing that each employee involved in the issue has obtained approval from the manager or designate for the time required. Reasonable advance notice will be provided where the officer/steward has themselves received advance notice. Permission to leave work during working hours will be subject to operational requirements. Permission shall not be unreasonably sought or withheld.

In the event that the officer/steward is carrying out his functions under the Collective Agreement outside his department, the officer/steward will inform the manager or designate of the department prior to entering. When permission to leave work as indicated above is granted, this time shall be considered as time worked.

## **Article 28    Respectful Workplace**

**28:01** It is agreed that there shall be no discrimination against any employee by the Employer or the Union based on:

- Ancestry, including colour and perceived race
- Ethnic background or origin
- Age
- Nationality or national origin
- Political belief, association or activity
- Religion or creed
- Sex, including pregnancy

- Marital status or family status
- Sexual orientation
- Physical or mental disability
- Place of residence
- Membership or non-membership or activity in the union, except as may be allowed under the Manitoba Human Rights Code.

**28:02 Harassment**

The Employer and the Union agree that no form of harassment shall be condoned in the workplace and it is further agreed that both parties will work together in recognizing and dealing with such problems, should they arise. Situations involving harassment shall be treated in strict confidence by both the Employer and the Union.

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

Employees are encouraged to review the Respectful Workplace Policy.

**28:03** The parties agree that all employees are entitled to a respectful and safe workplace, which is free from discrimination, harassment and violence.

**28:04** The Employer, in consultation with its employees, will develop a respectful workplace policy or review an existing policy to be included in the Employer's policy manual.

**Article 29 Bulletin Boards**

**29:01** A bulletin board for the use of the Union will be provided by the Employer. All material posted must be submitted to the designated Administrative Officer and is subject to his/her approval.

**Article 30 Discharge, Suspension, Discipline and Access to Personnel Files**

- 30:01** An employee may be discharged or suspended for just cause. Such employee shall be advised promptly in writing of the reason for her dismissal or suspension, with a copy being sent to the Union Staff Representative.
- 30:02** In all instances where the Employer considers that an employee warrants disciplinary action, the Employer shall make every effort to take such action at a meeting with the employee. The employee may be accompanied at the meeting by a Union Representative if she so desires **on condition the representative of the Union is readily available and such attendance does not impact the Employer's operations.**
- Where possible, the Employer shall give the employee prior notice of the nature of the complaint.
- No disciplinary document shall be placed on an employee's personnel file without the employee being given the opportunity to read the document.
- 30:03** If the action referred to in the above clause results in a written warning, suspension, demotion or dismissal of an employee, the Employer shall notify the employee in writing of the action taken and the reasons either by registered mail or personal service.
- 30:04** Upon written request and at a mutually agreeable time, an employee shall be given the opportunity to examine any document which is placed in her personnel file, provided no part thereof is removed from the file, and her reply to any such document shall also be placed in her personnel file. Upon written request the employee shall also receive an exact copy of any document forming part of her file.
- 30:05** An employee accompanied by a Union representative if she so elects, may examine her personnel file on request as per Article 30:04 of the Collective Agreement.
- 30:06** There shall be one (1) personnel file maintained by the Employer for each employee.

**30:07** Where the facility makes a written assessment of an employee's work performance, the employee shall be entitled to receive a copy. The employee shall sign the assessment indicating only that she has read and understands the contents. The employee may respond in writing to the assessment which shall become part of her record.

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

### **Article 31 Storm/Disaster Pay**

**31:01** If an employee is unable to attend work due to bad weather conditions and there are actual blizzard conditions, as declared by Environment Canada, or the Employer, or due to road closures as declared by the police agencies or the Department of Highways, staff shall not be paid for such work missed, however, on written request, he/she will be allowed to use banked time in lieu of overtime, banked statutory holiday or vacation time.

### **Article 32 Education Leave**

**32:01** The Employer, where possible, will attempt to accommodate scheduling requests for employees who have been accepted into an educational program and wish to maintain an employment relationship with the Employer.

**32:02** Upon written request, the Employer shall give due consideration to an employee's request for educational leave of absence without pay.

### **Article 33 Loss Of or Damage To Personal Effects**

**33:01** In recognition of the fact that during the performance of their duties, employees may have their clothing or other personal property damaged, the Employer agrees to make appropriate compensation for replacement of same.

**33:02** No claims for compensation will be considered where an employee has or will receive adequate compensation from insurance or otherwise for the loss

or theft or damage to the employee's tools, equipment or personal effects, or for luxury items.

- 33:03** Employees are responsible for any personal effects that are brought to their place of work and are not specifically required in the course of their employment and no claim for compensation will be considered for loss or theft of or damage to such personal effects.

### **Article 34 Safety and Health**

- 34:01** The Employer shall in accordance with the objects and purposes of The Workplace Safety and Health Act:

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

- 34:02** It is agreed that both parties will cooperate to the fullest extent in the matter of safety and accident prevention and the Employer agrees to provide safety equipment where required and to install safety devices where necessary.

- 34:03** A joint Safety and Health Committee, as per The Workplace Safety and Health Act, shall be established within each facility to examine all aspects of safety and health measures within the facility. The joint Safety and Health Committee shall hold meetings at least quarterly for jointly considering, monitoring, inspecting, investigating, and reviewing safety and health conditions and practices within the site. The duties of the committee include:

- (a) The receipt, consideration and disposition of concerns and complaints respecting the safety and health of workers;
- (b) Participation in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace;

- (c) The development and promotion of measures to protect the safety and health and welfare of persons in the workplace, and checking the effectiveness of such measures;
- (d) Co-operation with the occupational health service, if such a service has been established;
- (e) Co-operation with a safety and health officer exercising duties under this Act or the regulations;
- (f) The making of recommendations to the employer or prime contractor respecting the safety and health of workers;
- (g) The inspection of the workplace at regular intervals;
- (h) The participation in investigations of accidents and dangerous occurrences at the workplace;
- (i) The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and
- (j) Such other duties as may be specified in this Act or prescribed by regulation.

Minutes of the Workplace Safety and Health Committee meetings shall be recorded, provided to committee members, posted on the Safety and Health bulletin boards, and supplied to the Workplace Safety and Health Division. Recommendations for corrective actions shall be referred, in writing, to the CEO or designate and a response shall be provided to the Workplace Safety and Health Committee within thirty (30) days.

**34:04** The Employer and the Union agree that harassing and violent behaviour shall not be condoned in the workplace and is further agreed that both parties will work together in recognizing and resolving such problems should they arise.



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

**34:05** The Employer shall provide information and preventative measures for those employees in contact with known infectious diseases where medically necessary to protect the employee or other residents.

**34:06** An employee may refuse to perform particular work where the employee has reasonable grounds to believe and does believe that the work is dangerous to his/her safety or health or the safety or health of another worker or another person. Where the employee refuses particular work, he/she shall immediately report the refusal and reasons therefore to his/her immediate supervisor. The Employer shall ensure that employees subsequently asked to perform this work are made aware of the original refusal. The immediate supervisor in conjunction with the appropriate authorities will ensure that the employee is not required to continue working under dangerous conditions.

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

### **Article 35 Overpayments**


**35:01** The Employer may not make deductions from wages unless authorized by statute, by Court Order, by Arbitration Award, by this Agreement, by the Union or to correct an overpayment error made in good faith. Where an error has been made in good faith, the Employer shall be entitled to recover any overpayment made, for a period of time that does not extend further back than twelve (12) months from date of discovery, provided:

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

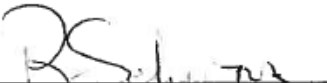
**35:02** In the event the employee retires from, or leaves the employ of, the Employer before the Employer is able to fully recover an overpayment as contemplated in this Article, the Employer shall be entitled to make a full recovery at the time of retirement or termination of employment of that employee and reduce accordingly any payments that might be owing to that employee to recover the overpayment.

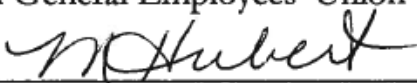
IN WITNESS WHEREOF A representative of St. Amant Inc. has hereunto set their hand for, and on behalf of, St. Amant Inc.; and Marlene Hubert, Staff Representative of Manitoba Government and General Employees' Union has set her hand for, and on behalf of, Manitoba Government and General Employees' Union.

Signed this 29 day of April, 2014.

  
\_\_\_\_\_  
On behalf of St Amant Inc.

  
\_\_\_\_\_  
On behalf of Manitoba Government  
and General Employees' Union

  
\_\_\_\_\_  
On behalf of St Amant Inc.

  
\_\_\_\_\_  
On behalf of Manitoba Government  
and General Employees' Union

**Letter of Understanding**

between

**St. Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: Escort Duty**

---

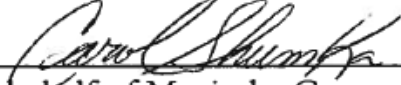
An employee reporting for work as called in for escort duty shall be paid at the appropriate rate of pay for time worked with a minimum guarantee of three (3) hours pay.

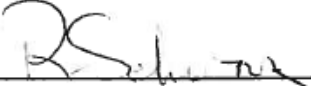
Where such escort duty results in the employee being away from the work site for 4 hours or more, upon presentation of an appropriate receipt, the employee shall be reimbursed up to a maximum of seven dollars (\$7.00) for the purchase of a meal.

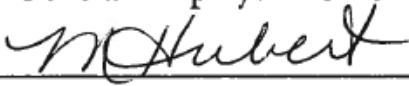
Reasonable transportation costs will be provided by the employer as required.

Signed this 29 day of April, 2014.

  
\_\_\_\_\_  
On behalf of St Amant Inc.

  
\_\_\_\_\_  
On behalf of Manitoba Government  
and General Employees' Union

  
\_\_\_\_\_  
On behalf of St Amant Inc.

  
\_\_\_\_\_  
On behalf of Manitoba Government  
and General Employees' Union

**Letter of Understanding**

between

**St. Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: Emergencies**

---


In any emergency declared by the Facility or disaster declared by EMO, employees are required to perform duties as assigned notwithstanding any contrary provision in the Collective Agreement.

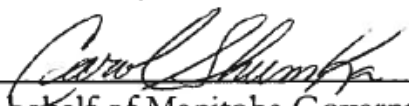
Compensation for unusual working conditions related to such emergency or disaster will be provided in accordance with the Collective Agreement.

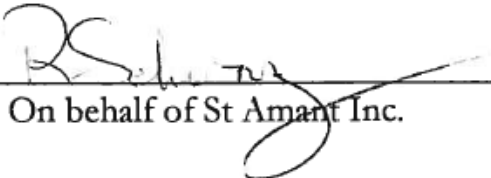
Where overtime is worked by reason of a disaster plan exercise or fire drill, overtime will be paid in accordance with Article 13.

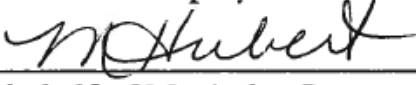
The importance of disaster plan exercises and fire drills is mutually acknowledged by the Employer and the Union and, to this end, participation of all employees is encouraged.

Signed this 29 day of April, 2014.

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

## Memorandum of Understanding

between

**St. Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: Provincial Facility Support Sector Advisory Committee**

---

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

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

- To identify classifications that are experiencing current or anticipated shortages of trained staff including, but not limited to, Health Care Aide, Sterile Processing Technician and Coding Technologist.
- To identify training requirements in order to address current or anticipated shortages.
- To recommend strategies to facilitate the availability and accessibility of training programs.
- To consider other systemic staffing issues that may be raised by Committee members.
- To present its findings and recommendations to the Regional Health Authorities of Manitoba (RHAM) prior to the expiration date of the Collective Agreement.


The Provincial Facility Support Sector Advisory Committee will commence meeting within ninety (90) days of all Unions' ratification of the 2008 negotiated agreement.

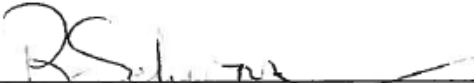
The committee will determine process issues including the circumstances in which individuals including employees may be invited to present or share information with the Committee for its consideration.

