



COLLECTIVE AGREEMENT

BETWEEN

SERVICE AND HOUSING IN THE PROVINCE (SHIP)

AND

CANADIAN UNION OF PUBLIC EMPLOYEE (CUPE) LOCAL 966

NOVEMBER 1ST 2024 TO OCTOBER 31ST 2027

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MISSION STATEMENT

We work to support those with mental health and addiction challenges to increase their quality of life and live to their full potential through safe, affordable and supportive community based housing and services.

ARTICLE 1 – PURPOSE

The purpose of this Agreement is to establish orderly and mutually satisfactory relations between the Employer and the Employees covered by this Agreement, to provide a method for the prompt and equitable disposition of grievances, and to establish and maintain satisfactory working conditions, hours of work and wages for all Employees who are subject to the provisions of this Agreement. There shall be no discrimination against any employee in accordance with SHIP's Human Rights Policy, Violence and Harassment Policy, as amended from time to time, and/or because of any proscribed ground as set out in the Ontario Human Rights Code or the Occupational Health and Safety Act.

ARTICLE 2 – RECOGNITION

2.01

The Employer recognizes the Union as the sole and exclusive Bargaining Agent of all Employees of Services and Housing In the Province, in the Regional Municipality of Peel save and except Supervisors, Managers, persons above the rank of Manager, Bookkeeper and Administrative Assistant.

2.02

Persons who are not covered under the scope of this Collective Agreement will not normally perform Bargaining Unit work, except in cases of emergency, for purposes of training, or for other planned events for which there is mutual agreement between the Agency and the Union.

2.03

No Employee shall be required or permitted to make a written or verbal agreement with the Employer or their representative which conflicts with the terms of this Collective Agreement.

2.04

Union workplace representatives shall be entitled to leave their work during working hours in order to carry out their functions under this Agreement, including the attendance at grievance meetings, participation in negotiations (as set out in Article 6.02), Labour Management Committee (LMC) and representation on Health & Safety committees. Permission to leave work during working hours for such purposes shall first be obtained from the immediate Supervisor. Such permission shall not be unreasonably denied. Such representatives shall not suffer any loss of regular earnings for time spent in such meetings.

ARTICLE 3 – MANAGEMENT RIGHTS

3.01

The Union recognizes that the management of the Agency and the direction of the work force are fixed exclusively with the Employer and shall remain solely with the Employer except as specifically limited by the provisions of the Collective Agreement. Without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Employer to:

- a) Maintain order, discipline and efficiency;
- b) Hire, assign, terminate, direct, promote, demote, classify, transfer, lay off, recall and suspend or otherwise discipline employees provided that a claim of improper suspension, termination or discipline of a non-probationary employee without just cause may become the subject of a grievance and may be dealt with as hereinafter provided;
- c) Determine, in the interest of efficient operation and highest standard of service, the number of personnel required, hours of work, work assignments standards of work, the locations of work, the services to be performed, and the methods, procedures, facilities and equipment to be used in connection therewith;
- d) Make and enforce and alter from time to time reasonable policies and procedures to be observed by the employees with notice to the Union.

3.02

The Employer agrees that such rights shall not be exercised in a manner inconsistent with the provisions of this Collective Agreement.

ARTICLE 4 – NO STRIKES OR LOCKOUTS

4.01

The definitions of the terms "lockout" and "strike" as used in this Article shall be as defined in the Ontario *Labour Relations Act*.

4.02

The Union agrees that, during the term of this Agreement, neither it nor its representatives will authorize, condone, encourage, support, sanction, call, or participate in any work stoppage, slowdown, picketing, curtailment, or restriction of production, or interfere with work in the Employer's workplace.

4.03

The Employer agrees that it will not cause or direct any lockout of its Employees for the duration of this Agreement.

ARTICLE 5 – CHECK-OFF OF UNION DUES

5.01

The Employer agrees to deduct from the wages of each Employee in the Bargaining Unit an amount equal to the regular monthly Union Dues.

Such deduction shall be made from each payroll and forwarded to the National Secretary/Treasurer of the Union on or before the fifteenth (15th) day of the month following the month in which the deductions are made, where practicable. The cheque shall be accompanied by a list of Employees, their names, addresses and phone numbers for whom such deductions are made and specify the amounts deducted from each, their respective classifications, and if no deductions are made, the reasons for such failure to deduct. The Employer will provide a copy of the above information to the local Treasurer or designate, where identified in writing.

5.02

The amount of the regular monthly Dues shall be those authorized by the Union in writing. The Union shall notify the Employer in writing of any changes therein and such notification shall be the Employer's exclusive authority to make the deductions specified.

5.03

In all cases, the Union shall indemnify and save harmless the Employer, its agents and/or Employees acting on behalf of the Employer, from any and all claims, demands, actions, or causes of action arising from, or in any way connected with the collection of such Dues.

5.04

At the same time that Income Tax (T4) slips are made available, the Employer shall type on the amount of Union Dues paid by each Union member in the previous year.

ARTICLE 6 – UNION ACTIVITY AND REPRESENTATION

6.01

Except as expressly permitted by this Agreement, there shall be no Union activities on Employer's time or on the Employer's property without the express permission of the Employer.

6.02

The Employer will recognize up to eight (8) Stewards, one of which shall be the Unit Vice president (UVP). It is agreed that the Union will endeavor to have no more than two (2) Stewards from any given Department at any one time. The Employer shall be advised of their names and shall be notified of any changes when they occur.

Representative of Canadian Union of Public Employees (CUPE)

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. Such representatives or any other advisors shall have access to the Employer's premises upon request,

in order to investigate and assist in the settlement of a grievance and such investigation shall not disrupt the normal operations of the Employer.

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. Similarly, the Employer will, if requested, supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

Bargaining Committee

Bargaining Committee shall consist of not more than three (3) members and one (1) alternate. Bargaining Committee members shall not lose regular earnings for time spent in direct negotiations with the Employer up to Conciliation. It is agreed that, with the exception of the alternate, not more than two (2) representatives shall be drawn from any individual department or service.

All new hires shall be advised that there is a Union in place and that the current Collective Agreement is available for viewing and/or download on the Employer's Digital Platform.

6.03

The Employer shall not discriminate, intimidate or harass any Employee because of an Employee's membership or non-membership in the Union or because of activity or lack of activity in the Union.

6.04

The Employer will notify the Union quarterly, in writing, of all changes of status of Employees, including new hires, maternity/parental leaves, sick leaves, WSIB absences, where provided with a contact, in writing.

6.05

A new Employee will have the opportunity to meet with a representative of the Union in the employ of the Employer for a period of up to thirty (30) minutes without loss of regular earnings, at a mutually agreed time and location to be arranged between the Employee and Union representative.

The Union shall be notified of the full name, position and employment status (e.g. Full-time, Part-time, Temporary, Relief), start date and work location of all employees hired into the Bargaining Unit prior to their first date of employment.

All new hires shall be advised that there is a Union in place and that the current Collective Agreement is available for viewing and/or download on the Employers digital platform.

6.06

Provided it does not interfere with operational requirements as determined by the Employer, up to four (4) Employees shall be entitled to a sixty (60) days leave without pay, (with an individual maximum of thirty-five (35) days for the UVP and the remainder evenly divided by the others), but

without loss of seniority credits and benefits, per calendar year for the purpose of attending Union functions including; education forums, conferences, seminars and convention. The Union will provide as much notice as possible, but not less than two (2) weeks. An Employee shall receive the pay and benefits provided for in this Agreement when on unpaid leave of absence for Union work. However, the Union shall reimburse the Employer for all pay during the period of absence within 60 days of the period of absence, failing which, this undertaking will cease.

6.07 – Leave of Absence for Full-Time Union Duties

At the request of the Union, the Employer may grant leave to an employee without pay and without loss of seniority in order to fulfil the duties of the position of President, Vice President, Recording Secretary or Secretary Treasurer, of the Local Union during their term of office. Such leave shall be for a period not exceeding their term of office. Such leave may also be granted to assume office or duties with the National Union. It is agreed that no more than one (1) employee will be granted such leave at any given time.

