

COLLECTIVE AGREEMENT

BETWEEN:

HELPING HANDS - ORILLIA



- and -



CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1813.13

The parties herein agree that the term of the collective agreement shall be from April 1, 2025, and shall expire on March 31, 2029.

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PREAMBLE

Whereas it is the desire of both parties to this Agreement;

- 1) To maintain and improve the harmonious relations between the Employer and its employees.
- 2) To recognize the mutual value of working cooperatively to secure the optimum level of care and service for the clients of Helping Hands, by way of joint discussions and negotiations in all matters pertaining to working conditions, employment, services, etc.
- 3) To facilitate and encourage the optimum level of service to those persons the Employer is committed to assist.
- 4) That all workplace parties act professionally and with courtesy and refrain from acting unreasonably in carrying out their responsibilities under the Agreement.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

ARTICLE 1 - MANAGEMENT RIGHTS

1.01 Management Rights

The Union acknowledges and recognizes that the management of the Employer's operations and the direction of the working forces are fixed exclusively with the Employer and shall remain solely with the Employer except where specifically restricted by an express term of this Agreement. Without limiting the generality of the foregoing, the Union acknowledges it is the exclusive right and function of the Employer to:

- a) Maintain order, discipline and ensure efficiency in all operations;
- b) Hire, assign, lay-off, recall, direct, promote, demote, classify, transfer, discipline, suspend or otherwise discharge employees, provided that a claim by an employee who has completed the probationary period that the employee has been discharged without just cause, may be subject of a grievance and dealt with as hereinafter provided;
- c) Make, alter and enforce rules, regulations, policies and procedures to be observed by all employees;

- d) Determine in the interest of efficient operations and the highest level of service, classifications, the hours of work, schedules, work assignments, methods of doing the work, and the working establishments for any service and the standards of performance for all employees;
- e) Determine the number of personnel required, services to be performed and the methods, procedures and equipment to be used in connection therewith. This includes the right to introduce new methods, facilities, equipment and to control the amount of supervision necessary, and the increase or the reduction of personnel in any particular area.

1.02 An employee who has not completed the probationary period may be discharged without just cause, and such discharge shall not be the subject matter of a grievance.

1.03 No Discrimination

The parties acknowledge that the Ontario Human Rights Code, the Employment Standards Act, the Ontario Labour Relations Act, and the Occupational Health and Safety Act shall apply to all workplace parties.

1.04 The parties agree that there shall be no discrimination or intimidation of an employee on the basis of that employee's decision to participate or not participate in Union activities.

ARTICLE 2 – RECOGNITION

2.01 All employees of Helping Hands Orillia in the Barrie and Area, Couchiching and Muskoka sub-regions of the North Simcoe Muskoka Local Health Integration Network, save and except office/clerical staff, drivers and those at or above the rank of supervisor.

2.02 Work of the Bargaining Unit

Persons whose jobs are not in the bargaining unit shall not perform work normally performed by members of the bargaining unit except in a student or volunteer capacity, or for the purposes of instruction, experimenting, emergencies, expedient or urgent circumstances, or where no bargaining unit employee is presently and immediately available to perform the work.

2.03 No Other Agreements

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

2.04 No Contracting-Out

The Employer shall not contract out work normally performed by members of the bargaining unit if, as a direct result, bargaining unit employees are laid off. Without limiting the above, it is understood that the Employer may contract out work required to meet an obligation to a funder.

2.05 Representatives of Canadian Union of Public Employees

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer in any matters arising out of this Collective Agreement. Agreements and representations made by authorized union representatives shall be binding on the Union.

2.06 Definition of Employee

- a) a "full-time" employee shall be deemed to be defined as an employee who is classified as full-time, who is regularly scheduled to work more than twenty-eight (28) hours a week who makes a commitment to be available on a pre-scheduled basis as required, and in respect of whom there is advance scheduling.
- b) a "part-time" employee shall be deemed to be defined as an employee who regularly works not more than twenty-eight (28) a week and who makes a commitment to be available on a pre-scheduled basis as required, and in respect of whom there is advance scheduling.
- c) A casual employee is an employee who does not have a guarantee of hours and who is not required to work a guarantee of hours but who is willing to work a shift that is available that cannot be filled by a permanent employee. These shifts will be call in shifts only and not prescheduled.

With the exception of the hours of work the casual employee will be treated the same as a P-T employee under this collective agreement.

A casual employee must work a minimum of 1 offered shift per month. Failure to work the minimum of 1 offered shift per month for 4 months in a calendar year, may result in the termination of their employment.

ARTICLE 3 - NO STRIKES/NO LOCKOUTS

3.01 No Strikes and Lockouts

In view of the orderly procedures established by this agreement for the settling of disputes and the handling of grievances, the Union agrees that, during the life of this agreement, the Union shall not permit or encourage any strike, slow down, either complete or partial, and shall not otherwise restrict or interfere with the employer's operations through its members. The Employer agrees that there will be no lockout, in accordance with Provincial Government Laws.

ARTICLE 4 – NO DISCRIMINATION OR HARASSMENT

4.01 The Employer endorses the right of every employee to work in an environment free from harassment and employees should have regard for the Employer's Workplace Harassment Policy, for pursuing and resolving complaints of harassment that may arise.

Nothing in this Article shall be read as a restriction upon the exercise of supervisory responsibilities including the delegation of work assignments or the assessment of discipline.

ARTICLE 5 - UNION SECURITY AND CHECK-OFF

5.01 Union Security

All new employees of the Employer shall, as a condition of employment, become and remain members in good standing of the Union, according to the Constitution and By-Laws of the Union within thirty (30) days of employment. The Employer shall deduct from every employee any dues, initiation fees, or assessments levied by the Union on its members.

5.02 Deductions

Deductions shall be made from the bi-weekly payroll and shall be forwarded to the National Secretary-Treasurer of the Canadian Union of Public Employees, by no later than the 15th day of the month following the month in which the dues were incurred, accompanied by a list of the names addresses and phone numbers of all employees from whose wage's deductions have been made. The Union will provide to the Employer written notice of the amount of regular monthly Union dues.

5.03 New Employees

- a) The Employer agrees to acquaint new employees with the fact that a Union Agreement is in effect and with the conditions of employment set out in the Articles dealing with Union Security and Dues Check-Off.
- b) The Employer agrees to provide the Union with the name and contact information of each newly hired employee.
- c) The Employer will provide new employees with the names and contact information of the union.