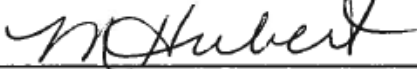
The Provincial Facility Support Sector Advisory Committee will be in existence for the duration of the collective agreement and will be extended if agreed to between the parties.

Signed this 29 day of April, 2014.

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Intent**

between

**St. Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: Maintenance of Wage Standardization**

---

Whereas Healthcare Employers represented by the Labour Relations Secretariat and Health Care Unions (hereinafter “the parties”) have negotiated provisions to work toward the attainment of wage standardization in the facility support sector for classifications performing the same duties;

And whereas Phase II of the Wage Standardization initiative will be concluded on March 31, 2009;

And whereas the parties agree that Wage Standardization must be maintained while at the same time recognizing that bona fide and significant changes to an employee’s or group of employees job content may result in a request for review of the wage scale;

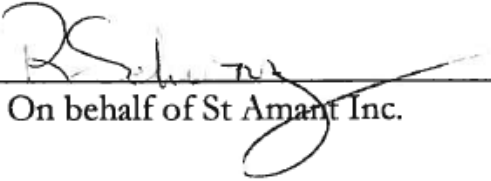
Therefore the parties agree to establish a joint committee within sixty (60) days of ratification of the final facility support Collective Agreement in 2008. The mandate of the joint committee is to develop a process, including a dispute resolution mechanism, to deal with changes in job content or qualification requirements consistent with the stated purpose of ensuring the maintenance of wage standardization. The time frame for the joint committee to conclude its deliberations is ninety (90) days from its first meeting.

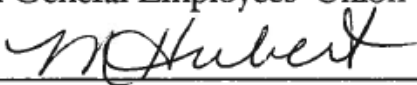


Signed this 29 day of April, 2014.

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

**Letter of Understanding**

between

**St. Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: St. Amant School, River Road Child Care and Developmental Services -  
Unique Term Positions Due to Contracts with School Divisions or Other  
Funding Bodies**

---

From time to time, the St. Amant School, **River Road Child Care and Developmental Services** may enter into a special agreement with an educational funding body to provide school services to a non-resident student. The funder may renew such contracts on an annual basis for an indefinite number of years. The Employer would strive to maintain consistency where at all possible when providing services to the students.

To facilitate this aim, when such special arrangements occur, the posting will identify the potential on-going indefinite nature of such terms (**subject Article 3:04**), with the proviso that the original incumbent will be offered the term on an annual basis, if the contract is renewed. If the original incumbent accepts the annual renewal of the term, a posting will not be required.

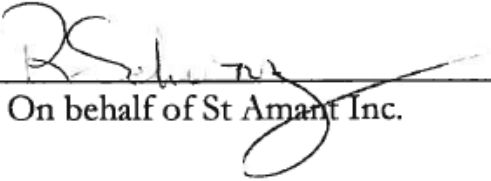
When the contract is not renewed, the term will end as identified by the prior renewal contract period.

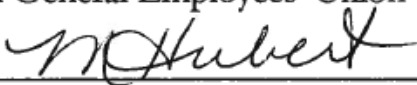
This Letter of Understanding shall be in effect for the duration of this Agreement.

Signed this 29 day of April, 2014.

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

## Memorandum of Understanding

between

**St. Amant Inc.**

and

**Manitoba Government and General Employees' Union**

### Re: Working Short

---

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

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

The issue of workload concerns/working short will be a standing agenda item under the Joint Committee established under Article 21:01. Topics of discussion may include:

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

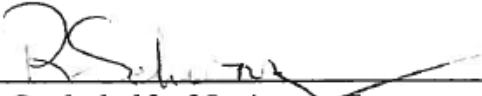
- Shift duration
  - Other
- (b) Establish a mechanism for monitoring staffing levels/workload issues, including the development of jointly approved working short and overtime forms (examples to be tabled).
- (c) Review and make recommendations to facility management regarding the above.

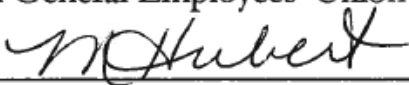
The Committee will meet within thirty (30) days following ratification of the Collective Agreement and shall jointly determine the frequency of meetings.

Signed this 29 day of April, 2014.

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Understanding**

between

**St. Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: Pension or Benefit Plan Improvements**

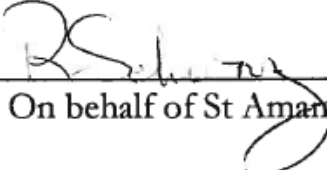
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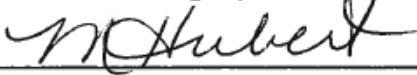
During the term of the **2012** to **2017** Collective Agreement, should another healthcare union receive enhanced pension or benefit plan improvements, the facility support unions will also receive the same enhancements at the same time.

Signed this 29 day of April, 2014.

  
\_\_\_\_\_  
On behalf of St Amant Inc.

  
\_\_\_\_\_  
On behalf of Manitoba Government  
and General Employees' Union

  
\_\_\_\_\_  
On behalf of St Amant Inc.

  
\_\_\_\_\_  
On behalf of Manitoba Government  
and General Employees' Union

## Memorandum of Understanding

between

**St. Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: "12" Hour Shift for Resident Assistants for the Complex Respiratory Care Program Housed on 2 East/West**

---

The Employer and the Union mutually agree that the following conditions and understandings apply re: the 11.625 ("12") hour shift scheduling pattern:

- (1) Individual employee schedules for each position in the 11.625 ("12") hour shift scheduling pattern include a combination of both day and night shifts.
- (2) Each shift of 11.625 ("12") hours duration is to be inclusive of two (2) fifteen (15) minute rest periods and one (1) thirty (30) minute meal period. Each shift of 11.625 ("12") hours shall be exclusive of one (1) meal period not exceeding thirty-seven (37) minutes in length.
- (3) Full-time hours of work shall provide:
  - (a) That there shall be an average of six (6) shifts of 11.625 ("12") hours duration and one (1) shift of 7.75 hours duration in each biweekly period; or
  - (b) That there shall be twenty (20) shifts of 11.625 ("12") hours duration in each three (3) consecutive biweekly periods of the shift schedule pattern; or
  - (c) That there shall be a combination of shifts of 11.625 ("12") hours duration and seven and three-quarters ( $7\frac{3}{4}$ ) hours duration that equal an average of seventy-seven and one-half ( $77\frac{1}{2}$ ) hours biweekly averaged

over the three (3) consecutive biweekly periods in the shift schedule pattern.

- (4) A “Weekend” shall mean the period from 23:45 hours on Friday until 23:30 hours on the immediately following Sunday.
- (5) The shift schedule shall be based on a master rotation pattern and shall provide employees with a minimum of twelve (12) hours off between assigned shifts, a minimum of forty-seven (47) hours off at one time, unless otherwise mutually agreed, and shall provide them with a minimum of alternate weekends off duty whenever reasonably possible, or three (3) weekends off in each six (6) week period of the shift schedule with a maximum of two (2) weekends worked between weekends off.
- (6) Each seven and three-quarter ( $7\frac{3}{4}$ ) hour shift shall be inclusive of two (2) fifteen minute rest periods and exclusive of one (1) thirty (30) minute meal break.
- (7) Overtime shall be authorized time worked in excess of a scheduled 11.625 (“12”) shift or seven and three-quarters ( $7\frac{3}{4}$ ) hours respectively, in accordance with Article 13, or in excess of the full-time hours of work defined in (2)(a), (b) or (c) above.
- (8) Note: Overtime shall apply in accordance with Article 13 except when a part-time employee, who normally works seven and three-quarters ( $7\frac{3}{4}$ ) hour shifts picks up an available 11.625 (“12”) hour shift or mutually agrees to change her/his schedule to work an 11.625 (“12”) hour shift, in advance of the shift in question. In such cases, the employee shall be paid at straight time rates for all straight time hours worked on the 11.625 (“12”) hour shift, with overtime rates applicable if this shift change results in the employee working over seventy-seven and one-half ( $77\frac{1}{2}$ ) hours biweekly.
- (9) An employee required to work on a general holiday shall be paid at the rate of one and one-half times ( $1\frac{1}{2}x$ ) her/his basic salary for all hours worked and, in addition, it is understood that seven and three-quarter ( $7\frac{3}{4}$ ) hours may be banked for full-time employees subject to Article 14:06. An employee must



have three (3) lieu days or twenty-three and one-quarter ( $23\frac{1}{4}$ ) hours in her/his bank in order to take two (2) twelve (12) hour shifts off. Overtime on a general holiday shall be at two and one-half times ( $2\frac{1}{2}x$ ).

- (10) Hours of absence due to income protection utilization by the employee for her/his own illness or the illness of a family member will be calculated in accordance with scheduled hours; i.e. income protection used for an 11.625 (“12”) hour shift uses 11.625 hours of accumulated income protection credits.
- (11) Pay for bereavement leave will be calculated according to scheduled hours of work missed in accordance with the provisions of Article 11:03 or 20:09 respectively. It is agreed that the term “working day” shall be deemed to mean 11.625 (“12”) hours.
- (12) The paid vacation entitlement that an employee receives under the 11.625 (“12”) hour shift schedule pattern shall be equivalent in hours to the paid vacation entitlement on a seven and three-quarter ( $7\frac{3}{4}$ ) hour shift schedule pattern calculated in accordance with Article 16. The amount of paid time off that an employee receives under the modified shift schedule pattern shall correspond exactly in hours to the paid time off on seven and three-quarters ( $7\frac{3}{4}$ ) hour shift pattern.
- (13) Shift premium and weekend premium shall be paid in accordance with the provisions of Article 18.


Premiums payable as follows:

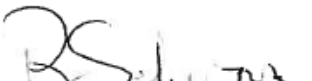
<u>Shift</u>	<u>Hours</u>	<u>Premium Pay</u>
Day	07:00-19:15	3.25 hours Evening premium
Night	19:00-07:15	11.625 hours Night premium
Weekend	Friday 19:00 to Saturday 07:15	11.625 hours Weekend premium
	Saturday 07:00 to Saturday 19:15	11.625 hours Weekend premium
	Saturday 19:00 to Sunday 07:15	11.625 hours Weekend premium
	Sunday 07:00 to Sunday 19:00	11.625 hours Weekend premium

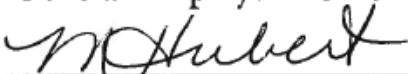
- (14) It is understood that whenever 11.625 (“12”) hours is mentioned, its equivalent of eleven (11) hours and thirty-seven and one-half (37½) minutes may be used.
- (15) The 11.625 (“12”) hour shifts may be discontinued [subject to a sixty percent (60%) vote in favour of discontinuing the shift by employees on the unit] by mutual agreement between the employees on the unit and the Employer. The Employer and the Union shall meet to determine a date to return to the seven and three-quarters (7¾) hour shift.

Signed this 29 day of April, 2014.

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

## **Letter of Understanding**

between

**St. Amant Inc.**

and

**Manitoba Government and General Employees' Union**

### **Re: Posting and Filling Vacant Positions During the Summer Vacation Period**

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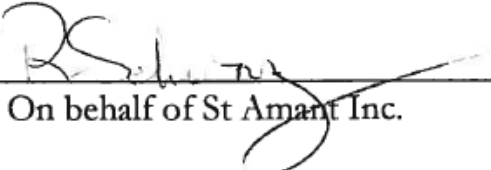
In order to minimize disruption to the approved summer vacation schedule, and to ensure that employees may take their vacation as approved during the summer period, the following may apply to the posting when appropriate during the summer vacation period (usually between June 1 and August 31).

