

Collective Agreement

- between -

**The Caribbean African Canadian Social
Services (CAFCAN)**

(hereinafter referred to as "the Employer")

- and -

**The Canadian Union of Public Employees
and its Local 4772.01**

(hereinafter referred to as "the Union")

Term: May 1, 2018, to April 30th, 2021

TABLE OF CONTENTS

ARTICLE 1 - PREAMBLE.....	2
ARTICLE 2 SCOPE AND RECOGNITION.....	2
ARTICLE 3 DEFINITIONS.....	3
ARTICLE 4 MANAGEMENT RIGHTS.....	3
ARTICLE 5 UNION SECURITY AND UNION MEMBERSHIP.....	3
ARTICLE 6 JOB SECURITY.....	5
ARTICLE 7 LABOUR MANAGEMENT RELATIONS.....	5
ARTICLE 8 NO DISCRIMINATION.....	6
ARTICLE 9 GRIEVANCE AND ARBITRATION PROCEDURE.....	7
ARTICLE 10 NO STRIKES / NO LOCKOUTS.....	9
ARTICLE 11 DISCIPLINE, SUSPENSION AND DISCHARGE.....	9
ARTICLE 12 PERSONNEL FILES.....	9
ARTICLE 13 SENIORITY.....	10
ARTICLE 14 LOSS OF SENIORITY.....	10
ARTICLE 15 PROMOTIONS AND STAFF CHANGES.....	11
ARTICLE 16 PROBATION.....	12
ARTICLE 17 LAY-OFF AND RECALL.....	13
ARTICLE 18 HOURS OF WORK.....	14
ARTICLE 19 OVERTIME.....	14
ARTICLE 20 LEAVES OF ABSENCE.....	15
ARTICLE 21 PAYMENT OF WAGES AND ALLOWANCES.....	18
ARTICLE 22 BENEFITS.....	19
ARTICLE 23 PAID HOLIDAYS.....	20
ARTICLE 24 VACATIONS.....	21
ARTICLE 25 SICK LEAVE.....	22
ARTICLE 26 JOB CLASSIFICATIONS.....	23
ARTICLE 27 WORKPLACE SAFETY AND INSURANCE.....	24
ARTICLE 28 HEALTH AND SAFETY.....	24
ARTICLE 29 TECHNOLOGICAL AND ORGANIZATIONAL CHANGE.....	24
ARTICLE 31 COPIES OF AGREEMENT.....	25
ARTICLE 32 DURATION.....	25
LETTER OF UNDERSTANDING re: STAFF SECURITY.....	26
SCHEDULE "A".....	27

ARTICLE 1 - PREAMBLE

- 1.01** It is the purpose of both parties to this Agreement:
- a) To build and maintain harmonious relations between the Employer and its employees;
 - b) To recognize the mutual value of joint discussions and negotiations and to set forth the terms and conditions for employment which affect employees covered by this Agreement;
 - c) To aim toward a peaceful and amicable settlement of any differences that may arise between them.
- 1.02**
- a) The parties to this Agreement also share a desire to improve the quality of the Employer's services and to promote the effective delivery of all programs of the Employer. Accordingly, the parties are determined to establish, within the framework provided by law, an effective working relationship at all levels in which members of the bargaining unit are employed.
 - b) The parties recognize the organization's goals to operate in the respectful, culturally diverse environment and to deploy the strengths of the staff to provide extended service for the delivery of a wide variety of culturally relevant programs and services to Caribbean African and Diasporic communities across the GTA.
- 1.03** Throughout the Agreement, where the singular is used it will also be deemed to mean the plural within the appropriate context.

ARTICLE 2 SCOPE AND RECOGNITION

- 2.01** The Employer recognizes the Union as the sole and exclusive bargaining agent for all employees of The Caribbean African Canadian Social Services (CAFCAN) save and except the Executive Director, Financial Administrator/Bookkeeper, Managers and any other positions deemed to be excluded as agreed by the Employer and the Union.
- 2.02** The Union will supply the Employer with the names of its Officers. Likewise, the Employer shall supply the Union with a list of its managerial personnel with whom the Union may be required to transact business.
- 2.03** Union Officers, Stewards and Committee members shall be entitled to leave their work during working hours in order to process grievances, attend at meetings with the Employer, participate in negotiations and arbitration. Permission to leave work during working hours for such purposes shall first be obtained from their immediate supervisor. Such permission shall not be unreasonably withheld. All time spent in performing such Union duties, shall be considered as time worked and paid at the employee's regular rate.

- 2.04** Provided it obtains the Employer's consent in advance, the Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer, as it relates to the Collective Agreement. Such representative(s) shall have access to the Employer's premises in order to deal with any matters arising out of this collective agreement. The Employer shall not unreasonably withhold its consent.

ARTICLE 3 DEFINITIONS

- 3.01** A full-time employee shall be defined as an employee who works on a regularly scheduled basis for twenty-four (24) hours per week or more.
- 3.02** A part-time employee shall be defined as an employee who works on a regularly scheduled basis for less than twenty-four (24) hours per week.

ARTICLE 4 MANAGEMENT RIGHTS

- 4.01** The Union recognizes and acknowledges the right of the Employer, subject to the terms of this agreement, to operate and manage the affairs of the Employer in all respects. Without limiting the generality of the foregoing, the Union acknowledges that the Employer has the right to:
- a) Maintain order, discipline and efficiency in the workplace;
 - b) Hire, assign, retire, direct, promote, classify, lay-off, recall and suspend, discharge or otherwise discipline employees for just cause, subject to the right of an employee to grieve to the extent and manner provided herein if the provisions of this agreement are violated in the exercise of these rights;
 - c) Determine the methods and techniques of work, the schedules and hours of work, the number of personnel to be employed, classifications and the qualifications for positions.

The Employer agreed that in exercising its rights as set out above, it will not act in a manner that is in conflict with the provisions of this Collective Agreement.

- 4.02** Under normal circumstances, the Employer will post new or revised policies one (1) month in advance of the policy coming into effect, with a copy sent to the Union.

ARTICLE 5 UNION SECURITY AND UNION MEMBERSHIP

- 5.01** The parties hereto agree to compulsory check-off of Union dues, special levies, fines or assessments for all employees who come within the bargaining unit. The amount to be deducted shall be established by the Union.

