

COLLECTIVE AGREEMENT

BETWEEN:

ANOVA: A FUTURE WITHOUT VIOLENCE

(Hereinafter referred to as the “Employer”)

anova

a future without violence.

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 5503

(Hereinafter referred to as the “Union”)

CUPE·SCFP / Canadian Union of Public Employees
Syndicat canadien de la fonction publique

Term: April 1, 2023 to March 31, 2026

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ARTICLE 1 – PREAMBLE

1.01 Whereas it is the desire of both parties to this Agreement:

- To maintain and improve the harmonious relations and settled conditions of employment between the Employer and the Union.
- To encourage efficiency in operation.
- To promote the morale, well-being, and security of all the employees in the bargaining unit of the Union.
- Both parties agree to act in a fair and reasonable manner.
- To advance the principles of Equity, Diversity, Inclusion, and Belonging and to ensure that these principles are reflected in the administration of the Collective Agreement

Now, therefore, the parties agree as follows:

ARTICLE 2 – DEFINITIONS

2.01

- **Employee** is any person employed full-time, part-time, temporary or relief by the Employer in one of the positions listed in Schedule A.
- **Employer is Anova: A Future Without Violence**
- **Probationary Employee** is an employee within the first ninety (90) days of employment with Anova.
- **Regular Full-time Employee** is an employee occupying a position listed in Schedule A who has successfully completed the probationary period and who works a regular full-time work schedule and works thirty (30) to thirty seven and a half (37.5) hours per week.
- **Regular Part-time Employee** is an employee occupying a position listed in Schedule A who has successfully completed the probationary period and who works a regular part-time work schedule of twenty (20) to twenty nine and three-quarters (29.75) hours a week.
- **Temporary Employees** are employed through grant funding for a specific purpose or employed for a specified time frame in order to cover an approved leave of absence for a full or part time employee.
- **Relief Employees** are employed to provide coverage for full or part time employees. There is no guaranteed minimum or maximum number of hours.
- **“Union”** is the **Canadian Union of Public Employees, Local 5503.**

ARTICLE 3 – RECOGNITION AND REPRESENTATION

3.01 Bargaining Unit

The Employer recognizes the Canadian Union of Public Employees as the sole and exclusive bargaining agent for all employees employed at Anova: A Future Without Violence save and except Managers, Administrative Assistant to Director, HR Assistant, Executive Assistant, Finance Assistant, Fund Development Assistant, and persons above the rank of supervisors.

3.02 Work of the Bargaining Unit

Person whose jobs (paid or unpaid) are not in the bargaining unit will not work on any jobs which are included in the bargaining unit except in cases of emergency where no staff is available or there is risk to service and safety.

3.03 No Contracting Out

The Employer will not contract out bargaining unit work if it will result in a reduction of regular hours for bargaining unit members. The Employer will provide the Union notice prior to contracting out.

3.04 Employment Assistance Placements

The Employer will not use persons available through employment assistance programs to perform work of the Bargaining Unit if it will result in a reduction of hours for bargaining unit members.

3.05 Summer Student Employees

Student Employee shall mean a person who is employed by the Employer during the period April 20 to September 10 of any year to perform seasonal work. Student Employees are not included in the Bargaining Unit and this Agreement does not apply to Student Employees. The employment of a Student Employee shall not result in the layoff or reduction of hours of a regular employee or the termination of a probationary employee nor shall a regular employee who is qualified and able to perform the required work be laid off while a Student Employee is employed by the Employer to perform that work.

3.06 Use of Volunteers

Volunteers will not be used to perform work of the bargaining unit if it will result in a reduction of hours for bargaining unit members or to replace staff in bargaining unit positions. Volunteers are utilized to support staff and enhanced services.

3.07 No Other Agreements

No employee will be required or permitted to make any written or verbal agreement with the Employer or their representatives, which may conflict with the terms of this Agreement. No individual employee or group of employees will undertake to represent

the Union at meetings with the Employer without proper authorization from the Union.

3.08 Crossing of Picket Lines During a Strike

A bargaining unit member who encounters a situation whereby their work requires that they cross a picket line will contact their manager to have a discussion and possible arrange an alternative location.

3.09 Employee Contact Information

The Employer will provide to the Union a list of all of the employees in the bargaining unit. The list will include each person's name, job title/classification, home mailing address, home telephone number (and other available personal telephone numbers, such as cellular numbers), work e-mail, and, if available, personal e-mail. The list will also indicate the employee's work site and employment status (such as full-time, part-time, relief and temporary,) and if the employee is on a leave of absence. The employee contact list will be provided in an electronic spreadsheet to the Union contact designated by the Executive on a quarterly basis. Each employee is responsible for ensuring that the database is updated with their current contact information.

3.10 Union Orientation Sessions

Potential Employees

During the interview process, the Employer will advise potential employees that a Collective Agreement is in effect and of the need to pay union dues.

New Employees

On commencing employment in a position within the bargaining unit, the Employer will introduce the new employee to their Union Steward or Representative, as designated by the Union. The representative designated by the Union will be given an opportunity to meet privately with each new Employee during the first month of employment to acquaint them with the structure, benefits, and duties of Union membership. A maximum of thirty (30) minutes will be allowed for this purpose within regular working hours and without loss of pay for either employee. New employees will be given a copy of the Collective Agreement.

Notification of New Hires

The Union will be notified of the full name, job title/classification and employment status (e.g. full-time, part-time, relief and temporary), start date and work location of all Employees hired into the bargaining unit prior to their first day of employment.

3.11 Access to Work Site

Union representatives will be granted work site access as required.

3.12 Right of Representation from CUPE/Canadian Union of Public Employees

The Union shall have the right at any time to have the assistance of the CUPE National Representative when dealing with the Employer.

3.13 Bulletin Boards

The Employer will provide a Union bulletin board in each work site. These boards will be located in areas that are highly visible to employees. The bulletin boards will be used solely for postings by the Union.

3.14 Copies of the Agreement

The Employer shall arrange to print sufficient copies of the Collective Agreement within thirty (30) calendar days from the date it receives the signed copy of the Collective Agreement. The Union and the Employer shall share the cost of printing equally.

ARTICLE 4 – NO HARASSMENT OR DISCRIMINATION

4.01 No Discrimination

The Employer and the Union agree that all employees will be protected against discrimination respecting their human rights and employment in all matters including age, race, colour, religion, creed, sex, sexual orientation, pregnancy, physical disability, mental disability, illness, or disease, ethnic, or national or aboriginal origin, family status, marital status, gender identity, source of income, political belief, affiliation or activity, membership in a professional association, business, or trade association, Employers' organization or employees' organization, physical appearance, residency, or the association with others similarly protected or any other prohibition of the Human Rights Code.

