

# COLLECTIVE AGREEMENT

between

**Canadian Union of Public Employees  
Local 2634**

and



January 1, 2025 – December 31, 2028

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## ARTICLE 1 – PURPOSE

- 1.01** The purpose of this Agreement is to maintain a harmonious relationship between the parties hereto and to provide an amicable method of settling any differences or grievances, which may arise with respect to matters covered by this Agreement.

## ARTICLE 2 – MANAGEMENT RIGHTS

### 2.01 Employer’s Right to Manage

The Union agrees that the Employer has the exclusive right to manage its business and to exercise such rights without any restriction whatsoever, save as specifically set out in this Agreement.

### 2.02 Board Member / Employee Contact

Board Members shall not contact employees directly on any matters concerning the operations of the Shelter or those arising out of or incidental to the Collective Agreement. All such concerns shall be addressed through the Shelter Manager or her designate.

Employees shall not contact Board members directly on any matters concerning the operations of the Shelter or those arising out of or incidental to the Collective Agreement. All such concerns shall be addressed through the Union.

### 2.03 Management / Employee Communications

**Management** will be permitted to post or transmit to employees, information bulletins as required to inform employees about **issues or information the Employer deems relevant to the organization including operational policies as applicable.**

### 2.04 Union / Management Communications

Employees will be permitted to communicate to the Board by way of **Management from** the Union Executive or steward, information relevant to the Employer’s goals of animal welfare, service to the public, a safe working environment, and the success of the Employer, with the understanding that this information is only intended to inform the Board and is not intended to be part of a grievance process or a Health and Safety process, a call to action, or a formal notification of any kind.

**The Union shall communicate any of the above-noted information to Management who will in turn take it to the Board.**

## ARTICLE 3 – UNION RECOGNITION AND RIGHTS

### 3.01 Bargaining Agent

The Employer recognizes Canadian Union of Public Employees, Local 2634 as the sole and exclusive bargaining agent for all employees of the Saint John Shelter Ltd, Saint John, New Brunswick, save and except managers, those above the rank of manager and those excluded by the *Industrial Relations Act*. **The Canadian Union of Public Employees, Local 2634, agrees to inform the employer by email as soon as a new National Servicing Representative is assigned as the representative for Local 2634.**

### 3.02 No Other Agreements

No employee covered by this Agreement shall be required or permitted to make a written or verbal agreement with the Employer which conflicts with the terms of this Agreement.

## ARTICLE 4 – NO DISCRIMINATION, ETC.

### 4.01 No Discrimination

The Employer and the Union agree that there shall be no discrimination by the Union or the Employer by reason of age, race, creed, color, national origin, religion, political affiliation, sex, sexual orientation or marital status, family relationship, nor by reason of membership or activity in the Union provided that there will be no union activity during working hours except as provided by this Agreement.

### 4.02 Volunteers and the Work of the Bargaining Unit

The Union understands and accepts that the Employer is a humane organization which **includes** unpaid volunteers and agrees not to take any action to discriminate or interfere with those members' rights provided that the work presently performed by members of the bargaining unit shall not be performed by volunteers if it results in the displacement of bargaining unit employees.

### 4.03 Animal Welfare

The Union agrees that the aim of the Employer is to provide care and shelter, prevent, unnecessary pain and suffering and neglect of animals and that this humanitarian purpose takes precedence over all other considerations.

## ARTICLE 5 – UNION MEMBERSHIP REQUIREMENT

### 5.01 Membership

As a condition of employment, all new employees covered by this Agreement shall become and remain members in good standing of the Union within thirty (30) days of employment.

## **5.02 Employee Contact Information**

The Employer will provide to the Union a list of all the employees in the bargaining unit. The list will include each person's name, job title/classification, home mailing address, home telephone number (and other available personal telephone numbers, such as cellular numbers), work email, and, if available, personal email.

The list will also indicate the **employee's** work **location** and employment status (such as full-time or part-time), and if the employee is on a leave of absence, the nature of the leave.

The employee contact list will be provided in an electronic spreadsheet to the Union contact designated by the Local Executive on a quarterly basis.

## **ARTICLE 6 – CHECK-OFF OF UNION DUES**

### **6.01 Unions Dues**

The Employer shall deduct from the wages of every employee covered by this Agreement any dues, initiation fees or assessments levied by the Union on its members, provided that the Union notifies the Employer, in writing, of the amount of such dues, initiation fees or assessments.

### **6.02 (a) Deductions and Remittance**

Deductions shall be made from the first payroll of each month and shall be forwarded to the Union no later than the 20th day of that month, accompanied by a list of names, addresses and classifications of employees from whose wages the deductions have been made. A copy of this list shall be forwarded by the Employer to the National Headquarters of the Canadian Union of Public Employees. The Employer shall pay the Union interest at the rate of 2% per month or fraction of a month, for any delay in remitting the sums listed in this Article.

### **(b) Employer Provided Information**

Along with the deductions, the Employer will provide:

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

### **6.03 Dues Receipts**

At the same time that Income Tax (T-4) slips are made available, the Employer shall type on the amount of the union dues paid by each union member in the previous year.

#### **6.04 Employer Indemnity**

The Union shall indemnify the Employer and save it harmless from any and all claims which may be made against the Employer by an employee or employees for amounts deducted from wages as herein provided.

### **ARTICLE 7 – NEW EMPLOYEES**

#### **7.01 Conditions of Employment**

The Employer agrees to acquaint new employees with the fact that a collective agreement is in effect, and with the conditions of employment set out in Article 5 and 6 of this Agreement.

#### **7.02 Rabies Vaccine**

All new employees at the time of hiring shall be given all information pertaining to the rabies vaccine; if the employee is required to receive a vaccination then those costs shall be covered by the Employer.

#### **7.03 Union Orientation Session**

On commencing employment in a position within the bargaining unit, the employee's immediate supervisor or other representative of the Employer will introduce the new employee to their Union Steward or Representative, as designated by the Union.

The Representative designated by the Union will be given an opportunity to meet privately with each new employee during the first month of employment to acquaint them with the structure, benefits, and duties of union membership. This meeting shall be at a designated lunch break for both employees.

#### **7.04 Notification of New Hires**

The Union shall be notified of the full name, position and employment status (e.g. full-time or part-time), start date and work location of all employees hired into the bargaining unit prior to their first day of employment.

### **ARTICLE 8 – UNION ACTIVITIES**

#### **8.01 (a) Right to Appoint a Steward**

The Employer recognizes the right of the Union to appoint a steward from the permanent employees in the bargaining unit for the purpose of assisting employees in presenting grievances as set forth in Article 11.