- 5.02** Union dues shall be deducted from an employee's pay bi-weekly and shall be forwarded to the Union by the fifteenth (15th) of the following month. The Employer shall forward dues deductions to the National Secretary-Treasurer of the Union, along with a list of all members, the wages earned during the month by these members and the dues deducted, with a copy to the Local Secretary-Treasurer.
- With two (2) weeks' notice, the Employer agrees to forward the dues, special levies and/or fines to the Local Secretary Treasurer.
- 5.03** The Employer will annually on January 31st, supply the local Union with a statement showing names, addresses, home telephone numbers and classifications of employees. The local Union will be notified of any changes to the above statement as well as all hiring, transfers, promotions, lay-offs, recalls, resignations, retirements, deaths and terminations of employment as they occur.
- 5.04** The local President of the Union shall notify the Employer in writing of any change in the amount of Union dues, fines, or levies, and such notification shall be the Employer's conclusive authority to make the deductions specified.
- 5.05** When Income Tax T-4 slips are prepared, the Employer will record on each slip, the total amount of regular Union dues and levies deducted during the subject year from the employee's wages pursuant to this Article.
- 5.06** The Union agrees to indemnify and save the Employer harmless against all claims or other forms of liability that may arise out of, or by reason of, deductions made or payments made in accordance with this Article.
- 5.07**
- a) The Employer agrees to advise potential bargaining unit employees of the fact that the Union has bargaining rights and that such employees, will be subject to the Union Security and Dues check-off provisions contained in this Collective Agreement.
 - b) The Employer agrees to provide a Union Steward or an Executive member with an opportunity to meet with new employees for a period of up to thirty (30) minutes, during regularly scheduled working hours. The purpose of this meeting is to acquaint such employees with the role of the Union and the terms of the collective agreement. Such meeting will be held at a time and location mutually agreed upon between the Steward and the employee's immediate supervisor, within the first thirty (30) days of the employee's employment, without loss of compensation to either the Steward or the new employee.
- 5.08** All correspondence between the parties, arising out of this Agreement or incidental thereto, shall pass to and from the Executive Director (or designate) and the Recording Secretary of the Local Union, with a copy to the CUPE National Representative.
- 5.09** The Employer shall provide the Union with a bulletin board, in a location accessible to all bargaining unit members.

5.10 The Union may be permitted to use the employer's premises to hold Union meetings provided it first requests permission in writing and obtains written consent of the Employer.

5.11 All employees covered by this agreement shall become and remain members in good standing of the Union, according to the Constitution and By-Laws of the Union. As a condition of employment, all employees hired after the date of certification shall become and remain members in good standing of the Union within thirty (30) days of employment.

ARTICLE 6 JOB SECURITY

- 6.01** a) Employees who are excluded from the bargaining unit shall not perform duties normally performed by employees in the bargaining unit if it directly causes or results in the layoff of bargaining unit employees.
- b) Except for non-bargaining unit work, the Employer shall not contract out any work usually performed by members of the bargaining unit.
- c) Volunteers shall not replace employees nor be used to reduce normal working hours of bargaining unit employees.
- d) The Employer shall apply for ongoing funding from any and/or all available funding sources to maintain existing classifications, and meet the needs of the agency, save and except for one –time funding opportunities that the Employer will notify the Union of, prior to the commencement of employment.

ARTICLE 7 LABOUR MANAGEMENT RELATIONS

7.01 Labour/Management Committee

Recognizing the value of Union input on behalf of employees, and the current financial context, both the Union and the employer acknowledge Article 4 (Management Rights) in the interpretation of this Article, and the parties agree to the following:

- a) Expanding the role of the current Labour Management committee to include the opportunity for financial consultation
- b) In the event of a potential lay-off impacting Unionized employees, the employer will consult with representatives of the Union to explore options that will minimize adverse effects on CUPE-represented employees.
- c) Where the employer experiences unforeseen circumstances that will mean significant changes to the budget which will adversely impact Unionized employees, the Employer will meet with the Union before implementing changes. This is with the full understanding that such conversations are confidential and are not to be shared with membership.
- d) Prior to such meetings, the Employer will provide the Union with relevant general financial information regarding Unionized employees in a timely manner. The employer will not provide confidential financial or organizational information.

- e) Employee time spent in such meetings with the employer in pursuance of these goals shall be deemed to be work time for which the employee shall be paid by the employer at his or her regular rate.

7.02 Stewards

- a) The Employer recognizes the right of the Union to elect or otherwise appoint up to two (2) employees who have completed probation as Stewards. The Union shall notify the Employer in writing of the names of its Stewards. The Employer shall not be required to recognize any such Stewards until it has been notified by the Union of the appointment. This list will be revised as changes occur.

7.03 Bargaining Committee

- a) A Union Bargaining Committee will be elected or appointed consisting of up to two (2) plus one (1) alternate members of the Union who have completed their probationary period. In the event that either of the two (2) members of the Bargaining Committee are unavailable, then the alternate may replace the member. The Union will advise the Employer of the names of the Bargaining Committee and alternate members.
- b) The Employer agrees to allow the bargaining unit employees from the Union's Bargaining Committee time off work without loss of regular straight time pay for the time spent in direct negotiations with the Employer where the employees(s) would otherwise have been required to work on that day.

7.04 Return to Work Committee

Within thirty (30) days of ratification of this Agreement, a Modified Work Committee shall be established, consisting of not more than two (2) representatives of the Union and not more than two (2) representatives of the employer.

The Committee will review cases where an employee returning to work from injury or illness requires permanent or temporary modification of his/her duties.

ARTICLE 8 NO DISCRIMINATION

8.01 The Employer and the Union agree that there shall be no discrimination against any employee as outlined in the *Ontario Human Rights Code*. Should the *Ontario Human Rights Code* be amended to narrow the list of prohibited grounds of discrimination, the prohibited grounds as set out in the *Human Rights Code*. August 1, 2014 will continue to be recognized by the parties as prohibited grounds notwithstanding the amendment to the *Human Rights Code*.

8.02 The Union and the Employer agree that there will be no intimidation, discrimination, interference, or coercion exercised or practiced by either of them or by their members or representatives because of an employee's membership or non-membership in the Union or political affiliation or activity.

8.03 All references to "spouse" in this Collective Agreement and any benefits flowing from it shall include common-law and/or same sex partner. In addition, all references to "family" shall include children and/or in-laws flowing from common-law and/or same sex relationships.

ARTICLE 9 GRIEVANCE AND ARBITRATION PROCEDURE

9.01 A grievance shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of the Collective Agreement.

All grievances shall proceed according to the following steps. At each step of the grievance procedure, the employee shall have the right to be present.