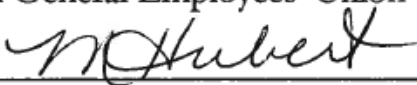
- (1) Vacant positions shall be posted in accordance with Article 9 of the Collective Agreement.
- (2) When the movement of staff resulting from staff transfers and promotions through the internal posting process will cause a disruption to the approved vacation schedule, the posted vacancy may include notice that the starting date for the successful applicant will be delayed to a point in time following the summer vacation schedule.
- (3) Where the commencement date of the vacant position will be delayed until after the summer vacation period, the posting will identify the starting date that the successful applicant will commence in the vacant position.
- (4) During the summer vacation period, position vacancies so affected will be filled with summer relief staff and in accordance with Article 20:10.

Signed this 29 day of April, 2014.

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

**Letter of Understanding**

between

**St. Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: River Road Child Care**

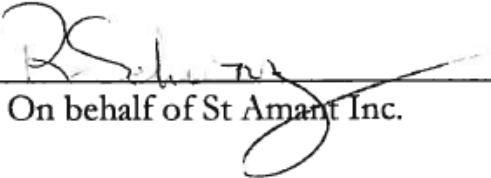
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The parties agree to the following with respect to the early closing of the River Road Child Care during the Christmas season:

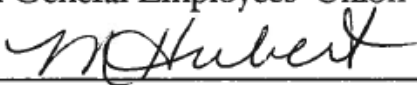
- (1) When December 24 and 31 occur on Monday to Friday, the closing hours for the River Road Child Care will be:  
  
December 24: 1:00 pm  
  
December 31: 4:30 pm
- (2) To accommodate the early closings on these days, employees working in this area agree to utilize vacation time for missed hours, or to make up the missed time by working additional hours either before or following a scheduled shift. The eligible period to bank missed time shall be from December 1 to December 23. Each employee who chooses to bank time will be provided with written confirmation of the time so banked.
- (3) Additional hours worked either before or following a scheduled shift due to the early closings shall not result in overtime costs to St. Amant.

Signed this 29 day of April, 2014.

  
On behalf of St Amant Inc.

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Understanding**

between

**St. Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: Change in Vacation Year**

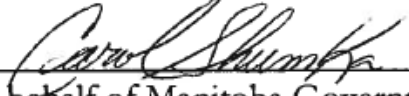
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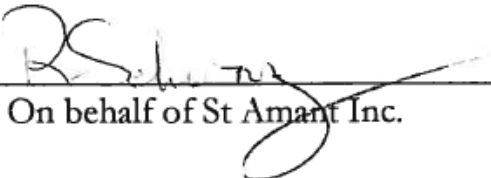
In order to facilitate the transition to the new vacation year, with an effective date of May 1, 2014, it is agreed that the vacation accrued for use during the 2014/15 vacation year shall reflect actual vacation earned from May 1, 2013 to March 31, 2014.

Vacation earned for the 2015/16 vacation year will be the full twelve (12) months from April 1, 2014 to March 31, 2015 but employees will be entitled to one (1) month.

Signed this 29 day of April, 2014.

  
\_\_\_\_\_  
On behalf of St Amant Inc.

  
\_\_\_\_\_  
On behalf of Manitoba Government  
and General Employees' Union

  
\_\_\_\_\_  
On behalf of St Amant Inc.

  
\_\_\_\_\_  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Understanding**

between

**St. Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: Vacation Planning Process**

---

In order to maximize the number of available weeks for vacation selection, the following will apply with regards to vacation planning appointments:

- (1) Beginning February 15 or earlier, the scheduling clerk will arrange an appointment with each employee in order of seniority.
- (2) Appointment times will be posted on each unit, as well as in the scheduling department, and it will be the responsibility of the employee to attend their appointment.
- (3) Employees on LOA, Medical LOA, LTD, WCB, Vacation, etc. will be notified of their respective vacation scheduling appointment. Employees will be provided with the option to come in for their appointment or complete their appointment via telephone.
- (4) The Employer will post a projected vacation entitlement list no later than February 1 of each year.
- (5) The appointment shall take place in person unless mutually agreed otherwise.
- (6) Employees will request vacation based on individual days worked, not week blocks. It is the responsibility of the employee to know their schedule and request their vacation accordingly.



- (7) Employees should come prepared for the meeting and should have their requested dates indicated on their request form as each employee will have one (1) planning meeting and all vacation requests will be approved at that time.
- (8) Employees are encouraged to select all of their earned vacation at their vacation scheduling appointment. As indicated in Article 16:15, in order for employees to use their seniority for vacation planning purposes, employees must indicate their preference within thirty (30) calendar days.
- (9) If an employee fails to attend their respective vacation scheduling appointment, except in extenuating circumstances, the Employer will make an attempt to contact the employee to discuss and receive their choice of vacation days, or failing that, to reschedule their appointment. In that case, the Employer will make every attempt to reschedule the employee into an available time period as soon as possible, although this may result in the employee being displaced in seniority during the annual planning process.
- (10) The selected approved vacation schedules will be updated on an ongoing basis and shall be posted at the end of each day in an accessible location in the scheduling department. These schedules are to be kept in scheduling at all times and should not leave the department.
- (11) An employee who fails to indicate their choice of vacation by their appointment time shall not have preference of dates already chosen by another employee.
- (12) All requests will be approved by the respective coordinator.
- (13) The Employer will post an approved vacation schedule no later than the first day of the new vacation year, April 1.

(14) An employee who transfers to a different unit or department after vacation requests have been approved will have their vacation scheduled by the manager of the new unit in consultation with the Employee within the time periods remaining during the vacation year.

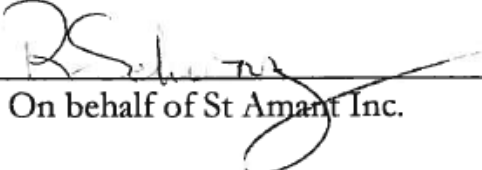
(15) Christmas/New Years

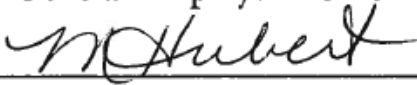
During the Christmas/New Years' time period only one (1) person is guaranteed vacation in a twenty-four (24) hour period. Therefore, less senior employees shall submit a request for vacation for this period in their February scheduling appointment in case of operational requirements allowing for additional employees to have vacation time.

Signed this 29 day of April, 2014.

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Understanding**

between

**St. Amant Inc.**

and

**Manitoba Government and General Employees' Union**

**Re: Hiring of Individuals with Intellectual Disabilities**

---

St. Amant is undertaking an initiative to ensure a representative workforce. As such, St. Amant will create and designate certain positions specifically for the purpose of hiring individuals with intellectual disabilities.

In discussion and consultation with the Union, the parties agree to the following:

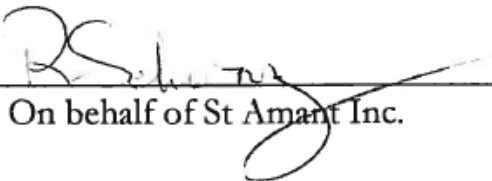
- (1) The Employer will dedicate a total of 1.0 FTE unionized position for the hiring of individuals with intellectual disabilities.
- (2) The 1.0 FTE will be divided into smaller FTEs to create a variety of positions.
- (3) There will be mutual agreement and consultation with the Union with regard to job descriptions and salary scales.
- (4) Positions will be posted for external candidates only.
- (5) Positions will be posted as terms.
- (6) In the event St. Amant wishes to create additional unionized positions over a 1.0 FTE, the Employer will have meaningful consultation and agreement with the Union.
- (7) Where the Employer wishes to increase the employee's FTE, the provisions of the Collective Agreement shall apply.

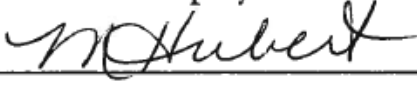
- (8) Employees hired to the designated positions will be covered under the provisions of the Collective Agreement.

Signed this 29 day of April, 2014.

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

Letter of Agreement

between

St. Amant Inc.

and

Manitoba Government and General Employees' Union


Re: Resident Transportation Responsibility Allowance

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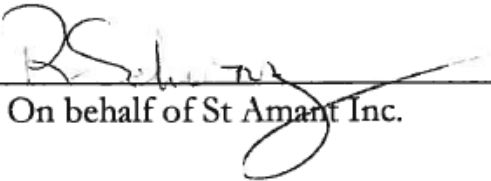
Effective October 1, 2104, employees who are required to possess their Class 4 driver's license, who are responsible for transferring St. Amant residents on outings, etc., will receive an allowance of an additional eighty cents (\$0.80) per hour for each hour actually performing such transportation duties in order to recognize the unique circumstances involved in being responsible for St. Amant residents while off site.

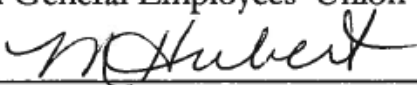
This Letter of Agreement will expire on March 31, 2017 and will be subject to renewal if the parties agree in the next round of bargaining.

Signed this 29 day of April, 2014.

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

  
On behalf of St Amant Inc.

  
On behalf of Manitoba Government  
and General Employees' Union

## Long Service Step

Effective October 1, 2014 a Long Service Step equivalent to two percent (2%) shall be added to the Salary Schedule. Employees shall be eligible for the Long Service Step identified in the Salary Schedule upon completion of the following:

- (a) Twenty (20) or more years of continuous service; and
- (b) The employee has been at the maximum step of their salary scale for a minimum of twelve (12) consecutive months.

Employees who do not meet the above criteria on October 1, 2014 shall be eligible for the Long Service Step on the employee's anniversary date in which the employee meets both conditions outlined in (a) above.

Note: For the purposes of (a) and (b), continuous service shall be calculated based on the continuous calendar years of service in an EFT position (full-time, part-time or term).

## Salary Schedules

Effective April 1, 2012

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
5	Stores	Receiver	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39
15	Dietetic Aide	Dietetic Worker I	0.00%	-	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
						Monthly	2,431.27	2,504.14	2,579.37	2,656.78	2,736.37	2,818.48
						Annual	29,175.19	30,049.70	30,952.42	31,881.33	32,836.44	33,821.78
15	Dietetic Aide	Dietetic Worker II	0.00%	-	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
						Monthly	2,431.27	2,504.14	2,579.37	2,656.78	2,736.37	2,818.48
						Annual	29,175.19	30,049.70	30,952.42	31,881.33	32,836.44	33,821.78
15	Dietetic Aide	Cafeteria Aide	0.00%	-	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
						Monthly	2,431.27	2,504.14	2,579.37	2,656.78	2,736.37	2,818.48
						Annual	29,175.19	30,049.70	30,952.42	31,881.33	32,836.44	33,821.78
22	Cook I (Uncertified)	Assistant Cook	0.00%	-	2015	Hourly	15.441	15.904	16.381	16.873	17.379	17.900
						Monthly	2,592.80	2,670.55	2,750.64	2,833.26	2,918.22	3,005.71
						Annual	31,113.62	32,046.56	33,007.72	33,999.10	35,018.69	36,068.50
22	Cook I (Uncertified)	Dietetic Aide	0.00%	-	2015	Hourly	15.441	15.904	16.381	16.873	17.379	17.900
						Monthly	2,592.80	2,670.55	2,750.64	2,833.26	2,918.22	3,005.71
						Annual	31,113.62	32,046.56	33,007.72	33,999.10	35,018.69	36,068.50
23	Cook II (Certified)	Cook III	0.00%	-	2015	Hourly	17.818	18.353	18.903	19.470	20.054	20.656
						Monthly	2,991.94	3,081.78	3,174.13	3,269.34	3,367.40	3,468.49
						Annual	35,903.27	36,981.30	38,089.55	39,232.05	40,408.81	41,621.84
23	Cook II (Certified)	Cook IV / Baker - PIO	0.00%	-	2015	Hourly	20.139	20.506	20.905	21.269		
						Monthly	3,381.67	3,443.30	3,510.30	3,571.42		
						Annual	40,580.09	41,319.59	42,123.58	42,857.04		
23	Cook II (Certified)	Cook IV / Lead Hand - PIO	0.00%	-	2015	Hourly	20.139	20.506	20.905	21.269		
						Monthly	3,381.67	3,443.30	3,510.30	3,571.42		
						Annual	40,580.09	41,319.59	42,123.58	42,857.04		