ARTICLE 7 – SENIORITY

7.01

Seniority, as referred to in this Agreement, shall mean the Employee's length of continuous service with the Employer, in the Bargaining Unit, measured in years, months and days for Full-time Employees and in hours for Part-time Employees. For Part-time Employees, one (1) year of seniority will be credited for each 1950 hours worked.

An Employee who is transferred outside the Bargaining Unit shall not accumulate seniority. In the event the Employee is returned to a position in the Bargaining Unit within twelve (12) months of the transfer, they will be credited with the seniority held at the time of transfer and resume accumulation from the date of their return to the Bargaining Unit.

7.02

A newly hired Employee shall be on probation until they have worked four (4) calendar months. Upon completion of the probationary period the Employee will have their seniority dated back to the first day worked from the most recent date of hire.

Temporary/Contract Employees shall get credit for their hours worked as seniority during the contract/temporary period, if they post into and are accepted into a permanent position in conjunction with continuous temporary contracts. Such time spent in temporary/contract positions will be counted towards the probationary period. No employee will be required to complete more than one (1) probationary period in the same job classification.

7.03

The dismissal of a Probationary Employee shall not be subject to grievance and shall be deemed to be for just cause with the exception of a claim by a Probationary Employee that the employer has violated the *Ontario Human Rights Code* or other *Labour Legislation*.

7.04

When reducing the workforce, the following shall apply:

- a) Probationary Employees performing the work in the affected positions shall be removed first, provided that the remaining Employees are qualified to perform the work.
- b) Thereafter, Employees having the least seniority in the affected positions, as defined in Appendix A, shall be laid off first, provided that the remaining Employees have the requisite qualifications, experience, skill and ability to perform the available work.
- c) An Employee with more seniority will have the right to bump an Employee with lesser seniority in an equal or lower classification provided they have the requisite qualifications, experience, skill and ability to perform the available work.
- d) No new Employee shall be hired until all those on layoff have been given an opportunity for recall.

A layoff shall be defined as the elimination of one (1) or more Bargaining Unit positions of a temporary or permanent nature or the reduction of hours of a Full-time employee that results in a change in status. Where funding reductions will result in layoff of staff, no less than thirty (30) days' notice shall be provided, or a greater amount, as may be required under the Ontario Employment Standards Act (ESA). Following such notice, the Employer shall meet with the Union, to advise the reasons for such layoff.

7.05

An Employee shall lose their seniority and will be deemed to have terminated their employment for any of the following reasons:

- a) they quit;
- b) they're discharged, and such discharge is not reversed through the Grievance Procedure and the Arbitration Procedure;
- c) they're laid off and fail to notify the Employer within three (3) working days that they have accepted the recall or fail to return to work within five (5) calendar days after they have been notified to do so by telephone or courier to their last known address;
- d) they overstay a leave of absence without cause acceptable to the Employer or uses a leave of absence for a purpose other than the one for which it was granted;
- e) they're absent for more than two (2) consecutive scheduled working days without notifying the Employer or providing reasons acceptable to the Employer;
- f) they've been laid off or have been absent from work for any reason for a period of twenty-four (24) months.

7.06 – Recall

Employees who are laid off shall be placed on a recall list and shall retain but not accrue seniority for twenty-four (24) months.

7.07

The Employer shall recall Employees in order of seniority to vacant Bargaining Unit Positions for which they have the requisite qualifications, experience, skill, ability and suitability to perform the available work, for a period of twenty-four (24) months from date of layoff. Notice of recall shall be sent by courier or registered mail to the last known address of the Employee, who shall respond to the recall notice within three (3) business days.

7.08 – Seniority List

The Employer shall post the seniority list twice per year in February and July in the Employer's digital platform.

ARTICLE 8 – GRIEVANCE PROCEDURE

8.01

A grievance may arise only from a complaint concerning the interpretation, application, administration or alleged violation of this Agreement, including whether a matter is arbitrable. The reason(s) for a grievance, the date of the occurrence, the remedy sought and an indication, where possible, of the provision(s) of this Agreement alleged to have been violated shall be submitted in writing within the mandatory time limits provided herein and shall be signed by the Employee and a Steward. An earnest effort will be made on the part of both Parties to settle the dispute promptly.

8.02

It is understood that an Employee has no grievance until the responsible Manager has been given the opportunity to address the Employee's complaint.

8.03 – Complaint

If an Employee has a complaint, they shall discuss it with their Manager as soon as possible and no later than within ten (10) business days after the circumstances giving rise to the complaint has occurred or ought to have reasonably come to the attention of the Employee. The responsible Manager shall give their written response to the complaint within seven (7) business days after such discussion and, failing settlement, it may be taken up as a grievance in writing as follows:

Grievance Step 1

Failing settlement of the complaint, the Union on behalf of the grievor shall submit a grievance in writing and shall present it to the Manager within five (5) days of the answer to the complaint. The Manager, Program Director and a representative of People and Culture will hold a meeting within ten (10) days of receiving the grievance. The grieving Employee may be accompanied by a Steward, Chief Steward or designate at the meeting. The decision by the Manager shall be given in writing within ten (10) working days following the meeting.

Grievance Step 2

Failing a settlement under Step 1, the Griever may submit the grievance in writing, which shall include the Article or Articles violated and the remedy sought, to the Chief Executive Officer or

Director of People and Culture within five (5) days of receiving the decision at Step 1. A meeting will then be held within ten (10) days between the Chief Executive Officer (CEO) or their designate, the Griever, and an authorized Union representative and such other management representative as may be appropriate. The decision of the Chief Executive Officer or their designate shall be delivered in writing within ten (10) business days following the meeting.

8.04

Either the Union or the Employer shall have the right to file a written Policy Grievance regarding the interpretation, application or administration of this Agreement at Step 2 of the Grievance Procedure.

8.05

- a) An Employee who claims that they have been discharged or suspended without just cause may lodge a grievance only within ten (10) business days after the actual discharge or suspension. Such grievance shall be taken up at Step 2 of the Grievance Procedure.
- b) An Employee who claims that they have been disciplined without just cause may lodge a grievance within ten (10) business days after the issued discipline. Such grievance shall be taken up at Step 1 of the Grievance Procedure.
- c) The termination or discharge of an Employee under 26.05 (Temporary Employees) shall not be the subject of a grievance or arbitration.

8.06 – Group Grievance

Where a group of Employees have the same grievance, the Union may present a Group Grievance in writing to the Employer at Step 1 of the grievance process. Such grievance shall be signed by each affected Employee, and shall detail the nature of the grievance, the remedy sought, and the sections of the Agreement which are alleged to have been violated. The grievance shall be lodged within ten (10) business days from when the Employees became aware of the circumstances giving rise to the grievance.

8.07

The time limits are mandatory under the Grievance and Arbitration Procedures but may be amended where mutually agreed in writing. The days specified in the time limits shall be Business Days and shall not include Saturdays, Sundays, or Holidays as listed in article 17.01.

8.08

Any grievance which is not commenced or processed to the next stage of the Grievance Procedure by the Union within the time specified shall be deemed to have been abandoned.

8.09

Time spent by the Union Steward (or alternate) in grievance meetings with the Employer shall be paid time.

ARTICLE 9 – ARBITRATION

9.01

Upon mutual agreement the parties may agree to participate in mediation prior to invoking the arbitration procedure.

Where a difference arises between the Employer and the Union relating to the interpretation, application or administration of this Agreement, either of the Parties may, after duly exhausting the Grievance Procedure established by this Agreement, notify the other Party in writing of its desire to submit the matter to Arbitration within fifteen (15) business days of the answer at Step 2 of the Grievance Procedure, but not thereafter unless mutually agreed-upon in' writing.

9.02

The Employer and the Union shall then endeavour to select an impartial Arbitrator to hear evidence and argument and decide the grievance. If they fail to agree upon such Arbitrator within ten (10) business days of the receipt of such notice in writing by the Party to whom it is addressed, either Party may then request the Minister of Labour to appoint an Arbitrator. The Arbitrator so selected or appointed shall hear and determine the dispute or allegation and shall issue a decision, which shall be final and binding upon the Parties and upon any Employee affected by it.