9.02 Step 1 – Informal Complaint

- a) If an employee has a complaint, it shall be discussed with their Manager/Designate within seven (7) working days after the circumstances giving rise to the complaint occurred, or ought to have reasonably come to the attention of the employee. An employee presenting a complaint to the supervisor may be accompanied by a steward.
- b) Attempts at such informal settlement of complaints shall not exceed seven (7) working days. In the event the complaint is not resolved, the grievance may be submitted to the Executive Director.

9.03 Step 2

Failing settlement at the complaint stage (Step 1), the Union may submit the grievance in writing to the Executive Director within seven (7) working days of the completion of the complaint stage. The grievance shall be in writing on a grievance form, signed by the employee, and shall contain the nature of the grievance, the relevant provisions of the collective agreement of which a violation is alleged, and the remedy sought. A meeting will be held within seven (7) working days of submission of the grievance between the Executive Director or designate and the Union. The Manager or Designate shall deliver the response in writing to the Union within seven (7) working days of the date of the meeting.

9.04 Step 3 - Arbitration

Failing a satisfactory settlement being reached at Step 2, the matter may be referred to arbitration not later than twenty (20) working days after the decision at Step 2 has been received.

Arbitration Procedure

- a) The arbitration will be heard by a sole arbitrator. A written request that a grievance be submitted to arbitration shall include the names of three (3) choices for the arbitrator. If the party receiving the request accepts one of the proposed arbitrators, that arbitrator will be contacted within ten (10) working days to

arrange dates for the arbitration. Where the party receiving the request rejects all three (3) names that party will respond with three (3) more choices within ten (10) working days. If agreement is not reached after review of these two lists, either party may apply to the Ontario Ministry of Labour to appoint an arbitrator within ten (10) working days of the rejection.

- b) No person may be appointed as an arbitrator who has been involved to negotiate or settle the grievance.
- c) The arbitrator shall herein determine the difference between the parties and the decision of the arbitrator shall be final and binding upon the parties hereto and the employees.
- d) The arbitrator shall not make any decision inconsistent with the provisions of this agreement, nor alter, modify, or amend any part of the agreement.
- e) The parties will jointly bear the fees and expenses of the arbitrator.
- f) The employer and the Union may, by written agreement, substitute the sole arbitrator for a board of arbitration provided for herein and the board of arbitration shall possess the same powers and be subject to the same limitations as the sole arbitrator.

9.05 Group Grievance

Where two (2) or more employees have the same grievance arising out of the same set of facts or circumstances it may first be taken up under Step 2 of the grievance procedure and presented in writing with the signatures of the persons in the group clearly identified on the grievance form. Any such grievance shall be delivered to the Executive Director within seven (7) working days after the circumstances giving rise to the grievance occurred or ought to have been reasonably become known to the employees. Such a grievance shall then be processed within the framework of the grievance procedure.

9.06 Policy Grievance

Either party may institute a grievance consisting of an allegation of a general misinterpretation or a violation of this Agreement in writing at Step 2 of the grievance procedure, provided that it is presented within twenty (20) working days after the circumstances giving rise to the grievance have originated or occurred, or ought to have reasonably come to the attention of the grieving party.

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

9.08 In determining the time within which any action is to be taken or completed under the terms of this agreement, such time limits shall be exclusive of Saturdays, Sundays and paid holidays.

ARTICLE 10 NO STRIKES / NO LOCKOUTS

- 10.01** The parties agree that there will be no strike or lockout during the term of this Agreement. The words "strike" and "lockout" shall be as defined in the Ontario *Labour Relations Act*.
- 10.02** In the event of a legal strike or lockout, the Employer agrees to continue to provide all benefits to Employees. The Employer shall be reimbursed for the cost of the benefits by CUPE National.
- CUPE shall pay the invoice immediately upon receipt.

ARTICLE 11 DISCIPLINE, SUSPENSION AND DISCHARGE

- 11.01** In the event an employee is disciplined, suspended or discharged from employment and the employee feels that the discipline, suspension or discharge is without just cause, the case may then be taken up as a grievance. Such grievance shall proceed directly to Step 2 of the grievance procedure.
- 11.02** An employee shall be entitled to Union representation at any meeting with the Employer in which disciplinary action is to be imposed. The Employer shall inform the employee of the employee's right to have a Union representative present at the meeting. Failure to notify the employee of this right shall make any discipline null and void. Any discipline issued shall be issued in writing, copied to the Union.
- At meeting(s) regarding matters which may result in discipline, employees shall have the right to have a Union representative present at the meeting. The Employer shall notify the employee of this right.

ARTICLE 12 PERSONNEL FILES

- 12.01** An employee shall, have access to and be allowed to review her/his personnel file. It is understood that such files shall be kept under lock and key at all times and are of a confidential nature. Upon request, and at no cost to the employee, an employee shall be provided with a copy of any material contained in her/his personnel file. It is understood that the Employer will make the file available within one (1) working day wherever possible, and in no circumstances longer than three (3) working days.
- 12.02** Twelve (12) months following any disciplinary action, any documentation related to such action shall be removed from the employee's personnel file and shall not be used against her/him, provided that no additional disciplinary action has been added to the personnel file within twelve (12) months of the date of the discipline.
- Any further discipline will require another twelve (12) month period free of discipline before that discipline is removed from the employee's personnel file.

In any case, discipline(s) shall be removed from an employee's personnel file after a period of twenty-four (24) months.

- 12.03** Performance appraisals will be completed on an annual basis. It is understood that performance appraisals are for the purpose of professional development and program development purposes. Standard forms will be used, and these forms will be reviewed and revised as necessary, in consultation with the Labour-Management Committee. A form reflecting the input of both the employee and the supervisor will be signed by both parties, including any statement made by the employee where there is a disagreement. A copy of the signed appraisal will be provided to the employee.

ARTICLE 13 SENIORITY

- 13.01** Seniority shall be defined as an employee's length of service since the first date of hire in the bargaining unit and will include service with the Employer prior to the date of certification of the Union. There shall be no pro-rating of seniority for employees working less than full-time hours.
- 13.02** Seniority will operate on a bargaining unit wide basis.
- 13.03** The Employer will post a seniority list within thirty (30) days of ratification of this Agreement, showing the employees current classification and their seniority date.
- 13.04** An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in January and July of each year.
- 13.05** An employee will not be placed on the seniority list until she/he has successfully completed the probationary period referred to in this Agreement. After an employee has successfully completed the probationary period, the employee's name shall be placed on the seniority list, and she/he will be credited with seniority according to date of hire.