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
24	Dietetic / Lead Hand	Dietary Float	0.00%	-	2015	Hourly	16.384	16.876	17.382	17.903	18.440	18.994
						Monthly	2,751.15	2,833.76	2,918.73	3,006.21	3,096.38	3,189.41
						Annual	33,013.76	34,005.14	35,024.73	36,074.55	37,156.60	38,272.91
25	Dietetic Cleaners	Potwasher	0.00%	-	2015	Hourly	15.040	15.491	15.956	16.434	16.927	17.435
						Monthly	2,525.47	2,601.20	2,679.28	2,759.54	2,842.33	2,927.63
						Annual	30,305.60	31,214.37	32,151.34	33,114.51	34,107.91	35,131.53
25	Dietetic Cleaners	Cleaner / Porter	0.00%	-	2015	Hourly	15.040	15.491	15.956	16.434	16.927	17.435
						Monthly	2,525.47	2,601.20	2,679.28	2,759.54	2,842.33	2,927.63
						Annual	30,305.60	31,214.37	32,151.34	33,114.51	34,107.91	35,131.53
25	Dietetic Cleaners	Cleaner / Porter - PIO	0.00%	-	2015	Hourly	17.128	17.489	17.799	18.153		
						Monthly	2,876.08	2,936.70	2,988.75	3,048.19		
						Annual	34,512.92	35,240.34	35,864.99	36,578.30		
28	Housekeeping Aide	Cleaner I	0.00%	-	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
						Monthly	2,431.27	2,504.14	2,579.37	2,656.78	2,736.37	2,818.48
						Annual	29,175.19	30,049.70	30,952.42	31,881.33	32,836.44	33,821.78
28	Housekeeping Aide	Housekeeping Aide / Float	0.00%	-	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
						Monthly	2,431.27	2,504.14	2,579.37	2,656.78	2,736.37	2,818.48
						Annual	29,175.19	30,049.70	30,952.42	31,881.33	32,836.44	33,821.78
28	Housekeeping Aide	Housekeeping Attendant	0.00%	-	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
						Monthly	2,431.27	2,504.14	2,579.37	2,656.78	2,736.37	2,818.48
						Annual	29,175.19	30,049.70	30,952.42	31,881.33	32,836.44	33,821.78
30	Housekeeping / Cleaner	Cleaner II	0.00%	-	2015	Hourly	15.493	15.958	16.437	16.930	17.438	17.961
						Monthly	2,601.53	2,679.61	2,760.05	2,842.83	2,928.13	3,015.95
						Annual	31,218.40	32,155.37	33,120.56	34,113.95	35,137.57	36,191.42
30	Housekeeping / Cleaner	Cleaner III	0.00%	-	2015	Hourly	15.493	15.958	16.437	16.930	17.438	17.961
						Monthly	2,601.53	2,679.61	2,760.05	2,842.83	2,928.13	3,015.95
						Annual	31,218.40	32,155.37	33,120.56	34,113.95	35,137.57	36,191.42
40A	Linen / Laundry Porter	Linen & Laundry	0.00%	-	2015	Hourly	16.114	16.597	17.095	17.608	18.136	18.680
						Monthly	2,705.81	2,786.91	2,870.54	2,956.68	3,045.34	3,136.68
						Annual	32,469.71	33,442.96	34,446.43	35,480.12	36,544.04	37,640.20
41	Health Care Aide (Non-Certified)	Resident Assistant I	0.00%	-	2015	Hourly	16.548					
						Monthly	2,778.69					
						Annual	33,344.22					



Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
42	Health Care Aide (Certified / Trained)	Resident Assistant II	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39
45	Activity Worker (Certified)	Day Service Instructor I	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39
45	Activity Worker (Certified)	Instructional Assistant	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39
45	Activity Worker (Certified)	Recreational Instructor	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39
47	Rehab Aide (Certified)	Clinical Assistant - SLP / OT	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39
47	Rehab Aide (Certified)	Rehabilitation Assistant	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39
49	Child Care Assistant	Child Care Assistant	0.00%	-	2015	Hourly	14.721	15.163	15.618	16.086	16.569	17.066
						Monthly	2,471.90	2,546.12	2,622.52	2,701.11	2,782.21	2,865.67
						Annual	29,662.82	30,553.45	31,470.27	32,413.29	33,386.54	34,387.99
50	Early Childhood Educator	Early Childhood Educator	0.00%	-	2015	Hourly	15.993	16.472	16.967	17.476	18.000	18.540
						Monthly	2,685.49	2,765.92	2,849.04	2,934.51	3,022.50	3,113.18
						Annual	32,225.90	33,191.08	34,188.51	35,214.14	36,270.00	37,358.10
52		Day Service Instructor II	0.00%	-	2015	Hourly	17.989	18.529	19.085	19.657	20.247	20.854
						Monthly	3,020.65	3,111.33	3,204.69	3,300.74	3,399.81	3,501.73
						Annual	36,247.84	37,335.94	38,456.28	39,608.86	40,797.71	42,020.81
104	Clerk III	Switchboard Operator/ Receptionist	0.00%	-	2015	Hourly	16.766	17.269	17.787	18.320	18.870	19.436
						Monthly	2,815.29	2,899.75	2,986.73	3,076.23	3,168.59	3,263.63
						Annual	33,783.49	34,797.04	35,840.81	36,914.80	38,023.05	39,163.54
104A	Senior Switchboard Operator	Senior Switchboard Operator/ Receptionist	0.00%	-	2015	Hourly	17.264	17.782	18.316	18.865	19.431	20.014
						Monthly	2,898.91	2,985.89	3,075.56	3,167.75	3,262.79	3,360.68
						Annual	34,786.96	35,830.73	36,906.74	38,012.98	39,153.47	40,328.21

GI - General Increase

## Effective April 1, 2013

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
5	Stores	Receiver	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39
15	Dietetic Aide	Dietetic Worker I	0.00%	-	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
						Monthly	2,431.27	2,504.14	2,579.37	2,656.78	2,736.37	2,818.48
						Annual	29,175.19	30,049.70	30,952.42	31,881.33	32,836.44	33,821.78
15	Dietetic Aide	Dietetic Worker II	0.00%	-	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
						Monthly	2,431.27	2,504.14	2,579.37	2,656.78	2,736.37	2,818.48
						Annual	29,175.19	30,049.70	30,952.42	31,881.33	32,836.44	33,821.78
15	Dietetic Aide	Cafeteria Aide	0.00%	-	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
						Monthly	2,431.27	2,504.14	2,579.37	2,656.78	2,736.37	2,818.48
						Annual	29,175.19	30,049.70	30,952.42	31,881.33	32,836.44	33,821.78
22	Cook I (Uncertified)	Assistant Cook	0.00%	-	2015	Hourly	15.441	15.904	16.381	16.873	17.379	17.900
						Monthly	2,592.80	2,670.55	2,750.64	2,833.26	2,918.22	3,005.71
						Annual	31,113.62	32,046.56	33,007.72	33,999.10	35,018.69	36,068.50
22	Cook I (Uncertified)	Dietetic Aide	0.00%	-	2015	Hourly	15.441	15.904	16.381	16.873	17.379	17.900
						Monthly	2,592.80	2,670.55	2,750.64	2,833.26	2,918.22	3,005.71
						Annual	31,113.62	32,046.56	33,007.72	33,999.10	35,018.69	36,068.50
23	Cook II (Certified)	Cook III	0.00%	-	2015	Hourly	17.818	18.353	18.903	19.470	20.054	20.656
						Monthly	2,991.94	3,081.78	3,174.13	3,269.34	3,367.40	3,468.49
						Annual	35,903.27	36,981.30	38,089.55	39,232.05	40,408.81	41,621.84
23	Cook II (Certified)	Cook IV / Baker - PIO	0.00%	-	2015	Hourly	20.139	20.506	20.905	21.269		
						Monthly	3,381.67	3,443.30	3,510.30	3,571.42		
						Annual	40,580.09	41,319.59	42,123.58	42,857.04		
23	Cook II (Certified)	Cook IV / Lead Hand - PIO	0.00%	-	2015	Hourly	20.139	20.506	20.905	21.269		
						Monthly	3,381.67	3,443.30	3,510.30	3,571.42		
						Annual	40,580.09	41,319.59	42,123.58	42,857.04		
24	Dietetic / Lead Hand	Dietary Float	0.00%	-	2015	Hourly	16.384	16.876	17.382	17.903	18.440	18.994
						Monthly	2,751.15	2,833.76	2,918.73	3,006.21	3,096.38	3,189.41
						Annual	33,013.76	34,005.14	35,024.73	36,074.55	37,156.60	38,272.91

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
25	Dietetic Cleaners	Potwasher	0.00%	-	2015	Hourly	15.040	15.491	15.956	16.434	16.927	17.435
						Monthly	2,525.47	2,601.20	2,679.28	2,759.54	2,842.33	2,927.63
						Annual	30,305.60	31,214.37	32,151.34	33,114.51	34,107.91	35,131.53
25	Dietetic Cleaners	Cleaner / Porter	0.00%	-	2015	Hourly	15.040	15.491	15.956	16.434	16.927	17.435
						Monthly	2,525.47	2,601.20	2,679.28	2,759.54	2,842.33	2,927.63
						Annual	30,305.60	31,214.37	32,151.34	33,114.51	34,107.91	35,131.53
25	Dietetic Cleaners	Cleaner / Porter - PIO	0.00%	-	2015	Hourly	17.128	17.489	17.799	18.153		
						Monthly	2,876.08	2,936.70	2,988.75	3,048.19		
						Annual	34,512.92	35,240.34	35,864.99	36,578.30		
28	Housekeeping Aide	Cleaner I	0.00%	-	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
						Monthly	2,431.27	2,504.14	2,579.37	2,656.78	2,736.37	2,818.48
						Annual	29,175.19	30,049.70	30,952.42	31,881.33	32,836.44	33,821.78
28	Housekeeping Aide	Housekeeping Aide / Float	0.00%	-	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
						Monthly	2,431.27	2,504.14	2,579.37	2,656.78	2,736.37	2,818.48
						Annual	29,175.19	30,049.70	30,952.42	31,881.33	32,836.44	33,821.78
28	Housekeeping Aide	Housekeeping Attendant	0.00%	-	2015	Hourly	14.479	14.913	15.361	15.822	16.296	16.785
						Monthly	2,431.27	2,504.14	2,579.37	2,656.78	2,736.37	2,818.48
						Annual	29,175.19	30,049.70	30,952.42	31,881.33	32,836.44	33,821.78
30	Housekeeping / Cleaner	Cleaner II	0.00%	-	2015	Hourly	15.493	15.958	16.437	16.930	17.438	17.961
						Monthly	2,601.53	2,679.61	2,760.05	2,842.83	2,928.13	3,015.95
						Annual	31,218.40	32,155.37	33,120.56	34,113.95	35,137.57	36,191.42
30	Housekeeping / Cleaner	Cleaner III	0.00%	-	2015	Hourly	15.493	15.958	16.437	16.930	17.438	17.961
						Monthly	2,601.53	2,679.61	2,760.05	2,842.83	2,928.13	3,015.95
						Annual	31,218.40	32,155.37	33,120.56	34,113.95	35,137.57	36,191.42
40A	Linen / Laundry Porter	Linen & Laundry	0.00%	-	2015	Hourly	16.114	16.597	17.095	17.608	18.136	18.680
						Monthly	2,705.81	2,786.91	2,870.54	2,956.68	3,045.34	3,136.68
						Annual	32,469.71	33,442.96	34,446.43	35,480.12	36,544.04	37,640.20
41	Health Care Aide (Non-Certified)	Resident Assistant I	0.00%	-	2015	Hourly	16.548					
						Monthly	2,778.69					
						Annual	33,344.22					
42	Health Care Aide (Certified / Trained)	Resident Assistant II	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
45	Activity Worker (Certified)	Day Service Instructor I	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39
45	Activity Worker (Certified)	Instructional Assistant	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39
45	Activity Worker (Certified)	Recreational Instructor	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39
47	Rehab Aide (Certified)	Clinical Assistant - SLP / OT	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39
47	Rehab Aide (Certified)	Rehabilitation Assistant	0.00%	-	2015	Hourly	17.044	17.555	18.082	18.624	19.183	19.759
						Monthly	2,861.97	2,947.78	3,036.27	3,127.28	3,221.15	3,317.87
						Annual	34,343.66	35,373.33	36,435.23	37,527.36	38,653.75	39,814.39
49	Child Care Assistant	Child Care Assistant	0.00%	-	2015	Hourly	14.721	15.163	15.618	16.086	16.569	17.066
						Monthly	2,471.90	2,546.12	2,622.52	2,701.11	2,782.21	2,865.67
						Annual	29,662.82	30,553.45	31,470.27	32,413.29	33,386.54	34,387.99
50	Early Childhood Educator	Early Childhood Educator	0.00%	-	2015	Hourly	15.993	16.472	16.967	17.476	18.000	18.540
						Monthly	2,685.49	2,765.92	2,849.04	2,934.51	3,022.50	3,113.18
						Annual	32,225.90	33,191.08	34,188.51	35,214.14	36,270.00	37,358.10
52		Day Service Instructor II	0.00%	-	2015	Hourly	17.989	18.529	19.085	19.657	20.247	20.854
						Monthly	3,020.65	3,111.33	3,204.69	3,300.74	3,399.81	3,501.73
						Annual	36,247.84	37,335.94	38,456.28	39,608.86	40,797.71	42,020.81
104	Clerk III	Switchboard Operator/ Receptionist	0.00%	-	2015	Hourly	16.766	17.269	17.787	18.320	18.870	19.436
						Monthly	2,815.29	2,899.75	2,986.73	3,076.23	3,168.59	3,263.63
						Annual	33,783.49	34,797.04	35,840.81	36,914.80	38,023.05	39,163.54
104A	Senior Switchboard Operator	Senior Switchboard Operator/ Receptionist	0.00%	-	2015	Hourly	17.264	17.782	18.316	18.865	19.431	20.014
						Monthly	2,898.91	2,985.89	3,075.56	3,167.75	3,262.79	3,360.68
						Annual	34,786.96	35,830.73	36,906.74	38,012.98	39,153.47	40,328.21