**(b) Disciplinary Meetings and Representation**

The Employer agrees that no sanction will be enacted and that no disciplinary meeting will take place with an employee without Union representation, either the president or steward of the Local. The Union agrees to provide union representation to allow a disciplinary meeting within two business days of receiving the request from the Employer for such a meeting. If the Union president or steward of the Local is not available, the Union agrees to provide an alternate representative.

**8.02 Notification of Steward**

The Union shall keep the Employer informed in writing of the name of the steward, each and every year by the 5th day of January. The Employer will not be required to recognize any employee as a steward until such written notice has been received by the Employer.

**8.03 Recognition of Stewards**

The steward shall be allowed to leave his work for a reasonable period of time (to a maximum of 16 hours per year) without loss of pay in order to fulfill his obligations under this Agreement. Before leaving his work or standby duty for such purposes, he shall obtain permission from the Manager (or his designate) which permission shall not be unreasonably withheld. Such prior permission shall also be required for employees before leaving their work to consult their steward or to participate in discussions of a complaint or a grievance.

**8.04 Union Duties During Work Hours**

The Union agrees that union duties and activities will not be carried out during hours of work except as otherwise permitted by this Agreement.

**8.05 No Distribution of Union Literature**

There shall be no distribution of union literature on employer premises except as provided in Article 22.

**8.06 Union Announcements During Staff Meetings**

During any staff meeting, the Union will be provided an opportunity to make union announcements.

**ARTICLE 9 – REPRESENTATIVE OF CUPE**

- 9.01** (a) The Union shall have the right at any time to have the assistance of National Servicing Representatives of the Canadian Union of Public Employees or any other advisors when dealing or negotiating with the Employer. Such representative(s) shall have access to the Employer's premises in order to investigate and assist in the settlement of a grievance with the prior consent of the Employer which consent will not be unreasonably withheld.

- (c) The Representative designated by the Union will be given access to work sites to meet with employees covered by this Collective Agreement during their meal and other scheduled breaks, whether paid or unpaid.

## **ARTICLE 10 – NOTIFICATION**

### **10.01 Decisions Affecting Members**

The Employer will notify the Union of Employer decisions which directly affect members of the Union.

### **10.02 Information related to Legislative Disclosure**

The Employer will provide information to the Union that will assist it to fulfill any legislative disclosure requirements. The information will be provided in writing within 10 working days of the Union requesting any such information.

### **10.03 Leave with Pay for Compliance with Union Legal Disclosure Requirement**

The Employer will grant leave with pay for a member designated by the Union to complete the reports needed to comply with any federal or provincial legislation that requires disclosure of union finances or other affairs.

### **10.04 Disclosure and Leave with Pay for Dues Collections and Authorizations**

In the event that legislations is enacted that alters the current dues deduction or remittance language as set out in this Collective Agreement or existing legislation, the Employer will provide:

- (a) an electronic spreadsheet indicating the pay period covered by the deduction and the following information for all employees in the bargaining unit: name, employment status (such as full-time or part-time), classification/job title, branch, worksite, regular earnings, work schedule and total hours worked. The spreadsheet will be sent to the Union's Local Secretary-Treasurer and National Servicing Representative by the 20<sup>th</sup> of each month.
- (b) paid union leave and access to the workplace during working hours for the Union to meet with each employee in the bargaining unit in order to collect dues and authorizations.

## **ARTICLE 11 – GRIEVANCE PROCEDURE**

### **11.01 Definitions**

An employee grievance shall be defined as any difference between the Employer and any employee or group of employees arising from the interpretation, application or alleged violation of a specific article of this Agreement. A Policy Grievance shall be defined as any difference between the Employer and the Union arising from the interpretation, application or alleged violation of this Agreement.

## **11.02 Grievance Procedure**

When a grievance does arise, the parties shall make an earnest effort to resolve such differences promptly. The following procedure, for the processing of employee grievances shall apply:

### **STEP 1**

Within twelve (12) calendar days after the occurrence of the incident giving rise to the alleged grievance, the employee, accompanied by his/her steward shall discuss the grievance with the Shelter Manager. Failing a satisfactory settlement within two (2) calendar days from the day of such discussion, the employee shall proceed to Step 2.

### **STEP 2**

Within seven (7) calendar days from the expiration of the time limit in Step 1, the employee shall submit the grievance in writing to the President of the Board of Directors and such written grievance shall be signed by the employee and the shop steward. The President of the Board of Directors or his/her delegate shall reply in writing within seven (7) calendar days of receipt of the grievance. Failing a satisfactory settlement, the employee shall proceed to Step 3.

### **STEP 3**

Within seven (7) calendar days from the expiration of the time limit referred to in Step 2, the employee shall submit the grievance in writing to the Board of Directors and such written grievance shall be signed by the employee and the shop steward. The Board of Directors or their delegate shall reply in writing to the grievance within fourteen (14) calendar days from the receipt of the grievance. Failing a satisfactory settlement, the matter may be referred to Arbitration as provided for in Article 12.

## **11.03 Policy Grievance**

A policy grievance may be brought by the Union or the Employer in the following manner:

- (a) The Union may initiate such policy grievance at Step 2 of the Grievance Procedure within fourteen (14) calendar days.
- (b) The Employer may initiate such policy grievance by notifying the Union in writing of such policy grievance within fourteen (14) calendar days and the Union shall reply in writing within fourteen (14) calendar days of the receipt of such notice.

A Policy Grievance may be referred to Arbitration pursuant to Article 12.

## **11.04 Time Limits and Statutory Holidays**

In determining the time limits set forth in this Article and Article 12 of this Agreement, Statutory Holidays shall be excluded.

## **11.05 Time Line Extensions / Shortened**

Any and all limits set forth in this Article and Article 12 of this Agreement may be extended or shortened by mutual agreement in writing between the parties.

**11.06 Discharge / Lay-offs Grievances**

Grievances dealing with discharge or grievances concerning lay-offs shall be initiated at Step 2 of the Grievance Procedure.

**11.07 Abandonment of Dispute**

If advantage of the provisions of this Article is not taken within the time limits specified herein, or as extended or shortened as set out in Article 11.05 hereof, the matter in dispute shall be deemed to have been abandoned and cannot be reopened.