ARTICLE 14 LOSS OF SENIORITY

- 14.01** An employee shall lose all seniority and the employment of the employee shall be deemed to have been terminated for any of the following reasons:
- a) Voluntary resignation, unless rescinded within twenty-four (24) hours and with satisfactory explanation to the Employer;
 - b) An employee is discharged for just cause and is not reinstated under the terms of this Agreement;
 - c) An employee is laid off for a period exceeding twenty-one (21) months.
 - d) An employee is absent from work for three (3) or more working days without notifying the Employer, in which case such employee will be deemed to have quit

the employ of the Employer without notice unless an explanation satisfactory to the Employer is provided;

- e) An employee fails to return to work within five (5) working days after being notified of recall by registered mail (unless the employee is ill). Registered mail sent to an employee's most recent address on her/his employment file shall be interpreted as proper notice. It is agreed that registered mail sent by the employer to the employee's last known address will be deemed to have been received by the employee four (4) working days after it was sent by the employer. For purposes of recall, it shall be the responsibility of the employee to keep the Employer informed of her/his current address and telephone number.
- f) An employee fails to report for work as scheduled at the end of a leave of absence, vacation, or suspension, unless an explanation satisfactory to the Employer is provided.
- g) At the end of funding a program
 - i) Article 17 Layoff-Recall shall apply
 - ii) Article 17 Layoff-Recall does not apply to an employee that was hired to a position on a one (1) time basis for a specific project of twelve (12) months or less.

14.02 The Employer agrees that it will not transfer an employee to a position outside of the bargaining unit without the employee's consent. It is understood that employees who transfer to a position outside of the bargaining unit will not accumulate seniority while so employed. Such employee shall have the right to return to her/his position in the bargaining unit for up to sixty (60) calendar days following the transfer. Seniority will be reinstated upon return to bargaining unit employment within such period, provided there has been no break in service with the Employer.

ARTICLE 15 PROMOTIONS AND STAFF CHANGES

15.01 Where a vacancy occurs, a notice of vacancy will be posted internally for a period of five (5) working days in a place accessible to all bargaining unit employees. Where a notice of vacancy has been posted and the length of the temporary vacancy is unknown, the posting shall so state. Employees must submit a written application, including an up-to-date resume, within the period indicated on the posting. Probationary employees shall not be entitled to apply for posted vacancies unless there are no successful candidates from within the Bargaining Unit.

15.02 The posting will stipulate the classification, starting date, location, qualifications, hours of work and salary, and length of position, if known and a copy shall be provided to the Union.

- 15.03** If there is no successful applicant from within the bargaining unit, the Employer can advertise externally.
- 15.04** In making promotions and staff transfers, seniority will be the determining factor, provided the senior applicant has the skill, ability, relevant experience and academic qualifications to perform the job.
- 15.05** The successful applicant shall be advised, in writing, of her/his appointment, with a copy to the Union.
- 15.06** Bargaining unit employees who are unsuccessful shall, upon request, have an opportunity to meet and discuss the reason(s) for the denial.
- 15.07** In the event that a permanent employee is the successful candidate for a position, that employee shall retain their permanent status, with all rights and privileges thereto and shall maintain the right to return to their previously held position, if it still exists. Should the position no longer exist, the normal layoff/recall language shall apply.

ARTICLE 16 PROBATION

- 16.01** A newly hired employee will be known as a probationary employee until she/he has completed a period of six (6) months continuous active employment. A probationary employee may be terminated where, in the sole opinion of the Employer, she/he is considered unsuitable, or her/his performance is considered unsatisfactory and such termination shall be deemed to be for just cause. Such employee shall have no recourse to the grievance and arbitration provisions of this Agreement and an Arbitrator shall have no jurisdiction to entertain a grievance concerning the discharge of a probationary employee unless such discharge was alleged to be discriminatory. If retained after the probationary period, the employee's seniority shall be effective from the original date of employment.
- 16.02** Performance appraisals will be completed by the employee's immediate supervisor at the end of the first three (3) months of employment, and two (2) weeks prior to the end of the sixth (6th) month of employment. Such appraisals shall be conducted in accordance with Article 12.03 of this Agreement, except for the timelines stipulated therein.
- 16.03** On or before the expiry date of the probationary period, the Employer will confirm to the employee in writing, copied to the Union, the decision to:
- a) Confirm the appointment as having completed the probation; or
 - b) Terminate the employee.
- If no written notice is received from the Employer by the end of business hours on the date of the expiry of the probationary period, it shall be assumed that the employee has successfully completed his/her probation period.

ARTICLE 17 LAY-OFF AND RECALL

- 17.01** In the event of a proposed layoff, including a reduction in the regular hours of work of an employee in the bargaining unit or the elimination of a position within the bargaining unit, the Employer shall provide at least fifteen (15) calendar days advance notice to the Union before notice is given to the employee in accordance with Article 17.02. Following such notice, the Employer shall meet with the Union within five (5) calendar days to discuss the reasons for such layoffs.
- 17.02** An employee in receipt of a layoff notice may accept the layoff or bump an employee with less seniority. An employee so displaced shall be deemed to have received notice of layoff and may accept the layoff. Employees cannot bump into a position that constitutes a promotion or an increase in regularly scheduled hours and must have the ability to meet the normal requirements of the job. Affected employees shall have ten (10) calendar days to exercise their rights. An employee, who has elected to bump another employee, shall have the right, for a period of twenty-one (21) months, to return to their original position in the event that the Employer determines the position can be filled.
- 17.03** The Employer will provide employees who are to be laid off as much advance written notice as possible.
- 17.04** When an employee is to be laid off, the employee shall be allowed five (5) paid working days to engage in a job search. Such days shall be taken at a time mutually agreed upon by the employee and the supervisor. Permission shall not be unreasonably withheld.
- 17.05** Employees shall continue to accumulate seniority while on layoff, subject to article 14.01(c).
- 17.06** Employees on layoff shall be given preference for any temporary work. An employee who has been recalled to such temporary work shall not be required to accept such recall and may instead remain on layoff. Employees who accept such temporary vacancies will continue to retain their recall rights.
- 17.07** In the event of a vacancy or vacancies, employees will be recalled, in order of seniority, provided she/he has the ability to meet the normal requirements of the job. The posting procedure shall not apply until the recall procedure is completed.
- 17.08** Grievances concerning layoff and recall shall be initiated at Step 1 of the grievance procedure.
- 17.09** No full-time employee shall be laid off by reason of his/her duties being assigned to part-time employees.