5.04 T4 Slips

Union dues deducted from the pay of each employee will be shown on the employee's T4 slip.

5.05 The Union will indemnify the Employer against any claim arising out of the application of this Article.

ARTICLE 6 - CORRESPONDENCE

6.01 Correspondence

All correspondence between the parties shall be directed:

To the Employer: original to the Director of Human Resources and copy by email to; hr@hhorillia.ca

To the Union: original to the Local Unit Vice President and copy to the Secretary of the Union by email to; Local1813.treasurer@gmail.com
cupelocal1813@gmail.com

ARTICLE 7 – UNION - MANAGEMENT RELATIONS

7.01 a) Representation

No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper written authorization from the Union. In order that this may be carried out, the Union will supply the Employer with the names of its officers. The Employer will not be required to recognize any

authorized representative until it has been notified in writing of the names of said individuals and the position held.

7.01 b) Union Officers and Committee Members

A Union representative's first obligation shall be to the performance of work and shall not leave work during working hours unless the employee has received advance permission to do so. Such permission shall not be unreasonably withheld. Prior to leaving regular duties, the employee shall advise a supervisor of the nature of the business and the duration, and report back to the supervisor at the time of return to work.

7.02 A bargaining Committee shall be appointed and consist of members of the Employer as needed, as appointees of the Employer, and not more than two (2) members of the Union as appointees of the Union. The Union will advise the Employer in writing of the Union nominees to the Committee.

At no time shall there be more members of management representing management than the number of members in the union.

For each day of bargaining, the employee will be paid for hours spent in bargaining as if they were working their regularly scheduled shift, not to exceed, in total, forty-eight (48) straight time hours per employee.

Time spent during regular working hours for the purpose of bargaining with the Employer shall not be considered for the purpose of calculating overtime eligibility in a pay period, or for vacation and statutory holiday pay calculation.

The Union agrees to reimburse the Employer for all wages and benefits on a go forward basis for any hours exceeding forty-eight (48) hours per committee member of remuneration for time spent at bargaining or conciliation.

7.03 Union - Management Committee

A Union - Management Committee shall be established consisting of no more than two (2) representatives of the Union and two (2) representatives of the Employer. The parties may agree to bring in additional persons as needed.

1. Function of Committee

The Committee shall concern itself with the following general matters:

- a) Reviewing workplace activities so that better relations shall exist between the Employer and the employees.

- b) Improving and extending services to the public.
- c) Promoting safety practices.
- d) Reviewing suggestions from employees, questions of working conditions and service (but not grievances concerned with service).
- e) Correcting conditions causing grievances and misunderstandings.

2. Meetings of Committee

The Committee shall meet as required on mutual agreement at a mutually agreeable time and place but at least four (4) times per year. Its members shall receive a notice and agenda of the meeting at least forty-eight (48) hours in advance of the meeting. Employees shall not suffer any loss of pay for time spent with this Committee.

7.04 Health and Safety Committee

- a) The parties agree to abide by the *Occupational Health and Safety Act* and its regulations.
- b) A joint management and employees Health and Safety Committee (JHSC) shall be constituted which shall identify potential dangers, recommend means of improving the health and safety programs and the identification of hazards and standards elsewhere. The committee shall normally meet at least every three (3) months. Scheduled time spent in such meetings is to be considered time worked. Minutes shall be taken of all meetings and copies shall be sent to the Employer and to the Union.
- c) In the event of accident or injury, JHSC representatives shall be notified.
- d) The Union agrees to endeavour to obtain the full co-operation of its membership in the observation of all safety rules and practices.
- e) The Employer shall take every precaution reasonable in the circumstances for the protection of a worker.
- f) At least one of the members of the Committee will be selected by the Union and will be trained to be a certified worker as defined under the Act. The Employer will arrange for training as required by the Act and it will be considered as time worked and shall be without loss of remuneration.

- g) In the event that a Union-selected Committee member leaves the Committee, the Union may appoint another employee to replace that Committee member.

ARTICLE 8 - GRIEVANCE PROCEDURE

8.01 The parties agree that it is of the utmost importance to adjust complaints, present grievances, and refer matters to arbitration, as necessary, as quickly as possible.

8.02 Permission to Leave Work

The Union recognized that each Steward and/or Committee member is employed by the Employer and that these employees will not leave work during working hours except to meet with the Employer. Therefore, no Steward or Committee member shall leave work without obtaining the permission of a supervisor. Such permission shall not be unreasonably withheld.

All time spent during regular working hours, for the purpose of attending a grievance step meeting with the Employer shall be deemed to be time worked and without loss of remuneration provided the meeting is scheduled during the employees' working hours.

8.03 Definition of Grievance

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

8.04 No grievance shall be considered where the complaint is not brought forward within ten (10) working days from the date of the circumstances giving rise to the complaint or the date the employee ought reasonably to have become aware of the complaint.

8.05 Settling of Grievance

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

Complaints

The employee will first seek to resolve the issue with the employee's supervisor using the complaints procedure below.

Steps for Complaint Process:

It is the mutual desire of the parties hereto that complaints or grievances of Employees shall be adjusted as quickly as possible.

Step 1

- a. If an Employee has a complaint, he/she shall discuss it with his/her immediate Supervisor within ten (10) calendar days after the circumstances giving rise to the complaint having originated or occurred or within ten (10) calendar days of when the complainant ought to have reasonably become aware of the circumstances giving rise to the complaint.
- b. If the immediate Supervisor is unable to adjust the complaint to their mutual satisfaction within ten (10) calendar days, the Employee may file the grievance within ten (10) calendar days following the immediate Supervisor's decision.

Step 2

- c. The Employee, with the assistance of a Steward and/or Union Representative, if the Employee so requests, shall deliver a written grievance, signed by him/her, to their immediate Supervisor or designate. The nature of the grievance, and the remedy sought, shall be set out in the grievance.
- d. The Supervisor (or designate) will deliver his/her decision, in writing, within ten (10) calendar days following the day on which the grievance was presented to him/her (or any longer period which may be mutually agreed upon in writing). If the decision of the Supervisor is not satisfactory to the Employee, the Employee may at his/her option proceed to the next step of the grievance procedure.