4.02 Personal Harassment

Harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. A single incident, if serious enough, can be sufficient to support an instance of harassment.

Harassment can be either psychological or physical or it can be a combination of both. It is any behaviour, whether deliberate or negligent, which denies individuals their dignity and respect, is offensive, threatening, embarrassing, or humiliating to the individual and adversely affects the working environment.

4.03 Sexual Harassment by an Individual

Sexual harassment may occur irrespective of gender and is:

- Unwanted attention of a sexually oriented nature, made by a person who knows or ought reasonably to know that such attention is unwanted; and/or

- An implied or expressed promise of reward for complying with or submitting to a sexually oriented request or advance; and/or
- An implied or expressed threat of reprisal for not complying with or submitting to a sexually oriented request or advance.

Hostile Environment: Sexual harassment may also be engaging in a course of sexual comment or conduct that is known or ought reasonably to be known to be unwelcome. This form of sexual harassment may affect individuals or groups. It may be based on gender or sexual orientation. It may take the form of excluding an individual or a group from rights and/or privileges to which they are otherwise entitled.

The Employer agrees to develop, a policy against sexual harassment and make all management personnel and employees aware that violations of the policy will be subject to disciplinary action. The Employer also agrees to include the subject of sexual harassment in staff or management training sessions.

Where the alleged harasser is the person who would normally deal with the first step of such grievances, the grievance will automatically be sent forward to the next step.

The Employer recognizes the principle that it is their responsibility to maintain a discrimination-free workplace.

ARTICLE 5 – MANAGEMENT RIGHTS

5.01 Management Rights

The Union recognizes that it is the right of the Employer to exercise the regular and customary function of the Employer and to manage the workplace subject to the terms of this Agreement.

ARTICLE 6 – NO STRIKE OR LOCKOUTS

6.01 No Strikes or Lockouts

In view of the orderly procedures established by this Agreement for the settling of disputes and the handling of grievances, the Union agrees that, during the life of this Agreement, there will be no strike, and the Employer agrees that there will be no lockout, in accordance with Provincial Government Laws and Regulations.

ARTICLE 7 – UNION SECURITY

7.01 Union Security

All present employees who are now members of the Union and those employees who subsequently become members of the Union will remain members of the Union as a

condition of employment. Provided that, no employee will be deprived of employment by reason of loss of membership in the Union for reasons other than failure to pay the regular Union dues that all other members of the Union are required to pay to the Union, nor will any employee be deprived of employment by reason of the refusal of the Union to admit such employee to membership in the Union.

7.02 Union Dues Deduction and Remittance

The Employer will deduct dues, initiation fees, and assessments as set by the Union from each pay of all employees covered by this Collective Agreement. Such deductions will be forwarded to the National Secretary-Treasurer of the Canadian Union of Public Employees no later than the 10th day of the month following the one in which they were deducted.

Dues supporting documentation

Along with the deductions, the Employer will provide:

- A completed Union dues remittance form, supplied by the Union, and;
- An electronic spreadsheet indicating the pay period covered by the deduction and the following information for all employees from whose wages the deductions have been made: name, employment status (such as full-time, part-time, temporary), classification/job title, work location, regular earnings, hours worked, and dues deducted.

The Employer will also send a copy of the Union dues remittance form and spreadsheet to the Local Union Financial Officer.

T-4 slip

The Employer will report the yearly number of dues paid by each Employee on the Employee's T-4 slip or any other legal reporting requirement which replaces the requirement to report dues remitted on a T-4 slip in the future.

ARTICLE 8 – LABOUR MANAGEMENT RELATIONS

8.01 Representation

No individual employee or group of employees will undertake to represent the Union at meetings with the Employer without proper written authorization from the Union. In order that this may be carried out, the Union will supply the Employer with the names of its officers. Similarly, the Employer will supply the Union with a list of its supervisory or other personnel with whom the Union may be required to work with.

8.02 Union-Management Committee

A Union-Management Committee will be established consisting of two (2) representatives of the Union and two (2) representatives of the Employer. The

Committee will enjoy the full support of both parties in the interests of improved service to the public, and job security for the Employees.

Function of the Committee

The Committee will concern itself with the following general matters:

- Consider suggestions for improved working conditions and provision of services;
- Improving and extending services to the public;
- Promoting safe and sanitary practices;
- Foster positive labour relations and constructive communication;
- Problem solving issues leading to grievances and misunderstandings; and
- Any other matters mutually agreeable to the parties.

Meetings of Committee

The Committee will meet at least once a month at a mutually agreeable time and place. Its members will receive a notice and agenda of the meeting at least forty-eight (48) hours in advance of the meeting. Every attempt will be made to schedule Union-Management Committee meetings during regular working hours if scheduled.

Chairpersons of the Meeting

An Employer and a Union representative will be designated as joint Chairpersons and will alternate in presiding over meetings.

Minutes of Meeting

Minutes of each meeting of the Committee will be prepared and signed by the joint Chairpersons as promptly as possible after the close of the meeting. The Union and the Employer will each receive two (2) signed copies of the minutes within three (3) days following the meeting.

Jurisdiction of Committee

The Committee will not have jurisdiction over wages or any matter of collective bargaining, including the administration of this Collective Agreement. The Committee will not supersede the activities of any other 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 decisions or conclusions reached in their discussions. The Committee may make recommendations to the Union and the Employer with respect to its discussions and conclusions.

8.03 Bargaining Committee

The Employer agrees to recognize a maximum of three (3) Employees and one (1) representative of the Union as constituting the Union Negotiating Committee. The Employer will pay the Employee members of the Committee their regular rate of pay for time spent at negotiating sessions. Any hours in excess of five (5) working days per Employee will be billed to the Union at the Employees hourly rate plus RRSP and statutory contributions. The Union will remit payment to the Employer within fifteen (15) days of receipt of the bill.

ARTICLE 9 – WAGES

9.01 Pay Days

The Employer will pay salaries/wages bi-weekly in accordance with Schedule "A" attached hereto and forming part of this Agreement. On each pay, each employee will be provided with an itemized statement of their salary/wages and other supplementary pay and deductions.

9.02 Payroll Error

An Employer payroll error resulting in underpayment will be rectified by the Employer within three (3) working days of being notified.

Article 10 – Hours of Work

10.01 Defined Hours of Work

- One (1) day is defined as up to a maximum of twelve (12) hours.
- A regular workweek is defined as thirty seven and a half (37.5) hours

10.02 Meal Period and Rest Periods

One (1) unpaid meal period of thirty (30) minutes shall be scheduled for each employee working a shift of five (5) hours or more. Employees unable to take their meal period at the time scheduled shall be provided time later in the shift for the meal break.

