April 1, 2012 to March 31, 2017

COLLECTIVE AGREEMENT

BETWEEN

BETEL HOME FOUNDATION

AND

THE INTERNATIONAL UNION OF OPERATING ENGINEERS,

LOCAL 987
This AGREEMENT made this ___ day of ______________2014.

BETWEEN:

Betel Home Foundation
(hereinafter called the Employer)
party of the first part

AND

International Union of Operating Engineers Local 987D
(hereinafter called the Union)
party of the second part.
INDEX

ARTICLE 1: PREAMBLE ................................................................. 1
ARTICLE 2: MANAGEMENT RIGHTS ............................................. 1
ARTICLE 3: NO DISCRIMINATION ............................................... 1
ARTICLE 4: RECOGNITION ...................................................... 2
ARTICLE 5: DEFINITIONS ....................................................... 2
ARTICLE 6: UNION SECURITY AND DUES CHECK-OFF .................. 5
ARTICLE 7: LABOUR MANAGEMENT COMMITTEE ....................... 6
ARTICLE 8: NEGOTIATING COMMITTEE .................................... 6
ARTICLE 9: GRIEVANCE PROCEDURE ....................................... 7
ARTICLE 10: ARBITRATION ..................................................... 8
ARTICLE 11: DISCIPLINE, SUSPENSION, DISCHARGE .................... 9
ARTICLE 12: SENIORITY ....................................................... 10
ARTICLE 13: PROMOTION AND STAFF CHANGES ....................... 11
ARTICLE 14: LAY-OFF AND RECALL ........................................ 13
ARTICLE 15: HOURS OF WORK ............................................... 13
ARTICLE 16: OVERTIME ........................................................ 15
ARTICLE 17: PREMIUMS ....................................................... 16
ARTICLE 18: STAND BY (ON CALL) .......................................... 17
ARTICLE 19: GENERAL HOLIDAYS ........................................... 17
ARTICLE 20: VACATIONS ...................................................... 18
ARTICLE 21: INCOME PROTECTION IN CASE OF ILLNESS ............... 20
ARTICLE 22: LEAVE OF ABSENCE ........................................... 24
ARTICLE 23: PAYMENT OF SALARIES AND INCREMENTS ............. 29
ARTICLE 24: WORKPLACE SAFETY AND HEALTH COMMITTEE ....... 30
ARTICLE 25: BULLETIN BOARDS .............................................. 31
ARTICLE 26: TERMINATION OF EMPLOYMENT NOTICE ............... 31
ARTICLE 27: SUB-CONTRACTING OUT ...................................... 32
ARTICLE 28: PERSONNEL FILES ............................................ 33
ARTICLE 29: CONTINUANCE OF OPERATION ............................. 33
ARTICLE 30: RETROACTIVE PAY ............................................. 33
ARTICLE 31: SPECIAL UNDERSTANDING REGARDING PART-TIME EMPLOYEES 33
ARTICLE 32: TRANSPORTATION ALLOWANCE ........................... 37
ARTICLE 33: UNIFORM ALLOWANCE ....................................... 39
ARTICLE 34: RETIREMENT BONUS .......................................... 38
ARTICLE 35: DURATION ........................................................ 39
ARTICLE 36: EMPLOYEE BENEFITS .......................................... 39
ARTICLE 37: JOB DESCRIPTIONS AND CLASSIFICATIONS ............ 40
ARTICLE 38: PENSION OR BENEFIT PLAN IMPROVEMENTS ............ 40
SCHEDULE "A" ................................................................. 42
MEMORANDUM OF UNDERSTANDING - HEBP .......................... 54
MEMORANDUM OF UNDERSTANDING - MWSC ........................ 55
LETTER OF UNDERSTANDING – Extended Health Care Plan .......... 56
ARTICLE 1: PREAMBLE

WHEREAS it is the desire of both parties to this Agreement to maintain harmonious relations between the Employer and its staff, to recognize the mutual value of joint discussion and negotiation in matters pertaining to working conditions, hours of work, and scales of wages paid, to encourage efficiency of operation and to promote the morale, wellbeing and security of all the Employees within the terms of this Agreement, realizing that the first consideration is to the welfare of the patients and residents of the Facility.