**ARTICLE 12 – ARBITRATION**

**12.01 Referral to Arbitration**

If either party wishes to refer a matter to arbitration as provided in Article 11, it shall give to the other party to this Agreement written notice of its intention to arbitrate, at the same time naming its appointee to the Arbitration Board, within fourteen (14) calendar days from the expiration of the time limit in the final step of the grievance procedure as set out in Article 11. The party receiving such notice shall, within seven (7) calendar days of the receipt of such notice, advise the other party of the name of its appointee to the Arbitration Board. The two (2) appointees selected shall, within seven (7) calendar days of the appointment of them, appoint a third person who shall be the Chairperson.

**12.02 Appointment of an Arbitrator**

If the recipient of the notice fails to appoint an arbitrator or if the two (2) appointees fail to agree upon a Chairman within the time limits, the appointment shall be made by the Minister of Labour of New Brunswick, upon application by either party. Should the Minister fail to make the said appointment, then the provisions of the *Arbitration Act* as made and provided in such circumstances shall apply.

**12.03 Final and Binding Decision**

The Arbitration Board shall hear and determine the matters submitted to it and shall issue a decision and the decision shall be final and binding upon the Parties.

**12.04 Related Expenses**

Each of the parties hereto will bear the expenses of the arbitrator appointed by it and the parties will jointly bear the expenses of the Chairman of the Arbitration Board.

**12.05 Authority of the Arbitration Board**

The Arbitration Board shall not have the power to alter, modify or amend any of the provisions of this Agreement and the sole function of the Board shall be to interpret this Agreement and to render a Decision.

## **12.06 Agreement to Single Arbitrator**

The parties may agree to a single Arbitrator in lieu of an Arbitration Board.

## **ARTICLE 13 – SENIORITY**

### **13.01 Definition**

Seniority means the length of continuous employment in the Employer and shall date from the day on which uninterrupted employment began, provided that the leave of absence approved by the Employer shall not be taken as an interruption in employment.

### **13.02 Probationary Employees**

An employee shall be considered as a probationary employee until **they have** completed continuous employment with the employer for a period of three hundred and twenty (320) hours worked, or longer, **but not exceeding nine hundred and sixty (960) hours**, when mutually agreed. A probationary employee shall not have seniority during **their probationary** period, but upon the completion of this probationary period **their** seniority shall date back to **their original date of employment. For greater clarity, when an employee is on-call, only hours worked will count towards their probationary period.**

**13.03** All **probationary** employees shall be paid ninety percent (90%) of their classification as of the date of hire. After completion of **the employees probationary period, as set out in Article 13.02,** the employee shall receive the wage rate as per Schedule "A".

### **13.04 Loss of Seniority**

An employee shall lose his seniority standing for any of the following reasons:

1. If he is discharged for just cause by the Employer and is not reinstated.
2. If he voluntarily quits or resigns.
3. If he is laid off continuously for a period of more than twelve months.

### **13.05 Seniority List**

Seniority lists shall be posted annually and the first such list shall be posted within thirty (30) days after the signing of this Agreement. Once the list is posted, employees will be permitted thirty (30) in which to protest in writing to the Employer any omission or incorrect posting, otherwise such list shall be final.

## **ARTICLE 14 – JOB POSTINGS**

### **14.01 New Positions**

When a new position is created within the bargaining unit or a vacancy occurs in the bargaining unit, including part-time positions, the Employer agrees to post such position on the bulletin boards on the Employer premises, setting forth the nature of the position, the minimum number of hours per week, and the wage rate for a period of five (5) calendar days. If an existing position increases or decreases ten (10) or more hours, the new position will be posted.

### **14.02 (a) Selection Process**

Selection, for jobs which are posted, will be based upon the applicants having the necessary qualifications and ability. Where the necessary qualifications and ability are relatively equal, seniority will prevail. Mutually agreed job descriptions will be introduced within 30 days of signing of this agreement.

### **(b) Trial Period**

Any employee that accepts a new job classification as per Article 14 shall be placed in a trial period of three hundred and twenty (320) hours. If the employee is proven to be unacceptable for the position by the Employer or should the employee decide that the position is not what they expected, said employee may revert back to their original position without loss of seniority or benefits.

### **14.03 Time Line for Filling Positions**

Jobs shall be filled within fifteen (15) business days of the posting first going up.

### **14.04 Job Descriptions**

Where the Employer has a written job description for any position within the bargaining unit, a copy shall be provided to the Union.

### **14.05 Resignations**

**If an employee wishes to resign, they shall give the Shelter as much notice as possible in writing, but at least fourteen (14) calendar days as a minimum before their termination date. The application of this Article will be waived for any reason deemed justifiable by the Shelter.**

## ARTICLE 15 – LAY-OFF AND RECALL

### 15.01 Seniority and Lay-offs / Return from Recall

In the event of a lay-off, seniority shall govern and employees will be laid off in reverse order of seniority provided that the senior employee has the qualifications and ability to perform the work in a competent manner.

Recalled employees shall, within two (2) working days from receiving notice of recall, declare their intention to return to work and shall report to work within seven (7) calendar days from the notice of recall.

### 15.02 Advance Notice of Lay-offs

The Employer shall give notice to any permanent employee who is to be laid off, fourteen (14) calendar days before such lay-off is to be effective, unless the cause of such lay-off is beyond the control of the Employer.

### 15.03 No New Employees

In the event of a lay-off, no new employee will be hired until all laid off employees have been recalled unless twelve (12) months have passed.

### 15.04 Recall Notification

Notice of recall shall be given by registered mail to the address shown on the employment records of the Employer and notice shall be deemed to have been received by the employee three (3) working days after the mailing of such registered mail.

### 15.05 Working Day Defined

In this article “working day” shall mean any day from Sunday to Saturday.

## ARTICLE 16 – HOURS OF WORK

### 16.01 Regular Daily Hours of Work / Guaranteed Shifts / Split Shifts

- (a) The regular daily hours of work for full-time employees in each shift shall consist of **eight (8)** consecutive hours.
- (b) Part-time employees shall be guaranteed **three (3)** scheduled shifts per week. The regular daily hours of work for part-time employees in each shift shall be a minimum of four **(4)** hours.
- (c) There shall be no split shifts.

**Part-time students shall be excluded from this Article; however, part-time students shall be guaranteed one (1) shift per week.**

## **16.02 Rest Periods**

- (a) Employees scheduled for an eight (8) hour shift, shall receive two (2) fifteen (15) minutes rest periods per day, one in the first half of his/her shift and one in the second half of his/her shift.
- (b) Employees scheduled for less than an eight (8) hour shift shall receive one (1) fifteen (15) minute rest period for each three consecutive hours worked. Each part-time employee will be entitled to at least one (1) fifteen (15) minute rest period per scheduled shift.