By mutual agreement, the Parties may elect to have a Tripartite Board hear the matter in dispute instead of a single Arbitrator. In such case, the Party that would like the matter heard by a Tripartite Board of Arbitration shall indicate this when notice to arbitrate is given or received and shall give the name of its nominee. The recipient of the notice shall inform the other Party within seven (7) days of receipt of the notice, if it is agreeable or not to the matter being heard by a Tripartite Board. If so, the Parties shall use the following procedure:

- i. Within ten (10) days after receiving such notice, the other Party shall respond by giving the name of its nominee to the Arbitration Board.
- ii. The two (2) nominees shall, within seven (7) business days after receipt of the appointment of the second of them, appoint a third person who shall be the Chairperson of the Arbitration Board.
- iii. If the recipient fails to name a nominee or if the two (2) nominees fail to agree on a Chairperson, an appointment may be made by the Office of Arbitration, at the request of either Party.

The Arbitration Board shall be governed by the following provisions:

- a) The Arbitration Board shall hear and determine the grievance and issue a decision which is final and binding on the Parties and upon any Employee affected by it.
- b) The decision of the majority is the decision of the Arbitration Board, but if there is no majority, the decision of the Chairperson governs.

9.03

The Arbitrator or the Board of Arbitration shall not have jurisdiction to entertain any grievance which has not been duly processed through the Grievance Procedure. The Arbitrator shall not have any authority to alter or amend in any way the provisions of this Agreement; to give any decision inconsistent with or contrary to the terms and conditions of this Agreement; or in any way to modify, add to or delete from any provision of this Agreement except to uphold statutory provisions.

9.04

Any grievance which is not processed to Arbitration by the Union within the time specified shall be deemed to have been abandoned.

9.05

Each Party shall pay one-half (1/2) of the remuneration and expenses of the Arbitrator or Chairperson of the Arbitration Board. Each of the Parties shall bear the expense of its own nominee to the Arbitration Board.

ARTICLE 10 – BULLETIN BOARDS

The Union may use allocated space on the Employer's thirteen (13) bulletin boards, located at:

- SHIP Main Office
- Hammond (Group Home)
- Parsons Place (Group Home)
- Mississauga- SSCS
- Brampton - SSCS
- Nance Horwood Place
- Peel Youth Village
- Henderson Building
- Hansen Satellite Office
- Peace Ranch
- Peel Family Shelter
- 236 First Street Orangeville
- Any additional sites added by the employer

For the purpose of posting notices pertaining to meetings and other Union business the Union will post notices on the Employer's Digital Platform.

ARTICLE 11 – OCCUPATIONAL HEALTH AND SAFETY

11.01

A Joint Health and Safety Committee shall be constituted in accordance with the Occupational Health and Safety Act of Ontario. The Committee shall have two (2) certified representatives from the Bargaining Unit and two (2) certified representatives not covered by Collective Bargaining.

The parties agree that one (1) additional member can be brought in by each group when the Committee feels it may be necessary/legislated.

The Employer has the primary responsibility for ensuring that safe conditions prevail within the workplace, to take appropriate and effective measures, both preventative and corrective, to protect the Health and Safety of all Employees, as currently provided for in the Act, as amended from time to time.

11.02

The Committee shall meet on a regular basis, or as requested by either party, to identify potential dangers and to recommend means of improving the Health and Safety programs.

11.03

The time spent at Committee meetings shall be considered as time worked.

ARTICLE 12 – WORKPLACE SAFETY AND INSURANCE

12.01

An Employee who suffers an injury or an occupational disease which is covered under the Workplace Safety and Insurance Act and therefore is unable to work, shall have the option of using accumulated sick leave credits while the claim is pending. It is understood that an employee can only use earned credits up to the maximum accumulation, as provided for in Article 20- Sick Leave.

12.02

If the injury or illness is recognized as compensable by the Workplace Safety and Insurance Board, the amount of the sick leave credits used shall be restored and the Employer shall be reimbursed for the value of those credits from the amount of the Award.

12.03

Where an Employee receives an award under the Workplace Safety and Insurance Act, the Employer agrees to maintain benefits coverage and seniority in accordance with the *Workplace Safety and Insurance Act*.

12.04

Employees who require workplace accommodation will be provided advance notice of a date and time where their accommodation needs will be addressed. The Return to Work Plan shall be developed jointly by the Employer and the Union.

The Employer and the Union both recognize their obligations under the Human Rights Code to attempt to accommodate, short of undue hardship, an Employee within the Bargaining Unit who is incapable due to disability to perform the essential duties or meet the essential requirements of their job. It is also recognized that the Employee has an obligation to provide satisfactory medical evidence to the Employer concerning their disability or restrictions. A request by the Employer that an Employee be examined by the Employer's doctor shall not be made unreasonably.

Accommodation shall include assigning the Employee to an available vacant position in the Bargaining Unit, without posting, provided that the Employee has the qualifications, skills and ability to perform the regular duties of the position. It is understood that such transfer shall not alter

the Bargaining Unit seniority date of any Employee. Further, should such transfer be to a position with a lower wage classification, the Employee will be paid at the applicable rate in the lower wage classification.

ARTICLE 13 – LEAVES OF ABSENCE

13.01

All requests for Leaves of Absence shall be made in writing and shall include the reason for requesting the leave and should be submitted to the Manager and/or People and Culture Department.

13.02 – Bereavement Leave

In the event of death of a family member, an Employee who would otherwise have been at work shall be entitled to bereavement leave without loss of pay as follows:

- a) Five (5) consecutive scheduled working days in each case of death of a spouse (including common-law relationship), child, stepchild, grandchild, sibling, half sibling, parent, parent-in-law, grandparents, sibling-in-law, aunt and uncle, niece and nephew, legal guardian or ward. Where special accommodation is required under the Ontario Human Rights Code, adjustment may be made to the timing of when these days are taken;
- b) If the Employee requires additional time off, they may request such time from their Manager/Director as vacation, lieu time, or leave without pay.

13.03 – Jury Duty and Witness Leave

The Employer agrees that it will continue an Employee's regular rates of pay, excluding travel and meal allowances, to an Employee who is summoned and/or is required to serve as a juror or who is subpoenaed as a Crown Witness.

An Employee who serves under the provisions of this Article shall remit to the Employer any fees received (exclusive of travelling, meal allowances and living expenses) that they receive as a juror or witness. Written proof of the requirement to summon and/or serve as described in this Article will be required to support the request for the Employer to continue their wages.

Where reasonable, such an Employee will attend work each day prior to jury or witness duty or return to work each day immediately upon being discharged from jury or witness duty.

13.04 – Pregnancy, Parental, and Adoption Leave

Unless otherwise amended herein, Pregnancy, Parental and Adoption Leave will be granted, without pay, in accordance with the Employment Standards Act of Ontario.

a) Pregnancy Leave

- i. An Employee who is pregnant shall be entitled, upon application, to Pregnancy Leave and Parental Leave immediately thereafter. Pregnancy Leave shall be granted for seventeen (17) weeks, which may begin no earlier than seventeen (17) weeks before the expected birth date.

- ii. The Employee shall give the Employer two (2) weeks' notice, in writing, of the day upon which they intend to commence their leave of absence. Unless impossible, they will also provide the Employer a certificate from a legally qualified medical practitioner stating their expected delivery date.
- iii. The Employee must have started employment at least thirteen (13) weeks prior to the expected date of birth.
- iv. The Employee shall give at least two (2) weeks' notice of their intention to return to work. Once started, the Employee may, shorten the duration of the leave of absence requested under this Article upon giving the Employer four (4) weeks' notice of their intention to do so. Any request that would extend the leave beyond the allotted seventeen (17) weeks must be in writing four (4) weeks in advance and must be approved by the Employer.
- v. During the period of leave, the Employee may continue benefit coverage and the benefit premiums during this period shall be paid in the same manner as previous to the leave.
- vi. An Employee who intends to resume their employment on the expiration of the leave of absence granted to them under this Article shall so advise the Employer when they request the leave of absence. If a Full-time Employee returns to work by the expiry of the normal Pregnancy or Parental Leave, the Employee will be returned to their former job and former shift, if their shift was designated.
- vii. Credits for service for the purpose of salary increments, vacations, or any other benefit included and prescribed under the Employment Standards Act (ESA) shall continue and seniority shall accumulate during the leave.
- viii. Upon expiry of seventeen (17) weeks Pregnancy Leave, an Employee may immediately commence Parental Leave, as provided under the Parental Leave provisions of this Agreement. The Employee shall give the Employer at least two (2) weeks' notice, in writing that they intend to take Parental Leave.

b) Parental Leave

- i. An Employee who becomes a parent and who has been employed for at least thirteen (13) weeks immediately preceding the date of birth of the child, or the date the child first came into care or custody of the Employee, shall be entitled to Parental Leave.
- ii. A "parent" includes the biological parent of the child, a person with whom a child is placed for adoption, and a person who is in a relationship with the parent of the child and who intends to treat the child as their own.
- iii. Parental Leave must begin within fifty-two (52) weeks of the birth of the child or within fifty-two (52) weeks of the day the child first came into the custody, care and control of the parent. For Employees on Pregnancy Leave, Parental Leave will ordinarily begin immediately after Pregnancy Leave expires. Parental Leave shall be granted for up to sixty-

one (61) weeks in duration for birth parents and up to sixty-three (63) weeks for all other new parents and shall, in all cases, begin within fifty-two (52) weeks of the date the child is born or comes into the custody, care and control of a parent for the first time.