GI - General Increase

## Effective April 1, 2014

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
5	Stores	Receiver	2.50%	GI	2015	Hourly	17.470	17.994	18.534	19.090	19.663	20.252
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78
15	Dietetic Aide	Dietetic Worker I	2.50%	GI	2015	Hourly	14.841	15.286	15.745	16.217	16.704	17.205
						Monthly	2,492.05	2,566.77	2,643.85	2,723.11	2,804.88	2,889.01
						Annual	29,904.62	30,801.29	31,726.18	32,677.26	33,658.56	34,668.08
15	Dietetic Aide	Dietetic Worker II	2.50%	GI	2015	Hourly	14.841	15.286	15.745	16.217	16.704	17.205
						Monthly	2,492.05	2,566.77	2,643.85	2,723.11	2,804.88	2,889.01
						Annual	29,904.62	30,801.29	31,726.18	32,677.26	33,658.56	34,668.08
15	Dietetic Aide	Cafeteria Aide	2.50%	GI	2015	Hourly	14.841	15.286	15.745	16.217	16.704	17.205
						Monthly	2,492.05	2,566.77	2,643.85	2,723.11	2,804.88	2,889.01
						Annual	29,904.62	30,801.29	31,726.18	32,677.26	33,658.56	34,668.08
22	Cook I (Uncertified)	Assistant Cook	2.50%	GI	2015	Hourly	15.827	16.302	16.791	17.294	17.813	18.348
						Monthly	2,657.62	2,737.38	2,819.49	2,903.95	2,991.10	3,080.94
						Annual	31,891.41	32,848.53	33,833.87	34,847.41	35,893.20	36,971.22
22	Cook I (Uncertified)	Dietetic Aide	2.50%	GI	2015	Hourly	15.827	16.302	16.791	17.294	17.813	18.348
						Monthly	2,657.62	2,737.38	2,819.49	2,903.95	2,991.10	3,080.94
						Annual	31,891.41	32,848.53	33,833.87	34,847.41	35,893.20	36,971.22
23	Cook II (Certified)	Cook III	2.50%	GI	2015	Hourly	18.264	18.811	19.376	19.957	20.556	21.172
						Monthly	3,066.83	3,158.68	3,253.55	3,351.11	3,451.70	3,555.13
						Annual	36,801.96	37,904.17	39,042.64	40,213.36	41,420.34	42,661.58
23	Cook II (Certified)	Cook IV / Baker - PIO	2.50%	GI	2015	Hourly	20.642	21.018	21.428	21.801		
						Monthly	3,466.14	3,529.27	3,598.12	3,660.75		
						Annual	41,593.63	42,351.27	43,177.42	43,929.02		
23	Cook II (Certified)	Cook IV / Lead Hand - PIO	2.50%	GI	2015	Hourly	20.642	21.018	21.428	21.801		
						Monthly	3,466.14	3,529.27	3,598.12	3,660.75		
						Annual	41,593.63	42,351.27	43,177.42	43,929.02		
24	Dietetic / Lead Hand	Dietary Float	2.50%	GI	2015	Hourly	16.794	17.298	17.816	18.351	18.902	19.469
						Monthly	2,819.99	2,904.62	2,991.60	3,081.44	3,173.96	3,269.17
						Annual	33,839.91	34,855.47	35,899.24	36,977.27	38,087.53	39,230.04

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
25	Dietetic Cleaners	Potwasher	2.50%	GI	2015	Hourly	<b>15.416</b>	<b>15.878</b>	<b>16.354</b>	<b>16.845</b>	<b>17.350</b>	<b>17.871</b>
						Monthly	2,588.60	2,666.18	2,746.11	2,828.56	2,913.35	3,000.84
						Annual	31,063.24	31,994.17	32,953.31	33,942.68	34,960.25	36,010.07
25	Dietetic Cleaners	Cleaner / Porter	2.50%	GI	2015	Hourly	<b>15.416</b>	<b>15.878</b>	<b>16.354</b>	<b>16.845</b>	<b>17.350</b>	<b>17.871</b>
						Monthly	2,588.60	2,666.18	2,746.11	2,828.56	2,913.35	3,000.84
						Annual	31,063.24	31,994.17	32,953.31	33,942.68	34,960.25	36,010.07
25	Dietetic Cleaners	Cleaner / Porter - PIO	2.50%	GI	2015	Hourly	<b>17.556</b>	<b>17.927</b>	<b>18.244</b>	<b>18.607</b>		
						Monthly	2,947.95	3,010.24	3,063.47	3,124.43		
						Annual	35,375.34	36,122.91	36,761.66	37,493.11		
28	Housekeeping Aide	Cleaner I	2.50%	GI	2015	Hourly	<b>14.841</b>	<b>15.286</b>	<b>15.745</b>	<b>16.217</b>	<b>16.704</b>	<b>17.205</b>
						Monthly	2,492.05	2,566.77	2,643.85	2,723.11	2,804.88	2,889.01
						Annual	29,904.62	30,801.29	31,726.18	32,677.26	33,658.56	34,668.08
28	Housekeeping Aide	Housekeeping Aide / Float	2.50%	GI	2015	Hourly	<b>14.841</b>	<b>15.286</b>	<b>15.745</b>	<b>16.217</b>	<b>16.704</b>	<b>17.205</b>
						Monthly	2,492.05	2,566.77	2,643.85	2,723.11	2,804.88	2,889.01
						Annual	29,904.62	30,801.29	31,726.18	32,677.26	33,658.56	34,668.08
28	Housekeeping Aide	Housekeeping Attendant	2.50%	GI	2015	Hourly	<b>14.841</b>	<b>15.286</b>	<b>15.745</b>	<b>16.217</b>	<b>16.704</b>	<b>17.205</b>
						Monthly	2,492.05	2,566.77	2,643.85	2,723.11	2,804.88	2,889.01
						Annual	29,904.62	30,801.29	31,726.18	32,677.26	33,658.56	34,668.08
30	Housekeeping / Cleaner	Cleaner II	2.50%	GI	2015	Hourly	<b>15.881</b>	<b>16.357</b>	<b>16.848</b>	<b>17.353</b>	<b>17.874</b>	<b>18.410</b>
						Monthly	2,666.69	2,746.61	2,829.06	2,913.86	3,001.34	3,091.35
						Annual	32,000.22	32,959.36	33,948.72	34,966.30	36,016.11	37,096.15
30	Housekeeping / Cleaner	Cleaner III	2.50%	GI	2015	Hourly	<b>15.881</b>	<b>16.357</b>	<b>16.848</b>	<b>17.353</b>	<b>17.874</b>	<b>18.410</b>
						Monthly	2,666.69	2,746.61	2,829.06	2,913.86	3,001.34	3,091.35
						Annual	32,000.22	32,959.36	33,948.72	34,966.30	36,016.11	37,096.15
40A	Linen / Laundry Porter	Linen & Laundry	2.50%	GI	2015	Hourly	<b>16.517</b>	<b>17.012</b>	<b>17.522</b>	<b>18.048</b>	<b>18.590</b>	<b>19.147</b>
						Monthly	2,773.48	2,856.60	2,942.24	3,030.56	3,121.57	3,215.10
						Annual	33,281.76	34,279.18	35,306.83	36,366.72	37,458.85	38,581.21
41	Health Care Aide (Non-Certified)	Resident Assistant I	2.50%	GI	2015	Hourly	<b>16.961</b>					
						Monthly	2,848.04					
						Annual	34,176.42					
42	Health Care Aide (Certified / Trained)	Resident Assistant II	2.50%	GI	2015	Hourly	<b>17.470</b>	<b>17.994</b>	<b>18.534</b>	<b>19.090</b>	<b>19.663</b>	<b>20.252</b>
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5
45	Activity Worker (Certified)	Day Service Instructor I	2.50%	GI	2015	Hourly	17.470	17.994	18.534	19.090	19.663	20.252
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78
45	Activity Worker (Certified)	Instructional Assistant	2.50%	GI	2015	Hourly	17.470	17.994	18.534	19.090	19.663	20.252
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78
45	Activity Worker (Certified)	Recreational Instructor	2.50%	GI	2015	Hourly	17.470	17.994	18.534	19.090	19.663	20.252
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78
47	Rehab Aide (Certified)	Clinical Assistant - SLP / OT	2.50%	GI	2015	Hourly	17.470	17.994	18.534	19.090	19.663	20.252
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78
47	Rehab Aide (Certified)	Rehabilitation Assistant	2.50%	GI	2015	Hourly	17.470	17.994	18.534	19.090	19.663	20.252
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78
49	Child Care Assistant	Child Care Assistant	2.50%	GI	2015	Hourly	15.089	15.542	16.008	16.488	16.983	17.493
						Monthly	2,533.70	2,609.76	2,688.01	2,768.61	2,851.73	2,937.37
						Annual	30,404.34	31,317.13	32,256.12	33,223.32	34,220.75	35,248.40
50	Early Childhood Educator	Early Childhood Educator	2.50%	GI	2015	Hourly	16.392	16.884	17.391	17.913	18.450	19.003
						Monthly	2,752.49	2,835.11	2,920.24	3,007.89	3,098.06	3,190.92
						Annual	33,029.88	34,021.26	35,042.87	36,094.70	37,176.75	38,291.05
52		Day Service Instructor II	2.50%	GI	2015	Hourly	18.439	18.992	19.562	20.149	20.753	21.376
						Monthly	3,096.22	3,189.07	3,284.79	3,383.35	3,484.78	3,589.39
						Annual	37,154.59	38,268.88	39,417.43	40,600.24	41,817.30	43,072.64
104	Clerk III	Switchboard Operator/ Receptionist	2.50%	GI	2015	Hourly	17.185	17.700	18.232	18.778	19.342	19.922
						Monthly	2,885.65	2,972.13	3,061.46	3,153.14	3,247.84	3,345.24
						Annual	34,627.78	35,665.50	36,737.48	37,837.67	38,974.13	40,142.83
104A	Senior Switchboard Operator	Senior Switchboard Operator/ Receptionist	2.50%	GI	2015	Hourly	17.696	18.227	18.773	19.337	19.917	20.514
						Monthly	2,971.45	3,060.62	3,152.30	3,247.01	3,344.40	3,444.64
						Annual	35,657.44	36,727.41	37,827.60	38,964.06	40,132.76	41,335.71