AND WHEREAS it is the desire of both parties that these matters be drawn up in an agreement,

NOW THEREFORE, this Agreement witnesseth that the parties hereto in consideration of mutual covenants hereinafter contained, agree each with the other as follows:

ARTICLE 2: MANAGEMENT RIGHTS

2:01 The Union recognizes the sole right of the Employer, unless otherwise provided in this Agreement, to exercise its function of management under which it shall have among others, the right to maintain efficiency and quality of work; the right to direct the work of its Employees; the right to hire, classify, assign to positions and promote; the right to determine job content and the number of Employees in a department; the right to demote, discipline, suspend, lay off and discharge for just cause; the right to make, alter, and enforce rules and regulations.

ARTICLE 3: NO DISCRIMINATION

3:01 The Parties agree that there shall be no discrimination based on:
- ancestry, including colour and perceived race
- ethnic background or origin
- age
- nationality or national origin
- political belief, association or activity
- religion or creed
- sex, including pregnancy
- marital status or family status
- sexual orientation
- physical or mental disability
- place of residence
- membership or non-membership or activity in the Union,
except as may be allowed under the Manitoba Human Rights Code.

3:02 It is agreed that should a question arise regarding bonafide occupational qualifications, the parties will jointly apply to the Manitoba Human Rights Commission for an advisory opinion as provided for in the Manitoba Human Rights Code.
3:03 The Employer and the Union agree that no form of harassment shall be condoned in the workplace and it is further agreed that both parties will work together in recognizing and dealing with such problems, should they arise. The Employer, the Union and the Employee shall treat situations involving harassment in a confidential manner.

ARTICLE 4: RECOGNITION

4:01 The Employer recognizes the International Union of Operating Engineers Local 987 as the exclusive bargaining agent for all the Employees as may be covered by certification order issued by the Labour Relations Board of the Province of Manitoba.

4:02 No Employee shall be required to make a separate written or verbal agreement with the employer which may conflict with the terms of this Agreement.

4:03 The Local Union shall have the right, at any time, to have representation from the International Union of Operating when negotiating or dealing with matters concerning this Agreement.

4:04 The Union and the Employer agree to exchange a current list of their respective officers and authorized representatives.

ARTICLE 5: DEFINITIONS

5:01 “Employee” shall mean a person employed by the Employer and covered by this Agreement.

5:02 A “Full-time Employee” shall mean a person who regularly works the full prescribed hours of work specified in Clause 15:01.

5:03 A “Part-time Employee” shall mean a person covered by this Agreement who, on a scheduled basis, works less than the prescribed bi-weekly hours, specified in Clause 15:01, exclusive of overtime.

5:04 The words “casual employee” shall mean a person employed to replace sick, vacationing, or absent employees and for temporary increases in workloads. The terms of this Agreement shall not apply to such casual employee, except:

a) Casual Employees shall receive vacation pay bi-weekly at the rate of six percent (6%) of the regular hours worked in a bi-weekly pay period.

b) Casual Employees shall be paid not less than the start rate of the position to which they are assigned.

c) Casual Employees shall be entitled to the shift premium outlined in Article 17.
d) Casual Employees required to work on a recognized holiday shall be paid at the rate specified in Article 19:02.

e) Casual Employees shall be entitled to compensation for overtime worked in accordance with Articles 16:01 and 16:02.

f) The Employer agrees to deduct union dues in accordance with Article 6 in an amount specified by the Union in any pay period for which the Casual Employee receives any payment.

g) In the event that no payment is made during the pay period, the Employer shall have no responsibility to deduct and submit dues for that period.

h) A Casual Employee reporting for work as requested by the Employer and finding no work available shall be guaranteed three (3) hours pay at her basic rate of pay.

i) Articles 9 and 10 herein apply only with respect to the terms of this Article.

j) Casual employees shall accrue seniority for hours worked only for the purposes of Article 13:03, and only in situations where there are no qualified full-time or part-time applicants currently in the bargaining unit.

k) Casual employees will be entitled to a uniform allowance in accordance with Article 33:01.