10.03 Notice of Schedule

Shift schedules shall be posted at least two (2) weeks in advance.

10.04 Use of Time Related Benefits

Time related benefits will be pro-rated for employees that work less than thirty seven and a half (37.5) hours per week.

Part-time and full-time staff must use time related benefits to meet the regularly weekly hour requirement of their position.

Part-time employees shall also use their unpaid vacation time to meet the regularly weekly hour requirement of their position.

10.05 On-call pay

As an integral part of some employees' job responsibilities there is a requirement to serve on-call assignments. During such assignments, the employees required to carry a cell phone and be available to respond to their place of work will be paid or receive time off in lieu as per Article 12.03 as follows:

- Monday to Friday (excludes Statutory Holidays) - 1 hour per day
- Saturday, Sunday and Statutory Holidays – 3 hours per day

It is understood that where an employee is required to report to work on a given day, the above payment will be inclusive of the hours worked.

The time spent on call will not be included for purposes of calculating overtime unless the employee is required to report for work.

This article is subject to ESA minimums.

Article 11 - Overtime

11.01 Definition of Overtime

Over time is calculated after working forty-four (44) hours in a week. Overtime must be pre-approved by a manager or director.

Part-time and relief staff will be paid time and a half (1.5x) for any hours in excess of forty-four (44) hours in one (1) week.

11.02 Filling of vacant shifts

Whereas the parties recognize that shifts become vacant that require backfilling for various reasons with some regularity and the parties prefer to have the additional shifts divided equally amongst employees while minimizing the amount of overtime worked.

Therefore, the parties agree that vacant shifts, including overtime will be offered to employees who are willing and qualified to perform the available work on the following basis:

- 1) Relief employees, provided it will not put them into an overtime position.
- 2) Part-time employees (regular and temporary), provided it will not put them into an overtime position.

- 3) Full-time employees (regular and temporary), provided it will not put them into an overtime position.
- 4) Full-time employees (regular and temporary), in descending order of seniority
- 5) Part-time employees (regular and temporary), in descending order of seniority
- 6) Relief employees

All employees must ensure that they do not exceed forty-four (44) hours without prior approval from a manager or director.

Relief employees are expected to be reasonably available for work.

11.03 Time Off in Lieu of Overtime

Regular full-time employee will receive time off at the appropriate overtime rate at a time mutually agreed time between the employee and the Employer. Employees may elect to have any portion of their accrued lieu time paid to them at the appropriate rate. The Employer agrees to make such payment within thirty (30) days of receiving notification of this election from an employee.

Employees may be permitted to accrue lieu time up to seventy-five (75) hours, at which time any lieu time in excess of seventy-five (75) hours will be paid out.

ARTICLE 12 – EMPLOYEE BENEFITS

12.01 Disclosure of Information

The Employer shall provide a brochure describing all benefit plans to all employees.

12.02 Benefit Coverage

For the purpose of group benefits, the definition of “partner” includes co-habiting: Non-married and legally married partners in accordance with the terms of the plan. Dependent children habiting in the household are eligible for benefit coverage in accordance with the terms of the plan.

12.03 Changes to Benefits

The Employer will advise the Union if changes are made or altered to the benefit plan.

12.04 Change of Carriers

It is understood that the Employer may at any time substitute another carrier for any plan, provided there is no reduction in benefit coverage. Upon request by the Union, the Employer will provide to the Union full specification of the Benefit Programs contracted for and in effect for employees covered herein.

12.05 Overage Dependents

Extended health and dental benefit coverage is extended to dependent children up to age twenty-five (25), who are enrolled full-time in school, in accordance with the terms of the plan.

12.06 Continuation of Benefits

When the employee continues to pay for their portion of the premium the Employer shall continue to pay its costs for insured benefits plan, as follows:

- While on paid leave of absence
- While on pregnancy and parental leave
- While absent due to illness
- While on lay off

ARTICLE 13 – PENSION PLAN (RRSPS)

13.01 Regular full-time employees received an RRSP contribution made by Anova based on a percentage of the employee's annual salary. The percentage of the contribution is determined by the employee's years of service as determined by the "Years of Service Equivalency" outlined in Anova's policy.

The percentage contributed by Anova to employee RRSPs are as follows:

- With three (3) months through two (2) years of services (equivalency) employee receives two and a half percent (2.5%).
- With three (3) years through five (5) years of service (equivalency) employee receives five percent (5%).
- With six (6) years through ten (10) years of service (equivalency) employees receive seven percent (7%).
- With over ten (10) years of service (equivalency) employees receive ten percent (10%).

ARTICLE 14 – VACATION

14.01 Definition

All regular full-time employees (three (3) months or longer) are allocated vacation for the time-period of January 1 to December 31, based on their equivalent years of service. Paid vacation is allocated in advance of earning it and will be prorated for

periods of inactive service in the year in which it is paid. Any overpayments will be recovered from the employee.

All part time, relief and temporary employees receive three (3) weeks unpaid vacation time and earn vacation pay at six percent (6%) of gross earnings.

14.02 Determining Years of Service

Regular full-time employees working thirty (30) hours or more each week will be given a one (1) year equivalency.

Part-time and relief employees' years of equivalency will be calculated based on one thousand five hundred sixty (1560) hours equaling one (1) year.

Prorating will determine any partial years.

No employee can accrue more than one year's service in a twelve (12) month calendar period.

14.03 Permanent Employees Working in Temporary Assignments

Regular full-time employees working in temporary assignments where their hours do not change, carry their time related benefits with them. If the temporary hours are different from their usual full-time position, the time related benefits will be adjusted accordingly.

Employees will be provided with time related benefits for temporary positions that are three (3) months or more in length. Time related benefits are prorated according to the number of completed or partial months.

14.04 Allocation Summary

All time related benefits are based on each individual employee's hours of work. Overtime hours do not factor into the calculation of vacation time allotted.

Full-time Employees:

Time Related Benefit	Maximum Time Allocated
Vacation – Year 1 prorated to start date Year 2	3 weeks of paid vacation per year
Vacation – Year 3 to 9	4 weeks of paid vacation per year
Vacation – Year 10+	5 weeks of paid vacation per year

Part-Time, Relief and Temporary Employees

Time Related Benefit	Maximum Time Allocated
Vacation	Vacation pay: 6% of gross earnings Vacation time: 3 unpaid weeks

14.05 Carry-Over of Accrued Vacation Time

Employees will be allowed to carry forward paid vacation time until October 31, but a plan for taking the carried over vacation time must be made with the manager/supervisor no later than February 1 of each year.

