



COLLECTIVE AGREEMENT

between

**HALIBURTON, KAWARTHA, PINE RIDGE DISTRICT
HEALTH UNIT**

(Hereinafter called "The Employer")

and

**CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 1602**

(Hereinafter called "The Union")

EXPIRY: DECEMBER 31, 2025

TABLE OF CONTENTS

ARTICLE 1 – PURPOSE AND COVERAGE.....5

 1.01 Purpose of Agreement 5

 1.02 Application of Agreement 5

 1.03 Definitions 5

ARTICLE 2 – RELATIONSHIP.....6

 2.01 Mutual Respect 6

 2.02 Dues 6

 2.03 Bulletin Boards 7

ARTICLE 3 – COMMITTEES AND STEWARDS7

 3.01 Negotiating Committee 7

 3.02 Grievance Committee 7

 3.03 Union Duties on Behalf of the Employer 7

 3.04 Labour-Management Committee 8

 3.05 Joint Health and Safety Committee 8

ARTICLE 4 – MANAGEMENT RIGHTS.....8

 4.01 Acknowledgement of Employer Rights 8

 4.02 Employer Right to Manage 9

 4.03 Exercise of Employer Rights 9

ARTICLE 5 – POLICY GRIEVANCES9

ARTICLE 6 – GRIEVANCE PROCEDURE9

 6.01 Grievance Definition 9

 6.02 Preliminary Steps 10

 6.03 Grievance Steps 10

 6.04 Grievance Correspondence 10

 6.05 Group Grievances 10

 6.06 Policy Grievances 11

ARTICLE 7 – ARBITRATION.....11

 7.01 Referral to Arbitration 11

 7.02 Composition of the Board of Arbitration 11

 7.03 Decision of the Board of Arbitration 11

 7.04 Limitations of Decision of the Board of Arbitration 11

 7.05 Payment for the Board of Arbitration Process 11

ARTICLE 8 – DISCIPLINE & DISCHARGE12

 8.01 Grievances Related to Discharge and Discipline 12

 8.02 Settlements Related to Discharge and Discipline 12

ARTICLE 9 – SENIORITY AND JOB POSTING, LAYOFF AND RECALL12

 9.01 Job Posting 12

 9.02 Temporary Employees 13

 9.03 Casual Employees 14

9.04	Benefits for Permanent Part-time Employees	15
9.05	New Permanent Full-time and Part-time Employees	15
9.06	New Positions	16
9.07	Seniority	16
9.08	Permanent Transfers & Promotions Within the Bargaining Unit	17
9.09	Permanent Transfers & Promotions Outside the Bargaining Unit	18
9.10	Temporary Transfers & Promotions Within the Bargaining Unit	18
9.11	Temporary Transfers & Promotions Outside the Bargaining Unit	18
9.12	Layoffs and Recall Procedure	18
ARTICLE 10	– TYPES OF LEAVES	21
10.01	Union-Billable Leave	21
10.02	Personal Leave	21
10.03	Jury Duty	21
10.04	Parental/Pregnancy Leave	22
10.05	Bereavement Leave	24
10.06	Personal Appointment Time	24
ARTICLE 11	– SICK LEAVE	25
11.01	Definition	25
11.02	Medical Notes	25
11.03	Short-Term Disability Plan	25
11.04	Return to Work Program	26
11.05	Illness in the Family	27
11.06	Workplace Safety and Insurance Board Award	27
ARTICLE 12	– BENEFITS AND PENSION	27
12.01	Group Life and Extended Health Care	27
12.02	Pensions	29
12.03	Benefits in Retirement	30
12.04	Employees Working Beyond Age Sixty-five (65)	30
ARTICLE 13	– VACATIONS	30
13.01	Vacation/Annual Leave Entitlement	30
13.02	Less than One (1) Year Continuous Service Entitlement	30
13.03	Units of Vacation/Annual Leave Entitlement	30
13.04	Additional Vacation/Annual Leave Entitlements	31
13.05	Vacation Pay	31
13.06	Vacation and Termination	31
ARTICLE 14	– PAID HOLIDAYS	32
14.01	Paid Holidays	32
14.02	When a Holiday Falls on a Weekend	32
ARTICLE 15	– TRANSPORTATION ALLOWANCE	32

ARTICLE 16 – HOURS OF WORK AND OVERTIME.....33

 16.01 Compensating Time and Overtime 33

 16.02 Call-out 34

 16.03 Distribution of Hours 35

 16.04 On-Call 35

 16.05 Cancellation of Casual Employee Shifts 36

 16.06 Compressed Work Week (CWW) 36

ARTICLE 17 – CONFERENCE, COURSES AND MEETINGS39

 17.01 Reimbursement of Costs 39

 17.02 Compensation for Time 39

 17.03 Professional Groups 39

ARTICLE 18 – RETIREMENT39

ARTICLE 19 – WAGE RATES AND CLASSIFICATIONS40

 19.01 Wage Rates and Job Classifications 40

 19.02 Pay Periods 40

 19.03 Promotion and Placement on the Salary Grid 40

 19.04 Temporary Coverage 40

ARTICLE 20 – NO STRIKES, NO LOCKOUTS40

ARTICLE 21 – WORKPLACE HARASSMENT.....41

ARTICLE 22 – MISCELLANEOUS41

 22.01 Damage to Personal Clothing 41

 22.02 Correspondence 41

 22.03 Copies of Agreement 41

 22.04 Safety Boot Reimbursement 41

 22.05 Professional Responsibility – Workloads 41

 22.06 Singular 42

 22.07 Work of the Bargaining Unit. 42

 22.08 Criminal Record Check/Vulnerable Sector Check 42

 22.09 Geographic Locations 42

ARTICLE 23 – PAY EQUITY.....42

ARTICLE 24 – DURATION OF AGREEMENT.....43

APPENDIX A – WAGES44

APPENDIX 1: LETTER OF UNDERSTANDING – STAFF PLANNING45

APPENDIX 2: LETTER OF UNDERSTANDING – Special Projects.....46

APPENDIX 3: LETTER OF UNDERSTANDING – Potential Restructuring.....47

APPENDIX 4: LETTER OF UNDERSTANDING – Medical Notes48

SCHEDULE A – CUPE SALARY GRID.....49

ARTICLE 1 – PURPOSE AND COVERAGE

1.01 Purpose of Agreement

The purpose of this Agreement is to maintain a harmonious relationship between the Employer and its employees, and to provide an orderly and amicable method of settling any differences or grievances which might possibly arise.

1.02 Application of Agreement

This Agreement shall apply to all employees of the Employer, save and except all registrants of the College of Nurses, working in a nursing capacity, the Medical Officer of Health, anyone in a Director/Manager position, one Executive Assistant to the Medical Officer of Health, HR Advisor, Financial Analyst, and any new positions provided those positions exercise managerial functions, and students.

Bargaining Unit members shall not work in a Bargaining Unit position and an excluded position simultaneously.

1.03 Definitions

A “**Permanent Full-time position**” is an established position which has been duly authorized by the Employer which requires and Employee to work seventy (70) hours bi-weekly.

A “**Permanent Part-time position**” is an established position which has been duly authorized by the Employer which requires an Employee to work a scheduled number of hours that are less than 70 hours bi-weekly.

A “**Permanent Casual position**” is a position working flexible hours, flexible shifts and scheduled hours as per operational requirements of the Employer and it is understood that there is no guarantee of hours of work.

A “**Temporary position**” is a position established by the Employer for a specific duration, not to exceed twelve (12) months. In the case of parental/pregnancy leave this duration may be up to eighteen (18) months. In either case such positions may be extended by mutual agreement of the parties.

A “**Permanent Full-time Employee**” is an Employee who has been appointed to a Permanent Full-time position.

A “**Permanent Part-time Employee**” is an employee who has been appointed a position working less than 70 hours bi-weekly.

A “**Permanent Casual Employee**” is an employee working flexible hours and shifts and may be scheduled according to operational requirements.

A “**Temporary Employee**” is an Employee employed for a temporary position for a specific duration.

Working Day – a day that is customarily Monday through Friday, excluding weekends and statutory holidays.

Paid and Unpaid Students - a student who works full-time or part-time hours for a defined period of time, or is participating in an unpaid internship, or placement and is paid or unpaid. They are not employees and are not dues paying members of the Union. They do not accrue seniority. They are not eligible to apply internally for positions.

Seniority – defined as length of service within the Bargaining Unit and shall commence and accumulate from the date on which an employee is hired in the Bargaining Unit by the Employer. No employee shall accumulate more than one (1) year or one thousand, eight hundred and twenty (1820) hours of seniority in a one (1) year period of time. Seniority will operate on a Bargaining Unit-wide basis.

ARTICLE 2 – RELATIONSHIP

2.01 Mutual Respect

The Employer and the Union agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practiced by either of them or by any of their representatives or members against any person employed or served by the Health Unit, in any manner which would constitute a violation of individual rights possessed under the Ontario Human Rights Code, the Ontario Labour Relations Act or any other governing statute.

2.02 Dues

The Employer shall deduct from each pay due to each employee covered under this Agreement a sum or sums equal to the Union dues of a member. The Union shall notify the Employer in writing of the amount of such dues from time-to-time. The Employer will send to the Union at the end of each month its cheque for the dues deducted under this clause, together with a list of the names of the employees from whom such deductions have been made. The Union shall notify and save the Employer harmless with respect to all dues so deducted and remitted.

It is understood and agreed that the Union shall establish its dues as a percentage of an employee's gross earnings.

2.03 Bulletin Boards

The Employer shall provide a bulletin board in each office for the sole use of the Union.

ARTICLE 3 – COMMITTEES AND STEWARDS

3.01 Negotiating Committee

The Employer acknowledges the right of the Union to appoint or otherwise select a negotiating committee. The Employer will pay for the time and mileage of up to five (5) Bargaining Unit members to participate in collective bargaining. The Parties will equally share the costs of accommodations and food for collective bargaining. Either Party may choose to have more than five (5) members on its collective bargaining team, as its own expense, and shall notify each other, in advance, of the additional members. In no circumstance shall more than eight (8) Bargaining Unit members be approved to be away from work for the purpose of collective bargaining, including those paid for by the Employer, so as not to unduly interfere with the operational requirements of the Employer. The Union's negotiating committee members must be employees of the Employer within the Bargaining Unit who have passed their probationary period. The Parties shall advise each other of the members of their negotiating team.

3.02 Grievance Committee

The Employer acknowledges the right of the Union to appoint or otherwise select a grievance committee composed of not more than three (3) stewards/members who are employees of the Employer within the Bargaining Unit who have passed their probationary period. The Union shall advise the Employer of the employees serving on the grievance committee.

3.03 Union Duties on Behalf of the Employer

The Union acknowledges that stewards and Union officers have regular duties to perform on behalf of the Employer. Such persons shall not leave their regular duties without advising their Manager. Employees who have conducted one (1) hour or more of Union duties on behalf of the Employer shall document Union non-billable hours in the appropriate timekeeping system for record keeping purposes. The Union recognizes that management may make reasonable requests for an explanation of the time away from the employee's regular duties.

The privilege of such representatives to leave their work without loss of salary for the purpose of meeting with the Employer shall be granted on the following conditions:

- a) Such business must be between the Union and the Employer.
- b) The time shall be devoted to the prompt handling of the said business.