Step 3

- e. Within ten (10) calendar days following the decision under Step 1, the Employee may submit the written grievance to the Director of Human Resources (or designate). The Director of Human Resources shall convene a meeting within ten (10) calendar days (or any longer period which may be agreed upon in writing) of receipt of the grievance. A representative of the Union may be present at the request of either the Employer or the Employee. It is understood that the Director of Human Resources or his/her appointee shall have such counsel and assistance as he/she may desire at any meeting dealing with the grievance.

- f. The Director of Human Resources (or his/her designate) shall render a written decision within ten (10) calendar days of the meeting. If the grievance is not settled at Step 2 of the grievance procedure the matter may be submitted to Arbitration as follows:

Step 4

- g. The Union or the Employer will have twenty-one (21) calendar days of receipt of the written decision at Step 3 to request that a grievance be submitted to Arbitration and shall make a request in writing addressed to the other party of this Agreement. The Employer and the Union will attempt to agree on the selection of a single arbitrator.
- h. *Mediation*

By mutual consent, the parties may agree to use the services of a mediator. The parties agree to share the costs of the mediation. Grievance meetings shall be held on the Employer's premises where appropriate and the parties will mutually agree to an appropriate location to meet for mediation or Arbitration.

8.06 Grievance meetings shall be held on the Employer's premises.

8.07 Policy Grievance

A policy grievance is defined as one which because of the nature or scope of the subject matter, could not otherwise be instituted as an individual employee, or where a group of employees or the Union has a grievance.

Such policy grievance shall be filed in writing within five (5) working days of becoming aware of the issue giving rise to the complaint. The grievance must be signed by an authorized Officer of the Union and shall follow Step 3 of the Grievance Procedure.

ARTICLE 9 - ARBITRATION

9.01 Referral to Arbitration

Either of the parties may, after exhausting any grievance procedure established by this agreement, notify the other party in writing of its desire to submit the grievance to arbitration by a single Arbitrator and shall do so in accordance with the timelines established under Step 3 of Settling of a Grievance. No matter may be

submitted to arbitration, which has not been properly carried through all requisite steps of the grievance procedure.

9.02 The Employer and the Union will attempt to agree on the selection of a single arbitrator.

9.03 The Arbitrator shall hear and determine the grievance and shall issue a decision, and the decision shall be final and binding upon the parties and upon any employee affected by it. The Arbitrator shall not have the power to modify, add to, delete from, or otherwise alter or amend any provisions of this Agreement nor give any decision inconsistent with the terms and provisions of this Agreement.

9.04 Each party shall pay its own costs and the fees and expenses of witnesses called by them. The fees and expenses of the Arbitrators shall be shared equally between the parties.

9.05 Time limits

The time limits mentioned in this Article and in the preceding Article may be extended by mutual agreement in writing between the Union and Employer.

9.06 No adjustment or remedy granted under either the grievance or Arbitration process shall be made retroactive to a point prior to the incident giving rise to the grievance.

ARTICLE 10 - DISCHARGE, SUSPENSION AND DISCIPLINE

10.01 Adverse Report

The record of any disciplinary action shall be removed from an employee's file after eighteen (18) months of active service following such action, provided no other disciplinary action has been taken against that employee within that eighteen (18) month period of active service.

10.02 Right to have Steward Present

Upon request, and absent extenuating circumstances, an employee shall have the right to have their Steward present at any disciplinary meeting with supervisory personnel.

Where a supervisor intends to meet with an employee for disciplinary purposes, the supervisor shall so notify the employee in advance that the purpose of the

meeting is for the issuance of discipline so that the employee may contact their Steward to be present at the meeting.

A Steward or local union officer shall have the right to have a CUPE Staff Representative present at a disciplinary meeting with supervisory personnel, which concerns the Steward or the local union officer personally.

10.03 May Omit Grievance Steps

An employee who receives written notification of suspension or discharge shall be entitled to a meeting under Article 8, Grievance Procedure.

An employee considered by the Union to be discharged without just cause may file a grievance in writing with the Chief Executive Officer within seven (7) working days after the discharge. Steps 1 and 2 of the Grievance Procedure shall be omitted in such cases.

10.04 Personnel File

An employee shall have the right to review their personnel file provided request is made in writing to the Director of Human Resources. The Employer will provide access to the employee file within a reasonable amount of time. The employee may review the file at a mutually agreeable time with the Employer under the supervision of management. The Employer reserves the right to remove any information and/or document from the employee file that is confidential or that could give rise to privacy concerns.

An employee shall not alter, destroy or remove any document or page contained therein, but may have the right to respond in writing to any document contained therein within seven (7) days of reviewing the file.

ARTICLE 11 – SENIORITY

11.01 Seniority Defined

Seniority is defined as the length of uninterrupted continuous service since the last date of hire with the Employer in the bargaining unit. Seniority rights shall only apply to the extent expressly provided for in this agreement.

11.02 Seniority List

The Employer shall create a seniority list. An up-to-date seniority list shall be sent to the Union and posted on the main bulletin board in January, May and

September of each year and an employee shall have two (2) weeks from the date of posting to challenge the employee's seniority date after such time the Employer shall be entitled to rely on the seniority list for all purposes.

11.03 Probationary Employees

Newly hired full-time employees shall be considered on a probationary basis for a period of six (6) calendar months from the date of hiring. Newly hired part-time employees shall be considered on a probationary period until the completion of six hundred (600) hours of work. An employee who has not completed the probationary period may be released for any reason in the Employer's sole discretion and such termination shall not be the subject of a grievance under the Collective Agreement.

11.04 Loss of Seniority

An employee shall lose seniority, and employment automatically terminates in the event:

- a) The employee is discharged for just cause and is not reinstated.
- b) The employee resigns and does not rescind within eight (8) hours, unless an explanation satisfactory to the Employer is given.
- c) The employee is absent from work for two (2) or more scheduled shifts unless an explanation satisfactory the Employer is given.
- d) The employee fails to return to work within seven (7) calendar days following a lay-off and after being notified by registered mail to do so, unless an explanation satisfactory to the Employer is given. It shall be the responsibility of the employee to keep the Employer informed of the employee's current address.
- e) The employee is laid off in excess of six (6) months, or if the employee fails to perform work for twenty-four (24) months for any other reason provided and the Employer has met its obligations under the relevant legislation.
- f) If The employee fails to return to work immediately after the Employer has been informed by the employee's doctor or the Workplace Safety and Insurance Board that the employee able to return to work.