- 17.10** In the event of a layoff of an employee in receipt of benefits pursuant to Article 22.01, the Employer shall continue coverage for one (1) calendar month after the effective date of layoff.

ARTICLE 18 HOURS OF WORK

- 18.01** The regular workweek, not including a meal period, shall consist of thirty-five (35) hours of work. The daily hours of work for employees will be consecutive and shall not exceed seven (7) hours per day, not including one (1) unpaid meal period of thirty (30) minutes. Except where activities and programs require, workdays shall normally be Monday to Friday and work hours shall normally be between 09:00 hours and 17:00 hours. It is understood that programs and activities occur outside of these days/hours. Flexible hours may be arranged by mutual consent with the appropriate approval.
- 18.02** Nothing in this Article shall be construed as a guarantee by the Employer to any employee of a minimum or maximum number of hours per day, per week, or per year.
- 18.03** An employee will be allowed two (2) paid rest periods of fifteen (15) minutes duration, in each seven (7) hour workday.
- 18.04** The scheduled days off shall be allocated at the rate of a minimum of two (2) consecutive days off, except where otherwise mutually agreed.
- 18.05** Employees who work more than four (4) consecutive hours shall be entitled to an unpaid meal period of thirty (30) minutes.

ARTICLE 19 OVERTIME

- 19.01** Overtime is discouraged, but it is understood that employees may be asked to work overtime from time to time. Overtime must be authorized in advance or pre-approved by an employee's supervisor, except in emergency or exceptional circumstances. Instead of a cash payment for overtime, employees shall receive lieu time at the rate of one-and-one-half (1½) hours for each hour worked in excess of seven (7) hours per day, or thirty-five (35) hours per week.
- 19.02** Employees shall take lieu time off within forty-five (45) days of the date that it is acquired, unless agreed otherwise between the employee and their supervisor. Lieu time shall be taken at a time mutually agreed upon between the employee and their supervisor.
- 19.03** Call Back
Where employees are called back to work after having completed a regular shift, and prior to the commencement of their next shift, they shall receive a minimum of four (4) hours pay at the appropriate rate.

19.04 Where an employee is called in to work, they shall receive a minimum of four (4) hours pay at the appropriate rate.

ARTICLE 20 LEAVES OF ABSENCE

20.01 General Leave of Absence

Employees who have three (3) or more years of seniority may request a leave of absence without pay for a period of up to one year, provided that the Employer receives a written request at least four (4) weeks in advance (except in cases of emergency). Such leave shall be granted in the discretion of the Executive Director. Employees, when applying, must indicate the reason for the leave of absence, the date of departure and the expected date of return, copied to the Union. The Employer will reply to the request in writing, copied to the Union. Seniority will not accumulate during a general leave of absence and the seniority date will be adjusted upon the return of the employee from such leave. Subject to eligibility, employees may continue to participate in the benefit plans, provided the employee pays all of the premium costs.

20.02 Union Leave of Absence

Leave of absence for Union business shall be granted without pay for up to an aggregate maximum for all employees of thirty (30) days with permission of the Employer, during each calendar year of this Agreement. The granting of such leave will be subject to the following conditions:

- a) Where possible, written request from the Union must be made to the Employer at least two (2) weeks prior to the date of the Union's function;
- b) The employee's wages and benefits will be continued by the Employer and the Union will reimburse the Employer for all such wages and benefits paid to, or in respect of, the Employee(s) who is/are granted the leave.

20.03 Full-time Union Leave

Upon written request, at least one (1) month in advance of the intended commencement of the leave, an employee who has at least two (2) years of seniority who is elected or selected for a full-time position with the Union, will be granted a leave of absence without pay and without benefits for a period of up to eighteen (18) months. The employee's seniority will continue to accumulate during the leave of absence.

The employee must advise the Executive Director in writing of the date of the commencement of the leave as well as the expected return date within the said eighteen (18) months period at the time the request for the leave is made.

The Union agrees that where it is not possible to do so, the Employer will not be subject to the normal posting provisions.

20.04 Negotiating Committee

The employer will provide during the duration of this Collective Agreement two (2) paid working days to each member of the Negotiating Committee for the purpose of preparing proposals for Collective Bargaining. Pay shall be at regular hourly rates, for a regular work day.

20.05 Pregnancy and Parental Leave

- a) Whenever the word "parent" is used in this section of the Agreement in relation to maternity leave or parental leave, "parent" is deemed to include a person with whom a child is placed for adoption and a person who is in a permanent relationship with a parent of a child and who intends to treat the child as his or her own.
- b) Pregnancy and parental leave shall be granted in accordance with the provisions of the Ontario *Employment Standards Act, 2000*, except where amended by the terms of this agreement.
- c) An employee may extend their pregnancy and/or parental leave for an additional year by giving notice in writing one (1) month prior to the conclusion of his/her leave. It is understood that this extended leave is without pay and benefits and only seniority will accrue during this period. Should the employee wish to return to work prior to the end of their extended leave, the Employer shall make every reasonable effort to accommodate the request. Upon return from an extended leave, the employee shall be reinstated to their position at the appropriate rate provided it still exists.

20.06 Bereavement Leave

Full-time employees who are regularly scheduled to work thirty-five (35) hours per week are entitled to six (6) working days leave with pay upon the death of an immediate family member and shall be granted three (3) working days leave with pay for the death of a secondary family member. The number of hours of pay shall be pro-rated for full-time employees regularly scheduled to work less than thirty-five (35) hours per week and part-time employees, and such employees shall only be eligible for leave with pay if they have been scheduled to work.

Immediate family member shall be defined to include partner (including same sex partner, legal or common-law partner), parents, child, sibling, grandparent, or grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or stepchild.

Any employee shall have the right in the case of death of an immediate family member to use any accumulated lieu time and/or vacation time to a maximum of three additional weeks, at the employee's option. Employees must notify their supervisor of their intention and the supervisor will not unreasonably withhold permission.

20.07 Education Leave

- a) Employees with more than four (4) years of seniority will be eligible to take up to one (1) year full-time or part-time education leave without pay and benefits. In

the case of part-time leave, the employer in its sole discretion shall determine whether to grant the leave requested. Any seniority that has been accumulated as at the date of the commencement of the leave will be retained for two (2) years, but seniority will not accumulate during the leave and the employee's seniority will be adjusted on the seniority list to reflect the leave of absence.

- b) An employee who wishes to request an education leave shall do so in writing at least two (2) months in advance, indicating the duration and purpose of the leave. Requests for such leave shall not be unreasonably denied.
- c) Upon return from an education leave, the employee shall be reinstated in her/his former position, if it still exists. If the position does not exist, then the layoff/recall provisions shall apply.