- c) The time away from productive work shall be reported in accordance with the timekeeping methods of the Health Unit.
- d) The Employer reserves the right to limit such time if the time so taken is unreasonable.
- e) Incidental expenses incurred, such as mileage, meals and time beyond the seven (7) hour day will be borne by the representatives concerned.

- f) The Employer will not pay for employees' attendance or expenses at arbitration hearings unless required by the Employer to attend.

3.04 Labour-Management Committee

The Labour Management Committee shall consist of representatives appointed in equal numbers from the Employer and the Canadian Union of Public Employees (CUPE).

The purpose of the Labour Management Committee and its meetings will be to provide a forum for informal discussion and resolution of matters arising between the Parties without violating the Collective Agreement, and without prejudice to the grievance procedure and/or its time limits if it has appeared that further discussion of a matter may be productive.

It is expected that the Labour Management Committee will meet quarterly. However, this does not preclude meetings being held from time-to-time, at the call of either Party, to discuss issues pertinent to the employees of the CUPE Bargaining Unit nor does it preclude joint meetings with other represented employees. The Parties will rotate the responsibilities for setting the Labour Management agenda and recording minutes of the meetings.

These committees shall have the right to assistance from outside counsel at their own expense, if it is deemed necessary and to bring invited guests from time-to-time. Each Party shall advise the other in advance should they be planning to bring a guest.

3.05 Joint Health and Safety Committee

CUPE shall be required to appoint or elect four (4) representatives to the Joint Health and Safety Committee. The roles of the representatives shall be in accordance with the Occupational Health and Safety Act and Regulations.

ARTICLE 4 – MANAGEMENT RIGHTS

4.01 Acknowledgement of Employer Rights

The Union acknowledges that it is the exclusive function of the Employer to hire, promote, demote, transfer and suspend employees and also the right of the Employer to discipline or discharge any

employee for just cause, provided that a claim of discriminatory promotion, demotion or transfer or a claim that an employee has been discharged, suspended or disciplined for other than just cause may be the subject of a grievance and dealt with as hereinafter provided. Termination of a probationary employee for unsuitability shall be deemed to be for just cause.

4.02 Employer Right to Manage

The Union further recognizes the right of the Employer to operate and manage the Health Unit in all aspects in accordance with its commitments and its obligations and responsibilities: to decide at any time on the number and type of employees; the assignments given to any employee; the number and location of offices or clinics; to use modern methods, machinery and equipment; the complete jurisdiction over all its offices.

4.03 Exercise of Employer Rights

It is understood that the exercise of these rights shall be consistent with the provisions of this Agreement.

ARTICLE 5 – POLICY GRIEVANCES

It is understood that either Party may submit to the other any complaint with respect to any contractual obligation undertaken by or properly imposed by statute upon the Parties to this Agreement, including any matter of general policy which would not be adequately addressed by an individual grievance. Such complaint, if not resolved by verbal discussion, shall be reduced to writing and be discussed at Step No. 2 of the grievance procedure. Failing a satisfactory settlement within ten (10) working days after the filing of such grievance, the grievance may be referred to arbitration within a further twenty (20) working days.

ARTICLE 6 – GRIEVANCE PROCEDURE

6.01 Grievance Definition

A grievance shall be defined as a complaint regarding the interpretation, application, administration or alleged violation of this Agreement, or, in the case of an employee who has acquired seniority under this Agreement, a complaint that the employee has been discharged or disciplined without just cause.

6.02 Preliminary Steps

Prior to the initiation of any grievance, the affected employee shall discuss the matter with their Manager or the Employer representative most closely associated with the circumstances giving rise to the grievance. Failing satisfactory resolution of the problem at the complaint stage, a grievance shall be reduced to writing within ten (10) working days of the grievor's becoming aware of the circumstances giving rise to the grievance and be processed according to the following procedure and at all steps of the grievance procedure, the employee shall have representation by the Union.

6.03 Grievance Steps

Step No. 1 The Union shall present the grievance to the employee's Director. Failing satisfactory settlement being reached within ten (10) working days, the next step in the grievance procedure may be taken at any time within ten (10) working days thereafter.

Step No. 2 The Union may submit the grievance to the Medical Officer of Health or designate. A meeting may be called within ten (10) working days from the date of receipt of the grievance, unless mutually extended by agreement of the Parties. If a decision rendered is not satisfactory, or if no decision is rendered within ten (10) working days from the date of the response, the grievance may be referred to arbitration by either Party at any time within twenty (20) working days thereafter.

Note: Any of the time allowances provided above may be extended by mutual agreement, in writing, between the Parties.

6.04 Grievance Correspondence

Replies to grievances shall be in writing at all stages, and the grievor shall be entitled to be present and make representations at any meeting held between the Union and the Employer.

6.05 Group Grievances

Where two (2) or more employees have identical grievances, and each one would be entitled to grieve separately, they may present a group grievance, in writing, identifying each employee who is grieving, the employer or designate, within ten (10) day after the circumstances giving rise to the grievance have occurred, or ought reasonably to have come to the attention of the Union. The grievance shall be filed at Step 2 of the grievance procedure. Affected employees may not present a group grievance until they have discussed the matter with the employee's manager or the Employer representative most closely associated with the circumstances giving rise to the grievance in accordance with Article 6.02 above.

6.06 Policy Grievances

The Union may file a policy grievance regarding the interpretation, application, administration or alleged violation of this Agreement. Such grievances must be filed in writing by the Union within fifteen (15) working days of the occurrence giving rise to the grievance or from the date the Union becomes aware of it. The grievance shall be filed at Step 2 of the grievance procedure and all other timelines shall be followed from that stage. Policy grievances may not be presented until they have discussed the matter with the Employer representative most closely associated with the circumstances giving rise to the grievance in accordance with Article 6.02 above. The Union may not file a policy grievance that should have been filed as an individual grievance.

ARTICLE 7 – ARBITRATION

7.01 Referral to Arbitration

Both Parties to this Agreement agree that any dispute or grievance concerning the interpretation or alleged violation of this Agreement which has been properly carried through all the steps of the grievance procedure outlined in ARTICLE 6 – GRIEVANCE PROCEDURE and which has not been settled will be referred to Arbitration, as per Article 7.02, at the request in writing of either of the Parties hereto.

7.02 Composition of the Board of Arbitration

The Board of Arbitration will be composed of a single member to be appointed by mutual agreement of the Parties or, failing such mutual agreement, by the Minister of Labour, Ontario.

7.03 Decision of the Board of Arbitration

The decision of the Board of Arbitration shall be final and binding on both Parties.

7.04 Limitations of Decision of the Board of Arbitration

The Board of Arbitration shall not have any power to alter or change any of the provisions of this Agreement or to substitute any new provisions for any existing provisions or to give any decision inconsistent with the terms and provisions of this Agreement except as required to comply with a governing statute; provided that the Board shall have the right to provide any remedy which it deems just and reasonable in all circumstances and compatible with the provisions of the Collective Agreement.

7.05 Payment for the Board of Arbitration Process

Each of the Parties to this Agreement will bear one half (1/2) the fees and expenses of the arbitrator.

ARTICLE 8 – DISCIPLINE & DISCHARGE

8.01 Grievances Related to Discharge and Discipline

Grievances involving matters of discharge and discipline may be filed directly to Step No. 2 of the grievance procedure. When it is planned to reprimand and/or discipline an employee, or to obtain information in the presence of the employee's Manager which may result in the employee being reprimanded or disciplined, the employee is to be represented by the Union.

The Employer shall advise the employee of this requirement in advance. Lack of Union representation will not be the subject of a grievance nor invalidate any reprimand and/or discipline.

The Employer shall provide written particulars to an employee subject to discipline no later than ten (10) working days following the incident which gave rise to such disciplinary action with a copy to the Union.

An employee shall have the right, in keeping with the Employer's policy, and on reasonable notice, to examine and copy the contents of their personnel record. No evidence from the employee's record of which the employee was not made aware at the time of filing may be introduced as evidence in any hearing.

Any record of discipline shall be removed from an employee's file eighteen (18) months following such discipline, provided there have been no repeat episodes of discipline, in keeping with the Employer's policy.

8.02 Settlements Related to Discharge and Discipline

Such grievances may be settled by confirming the Employer's action in dismissing the employee, or by reinstating the employee with full compensation for time lost, or by any other arrangement which is just and equitable in the opinion of the Parties to this Agreement.

ARTICLE 9 – SENIORITY AND JOB POSTING, LAYOFF AND RECALL

9.01 Job Posting

Employees moving to a new position through the job posting procedures need not be considered for a further new posting for a period of six (6) months or if the position is considered a lateral move, into the same job classification, for one (1) year. This shall not prevent a part-time or contract employee from applying for a full-time position. This shall not prevent a full-time or contract employee from applying for a part-time position. This shall not prevent employees from moving office locations within the same job classification.

In all cases of promotion and staff transfer, appointment shall be made of the senior qualified applicant who possesses the competencies and willingness to perform the available work. Notice of available positions, including new positions, together with a description of the required qualifications and competencies, shall be provided to all employees for a period of five (5) working days, except with the written agreement of the Union, during which time interested employees may submit their applications. When employees are applying to a new position outside of their current job classification, an interview to assess job qualifications may be required. Seniority shall not be a factor if the internal applications are submitted outside the posting time frame.

Applicants must be registered for, and in the process of completing the required qualifications at the time the posting closes. Applicants will have a period not exceeding three (3) months from the date the posting closes to obtain the required qualifications. If the position has been awarded, and the applicant is unsuccessful in obtaining the required qualifications, the applicant will be returned to their former position and the next senior, qualified applicant will be awarded the position.

Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position.

The Employer shall notify the Union of the elimination of positions.

For the purpose of awarding positions through job postings, seniority is calculated as of the date of the closing of the posting.

9.02 Temporary Employees

Temporary Employee - an employee hired for not more than twelve (12) months to:

- a) Replace an employee who is absent as a result of:
 - i) Pregnancy, parental and adoption leave;
 - ii) Sickness; injury or disability;
 - iii) A leave of absence (as provided for under this Collective Agreement or the Employment Standards Act);
- OR
- b) Fill a temporary workload or program for a period of up to twelve (12) months, or, eighteen (18) months for a Parental/Pregnancy leave. Any extension beyond the twelve (12) or eighteen (18) month period must be mutually agreed to by the Parties.

1. No temporary employee shall be retained where employees with seniority will be laid off or are on layoff, provided said employees are qualified, able and willing to perform the required work. All reasonable efforts will be made to offer the work to permanent part-time employees before hiring temporary employees.
2. Temporary employees shall be covered under all provisions of the Collective Agreement, save and except:

ARTICLES 3.01, 3.02, 9.04, 9.12, 11, 12 (excluding 12.02), 13(as per ESA), 14(as per ESA), 16.01 (d) and (e), 16.04, 17 and 18.01 (b).

3. A temporary employee shall receive in lieu of benefits (OMERS, Life Insurance, AD&D, LTD, Extended Health and Dental coverage) an amount equal to ten percent (10%), plus vacation pay of six percent (6%), paid upon submission of time sheets. Should the temporary employee choose to enrol in OMERS, they will no longer receive the six percent (6%) in lieu of enrolment.
4. If a temporary employee applies for and is successful in obtaining a permanent position within the Bargaining Unit, they shall be credited with seniority acquired while in the temporary position, provided there is no break in service between the temporary and permanent position.
5. Temporary employees will be subject to a probationary period equivalent to six (6) months (nine hundred and ten (910) hours). If a temporary employee is awarded the same position on a full-time basis, they will not have to serve a second probationary period. If a temporary employee is awarded a different position on a full-time basis, they will be subject to a second probationary period equivalent to six (6) months.