14.06 Vacation Scheduling

Preference of scheduling for vacation will be based on seniority and, in the case of equal seniority, the first submitted will be given preference.

Vacation dates will be requested by April 1 for the period of June 1 to November 30, and by October 1 for the period of December 1 to May 31.

Approval will be subject to operational requirements.

14.07 Unbroken Vacation Period

An employee will be entitled to take their vacation in allocations of a maximum of three (3) consecutive weeks in any three (3) month period, unless mutually agreed upon considering extenuating circumstances.

14.08 Approved Leave of Absence During Vacation

Where an employee qualified for sick leave, bereavement, or any other approved leave during their period of vacation, there will be no deduction from vacation credits for such absence. The period of vacation so displaced will either be added to the vacation period or reinstated for use at a later date, at the employee's option.

14.09 Vacation Pay on Termination

An employee terminating their employment at any time in their vacation year before they have had their vacation will be entitled to a proportionate payment of salary or wages in lieu of such vacation. Any used but not earned vacation pay will be deducted from the employees' final pay.

ARTICLE 15 – LEAVES

15.01 Wellness Hours

Anova encourages staff to take time off when they are ill, need to care for family and for self-care purposes including vicarious trauma. Wellness hours cannot be used in conjunction with vacation time and cannot be booked in advance for more than three consecutive days except with pre-approval by a manager or director in extenuating circumstance.

Regular full-time staff are entitled to the equivalent of fifteen (15) wellness days per calendar year prorated to their regular hours of work. Earned wellness pay is received on the pay cheque that reflects the used wellness hours.

Regular part-time staff are entitled to the equivalent of seven (7) wellness days per calendar year pro-rated based on their regular hours of work. Earned wellness pay is received on the pay cheque that reflects the used wellness hours.

Wellness hours accrue based on active service. In the event the employee is away from the workplace and not performing active service, their entitlement will be prorated to reflect the period of active service. Any overpayments will be recovered from the employee by the employer.

Wellness hours continue to accrue during a medically certified leave provided that it lasts no longer than seventeen (17) weeks.

Employees do not earn Wellness hours while on leave of absence including Long Term Disability or job protected leaves such as maternity, paternity, family care giver leave, family medical leave etc. Wellness hours will be prorated to reflect the time-period the employee was actively working.

15.02 Adoption, Pregnancy and Parental Leave

Adoption, pregnancy, and parental leave will be granted to a maximum of up to eighteen (18) months of unpaid leave. Adoption, pregnancy, and parental leave requests will be in writing and will state the last day to be worked and the expected date of return to work. The Ontario Employment Standards Act 2000, as amended sets out the parameters of the job protected leave pertaining to pregnancy and parental leave regardless of employee classifications with the Employer.

Employees on adoption, pregnancy and parental leave will continue to accrue seniority and service for service-related benefit entitlements.

During an employee's leave as described above, the Employer will continue to pay its share of the premium payments to the benefit plan, provided the employee continue to pay their portion of the benefit premium.

Employees returning from adoption, pregnancy and parental leave will return to their former position.

Unpaid vacation and Seniority entitlements will continue during this leave. Vacation pay will be based on gross earnings during the calendar year.

Supplemental Wages and Continuation of Benefits - Regular Full-time and Regular Part-time Employees

Employees on adoption, pregnancy, and parental pregnancy leave, will receive a supplement of twenty percent (20%) of regular earnings from the Employer during the first seventeen (17) weeks for Pregnancy Leave and up to eighteen (18) weeks of Parental Leave, so that an employee receives twenty percent (20%) of wages for a maximum of thirty-five (35) weeks. Employees will not be eligible to receive this supplement more than once per birth or adoption.

During an employee's leave as described above the employer will continue to pay its share of the premium payments to the benefit plan, provided the employee continues to pay their portion of the benefit premium.

15.03 Bereavement Leave

Bereavement leave is available with pay as required by an employee in the event of serious illness or death. Employees are entitled up to three (3) days bereavement leave.

In exceptional circumstances the Executive Director may grant longer bereavement leaves.

15.04 Jury Duty and Court Attendance

If an employee is required as a juror in any court of law, or is required to attend as a witness in a court proceeding in which the Crown is a party, or is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the Employee's duties at Anova: A Future Without Violence, the employee will not lose regular pay or seniority because of such attendance, provided that the employee:

- Notifies the Employer immediately on the employee's notification that they will be required to attend at court;
- Present proof of service requiring the employee's attendance; and
- Deposits with the Employer the full amount of compensation received, excluding mileage, travelling and meal allowance, and an official receipt thereof.

15.05 Unpaid Leave of Absence

Any employee may apply for a leave of absence without pay for personal reasons other than illness. The employee must give at least one (1) months' notice. The Employer will make every effort to comply with an employee's request for such leave. The response of the Employer will be given in writing; if refusal, the reasons for the refusal must be stated.

Medical, dental, and other insurance coverage under this Agreement will continue if the employee pays the full premium for such coverage.

If payment is not received from the employee within thirty (30) days of being notified of the amount the coverage will be terminated.

15.06 Leave of Absence for Full-Time Union or Public Duties

An employee who is elected or selected for a full-time position with the Union or a recognized labour organization with which the Union is affiliated will be granted leave of absence for up to twenty-four (24) months with pay and without loss of seniority. The Union will reimburse the Employer for wages and benefits.

15.07 Leave for Union Functions

Upon notification (at least three (3) weeks in advance where possible) an employee selected to represent the Union at Union functions (educational workshops, conventions, and conferences) will be allowed a leave of absence with pay and benefits and without loss of seniority. The Union will reimburse the Employer for costs incurred.

ARTICLE 16 – PAID HOLIDAYS

16.01 Paid Holidays

The Employer recognizes the following as paid holidays, as well as any other day proclaimed by the Provincial Government:

New Year's Day	Canada Day (July 1st) or Truth and Reconciliation Day
Good Friday	Reconciliation Day
Family Day	Civic Holiday**
Labour Day	Christmas Day
Thanksgiving Day	Boxing Day
Victoria Day	International Women's Day (Floater)

Employees whose observances are not accommodated in the statutory public holiday list may choose to exchange their religious observance for one of the listed holidays. Employees may elect to observe either Truth and Reconciliation Day or Canada Day.

**Please note that the Civic Holiday in August is not a public holiday as outlined in the *Ontario Employment Standards Act, 2000* as amended, however, Anova recognizes this day as it does other public holidays.

Floater Day: One additional day off with pay used to recognize International Women's Day. To be used at the employee's discretion during the year. Employees do not earn the Floater Day during any inactive employment will be prorated upon the return of the employee. International Women's Day is pro-rated for regular full and regular part-time employees.