GI - General Increase

### Effective October 1, 2014 - Addition of 20-Year Long Service Rate (2% Increase)

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
5	Stores	Receiver	0.00%	-	2015	Hourly	17.470	17.994	18.534	19.090	19.663	20.252	20.657
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65	3,468.66
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78	41,623.86
15	Dietetic Aide	Dietetic Worker I	0.00%	-	2015	Hourly	14.841	15.286	15.745	16.217	16.704	17.205	17.549
						Monthly	2,492.05	2,566.77	2,643.85	2,723.11	2,804.88	2,889.01	2,946.77
						Annual	29,904.62	30,801.29	31,726.18	32,677.26	33,658.56	34,668.08	35,361.24
15	Dietetic Aide	Dietetic Worker II	0.00%	-	2015	Hourly	14.841	15.286	15.745	16.217	16.704	17.205	17.549
						Monthly	2,492.05	2,566.77	2,643.85	2,723.11	2,804.88	2,889.01	2,946.77
						Annual	29,904.62	30,801.29	31,726.18	32,677.26	33,658.56	34,668.08	35,361.24
15	Dietetic Aide	Cafeteria Aide	0.00%	-	2015	Hourly	14.841	15.286	15.745	16.217	16.704	17.205	17.549
						Monthly	2,492.05	2,566.77	2,643.85	2,723.11	2,804.88	2,889.01	2,946.77
						Annual	29,904.62	30,801.29	31,726.18	32,677.26	33,658.56	34,668.08	35,361.24
22	Cook I (Uncertified)	Assistant Cook	0.00%	-	2015	Hourly	15.827	16.302	16.791	17.294	17.813	18.348	18.715
						Monthly	2,657.62	2,737.38	2,819.49	2,903.95	2,991.10	3,080.94	3,142.56
						Annual	31,891.41	32,848.53	33,833.87	34,847.41	35,893.20	36,971.22	37,710.73
22	Cook I (Uncertified)	Dietetic Aide	0.00%	-	2015	Hourly	15.827	16.302	16.791	17.294	17.813	18.348	18.715
						Monthly	2,657.62	2,737.38	2,819.49	2,903.95	2,991.10	3,080.94	3,142.56
						Annual	31,891.41	32,848.53	33,833.87	34,847.41	35,893.20	36,971.22	37,710.73
23	Cook II (Certified)	Cook III	0.00%	-	2015	Hourly	18.264	18.811	19.376	19.957	20.556	21.172	21.595
						Monthly	3,066.83	3,158.68	3,253.55	3,351.11	3,451.70	3,555.13	3,626.16
						Annual	36,801.96	37,904.17	39,042.64	40,213.36	41,420.34	42,661.58	43,513.93
23	Cook II (Certified)	Cook IV / Baker - PIO	0.00%	-	2015	Hourly	20.642	21.018	21.428	21.801			22.237
						Monthly	3,466.14	3,529.27	3,598.12	3,660.75			3,733.96
						Annual	41,593.63	42,351.27	43,177.42	43,929.02			44,807.56
23	Cook II (Certified)	Cook IV / Lead Hand - PIO	0.00%	-	2015	Hourly	20.642	21.018	21.428	21.801			22.237
						Monthly	3,466.14	3,529.27	3,598.12	3,660.75			3,733.96
						Annual	41,593.63	42,351.27	43,177.42	43,929.02			44,807.56
24	Dietetic / Lead Hand	Dietary Float	0.00%	-	2015	Hourly	16.794	17.298	17.816	18.351	18.902	19.469	19.858
						Monthly	2,819.99	2,904.62	2,991.60	3,081.44	3,173.96	3,269.17	3,334.49
						Annual	33,839.91	34,855.47	35,899.24	36,977.27	38,087.53	39,230.04	40,013.87



Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
25	Dietetic Cleaners	Potwasher	0.00%	-	2015	Hourly	15.416	15.878	16.354	16.845	17.350	17.871	18.228
						Monthly	2,588.60	2,666.18	2,746.11	2,828.56	2,913.35	3,000.84	3,060.79
						Annual	31,063.24	31,994.17	32,953.31	33,942.68	34,960.25	36,010.07	36,729.42
25	Dietetic Cleaners	Cleaner / Porter	0.00%	-	2015	Hourly	15.416	15.878	16.354	16.845	17.350	17.871	18.228
						Monthly	2,588.60	2,666.18	2,746.11	2,828.56	2,913.35	3,000.84	3,060.79
						Annual	31,063.24	31,994.17	32,953.31	33,942.68	34,960.25	36,010.07	36,729.42
25	Dietetic Cleaners	Cleaner / Porter - PIO	0.00%	-	2015	Hourly	17.556	17.927	18.244	18.607			18.979
						Monthly	2,947.95	3,010.24	3,063.47	3,124.43			3,186.89
						Annual	35,375.34	36,122.91	36,761.66	37,493.11			38,242.69
28	Housekeeping Aide	Cleaner I	0.00%	-	2015	Hourly	14.841	15.286	15.745	16.217	16.704	17.205	17.549
						Monthly	2,492.05	2,566.77	2,643.85	2,723.11	2,804.88	2,889.01	2,946.77
						Annual	29,904.62	30,801.29	31,726.18	32,677.26	33,658.56	34,668.08	35,361.24
28	Housekeeping Aide	Housekeeping Aide / Float	0.00%	-	2015	Hourly	14.841	15.286	15.745	16.217	16.704	17.205	17.549
						Monthly	2,492.05	2,566.77	2,643.85	2,723.11	2,804.88	2,889.01	2,946.77
						Annual	29,904.62	30,801.29	31,726.18	32,677.26	33,658.56	34,668.08	35,361.24
28	Housekeeping Aide	Housekeeping Attendant	0.00%	-	2015	Hourly	14.841	15.286	15.745	16.217	16.704	17.205	17.549
						Monthly	2,492.05	2,566.77	2,643.85	2,723.11	2,804.88	2,889.01	2,946.77
						Annual	29,904.62	30,801.29	31,726.18	32,677.26	33,658.56	34,668.08	35,361.24
30	Housekeeping / Cleaner	Cleaner II	0.00%	-	2015	Hourly	15.881	16.357	16.848	17.353	17.874	18.410	18.778
						Monthly	2,666.69	2,746.61	2,829.06	2,913.86	3,001.34	3,091.35	3,153.14
						Annual	32,000.22	32,959.36	33,948.72	34,966.30	36,016.11	37,096.15	37,837.67
30	Housekeeping / Cleaner	Cleaner III	0.00%	-	2015	Hourly	15.881	16.357	16.848	17.353	17.874	18.410	18.778
						Monthly	2,666.69	2,746.61	2,829.06	2,913.86	3,001.34	3,091.35	3,153.14
						Annual	32,000.22	32,959.36	33,948.72	34,966.30	36,016.11	37,096.15	37,837.67
40A	Linen / Laundry Porter	Linen & Laundry	0.00%	-	2015	Hourly	16.517	17.012	17.522	18.048	18.590	19.147	19.530
						Monthly	2,773.48	2,856.60	2,942.24	3,030.56	3,121.57	3,215.10	3,279.41
						Annual	33,281.76	34,279.18	35,306.83	36,366.72	37,458.85	38,581.21	39,352.95
41	Health Care Aide (Non-Certified)	Resident Assistant I	0.00%	-	2015	Hourly	16.961						
						Monthly	2,848.04						
						Annual	34,176.42						
42	Health Care Aide (Certified / Trained)	Resident Assistant II	0.00%	-	2015	Hourly	17.470	17.994	18.534	19.090	19.663	20.252	20.657
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65	3,468.66
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78	41,623.86

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
45	Activity Worker (Certified)	Day Service Instructor I	0.00%	-	2015	Hourly	17.470	17.994	18.534	19.090	19.663	20.252	20.657
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65	3,468.66
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78	41,623.86
45	Activity Worker (Certified)	Instructional Assistant	0.00%	-	2015	Hourly	17.470	17.994	18.534	19.090	19.663	20.252	20.657
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65	3,468.66
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78	41,623.86
45	Activity Worker (Certified)	Recreational Instructor	0.00%	-	2015	Hourly	17.470	17.994	18.534	19.090	19.663	20.252	20.657
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65	3,468.66
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78	41,623.86
47	Rehab Aide (Certified)	Clinical Assistant - SLP / OT	0.00%	-	2015	Hourly	17.470	17.994	18.534	19.090	19.663	20.252	20.657
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65	3,468.66
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78	41,623.86
47	Rehab Aide (Certified)	Rehabilitation Assistant	0.00%	-	2015	Hourly	17.470	17.994	18.534	19.090	19.663	20.252	20.657
						Monthly	2,933.50	3,021.49	3,112.17	3,205.53	3,301.75	3,400.65	3,468.66
						Annual	35,202.05	36,257.91	37,346.01	38,466.35	39,620.95	40,807.78	41,623.86
49	Child Care Assistant	Child Care Assistant	0.00%	-	2015	Hourly	15.089	15.542	16.008	16.488	16.983	17.493	17.843
						Monthly	2,533.70	2,609.76	2,688.01	2,768.61	2,851.73	2,937.37	2,996.14
						Annual	30,404.34	31,317.13	32,256.12	33,223.32	34,220.75	35,248.40	35,953.65
50	Early Childhood Educator	Early Childhood Educator	0.00%	-	2015	Hourly	16.392	16.884	17.391	17.913	18.450	19.003	19.383
						Monthly	2,752.49	2,835.11	2,920.24	3,007.89	3,098.06	3,190.92	3,254.73
						Annual	33,029.88	34,021.26	35,042.87	36,094.70	37,176.75	38,291.05	39,056.75
52		Day Service Instructor II	0.00%	-	2015	Hourly	18.439	18.992	19.562	20.149	20.753	21.376	21.804
						Monthly	3,096.22	3,189.07	3,284.79	3,383.35	3,484.78	3,589.39	3,661.26
						Annual	37,154.59	38,268.88	39,417.43	40,600.24	41,817.30	43,072.64	43,935.06
104	Clerk III	Switchboard Operator/ Receptionist	0.00%	-	2015	Hourly	17.185	17.700	18.232	18.778	19.342	19.922	20.320
						Monthly	2,885.65	2,972.13	3,061.46	3,153.14	3,247.84	3,345.24	3,412.07
						Annual	34,627.78	35,665.50	36,737.48	37,837.67	38,974.13	40,142.83	40,944.80
104A	Senior Switchboard Operator	Senior Switchboard Operator/ Receptionist	0.00%	-	2015	Hourly	17.696	18.227	18.773	19.337	19.917	20.514	20.924
						Monthly	2,971.45	3,060.62	3,152.30	3,247.01	3,344.40	3,444.64	3,513.49
						Annual	35,657.44	36,727.41	37,827.60	38,964.06	40,132.76	41,335.71	42,161.86