9.03 Casual Employees

Casual employees shall be covered under all provisions of the Collective Agreement, save and except:

ARTICLES 3.01, 3.02, 9.02, 9.04, 9.05, 9.12, 10 (as per ESA), 11, 12 (excluding 12.02), 13(as per ESA), 14(as per ESA), 16.01 (d) and (e), 16.04, 17 and 18.

1. Casual employees shall receive in lieu of benefits (OMERS, Life Insurance, AD&D, LTD, Extended Health and Dental coverage) an amount equal to ten percent (10%), plus vacation pay of six percent (6%), paid upon submission of their time sheets. Should the casual employee choose to enrol in OMERS, they will no longer receive the six percent (6%) in lieu of enrolment.

2. Call-in of casual employees will be done by employees within the geographic area in which the activity is taking place, or where the work is required to be done.
3. Casual employees will be subject to a probationary period equivalent to six (6) months (nine hundred and ten (910) hours).
4. Casual employees accrue seniority based on hours worked and are eligible to apply for internal job postings.
5. Casual employees who have previously accrued seniority, shall maintain that seniority, provided there is no break in service.
6. Casual employees will declare their availability to the Employer for each quarter and the employer will schedule as per collective agreement language according to the employee's availability.
7. Casual employees will be scheduled and paid for a minimum of three (3) hours per day scheduled.

9.04 Benefits for Permanent Part-time Employees

Permanent part-time employees shall receive benefits as per ARTICLE 12 – BENEFITS AND PENSION.

Permanent part-time employees shall also receive wage amount, and vacation entitlements based on their pro-rated full-time equivalency (FTE).

9.05 New Permanent Full-time and Part-time Employees

When an employee is hired, such employee shall be on probation for a period of six (6) months, during which time they shall not be subject to the terms of this Agreement, except in regard to Articles 10.05, 10.06, 11, 12.01, 12.03, 12.04 which such employee will be eligible after successfully completing three (3) months of continuous service, and also in regard to the payment of Union dues pursuant to ARTICLE 2.02. Employees are eligible for the provisions under Articles 12.02, 13, 14, 16 and 22 at the time of hire. Employees retained past the six (6) months probationary period shall be recognized as having permanent status and credited with seniority from the date first hired in the Bargaining Unit and become subject to all rights within this Agreement.

At the time of hire, an employee, may make application in writing for recognition of related experience with another employer within the past two (2) years, to the maximum step of the grid, excluding twenty-five (25) year. The employee shall furnish documentation to support the claim within three

(3) months of the first date of employment, and once the claim has been approved, the employee will be placed on the grid accordingly.

If a period of more than two (2) years has elapsed since the employee has occupied a comparable full or part-time position, then the number of increments paid if any, will be at the discretion of the Employer.

Current employees who would have benefited had this provision been in place at the time of hiring and who are not at the maximum of the grid may apply to have their prior experience considered on the same basis as set out above.

9.06 New Positions

Where new positions, within the Bargaining Unit are created or current positions reclassified, the Employer and the Union shall evaluate the position(s) for placement on the salary scale, using a mutually agreed-upon tool for Job Evaluation. If an agreement is not reached the Union and/or the Employer may refer the dispute to arbitration for resolution.

9.07 Seniority

Seniority will operate on a Bargaining Unit-wide basis.

For application of seniority for purposes of promotion, demotion, transfer, layoff and recall and service for purposes of vacation entitlement and wage progress:

1. Seniority shall be defined as length of service within the Bargaining Unit and shall commence and accumulate from the date on which an employee is hired in the Bargaining Unit by the Employer.
2. An employee whose status is changed from full-time to part-time shall receive credit for their seniority and service on the basis of one (1) year for each one thousand, eight hundred and twenty (1820) hours worked.
3. No employee shall accumulate more than one (1) year or one thousand, eight hundred and twenty (1820) hours of seniority in a one (1) year period of time.
4. The Employer shall maintain a seniority list showing date of hire, seniority date, increment date and cumulative hours. A current seniority list shall be sent to the Union and posted on all bulletin boards in February and August of each year.

Loss of Seniority

An employee shall lose all seniority and service and shall be deemed to be terminated if the employee:

- a) Resigns;
- b) Is discharged and not reinstated through the grievance/arbitration process;
- c) Is retired;
- d) Is absent from scheduled work a period of three (3) or more consecutive working days without notifying the Employer of such absence and providing to the Employer a satisfactory reason;
- e) Has been laid off and not recalled to work within a designated time period as follows:
 - i) For employees with less than one (1) year of seniority, they shall be maintained on a recall list for up to the length of their seniority.
 - ii) For employees with seniority of greater than one (1) year but less than five (5) years, they shall be maintained on a recall list for twelve (12) months.
 - iii) For employees with greater than five (5) years of seniority, they shall be maintained on a recall list for twenty-four (24) months.
- f) If the employee has been laid off and fails to return to work within seven (7) calendar days after that employee has been notified by the Employer through registered mail addressed to the last address on the records of the Health Unit, subject to any special provisions regarding temporary vacancies noted under the heading of Layoffs and Recall;
- g) Is absent due to illness or disability for a period of twenty-four (24) calendar months from the commencement of a Long Term Disability claim, unless prohibited by statute.

9.08 Permanent Transfers & Promotions Within the Bargaining Unit

In the event of transfer or promotion to a different position, an employee shall be allowed a trial period of three (3) calendar months, which may be extended to a maximum of six (6) months upon mutual agreement. In event the employee proves unsatisfactory in the position during the trial period, or if the employee believes they are unable to perform the duties of the new job satisfactorily, they shall be returned to their former position (or, by mutual consent of the conferring Parties and the affected employee, to an available similar position), wage or salary rate, without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position (or, by mutual agreement of the conferring Parties and the affected employee, to an available similar position), wage or salary rate without loss of seniority.

The Employer will endeavour to move successful employees into posted positions within forty (40) working days. In all cases, should the Employer be unable to transfer the employee to their new

position within forty (40) working days, the employee's rate of pay shall be adjusted effective the forty-first (41st) working day after being awarded the new position as long as the new wage is higher. If at any time after being awarded the new position, an employee is assigned any duties of the new position, they will be compensated at the higher wage rate.

9.09 Permanent Transfers & Promotions Outside the Bargaining Unit

In the event of a permanent promotion outside of the Bargaining Unit, the employee shall be allowed a trial period of three (3) calendar months. In the event the employee proves unsatisfactory in the position during the trial period, or if the employee believes they are unable to perform the duties of the new job satisfactorily, they shall be returned to their former position (or by mutual consent of the conferring Parties and the affected employee, to an available similar position), wage or salary rate, without the loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position (or by mutual agreement of the conferring Parties and the affected employee), to an available similar position, wage or salary rate without loss of seniority. The employee does not accrue seniority during the time out of the Bargaining Unit. The employee must pay dues during the three (3) month trial period at the salary/wage rate of the promoted position.

9.10 Temporary Transfers & Promotions Within the Bargaining Unit

Temporary postings shall not exceed one (1) year unless mutually agreed upon by the Union and the Employer and it is understood that it is up to the Employer to maintain these records.

An employee shall be allowed to return to their former position at the end of the time.

9.11 Temporary Transfers & Promotions Outside the Bargaining Unit

In the event of a temporary promotion to a different position outside the Bargaining Unit, an employee shall be allowed to return to their former position at the end of the time. Such time out of the Bargaining Unit will not exceed two (2) years. While outside the Bargaining Unit, the employee maintains their seniority, but does not accrue any seniority. The employee shall pay Union dues based on the rate of pay for the temporary position.

9.12 Layoffs and Recall Procedure

Both Parties recognize that job security should increase in proportion to length of service. Therefore, in the event of a layoff, employees shall be laid off in accordance with 9.07 Seniority; however, the Employer will retain sufficient employees in each classification in order to continue to provide competent services. Employees shall be recalled in the order of their seniority, provided they are qualified to do the work.

Layoffs, under the provisions of this Collective Agreement shall include the reduction of daily or bi-weekly hours of any full-time or part-time employee.

No permanent full-time or permanent part-time employee within the Bargaining Unit shall be laid off by reason of their duties being assigned to one (1) or more casual or temporary employees.

Existing seniority shall be retained, but not continue to accrue, during layoffs. The Employer will continue to pay its share of all insured benefit premiums to the end of the month in which the layoff occurs, after which time the employee must pay the full premium cost of maintaining benefits, until recalled or terminated. Employees will provide payment in advance of the month in which the premium is due.

Notice of Layoff

In the event of a proposed layoff of a temporary and/or permanent nature, the Employer will:

- a) Provide the Union with at least thirteen (13) weeks' notice to its implementation. This notice is not in addition to required notice for individual employees.
- b) Provide affected employees with three (3) month's notice.
- c) Meet with the Union through the Executive Committee. The Employer will undertake to discuss and consider all alternatives to layoffs to review the reasons and expected duration of the layoff, any realignment of service or staff and to minimize its negative effect on employees in the Bargaining Unit.

Any agreement between the Employer and the Union resulting from the above process concerning the method, timing and implementation will take precedence over other terms of layoff and related provisions in this Collective Agreement including APPENDIX 1.

Layoff Procedure

In the event of layoff, the Employer shall layoff employees in reverse order of seniority within their classification, provided that there remain on the job employees who are able to meet the normal requirements of the job.

An employee who is subject to layoff shall have the right to:

- a) Accept the layoff; OR
- b) Displace an employee who has less Bargaining Unit seniority, if the employee originally subject to layoff is qualified for and can perform the duties;

- i) An employee who wishes to exercise their right to displace another employee with less seniority shall advise the Employer within seven (7) days of the date of the notice of layoff issued by the Employer;
 - ii) In the event that an employee is laid off from a full-time Bargaining Unit position, and provided that no other full-time Bargaining Unit positions are available for which the employee is qualified and able to perform, the full-time Bargaining Unit employee shall then be allowed to displace a part-time Bargaining Unit employee with less seniority, provided that the employee is qualified and able to do the work available;
OR
- c) Fill an existing vacancy.

Recall Procedure

An employee shall have opportunity of recall from a layoff to an available opening, in order of seniority, provided the employee meets the normal requirements of the job to perform the work, and provided such opening is first posted under the job posting procedure, and has not been filled. In determining the ability and qualifications as required by law, as agreed between the Parties, of an employee to perform the work for the purposes of the first sentence above, the Employer shall not act in an arbitrary manner.

No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, in accordance with the loss of seniority provision, or have been found unable to perform the work available.

It is the responsibility of the employee who has been laid off to notify the Employer of their intention to return to work within seven (7) calendar days after being notified to do so by registered mail, (which notification shall be deemed to have been received on the second date of mailing) and return to work within seven (7) calendar days after being notified. The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work.

Employees on layoff or notice of layoff shall be given preferences for temporary vacancies which are not expected to exceed six (6) months. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on layoff. This provision supersedes the job posting provision.