ARTICLE 12 – PROMOTIONS AND STAFF CHANGES

12.01 It is agreed and understood that given present labour market conditions, the Employer is regularly looking for qualified candidates, both internal and external, to fill available shifts. Part-time and casual status employees who desire and can commit to full-time status or are seeking additional work opportunities within their status, are encouraged, on an ongoing basis, to communicate their increased availability to the Employer, and the Employer will, in the ordinary course, accommodate such requests subject to qualifications, availability and operational needs.

In view of the above, for the duration of the collective agreement the parties agree and understand that the provisions of Article 12 shall only apply to Site vacancies which occur at the Employer's existing Sites, or any new Sites developed (the "Sites") where the Employer determines that a permanent position located at one of the Sites will be created.

12.02 Job Postings

When a vacancy occurs, the Employer shall post a notice on the Employer's Staff Portal and provide notice of posting to the Union. The position shall be posted for a period of five (5) working days so that interested employees can apply. The Union will be notified of the name of the successful applicant.

a) Temporary Vacancies

Temporary vacancies anticipated to be less than twelve (12) weeks in duration shall not be posted, unless otherwise agreed between the Employer and the Union. The Employer shall be permitted to assign the available work in its sole discretion.

b) Temporary Job Postings

A vacancy which occurs for more than twelve (12) weeks will be posted stating that the position is limited and shall indicate the estimated duration of the limited job. In any event, the limited job shall not exceed eighteen (18) months. Upon termination of a limited job, the employee filling the vacancy shall be returned to the classification and job location in which the employee last worked. In the event that a part-time employee is the successful applicant, the said employee shall retain part-time status during the limited full-time period. An employee filling a temporary vacancy of twelve (12) weeks or longer duration shall not bid on any other temporary posting until the end of the temporary position.

c) Successful Applicant

The successful applicant for a permanent full-time vacancy will fill the vacancy on the Employer's direction, but within six (6) calendar days from the date the employee was awarded the vacancy unless there are circumstances beyond the reasonable control of the Employer.

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

d) Assignment of Work During Recruitment

During the recruitment process, the Employer shall be permitted to assign the available work in its sole discretion.

12.03 Information in Postings

A job posting shall contain the following information: the position's specified duties, minimum qualifications, required knowledge including skills and work experience, education or its equivalent, hourly rate, primary locations of work, whether the posting is primarily for day/night, and department. The qualifications contained in the job posting shall not be established in an arbitrary or discriminatory manner.

The job posting notice shall contain the following information: job title, qualifications, location, and shift.

12.04 Methods of Making Appointment

Filling vacancies posted under Article 12.02, the appointment shall be made on the basis of a consideration of skill, ability, experience, ability to be available and qualifications. Where the above factors are equal, the candidate with the greatest seniority shall be appointed. Appointments from within the bargaining unit shall be made at the direction of the Employer, but within two (2) weeks of the successful applicant being notified of the appointment.

12.05 Trial Period

The successful applicant shall be placed on trial for a period of ninety (90) days. Conditional on satisfactory service, such trial promotion shall become permanent after the period ninety (90) days. The trial period may be extended with mutual agreement. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, or if the employee is unable to perform the duties of the position, the employee shall

be returned to the former position and salary without loss of seniority and wage or salary. Where return to the former position is initiated by the employee, the employee must provide the Employer with two (2) weeks advance notice of the desire to return. Such notice may be waived by the Employer.

12.06 Union Notification

The Union shall be notified of all appointments, hirings, layoffs, recalls and terminations of employment on a monthly basis.

12.07 New Classification

When a new classification within the bargaining unit is established by the Employer, the Employer shall determine the rate of pay for such new classification and fill the position pursuant to this Article.

The Employer will notify the Union of any new classification and agree to discuss issues relating to the classification at Labour Management meetings but is not restricted from otherwise filling the classification in the interim.

ARTICLE 13 – LAY OFFS AND RECALLS

13.01 Lay Offs and Rehiring Procedure

In the event of layoffs, casual and then part-time employees shall be first laid off in reverse order of seniority, then full-time employees shall be laid off in reverse order of seniority, providing those who remain are qualified to do the work that remains.

13.02 No full-time employee within the bargaining unit shall be laid off by reason of that employees' duties are being assigned to one or more part-time employees.

13.03 Recall

An employee shall have opportunity of recall from a lay-off to an available opening, in order of seniority, provided the employee has the ability and qualification to perform the work.

13.04 "Week"

For the purpose of this article, "week" is defined as Monday to Sunday.

ARTICLE 14 - HOURS OF WORK

14.01 General

The parties understand that the Organization services high-risk and vulnerable seniors who require variable levels of care and service. The volume of work required to be performed is greatest at the time of rise (morning) and retire (evening) and the Employer must schedule work to ensure there is sufficient coverage to provide service during these times.

14.02 Normal Hours of Work

The normal hours of work for full-time employees shall be seven and one-half (7^{1/2}) hours per day and thirty-seven and one-half (37^{1/2}) hours per week, or twelve (12) hours per day at fixed sites and forty-four (44) hours per week. A week being the period from Monday to Sunday.

- a. Where a portion of the shift exceeds five (5) consecutive hours an employee shall receive an uninterrupted unpaid thirty (30) minute meal break. In the event that an employee is required to work or remain in the workplace during their lunch period or part thereof, they shall be paid at their regular hourly rate.
- b. To ensure the efficient provision of services, the Employer shall have the right to implement a different shift length of twelve (12) hours per day.
- c. The Employer will endeavor to refrain from scheduling an employee to work more than five (5) consecutive seven and a half (7.5) hours shifts without receiving a day off, and no more than three (3) consecutive twelve (12) hours shifts without receiving a shift off.
- d. Nothing in this Article shall be construed as a guarantee of hours per day, or days per week.
- e. There will be no split shifts.

14.03

1) Scheduling of employees

a) Master schedule

It is understood that all permanent Full-time employees will be working on a steady schedule (line).

By November 1st of each year, each full-time employee will receive master/perpetual work schedule for the year. Seniority will determine the

selection of lines starting with the most senior full-time employee making their choice and proceeding to the next most senior full-time employee until all lines have been filled.

b) **Weekends Off for both Full time and Part time**

The Employer will distribute work in such a way as to allow for an equitable allocation of weekends free from scheduled shifts. Subject to operational requirements, unless mutually agreed, the Employer will provide all employees one weekend off in every two-week period, which shall include Saturday and Sunday.

2) Working schedule for Full-time

- a) The employer shall post the work schedule which will include all vacation, leave requests, submitted prior to the posting of the schedule covering twenty-eight (28) days in advance of its commencement. An operational online schedule that is accessible and updated will satisfy the foregoing requirement.