16.02 Holiday Qualifications

In order to be entitled to receive payment for these holidays, the employee must work their scheduled working day immediately preceding or the working day following the holiday unless absent for reasonable cause.

16.03 Payment for Holidays

An employee who is required to work on any of the above-named holidays will receive pay at the rate of time and one-half (1½) the employee's regular hourly rate for every hour worked on such day, in addition to pay for the holiday at the employee's regular hourly rate or the employee may be granted an alternate day off (lieu day), at a mutually agreeable time.

Payment for such lieu day will be based upon the entitlement the employee otherwise would have been eligible to receive for the holiday at straight time hourly rates.

16.04 Holidays for Days Off

When any of the above noted holidays fall on an employee's scheduled day off, the employee will receive another day off with pay at a time mutually agreed upon between the employee and the Employer, or by mutual agreement, a day's pay in lieu thereof.

Employees may take lieu time off during the calendar year for which it is earned at a mutually agreed time. If an employee takes paid time off before the holiday and their employment then ends before the holiday occurs, any pay they may have received is an offset against any wages or vacation pay owed them.

16.05 Paid Holidays During Vacation or Leave

If a paid holiday falls or is observed during an employee's authorized leave period, that day shall count as a paid holiday and not as a day of leave or vacation.

ARTICLE 17 – FEES AND ALLOWANCES

17.01 Education and Professional Fees

The Employer agrees to pay costs of any upgrading or courses that are required to be taken by any employee. In addition, employees will receive pay for any lost wages. Such approval will not be unreasonably withheld.

Where an employee is required to maintain a Certification, Association Membership, or Professional Dues that that is required for their position by the Employer, the Employer will pay for the fees associated with that certification. This will not be interrupted by a temporary reassignment or secondment.

17.02 Mileage Allowance

When employees are required by the Employer to use their own vehicles in the performance of their duties, they will be reimbursed for all distance driven for Employer at the prescribed rate set by the CRA for a calendar year and as described in the Employer's Work-Related Expenses Policy.

17.03 Equipment and Tools

The Employer will supply all tools and equipment required by employees in the performance of their duties. Replacement will be made by producing the worn or broken tool. Employees will report a lost or stolen tool to the Employer.

17.04 Uniform Allowance

The Employer will supply the following clothing to employees as required and upon the return of old items if requested:

- Rubber gloves
- Coveralls
- Work gloves
- Personal protective clothing
- Appropriate smock for Kitchen staff/Cook
- Employees on the Support Team (cooks, custodians, maintenance, inventory coordinator), will received an annual (January) clothing allowance of \$250

17.05 Footwear Allowance

The Employer will provide safety footwear as per position requirement of up to one hundred seventy-five dollars (\$175) each twelve (12) month period to all employees required to wear approved safety footwear. Employees must select safety footwear though a vendor approved by the Employer, other than extenuating circumstances.

ARTICLE 18 – POSTING OF POSITIONS

18.01 Job Postings

When a vacancy occurs or a new position is created within the bargaining unit, the Employer will post a notice of the vacancy or the new position within fifteen (15) business days on the staff portal, with a copy to the Union. The position will be posted for a minimum of fourteen (14) calendar days so that interested Employees can apply. The name of the successful applicant will be posted on the staff portal.

The Employer and the Union will discuss vacancies as a standing agenda item at a monthly meeting between representatives of the Employer and the Union.

18.02 Temporary Vacancies

Temporary vacancies anticipated to be less than eight (8) weeks duration will not be posted, unless otherwise agreed between the Employer and the Union.

A vacancy that occurs for more than eight (8) weeks will be posted stating that the position is Temporary and will indicate the estimated duration of the temporary job. The employee filling the vacancy will be returned to the classification and job location in which they last worked. In the event that a current employee is a successful applicant, the employee will earn time related benefit credits during the temporary period.

The successful applicant for a temporary full-time vacancy will fill the vacancy within ten (10) business days from the date the employee was awarded the vacancy unless there are circumstances beyond the reasonable control of the Employer.

18.03 Appointments

In filling vacancies or job positions, the senior applicant able to meet the normal requirements of the job will be given priority. The successful applicant for a temporary vacancy or job posting will fill the position within ten (10) business days from the date the employee was awarded the position unless there are circumstances beyond the reasonable control of the Employer.

18.04 Trial Period

The successful applicant will be placed on trial for a period of thirty (30) calendar days. Within the first fifteen (15) days of the trial period, the Employer will provide a successful applicant with feedback on their job performance.

18.05 Union Notification

The Union will be notified of all hirings, layoffs, recalls and terminations of employment.

18.06 Classifications

When a new position is created, or an existing position reclassified, the Employer will set a rate for the position and notify the Union.

ARTICLE 19 – SENIORITY

19.01 Recognition of Seniority

Both parties recognize the principle of promotion within the service of the Employer and that job opportunities should increase in proportion to length of service in accordance with the provisions of this Collective Agreement.

19.02 Seniority Defined

Seniority is defined as the length of service with the Employer in the bargaining unit. Notwithstanding the above, no employee can accrue more than one (1) year's seniority in a twelve (12) month calendar period. Seniority will be one of the factors used in determining preference or priority for promotions, transfers, schedules, demotions, layoffs, and recall, provided that the senior employee is able to meet the normal requirements of the job. Seniority will operate on a bargaining-unit-wide basis. Anova recognizes prior service with Women's Community House and Sexual Assault Centre London for purposes of establishing the initial seniority levels.

19.03 Seniority Lists

The Employer will maintain once annually, by April 1, a seniority list showing the date upon which each employee's service commenced as well as the total number of hours paid since commencement of service. An up-to-date seniority list will be sent to the Union and posted on all bulletin boards by April 1.

Regular full-time employees will accumulate seniority on the basis of their continuous service in the bargaining unit from the last date of hire, including all previous service prior to Certification.

Regular part-Time and relief employees will accumulate seniority on the basis of one (1) year's seniority for each fifteen hundred and sixty (1560) hours worked in a calendar year, paid in the bargaining unit as of the last date of hire, including all previous service prior to Certification.

An employee's name will not be placed on the seniority list until they have completed their probationary period as outlined in Article 21.

For promotions the seniority of the applicants will be updated to the end of the pay period prior to the pay period during which the job was posted.

All seniority, vacation and other accrued credits obtained under this Agreement will be retained and transferred with the Employee when reclassified.