ARTICLE 10 – TYPES OF LEAVES

10.01 Union-Billable Leave

Union Business

Union members may request time off for the purpose of Union business subject to regular time management approval processes for Union-billable time. During any leaves of absence for Union business, the Employer shall keep salary and benefits whole and the Union agrees to reimburse the Employer for salary and Employer contributions to benefits.

Union Conferences

The Employer will grant leave of absence without pay to not more than three (3) employees, provided no more than one (1) per department, to attend Union conventions and conferences for a period or periods not exceeding in the aggregate thirty (30) days, provided no more than ten (10) per employee, in any one (1) calendar year, provided that ten (10) working days' notice, from the Union, is given so that the absence shall not interfere with the efficient operation of the Health Unit.

10.02 Personal Leave

The Employer may grant leave of absence without pay for a period not exceeding one (1) year, if an employee requests it in writing from their Director provided that if such leave is for a period in excess of three (3) calendar months, the employee will only be returned to employment when a position for which the employee is qualified becomes open.

No leave of absence will be granted for the purpose of taking other employment, except that secondments arranged between another employer and the Haliburton, Kawartha, Pine Ridge District Health Unit will be considered. In exercising its discretion under this article with respect to educational leaves of absence, the Employer will consider such factors as length of employment, commitment to return to the Health Unit, personal investment already made, value to the Health Unit and any other factor which the Employer considers relevant.

Annual seniority accrual and vacation credit will be pro-rated when personal leaves of absence extend longer than one hundred and forty (140) hours in a calendar year.

10.03 Jury Duty

Any employee who is required to serve on a jury or give testimony as a Crown witness shall continue to receive their normal hourly rate up to seventy (70) hours bi-weekly from the Health Unit. The employee(s) shall remit to the Health Unit the cheque received for jury or Crown witness services. In addition:

- a) Employees must notify their immediate manager within one (1) working day after receipt of notice of selection for jury and Crown witness duty.
- b) Any employee called for jury and Crown witness duty and who is temporarily excused from attendance in court, must report for work if a reasonable period of time remains to be worked in their regular work day.
- c) Employees selected for jury and Crown witness duty, who are on other than the day shift, shall be assigned to the day shift for those days they are required to serve as jurors.
- d) An employee who requests paid leave to attend to jury or Crown witness duty shall remit to the Employer any witness fees, excluding expenses.

In order to be eligible for such payments, the employee must furnish a written statement from the proper public official, showing the date and the time served and the amount of pay received.

10.04 Parental/Pregnancy Leave

The Employer agrees to maintain a Parental/Pregnancy Leave Information Package. The Parties acknowledge that this package does not form part of this Collective Agreement.

- a) Parental/pregnancy leave will be granted in accordance with the provisions of the Employment Standards Act (ESA) as amended from time-to-time and as follows:
 - i) The service requirement for eligibility for parental/pregnancy leave shall be thirteen (13) weeks. Employees possessing the service requirement will be eligible for pregnancy leave of up to sixteen (16) weeks in addition to a one (1) week waiting period and a subsequent parental leave of up to sixty-one (61) weeks, total leave to seventy-eight (78) weeks, immediately following the pregnancy leave.
 - ii) The employee shall give written notification at least one (1) month in advance of the date of commencement of such leave and the expected date of return. This notice shall be waived in the event of pregnancy complications, premature birth of or the sudden coming into care of an adopted child.
 - iii) The employee has the right to return to her former job, if it still exists, or to a comparable position, if it does not, or to any position for which she is qualified, provided there is no reduction in compensation.
 - iv) Parental leave of up to sixty-one (61) weeks is available to each parent in the

Bargaining Unit who possesses the service requirement of thirteen (13) weeks. Birth mothers who wish to take parental leave must do so immediately following the expiration of their pregnancy leave. All other eligible parents may take this leave within sixty-three (63) weeks of the child being born or coming into care.

- v) An employee shall be allowed to commence her pregnancy leave at any time up to seventeen (17) weeks before the expected date of delivery.
 - vi) An employee shall continue to accumulate service, seniority and the Employer shall continue to pay its share of benefit premiums.
 - vii) Parents shall be defined to include adoptive parents and a person in a relationship of some permanence with the natural or adoptive mother or father of the child who intends to treat the child as their own.
- b) The Employer agrees to pay up to six (6) weeks (30 days) of Short-Term Disability (STD) from the date of a normal birth according to the employee's entitlement under the STD plan. An employee who receives STD benefits shall have her Supplemental Unemployment Benefit (SUB) benefits reduced accordingly.
- c) Effective January 1st, 2012 and on confirmation by the Employment Insurance Commission of the appropriateness of the Employer's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental/pregnancy leave as provided under this Agreement who is in receipt of Employment Insurance parental/pregnancy benefits pursuant to Section 18 and/or 20 of the Employment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between eighty-four percent (84%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the one (1) week Employment Insurance waiting period, and receipt by the Employer of the employee's Employment Insurance parental/pregnancy benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of sixteen (16) weeks. The employee's regular weekly earning shall be determined by multiplying her regularly hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours.

The benefits provided herein are subject to the terms and conditions of the SUB Plan registered with the Employment Insurance Commission.

The Employer agrees to pay eighty-four percent (84%) of the employee's regular weekly earning for up to one (1) week of an applicable waiting period under the Employment Insurance Act.

d) Adoption Leave

Parents shall be defined to include adoptive parent(s) and a person in a relationship of some permanence with the natural or adoptive mother or father of a child who intends to treat the child as their own. Adoptive parents are eligible for parental leave top-up.

10.05 Bereavement Leave

When a death occurs in the immediate family of an employee, or their spouse, they shall be granted twenty-one (21) hours leave of absence from their employment without loss of pay. Immediate family is defined as mother, father, brother, sister, spouse/common-law, son, daughter, guardian, dependent relative living with the employee, grandparent, great grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law.

An additional twenty-one (21) hours of paid bereavement leave shall be granted in the event of the death of an employee's own current spouse, child, sibling or parent.

An additional twenty-one (21) hours of paid bereavement leave may be granted at the discretion of the appropriate departmental Director, in the event of the death of any other family member defined above (excluding current spouse, child, sibling or parent).

It is recognized that in extreme cases, additional days may be required for bereavement purposes. When such additional leave is necessary, an employee may request an unpaid personal leave of absence, paid compensating time or paid vacation time. Such requests for leave will not be unreasonably denied.

One (1) day (seven (7) hours) paid leave of absence shall be granted for each calendar year for one (1) instance of the death of a family member not covered above, or a friend.

10.06 Personal Appointment Time

Employees may take paid time from the workplace to attend to personal appointments for themselves or their immediate family members. Full-time employees may take up to a total of twenty-eight (28) hours per year. Part-time employees may take up to a total of twenty-one (21) hours per year. Such time may be taken in fifteen (15) minute intervals. In an employees first year of employment, or in any year where an employee takes an unpaid leave of twenty (20) or more days, this allowance shall be prorated.

ARTICLE 11 – SICK LEAVE

11.01 Definition

Sick leave means a period of hours an employee is absent from work by virtue of being sick or disabled, exposed to contagious disease for which the employee has been isolated by the Medical Officer of Health or because of an accident for which compensation is not payable under the *Workplace Safety & Insurance Act (WSIB)*.

11.02 Medical Notes

The Employer may require an employee to produce a medical note and/or Health Care Practitioner Form, under reasonable circumstances.

The cost of all medical notes and/or Health Care Practitioner Forms shall be reimbursed by the Employer once proof of payment is produced by the employee to a maximum of twenty-five dollars (\$25) per note/form. (NOTE: This does not include LTD applications or WSIB medical forms. These are forms that employees must complete to access benefits, they are not required by the Employer.)

11.03 Short-Term Disability Plan

A short-term disability plan shall be introduced on June 1, 1987 to provide for eighty-five (85) working days as follows:

Length of Service (Seniority)	100% of Salary	75% of Salary
Up to but less than 420 hours (<3m)	0 hours	0 hours
420 hours but less than 1820 hours (3m-1 year)	35 hours (1 week)	560 hours (16 weeks)
1820 hours but less than 3640 hours (1-2 years)	70 hours (2 weeks)	525 hours (15 weeks)
3640 hours but less than 5460 hours (2-3 years)	105 hours (3 weeks)	490 hours (14 weeks)
5460 hours but less than 7280 hours (3-4 years)	140 hours (4 weeks)	455 hours (13 weeks)
7280 hours but less than 9100 hours (4-5 years)	175 hours (5 weeks)	420 hours (12 weeks)
9100 hours but less than 10920 hours (5-6 years)	245 hours (7 weeks)	350 hours (10 weeks)
10920 hours but less than 12740 hours (6-7 years)	315 hours (9 weeks)	280 hours (8 weeks)

Length of Service (Seniority)	100% of Salary	75% of Salary
12740 hours but less than 14560 hours (7-8 years)	385 hours (11 weeks)	210 hours (6 weeks)
14560 hours but less than 16380 hours (8-9 years)	455 hours (13 weeks)	140 hours (4 weeks)
Over 16380 hours	595 hours (85 working days)	0 weeks

All employees who have completed four hundred and twenty (420) hours of continuous service will have first day equitable Short Term Disability coverage for up to eighty-five (85) working days or five hundred and ninety-five (595) hours for every unrelated sickness, provided there is a return to active work up until the next working day after the same date in the following calendar month.

Eligible part-time employees will have first day equitable Short Term Disability coverage pro-rated to correspond to their hours of work, for up to eighty-five (85) working days or five hundred and ninety-five (595) hours for every unrelated sickness, provided there is a return to active work up until the next working day after the same date in the following calendar month.

11.04 Return to Work Program

The Parties recognize the benefits of a formal return to work program. Jointly, the Parties will ensure meaningful employment is provided for both permanently and temporarily disabled employees. Every effort shall be made to place disabled employees in their regular classification and work location. The Parties recognize the joint responsibility to accommodate disabled workers. The Employer will meet with the Union whenever a situation for modified work or accommodation arises to discuss, assess, design and implement such arrangements. Accommodation may require alterations to the workplace, to the way in which work is carried out, change in hours worked or other mutually agreed upon arrangements.

Upon notification of a situation requiring modified work or accommodation, the Parties will meet jointly with the employee to discuss requirements of the accommodation based on the medical information provided. The Parties will develop a plan and monitor the plan on a regular basis. The responsibility to fully participate and cooperate in the plan shall be jointly shared by the Union, the Employer and the employee. An employee participating in the program may not be required to be available for on-call, call-out, accrual of compensating time or overtime work. The employee’s restrictions and the weekend work requirements shall determine whether or not weekend work will be scheduled for the employee. The Parties shall review and monitor policies and practices that impact the return to work and accommodation process.

11.05 Illness in the Family

In the event that an employee should have a serious illness in the family, the following principles shall apply:

- a) To qualify for paid sick time (employee illness-STD) in the event of illness to an employee's spouse/common law, child, parent, the nature and circumstances of the illness should be sufficiently serious to threaten the health of the employee and, where an application for paid sick leave is made, the Director/Manager shall request and the employee shall provide a note from their physician which certifies that the above-noted requirements have been met. The employee shall ensure that such a note indicates that the employee was unfit to perform their duties, because of the level of stress and anxiety experienced, especially if the illness to the family member requires radical treatment or is life-threatening.
- b) In other cases of illness to a member of an employee's family, a personal leave of absence without pay, emergency leave of absence without pay, as provided-for under Employment Standards legislation, accumulated sick leave, compensating time or vacation time may be requested and such leave would not be unreasonably denied.
- c) If an employee is in receipt of Workplace Safety & Insurance Board benefits or on bereavement leave during a period of scheduled vacation or prior to going on vacation, they shall be credited with vacation to be scheduled as such at another time. The same conditions shall apply in the case of illness, if substantiated by a medical certificate.