Employees shall be scheduled in a manner that is fair, reasonable and consistent with the terms of this agreement.

- b) Definition of shifts:

Day shift: beginning between 7:00 a.m. – 5:00 p.m.

Night shift: beginning between 5:00 p.m. to 7:00 a.m.

3) Working schedule- Part-time

- a) **Distribution of P-T hours on Master Schedule**

Part-time hours will be distributed on an equalized basis amongst all of the Part-time employees and will be provided a consistent line of "base" hours.

- b) **Rest period between shifts**

An employee will receive a minimum of twelve (12) hours rest period between shifts.

- c) **Posting of the working schedule**

To the extent additional hours become available to perform work, the employer will distribute those hours amongst part-time employees on an equitable basis.

- d) Part-time Employees' working schedules will be posted a minimum of fourteen (14) days prior to the start of any pay period for that entire fourteen (14) day pay period.
- e) Once the part-time schedule is posted, any changes to the schedule must be mutually agreed to between the employer and the employee. Employees shall be scheduled in a manner that is fair, reasonable, and consistent with the terms of this agreement.

f) **Working schedule once posted**

To the extent additional hours become available following the part-time working schedules being posted, the Employer will offer those hours first to the most senior qualified employee available to do the work and continue in order of seniority until such shifts are filled.

Where the shift starts less than 72 hours from the time the hours became available, the Employer will post the hours for qualified staff to claim on a first come first serve basis. Where multiple staff respond within 1 hour from the time the shift was posted, the employer shall offer the shift to the most senior employee who responded.

- g) Where the assignment of additional hours would result in placing any employee into overtime, the hours would be offered to the next most senior employee first.
- h) All employees who do not wish to be offered additional shifts that may come available are asked to submit their non-availability in writing so that they won't receive a call.
- i) If no permanent employee is willing or able to accept the available shift the employer will offer the shift starting with the most senior casual employee and continuing on a rotational basis.

14.04 Request of Change in Schedule Premium

If an employee agrees to change their confirmed schedule with less than twelve (12) hours' notice which results in an earlier start time or a later end time to an employee's shift, or that results in an employee accepting a shift on their assigned day off with less than twelve (12) hours' notice, the Employer will pay the additional hours at the rate of time and one-half ($1^{1/2}$) of the employee's regular hourly earnings.

14.05 Reporting Pay

Employees who report for any scheduled shift greater than four (4) hours will be guaranteed at least four (4) hours of work, or if no work is available, will be paid at least four (4) hours of their regular hourly rate.

14.06 Shift Exchanges

Employees will be permitted to exchange days off or shifts with other employees by completing the appropriate forms, as supplied by the Employer, and with the Employer's permission. Such permission will not be unreasonably withheld, but the Employer shall have the absolute discretion to deny a request if the request is not made more than forty-eight (48) hours prior to the shift and such denial shall not be subject to challenge through the grievance procedure. The Employer has no obligation for any premium payment arising out of any such exchange. Where the shifts involve shift differential, this premium shall be paid to the employee working the shift.

14.07 Seniority for Shift Preference

Employees shall bid annually during the month of October for the following year's shift rotations and days off, subject to release times and changes as outlined in the scheduling clause. The employer shall post the Schedule rotations prior to November 1st. The selection process will be completed on the basis of seniority starting with the most senior employee.

ARTICLE 15 - OVERTIME

15.01 Overtime Rates

- a) Authorized work performed in excess of eighty-four (84) hours of work in a two (2) week period will be counted as overtime and will be paid at the rate of time and one-half ($1\frac{1}{2}$) the employee's regular hourly earnings.
- b) Employees who are scheduled to work less than eighty-four (84) hours in a two (2) week pay period will not qualify for overtime on assigned day(s) off until they have completed eighty-four (84) hours of work in the scheduled two (2) week pay period.

15.02 Minimum Callback Time

When an employee has completed a seven and one-half (7^{1/2}) hour shift and is later called back to work, such employee shall be paid at time and one-half (1^{1/2}) the employee’s regular rate of pay for actual hours worked.

15.03 No Duplicating or Pyramiding of Overtime

Overtime premiums will not be duplicated nor pyramided, nor shall the same hours worked be counted as part of the normal workweek or as hours worked for which the overtime premium is paid.

However, time worked on a paid holiday shall be counted as part of the normal workweek.

ARTICLE 16 - HOLIDAYS

16.01 The following Holiday Pay provisions apply to all employees:

List of Holidays

The Employer recognizes the following as paid holidays:

- | | |
|------------------|-----------------------|
| New Year's Day | Canada Day (July 1st) |
| Family Day | Civic Holiday |
| Labour Day | Good Friday |
| Thanksgiving Day | Christmas Day |
| Boxing Day | Victoria Day |

16.02 Holiday Qualifications

In order to be entitled to receive payment for holidays, the employee must work the scheduled working day immediately preceding and the working day immediately following the holiday unless absent due to illness or any other valid reason as determined by the Employer in its sole discretion.

16.03 Payment for Holidays

An employee who is required to work on any of the named holidays as per 16.01 will receive pay at the rate of double (2x) the employee's regular hourly rate for every hour worked on such day, in addition to pay for the holiday at the employee's regular hourly rate. For clarity, the hours considered for a statutory holiday day will be between 12:00am and 11:59pm on the day of the holiday.

ARTICLE 17 – VACATIONS

17.01 Length of Vacation

Full-time employees shall receive an annual vacation time and vacation pay in accordance with credited service prior to the commencement of the vacation period as follows:

a. Full-time

| Time | Entitlement for 7.5-hour shifts | Entitlement for 12-hour shifts |
|---|--|---------------------------------------|
| Upon Hire or Less than one year Upon hire or with less than one year of service at the beginning of the year, an employee will be credited with a prorated paid vacation allotment | Up to 10 working days/2 weeks | Up to 6 working days days/2 weeks |
| 1 year of service | 10 working days/2 weeks | 6 working days days/2 weeks |
| 2 years of service | 15 working days/3 weeks | 9 working days/3 weeks |
| 9 years of service | 20 working days/4 weeks | 12 working days/4 weeks |
| 14 years of service or more | 25 working days/5 weeks | 15 working days/5 weeks |

b. A full-time employee who applies and is approved for a different schedule line mid-year, that results in a change from 7.5-hour to 12-hour shifts or visa versa shall have their remaining vacation credits reconciled.

c. Part-time employees may request a vacation period (unpaid leave of absence). All vacation pay shall be earned as set out below, and will be paid to employees in each pay:

| <i>Years of Service</i> | <i>Entitlement</i> |
|-------------------------|--------------------|
| Less than 1 year | 4% in lieu |
| 1 year of service | 4% in lieu |
| 2 years of service | 6% in lieu |
| 9 years or greater | 8% in lieu |

- d. In the event an employee leaves their employment, un-earned vacation credits previously paid out to the employee will be deducted from their final pay.