- iv. The Employee shall give the Employer two (2) weeks' notice, in writing, of the commencement of Parental or Adoption Leave of Absence unless, in the case of Adoption Leave, they're prevented from doing so by reason of the child coming under their care earlier than expected. An Employee who wishes to change their return to work date must give the Employer four (4) weeks written notice.
- v. During Pregnancy and Parental Leave, Employment Insurance (EI) Benefits will be supplemented to 95% of the Employee's current rate of salary for a period of ten (10) weeks.

It is the responsibility of Employees to provide acceptable documentation regarding EI benefits received. The supplement will occur only following submission of EI information.

ARTICLE 14 – POSTING OF VACANCIES

14.01

In the event of a vacancy, which the Employer intends to fill in a Permanent Full-time or Permanent Part-time position, or a Full-time or a Part-Time Temporary position, which is expected to last more than six (6) months in the Bargaining Unit or the creation of a new Permanent Bargaining Unit position, the position will be posted using the online recruitment module for not less than five (5) business days from the date of posting.

14.02

The posting shall contain the following:

- i. the job title and description
- ii. the reporting lines
- iii. the rate for the job and the expected hours of work
- iv. the qualifications and experience required to perform the job
- v. a brief description of the nature of the job
- vi. the deadline for applications and the location or person to whom applications shall be made.
- vii. a statement that the position is part of the Bargaining Unit.

14.03

Any Employee who has completed their probationary period, trial period, or at least four (4) continuous months service with the employer, may apply in writing for the posted job.

14.04

Employees in the Bargaining Unit who apply for the posting will be considered first. The job will be awarded on the basis of qualifications, experience, skill, ability, and suitability. No outside

Employee shall be considered for a job vacancy until all internal applicants have been assessed. To be considered as an internal candidate, members must use their SHIP email address.

14.05

Where the qualifications, experience, skill, ability, and suitability of Employees are relatively equal, the job shall be awarded to the most senior qualified Employee who applied for the position.

14.06

Following selection of the successful candidate, all other internal candidates shall be informed in writing prior to the announcement of the successful candidate that they were not selected.

14.07

In the event that no Bargaining Unit Employee applies, or no Employee is qualified, the Employer may fill the position as it sees fit.

14.08

The successful applicant shall be allowed a trial period of up to sixty (60) days, during which the Employer will determine if the employee can satisfactorily perform the job. Within this period the employee may voluntarily return or be returned by the Employer to the position formerly occupied, if it still exists, without loss of seniority. The vacancy resulting from the posting may be filled on a temporary basis until the trial period is completed.

ARTICLE 15 – HOURS OF WORK, OVERTIME, SHIFT PREMIUM AND CALLBACK

15.01

It is expressly understood and agreed that the provisions of this Article are for the purposes of defining the normal hours of work and overtime which shall not be construed as a guarantee of or limitation upon the hours of work per day or per week, nor as a guarantee of working schedules.

15.02 – Hours of Work and Overtime

The normal hours of work for regular Full-time Employees shall consist of thirty-seven and one-half (37 ½) hours per week, excluding unpaid meal periods.

- a) When employees are unable to have an uninterrupted 30 minutes meal breaks, they shall be paid for their meal breaks.
- b) An Employee is required to work in excess of thirty-seven and one-half (37 ½) hours but less than forty-four (44) hours in a week, they shall be compensated with time off for the hours worked in lieu thereof.
- c) For all authorized hours worked in excess of forty-four (44) hours per week, the Employee, at their preference, may be compensated at time and one-half (1½X) either with time off in lieu or their straight-time hourly rate. Employees may accumulate up to 2 days in lieu time based on their scheduled shift (i.e. 7.5hrs or 12.5hrs is equal to 15 hours or 25 hours).

- d) The Employee must use lieu time within ninety (90) days of accrual. Requests will not be unreasonably denied.
- e) Overtime must be authorized in advance, except in the case of emergencies.
- f) It is understood that Employees may exchange shifts or give away shifts to other Employees in their same program, provided that the Employees fill out a shift exchange form and it is approved by their Supervisor. It is understood that shift exchanges that are requested by the Employees shall not result in overtime payments. Shift changes shall not be unreasonably denied.

15.03 – Permanent Part-Time Employees

A Permanent Part-time Employee is one who is regularly scheduled to work not more than twenty-four (24) hours in a week.

15.04 – Shift Premium

A shift premium of \$0.90 shall be paid for all scheduled hours continuously worked 5:00 p.m. to 7:00 a.m.

15.05 – Standby

- a) In this Agreement the terms Standby and On Call shall have the same meaning.
- b) An Employee who is required to remain available for duty on Standby, outside their scheduled working hours, shall receive Standby pay in the amount of \$30.00 for each day of such assignment. An Employee carrying the cell phone on a Statutory Holiday will receive an additional \$35.00 for each holiday, in addition to the regular Standby pay.

While scheduled to be on Standby, an Employee may be required to carry a cell phone and remain within communication range. Employees performing telephone work while on Standby will receive a minimum of fifteen (15) minutes of compensation for any call, at their regular rate, upon presentation of satisfactory proof. Total compensation for Standby telephone work will not exceed three (3) hours for any given day of assigned Standby, unless specifically authorized by a Manager.

- c) Employees required to attend physically at a work site will receive compensation in accordance with Article 15.06.

15.06 – Callback

An Employee who is called back in to work after completing their regular shift shall receive a minimum of three (3) hours lieu time or payment in accordance with Article 15.02.

15.07 – Shift Change

The Employer, when practicable, will provide notice in advance of a shift change as follows:

- a) When a temporary change is required 48 hours' notice.
- b) When any change to shift occurs, 1 weeks' notice is required.

When such notice is less than (a) or (b) above all hours worked on the first day of that shift shall be paid at time and one-half (1½X).

15.08 – Sleep Shift

Where an Employee works a twelve (12) hour shift, during which they are provided the ability and resources to sleep during the night, the following provisions shall govern this shift:

- a) 8:00pm-Midnight is paid at their regular rate of pay;
- b) Midnight to 6:00am will be considered overnight:
 - i. Each Employee shall be paid at the current Minimum Wage rate as set out within the Employment Standards Act (ESA) per hour for each hour of the overnight portion of the shift
 - ii. Should they be woken up and required to perform their regular duties, the employee shall be paid at their regular rate of pay to the closest fifteen (15) minute-increment, upon presentation of satisfactory proof
- c) 6:00am to 8:00am is paid at their regular rate of pay;
- d) All time spent on the sleep shift shall be considered time worked.

ARTICLE 16 – WAGES

16.01

The Employer shall pay wages as set out in Appendix “A”, attached to and forming part of this Collective Agreement.

16.02 – Salary Grid and Progression

- a) Subject to 16.02 (c) below, Employees shall be placed on Step 1 of the wage grid as of their date of hire and shall progress to Step 2 of the grid after successful completion of four (4) months of continuous service.
- b) Progression thereafter shall be automatic based on the anniversary date of the Employee (as defined by their last date of continuous hire).
- c) A new hire's prior comparable service may be recognized for purposes of placement on the wage grid. As such, the Employer shall have the right to hire new Employees up to and including the 5th year level. Progression through the remaining grid steps shall be in accordance with (b) above.