11.06 Workplace Safety and Insurance Board Award

Where an employee is absent owing to incapacity and an award has been made by the Workplace Safety & Insurance Board (WSIB), the employee shall receive the difference between their salary and the amount of such award. Time away from work as a result of a WSIB covered injury will be deducted from the employee's accumulated sick leave credits, or from the employee's entitlement under the short term disability plan.

ARTICLE 12 – BENEFITS AND PENSION

12.01 Group Life and Extended Health Care

- a) All eligible employees will be enrolled in a Group Life Accidental Death and Dismemberment Long Term Disability (LTD) and the Dental Health Plan. All eligible employees will be offered OPTIONAL extended health benefits. The plan will provide for Group Life Insurance and AD&D coverage two (2) times annual earnings rounded to the nearest thousand, to the maximum indicated in the carrier's plan. The Employer will provide for those benefits as

outlined in the policy including semi-private hospital coverage, vision care expenses up to four hundred and fifty dollars (\$450.00) bi-annually, in addition to a biennial eye examination unless covered by OHIP. Psychologist, Registered Psychotherapist or Social Workers (MSW) Combined Total Benefit: \$1000. Eighty percent (80%) of the billed premium will be paid by the Employer for Life, AD&D, LTD and the Extended Health Care (EHC) plan. Seventy-five percent (75%) of the billed premium will be paid by the Employer for Dental Coverage. The Employer will also offer staff Optional Life Insurance coverage on a yearly basis. This benefit is optional and is one hundred percent (100%) paid for by the employee. The Board of Health may change the carrier for any Group Insurance provided that there is no reduction in benefit.

Eligible part-time employees shall be enrolled in the Benefit package on a pro-rated basis, subject to regulations.

- b) Employees who exhaust their five hundred and ninety-five hours (595) of Short Term Disability benefits may then transition to Long Term Disability, if eligible.
- c) Long Term Disability - sixty-six and two thirds percent (66-2/3%) of earnings with a cap of payment five thousand dollars (\$5000) per month.

Eighty percent (80%) of the billed premium will be paid by the Employer.

The implementation of the Long-Term Disability Plan was subject to the following:

- i) present accumulated sick leave credits to be frozen at the level at June 1, 1987;
 - ii) employees with less than three (3) years' continuous employment to receive full vesting rights on completion of the three (3) years' continuous employment;
 - iii) top-up of short term (if less than one hundred percent (100%)) to be allowed from accumulated sick leave; and
 - iv) top-up of LTD income (if less than eighty-five percent (85%) of pre-disability income) to be allowed from accumulated sick leave.
- d) The Board agrees to contribute seventy-five percent (75%) of the billed premium for a Dental Plan that includes:
- i) One hundred percent (100%) coverage; no deductible; current ODA fee schedule; nine (9) month recall; basic plan with endodontic, periodontic, denture reline, rebase and repair to maximum annual benefit of one thousand, seven hundred and fifty dollars (\$1750) and to provide a lifetime maximum for

Orthodontic benefits for two thousand dollars (\$2000.00) per person.

e) Paramedical Benefits:

The Employer will cover 100% of the costs, up to the maximums indicated for each category of paramedical specialists listed below:

- licensed psychologists, social workers or psychotherapists, or psychotherapists who are active members of a provincial association approved by Sun Life up to a maximum of \$1,000 per person in a benefit year.
- licensed massage therapists, up to a maximum of \$500 per person in a benefit year.
- licensed speech therapists, up to a maximum of \$500 per person in a benefit year.
- licensed physiotherapists and licensed athletic therapists, or athletic therapists who are active members of the Canadian Athletic Therapists Association (CATA) or of a provincial association approved by Sun Life, up to a combined maximum of \$5,000 per person in a benefit year.
- licensed naturopaths, up to a maximum of \$500 per person in a benefit year.
- licensed dieticians, up to a maximum of \$500 per person in a benefit year.
- Christian Science Practitioners, up to a maximum of \$500 per person in a benefit year.
- licensed osteopaths or osteopathic practitioners including a maximum of one x-ray examination each benefit year, up to a maximum of \$500 per person in a benefit year.
- licensed podiatrists or chiropodists including a maximum of one x-ray examination per specialty each benefit year, up to a maximum of \$500 per person in a benefit year.
- licensed chiropractors, up to a maximum of \$500 per person in a benefit year. In addition, chiropractor x-ray examinations are covered up to a maximum of \$50 per person in a benefit year.

Note: All benefits shall provide single or family coverage as appropriate.

12.02 Pensions

All Permanent Full-Time and Permanent Part-Time employees on date of employment must join as a condition of employment the Ontario Municipal Employees' Retirement System (OMERS), as amended from time-to-time and in accordance with the OMERS Act and its regulations. Temporary and Casual employees may join the OMERS plan at their option, but should they do so, the percentage in lieu of benefits shall be reduced to four percent (4%) as per Article 9.02 Temporary Employees – #3, and 9.03 Casual Employees – #1.

12.03 Benefits in Retirement

Employees who retire before the age of sixty-five (65) are eligible to remain in the Group Life, AD&D, Extended Health Care and Dental plan at the same cost share as active employees until the employee reaches the age of sixty-five (65).

12.04 Employees Working Beyond Age Sixty-five (65)

Employees who plan to work beyond the age of sixty-five (65) shall notify Human Resources at least sixty (60) days prior to turning age sixty-five (65). Employees who work beyond age sixty-five (65) are no longer eligible to remain on the Group Life and AD&D. From the ages of 65 and up the employee's 70th birthday, employees have the option of remaining, or new employees may join, in the Extended Health Care (EHC) and Dental Plan. Alternatively, employees are eligible to receive the same amount of the Employer cost share of employees in the plan for EHC and Dental only and this will be paid on the first (1st) pay period of every month beginning the month following their sixty-fifth (65th) birthday.

ARTICLE 13 – VACATIONS

13.01 Vacation/Annual Leave Entitlement

Full-time employees are entitled to annual leave of twenty (20) days or one hundred and forty (140) hours. If an employee terminates their employment prior to earning their used vacation credit, the Employer shall recoup such over-payment from the employee's pay.

13.02 Less than One (1) Year Continuous Service Entitlement

An employee with less than one (1) year of continuous service shall be entitled to a vacation proportionate to the length of service, calculated as follows: number of days of employment divided by three hundred and sixty-five (365) x full-time entitlement of twenty (20) days, rounded to the nearest half (1/2) day converted to hours. During the employee's probationary period, the employee may request to utilize vacation time in accordance with Article 13.01.

13.03 Units of Vacation/Annual Leave Entitlement

Annual leave may be taken in fifteen (15) minute increments. An employee shall be entitled to take annual leave in an unbroken period.

Where two (2) or more employees request vacation for the same peak vacation times and the Employer is unable to grant all requests, the granting of time off shall be based on seniority if the request is made by:

- i) January 15th for March Break (month of March) and approved no later than January 25th
- ii) April 1st for time off between (July 1st to Labour Day) and approved no later than April 15th
- iii) October 1st for time off between (December 15th - January 15th) and approved no later than October 15th

Any requests for vacation outside of peak times can be requested and approved anytime.

Vacation requests take precedence over CT, OT or CWW request or any other entitlements under this agreement.

13.04 Additional Vacation/Annual Leave Entitlements

An employee shall be granted five (5) additional working days or thirty-five (35) hours of paid annual leave after thirteen (13) years of service, to a maximum of twenty-five (25) working days or one hundred and seventy-five (175) hours. In their thirteenth (13th) year, these additional five (5) days are pro-rated based on their anniversary date.

An employee shall be granted a further five (5) additional working days or thirty-five (35) hours paid annual leave after twenty (20) years of service, to a maximum entitlement to paid vacation of thirty (30) working days or two hundred and ten (210) hours per year. In their twentieth (20th) year, these additional five (5) days are pro-rated based on their anniversary date.

An employee shall be granted an additional three (3) days or twenty-one (21) hours of annual leave for each additional year at thirty (30) years of service. These three (3) full days or twenty-one (21) hours are provided on January 1st of the year of the employee's thirtieth (30th) anniversary.

These provisions shall apply on a proportionate basis to part-time employees based on their FTE.

13.05 Vacation Pay

With the exception of any pay period which includes payment for time in the following calendar year, an employee may, upon written notice on or before pay input day (Tuesday the week prior to pay day) receive pay which normally would be paid during an approved vacation period.

13.06 Vacation and Termination

An employee terminating their employment at any time before they have had vacation shall be entitled to a proportionate payment of salary or wages in lieu of such vacation.

ARTICLE 14 – PAID HOLIDAYS

14.01 Paid Holidays

a) The following holidays shall be paid to eligible employees at regular rates of pay;

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday (August)
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Day before Christmas Day
- Christmas Day
- Boxing Day
- Day before New Year's Day
- National Day for Truth & Reconciliation

Any other day proclaimed as a holiday by the Federal or Provincial governments.

b) An "eligible employee" as used in this article is one who:

- i) performs work during the payroll period in which the holiday is observed, except when absent due to verified illness or other approved paid absence;
- ii) works as scheduled or assigned both in their last scheduled work day prior to and their first scheduled work day following the holiday, except when absent due to verified illness or other paid absence.

14.02 When a Holiday Falls on a Weekend

When any of the above holidays fall on a Saturday or Sunday, the preceding Friday or following Monday, respectively, shall be recognized as a day off with pay, provided that such Friday or Monday shall not have already been recognized as the day off, in which case the next regularly scheduled working day shall be recognized as the holiday.

ARTICLE 15 – TRANSPORTATION ALLOWANCE

- a) Emergency towing service will be provided by the Employer when such service is necessary, and the car is being used for the services of the Health Unit. Such towing service will not be provided to enable an employee to get to and from work unless the service is required while an employee is in transit to or from a conference, convention, meeting etc. Towing service so provided will be to the nearest facility capable of providing the required emergency

services.

- b) Employees will be remunerated in accordance with the Canada Revenue Agency (CRA) automobile allowance rates.
- c) When an employee is authorized to proceed directly from their residence to a place of work other than their respective office, e.g. home visit; they shall be allowed compensation for distance travelled from residence to place of work or from office to place of work, whichever is the lesser.