17.02 Vacation Schedules

The Employer shall post a vacation schedule on the portal not later than November 15th, upon which employees shall indicate prior to November 30th, their vacation requests for the period of January 1st to December 31st of the following year. The Employer shall approve vacation requests made in such a manner on a seniority basis provided the remaining employees are available and able to perform the work. The Employer will respond to the vacation requests no later than December 31st. Vacation requests made after December 15th for this period shall be considered in writing on a first come basis within two (2) weeks of the request.

17.03 Unbroken Vacation Period

An employee may request to schedule vacation in an unbroken period and subject to approval process in Article 17.04, the Employer will endeavour to approve such requests where it will not adversely impact operational requirements.

ARTICLE 18 - SICK LEAVE

18.01 Annually, each full-time Employee shall be entitled to paid sick leave totaling six (6) shifts of the regularly scheduled time for a full calendar year.

Annually, each part-time Employee shall be entitled to paid sick leave totaling three (3) shifts of regularly scheduled time for a full calendar year.

Paid sick days shall only be used in full-day or half-day increments and must be used in the year in which they are awarded, unless otherwise agreed.

Paid sick time shall be prorated in an employee's first year, at the date of hire, based on the amount of time remaining in the year.

The Employee will receive 100% pay for all unused sick days per calendar year (paid out on the first pay of the next calendar year)

Sick Days have no cash value when an employee leaves their employment.

18.02 Employees may schedule a paid sick leave day, in half or full day increments in advance, to be used as a "wellness day". Employees will provide two weeks' advance notice to schedule a wellness day, otherwise, the Employer reserves the right to deny the request for a "wellness day".

ARTICLE 19 – LEAVE OF ABSENCE

19.01 General Leave

The Employer, at its sole and absolute discretion, may grant leave of absence without pay and without loss of seniority to any employee requesting such leave of absence for valid personal reasons. Such requests must be in writing.

19.02 Leave for Union Function

Upon a minimum of two (2) weeks notification to the Employer and provided the Employer is able to fill the resultant shift vacancy, an employee elected or appointed to represent the Union at Union functions shall be allowed a leave of absence with pay and benefits and without loss of seniority. The Union shall reimburse the Employer for receipt of such pay and any other costs borne by the Employer as a direct or indirect result of the leave, however incurred. A maximum of two (2) employees in total will be allowed off at any one time. The Union will endeavour to have one (1) employee from each department.

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

An employee who is elected or selected for a full-time position with the Union or anybody with which the Union is affiliated, or who is elected to public office, shall be granted leave of absence without pay and without loss of seniority.

19.04 Bereavement Leave

- a) Upon the death of an employee's spouse, child or stepchild, mother, father, stepparent or legal guardian an employee shall be granted leave up to a maximum of five (5) days without loss of pay.
- b) Upon the death of an employee's mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandchildren, son-in-law, daughter-in-law, an employee shall be granted leave up to a maximum of three (3) days without loss of pay.

- c) The Union recognizes that Bereavement Leave is intended to be used at the time of the death and/or funeral. The Employer recognizes that there may be situations where part of an employee's entitlement may be requested at a later date in order to attend to matters related to the "bereavement". The Employer, at its sole discretion, may grant Bereavement Leave at a later date to be taken in order to attend to matters related to "bereavement". Such requests shall not be unreasonably withheld.
- d) Where it is necessary because of distance, the employee may be provided additional unpaid leave.

19.05 Jury or Court Witness Duty

The Employer shall grant leave of absence without loss of seniority or pay to an employee who serves as a juror or subpoenaed as witness in any court, for which documentation has been provided validating the absence.

19.06 Pregnancy Leave & Sub Plan

- (a) Pregnancy leave will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision.
- (b) 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.
- (c) The Employee shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Employer at least four (4) weeks in advance thereof. The Employee shall be reinstated to her former position unless the position has been discontinued in which case, she shall be given a comparable job.
- (d) An Employee, who is on pregnancy leave as provided under this Agreement who has applied for, qualified for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 18 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between seventy-five percent (75%) of her average weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the two (2) week Employment Insurance waiting period, and receipt by the Employer of the Employee's Employment Insurance cheque stub as

proof that she is in receipt of Employment Insurance pregnancy benefits and shall continue while the Employee is in receipt of such benefits for a maximum period of fifteen (15) weeks. The Employer will pay the Employee seventy-five percent (75%) of her normal weekly earnings during the waiting period to receive Employment Insurance Benefits. The Employee's regular weekly earnings shall be determined by multiplying his/her regular hourly rate on his/her last day worked prior to the commencement of the leave times his/her normal or average weekly hours based upon the last 12 weeks of employment.

- (e) In the third year of this Agreement (beginning April 1, 2027), the entitlement shall increase from the difference between ninety percent (90%) of an Employee's average weekly earnings and the sum of her weekly Employment Insurance benefits, and the Employer will pay the Employee ninety per cent (90%) of her normal weekly earnings during the waiting period to receive Employment Insurance Benefits.

19.07 Parental Leave

- (a) An Employee who becomes a parent of a child is eligible to take a parental leave in accordance with the provisions of the Employment Standards Act, except where amended by this provision.
- (b) An Employee who has taken a pregnancy leave under Article 19.06 is eligible to be granted a parental leave in accordance with the Employment Standards Act. An Employee who is eligible for a parental leave that is the natural father or is an adoptive parent may extend the parental leave for a period of up to fifteen (15) weeks duration, consideration being given to any requirements of adoption authorities. In cases of adoption, the Employee shall advise the Employer as far in advance as possible with respect to a prospective adoption and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of later receipt of confirmation of the pending adoption, the Employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing.
- (c) The Employee shall be reinstated to his/her former position, unless that former position has been discontinued, in which case he/she shall be given a comparable job.
- (d) An Employee who is on parental leave, as provided under this Agreement who has applied for, qualified for, and is in receipt of Employment Insurance parental benefits, pursuant to Section 20 of the

Employment Insurance Act, shall be paid a supplemental employment benefit. That benefit will be equivalent to the difference between sixty percent (60%) of his/her average weekly earnings and the sum of his/her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of any two (2) week Employment Insurance waiting period, and receipt by the Employer of the Employee's Employment Insurance cheque stub as proof that he/she is in receipt of Employment Insurance parental benefits and shall continue while the Employee is in receipt of such benefits for a maximum period of fifteen (15) weeks. In the event the employee in commencing a Parental Leave who has not already completed a waiting period for the Pregnancy Leave, the Employer will pay the Employee sixty percent (60%) of her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance Benefits.