## **16.03 Division of Non-Guaranteed Hours**

Non-guaranteed hours for part-time employees shall be divided equally, provided the employees have the ability to perform the work. Equitable Offers shall include calls, no answers, refusals, and period when the employee is unavailable.

## **16.04 Staff Meetings During Non-Scheduled Work Hours**

When employees are required to attend staff meetings when they are not scheduled to work they shall be paid for the period of the staff meeting.

## **16.05 Hours of Work Schedule**

- (a) A work schedule for full time employees stating the days and shift of employees' normal hours of work and their scheduled days off shall be posted two (**2**) weeks in advance.
- (b) A schedule of guaranteed hours for part-time employees, stating the days and shifts these employees' hours of work, shall be posted two (2) weeks in advance.
- (c) The Employer shall alter a posted schedule should the schedule need to be altered, removing shifts starting with the least seniority.

# **ARTICLE 17 – DISCIPLINE, SUSPENSION AND DISCHARGE**

## **17.01 Just Cause**

Except as provided in Article 18, no employee shall be disciplined except for just cause.

## **17.02 Discipline Procedure**

- (a) Whenever the Employer is considering disciplining an employee, the Employer shall hold an interview with the employee. The employee shall have union representation at this interview. The Employer shall then make a decision and if the decision is to impose discipline, such discipline shall be imposed within fifteen (15) working days of the event of the complaint, giving written particulars of any discipline to the employee and the Secretary of the Union.

- (b) The Employer agrees that wherever possible employees and the Union shall be notified at least one (1) full working day in advance of any interview of a disciplinary nature and to indicate:
  - (i) the employee shall be accompanied by a Union representative;
  - (ii) the purpose of the meeting, including whether it involves the employee's personnel record;
  - (iii) that if the employee's personnel record is to be considered during the interview, the employee and/or the Union representative shall have access before the meeting to the file.
- (c) The Employer affirms its commitment to the principle of progressive discipline and agrees that except in cases of extreme misconduct, discipline will proceed in stages, e.g. verbal warning, written warning, suspension(s), discharge, as appropriate. No adverse report of any kind shall be placed in the file of an employee unless a copy of the report is sent to the employee.
- (d) Any adverse report and or record of disciplinary action shall be removed from the employee's personnel record after an expiry of a period of eighteen (18) months.

## **ARTICLE 18 – PROBATIONARY EMPLOYEES**

**18.01** During their probationary period, probationary employees shall be subject to discharge at the sole discretion of the Employer without prior notice and such discharge shall not be made the subject of a grievance or be referred to arbitration.

## **ARTICLE 19 – VACATION**

### **19.01 Vacation Year Defined**

The vacation year is the period January 1 to December 31 each year.

### **19.02 Vacation Entitlement / Schedules**

All permanent full-time and part-time employees shall receive annual vacation with pay in accordance with their years of employment on the following basis:

Less than 1 year: One (1) day for each month worked to a maximum of ten (10) days

One (1) year or more but less than 3 years: 10 working days per year

Three (3) years or more but less than 7 years: 15 working days per year

Seven (7) years or more but less than 15: 20 working days per year

Fifteen (15) years but less than 25: 25 working days per year

Twenty (25) years or more: 30 working days per year

In addition to the above, where an employee will reach their anniversary year of employment between January 1 and December 31 of that year, they shall receive the vacation entitlement as if they reached the anniversary January 1st and be entitled to all their vacation accruing that vacation year. Vacation schedules are to be received **by April 1<sup>st</sup> of each** year.

**For the purpose of this agreement, annual vacation entitlement contained within shall be as prescribed above for all full-time employees, and shall be prorated annually for part-time employees.**

#### **19.03 Vacation Pay Entitlement**

For employees with one (1) or more years worked, vacation pay entitlement is the applicable percentage of the previous vacation year's earnings or the applicable number of weeks of vacation times the same number of weeks of current regular earnings (including regular shift bonus where applicable), whichever is greater. For employees with less than one (1) year worked, vacation pay entitlement is 4% of the employee's earnings in that less than one (1) year period.

#### **19.04 Earnings for Vacation Pay**

Earnings for the purposes of vacation pay shall be all wages received by the employee during the previous vacation year, **based on forty (40) hours per week for full-time and up to forty (40 hours) per week for part-time**, but does not include vacation pay or pay in lieu of vacation.

#### **19.05 Paid Holidays During Vacation Period**

If a paid holiday falls or is observed during an employee's vacation period, he/she shall be allowed an additional vacation day with pay on a day to be mutually agreed.

#### **19.06 Vacation Entitlement on Termination**

An employee terminating employment at any time in the vacation year, prior to using his/her vacation, shall be entitled to vacation pay in accordance with the Collective Agreement.

#### **19.07 Vacation and Seniority**

Vacations shall be granted on the basis of seniority.

#### **19.08 Unbroken Vacation Period**

Subject to Article 19.01, an employee shall receive an unbroken period of vacation unless mutually agreed upon between the employee and the Employer. No employee shall be required to work during his/her vacation period.

## **19.09 Posting of Vacation Requests and Schedule / Vacation Carry-Over**

The Employer shall post a Vacation Request Form no later than March 1<sup>st</sup> each year in which employees will indicate their choice in writing for vacation periods at any time during the leave year, no later than April 1<sup>st</sup>. Employees shall be granted selection of vacation days on the basis of seniority and subject to availability.

The Employer shall then post a vacation schedule by May 1<sup>st</sup> of each year and this schedule shall not be changed unless mutually agreed to by the Employee and the Employer. Employees who submit their choice of vacation after April 1 will be considered on a first come basis.

An employee who wishes to carry his/her vacation entitlement forward (maximum 10 days) shall request the Employer's permission to do so in writing, prior to yearend in which the employee ordinarily would take the vacation.

## **ARTICLE 20 – PAID HOLIDAYS**

### **20.01 (a) Statutory Holidays**

All permanent employees in the bargaining unit shall be paid for the day proclaimed by Provincial or Federal Government authorities for observance of each of the following Statutory Holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- New Brunswick Day
- National Day for Truth and Reconciliation**
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day – December 25<sup>th</sup>
- Boxing Day – December 26<sup>th</sup>

and such others as are proclaimed as holidays by the federal, provincial or municipal government.

at an employee's base rate of pay, provided that such employee works their scheduled working day that immediately precedes and their scheduled working day which immediately succeeds such day of official observance. This does not affect an employee who may be on sick leave.