ARTICLE 16 – HOURS OF WORK AND OVERTIME

16.01 Compensating Time and Overtime

- a) Overtime (OT) is defined as work in excess of nine (9) hours in a day; or commencing earlier than 7:00 a.m.; or terminating after 10:00 p.m.; or work performed on Sundays, paid holidays or scheduled vacations. For employees on a Compressed Work Week (CWW) schedule, overtime (OT) is defined according to Article 16.06: Any hours worked beyond the two (2) hours of compensating time will be considered overtime.
- b) If the Employer deems it necessary to change the hours or days of work of any employee, the Employer will provide the employee with at least ten (10) business days' written notice. Overtime rate will apply to the entire scheduled shift if ten (10) business days' notice is not provided, whether voluntary or assigned. The Employer will make every effort to make scheduled changes on a voluntary basis. Should the Employer be unable to find coverage on a voluntary basis, the Employer maintains the right to assign work in the reverse order of seniority. Changes to hours or days of work requested by the employee shall be subject to the approval of the Employer where no additional costs apply.
- c) The Employer will make every effort to avoid requiring split shifts.
- d) Compensating time credits cannot exceed fifty-two point five (52.5) hours and overtime hours cannot exceed fifty-two point five hours (52.5) of unconverted time at any time (seventy-eight point seven five (78.75) at straight time).
- e) Employees may elect to receive their compensating and overtime bank time paid out in June and December, provided the time to be paid out is requested in May and November to an annual total of thirty-five (35) hours each.
- f) Compensating/overtime credits are not removed from the applicable bank until time is taken. Where a compensating or overtime bank is at its maximum or would move it its maximum at

this event and an employee triggers compensating time the following shall apply:

- (i) Where the article provides a payment or compensating or overtime time credit choice, the employee will be deemed to have chosen the payment;
 - (ii) Where the language does not provide a choice the time shall be paid out as its applicable rate.
- g) Except as provided for under the agreed to Terms of Employment for positions requiring such, Saturday shifts may not be assigned to employees within thirty-four (34) calendar days of the last Saturday shift worked by those employees. No more than six (6) Saturday shifts may be assigned to an employee in any calendar year. Notwithstanding the above, the Employer may assign an employee to work more frequent Saturday shifts provided the employee provides to the Union and their Manager, a note agreeing to work those specific more frequent Saturdays. Where employees assign themselves to a Saturday schedule, they will similarly provide their Manager and the Union with a note for any Saturday's beyond six (6) in a calendar year.

Any evening or Saturday work assigned immediately preceding a paid holiday or period of scheduled vacation shall be paid at one and one half (1½) times the regular rate of pay, except those where call-out provisions or shift differential apply.

- h) Within the employees' availability and the ability to perform the required work, the Employer will make bona fide efforts to equitably distribute the evening and Saturday work among members of the Bargaining Unit working within the relevant program.
- i) For all hours worked on Saturday, except those paid at one and one half (1½) times the regular rate of pay, or for which the call-out provisions apply, a premium of two dollars (\$2) per hour worked will apply. At the employee's request, overtime shall either be paid at the appropriate overtime rate or banked at the appropriate overtime rate.

16.02 Call-out

An employee called out to work shall receive a minimum of three (3) hours pay at the appropriate rate for each call-out, provided such call-out is authorized. An employee called out to work on a statutory holiday shall receive seven (7) hours of compensating time, plus overtime for all time worked.

16.03 Distribution of Hours

Equitable distribution of scheduled and call-out hours will only apply to those part-time employees who have not unduly restricted their availability. The Employer will provide to the Union, once a year or as required, the current seniority hours for each part-time employee. This report will be effective as of the pay period immediately preceding month end.

Part-time employees, will accumulate seniority on the basis of one (1) years' seniority for each one thousand, eight hundred and twenty (1820) hours worked in the Bargaining Unit as of the last date of hire in the Bargaining Unit, except as otherwise provided herein.

16.04 On-Call

On-call will be distributed equitably in a program area and the on-call schedule will be developed in consultation with affected employees and posted in advance. The schedule will be in accordance with Ontario Public Health Standards at the time the schedule is set.

Employees required to be on-call will be compensated on a weekly basis at the rate of \$61 per day or may bank two (2) hours of compensating time, whichever the employee chooses. Any work done while responding to a call while on-call will be paid as compensating time at the appropriate rate in accordance with Article 16.01. When an employee is on-call during a week that includes paid holidays, as outlined in Article 14.01, the employee shall receive seven (7) hours of banked compensating time, in addition to \$61 per day or two (2) hours of compensating time. Should two (2) employees share an on-call week, this shall be done on an exchange of call basis. Only the person assigned to be on-call shall be paid by the Employer. Should two (2) employees share the on-call on a statutory holiday, they will each receive a pro-rated portion of the seven (7) hours of available compensating time.

As per Article 16.01b, If the Employer deems it necessary to change the hours or days of work of any employee, the Employer will provide the employee with at least ten (10) business days' written notice. Overtime rate will apply to all hours worked if ten (10) business days' notice is not provided, whether voluntary or assigned. The Employer will make every effort to make scheduled changes on a voluntary basis. Rotating priority based on seniority initially – once a week has been completed then you move to the bottom of the list. Should the Employer be unable to find coverage on a voluntary basis, the Employer maintains the right to assign work in the reverse order of seniority.

When a change of call week occurs on a statutory holiday, the employee coming off call and the employee on-call shall each receive half of the seven (7) hours of available compensating time. The change of call week will start at twelve (12) pm noon on the statutory holiday.

Should an employee be required to report to an office or to make a visit while on on-call, such employee will be compensated in accordance with Article 16.02. Hours worked while on call will be

paid in accordance with Article 16.01.

Employees required to be on-call shall ensure their availability and accessibility to respond to the Health Unit in accordance with departmental procedures. In the extraordinary circumstance that an employee is unable to fulfil these requirements, it is the employee's responsibility to make alternate arrangements and inform their Manager.

16.05 Cancellation of Casual Employee Shifts

If an employee is scheduled to work and meetings/work are cancelled the employee shall be paid a minimum of three (3) hours unless notified forty-eight (48) hours in advance of the scheduled shift start time that the employee will not be needed.

16.06 Compressed Work Week (CWW)

The Parties agree that where requested, compressed work week schedules for full-time employees only past 3 months of hire date, can be implemented. The following principles apply:

- a) Normal hours of work shall be no less than seventy (70) hours per pay period.
- b) Full-time employees may request to work a CWW schedule, which will be considered in light of organizational and program requirements as defined by department Directors in departmental policies and procedures, including the defined minimum staffing requirements. In the approval of CWW requests, management will first ensure the operational requirements of the Health Unit and department are met. The CWW schedule cannot interfere with the employee's ability to carry out assigned duties and/or meet program demands.
- c) It is understood that emergency situations may arise which require the suspension of CWW schedules. Should an emergency arise, suspensions will be on the approval of the Medical Officer of Health.
- d) In any given CWW schedule, employees must be scheduled at least eight (8) days per pay period (excluding statutory and paid holidays).
- e) Any hours worked beyond the scheduled CWW hours for that day, up to a maximum of two (2) hours shall be considered compensating time.
- f) Any hours worked beyond the two (2) hours of compensating time will be considered overtime.

- g) Whatever hours an employee is scheduled to work, time off due to illness, bereavement, vacation, education etc. shall be paid as scheduled.
- h) Where a scheduled day to work falls on a statutory holiday, the employee shall be paid for seven (7) hours. If an employee wishes to account for more than seven (7) hours on the statutory holiday, other types of absences may be used.
- i) Where a scheduled day off falls on a statutory holiday the employee shall be paid seven (7) hours and be required to adjust their schedule or use banked time to ensure the pay period is equal to seventy (70) hours.
- j) If the Manager and employee are not able to reach a mutually agreeable resolution to a CWW request, the matter will be taken to the Director for consideration. The Union can be brought in at any time.
- k) Denied requests or unresolved conflicts shall be brought to the attention of the Union and Director, Corporate Services for review.
- l) Staff subject to staffing minimums will be required to include vacation time and all other requests for time off in their CWW schedule. Requests will be approved in order of vacation, other paid time off (OT, CT, PAT) and then CWW. Pre-approved vacation days will not be cancelled to be replaced by a CWW day.

Compressed Work Week (CWW) Process

1. Requests for compressed work week arrangements will be submitted using the designated Corporate Services form on a quarterly basis. The form is completed for quarterly approval together with the calendar for the first month, which establishes the pattern of work days, hours and shift length for the quarter. Subsequent calendars are submitted monthly for the remainder of the quarter. The Employer will provide pay period based calendars on or before October 31st of the preceding year.
2. The Employer will provide employees a reminder of the above schedule submission deadlines at least two (2) weeks prior to the deadline.
3. Employees are expected to plan and/or adjust their schedules to ensure attendance at department, team and organizational meetings.
4. Employees on a CWW schedule must work during the core business hours of 9:30 am to 3:30 pm on scheduled work days of seven (7) hours or more, unless program or operational requirements necessitate otherwise (e.g. evening events), in which case employees are

expected to adjust their schedule/shift (start/stop times) to meet program requirements.

5. To maximize the amount of time employees are working during hours that the Health Unit is open to the public, scheduled work days of seven (7) hours or more cannot begin before 7:00 a.m. or end before 3:30 p.m.
6. All employees are required to take a minimum thirty (30) minute meal break after five (5) consecutive hours of work.
7. Where more than one (1) employee has requested a CWW schedule and the Manager/Director cannot accommodate all requests, all requests will be granted based on seniority. Employees on CWW may be required to change their schedule when all requests cannot be accommodated.
8. Once a CWW schedule is approved, employees may request to shift their hours of work within a day when working the same number of hours as scheduled. Approval is required.
9. Once a schedule is approved, a change in a scheduled work week day off can be made by the employee provided that the request is made and approved by the Manager prior to the days being changed.
10. Employees will make every effort not to accrue compensating time or overtime on a normally CWW scheduled day off.
11. Employees will make every effort to maintain the pattern of shifts for the entire quarter.
12. Accrual of compensating time and/or overtime in a scheduled working day that is longer than seven (7) hours will require advance approval by the employee's Manager (when possible).
13. Either the employee or the Manager can request a schedule change requiring the employee to work on a scheduled work week day off. If Management makes the request, and the employee is agreeable, the employee may choose to switch their scheduled day off or to work extra time and receive compensating time.
14. Employees will be held accountable for ensuring the accuracy of their schedules.
15. An employee wishing to discontinue their CWW schedule will notify their Manager in writing. The employee has the option to request CWW in a subsequent quarter.

ARTICLE 17 – CONFERENCE, COURSES AND MEETINGS

17.01 Reimbursement of Costs

When a staff member is authorized to attend a course, conference, workshop, convention or meeting they shall be reimbursed for approved expenses including registration; accommodation at single rate provided a receipt is submitted; travel by the most economical means (if by automobile, carpooling where practical); meals up to a maximum of fifty dollars (\$50) per day (in accordance with HKPR Expense Claim Procedure - no alcohol, receipts required). Expenses are only covered when the approved event is held outside the Health Unit boundaries.

17.02 Compensation for Time

Attendance at such conferences, courses and meetings shall be without loss of regular pay. In no event shall overtime be payable. The provisions of this article do not include when a staff member is required to serve in a participatory role for a conference, (e.g. sponsor, lecturer, planning committee), provided such time is recorded in keeping with the overtime provisions in the Collective Agreement. Where this provision conflicts with any other provisions of this Collective Agreement this provision prevails.

However, the employee shall be compensated at the straight time hourly rate for all time spent in attendance and travelling.

17.03 Professional Groups

Employees who are members of professional groups related to their jobs (e.g. ODHA, ODPH, OAPHD, CIPHI, HPO, APHEO, OPHA and CPHA) will be granted approval to attend professional meetings provided that it does not unreasonably interfere with the efficient operations of the Health Unit, at the discretion of the Director. Coverage will include Professional Association Membership fees required to attend such meetings. Does not include licensing and certification fees.