19.04 Seniority While Outside Bargaining Unit

No employee will be forced to take any position outside of the bargaining unit. An employee may accept a temporary non-Union assignment of up to twelve (12) months without losing their seniority in the bargaining unit. This time frame may be extended by an additional twelve (12) months with no loss of seniority upon mutual agreement between the Parties. It is agreed that any and all vacancies resulting from the initial vacancy will be posted and filled as per Article 19. Upon return to the bargaining unit, the employee will be returned to their former position.

In addition, any other job position changes to any other bargaining unit member will also revert back to their original positions. During this period, the employee will continue to pay Union dues based on the rate of pay in the new position.

19.05 Loss of Seniority

An employee will not lose seniority rights if they are absent from work because of sickness, accident, lay-off, or leave of absence approved by the Employer.

An employee will only lose their seniority in the event:

- They are discharged for just cause and are not reinstated;
- They resign; or
- They are laid off in excess of twenty-four (24) months.

19.06 Transfer from Full-Time to Part-Time

If an employee transfers from full-time to part-time, the following method will be used to calculate their seniority from one group to another for purposes of establishing anniversary date: one (1) year equals one thousand five hundred sixty (1560) hours paid.

19.07 Transfer from Part-Time to Full-Time

If an employee transfers from part-time to full-time, the following method will be used to calculate their seniority from one group to another for purposes of establishing an anniversary date: one thousand five hundred sixty (1560) hours paid equals one (1) year.

ARTICLE 20 – PROBATIONARY EMPLOYEES

20.01 Probationary Employees

Newly hired employees will be considered on a probationary basis for a period of ninety (90) days. During the probationary period, employees will be entitled to all rights and privileges of this Agreement unless otherwise specified. An employee who has not completed their probationary period may be released based on a fair and proper assessment against reasonable standards of performance and suitability. After completion of the probationary period, seniority will be effective from the original date of employment.

20.02 Discharge of Probationary Employee

Grievances may be filed for probationary employees without limitation to any position that the employer may take in respect of the grievance.

ARTICLE 21 – LAYOFFS AND RECALLS

21.01 Definition of Lay-Off

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

21.02 Layoff Notice

In the event of a lay off the Employer shall notify the Union two (2) weeks in advance of the potential lay-off, where possible.

21.03 Layoff Procedure

Employees will be laid-off in reverse order of their seniority. When layoffs occur, the employee(s) occupying the position(s) affected will have the right to accept the layoff

or be entitled to exercise their seniority to bump a less senior employee, providing they have the qualifications, ability, and skills to perform the work of the position they chose to bump into. The employee must be able to perform the job within a reasonable period of orientation. Such period of orientation not to exceed ten (10) working days. If unsuccessful, the employee shall bump into another classification whereby they meet the requirements for and the process is reverted for the bumped employee, they may return to their position and resume their duties.

21.04 Recall Procedure

Employees will be recalled in the order of their seniority providing they immediately meet the requirements of the job. No new employee will be hired until those laid off have been given an opportunity for reemployment. Employees will not lose recall rights if they refuse a temporary position of two (2) weeks or less duration. Employees receiving a recall notice must return within three (3) working days.

ARTICLE 22 – GRIEVANCE PROCEDURES

22.01 Recognition of Union Stewards and Grievance Committee

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the rights and duties of the Union Grievance Committee and the Union Stewards. The Committee and/or the Steward may assist any employee in preparing, processing, and presenting their grievance in accordance with the grievance procedure. A grievance meeting shall not be held without the attendance of a Committee member or Steward.

22.02 Names of Stewards

The Union will notify the Employer in writing of the name of each Steward and the department(s) they represent before the Employer will be required to recognize them.

22.03 Permission to Leave Work

The Employer recognizes and agrees that Union Officers shall be free to perform their duties, investigate disputes and present adjustments in accordance with the Collective Agreement without interference.

Subject to organizational needs Union officers will be entitled to leave their work during working hours in order to carry out their functions under this agreement, including, but not limited to, the investigation and processing of grievances, attendance at meetings with the Employer, participation in negotiations and arbitration.

Permission to leave work during working hours for such purposes will first be obtained from the immediate supervisor. Such permission will not be unreasonably withheld. All time spent in performing such Union duties, including work performed on various committees, will be considered as time worked.

22.04 Permission to Leave Work – Grievor

The Grievor will be entitled to leave their work during working hours to attend grievance meetings with the Employer. The Grievor's time spent in grievance meetings During their working hours will be considered as time worked.

22.05 Definition of Grievance

A grievance will be defined as any difference arising out of the interpretation, application, administration, or alleged violation of the collective agreement.

22.06 Settling of Grievance

An earnest effort will be made to settle grievances fairly and promptly in the following manner:

Step 1 If the Union Officer consider the grievance to be justified, they will first seek to settle the dispute with the employee's Manager (or director in the absence of a manager) the Timeline may be extended if necessary.

Step 2 Failing satisfactory settlement within five (5) working days after the dispute was submitted under Step 1, the Union Officer will submit to the Human Resources Director a written statement of the particulars of the grievance and the redress sought.

The Human Resources Director will render their decision within five (5) working days after receipt of such notice. The timeline may be extended.

Step 3 Failing settlement being reached in Step 2, the Union Officer will submit the written grievance to the Executive Director, who will render their decision within five (5) working days after receipt of such notice. The timeline may be extended. The Union may have the assistance of the CUPE National Representative in this step.

Step 4 Failing a satisfactory settlement being reached in Step 3, the Union may refer the dispute to arbitration or mediation.

22.07 Mediation

By mutual consent, the parties may agree to use the services of a mediator. The parties agree to share the costs of the mediation.

22.08 Policy Grievance

Where a dispute involving a question of general application or interpretation occurs, Steps 1 and 2 of this Article may be by-passed.

22.09 Deviation from Grievance Procedure

After a grievance has been initiated by the Union, the Employer's representative will

not enter into discussion or negotiation with respect to the grievance, either directly or indirectly with the aggrieved employees, without the consent of the Union.

22.10 Grievance on Safety

Health and Safety, discrimination and harassment grievances may be brought to Step 3.

22.11 Replies in Writing

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

22.12 Meeting Rooms for Grievances

In order to facilitate an orderly and confidential processing of grievances, the Employer will make available the temporary use of a private office or similar facility. The Employer will also supply the necessary facilities for the grievance meetings.

22.13 Referral to Arbitration

If arbitration of any grievance is to be invoked, the request will be made by either party within thirty (30) working days after the dates of the reply at Step 4.

22.14 Definition of Working Days

"Working day" as used in the Grievance and Arbitration procedure will mean a day other than Saturday, Sunday, or a recognized holiday.

ARTICLE 23 – ARBITRATION PROCEDURE

23.01 Referral to Arbitration

It is agreed by the parties hereto that any difference relating to the interpretation, application or administration of this Agreement which cannot be settled through the Grievance Procedure may be settled by arbitration.