(b) **Alternate Day Off**

- (i) If a holiday falls on an employee's scheduled day off, **they** shall be given an alternate day off with pay.
- (ii) The alternate day off shall be given within thirty (30) days of the actual holiday listed, **unless mutually agreed** under **Article** 20.01 (a), and that day shall be the employee's holiday. Whenever possible, such day shall be given immediately preceding or following **their** regular day off.
- (iii) Employees who are scheduled to work on a holiday shall receive one and one-half (1 ½) times their regular wages for hours worked and an alternate day off with pay.

**ARTICLE 21 – HEALTH AND SAFETY**

**21.01 (a) Compliance with Health and Safety Legislation**

The parties agree to adhere to the *New Brunswick Occupational Health and Safety Act* in all respects.

(b) **Harassment Policy**

Both parties agree that there shall be no discrimination, restriction or coercion exercised or practiced with respect to the Union, the Local, the employees, and the Employer for any reason. Both parties are committed to maintaining an environment free from such harassment or abuse.

Both parties recognize that the Employer has established a harassment policy to prevent harassment in the workplace.

(c) **Violence in the Workplace Training**

The Employer agrees to provide training and information on the prevention of violence to all employees who come into contact with potentially aggressive situations. All employees working in areas where there is a risk of violence will receive training. Such training shall include but not limited to:

- causes of violence;
- factors that precipitate violence;
- recognition of warning signs;
- prevention of escalation;
- controlling and defusing aggressive situations; and
- details of the Employer's policy, measures and procedures to deal with violence and the availability of supportive counselling.

The Employer agrees to provide adequate time and resources for this training. The Employer shall pay each employee his/her wages as set out in the collective agreement while he/she undergoes such training or any subsequent training.

**(d) Domestic Violence**

The Employer recognizes that employees may face situations of violence or abuse in their personal life that may affect their attendance and performance at work.

Employees experiencing domestic violence will be able to access five (5) days of paid leave and an additional five (5) days of unpaid leave for attendance at medical appointments, legal proceedings and any other necessary activities. This leave will be in addition to existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day, without prior approval. Any other related, future requests will be at the discretion of the Employer.

The Employer will reasonably accommodate employees who are victims of domestic violence and will put forward reasonable efforts to ensure the safety at the workplace of an employee who is a victim of domestic violence.

Protection from Discipline – the Employer agrees that no adverse action will be taken against an employee if their attendance or performance at work suffers as a result of experiencing domestic violence.

Confidentiality – All personal information concerning domestic violence will be kept confidential in line with relevant legislation. No information will be kept on an employee's personnel file without their express written permission.

An employee who has committed domestic violence is not entitled to leave under this article.

**21.02 Joint Health and Safety Committee**

It is mutually agreed that both parties will co-operate to the fullest possible extent towards the prevention of accidents and the promotion of safe working practices.

The parties agree to establish a Joint Health and Safety Committee with equal representation for the Employer and Union. Resource people with relevant expertise may attend as needed. Members of the Committee will receive WorkSafeNB occupational health and safety training without loss of pay. The Committee will meet monthly and perform a monthly safety inspection. The monthly Inspection Report and any applicable notes will be posted within five (5) business days of the inspection and will remain posted for 14 days in a location where all employees can read them. The report will then be filed for reference.

**21.03 Uniform Clothing and Protective Apparel**

(a) Employees shall wear neat and clean Employer provided uniforms to work.

- (b) The Employer shall provide the following uniform clothing and to all permanent employees upon successful completion of their probation at no cost:

Three (3) shirts for **part-time**; four (4) for **full-time**

Three (3) pairs of durable pants for **part-time**; four (4) for **full-time**

One (1) three-in-one or winter coat every **three (3)** years

Replacement uniforms of two (2) shirts and two (2) pants will be provided every second year from the date receiving initial set of uniforms.

The Employer is willing to purchase additional uniform apparel, e.g. sweatshirt/hoody, vest, etc. every second year.

- (c) The following protective apparel shall be supplied by the Employer in the workplace in sufficient numbers and range of sizes where all employees can access them when needed:

Reflective vests

**Bite** gloves

**Winterized work gloves**

Safety boots shall be paid for by the Employer for all permanent employees who are assigned to the duties of Animal Attendant and/or Shelter Attendant. Damaged or worn-out safety boots shall be replaced when needed and approved by the Employer. Employees who have successfully completed their probationary period shall be reimbursed for the cost of such boots, including those bought during their probationary period, up to an annual maximum of **\$250** including HST.

- (d) Only uniforms supplied by the Employer will be worn on duty. Uniforms are not to be worn by employees while off-duty, unless travelling between home and their place of duty. Employees shall return all items provide in the event the employee resigns, is terminated or permanently laid-off.
- (e) Damaged and worn out uniforms will be replaced prior to time-lines noted above at the discretion of the Employer.

#### **21.04 Smoking on Premises**

Smoking is permitted only in a designated outdoor smoking area.

#### **21.05 Legal Action Against Employees**

Where an employee in the normal performance of his duties has legal action initiated against him, the Employer shall pay all legal and court costs including judgment costs, if any.

## **ARTICLE 22 – GENERAL CONDITIONS**

### **22.01 Bulletin Boards**

The Employer shall provide bulletin boards, which shall be placed so that all employees will have access to them and upon which the Union shall have the right to post notices of meetings and other notices pertaining to Union business, provided that the permission of the Employer is obtained before posting any such notices on the bulletin boards, and such permission shall not be unreasonably withheld.

### **22.02 (a) Access to Personnel Files**

An employee shall have the right to have access to and review their personnel file in the presence of the Shelter Manager. The employee shall have the right to respond in writing to any document contained therein. Such response shall form part of the personnel file.

### **(b) Removal of Records of Disciplinary Action**

A record of disciplinary action shall be removed from employee's file after a period of eighteen (18) months, providing no other disciplinary action in respect to the employee has been recorded during that period.

## **ARTICLE 23 – WAGES**

### **23.01 Pay Periods**

The wage rates in each classification shall be as set out in Schedule "A". Wages shall be paid weekly and a Statement of Earnings and Deductions shall be issued with each pay. Pay period runs from 12:01 a.m. Sunday to midnight Saturday, with pay day being the following Thursday.

## **ARTICLE 24 – OVERTIME**

### **24.01 Definition**

All time worked before or after the regular work day, the regular work week or on a holiday, shall be considered overtime.

### **24.02 Overtime Rate of Pay**

Subject to Article 24.06, all overtime shall be paid at one and one-half (1 ½) times the straight hourly rate and for greater clarification and as per past practice.