5:05 a) A "term position" shall be for a specific time period or until completion of a particular project within a specific department, of maximum duration of twelve (12) months. This period may be extended if the Employer so requests and the Union agrees.

When the Employer determines that a term position(s) as described above exists, the position(s) shall be posted in accordance with Article 13. All permanent qualified Employees may apply for the term position(s). Additional postings may not be required for the position of the Employee who may be awarded the term position. Any additional hours occurring as a result of the filling of a term position, shall be offered to Part-time Employees in accordance with Article 5:03. Upon completion of the term position, the Employee may be returned to her former position.

In the event that the Employees former position is no longer current, an Employee shall be entitled to exercise her seniority to displace an Employee in any classification with the same or lower salary range, provided she possess the qualifications and ability sufficient to perform the required work, or to accept lay-off. An Employee thus displaced shall have the same rights. When exercising her seniority, an Employee shall not be entitled to displace into more than one established position.
This shall not preclude the employer from utilizing employees to work available hours in accordance with Article 31:10 and 23:04 where the employer determines that a term position(s) is not required.

Where the Employer determines that staff are to be replaced during periods of less than three (3) months, Article 31 shall apply.

An Employee in a term position may be required by the Employer to complete the term before being considered for other term positions within the bargaining unit. However, in the final thirty (30) days of a term position the employee in the term position shall be entitled to apply for and be considered for other term positions within the bargaining unit.

Where the Employer deems a position to be of an indefinite length due to an Employee's illness or injury, or for such other reason as indicated by the Employer and discussed with the Union, the term position shall be posted as "indefinite term".

Employees returning from the leave will provide the Employer with a minimum of two (2) weeks notice.

The Employee occupying said term position shall receive notice equivalent to the amount of notice the Employee returning from leave provides the Employer.

b) A "Temporary Employee" is one who is newly hired for a specific time period or until completion of a particular project of maximum duration of twelve (12) months. This period may be extended if the Employer so requests and the Union agrees.

No Employee shall be laid off or re-employed for the purpose of extending the period of Temporary employment. Should a Temporary Employee become permanent without a break in service, her service will be connected for seniority purposes.

A Temporary Employee shall have seniority rights equivalent to Permanent Employees in matters of hiring, transfer and promotion, provided the Employee has the physical ability and necessary qualifications and training to meet such requirements of the job and a good employment record at the Facility. Such seniority rights cannot be exercised over those Permanent Employees on staff at the date of the Temporary Employee's hiring.

A Temporary Employee shall not be eligible for transfer during her probationary period. An Employee occupying a temporary position may be required to complete that temporary position before being eligible to apply for other temporary positions.

If a Temporary Employee is promoted or transferred to a permanent position, she will serve the usual probationary period in the permanent
position. A Temporary Employee shall have no seniority rights in matters of demotion, lay off and recall.

5:06 Wherever the feminine pronoun is used in this Agreement, it shall be deemed to also include the masculine pronoun where the context so requires. Wherever the singular is used it shall be deemed to also include the plural where required.

5:07 Promotion shall mean a change from one classification to another classification that pays at a higher scale.

5:08 Transfer shall mean a change from one classification to another classification that pays at the same pay scale.

5:09 Demotion shall mean a change from one classification to another classification that pays at a lower pay scale.

5:10 **Probationary Employee**

All new employees shall be on probation for three (3) calendar months of continuous full time employment or four (4) calendar months of part time employment from the date of their employment. However, this shall not preclude the employer from extending the probationary period of an employee to a maximum of two (2) additional months.

The Employer agrees to give written notice of the extension to the employee and the Union representative prior to the completion of the probationary period.

Probationary employees may be terminated during the probationary period provided the employer determines, in good faith and on a fair and reasonable basis, that the employee is not suitable for the position.

**ARTICLE 6: UNION SECURITY AND DUES CHECK-OFF**

6:01 The Employer agrees to deduct the amount of dues and general assessments as determined by the Union on a bi-weekly basis from the salaries of each and every Employee covered by this Agreement.