GI - General Increase

## Effective April 1, 2015

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
5	Stores	Receiver	2.50%	GI	2015	Hourly	17.907	18.444	18.997	19.567	20.154	20.759	21.174
						Monthly	3,006.88	3,097.06	3,189.91	3,285.63	3,384.19	3,485.78	3,555.47
						Annual	36,082.61	37,164.66	38,278.96	39,427.51	40,610.31	41,829.39	42,665.61
15	Dietetic Aide	Dietetic Worker I	2.50%	GI	2015	Hourly	15.212	15.668	16.139	16.623	17.121	17.635	17.988
						Monthly	2,554.35	2,630.92	2,710.01	2,791.28	2,874.90	2,961.21	3,020.49
						Annual	30,652.18	31,571.02	32,520.09	33,495.35	34,498.82	35,534.53	36,245.82
15	Dietetic Aide	Dietetic Worker II	2.50%	GI	2015	Hourly	15.212	15.668	16.139	16.623	17.121	17.635	17.988
						Monthly	2,554.35	2,630.92	2,710.01	2,791.28	2,874.90	2,961.21	3,020.49
						Annual	30,652.18	31,571.02	32,520.09	33,495.35	34,498.82	35,534.53	36,245.82
15	Dietetic Aide	Cafeteria Aide	2.50%	GI	2015	Hourly	15.212	15.668	16.139	16.623	17.121	17.635	17.988
						Monthly	2,554.35	2,630.92	2,710.01	2,791.28	2,874.90	2,961.21	3,020.49
						Annual	30,652.18	31,571.02	32,520.09	33,495.35	34,498.82	35,534.53	36,245.82
22	Cook I (Uncertified)	Assistant Cook	2.50%	GI	2015	Hourly	16.223	16.709	17.211	17.727	18.259	18.806	19.182
						Monthly	2,724.11	2,805.72	2,890.01	2,976.66	3,065.99	3,157.84	3,220.98
						Annual	32,689.35	33,668.64	34,680.17	35,719.91	36,791.89	37,894.09	38,651.73
22	Cook I (Uncertified)	Dietetic Aide	2.50%	GI	2015	Hourly	16.223	16.709	17.211	17.727	18.259	18.806	19.182
						Monthly	2,724.11	2,805.72	2,890.01	2,976.66	3,065.99	3,157.84	3,220.98
						Annual	32,689.35	33,668.64	34,680.17	35,719.91	36,791.89	37,894.09	38,651.73
23	Cook II (Certified)	Cook III	2.50%	GI	2015	Hourly	18.720	19.282	19.860	20.456	21.070	21.702	22.136
						Monthly	3,143.40	3,237.77	3,334.83	3,434.90	3,538.00	3,644.13	3,717.00
						Annual	37,720.80	38,853.23	40,017.90	41,218.84	42,456.05	43,729.53	44,604.04
23	Cook II (Certified)	Cook IV / Baker - PIO	2.50%	GI	2015	Hourly	21.159	21.544	21.963	22.346			22.793
						Monthly	3,552.95	3,617.60	3,687.95	3,752.27			3,827.33
						Annual	42,635.39	43,411.16	44,255.45	45,027.19			45,927.90
23	Cook II (Certified)	Cook IV / Lead Hand - PIO	2.50%	GI	2015	Hourly	21.159	21.544	21.963	22.346			22.793
						Monthly	3,552.95	3,617.60	3,687.95	3,752.27			3,827.33
						Annual	42,635.39	43,411.16	44,255.45	45,027.19			45,927.90
24	Dietetic / Lead Hand	Dietary Float	2.50%	GI	2015	Hourly	17.214	17.730	18.262	18.810	19.374	19.955	20.354
						Monthly	2,890.52	2,977.16	3,066.49	3,158.51	3,253.22	3,350.78	3,417.78
						Annual	34,686.21	35,725.95	36,797.93	37,902.15	39,038.61	40,209.33	41,013.31

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
25	Dietetic Cleaners	Potwasher	2.50%	GI	2015	Hourly	15.801	16.275	16.763	17.266	17.784	18.318	18.684
						Monthly	2,653.25	2,732.84	2,814.79	2,899.25	2,986.23	3,075.90	3,137.36
						Annual	31,839.02	32,794.13	33,777.45	34,790.99	35,834.76	36,910.77	37,648.26
25	Dietetic Cleaners	Cleaner / Porter	2.50%	GI	2015	Hourly	15.801	16.275	16.763	17.266	17.784	18.318	18.684
						Monthly	2,653.25	2,732.84	2,814.79	2,899.25	2,986.23	3,075.90	3,137.36
						Annual	31,839.02	32,794.13	33,777.45	34,790.99	35,834.76	36,910.77	37,648.26
25	Dietetic Cleaners	Cleaner / Porter - PIO	2.50%	GI	2015	Hourly	17.995	18.375	18.700	19.072			19.453
						Monthly	3,021.66	3,085.47	3,140.04	3,202.51			3,266.48
						Annual	36,259.93	37,025.63	37,680.50	38,430.08			39,197.80
28	Housekeeping Aide	Cleaner I	2.50%	GI	2015	Hourly	15.212	15.668	16.139	16.623	17.121	17.635	17.988
						Monthly	2,554.35	2,630.92	2,710.01	2,791.28	2,874.90	2,961.21	3,020.49
						Annual	30,652.18	31,571.02	32,520.09	33,495.35	34,498.82	35,534.53	36,245.82
28	Housekeeping Aide	Housekeeping Aide / Float	2.50%	GI	2015	Hourly	15.212	15.668	16.139	16.623	17.121	17.635	17.988
						Monthly	2,554.35	2,630.92	2,710.01	2,791.28	2,874.90	2,961.21	3,020.49
						Annual	30,652.18	31,571.02	32,520.09	33,495.35	34,498.82	35,534.53	36,245.82
28	Housekeeping Aide	Housekeeping Attendant	2.50%	GI	2015	Hourly	15.212	15.668	16.139	16.623	17.121	17.635	17.988
						Monthly	2,554.35	2,630.92	2,710.01	2,791.28	2,874.90	2,961.21	3,020.49
						Annual	30,652.18	31,571.02	32,520.09	33,495.35	34,498.82	35,534.53	36,245.82
30	Housekeeping / Cleaner	Cleaner II	2.50%	GI	2015	Hourly	16.278	16.766	17.269	17.787	18.321	18.870	19.247
						Monthly	2,733.35	2,815.29	2,899.75	2,986.73	3,076.40	3,168.59	3,231.89
						Annual	32,800.17	33,783.49	34,797.04	35,840.81	36,916.82	38,023.05	38,782.71
30	Housekeeping / Cleaner	Cleaner III	2.50%	GI	2015	Hourly	16.278	16.766	17.269	17.787	18.321	18.870	19.247
						Monthly	2,733.35	2,815.29	2,899.75	2,986.73	3,076.40	3,168.59	3,231.89
						Annual	32,800.17	33,783.49	34,797.04	35,840.81	36,916.82	38,023.05	38,782.71
40A	Linen / Laundry Porter	Linen & Laundry	2.50%	GI	2015	Hourly	16.929	17.437	17.960	18.499	19.054	19.626	20.019
						Monthly	2,842.66	2,927.96	3,015.78	3,106.29	3,199.48	3,295.53	3,361.52
						Annual	34,111.94	35,135.56	36,189.40	37,275.49	38,393.81	39,546.39	40,338.29
41	Health Care Aide (Non-Certified)	Resident Assistant I	2.50%	GI	2015	Hourly	17.385						
						Monthly	2,919.23						
						Annual	35,030.78						
42	Health Care Aide (Certified / Trained)	Resident Assistant II	2.50%	GI	2015	Hourly	17.907	18.444	18.997	19.567	20.154	20.759	21.174
						Monthly	3,006.88	3,097.06	3,189.91	3,285.63	3,384.19	3,485.78	3,555.47
						Annual	36,082.61	37,164.66	38,278.96	39,427.51	40,610.31	41,829.39	42,665.61

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
45	Activity Worker (Certified)	Day Service Instructor I	2.50%	GI	2015	Hourly	17.907	18.444	18.997	19.567	20.154	20.759	21.174
						Monthly	3,006.88	3,097.06	3,189.91	3,285.63	3,384.19	3,485.78	3,555.47
						Annual	36,082.61	37,164.66	38,278.96	39,427.51	40,610.31	41,829.39	42,665.61
45	Activity Worker (Certified)	Instructional Assistant	2.50%	GI	2015	Hourly	17.907	18.444	18.997	19.567	20.154	20.759	21.174
						Monthly	3,006.88	3,097.06	3,189.91	3,285.63	3,384.19	3,485.78	3,555.47
						Annual	36,082.61	37,164.66	38,278.96	39,427.51	40,610.31	41,829.39	42,665.61
45	Activity Worker (Certified)	Recreational Instructor	2.50%	GI	2015	Hourly	17.907	18.444	18.997	19.567	20.154	20.759	21.174
						Monthly	3,006.88	3,097.06	3,189.91	3,285.63	3,384.19	3,485.78	3,555.47
						Annual	36,082.61	37,164.66	38,278.96	39,427.51	40,610.31	41,829.39	42,665.61
47	Rehab Aide (Certified)	Clinical Assistant - SLP / OT	2.50%	GI	2015	Hourly	17.907	18.444	18.997	19.567	20.154	20.759	21.174
						Monthly	3,006.88	3,097.06	3,189.91	3,285.63	3,384.19	3,485.78	3,555.47
						Annual	36,082.61	37,164.66	38,278.96	39,427.51	40,610.31	41,829.39	42,665.61
47	Rehab Aide (Certified)	Rehabilitation Assistant	2.50%	GI	2015	Hourly	17.907	18.444	18.997	19.567	20.154	20.759	21.174
						Monthly	3,006.88	3,097.06	3,189.91	3,285.63	3,384.19	3,485.78	3,555.47
						Annual	36,082.61	37,164.66	38,278.96	39,427.51	40,610.31	41,829.39	42,665.61
49	Child Care Assistant	Child Care Assistant	2.50%	GI	2015	Hourly	15.466	15.930	16.408	16.901	17.408	17.930	18.289
						Monthly	2,597.00	2,674.91	2,755.18	2,837.96	2,923.09	3,010.75	3,071.03
						Annual	31,163.99	32,098.95	33,062.12	34,055.52	35,077.12	36,128.95	36,852.34
50	Early Childhood Educator	Early Childhood Educator	2.50%	GI	2015	Hourly	16.802	17.306	17.826	18.360	18.911	19.478	19.868
						Monthly	2,821.34	2,905.97	2,993.28	3,082.95	3,175.47	3,270.68	3,336.17
						Annual	33,856.03	34,871.59	35,919.39	36,995.40	38,105.67	39,248.17	40,034.02
52		Day Service Instructor II	2.50%	GI	2015	Hourly	18.900	19.467	20.051	20.652	21.272	21.910	22.348
						Monthly	3,173.63	3,268.83	3,366.90	3,467.82	3,571.92	3,679.05	3,752.60
						Annual	38,083.50	39,226.01	40,402.77	41,613.78	42,863.08	44,148.65	45,031.22
104	Clerk III	Switchboard Operator/ Receptionist	2.50%	GI	2015	Hourly	17.615	18.143	18.687	19.248	19.825	20.420	20.828
						Monthly	2,957.85	3,046.51	3,137.86	3,232.06	3,328.95	3,428.86	3,497.37
						Annual	35,494.23	36,558.15	37,654.31	38,784.72	39,947.38	41,146.30	41,968.42
104A	Senior Switchboard Operator	Senior Switchboard Operator/ Receptionist	2.50%	GI	2015	Hourly	18.138	18.682	19.243	19.820	20.415	21.027	21.448
						Monthly	3,045.67	3,137.02	3,231.22	3,328.11	3,428.02	3,530.78	3,601.48
						Annual	36,548.07	37,644.23	38,774.65	39,937.30	41,136.23	42,369.41	43,217.72