### **24.03 Statutory Holiday Rate of Pay**

When an employee works on a statutory holiday, he shall be paid time and one half (1 ½) for all hours worked and an additional eight (8) hours pay for the holiday.

**24.04 No Lay-off for Equalization of Overtime Worked**

The Employer shall not be required to lay-off during regular hours to equalize any overtime worked.

**24.05 Seniority and Overtime**

Overtime will be offered on the basis of seniority among the qualified employees who normally perform the work.

**24.06 On-Call Duty**

**(a) Telecommunication Device Provided**

An employee who is required by the Employer to be “on call” shall be issued a telecommunication device at the Employer’s expense. On-call duty shall begin at the end of the latest shift in the day and continue until the first scheduled shift the next day. Vehicle and telecommunication device must be picked up at the beginning of on-call duty and returned at the end of the on-call duty. The Employer will make every reasonable effort to make alternate arrangements to deliver and/or retrieve the telecommunication devices for employees that are not scheduled to work the day before or the day after they are on-call.

**(b) Compensation Rate**

An employee designated to be “on call” after regular business hours shall be compensated at the rate of forty dollars \$40 per “on-call” shift.

An employee in training designated to be “on-call” with the ACO after regular business hours shall be compensated at the rate of twenty dollars (\$20) per “on-call” shift.

An ACO who is designated to be the back-up for the employee in training shall be compensated at the rate of twenty dollars (\$20) per “on-call” shift.

**(c) Call Back Pay**

An employee who is “on-call” and is called back to work outside his regular working hours shall be paid a minimum of two (2) hours at time and one half. If the time extends beyond two hours, the employee shall be paid in 15 minute segments.

**(d) Animal Attendant Compensation Rate**

An Animal Attendant may only be required to be on call up to two (2) days per week. Any further on-call duty will be rotated amongst those employees who wish to accept further shifts. If no employee agrees to accept further shifts, the Employer has the right to assign an employee to cover the shift. All on-call shifts assigned by the Employer that require an Animal Attendant work three (3) or more on-call shifts per week shall be compensated at sixty dollars \$60 per on-call shift.

## 24.07 Employee training and Development

The Employer may schedule training courses relevant to an employee's work during regular hours or at a time mutually agreed outside of regular working hours with such time considered regular time worked or overtime rates, as applicable.

## ARTICLE 25 – SICK LEAVE

### 25.01 Sick Days

Each full-time, **and part-time** employee shall be insured for illness and non-occupational injury for up to eighty (80) working **hours**, with pay, per calendar year (January 1 – December 31).

**For greater clarity, part-time employees that do not work full-time hours shall have their sick leave pro-rated to their actual hours worked including hours on other approved leave. Part-time students shall not be entitled to sick leave under this article.**

### 25.02 Conditions of Use

An employee absent from work due to personal illness or non-occupational injury shall be entitled to eighty (80) working hours beginning on the first day, to recover at full pay, subject to the following:

- (a) An employee shall be required to produce a certificate from a medical practitioner for any illness in excess of three (3) working days, certifying that he/she was unable to carry out his/her duties due to illness.
- (b) Employees with more than four (4) one- or two-day uncertified sick leaves in any one 12-month period may be required to produce a medical certificate from a doctor for all future absences on sick leave which occur within the same 12-month period. For the purpose of this article, 12-month period shall be from January 1 to December 31.
- (c) Sick leave may not be used in cases of:
  - (i) Occupational accidents covered under WorkSafeNB;
  - (ii) While vacation pay is being received;
  - (iii) Where an employee is eligible for Long Term Disability benefits under the group insurance plan provided by the Employer;
  - (iv) Where the employee has not successfully completed his or her probationary period; or
  - (v) Where the employee is not ill but is taking care of others.
- (d) Where an employee is entitled to receive Employment Insurance sick benefits, they must access this fund, if available. The Employer will top up the Employment Insurance payment to a maximum of 95% of the employee's regular pay pursuant to the SUB plan that the Employer has agreed to establish for the benefit of employees.

- (e) Any sick leave without pay shall not be deducted from the eighty (80) working hours mentioned above.

## **ARTICLE 26 – BEREAVEMENT / SERIOUS ILLNESS LEAVE**

### **26.01 (a) Bereavement Leave**

An employee shall be granted a minimum of five (5) regularly scheduled workdays leave without loss of pay or benefits, in the case of death of a parent, wife, husband, common-law-spouse, brother, sister, child, mother/father-in-law, grandparent or grandchild. Where the burial occurs outside the province, such leave shall also include reasonable travelling time not to exceed five (5) days, at the discretion of the Employer.

An employee shall be granted one (1) regularly scheduled workday leave without the loss of pay or benefits, in the case death of an aunt/uncle.

### **(b) Serious Illness Defined / Leave Conditions**

Serious Illness: any disease that is life threatening in the short or medium term such as AIDS, amyotrophic Lateral Sclerosis, multiple sclerosis, severe cardiac problems, neurological disease, severe renal failure, diabetes with serious complication or any other condition the medical doctor deems life threatening.

To qualify for the Serious Illness leave up to a maximum of five days a year the employee must provide:

- (i) A written note/letter from the doctor specifying the exact nature of the condition and how the employee could provide meaningful care to the relative.
- (ii) A written request from the employee identifying their relationship to their relative. A description of the duties they may be expected to provide and why those particular days.
- (iii) Once the Employer has received both the Physician's note and the employee's written request, and sufficient information has been provided, they will be granted in writing, the request for leave provided this will not cause undue hardship on the operations of the shelter.

An employee is not entitled to make another request until one year has passed since the last leave has been granted.

## **ARTICLE 27 – LEAVE OF ABSENCE**

### **27.01 Union Leave**

Upon twenty-one (21) days notice to the Employer, an employee elected or appointed by the Union to attend a conference or seminar in connection with union affairs will be granted a leave of absence for the purpose of attending such conference or seminar provided that the absence shall not exceed, in the aggregate, a total of five (5) days per year for such employee or such employees if more than one. The five (5) days referred to above shall be recognized as four (4) without pay and one (1) with pay. Such leave shall be approved for one (1) employee. The Employer may approve a 2<sup>nd</sup> employee if taken during periods where such employee can be replaced.

### **27.02 Preventative Medical Leave**

Full-time employees shall be allowed twelve (12) hours per year paid leave of absence in order to engage in personal preventative medical health and dental care. Such leave to be taken to a maximum of two (2) hours per occasion.