The Employee's regular weekly earnings shall be determined by multiplying his/her regular hourly rate on his/her last day worked prior to the commencement of the leave times his/her normal or average weekly hours based upon the last 12 weeks of employment.

ARTICLE 20 - PAYMENT OF WAGES AND ALLOWANCES

20.01 Shift Premium

A shift premium of one dollar (\$1.00) per hour shall be paid for all hours worked between the hours of seventeen hundred (1700) hours and seven hundred (0700) hours. This premium does not form part of an Employee's straight time hourly wage and shall not be deemed pyramiding.

20.02 Pay Days

The Employer agrees that wages will be paid bi-weekly on every second Friday.

On each payday each employee shall be provided with an itemized statement of wages, overtime and other supplementary pay and deductions. The employee's hourly rate is to be placed on the cheque stub.

If an employee is underpaid, the following applies:

If the amount of the error is equal to or greater than the employee's normal gross wages for a day of work, the Employer will provide the adjustment

payment promptly. The objective is to deliver the payment within five (5) business days of the error being confirmed by the Employer.

Errors for lesser amounts will normally be corrected on the next pay date.

20.03 First Aid and CPR Training

The Employer will provide and cover the cost of training once every three (3) years or more often if required for First Aid and Cardiopulmonary Resuscitation (CPR) certification.

20.04 Vehicle Allowance

- a. An employee required to use and operate their own automobile as a condition of employment will be reimbursed for such driving at a rate determine by CRA (presently \$0.68 cents per KM for the first 5000 Km's and \$0.62 cents per km for every km travelled after the first 5000 km's) for any travel while at work.
- b. Such allowance shall be paid only upon receipt and approval by the Employer of the travel expense form provided and submitted to the Employer by the employee.
- c. Annually on January 1, the employer will advise all employees and update the reimbursement based on the last posted update of the CRA (*Canadian Revenue Agency*) Automobile Allowance Rates per kilometer.
- d. All costs for pre-approved work-related parking will be reimbursed upon receipt of proof.

20.05 Uniform Allowance

At date of hire, the Employer agrees to provide at no cost to the Employee:

| <u>For full-time Employees</u> | <u>For part-time/casual Employees</u> |
|---------------------------------------|--|
| 4 shirts | 2 shirts |
| 2 pants | 1 pant |
| 1 sweater | 1 sweater |
| 1 duffle bag | 1 duffle bag |

Annually, the Employer will provide up to:

| <u>For full-time Employees</u> | <u>For part-time Employees</u> | <u>For casual employees</u> |
|---------------------------------------|---------------------------------------|--|
| 3 shirts 2 pants | 1 shirt 1 pant | As needed up to part-time allotment |

Each Employee shall maintain his/her uniform in a clean and presentable condition. In the event that the uniform becomes abnormally soiled or torn during the course of duty, the Employer shall assume the expense for cleaning or repair provided that pre-approval has been obtained from a Manager. Significantly damaged items will be repaired or replaced at the discretion of the Employer.

ARTICLE 21 - EMPLOYEE BENEFITS

21.01 Employee Benefits-Full-Time Employees

- a) The Employer shall contribute seventy-five percent (75%) to the premium for the applicable group health and dental benefit plan on behalf of eligible full-time employees who have completed their probationary period and deduct employees' portion of the premium from their pay.

The group Health and Dental Plan will Include the following at minimum:

This group benefit plan is intended to supplement the provincial health insurance plan. The benefits shown below will be eligible, if they are reasonable and customary, and are medically necessary for the treatment of an illness or injury.

| Health Benefits Summary | |
|--|--|
| Deductible (excluding Prescription Drugs, Optometric Eye Examinations and Hospital Accommodation): | \$25 per covered person, \$50 per family, per calendar year |
| Coverage | |
| Prescription Drugs | 80%, and any dispensing allowable dispensing fee under \$10.50 |
| All other Health Benefits | 100% of reasonable and customary charges |
| Prescription Drugs | Pay Direct Drug |
| • Smoking Cessation Program | One course of treatment in any 12-month period |

| | |
|---------------------|-----------|
| • All covered drugs | Unlimited |
|---------------------|-----------|

| Extended Health Services | |
|--|---|
| Hearing Care | \$500 every 3 years |
| Footwear | \$400 per calendar year |
| <ul style="list-style-type: none"> • Custom-made orthotics, custom made shoes, or boots | |
| Optometric Eye Exams | \$75 every 2 years |
| Professional Services | \$500 per calendar year per practitioner |
| <ul style="list-style-type: none"> • Chiropractor • Chiropodist or Podiatrist • Registered Massage Therapist • Naturopath • Osteopath • Speech Therapist • Physiotherapist • Psychologist or Psychotherapist • Master of Social Work • Acupuncturist • Occupational Therapist | |
| | |
| | |
| Travel Insurance | 60 days coverage per trip subject to the limitations described in the benefit booklet plan. |
| Health Spending Account | \$300 per calendar year |
| | |

- b. Eligible full-time employees will pay 100% of the premiums for the group life, AD&D, and optional dependent life insurance.
- c. The employer will pay 100% of premiums for an Employee Assistance Plan (EAP) provided to all full-time and part-time employees.

21.02 Change of Carriers

It is understood that the Employer may at any time substitute another carrier for any plan, provided the benefits conferred thereby in total are not decreased. The Employer shall provide the Union with advance notice of the change. Upon request by the Union, the Employer shall provide to the Union information concerning the Benefit Programs contracted for and in effect for employees covered herein.

21.03 It is expressly understood that the Employer shall not be regarded as the insurer of the benefits set out in the information booklet. It is understood that nothing herein shall be construed to make the Employer the insurer of the insured benefits and the Employer's obligation is entirely fulfilled by the payment of its portion of the premiums.