A Notice of Intent to arbitrate will be forwarded to the other party within the time limits set out in Article 23.06 by providing the names of three proposed Arbitrators.

Within five (5) working days from the receipt of the Notice of Intent to Arbitrate, the other party must either agree to one of the three proposed Arbitrators or alternatively provide the names of three (3) alternative Arbitrators. If neither party can agree on a choice of Arbitrator the other party may request the Office of Arbitration, the Ontario Ministry of Labour, to make the appointment.

23.02 Time Limits

The time limits mentioned in this Article and in the preceding Article may be extended by mutual agreement of the parties.

23.03 Single Arbitrator

The appointment and jurisdiction of the Arbitrator will conform to the provisions of this Article. Each party will pay one-half (½) of the fees and expenses of the Arbitrator and any costs of the place of hearing of such arbitration if and when the necessity arises.

ARTICLE 24 – DISCIPLINE, DISCHARGE AND PERSONNEL RECORDS

24.01 Principle of Innocence

The Employer and the Union agree to adhere to the principle of progressive discipline. Any employee may be disciplined, including but not limited to dismissed or suspended, but only for just cause. In cases of discipline, proof of just cause will rest with the Employer. This Article does not apply to lay-offs under Article 22.

24.02 Union Representation

An employee who is called to a meeting by Management for the purpose of receiving disciplinary action a disciplinary suspension or discharge will be advised of the purpose of the meeting and will have the right to request the presence of a Union representative.

24.03 Disciplinary Action

The Employer may take disciplinary action against an employee within fifteen (15) working days of the Employer having knowledge of the incident or the completion of an investigation giving rise to the discipline. The employee and the Union will then be promptly notified in writing of the disciplinary action.

The disciplinary action will not be relied upon for further discipline at any time after twelve (12) months following disciplinary action.

24.04 Access to Personnel File

An employee will have the right during business hours of the administration office to schedule review of their personnel file. The employee is entitled to receive a copy of the file if requested, no more than once per calendar year.

An employee will have the right to respond in writing to any document contained therein. Such reply will become part of the permanent record.

A copy of any disciplinary action, which is placed in the employee's personnel file, will be given to the employee and the Union.

24.05 Discipline Procedure

When an employee is disciplined, the employee and the Union will be advised promptly in writing by the Employer as to the reason for such discipline. Any grievance

resulting from the discipline will be filed at Step 2 of the grievance procedure.

ARTICLE 25 – HEALTH AND SAFETY

25.01 Responsibilities

The Employer will take every precaution reasonable in the circumstances for the protection of employees.

The parties agree to abide by the Ontario Occupational Health and Safety Act and its regulations. The Union and the Employer, as a matter of principle, recognize that occupational health and safety is a shared concern. While the provision of a healthy and safe workplace is the responsibility of the Employer, both parties will cooperate on promoting and improving rules and practices which will enhance the physiological, psychological well-being with respect to working conditions. The Employer and the Union agree that they mutually desire to maintain standards of safety and health in the workplace in order to prevent accidents, injury, and illness, and to promote the health and safety of all employees.

25.02 Health and Safety Committee

A joint management and Employees Health and Safety Committee will be established according to the Ontario Occupational Health and Safety Act, the Committee will normally meet at least once a month. Scheduled time spent in such meetings is to be considered time worked and will be paid according to the Collective Agreement. Minutes will be taken of all meetings and copies will be provided to Employer and worker representatives.

At least five (5) of the members of the Committee will be selected by the Union and at least two (2) members will be trained to be certified members as defined under the OH&S Act. All permanent Anova sites will be represented on the Health and Safety Committee. There will be at least one representative from the Facilities and Support Team on the Health and Safety Committee. Training will be provided with full costs paid by the Employer (including keeping pay whole). There will be at least one (1) Employer representatives on the Committee. Terms of Reference will guide the operations of the JHSC.

The Employer shall ensure that the committee is fully trained in WHMIS, Workplace Violence and Workplace Harassment and ensure that all Managers/Directors are also trained.

25.03 Duties of the Committee

The Chairpersons of the Committee shall jointly designate members of the Committee to perform the outlined duties of the Committee as follows:

- If two (2) or more members are designated, at least half (1/2) of the members shall be employee members; or

- If one (1) member is designated, the member shall be an employee member.

The duties of the Committee will include, but not be limited to:

- Participate in the development of health and safety policies and programs;
- Consider and expeditiously dispose of complaints or reports relating to the health and safety of employees;
- Participate in the implementation and monitoring of the Employer's health and safety programs;
- Participate in the development, implementation, and monitoring of a program for the prevention of hazards in the workplace that also provides for the education of employees in health and safety matters related to those hazards;
- Participate in all of the inquiries, investigations, studies, and inspections pertaining to the health and safety of employees, including any consultations that may be necessary with persons who are professionally or technically qualified to advise the committee on those matters;
- Participate in the implementation and monitoring in programs related to the provision of personal protective equipment, clothing, devices, or materials; and
- Shall inspect each month all or part of the workplace, so that every part of the workplace is inspected at least once each year.

25.04 Personal Protective Equipment

An employee who is required by the Employer to wear or use any protective clothing shall have the equipment supplied at no cost to the employee. Employees shall be instructed and trained in its care, use and limitations before wearing or using it for the first time and at regular intervals thereafter and the employee will participate in such instruction and training.

25.05 No Reprisal under Ontario Health & Safety Act

There will be no reprisal against an employee who exercises their rights under the Ontario Occupational Health and Safety Act.

25.06 Union Notification

A Union member of the Health and Safety Committee shall be notified, as promptly as possible, of any reported work related accident(s), incident(s), or illness(s) that are work-related and require a committee investigation. The purpose of this investigation is to find the causal and contributing factors of the accident, incident, or disease and to develop corrective actions using the hierarchy of controls and written procedures to prevent it from happening again. The member shall be a part of all aspects of the investigation. Where there is a disagreement over the causal and contributing factors

of an incident or the recommendations, both views will be recorded in the written report. For further clarity incidents that did or could have led to lost time injuries, fatalities or illness shall be investigated by the Committee in accordance with the Ontario Occupational Health and Safety Act.

ARTICLE 26 – ACCOMMODATION/EARLY AND SAFE RETURN TO WORK (A/ESRTW)

26.01 Committee Composition

The Parties agree to establish a Committee comprised of one (1) representative of the Union and one (1) representative of the Employer. The purpose of the Committee is to provide support to employees who are returning to work following an absence related to illness (workplace injury, illness). It is understood that the Union shall be involved in the Return to Work process from the outset.