Permanent part-time employees shall be paid on a prorated basis up to twelve (12) hours per year paid leave of absence in order to engage in personal preventative medical health and dental care.

This shall apply against each schedule visit to a qualified practitioner. On request, employees may be required to show proof of above care. If at all possible, the employee will provide a two (2) weeks notice of any upcoming preventative medical leave request, unless it is an urgent/unexpected situation.

### **27.03 Maternity/Childcare Leave**

Employees are entitled to maternity and/or childcare leave in accordance with the *Employment Standards Act*.

### **27.04 Special Leave**

#### **(a) Emergency/Family Responsibility Leave**

The employee shall be allowed a leave of absence with pay of up to two (2) days without the loss of seniority or benefits in cases of emergency as defined below, and/or family responsibility requiring the employee's immediate attention. "Family responsibility" means situations of a non-emergency nature which have a quality of seriousness requiring the employee's direct attention.

Emergency means a sudden, generally unexpected occurrence or set of circumstances demanding immediate attention.

**(b) Jury Duty/Court Witness**

The Employer shall grant leave of absence without loss of seniority to an employee who serves as a juror or court witness in any court. The Employer shall pay such an employee the difference between his normal earnings and the payment received for jury service or court witness excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received.

**27.05 Inclement Weather**

Any employee who, having made every reasonable effort to report for duty during the course of a storm, has been prevented from doing so because of the condition of public streets or highways shall be given the opportunity to replace such day by accumulated statutory holiday, accumulated overtime, accumulated vacation, or by working on one of his regular days off if staffing patterns permit.

Any employee may request to leave work early due to inclement weather. Such requests will not be unreasonably denied. The employee shall be given the opportunity to replace such time by accumulated statutory holiday, accumulated overtime, accumulated vacation, or by working one of his regular days off if staffing patterns permit.

**27.06 Leave for Other Reasons**

- (a) When requirements of the Employer's services will permit, any Employee may be granted leave of absence without pay for a maximum of 30 calendar days. The Employee shall make a written application to the Employer with a copy to the Union. The leave of absence is at the sole discretion of the Employer.
- (b) The Leave of absence may be extended for additional periods of 30 calendar days then approved by the Employer in writing.

**ARTICLE 28 – LABOUR MANAGMENET COMMITTEE**

**28.01 Establishment of Committee**

A Labour Management Committee shall be established consisting of representatives of the Union and representatives of the Employer. The Committee shall enjoy the full support of both parties in the interests of improved service to the public, and job security for the employees.

## **28.02 Function of Committee**

The Committee shall concern itself with the following general matters:

1. Considering constructive criticisms of all activities so that better relations shall exist between the Employer and the employees.
2. Improving and extending services to the public.
3. Promoting safety and sanitary practices.
4. Reviewing suggestions from employees, questions of working conditions and service (but not grievances concerned with service).
5. Correcting conditions causing grievances and misunderstandings.

## **28.03 Meetings of Committee**

The Committee shall meet as required at a mutually agreeable time and place. 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.

## **28.04 Chairperson of the Meeting**

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

## **28.05 Minutes of Meeting**

Minutes of each meeting of the Committee shall be prepared and signed by the joint chairpersons as promptly as possible after the close of the meeting.

## **28.06 Jurisdiction of Committee**

The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Collective Agreement.

The Committee shall not supersede the activities of any other committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.

## **ARTICLE 29 – BENEFITS**

### **29.01 Medical, Dental and Group Insurance and LTD**

The Employer agrees to continue the Medical, Dental and Group Insurance and Long-term Disability plans currently in place and shall apply to all full-time and part-time employees with premiums paid sixty percent (60%) by the Employer and forty percent (40) by the Employees. All permanent full-time and part-time employees working over 20 hours, must enroll as a minimum to the Group Life and Long-Term Disability plans. The premium for long-term disability shall be paid from the forty percent (40%) share paid by the employee. If the forty percent (40%) is not sufficient, the employee shall be required to pay the full amount of the long-term disability premium.

## **ARTICLE 30 – PENSION**

### **30.01 Definitions**

In this Article, the terms used shall have the meanings as described:

“**Plans**” means the Multi-Sector Pension Plan

“**Applicable Wages**” means the basic straight time wages for all hours worked and in addition: the straight time component of hours worked on a holiday; **holiday** pay for the hours not worked; and vacation pay. All other payments, premiums, allowances and similar payments are excluded.

“**Eligible Employee**” means **full-time** and **permanent** part-time employees in the bargaining unit who have completed five hundred (500) hours of service.

### **30.02 Pension Plan Contributions**

Effective June 1, 2006, each eligible employee covered by this Collective Agreement shall contribute for each pay period an amount equal to two percent (2%) of Applicable Wages to the Plan. Effective June 1, 2006 the Employer shall contribute on behalf of each Eligible Employee for each pay period, an amount equal to two percent (2%) of Applicable Wages to the Plan.

### **30.03 Remittance of Contributions**

The Employee and Employer contributions shall be remitted to the Plan by the Employer within thirty (30) days after the end of the calendar month in which the pay period ends for which the contributions are attributable.

#### **30.04 Employer Provided Information**

The Employer agrees to provide to the Administrator of the Plan, on a timely basis, all information required pursuant to the *Pension Benefits Act*, R.S.O. 1990, Ch. P-8 as amended, and *Income Tax Act* (Canada) which the Administrator may reasonably require in order to properly record and process pension contributions and pension benefits. If maintained by the Employer in electronically readable form it shall be provided in such form to the Plan if the Administrator so requests.

For further specificity, the items required for each eligible employee include:

##### **To Be Provided Once Only at Plan Commencement**

Date of Hire

Date of Birth

Date of First Contribution

Seniority List to include hours from date of hire to Employer's fund entry date (for the purpose of calculating past service credit)

Gender

##### **To Be Provided With Each Remittance**

Name

Social Insurance Number

Monthly Remittance

Pensionable Earnings

Year to Date Contributions

Employer portion of arrears owing due to error, or late enrolment by the Employer

##### **To Be Provided Initially and As Status Changes**

Full Address

Termination Date Where Applicable (MM/DD/YY)

Marital Status

#### **30.05 Participation Agreement**

The Employer agrees to be bound by the terms of the Agreement and Declaration of Trust and the rules and regulations of the Plan adopted by the Trustees of the Plan, both as may be amended from time to time. In addition, the Employer agrees to enter into a Participation Agreement with the Trustees of the Plan in the form attached hereto.