ARTICLE 22 – GENERAL CONDITIONS

22.01 Bulletin Board

The Employer shall provide a bulletin board in all work locations, which shall be placed so that all employees will have access to view it and upon which the Union, after securing prior approval from the HR Director, shall have the right to post notices of regular meetings, special meetings, seminars or Union activities. All notices must be signed by a Union steward.

22.02 Copies of Agreement

The Union and the Employer shall share the cost of printing equally. The Employer's share shall not exceed \$300.00.

22.03 Plural or Feminine Terms May Apply

Whenever the singular or feminine is used in this Agreement, it shall be considered as if the plural or masculine has been used where the context of the party or parties hereto so requires.

ARTICLE 23 - TECHNOLOGICAL CHANGE

23.01 Electronic Monitoring, Surveillance, Employee Confidentiality

The employer has the right to install electronic monitoring equipment in the workplace under the following conditions:

- I. That electronic monitoring equipment in the workplace will be primarily used for the purposes of ensuring the security of Employer assets, client satisfaction and safety, quality, and Employee safety.
- II. Electronic monitoring equipment will not be used to initiate a speculative investigation of only a single individual for the sole purpose of discipline except where a concern has already been brought to the Employer's attention.
- III. The Employer agrees to notify by posting signage in areas that are under electronic monitoring.


ARTICLE 24 – TERM OF AGREEMENT

This Agreement shall be binding and remain in effect from April 1, 2025, to December 31, 2028, and shall continue automatically thereafter for annual periods of one year unless either Party notifies the other, in writing, within sixty (60) days prior to the expiration date, that it desires to negotiate with a view to renewal, with or without modification, of this agreement. If written notice is given, the parties shall meet within thirty days from giving notice.


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

SIGNED THIS 24th DAY OF July, 2025.

FOR THE EMPLOYER




Alex Kuczak (Jul 24, 2025 16:00:02 EDT)
Alex Kuczak




Doug Rawson (Jul 25, 2025 16:21:42 EDT)
Doug Rawson


FOR THE UNION




Gord Wallis (Jul 24, 2025 15:08:06 EDT)
Gord Wallis



Rebecca Madrid



Keenan Aylwin (Jul 25, 2025 03:56:42 EDT)
Keenan Aylwin



Fran Belanger (Jul 25, 2025 13:46:40 EDT)
CUPE National Rep

Schedule 'A'

WAGES

Pay Scale – To be effective Retroactive to April 1, 2025.

| | Hourly Wage | | | |
|-------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Title | April 1, 2025 (2%) | April 1, 2026 (2%) | April 1, 2027 (3%) | April 1, 2028 (2%) |
| Personal Support Worker | \$28.14 | \$28.70 | \$29.56 | \$30.15 |
| Homemaker | \$25.14 | \$25.64 | \$26.41 | \$26.94 |
| | | | | |

LETTER OF UNDERSTANDING #1

BETWEEN:

HELPING HANDS

AND

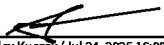
**CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 1813.13**

RE: Alternative Work Arrangements


In the event that the government provides the Employer with funding for compensation items in excess of the funding for the already negotiated increases, the Union and the Employer shall meet with the Union Negotiating Committee to discuss the method of alloc

SIGNED THIS 24th DAY OF July, 2025.

FOR THE EMPLOYER




Alex Kuczak (Jul 24, 2025 16:00:02 EDT)
Alex Kuczak



Doug Rawson (Jul 25, 2025 16:21:42 EDT)
Doug Rawson


FOR THE UNION




Gord Wallis (Jul 24, 2025 15:08:06 EDT)
Gord Wallis



Rebecca Madrid



Keenan Aylwin (Jul 25, 2025 03:56:42 EDT)
Keenan Aylwin



Fran Belanger (Jul 25, 2025 13:46:40 EDT)
CUPE National Rep

LETTER OF UNDERSTANDING #2

BETWEEN:

HELPING HANDS

AND

CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 1813.13

RE: Retirement Plan

The employer will implement a Registered Retirement Savings Plan for eligible employees, to commence on April 1, 2026 (the "Registered Retirement Savings Plan").

Employer contribution shall be equal to employee contribution to a maximum of 2% of regular earnings beginning April 1, 2026 and then 2.5% of regular earnings beginning April 1, 2027 to the Registered Retirement Savings Plan beginning.


Regular earnings exclude overtime, shift premiums, and any other special compensation.

There shall be a six (6) month waiting period for new employees for participation in the group Registered Retirement Savings Plan.


If and when the employer receives the appropriate funding to implement HOOPP, the employer shall implement HOOPP for all Full-Time employees, and the Defined Contribution Pension Plan shall be discontinued forthwith.

SIGNED THIS 24th DAY OF July, 2025.

FOR THE EMPLOYER




Alex Kuczak (Jul 24, 2025 16:00:02 EDT)
Alex Kuczak



Doug Rawson (Jul 25, 2025 16:21:42 EDT)
Doug Rawson


FOR THE UNION



Gord Wallis (Jul 24, 2025 15:08:06 EDT)
Gord Wallis



Rebecca Madrid



Keenan Aylwin (Jul 25, 2025 03:56:42 EDT)
Keenan Aylwin



Fran Belanger (Jul 25, 2025 13:46:40 EDT)
CUPE National Rep

LETTER OF UNDERSTANDING #3

BETWEEN:

HELPING HANDS

AND

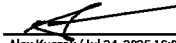
CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 1813.13

RE: Professional Fees, Affiliations and Licenses


Should a requirement for professional fees be legislated or implemented by the employer, the employer and Union agree to meet with the Union bargaining agent to discuss and negotiate the possibility of the Employer contributing to such membership fees.

SIGNED THIS 24th DAY OF July, 2025.

FOR THE EMPLOYER




Alex Kuczak (Jul 24, 2025 16:00:02 EDT)
Alex Kuczak



Doug Rawson (Jul 25, 2025 16:21:42 EDT)
Doug Rawson

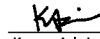
FOR THE UNION




Gord Wallis (Jul 24, 2025 15:08:06 EDT)
Gord Wallis



Rebecca Madrid



Keenan Aylwin (Jul 25, 2025 03:56:42 EDT)
Keenan Aylwin



Fran Belanger (Jul 25, 2025 15:46:40 EDT)
CUPE National Rep

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