20.08 Jury or Court Witness Duty

The Employer shall grant paid leave of absence to an employee who is called as a juror or witness in any legal proceeding. The employee will be paid the difference between any jury service fees and their regular rate of pay for those hours spent on jury duty, not exceeding the regular hours the employee normally would work on that day. An employee may be required to provide proof that the employee was called for jury or witness duty and the days on which the employee was required to attend together with evidence of the fees paid for performing such service.

20.09 Emergency or Exceptional Circumstances

- a) Full-time employees who are regularly scheduled to work thirty-five (35) hours per week may be granted paid personal leave of up to a maximum of two (2) working days per year to allow an employee to deal with emergencies or exceptional circumstances. The number of hours of pay shall be pro-rated for full-time employees regularly scheduled to work less than thirty-five (35) hours per week and part-time employees, and such employees shall only be eligible for leave with pay if they have been scheduled to work.
- b) A request for Emergency leave shall be made to the Executive Director or designate in writing or, if necessary, verbally, outlining the reasons for the requested leave. Such leave shall be granted in the sole discretion of the Executive Director or designate and will not be unreasonably denied.
- c) Unpaid Emergency leave may be granted at the sole discretion of the Executive Director or designate when an employee is experiencing emergencies or problems and will not be unreasonably denied.

20.10 Full-time employees shall be entitled to one (1) day leave with pay per move, to a maximum of two (2) moves per year. This leave is for the purpose of moving their household. Moving days shall be pro-rated for part-time employees. Employees shall give at least fourteen (14) days notice.

ARTICLE 21 PAYMENT OF WAGES AND ALLOWANCES

21.01 The Employer shall pay salaries bi-weekly in accordance with Schedule 'A' attached hereto and forming part of this Agreement. On each payday, each employee shall be provided with an itemized statement of her/his wages and deductions.

21.02 An employee may, upon giving at least ten (10) working days advance written notice, receive on the last workday preceding the commencement of his/her annual vacation, any pay cheques which may fall during the period of the employee's vacation.

21.03 When an employee is temporarily transferred by the employer to a higher paying position either inside or outside the bargaining unit or is required by the employer to perform the principal duties of a higher paying position either inside or outside the bargaining unit, he/she shall receive the rate for the job. In the case of a lower paying position, his/her rate shall not be reduced.

21.04 Transportation Expenses

- a) An employee who is required by the Employer to use her/his automobile in the course of performing her/his duties and responsibilities, will be entitled to receive mileage of fifty-two cents (52) cents per kilometre.
- b) The Employer shall reimburse employees for the cost of public transit tokens/tickets where an employee uses public transit as a part of her/his duties.
- c) The Employer will reimburse employees (upon presentation of a parking receipt) for parking expenses incurred through the required use of an automobile for work related activities.
- d) Where the Employer agrees in advance, the Employer will reimburse employees the cost of taxi fare where the employee uses the taxi as part of his/her duties.
- e) Where Employees are approved in advance to use a toll highway (e.g., 407 ETR), the Employer will reimburse the Employee for the costs of doing so.

21.05 Training and Professional Development

- a) The Employer recognizes that the ongoing professional development of members of the bargaining unit is a benefit to both the employees and the Employer. The Employer therefore agrees to maintain a professional development fund for bargaining unit members to take training that, in the opinion of the Employer, is related to the mandate of the organization or the employee's professional objectives within the organization. The professional development fund shall consist of not less than \$500.00 per calendar year for each full-time employee regularly scheduled to work thirty-five (35) hours per week. A prorated amount shall be maintained for full-time employees regularly scheduled to work less than thirty-five (35) hours per week and part-time employees. Full-time employees regularly scheduled to work thirty-five (35) hours per week shall be eligible to take up to five (5) days with pay in each calendar year to attend such training. Full-time employees regularly scheduled to work less than thirty-five (35) hours

per week and part-time employees will receive a pro-rated amount of time and pay based on their regular hours of work. Requests for access to these funds and for the time to attend, if during working hours, shall be submitted in writing to the Employee's supervisor at least two weeks in advance of the activity being applied for. Such requests will not be unreasonably denied.

- b) Where the Employer requires employees to attend any training course related to employment, time spent at such courses shall be considered work time and paid at the employee's applicable rate.

21.06 General

- a) Employees must advise the Employer in writing of their address and telephone number. It shall be the duty of employees to notify the Employer in writing promptly of any change in their address and/or telephone number. If an employee fails to do this, the Employer will not be responsible for failure of any notice to reach such employee.

Regulatory Bodies.

- b) Employees in positions that require registration with a regulatory body (e.g., OCSWSSC) by legislation or the funding ministry or the employer, may use their education fund to pay for the registration fee with the regulatory body.

In such cases, the Employer will reimburse the Employee for the registration upon providing a valid receipt of the registration paid to the regulatory body up to a maximum of their available education fund.

21.07 Meal Allowance

Meals required while employees are traveling on Employer business shall be reimbursed up to seventeen dollars (\$17.00) for lunch and up to thirty dollars (\$30.00) for dinner upon provision of receipts and with prior approval of their supervisor. Where an employee's supervisor has authorized an employee to work overtime of at least three (3) hours in a day, and where no meal is provided by the Employer, the meal allowance shall be paid to the employee.

ARTICLE 22 BENEFITS

- 22.01** The Employer will pay one hundred percent (100%) of the premiums for all eligible full-time employees on the active payroll of the Employer with respect to the current benefits program which provides for life insurance, accidental death and dismemberment benefits, health care, vision care and dental care. It is agreed that the benefits program is not incorporated by reference into this collective agreement. The Employer shall not change benefits without first obtaining the agreement of the Union.

22.02 The Employer will pay one hundred percent (100%) of the premium for the long-term disability plan currently in effect for all eligible full-time employees. It is agreed that the long-term disability benefit plan is not incorporated by reference into this collective agreement. The Employer shall not change benefits without first obtaining the agreement of the Union.

22.03 Pension

The Employer in consultation with the Union will establish a Pension Plan. The Pension Plan will commence January 1, 2022.

Each eligible employee covered by this Collective Agreement shall contribute for each pay period an amount equal to three percent (3%) of applicable wages to the Plan. The Employer shall contribute on behalf of each eligible employee for each pay period, an amount equal to three percent (3%) of applicable wages to the Plan.