ARTICLE 18 – RETIREMENT

- a) The retirement age for all employees shall be as established by legislation. Employees will notify the Employer at least (90) ninety days in advance of the date they wish to retire or as outlined by the employee pension plan.

- b) the Employer agrees to pay as per Article 12.01 a, d and e for all benefits for all employees that retire up to age of sixty-five (65).

ARTICLE 19 – WAGE RATES AND CLASSIFICATIONS

19.01 Wage Rates and Job Classifications

The Wage Rates and Job Classifications are set forth in SCHEDULE A and shall remain in effect for the duration of this Agreement.

19.02 Pay Periods

The Employer shall pay salaries and wages every other Thursday in accordance with SCHEDULE A attached hereto and forming part of this Agreement. On each pay day each employee shall be provided with an electronic access to information including wages, overtime, and other supplementary pay and deductions.

The Union understands that every eleventh (11th) year their bi-weekly pay will be reduced in order to accommodate the extra pay period that occurs (twenty-seven (27) pay periods, rather than twenty-six (26)). It is understood that yearly salary remains unchanged other than wage increases that are negotiated in bargaining.

19.03 Promotion and Placement on the Salary Grid

When an employee is promoted to a higher-paid classification, such employee shall be placed on the step of the new classification that will provide a minimum of a one thousand dollar (\$1,000) increase over their previous salary rate. The date of promotion to the new classification shall become the anniversary date for application of the salary progression.

19.04 Temporary Coverage

Eligible time may be accumulated in fifteen (15) minute intervals for employees who cover higher-paid Bargaining Unit positions for temporary purposes. To claim such time, employees shall submit a summary for the month, including date(s), times (e.g. 10-10:15 am, 12 pm – 1 pm) and the reason (breaks, lunch etc.).

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

ARTICLE 20 – NO STRIKES, NO LOCKOUTS

There shall be no strike or lockout during the term of this Collective Agreement. The terms "strike" and "lockout" shall be defined in accordance with the provisions of the Ontario Labour Relations Act and the decisions of the Ontario Labour Relations Board.

ARTICLE 21 – WORKPLACE HARASSMENT

The Parties are committed to maintaining a workplace free of harassment. As such, the Parties will meet from time-to-time to discuss appropriate policies, procedures and processes to support a positive work environment.

ARTICLE 22 – MISCELLANEOUS

22.01 Damage to Personal Clothing

In the event an employee experiences damage to clothing during the exercise of their duties, the employee may be reimbursed up to seventy-five dollars (\$75.00) on the submission of a claim approved by their Director.

22.02 Correspondence

All correspondence between the Parties arising out of the Agreement or incidental thereto, shall pass to and from the Director, Corporate Services or the Manager, Human Resources, as designated and the President of the Union, whose name shall be submitted to the Director, Corporate Services from time-to-time.

22.03 Copies of Agreement

The Employer will make the Collective Agreement electronically available on the Intranet and advise all employees as to the location.

22.04 Safety Boot Reimbursement

Upon submission of a receipt to Payroll, in accordance with HKPR Expense Claim Procedure, employees who are deemed by their Manager/Director to require safety boots as personal protective equipment, will be reimbursed up to a maximum of two hundred dollars (\$200) every two (2) years.

22.05 Professional Responsibility – Workloads

The Employer and the Union are committed to maintaining a workplace that demonstrates a sincere and continuing interest in the individual and collective well-being of all staff and recognizes the inherent worth and dignity of every employee. The Employer further recognizes that the issue of workload is of serious concern to Bargaining Unit members.

Employees are encouraged to raise their concerns with their immediate Manager. In the event that the workload concern is not resolved to the employee's satisfaction, the employee may submit a workload complaint, which, to the extent possible, provides a detailed account of facts and reasons.

Refer to the Health Unit's Workload Policy and Procedure. The Parties acknowledge that this reference document does not form part of this Collective Agreement.

22.06 Singular

Wherever the singular is used in this Collective Agreement it shall be considered as if the plural has been used where the content of the party of Parties hereto so require.

22.07 Work of the Bargaining Unit

The Employer shall not reassign to persons outside the Bargaining Unit, work performed by members of the Bargaining Unit if it causes or results in the layoff of members of the Bargaining Unit.

22.08 Criminal Record Check/Vulnerable Sector Check

All employees will provide the Employer with a current Criminal Record Check (CRC)/Vulnerable Sector Check (VSC), on employment for new employees, and as required by position (every three (3) years) for current employees. The cost for current employees will be borne by the Employer. Should the CRC/VSC provide an unsatisfactory result, an assessment will be conducted to determine if the risk can be mitigated for clients, staff and the Employer. In lieu of a CRC/VSC, the Employer may require current employees sign an Offence Declaration annually.

22.09 Geographic Locations

A home base office will be included in all job postings.

ARTICLE 23 – PAY EQUITY

The Parties agree to meet at least every eighteen (18) months for pay equity maintenance purposes.

The Parties agree in signing this Collective Agreement that pay equity must be maintained during the life of this Collective Agreement.

From time-to-time the Parties acknowledge that job titles may be updated/changed to better reflect industry norms and to accurately reflect the role of the position. Changing of a job title alone does not represent a change in duties requiring pay equity evaluation and adjustment. When either Party identifies the need for a change, they will notify the other.

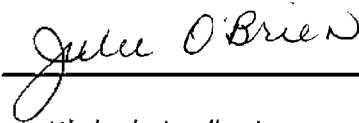
ARTICLE 24 – DURATION OF AGREEMENT

This Agreement shall remain in force and effect for a term commencing on the 1st day of January, 2024 and terminating on the 31st day of December, 2025 and thereafter from year-to-year unless either Party gives notice in writing to the other within ninety (90) days prior to the expiration date thereof of the Party's intention to terminate this Agreement or to renegotiate revisions thereof.

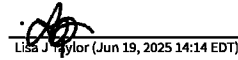
SIGNED ELECTRONICALLY ON THIS 17 DAY OF June 2025

**FOR THE HALIBURTON, KAWARTHA
PINE RIDGE DISTRICT HEALTH UNIT**

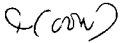
**FOR CANADIAN UNION OF
PUBLIC EMPLOYEES AND
LOCAL 1602**



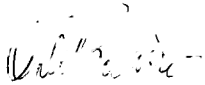
Kimberly Leadbeater
Kimberly Leadbeater (Jun 19, 2025 13:43 EDT)



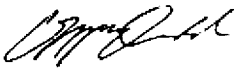
Lisa J. Taylor (Jun 19, 2025 14:14 EDT)



Kevin Hall
Kevin Hall (Jun 19, 2025 14:16 EDT)



Laura Abbasi
Laura Abbasi (Jun 19, 2025 15:23 EDT)



KG/COPE491

APPENDIX A – WAGES

January 1, 2024	2% (retroactive application)
July 1, 2024	1% (retroactive application)
January 1, 2025	1.5%
July 1, 2025	1.5%

APPENDIX 1: LETTER OF UNDERSTANDING – STAFF PLANNING

The Employer will meet with the Union to discuss any anticipated staffing reductions. For this purpose, the Director, Corporate Services, or their designate, will contact the President and together they will meet with up to two (2) additional Management and Union representatives. Where the timing of such necessary discussion aligns with a pre-scheduled Labour Management Committee meeting, this discussion may occur as part of the Labour Management Committee. The purpose of convening a meeting to discuss staff planning will be to provide advance notice of anticipated staffing impacts to the Union and to provide the Union the opportunity to propose alternative mitigation strategies.

APPENDIX 2: LETTER OF UNDERSTANDING - SPECIAL PROJECTS

BETWEEN

HALIBURTON, KAWARTHA, PINE RIDGE DISTRICT HEALTH UNIT
(THE EMPLOYER)

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 1602
(THE UNION)

It is recognized, that on occasion special projects arise with dedicated funding, above HKPR base funding and must be spent within the current year on the specified project. Failure to do so would result in an obligation for HKPR to return the funding to the Ministry.

These special projects are time limited and require work beyond the capacity of our staff complement thereby requiring work to be done in addition to regular working hours.

For clarity, past examples of these types of special projects have included Panorama and Smoke Free Ontario Act amendments.

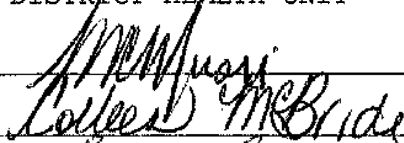
It is agreed, that when deadlines and the funding associated with these special projects permits, the Employer will offer the extra hours of work, beyond regularly scheduled work hours, at the appropriate rate of pay (to be paid out and not banked as compensating time or overtime), to the appropriately classified employees (s), provided they possess the skills, abilities and qualifications to complete the assignment. The offer of extra hours of work required to complete the special projects shall be made in the following order:

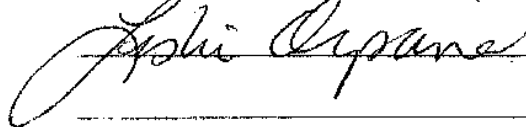
1. Qualified full-time and permanent part-time employees, by seniority, in the department where the dedicated funding is available, then
2. Qualified full-time and permanent part-time employees by seniority, outside of the department, then
3. Qualified temporary employees, by seniority, then
4. Qualified casual employees, by seniority.

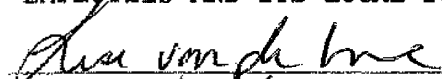
Dated at Port Hope, Ontario, this 17th day of October, 2016.


HALIBURTON, KAWARTHA, PINE RIDGE
DISTRICT HEALTH UNIT


CANADIAN UNION OF PUBLIC
EMPLOYEES AND ITS LOCAL 1602




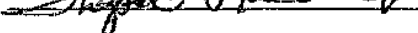












APPENDIX 3: LETTER OF UNDERSTANDING – POTENTIAL RESTRUCTURING

between

HALIBURTON, KAWARTHA, PINE RIDGE DISTRICT HEALTH UNIT

(THE "EMPLOYER")

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 1602

(THE "UNION")

RE: POTENTIAL RESTRUCTURING OF BOARDS OF HEALTH IN ONTARIO

Whereas the Employer and the Union acknowledge that there have been ongoing discussions at the Provincial Government to consider a potential restructuring of the delivery of how Public Health is delivered in the Province, including amalgamations of Boards of Health to create efficiencies; and

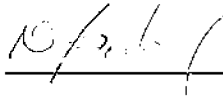
Whereas the Union made proposals while bargaining the Collective Agreement in 2020; and

Whereas the Parties agreed, during bargaining, to have a discussion or set of discussions to consider how to protect the rights of the Union members, to the best of the ability of the Employer, should any such merger or amalgamation with another Board or Boards of Health come to fruition.

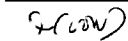
The Parties therefore agree to hold discussions to consider such issues as seniority, wage harmonization, potential lay-offs and other protections outlined in this current Collective Agreement, or in law, along with any other issues that may surface, should such an amalgamation or restructuring take place. Such discussions will ensure transparency of any potential process and will take place in the spirit of recognizing the loyalty and dedication of the members of Local 1602. Such discussions shall take place within a reasonable amount of time during the life of this Collective Agreement.