The Committee shall adopt terms of reference and shall meet as needed to review a Return to Work/accommodation request of an employee returning from an extended illness or injury, with the informed consent of the employee.

Union representatives on the committee shall be paid their regular wages, time shall not be charged against union leave and shall not form part of any caps on union leave.

ARTICLE 27 – TECHNOLOGICAL CHANGE

27.01 Workplace Surveillance

The parties agree that surveillance equipment in the workplace will be primarily used for the purposes of ensuring security and safety. Surveillance equipment will not be used for the purpose of regular monitoring of employees in the workplace.

ARTICLE 28 – TERM OF AGREEMENT

28.01 Agreement Term

The term of this Agreement will be from April 1, 2023 to March 31, 2026 and will continue from year to year upon the expiration of that term unless either party gives to the other party notice in writing at least 30 days prior to the expiration date in each year that it desires its termination or amendment.

28.02 Changes in Agreement

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

Dated this _____ day of _____, 2023.

FOR THE EMPLOYER

Jessie Rodger
Jessie Rodger (Sep 18, 2023 13:08 EDT)

Jessie Rodger, Executive Director

FOR THE UNION

Jason DeFraga
Jason DeFraga (Sep 21, 2023 08:47 EDT)

Jason DeFraga, CUPE National Representative

Caitlin Burd
Caitlin Burd (Sep 18, 2023 11:23 EDT)

Caitlin Burd, President CUPE Local 5503

SCHEDULE "A" - CLASSIFICATIONS AND WAGES

Anova Pay Grid – April 1, 2023 - March 31, 2024

BANDS	"Permanent" Positions (Bands A to G incl.)	LEVEL 0	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
		Start Rate	1 EYS	2 EYS	4 EYS	6 EYS	8 EYS	10 EYS
A	Executive Director	42.41	43.91	45.40	46.75	48.12	49.41	51.03
B	Program or Service Director	38.03	38.95	39.88	40.40	41.64	42.56	43.1
C	Human Resources Manager; Residential Programs & Services Manager; Development Manager, Finance Manager; Manager of Education, Training and Research; Clinical Specialist	31.10	31.88	32.68	33.53	34.38	35.27	36.17
D	Residential Counsellor; Assigned Counsellor; Admin Counsellor; Sexual Assault Counsellor; Transitional/Community Outreach Counsellor; Group Coordinator; Public Education Coordinator; Actions Support Counsellor; Child and Family Counsellor; Retail Store Manager; Executive Assistant; Facilities and Maintenance Supervisor; Volunteer and Peer Support Coordinator; Finance Coordinator; Human Resources	26.44	27.10	27.41	27.89	28.39	28.89	29.39
F	Finance Assistant; Human Resources Assistant; Admin Assistant; Development Assistant; Residential Support Clerk;	21.40	22.36	22.68	23.08	23.51	23.92	24.06
G	Inventory Coordinator; Cook; Custodian; Maintenance; Child Care;	19.49	19.59	19.82	20.20	20.59	20.99	21.41
H	Retail Sales Associate	17.07	17.33	17.92	18.24	18.58	18.93	19.28
I	Summer Students (casual/temporary)	Minimum Wage						

Anova Executive Director _____

Date _____

President, Board of Directors _____

Date _____

Anova Pay Grid – April 1 2024 - March 31, 2025

BANDS	"Permanent" Positions (Band A to G incl.)	LEVEL 0	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
		Start Rate	1 EYS	2 EYS	4 EYS	6 EYS	8 EYS	10 EYS
A	Executive Director	42.93	44.43	45.92	47.27	48.64	49.93	51.55
B	Program or Service Director	38.55	39.47	40.40	40.92	42.16	43.08	44.32
C	Human Resources Manager; Residential Programs & Services Manager; Development Manager, Finance Manager; Manager of Education, Training and Research; Clinical Specialist	31.62	32.40	33.20	34.05	34.90	35.79	36.69
D	Residential Counsellor; Assigned Counsellor; Admin Counsellor; Sexual Assault Counsellor; Transitional/Community Outreach Counsellor; Group Coordinator; Public Education Coordinator; Actions Support Counsellor; Child and Family Counsellor; Retail Store Manager; Executive Assistant; Facilities and Maintenance Supervisor; Volunteer and Peer Support Coordinator; Finance Coordinator; Human Resources	26.96	27.62	27.93	28.41	28.91	29.41	29.91
F	Finance Assistant; Human Resources Assistant; Admin Assistant; Development Assistant; Residential Support Clerk;	21.92	22.88	23.20	23.4	24.03	24.44	24.58
G	Inventory Coordinator; Cook; Custodian; Maintenance; Child Care;	20.01	20.11	20.34	20.72	21.11	21.51	21.93
H	Retail Sales Associate	17.59	17.85	18.44	18.76	19.10	19.45	19.80
I	Summer Students (casual/temporary)							

Anova Executive Director _____

Date _____

President, Board of Directors _____

Date _____

Anova Pay Grid – April 1 2025 - March 31, 2026

BANDS	"Permanent" Positions (Bands A to G incl.)	LEVEL 0	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
		Start Rate	1 EYS	2 EYS	4 EYS	6 EYS	8 EYS	10 EYS
A	Executive Director	43.45	44.95	46.44	47.79	49.16	50.45	52.07
B	Program or Service Director	39.07	39.99	40.92	41.44	42.68	43.1	44.84
C	Human Resources Manager; Residential Programs & Services Manager; Development Manager, Finance Manager; Manager of Education, Training and Research; Clinical Specialist	32.14	32.92	33.72	34.57	35.42	36.31	37.21
D	Residential Counsellor; Assigned Counsellor; Admin Counsellor; Sexual Assault Counsellor; Transitional/Community Outreach Counsellor; Group Coordinator; Public Education Coordinator; Actions Support Counsellor; Child and Family Counsellor; Retail Store Manager; Executive Assistant; Facilities and Maintenance Supervisor; Volunteer and Peer Support Coordinator; Finance Coordinator; Human Resources	27.48	28.14	28.45	28.93	29.43	29.93	30.43
F	Finance Assistant; Human Resources Assistant; Admin Assistant; Development Assistant; Residential Support Cler	22.44	23.40	23.72	24.12	24.55	24.96	25.10
G	Inventory Coordinator; Cook; Custodian; Maintenance; Child Care;	20.53	20.63	20.86	21.24	21.63	22.03	22.45
H	Retail Sales Associate	18.11	18.37	18.96	19.28	19.62	19.97	20.32
I	Summer Students (casual/temporary)	Minimum Wage						

Anova Executive Director _____

Date _____

President, Board of Directors _____

Date _____