ARTICLE 23 PAID HOLIDAYS

23.01 The Employer will observe the following paid holidays:

New Year's Day	Family Day
Good Friday	Easter Monday
Victoria Day	Canada Day
Civic Day	Labour Day
Thanksgiving Day	Christmas Day
Boxing Day	Employee's birthday

Up to three (3) additional religious holidays, (subject to agreement between the Employer and the Union on a non-exhaustive list of religious holidays) and any other Statutory Holidays as legislated by the Provincial government.

23.02 Employees shall be entitled to the paid holidays, unless they fail without reasonable cause, to work their last regularly scheduled day of work before the paid holiday and their first regularly scheduled day of work after the paid holiday.

23.03 Eligible full-time employees regularly scheduled to work thirty-five (35) hours per week, shall be paid one (1) day's pay for each of the above holidays. Eligible full-time employees regularly scheduled to work less than thirty-five (35) hours per week and eligible part-time employees shall receive pay for each holiday that shall be calculated by dividing by twenty (20) the total regular wages and vacation pay paid to the employee in the four (4) weeks before the work week in which the paid holiday occurs. Regular wages are defined as wages other than overtime pay, premium pay, termination pay, and severance pay.

23.04 Where a paid holiday falls on a day other than a regular working day for an employee, or during an employee's vacation, the employer shall substitute another day that would

ordinarily be a working day for the employee to take off work and for which the employee will be paid in accordance with article 23.03 using the four (4) work weeks before the substituted day. The substituted day shall be taken at a mutually agreed upon time.

- 23.05** It is understood that work on paid holidays referred to in Article 23.01 is voluntary. Where the Employer wishes to provide work on a paid holiday, notice shall be given to all employees. Work will be allocated on the basis of seniority to employees(s) able to meet the normal requirements of the job. Employees shall not work on a paid holiday unless authorized by the Employer.
- 23.06** When an employee works on a paid holiday, the employee shall receive time and one half (1½), in pay, for all hours worked on the paid holiday. In addition, the employee will be paid holiday pay in accordance with Article 23.03.
- 23.07** Where an employee is required by their supervisor to work authorized overtime in excess of his/her regularly scheduled hours on a paid holiday or is called back to work after having completed a regular shift on a paid holiday, such employee shall receive two (2) times her/his regular rate of pay as time in lieu for such authorized overtime.
- 23.08** Full-time employees regularly scheduled to work thirty-five (35) hours per week shall receive four (4) floating days per year, to be taken at a mutually agreed upon time. Full-time employees regularly scheduled to work less than thirty-five (35) hours per week and part-time employees shall receive a pro-rated number of days based on the number of hours regularly worked. Requests to use floating days shall be made in writing to the employee's supervisor at least two weeks in advance. Employee requests for the taking of their float days shall not be unreasonably denied.

ARTICLE 24 VACATIONS

- 24.01 Full-time employees who are regularly scheduled to work thirty-five (35) hours per week will be entitled to an annual vacation with pay based on the following schedule:
- i) For employees with less than five (5) years of service, three (3) weeks of paid vacation per year;
 - ii) For employees with five (5) to eight (8) years of service, four (4) weeks of paid vacation per year;
 - iii) For employees with nine (9) to fourteen (14) years of service, five (5) weeks of paid vacation per year;
 - iv) For employees with fifteen (15) years or more of service, six (6) weeks of paid vacation per year.

Vacation time and pay will accrue on a weekly basis at the relevant rate from the employee's anniversary date. Vacation time and pay will be pro-rated for part-time employees who are regularly scheduled to work less than twenty-four (24) hours per week.

Employees must submit vacation requests no later than April 30th of each year.

- 24.02** If there is a dispute over a respective vacation date between employees, vacations will be granted in accordance with seniority. Vacation requests shall not be unreasonably denied.
- 24.03** Eligible full-time employees regularly scheduled to work thirty-five (35) hours per week shall be paid one (1) week pay for each week of vacation in accordance with Article 24.01. Full-time employees regularly scheduled to work less than thirty-five (35) hours per week, and part-time employees shall receive pay for vacation in accordance with Article 24.01 and shall be calculated on a pro-rated basis. Regular wages are defined as wages other than overtime pay, premium pay, termination pay, and severance pay.
- 24.04** Normally, vacation shall not be cumulative from year to year, however employees shall have the right to carry over up to their annual vacation to the following year. Employees may use banked lieu time and/or floating holidays in conjunction with vacation credits.
- 24.05** An employee whose employment terminates at any time in the vacation year prior to using his/her earned vacation will be entitled to a proportionate payment of his/her vacation entitlement that was earned prior to the date of termination. An employee who has terminated employment and has taken vacation that the employee has not accrued shall have such vacation pay deducted from his/her last pay cheque.
- 24.06** Where an employee becomes seriously ill or is hospitalized and the period of illness or hospitalization continues into what would otherwise have been previously approved vacation time, it is understood and agreed that the vacation time shall be rescheduled upon the return of the employee from the sick leave. In addition, where an employee becomes seriously ill or is hospitalized during his/her vacation, they may elect to use their accrued sick leave credits for the period of illness or hospitalization in place of vacation time. Employees shall provide satisfactory proof from a licensed physician confirming such serious illness or hospitalization for the period in question, if it exceeds three (3) days.
- 24.07** Where an employee's scheduled vacation is interrupted due to bereavement, the employee shall be entitled to bereavement leave in accordance with Article 20.05. The portion of the employee's vacation which is deemed to be bereavement leave will not be counted against the employee's vacation credits.

ARTICLE 25 SICK LEAVE

- 25.01** Sick leave means the period of time an employee is absent from work with pay by virtue of being ill or disabled or because of an accident for which compensation is not payable under the *Workplace Safety and Insurance Act*. Sick leave shall also be granted for illness, disability, or because of an accident of a person in the employee's

immediate family. For the purposes of this article, immediate family means the employee's children, spouse, partner or parent.

- 25.02** Full-time employees regularly scheduled to work thirty-five (35) hours per week will accumulate sick leave credits at the rate of 1.5 working days per month of employment to a maximum cap of fifty (50) working days. Full-time employees who are regularly scheduled to work less than thirty-five (35) hours per week and part-time employees will accumulate sick leave credits on a pro-rated basis. The maximum cap shall be calculated on a pro-rata basis for these employees.
- 25.03** Employees may carry forward their unused sick leave credits from year to year provided the maximum cap is not exceeded.
- 25.04** Employees are not entitled to any pay-out for unused sick leave credits upon termination of employment for any reason.
- 25.05** Where the employee is absent for more than three (3) consecutive days, the Employer may request a medical certificate, confirming that the absence is due to illness or injury. The Employer may also require a medical certificate, confirming the employee's ability to return to work and outlining any restrictions, after an absence of more than three (3) consecutive working days due to illness or injury. The Employer agrees that employee health information is strictly confidential, will be filed separately and that access thereto shall be given only to those persons directly involved in administering that information.
- Where a medical certificate is required, the Employer will pay the cost of each medical certificate up to a maximum of ninety dollars (\$90.00) per certificate, upon presentation of receipt.
- 25.06** Time taken by employees for medical and dental appointments for themselves or their children will be deducted from sick leave credits.