#### **30.06 Deduction of Premiums**

The Employer agrees to deduct the employee's premiums on a weekly basis and remit the full amount to the Insurer.

## ARTICLE 31 – DURATION

### 31.01 Duration, Renewal and Request for Negotiations

This Agreement shall be in effect for a term of four **(4) years** beginning January 1, **2025** and ending December 31, **2028** and shall be automatically renewed thereafter for successive periods of twelve (12) months unless either party requests the negotiation of a new Agreement by giving written notice to the other party not less than thirty (30) calendar days and not more than ninety (90) calendar days prior to the expiration of this Agreement or any renewal thereof.

### 31.02 Agreement to Continue in Force

Where a notice requesting negotiation of a new Agreement has been given, this Agreement shall remain in full force and effect until such time as the parties are authorized to declare a strike or lockout under the *Industrial Relations Act* provided that this Agreement may be further extended from time to time by mutual agreement.

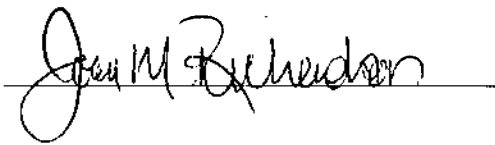
## ARTICLE 33 – DEFINITIONS

- (a) “Employer” shall mean Saint John Shelter Ltd. (operating as Saint John SPCA Animal Rescue).
- (b) Eligible Employee for the Multi-Sector Pension Plan means any permanent full time and part time employees in the bargaining unit who have completed five hundred (500) hours of service.
- (c) “Union” shall mean the Canadian Union of Public Employees Local 2634.
- (d) “Employee” shall mean a person who is in the bargaining unit because of meeting the definition of an employee in accordance with the New Brunswick *Industrial Relations Act*.
- (e) “Full-time Employee” is a permanent employee who works on a regular schedule of eight (8) hours per day and forty (40) hours per week.
- (f) “Part-time Employee” is a permanent employee who works a minimum of a four hour shift, is guaranteed three shifts per week and is ordinarily required to work less than forty (40) hours per week.
- (g) “Permanent Employee” is a full-time or part-time employee who has successfully completed their probationary period.
- (h) “Probationary Employee” may be employed either **as a** full-time, part-time, part-time student or temporary **employee**. Newly hired employees shall be considered to be on a probationary basis until they have been employed continuously and worked for three-hundred and twenty (320) hours or more, **per Article 13.02**.
- (i) Plans means the Medical, Dental, Group Insurance and Long-Term Disability Plan as well as the Multi-Sector Pension Plan.

- (j) "Regular Hours" shall mean any hours for which an employee is paid straight time hourly rate.
- (k) "Overtime" for a full-time employee shall mean any hours worked outside his/her regular eight (8) hour shift. For a part-time employee shall mean any hours worked outside a forty (40) hour work week.
- (l) In interpreting this Agreement, the masculine shall include the feminine, the singular shall include the plural, and the plural shall include the singular.
- (m) "Temporary Employee" is a person hired for a fixed period of time under six (6) months, such person shall retain any accumulated seniority for eighteen (18) months.
- (n) **"Part-time Student" is an employee who works a minimum four (4) hour shift, is guaranteed one (1) shift per week but is able to pick up additional shifts, up to forty (40) hours per week. Part-time students shall be considered a part of the bargaining unit.**

Dated this 24<sup>th</sup> day of NOVEMBER, 2025 in Saint John, N.B.

For the Employer

  
\_\_\_\_\_

For the Union

  
\_\_\_\_\_

**SCHEDULE "A"**  
**WAGES**

	Current	One-time Increase 01-Jan-25 1.50%	01-Jan-25 2.50%	01-Jan-26 2.50%	01-Jan-27 2.50%	01-Jan-28 2.50%
Shelter Attendant	\$16.90	\$17.15	\$17.58	\$18.02	\$18.47	\$18.93
Animal Attendant	\$18.20		\$18.66	\$19.12	\$19.60	\$20.09
Bingo Coordinator/Admin Support	\$16.80	\$17.05	\$17.48	\$17.92	\$18.36	\$18.82
Bingo Courier	\$16.80	\$17.05	\$17.48	\$17.92	\$18.36	\$18.82
Receptionist	\$18.97		\$19.44	\$19.93	\$20.43	\$20.94
Lead Hand/Supervisor	\$20.28		\$20.79	\$21.31	\$21.84	\$22.39

All members of CUPE Local 2634 shall receive a signing bonus of **\$200.00**.

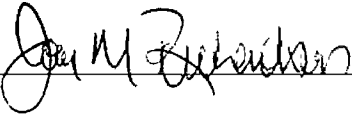
**LETTER OF AGREEMENT**

Re: Benefits


In view of the desire of the parties to extend access to health benefits to all employees, the parties agree to explore alternative benefit plans to reduce the cost of premiums.

Dated this 24<sup>th</sup> day of NOVEMBER, 2025 in Saint John, N.B.

For the Employer

  
\_\_\_\_\_

For the Union

  
\_\_\_\_\_

**LETTER OF AGREEMENT**

Re: Retirement Allowance

Employees with fifteen (15) years of continuous service or more shall be entitled to a retirement allowance at the time of retirement due to age, sickness, injury or lay off. The retirement allowance shall be equal to 50% of weekly wages multiplied by each year of service to a maximum of thirty (30) years.

Dated this 24<sup>th</sup> day of November, 2025 in Saint John, N.B.

For the Employer

John McBelachan  
  
\_\_\_\_\_

For the Union

K. Lewis  
  
\_\_\_\_\_

**LETTER OF AGREEMENT**

Re: Mileage When Using Personal Vehicles

The Employer recognizes that employees may be required to use their personal vehicles to perform their duties and shall be compensated accordingly.

Dated this 27<sup>TH</sup> day of NOVEMBER, 2025 in Saint John, N.B.

For the Employer

John W. Richardson  
\_\_\_\_\_

For the Union

K. L...  
\_\_\_\_\_

**LETTER OF AGREEMENT**

**Re: Retention Premium**

**To recognize the continued service and dedication of its employees, the Employer shall pay a retention premium in a lump sum to every employee in the first pay of December each year, based on the following formula:**

**After 5 years \$150.00**

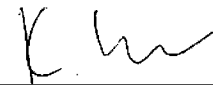
**After 10 Years, but up to 15 years \$175.00**

Dated this 27<sup>TH</sup> day of NOVEMBER, 2025 in Saint John, N.B.

For the Employer

  
\_\_\_\_\_

For the Union

  
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