- d) Permanent Part-time: shall be paid an hourly rate within the salary grid for the term of their employment.

ARTICLE 17 – PAID HOLIDAYS

17.01

Subject to the other terms of this Article 17, Employees will receive the following holidays with pay:

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

One (1) Additional Floating Holiday

Employees who have completed ten (10) years of service will receive one (1) additional Floating Holiday.

17.02

A Permanent Full-time Employee shall be paid a full day's pay at their base wage rate in accordance with their scheduled hours.

A Permanent Part-time Employee shall receive Holiday pay in accordance with the *Employment Standards Act (ESA)*.

Probationary Employees shall be entitled to Holidays in accordance with the *Employment Standards Act (ESA)*.

17.03

Entitlement for payment of the Holiday is conditional on the Employee:

- a) working their last scheduled shift before the Holiday, and
- b) working their first scheduled shift after the Holiday unless they provide reasons satisfactory to the Employer for their absence for the qualifying days in question.

17.04

An Employee who is required to work on any of the above-mentioned Holidays shall be paid for all work performed at one and one-half (1 ½) times their regular hourly rate for all normal hours of work on that day and shall receive another day off, with pay, in lieu of the Holiday, to be scheduled at a time mutually agreed between the Employee and the Employer.

17.05

Where a paid Holiday falls within an Employee's annual vacation or scheduled day off, the Employee shall receive an additional day off with pay at a time which is agreed upon between the Employee and their Supervisor/Manager.

17.06

In addition to the above paid Holidays, Permanent Full-time Employees are eligible to take two (2) paid Personal Day per year.

After seven (7) years of service, Employees shall be entitled to an additional Personal Day per year.

A Permanent Part-time Employee shall receive a pro-rated amount based on their normal scheduled hours of work.

ARTICLE 18 – VACATION

18.01

The administration of the annual vacation plan shall be based on the Employer's Fiscal Year of April 1 to March 31. Permanent Full-time and Permanent Part-time Employees shall be eligible for the following vacations.

- a) An Employee having less than one (1) year of continuous service by March 31 shall be entitled to receive 7.5 hours of vacation for each full month of service, up to a maximum of ten (10) days' vacation.
- b) An Employee having one (1) year of continuous service by March 31 but less than three (3) years of continuous service shall be entitled to receive 112.5 hours of vacation.
- c) An Employee having three (3) years of continuous service by March 31 but less than seven (7) years of continuous service shall be entitled to receive 150 hours of vacation.
- d) An Employee having seven (7) or more years of continuous service by March 31 shall be entitled to receive 187.5 hours of vacation.

18.02

Vacation time for Permanent Part-time Employees is pro-rated based on the number of hours the Employees are assigned and normally work in a week. Such Employees may choose to receive their vacation pay in their regular pay cheque or at the end of the vacation year.

18.03

Vacation must be taken at such times as are approved by the Employee's Manager, having regard to the need to maintain efficient operations.

- a) Employees shall request their vacation, in writing, by March 1 each year. The Employer shall respond to such applications by April 1. If two (2) or more Employees submit requests for the same vacation period, the requests will be considered in order of seniority.
- (b) Where vacations are not requested as in (a) above, Employees shall submit

their requests for vacation in writing at least two (2) weeks prior to the date they wish to commence their vacation. Requests made under this section (b) shall not take precedence over those in (a) above. Requests made under this provision will be on a first requested first granted basis

18.04

Unused vacation shall be paid out, in full, at the time of an Employee's termination for any reason.

18.05

After their first full year of employment, an Employee's vacation carry-over into a subsequent calendar year is limited to a maximum of 37.5 hours. Such carry-over must be taken as above, and not later than July 31st of that year.

18.06

Where during their vacation an Employee becomes seriously ill or hospitalized or bereaved, they may elect to use their accrued sick leave credits or bereavement leave entitlement(s) for the period of their serious illness or hospitalization or bereavement in place of their vacation time, provided that the Employee gives satisfactory proof of such illness or hospitalization or bereavement for the period in question.

ARTICLE 19 – EMPLOYEE BENEFITS

19.01

Employees may become eligible for benefits at the completion of their probationary period.

The specific coverage under the plans and the receipt of benefits from the plans shall be in accordance with the terms and conditions of the plans, which said plans shall not constitute a part of this Agreement.

19.02

- a) The Employer pays 100% of the premiums for the following Employee benefits:
 - a. Accidental Death and Dismemberment
 - b. Critical Illness (maximum \$10,000)
 - c. Extended Health Care including:
 - i. \$2500 cap per person per year for drug coverage
 - d. Dental Care

Note: Deductible amounts apply on some services in accordance with the plan

- b) The Employer pays 100% of the premiums for the following Employee benefits:
 - a. Long-term Disability Benefits

- b. Life Insurance Premium
 - c. Optional Additional Life Insurance
 - d. Dependent Life Insurance.
-
- c) Eye Glasses
Effective November 1, 2023 to \$350.00
 - d) Social Work
Effective November 1, 2023 increase to \$622.00
 - e) Chiropractic
Effective date of ratification increase to \$575.00
 - f) Physiotherapy
Effective date of ratification increase to \$550.00
 - g) Massage
Effective November 1, 2023 increase to \$600.00
 - h) Eye Exam increase to \$150.00

19.03

It is agreed that the Employer may change insurance carriers during the term of this Collective Agreement, provided that the coverage is equal to or better than the current coverage and the Employer will notify the Union prior to any change being made. The Employer shall supply all Employees with copies of the benefit booklets that they are covered for.

ARTICLE 20 – HEALTH, WELLNESS AND SICK LEAVE

20.01

The Employer provides protection for its regular, Full-time Employees against loss of Income sustained because of illness or injury for which compensation is not payable under the *Workplace Safety and Insurance Act*.

20.02

- a) Regular Full-time Employees are entitled to a total of ninety (90) hours per year paid health, wellness, and sick leave credits, calculated at an approximate rate of 7.5 hours per month. Employees may not carry over into the next fiscal year any accumulated health, wellness, and sick leave credits. Eligibility for the accumulation of health, wellness, and sick leave credits commences on completion of the probationary period.
- b) Health, wellness, and sick leave credits for regular Part-time Employees are pro-rated, based on the number of hours an Employee is assigned and normally works in a week.

- c) Notwithstanding the limit on health, wellness, and sick leave credit accumulation in Article 20.02 (a) above, all Employees hired by the Employer prior to March 31, 1999 are entitled to hold their reserved credits as previously authorized by individual letter from the Employer.
- d) Health, wellness, and sick time may be pre-planned in advance and can be used for mental health and wellness days.

20.03

The Employer does not pay Employees for accumulated and unused health, wellness, and sick leave credits when their employment ends. Health, wellness and sick leave credits have no cash value.

20.04

Employees may be required to provide satisfactory evidence to support an absence due to illness. Such information will not be unreasonably required. The Employer shall reimburse the Employee when they have been billed directly by the Physician for this service.

ARTICLE 21 – REPORTING ABSENCE

21.01

Employees shall report any absences to the Manager or designate within three (3) hours of the start of the shift on the first day of absence, unless prevented from doing so by reasons beyond their control. The report shall indicate the reason for the absence and an estimate of the expected return to work.

The Employee shall regularly update the Manager as to the status of the absence and the expected return to work. The Manager will advise the Employee as to the required frequency of these updates.

ARTICLE 22 – GENERAL

22.01

Any reference to gender shall be gender neutral.

22.02

Where the singular provision is used in this Agreement, it shall be deemed to include the plural and vice versa, where required by context.

22.03

The Parties agree to comply with the *Ontario Human Rights Code*. The Union may be involved in meetings with the Employer where a formal workplace accommodation plan is required.

22.04

In no event shall there be any pyramiding of any benefits or payments under this Agreement.

22.05

All references to "spouse" in this Agreement shall include common-law and/or same sex partners, as recognized by applicable statutes.

22.06

Employees in the Maintenance Classification shall not be required to provide any tools in order to perform their job functions.

ARTICLE 23 – LABOUR MANAGEMENT COMMITTEE

23.01

A Labour Management Committee (LMC) shall be established consisting of two (2) representatives from the Union and two (2) from the Employer. An Employer representative and a Union representative shall alternate acting as chairperson. Upon mutual agreement, up to one (1) additional representative may attend such meetings.