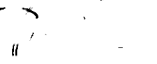
Signed electronically on this 17 day of June 2025, and signed by:

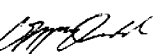
FOR THE EMPLOYER



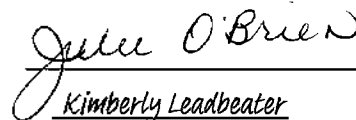









FOR THE UNION



Kimberly Leadbeater
Kimberly Leadbeater (Jun 19, 2025 13:43 EDT)



Lisa Taylor (Jun 19, 2025 14:14 EDT)

Kevin Hall
Kevin Hall (Jun 19, 2025 14:16 EDT)

Laura Abbasi
Laura Abbasi (Jun 19, 2025 15:23 EDT)



APPENDIX 4: LETTER OF UNDERSTANDING – MEDICAL NOTES

BETWEEN

THE HALIBURTON, KAWARTHA, PINE RIDGE DISTRICT HEALTH UNIT

(the "Employer")

and

CANADIAN UNION OF PUBLIC EMPLOYEES

(the "Union")

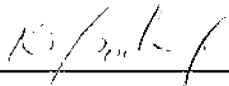
RE: REIMBURSEMENT FOR MEDICAL NOTES


In bargaining for the 2024/2025 Collective Agreement, the parties discussed Article 11.02 Medical Notes and reimbursement to the employee for medical notes required by the employer. To date, where a third-party adjudicator has required its forms to be completed as part of managing claims or issues for the Employer, the Employer has paid for the medical practitioner costs related to completion of said forms. The Employer has confirmed that for the duration of the Collective Agreement this practice will continue.

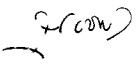
This letter shall expire with the expiry of the Collective Agreement.

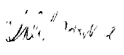
Signed electronically on this 17 day of June 2025, and signed by:


FOR THE EMPLOYER



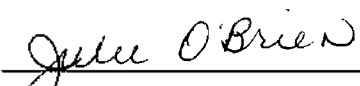









FOR THE UNION




Kimberly Leadbeater
Kimberly Leadbeater (Jun 19, 2025 13:43 EDT)


Lisa J. Taylor (Jun 19, 2025 14:14 EDT)

Kevin Hall
Kevin Hall (Jun 19, 2025 14:16 EDT)

Laura Abbasi
Laura Abbasi (Jun 19, 2025 15:23 EDT)



SCHEDULE A – CUPE SALARY GRID

Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	25 Years		
Pay Grid 11 Nut/Epi/Prog Coord	Jan 1/24	Annual	86036	87902	89770	91636	93503	95368		97275		
		Hourly	47.2723	48.2976	49.3240	50.3493	51.3752	52.3999		53.4480		
	Jul 1/24	Annual	86896	88761	90667	92552	94438	96321		98248		
		Hourly	47.7450	48.7805	49.8173	50.8528	51.8890	52.9239		53.9824		
	Jan 1/25	Annual	88199	90112	92027	93940	95854	97766		99722		
		Hourly	48.4612	49.5122	50.5645	51.6156	52.6673	53.7178		54.7922		
	Jul 1/25	Annual	89522	91464	93408	95350	97292	99233		101218		
		Hourly	49.1881	50.2549	51.3230	52.3898	53.4573	54.5235		55.6141		
	Pay Grid 10 PHI/TCO/HP/RD	Jan 1/24	Annual	82927	84085	85243	86400	87558	88715	89874	91031	92850
			Hourly	45.5645	46.2003	46.8367	47.4725	48.1089	48.7447	49.3811	50.0170	51.0166
Jul 1/24		Annual	83757	84925	86095	87264	88434	89603	90772	91941	93779	
		Hourly	46.0201	46.6623	47.3051	47.9472	48.5900	49.2322	49.8749	50.5171	51.5268	
Jan 1/25		Annual	85013	86199	87387	88573	89760	90947	92134	93320	95185	
		Hourly	46.7104	47.3622	48.0146	48.6664	49.3188	49.9707	50.6231	51.2749	52.2997	
Jul 1/25		Annual	86288	87492	88697	89902	91107	92311	93516	94720	96613	
		Hourly	47.4111	48.0727	48.7349	49.3964	50.0586	50.7202	51.3824	52.0440	53.0842	
Pay Grid 9 RDH		Jan 1/24	Annual	75464	76517	77570	78623	79678	80731	81785	82841	84494
			Hourly	41.4638	42.0420	42.6208	43.1997	43.7790	44.3578	44.9366	45.5171	46.4255
	Jul 1/24	Annual	76219	77282	78346	79410	80475	81539	82603	83670	85339	
		Hourly	41.8785	42.4625	43.0471	43.6316	44.2168	44.8014	45.3860	45.9723	46.8898	
	Jan 1/25	Annual	77362	78441	79521	80601	81682	82762	83842	84925	86620	
		Hourly	42.5066	43.0994	43.6928	44.2861	44.8801	45.4734	46.0668	46.6619	47.5931	
	Jul 1/25	Annual	78523	79618	80714	81810	82907	84003	85099	86199	87919	
		Hourly	43.1442	43.7459	44.3482	44.9504	45.5533	46.1555	46.7578	47.3618	48.3070	
	Pay Grid 8 PHFW	Jan 1/24	Annual	70756	71744	72733	73720	74708	75696	76683	77671	79223
			Hourly	38.8772	39.4201	39.9629	40.5052	41.0481	41.5910	42.1333	42.6762	43.5293
Jul 1/24		Annual	71464	72462	73460	74457	75456	76453	77449	78447	80015	
		Hourly	39.2659	39.8142	40.3626	40.9103	41.4586	42.0069	42.5546	43.1029	43.9645	
Jan 1/25		Annual	72536	73549	74562	75574	76586	77599	78611	79624	81216	
		Hourly	39.8549	40.4115	40.9680	41.5239	42.0805	42.6370	43.1929	43.7485	44.6240	
Jul 1/25		Annual	73624	74652	75680	76707	77735	78763	79790	80818	82434	
		Hourly	40.4528	41.0176	41.5825	42.1468	42.7117	43.2766	43.8408	44.4057	45.2934	
Pay Grid 7 CDA II		Jan 1/24	Annual	69512	70484	71454	72423	73395	74365	75334	76305	77830
			Hourly	38.1935	38.7272	39.2604	39.7930	40.3267	40.8599	41.3925	41.9257	42.7640
	Jul 1/24	Annual	70207	71188	72168	73147	74129	75109	76088	77068	78609	
		Hourly	38.5754	39.1145	39.6530	40.1909	40.7300	41.2685	41.8065	42.3450	43.1916	
	Jan 1/25	Annual	71260	72256	73251	74245	75241	76235	77229	78224	79788	
		Hourly	39.1540	39.7012	40.2478	40.7938	41.3410	41.8876	42.4336	42.9802	43.8395	
	Jul 1/25	Annual	72329	73340	74350	75358	76369	77379	78388	79397	80985	
		Hourly	39.7413	40.2967	40.8515	41.4057	41.9611	42.5159	43.0701	43.6249	44.4971	
	Pay Grid 6 MM/GD/A/CO	Jan 1/24	Annual	67908	69450	70993	72535	74080	75621			77134
			Hourly	37.3118	38.1592	39.0072	39.8546	40.7031	41.5499			42.3813
Jul 1/24		Annual	68587	70144	71703	73261	74820	76377			77905	
		Hourly	37.6850	38.5408	39.3973	40.2531	41.1101	41.9654			42.8052	
Jan 1/25		Annual	69615	71196	72779	74360	75943	77523			79074	
		Hourly	38.2502	39.1189	39.9882	40.8569	41.7268	42.5949			43.4472	
Jul 1/25		Annual	70660	72264	73870	75475	77082	78686			80260	
		Hourly	38.8240	39.7057	40.5880	41.4698	42.3527	43.2338			44.0989	
Pay Grid 5 Finance Associate		Jan 1/24	Annual	68196	69149	70101	71052	72004	72956			74415
			Hourly	37.4704	37.9939	38.5168	39.0397	39.5626	40.0854			40.8874
	Jul 1/24	Annual	68878	69840	70802	71763	72724	73685			75159	
		Hourly	37.8451	38.3738	38.9019	39.4301	39.9582	40.4863			41.2963	
	Jan 1/25	Annual	69911	70888	71864	72839	73815	74790			76287	
		Hourly	38.4128	38.9494	39.4855	40.0215	40.5575	41.0936			41.9157	
	Jul 1/25	Annual	70960	71951	72942	73932	74922	75912			77431	
		Hourly	38.9890	39.5337	40.0777	40.6218	41.1659	41.7100			42.5445	
	Pay Grid 4 FHW	Jan 1/24	Annual	62506	63378	64251	65123	65996	66869	67740	68613	69985
			Hourly	34.3437	34.8233	35.3029	35.7819	36.2615	36.7410	37.2200	37.6996	38.4535
Jul 1/24		Annual	63131	64012	64894	65774	66656	67537	68418	69299	70685	
		Hourly	34.6871	35.1715	35.6559	36.1397	36.6241	37.1084	37.5922	38.0766	38.8390	
Jan 1/25		Annual	64078	64972	65867	66761	67656	68550	69444	70339	71745	
		Hourly	35.2075	35.6991	36.1907	36.6818	37.1734	37.6651	38.1561	38.6478	39.4206	
Jul 1/25		Annual	65039	65947	66855	67762	68670	69579	70486	71394	72822	
		Hourly	35.7356	36.2346	36.7336	37.2320	37.7310	38.2300	38.7285	39.2275	40.0119	
Pay Grid 3 PHW		Jan 1/24	Annual	60018	60856	61694	62532	63369	64209	65046	65884	67176
			Hourly	32.9768	33.4376	33.8978	34.3580	34.8182	35.2795	35.7397	36.1999	36.9098
	Jul 1/24	Annual	60618	61465	62311	63157	64003	64851	65697	66543	67848	
		Hourly	33.3066	33.7720	34.2368	34.7015	35.1663	35.6323	36.0971	36.5619	37.2789	
	Jan 1/25	Annual	61527	62387	63246	64104	64963	65824	66682	67541	68865	
		Hourly	33.8062	34.2785	34.7503	35.2221	35.6938	36.1668	36.6385	37.1103	37.8381	
	Jul 1/25	Annual	62450	63323	64194	65066	65937	66811	67682	68554	69988	
		Hourly	34.3133	34.7927	35.2716	35.7504	36.2292	36.7093	37.1881	37.6669	38.4057	

Pay Grid 2	Effective November 20, 2024, position no longer exists
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Dent Sec:

Pay Grid 1	Jan 1/24	Annual	52897	53637	54375	55114	55852	56590	57329	58067	59205
Rec/AA		Hourly	29.0644	29.4709	29.8764	30.2824	30.6879	31.0933	31.4993	31.9048	32.5303
	Jul 1/24	Annual	53426	54173	54919	55665	56410	57156	57902	58647	59797
		Hourly	29.3550	29.7657	30.1752	30.5852	30.9947	31.4042	31.8143	32.2238	32.8556
	Jan 1/25	Annual	54228	54986	55743	56500	57257	58013	58771	59527	60694
		Hourly	29.7953	30.2121	30.6278	31.0440	31.4597	31.8753	32.2915	32.7072	33.3485
	Jul 1/25	Annual	55041	55811	56579	57348	58115	58883	59652	60420	61605
		Hourly	30.2423	30.6653	31.0872	31.5097	31.9316	32.3534	32.7759	33.1978	33.8487

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