ARTICLE 26 JOB CLASSIFICATIONS

- 26.01** The Employer shall prepare a new job description whenever a job is created or whenever the duties of a job change. When the duties of any job are changed, or where the Union and/or an employee feels a job is unfairly or incorrectly classified, or when a new job is created or established, the rate of pay shall be subject to negotiations between the Employer and the Union, unless the rate of pay and specific duties are pre-determined by the funder of the program. If the parties are unable to agree on the reclassification and/or rate of pay for the job in question, such dispute shall be submitted to grievance and arbitration for determination. The new rate shall become retroactive to the time the new position was first filled by the employee or the date of change in job duties.

ARTICLE 27 WORKPLACE SAFETY AND INSURANCE

- 27.01** All employees shall be covered by the *Workplace Safety and Insurance Act, 1997* and the parties agree to comply with their obligations therein.
- 27.02** An employee receiving payment for a compensable injury or illness under the *Workplace Safety and Insurance Act, 1997* shall accumulate seniority.

ARTICLE 28 HEALTH AND SAFETY

- 28.01** The Employer and the Union will mutually co-operate to maintain a safe workplace and comply with the *Occupational Health & Safety Act*.
- 28.02** Health and Safety Committee shall be established which is composed of one (1) union and one (1) employer representatives. The parties can also identify one (1) alternate member who may replace the regular members when they are unable to attend meetings and duties. The Health and Safety Committee shall hold meetings every month. The Committee shall maintain minutes of all meetings, which shall be posted and copied to the Union and Employer.
- 28.03** Time spent in Committee meetings or investigations by Union representatives shall be considered as time worked and shall be paid for in accordance with the terms of this Agreement.
- 28.04** There shall be one Union representative who will be a certified worker as defined under the *Occupational Health and Safety Act*, who shall be trained at the Employer's expense. When a certified worker is called in to work to perform their duties under the *Occupational Health and Safety Act* and/or the Collective Agreement, they shall be paid at the applicable rate.
- 28.05** The Employer commits to giving priority during the term of this Agreement to the development of policies and procedures through the Health and Safety Committee. Prior to implementation of such policies and procedures, the Employer shall provide such training as it considers necessary with no loss of pay or benefits to employees.

ARTICLE 29 TECHNOLOGICAL AND ORGANIZATIONAL CHANGE

- 29.01** The Employer shall provide the Union with as much notice as possible of any technological change. In the event that technological change requires special training, the Employer shall provide such training as it considers necessary with no loss of pay or benefits to the employee(s) affected.

ARTICLE 31 COPIES OF AGREEMENT

31.01 The Employer and the Union agree to bear the cost of printing sufficient copies of the Agreement, within eight (8) weeks of signing of this Agreement.

ARTICLE 32 DURATION

32.01 This agreement shall be in effect from the date of ratification and shall remain in effect up to and including April 30th, 2021 and shall continue to be in effect from year to year thereafter, unless either party gives notice in writing within ninety (90) days of the date of expiry that it desires amendments.

IN WITNESS WHEREOF, the parties have signed this Agreement:

this _____ day of _____, 2021, at the City of Toronto, Ontario.

Canadian Union of Public Employees
And its Local 4772.01

N. John

Beverly Valentine

Caribbean African Canadian
Social Services (CAF CAN)



Kunle Akingbola (Oct 4, 2021 13:22 EDT)

LETTER OF UNDERSTANDING re: STAFF SECURITY

Letter of Understanding re Staff Security

Within ninety (90) days of ratification of this agreement, the parties will meet to establish a process for review and improvement of safety policies and practices, with specific focus on the risks of working with clients and working alone.

Signed this _____ day of _____, _____ in Toronto.

For the Union:

N. JOHN

N. John (Sep 1, 2021 13:59 EDT)

For the Employer:



Beverly Valentine

Beverly Valentine (Sep 1, 2021 14:20 EDT)

Kunle Akingbola (Oct 4, 2021 13:22 EDT)

Position	2018 Salary	Hourly Rate to April 30, 2018	Hourly Rate May 1, 2018, to April 30, 2019	Hourly Rate May 1, 2019, to April 30, 2020	Hourly Rate May 1, 2020, to April 30, 2021
Reception	\$29,025	\$15.95	\$16.19	\$16.43	\$16.76
EMPLOYMENT SERVICES					
Employment Counsellor	\$45,390	\$24.94	\$25.31	\$25.69	\$26.21
Job Developer	\$43,758	\$24.04	\$24.40	\$24.77	\$25.26
Program Assistant	\$39,780	\$21.85	\$22.18	\$22.51	\$22.96
MENTAL HEALTH SUPPORT SERVICES					
Intake Worker	\$42,268	\$23.22	\$23.57	\$23.92	\$24.40
Parenting Counsellor	\$42,295	\$23.24	\$23.59	\$23.94	\$24.42
VAW Counsellor					
Community Resource Liaison	\$60,000	n/a	\$32.96	33.62	34.29
Mental Health Counsellor	\$52,580	\$28.89	\$29.33	\$29.77	\$30.37
LIP Counsellor	\$52,580	\$28.89	\$29.33	\$29.77	\$30.37
SNAP Family & Child Workers	\$45,000	\$24.73	\$25.10	\$25.48	\$25.99
YOUTH PROGRAMS					
Youth Outreach Worker	\$40,800	\$22.42	\$22.76	\$23.10	\$23.56
Youth Membership Program Facilitators	\$40,000	\$21.98	\$22.31	\$22.64	\$23.10

Signature: N. John

N. John (Sep 20, 2021 16:20 EDT)

Email: noelinejohn@hotmail.com


Signature: Beverly Valentine

Beverly Valentine (Sep 23, 2021 12:52 EDT)

Email: bevval2003@yahoo.com

Signature: 

Email: fcharles-fridal@cafcan.org


Kunle Akingbola (Oct 4, 2021 13:22 EDT)