23.02

The Committee shall meet at mutually agreed times for the purpose of discussing matters of mutual concern.

23.03

All matters for discussion shall be submitted to the Employer at least two (2) days prior to the meeting.

23.04

The pay and benefits for the two (2) Union representatives shall be continued while they attend meetings with the Employer during regular working hours.

23.05

Either Party may bring up to two (2) additional attendees to a meeting at their own expense.

23.06

The Committee shall not have the power to alter, amend or modify the specific terms of the Collective Agreement.

23.07

The Committee shall not discuss matters that are filed in the Grievance and Arbitration procedures, except by mutual agreement.

ARTICLE 24 – PERSONNEL FILE AND DISCIPLINARY RECORDS

24.01

An Employee shall have the opportunity to review their Personnel File at the Employer's Main Office upon request to the Director of People & Culture.

24.02

- a) Any letter of reprimand, suspension or other disciplinary sanction shall not be relied on by the Employer for future discipline fifteen (15) months following receipt of such letter, suspension or other disciplinary sanction or twenty-four (24) months for suspensions of three (3) days or more.

The parties further agree that upon request, Employees have the right to view their personnel file and request that any disciplinary infractions contained within, which have surpassed the time limits outlined in this article be physically removed from the file.

- b) An Employee shall be informed and entitled, to be accompanied by a Union Steward to be present in disciplinary meetings, or in meetings that are likely to give rise to discipline. The Union will be copied on any discipline issued to an Employee.

ARTICLE 25 – RELIEF STAFF

25.01

Relief Staff are hired to work on a casual work basis to fill in on a daily or short-term basis to cover for Employee absence or when Employees are otherwise away from their normal duties, and to assist with peak load situations. They may also perform work while a vacancy is being filled.

25.02

Relief employees shall be entitled to such benefits as are provided under the *Ontario Employment Standards Act*. Moreover, the following terms of the Collective Agreement shall have application as follows:

- a) Article 7- Seniority (Layoff and Recall): This Article shall not apply;
- b) The cessation of work pursuant to Article 25.04 shall not be the subject of a grievance or arbitration;
- c) Article 13 - Leaves of Absence: This Article shall not apply, except in accordance with the *Employment Standards Act* and the *Human Rights Code*;
- d) Article 14- Posting Vacancies: This Article shall not apply;
- e) Article 15.02 - Hours of Work: Hours of work shall be as scheduled by the Employer;
- f) Article 17- Paid Holidays: In accordance with the *Employment Standards Act*.;
- g) Article 18-Vacation: Vacation and Vacation Pay shall be in accordance with the *Employment Standards Act* and will be paid as per Article 25.05;
- h) Article 19 - Employee Benefits: The benefits provided under this Article are not applicable to Relief Employees;

- i) Article 20 - Sick Leave: This article shall not apply;
- j) Article 28 - Severance Pay: This Article does not apply.

25.03

Relief Staff may be assigned to any shift and to Standby.

25.04

A Relief Staff Employee may decline an assignment, without penalty from the Employer. Notwithstanding this, an Employee who is not on a leave of absence and who does not work at least (4) shifts within a three (3) month period shall be deemed to have terminated their employment.

25.05

Wages shall be paid at the hourly rate as defined in Appendix A. Four (4%) per cent vacation pay will be included with each pay cheque. Article 8 - Grievance Procedure and Article 9 - Arbitration shall apply in resolving issues concerning wages.

25.06

Relief Staff shall have Union Dues deducted due to Article 5.01.

ARTICLE 26 – PERMANENT PART-TIME EMPLOYEES

26.01

A Permanent Part-time Employee is an Employee whose regularly scheduled hours are less than twenty-four (24) hours per week.

26.02

Permanent Part-time Employees shall be accorded all the rights of the Collective Agreement in accordance with its terms, on a pro-rated basis, unless otherwise specified herein.

26.03

Paid Holidays shall be in accordance with the *Employment Standards Act* of Ontario.

26.04

Permanent Part-time Employees shall be eligible for Employee benefits in accordance with the eligibility requirements and terms of the Employer's Benefit Plans.

26.05

Seniority accrued in Permanent Part-time service shall be interchangeable with that accrued during Full-time service.

ARTICLE 27 – TEMPORARY EMPLOYEES

27.01

A Temporary Employee is an Employee who is hired for a specific period, generally less than eighteen (18) months, to meet short-term or emergency staffing needs, such as replacing a Regular Employee who is on an authorized leave of absence, to cover peaks in workloads, or when short-term funding is available for specific purposes. No temporary position shall extend beyond eighteen (18) months without the written agreement of the Union.

27.02

The term of employment will be defined at the time of hire.

27.03

A Temporary Employee who is offered and accepts a Permanent position during their temporary employment shall be credited with seniority from their initial date of hire, provided there is no break in service (excluding any relief hours worked).

27.04

Union Dues shall be deducted from the pay of Temporary Employees.

27.05

The terms and conditions of this Agreement shall apply to Temporary Employees subject to the following exceptions and modifications contained in this Section:

- a) Article 7 - Seniority (Layoff and Recall): This Article shall not apply;
- b) Article 13 - Leaves of Absence: This Article shall not apply, except in accordance with the *Employment Standards Act*;
- c) Article 14- Posting Vacancies: To be considered as an internal candidate members must use their SHIP email address.
- d) Article 15.02 - Hours of Work: Hours of work shall be as scheduled by the Employer;
- e) Article 16 - Wages: This Article does not apply
- f) Article 17 - Paid Holidays: In accordance with the *Employment Standards Act*;
- g) Article 18 - Vacation: Vacation and Vacation Pay shall be in accordance with the *Employment Standards Act*;
- h) Article 19 - Employee Benefits: The benefits provided under this Article are not applicable to Temporary Employees;

- i) Article 20 – Health, Wellness, and Sick Leave: Health, Wellness and Sick leave credits for Temporary Employees shall commence on completion of the first three (3) months of service. Where the Employee is scheduled to work less than thirty-five (35) hours per week, the accumulation and use of credits shall be pro-rated;
- j) Article 27 - Severance Pay: This Article does not apply;
- k) Appendix A - Wages: For the term of their employment, Employees shall be paid a fixed rate within the Salary Grid. They shall not be eligible for salary progression;
- l) Employment and Termination: Employees in this category are normally employed for specified terms, which may be extended. Employment may be terminated at any time by reason of discharge for cause, or unsatisfactory work performance, or lack of work, or early return of an Employee being replaced by the Temporary Employee;
- m) Notice of Termination: Except in the case of completion of the work term, notice of termination shall be in accordance with the *Employment Standards Act*.

ARTICLE 28 – SEVERANCE PAY

In place of the severance provisions of the *Employment Standards Act of Ontario*, an Employee who has completed their probationary period and has been terminated due to a partial or full cessation of operations shall be entitled to severance pay in an amount equal to the Employee's regular wages in a non-overtime work week multiplied by the number of the Employee's years of service, and portions thereof, to a maximum of twenty-six (26) weeks.

An Employee who receives severance pay shall have their name removed from the recall list and the Employer shall have no further obligation with respect to such an Employee.

ARTICLE 29 – DURATION

This Agreement shall continue in full force and effect from November 1, 2024 until October 31, 2027 and thereafter from year to year unless terminated or amended by either Party as hereinafter provided.

Either Party may notify the other in writing of its desire to negotiate amendments not more than ninety (90) calendar days and not less than thirty (30) calendar days prior to the date of termination or any subsequent anniversary date.

On receipt of such notice by either Party, the two Parties shall meet within fifteen (15) days and bargain to reach a renewal Agreement.

During the negotiations, the terms of this Agreement shall remain in full force and effect.

Signed at Mississauga, Ontario on August 6, 2025.

On behalf of the Union:

Carolyn King
Carolyn King (2025-08-15 15:23:08 EDT)
Carolyn King

Jessica Franciosi
Jessica Franciosi (2025-08-21 09:32:49 EDT)
Jessica Franciosi

Adam Hackett
Adam Hackett (2025-08-21 09:49:00 EDT)
Adam Hackett

Eriks Bredovskis
Eriks Bredovskis

On behalf of the Employer:

David Marcy
David Marcy

Lisa Neuman
Lisa Neuman

Thomas DiCarlo
Thomas DiCarlo

LETTER OF UNDERSTANDING

Naloxone

The employer shall within eight (8) weeks of ratification update all postings and job descriptions to include Naloxone training under job descriptions and job postings.