GI - General Increase

## Effective April 1, 2016

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
5	Stores	Receiver	2.00%	GI	2015	Hourly	18.265	18.813	19.377	19.958	20.557	21.174	21.597
						Monthly	3,067.00	3,159.02	3,253.72	3,351.28	3,451.86	3,555.47	3,626.50
						Annual	36,803.98	37,908.20	39,044.66	40,215.37	41,422.36	42,665.61	43,517.96
15	Dietetic Aide	Dietetic Worker I	2.00%	GI	2015	Hourly	15.516	15.982	16.461	16.955	17.464	17.988	18.348
						Monthly	2,605.40	2,683.64	2,764.08	2,847.03	2,932.50	3,020.49	3,080.94
						Annual	31,264.74	32,203.73	33,168.92	34,164.33	35,189.96	36,245.82	36,971.22
15	Dietetic Aide	Dietetic Worker II	2.00%	GI	2015	Hourly	15.516	15.982	16.461	16.955	17.464	17.988	18.348
						Monthly	2,605.40	2,683.64	2,764.08	2,847.03	2,932.50	3,020.49	3,080.94
						Annual	31,264.74	32,203.73	33,168.92	34,164.33	35,189.96	36,245.82	36,971.22
15	Dietetic Aide	Cafeteria Aide	2.00%	GI	2015	Hourly	15.516	15.982	16.461	16.955	17.464	17.988	18.348
						Monthly	2,605.40	2,683.64	2,764.08	2,847.03	2,932.50	3,020.49	3,080.94
						Annual	31,264.74	32,203.73	33,168.92	34,164.33	35,189.96	36,245.82	36,971.22
22	Cook I (Uncertified)	Assistant Cook	2.00%	GI	2015	Hourly	16.547	17.043	17.555	18.081	18.624	19.183	19.567
						Monthly	2,778.52	2,861.80	2,947.78	3,036.10	3,127.28	3,221.15	3,285.63
						Annual	33,342.21	34,341.65	35,373.33	36,433.22	37,527.36	38,653.75	39,427.51
22	Cook I (Uncertified)	Dietetic Aide	2.00%	GI	2015	Hourly	16.547	17.043	17.555	18.081	18.624	19.183	19.567
						Monthly	2,778.52	2,861.80	2,947.78	3,036.10	3,127.28	3,221.15	3,285.63
						Annual	33,342.21	34,341.65	35,373.33	36,433.22	37,527.36	38,653.75	39,427.51
23	Cook II (Certified)	Cook III	2.00%	GI	2015	Hourly	19.095	19.667	20.257	20.865	21.491	22.136	22.579
						Monthly	3,206.37	3,302.42	3,401.49	3,503.58	3,608.70	3,717.00	3,791.39
						Annual	38,476.43	39,629.01	40,817.86	42,042.98	43,304.37	44,604.04	45,496.69
23	Cook II (Certified)	Cook IV / Baker - PIO	2.00%	GI	2015	Hourly	21.582	21.975	22.403	22.793			23.249
						Monthly	3,623.98	3,689.97	3,761.84	3,827.33			3,903.90
						Annual	43,487.73	44,279.63	45,142.05	45,927.90			46,846.74
23	Cook II (Certified)	Cook IV / Lead Hand - PIO	2.00%	GI	2015	Hourly	21.582	21.975	22.403	22.793			23.249
						Monthly	3,623.98	3,689.97	3,761.84	3,827.33			3,903.90
						Annual	43,487.73	44,279.63	45,142.05	45,927.90			46,846.74
24	Dietetic / Lead Hand	Dietary Float	2.00%	GI	2015	Hourly	17.558	18.085	18.627	19.186	19.762	20.354	20.761
						Monthly	2,948.28	3,036.77	3,127.78	3,221.65	3,318.37	3,417.78	3,486.12
						Annual	35,379.37	36,441.28	37,533.41	38,659.79	39,820.43	41,013.31	41,833.42

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
25	Dietetic Cleaners	Potwasher	2.00%	GI	2015	Hourly	16.117	16.601	17.099	17.611	18.140	18.684	19.058
						Monthly	2,706.31	2,787.59	2,871.21	2,957.18	3,046.01	3,137.36	3,200.16
						Annual	32,475.76	33,451.02	34,454.49	35,486.17	36,552.10	37,648.26	38,401.87
25	Dietetic Cleaners	Cleaner / Porter	2.00%	GI	2015	Hourly	16.117	16.601	17.099	17.611	18.140	18.684	19.058
						Monthly	2,706.31	2,787.59	2,871.21	2,957.18	3,046.01	3,137.36	3,200.16
						Annual	32,475.76	33,451.02	34,454.49	35,486.17	36,552.10	37,648.26	38,401.87
25	Dietetic Cleaners	Cleaner / Porter - PIO	2.00%	GI	2015	Hourly	18.355	18.742	19.074	19.453			19.842
						Monthly	3,082.11	3,147.09	3,202.84	3,266.48			3,331.80
						Annual	36,985.33	37,765.13	38,434.11	39,197.80			39,981.63
28	Housekeeping Aide	Cleaner I	2.00%	GI	2015	Hourly	15.516	15.982	16.461	16.955	17.464	17.988	18.348
						Monthly	2,605.40	2,683.64	2,764.08	2,847.03	2,932.50	3,020.49	3,080.94
						Annual	31,264.74	32,203.73	33,168.92	34,164.33	35,189.96	36,245.82	36,971.22
28	Housekeeping Aide	Housekeeping Aide / Float	2.00%	GI	2015	Hourly	15.516	15.982	16.461	16.955	17.464	17.988	18.348
						Monthly	2,605.40	2,683.64	2,764.08	2,847.03	2,932.50	3,020.49	3,080.94
						Annual	31,264.74	32,203.73	33,168.92	34,164.33	35,189.96	36,245.82	36,971.22
28	Housekeeping Aide	Housekeeping Attendant	2.00%	GI	2015	Hourly	15.516	15.982	16.461	16.955	17.464	17.988	18.348
						Monthly	2,605.40	2,683.64	2,764.08	2,847.03	2,932.50	3,020.49	3,080.94
						Annual	31,264.74	32,203.73	33,168.92	34,164.33	35,189.96	36,245.82	36,971.22
30	Housekeeping / Cleaner	Cleaner II	2.00%	GI	2015	Hourly	16.603	17.101	17.614	18.143	18.687	19.248	19.633
						Monthly	2,787.92	2,871.54	2,957.68	3,046.51	3,137.86	3,232.06	3,296.71
						Annual	33,455.05	34,458.52	35,492.21	36,558.15	37,654.31	38,784.72	39,560.50
30	Housekeeping / Cleaner	Cleaner III	2.00%	GI	2015	Hourly	16.603	17.101	17.614	18.143	18.687	19.248	19.633
						Monthly	2,787.92	2,871.54	2,957.68	3,046.51	3,137.86	3,232.06	3,296.71
						Annual	33,455.05	34,458.52	35,492.21	36,558.15	37,654.31	38,784.72	39,560.50
40A	Linen / Laundry Porter	Linen & Laundry	2.00%	GI	2015	Hourly	17.268	17.786	18.320	18.869	19.435	20.018	20.418
						Monthly	2,899.59	2,986.57	3,076.23	3,168.42	3,263.46	3,361.36	3,428.52
						Annual	34,795.02	35,838.79	36,914.80	38,021.04	39,161.53	40,336.27	41,142.27
41	Health Care Aide (Non-Certified)	Resident Assistant I	2.00%	GI	2015	Hourly	17.733						
						Monthly	2,977.67						
						Annual	35,732.00						
42	Health Care Aide (Certified / Trained)	Resident Assistant II	2.00%	GI	2015	Hourly	18.265	18.813	19.377	19.958	20.557	21.174	21.597
						Monthly	3,067.00	3,159.02	3,253.72	3,351.28	3,451.86	3,555.47	3,626.50
						Annual	36,803.98	37,908.20	39,044.66	40,215.37	41,422.36	42,665.61	43,517.96

Stand. Group #	Occupational Group	Employer Classification	% Increase	Increase Type	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Year 20
45	Activity Worker (Certified)	Day Service Instructor I	2.00%	GI	2015	Hourly	18.265	18.813	19.377	19.958	20.557	21.174	21.597
						Monthly	3,067.00	3,159.02	3,253.72	3,351.28	3,451.86	3,555.47	3,626.50
						Annual	36,803.98	37,908.20	39,044.66	40,215.37	41,422.36	42,665.61	43,517.96
45	Activity Worker (Certified)	Instructional Assistant	2.00%	GI	2015	Hourly	18.265	18.813	19.377	19.958	20.557	21.174	21.597
						Monthly	3,067.00	3,159.02	3,253.72	3,351.28	3,451.86	3,555.47	3,626.50
						Annual	36,803.98	37,908.20	39,044.66	40,215.37	41,422.36	42,665.61	43,517.96
45	Activity Worker (Certified)	Recreational Instructor	2.00%	GI	2015	Hourly	18.265	18.813	19.377	19.958	20.557	21.174	21.597
						Monthly	3,067.00	3,159.02	3,253.72	3,351.28	3,451.86	3,555.47	3,626.50
						Annual	36,803.98	37,908.20	39,044.66	40,215.37	41,422.36	42,665.61	43,517.96
47	Rehab Aide (Certified)	Clinical Assistant - SLP / OT	2.00%	GI	2015	Hourly	18.265	18.813	19.377	19.958	20.557	21.174	21.597
						Monthly	3,067.00	3,159.02	3,253.72	3,351.28	3,451.86	3,555.47	3,626.50
						Annual	36,803.98	37,908.20	39,044.66	40,215.37	41,422.36	42,665.61	43,517.96
47	Rehab Aide (Certified)	Rehabilitation Assistant	2.00%	GI	2015	Hourly	18.265	18.813	19.377	19.958	20.557	21.174	21.597
						Monthly	3,067.00	3,159.02	3,253.72	3,351.28	3,451.86	3,555.47	3,626.50
						Annual	36,803.98	37,908.20	39,044.66	40,215.37	41,422.36	42,665.61	43,517.96
49	Child Care Assistant	Child Care Assistant	2.00%	GI	2015	Hourly	15.776	16.249	16.737	17.239	17.756	18.288	18.654
						Monthly	2,649.05	2,728.48	2,810.42	2,894.72	2,981.53	3,070.86	3,132.32
						Annual	31,788.64	32,741.74	33,725.06	34,736.59	35,778.34	36,850.32	37,587.81
50	Early Childhood Educator	Early Childhood Educator	2.00%	GI	2015	Hourly	17.138	17.652	18.182	18.728	19.289	19.868	20.265
						Monthly	2,877.76	2,964.07	3,053.06	3,144.74	3,238.95	3,336.17	3,402.83
						Annual	34,533.07	35,568.78	36,636.73	37,736.92	38,867.34	40,034.02	40,833.98
52		Day Service Instructor II	2.00%	GI	2015	Hourly	19.278	19.856	20.452	21.066	21.697	22.348	22.795
						Monthly	3,237.10	3,334.15	3,434.23	3,537.33	3,643.29	3,752.60	3,827.66
						Annual	38,845.17	40,009.84	41,210.78	42,447.99	43,719.46	45,031.22	45,931.93
104	Clerk III	Switchboard Operator/ Receptionist	2.00%	GI	2015	Hourly	17.967	18.506	19.061	19.633	20.222	20.829	21.246
						Monthly	3,016.96	3,107.47	3,200.66	3,296.71	3,395.61	3,497.54	3,567.56
						Annual	36,203.51	37,289.59	38,407.92	39,560.50	40,747.33	41,970.44	42,810.69
104A	Senior Switchboard Operator	Senior Switchboard Operator/ Receptionist	2.00%	GI	2015	Hourly	18.501	19.056	19.628	20.216	20.823	21.448	21.877
						Monthly	3,106.63	3,199.82	3,295.87	3,394.60	3,496.53	3,601.48	3,673.51
						Annual	37,279.52	38,397.84	39,550.42	40,735.24	41,958.35	43,217.72	44,082.16

GI - General Increase