Signed at Mississauga, Ontario on August 6, 2025.

On behalf of the Union:

On behalf of the Employer:

Carolyn King
Carolyn King (2025-08-15 15:23:08 EDT)
Carolyn King

David Marcy
David Marcy

Jessica Franciosi
Jessica Franciosi (2025-08-21 09:32:49 EDT)
Jessica Franciosi

Lisa Neuman
Lisa Neuman

Adam Hackett
Adam Hackett (2025-08-21 08:45:09 EDT)
Adam Hackett

Thomas DiCarlo
Thomas DiCarlo

Eriks Bredovskis
Eriks Bredovskis

LETTER OF UNDERSTANDING

Cell Phones

All Community Service Staff will be provided with one (1) GB of data per month on their SHIP issued cell phones to be used as per SHIP'S policy.


Signed at Mississauga, Ontario on August 6, 2025.

On behalf of the Union:


Carolyn King (2025-08-12 15:28 EDT)
Carolyn King

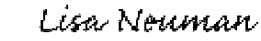

Jessica Franciosi (2025-08-21 09:32:49 EDT)
Jessica Franciosi


Adam Hackett (2025-08-21 09:49:00 EDT)
Adam Hackett


Eriks Bredovskis

On behalf of the Employer:


David Marcy


Lisa Neuman


Thomas DiCarlo

LETTER OF UNDERSTANDING

Agency Staff

Persons who are not covered under the scope of this Collective Agreement will not normally perform Bargaining Unit work, except in cases of emergency, for purposes of training, or for other planned events for which there is mutual agreement between the Agency and the Union.

In the event that Agency/external contract staff are used for emergency purposes the following process will follow:

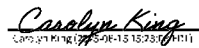
- A staff member has called in absent for a shift in accordance with SHIP's policy.
- The Manager or designate will call all relief staff on the relief call list.
- No relief staff are available to cover the shift.

Once all of the above conditions have been satisfied management will then proceed with contracting the shift. Management will make documentation available to CUPE within (1) months of the event.

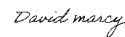
Signed at Mississauga, Ontario on August 6, 2025.

On behalf of the Union:

On behalf of the Employer:


Carolyn King 2025-08-13 13:28:41 EDT

Carolyn King



David Marcy


Jessica Franciosi 2025-08-21 09:32:29 EDT

Jessica Franciosi



Lisa Neuman


Adam Hackett 2025-08-21 09:40:09 EDT

Adam Hackett



Thomas DiCarlo



Eriks Bredovskis

LETTER OF UNDERSTANDING

High Support Counsellors

Whereas the Employer has instituted extended shifts for High Support Counselors.

And Whereas the Parties are desirous of continuing that arrangement

The parties agree that notwithstanding the terms and conditions of the Collective Agreement, the following shall apply to High Support Counselors working extended shifts:

- i. Shifts shall be 12.5 hours in length, inclusive of a 30-minute paid meal break to be taken onsite, and 2 paid 15-minute breaks;
- ii. Employees shall receive their shift schedule no less than 6 weeks in advance of the beginning of that cycle;
- iii. Employees shall receive shift premium, where applicable, in accordance with Article 15.04;
- iv. Employees shall receive overtime pay in accordance with Article 15.02, and
- v. Statutory Holidays shall be paid as per a 12.5-hour day.
 - a) Where a Statutory Holiday falls on an Employee's regularly scheduled shift, they shall be paid in accordance with Article 17.02;
 - b) Where a Statutory Holiday falls on a scheduled day off, the Employee shall be credited with twelve and a half (12.5) hours in their lieu bank to be taken at a mutually agreeable time within sixty (60) days of the date of accrual, or at another such time that is mutually agreeable between the Employee and their Supervisor, Manager and
 - c) Where an Employee works on a Statutory Holiday, they shall be paid accordance with Article 17.04 for all hours worked that day.

Signed at Mississauga, Ontario on August 6, 2025.

On behalf of the Union:

On behalf of the Employer:


Carolyn King (0095-08-15 15:23:08/01)
Carolyn King


David Marcy

Jessica Franciosi
Jessica Franciosi (2025-08-21 09:32:49 EDT)
Jessica Franciosi

Lisa Neuman
Lisa Neuman

Adam Hackett
Adam Hackett (2025-08-21 09:49:00 EDT)
Adam Hackett

Thomas DiCarlo
Thomas DiCarlo

Eriks Bredovskis
Eriks Bredovskis

LETTER OF UNDERSTANDING

Part-Time Hours

Part-time employees will be included on the “email list” distribution of shift availability and may work such shifts subject to the following terms:

1. That such work does exceed 37.5 hours weekly when taken together with their normally scheduled hours.
2. That they are immediately qualified to perform the work

Such work will not result in a conversion to Full-time status if performed to provide back fill for absent employees.

Signed at Mississauga, Ontario on August 6, 2025.

On behalf of the Union:


Carolyn King (2025-08-15 15:23:08 EDT)

Carolyn King


Jessica Franciosi (2025-08-21 09:32:49 EDT)

Jessica Franciosi

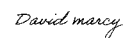

Adam Hackett (2025-08-21 09:49:00 EDT)

Adam Hackett

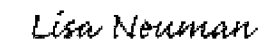


Eriks Bredovskis

On behalf of the Employer:



David Marcy



Lisa Neuman



Thomas DiCarlo

APPENDIX "A"
Salaries and Wages

Year 1: All employees on date of ratification will receive retroactive payment on all hours paid equal to 2.7% of earnings. Normal deductions will apply to retroactivity. (Grid rates will be adjusted by 2.7% for Year 1, excluding special adjustments to Registered Nurses and Live Out Maintenance classifications).

Year 2: Across the board increase to all rates of 3%

Year 3: Across the board increase to all rates of 3%

NOTE:

1. A market value adjustment to Nurse classification as set out in the attached grid effective November 1, 2024, or DOH whichever occurred later.
2. A market value adjustment to Live out Maintenance classification as set out in the attached grid effective November 1, 2024, or DOH whichever occurred later.

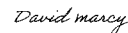
Signed at Mississauga, Ontario on August 6, 2025.

On behalf of the Union:

On behalf of the Employer:



Carolyn King



David Marcy



Jessica Franciosi



Lisa Neuman



Adam Hackett



Thomas DiCarlo



Eriks Bredovskis

JOB CLASSIFICATION WAGE GRID
November 1st, 2024

Band	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
A	Assisted Living: Community PSW-Casual	\$ 20.16						
B	CMHC - Relief	\$24.93						
C	Assisted Living: Community PSW	\$36,353.90	\$36,899.20	\$37,637.19	\$38,389.93	\$39,157.73	\$39,940.89	\$40,392.21
E	Housing: Live In Maintenance Worker	\$45,789.89	\$47,970.36	\$50,150.82	\$53,421.52	\$55,601.99	\$57,782.46	\$59,962.93
F	Housing: Live Out Maintenance Worker	\$47,261.22	\$49,511.75	\$51,762.29	\$55,138.08	\$57,388.62	\$59,639.15	\$61,889.69
G	Registered Practical Nurse	\$53,531.65	\$54,602.27	\$55,694.33	\$56,808.20	\$57,944.36	\$59,112.75	\$60,285.31
H	ACTT, Team Brampton, Team Dufferin, Team Mississauga, Employment Specialist, Addiction Specialist, Mental Health Clinician, Community Mental Health Peer Support Worker, PYV: Addiction Specialist, and Employment Specialist, Peer Support Specialist	\$56,574.50	\$57,777.74	\$61,388.64	\$63,786.62	\$66,203.92	\$67,407.18	\$69,795.77
I	Community Mental Health Counselor (CMHC): Justice, Seniors, Intake & Assessment, Early Intervention, Dual Diagnosis, Crisis Support Worker, Sustainable Housing and Community Liaison Dufferin County, Recreational Therapist Community Counselor, High Support Counselor, Peace Ranch, Recovery Residence, Tenant Relations, Landlord Engagement Specialist, Wellness Coordinator PYV: Early Intervention Mental Health Specialist, Intake and Housing Liaison, Youth Specialist, Recreational Therapist, Overnight Counselor, Health & Fitness Worker, Justice Specialist PFS: Overnight Counselor, Community Shelter Workers, Intake & Diversion Worker	\$58,186.15	\$61,060.62	\$63,911.00	\$65,074.99	\$66,214.89	\$67,354.81	\$68,520.00
J	ACTT: Occupational Therapist	\$60,185.39	\$63,718.76	\$65,000.68	\$67,407.18	\$69,814.81	\$71,019.22	\$72,222.47
K	ACTT: Social Worker	\$66,203.92	\$67,407.18	\$71,019.22	\$73,425.71	\$75,833.36	\$77,037.76	\$78,241.00
L	Program Nurse (RN)	\$73,279.38	\$75,111.36	\$76,989.15	\$78,913.88	\$80,886.72	\$82,908.89	\$84,981.61
	Legend: ACTT: Assertive Community Treatment Team; PYV: Peel Youth Village							

Signed at Mississauga, Ontario on August 6, 2025.

On behalf of the Union:

Carolyn King
Carolyn King (2025-08-13 15:08:11)
 Carolyn King

Jessica Franciosi
Jessica Franciosi (2025-08-21 09:32:49 EDT)
 Jessica Franciosi

Adam Hackett
Adam Hackett (2025-08-21 09:49:00 EDT)
 Adam Hackett

Eriks Bredovskis
 Eriks Bredovskis

On behalf of the Employer:

David Marcy
 David Marcy

Lisa Neuman
 Lisa Neuman


Thomas DiCarlo
 Thomas DiCarlo

JOB CLASSIFICATION WAGE GRID
November 1st, 2025

Band	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
A	Assisted Living: Community PSW-Casual	\$20.76						
B	CMHC - Relief	\$25.67						
C	Assisted Living: Community PSW	\$37,444.52	\$38,006.17	\$38,766.30	\$39,541.63	\$40,332.47	\$41,139.12	\$41,603.97
E	Housing: Live In Maintenance Worker	\$47,163.59	\$49,409.47	\$51,655.35	\$55,024.17	\$57,270.04	\$59,515.93	\$61,761.81
F	Housing: Live Out Maintenance Worker	\$48,679.06	\$50,997.10	\$53,315.16	\$56,792.22	\$59,110.28	\$61,428.32	\$63,746.38
G	Registered Practical Nurse	\$55,137.60	\$56,240.34	\$57,365.16	\$58,512.44	\$59,682.69	\$60,886.14	\$62,093.87
H	ACTT, Team Brampton, Team Dufferin, Team Mississauga, Employment Specialist, Addiction Specialist, Mental Health Clinician, Community Mental Health Peer Support Worker PYV: Addiction Specialist, and Employment Specialist, Peer Support Specialist	\$58,271.73	\$59,511.07	\$63,230.30	\$65,700.22	\$68,190.04	\$69,429.39	\$71,889.65
I	Community Mental Health Counselor (CMHC): Justice, Seniors, Intake & Assessment, Early Intervention, Dual Diagnosis, Crisis Support Worker, Sustainable Housing and Community Liaison Dufferin County, Recreational Therapist Community Counselor, High Support Counselor, Peace Ranch, Recovery Residence, Tenant Relations, Landlord Engagement Specialist, Wellness Coordinator PYV: Early Intervention Mental Health Specialist, Intake and Housing Liaison, Youth Specialist, Recreational Therapist, Overnight Counselor, Health & Fitness Worker, Justice Specialist PFS: Overnight Counselor, Community Shelter Workers, Intake & Diversion Worker	\$59,931.74	\$62,892.44	\$65,828.33	\$67,027.24	\$68,201.34	\$69,375.45	\$70,575.60
J	ACTT: Occupational Therapist	\$61,990.96	\$65,630.32	\$66,950.70	\$69,429.39	\$71,909.26	\$73,149.79	\$74,389.14
K	ACTT: Social Worker	\$68,190.04	\$69,429.39	\$73,149.79	\$75,628.49	\$78,108.36	\$79,348.89	\$80,588.23
L	Program Nurse (RN)	\$75,477.76	\$77,364.70	\$79,298.82	\$81,281.30	\$83,313.32	\$85,396.16	\$87,531.06
	Legend: ACTT: Assertive Community Treatment Team; PYV: Peel Youth Village							

Signed at Mississauga, Ontario on August 6, 2025.

On behalf of the Union:


Carolyn King (2025-08-15 15:26:08 EDT)
 Carolyn King

On behalf of the Employer:


 David Marcy

Jessica Franciosi
Jessica Franciosi (2025-08-21 09:32:49 EDT)
Jessica Franciosi

Lisa Neuman
Lisa Neuman

Adam Hackett
Adam Hackett (2025-08-21 09:49:00 EDT)
Adam Hackett

Thomas DiCarlo
Thomas DiCarlo

Eriks Bredovskis
Eriks Bredovskis

JOB CLASSIFICATION WAGE GRID


November 1st, 2026

Band	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
A	Assisted Living: Community PSW-Casual	\$21.39						
B	CMHC - Relief	\$26.44						
C	Assisted Living: Community PSW	\$38,567.85	\$39,146.36	\$39,929.29	\$40,727.87	\$41,542.44	\$42,373.29	\$42,852.09
E	Housing: Live In Maintenance Worker	\$48,578.50	\$50,891.75	\$53,205.01	\$56,674.89	\$58,988.15	\$61,301.41	\$63,614.67
F	Housing: Live Out Maintenance Worker	\$50,139.43	\$52,527.02	\$54,914.61	\$58,495.99	\$60,883.59	\$63,271.17	\$65,658.77
G	Registered Practical Nurse	\$56,791.72	\$57,927.55	\$59,086.12	\$60,267.82	\$61,473.17	\$62,712.72	\$63,956.69
H	ACTT, Team Brampton, Team Dufferin, Team Mississauga, Employment Specialist, Addiction Specialist, Mental Health Clinician, Community Mental Health Peer Support Worker PYV: Addiction Specialist, and Employment Specialist, Peer Support Specialist	\$60,019.88	\$61,296.40	\$65,127.21	\$67,671.23	\$70,235.74	\$71,512.27	\$74,046.33
I	Community Mental Health Counselor (CMHC): Justice, Seniors, Intake & Assessment, Early Intervention, Dual Diagnosis, Crisis Support Worker, Sustainable Housing and Community Liaison Dufferin County, Recreational Therapist Community Counselor, High Support Counselor, Peace Ranch, Recovery Residence, Tenant Relations, Landlord Engagement Specialist, Wellness Coordinator PYV: Early Intervention Mental Health Specialist, Intake and Housing Liaison, Youth Specialist, Recreational Therapist, Overnight Counselor, Health & Fitness Worker, Justice Specialist PFS: Overnight Counselor, Community Shelter Worker, Intake & Diversion Worker	\$61,729.69	\$64,779.22	\$67,803.18	\$69,038.06	\$70,247.38	\$71,456.72	\$72,692.87
J	ACTT: Occupational Therapist	\$63,850.68	\$67,599.23	\$68,959.22	\$71,512.27	\$74,066.54	\$75,344.29	\$76,620.82
K	ACTT: Social Worker	\$70,235.74	\$71,512.27	\$75,344.29	\$77,897.34	\$80,451.61	\$81,729.35	\$83,005.88
L	Program Nurse (RN)	\$77,742.09	\$79,685.64	\$81,677.79	\$83,719.74	\$85,812.72	\$87,958.04	\$90,156.99
	Legend: ACTT: Assertive Community Treatment Team; PYV: Peel Youth Village							

Signed at Mississauga, Ontario on August 6, 2025.


On behalf of the Union:

On behalf of the Employer:



Carolyn King (2025-08-15 15:29:08 EDT)
Carolyn King


David Marcy


Jessica Franciosi (2025-08-21 09:32:49 EDT)
Jessica Franciosi


Lisa Neuman


Adam Hackett (2025-08-21 09:49:00 EDT)
Adam Hackett


Thomas DiCarlo


Eriks Bredovskis