6:02 Such dues shall be forwarded to the Secretary-Treasurer of the Union, not later than the twenty-first (21st) of the following month, together with a list of the names of the Employees from whom deductions have been made, including additions and deletions, and a copy of the same sent to the Chief Shop Steward and the Union.

6:03 The Union shall notify the Employer in writing of any changes in the amount of dues at least one month in advance of the end of the pay period in which the deductions are to be made.
6:04 In consideration of the foregoing clauses, the Union shall hold the Employer harmless with respect to all dues so deducted and remitted and with respect to any liability which the Employer may incur as a result of such deduction.

6:05 At the same time that the Income Tax T4 slips are made available for the taxation year, the Employer shall provide the amount of Union dues deducted from each Union member in the previous year.

6:06 Persons whose jobs are not classified within the bargaining unit shall not work on jobs on a regular and recurring basis which have been determined as being within the bargaining unit, except where it has been mutually agreed upon by both parties or in the case of training or emergency.

6:07 On commencing employment the Employer shall introduce the new Employee to the Chief Shop Steward and/or Shop Steward who may provide the Employee with a copy of the Collective Agreement and other pertinent information.

6:08 New Employees shall as, a condition of employment, shall become and remain members in good standing within 30 days employment.

6:09 Union activities other than those provided for in this Agreement shall not be conducted during the hours of duty of an employee unless prior approval has been received from the Employer.

ARTICLE 7: LABOUR MANAGEMENT COMMITTEE

7:01 The parties hereto agree to a Joint Committee being established to deal with such matters of mutual concern as may arise from time to time in the operation of the Facility.

7:02 The Committee shall be composed of equal representation from the Employer and the Local Union with a total committee representation not to exceed two (2) members each. The Local Union Committee may at any time have a representative from the Service Employees' International Union.

7:03 The Committee shall meet as and when required upon five (5) working days written notice being given by either party.

7:04 The Committee shall not have jurisdiction over wages, or any other matter of collective bargaining, including the administration of this Collective Agreement. The Committee shall not supersede the activities of any Committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions. The Committee may make recommendations to the Union and the Employer with respect to its discussions and conclusions.

ARTICLE 8: NEGOTIATING COMMITTEE
8:01 When meeting with the Employer to conduct Local 987 negotiations, Union representatives will be granted necessary time off with basic pay, subject to a maximum cost to the Employer of maintaining salaries for two (2) Employees, so engaged.

8:02 The Union shall provide the employer with four (4) weeks or more written notice of those employees chosen to participate in negotiations.

ARTICLE 9: GRIEVANCE PROCEDURE

9:01 A grievance shall be defined as any difference arising out of interpretation, application, administration, or alleged violation of the Agreement.

An employee shall, within seven (7) working days after the cause of the grievance, attempt to resolve the grievance through discussion with his/her Department Head and a Union representative, if not settled to his/her satisfaction within seven (7) working days, may proceed.

9:02 Settling of Grievance

An effort shall be made to settle grievance fairly and promptly in the following manner.

Step 1 - Complaint Stage

An Employee shall within twenty one (21) calendar days after the cause of a grievance occurs, the grievor shall submit her grievance in writing and shall attempt to resolve the dispute with her immediate supervisor, who is outside the bargaining unit.

Step 2

Failing satisfactory settlement within seven (7) days after the dispute was submitted under Step 1, the Union may, within seven (7) days, submit to the Chief Administrative Officer or her designate, a written statement of the particulars of the grievance. A decision shall be rendered in writing within ten (10) days.

Step 3

Failing a satisfactory settlement being reached in Step 2, either party may, within seven (7) days, refer the dispute to arbitration.

9:03 Failure by the Union, Employee or Employer to comply with any time limits specified herein shall result in the grievance being disallowed without further recourse, however the time limit may be extended by the written consent of the parties.

9:04 Permission shall be granted by the Employer to representative (s) of the Local Union, as identified per Article 4:04, to leave their employment temporarily in order to carry out
grievance investigations with the Employer and they shall suffer no loss of pay for time so spent. Time away will be authorized by the supervisor subject to operational requirements, prior to leaving regular duties. A maximum of two (2) Employees, if required, may be allowed such leave. Permission not being unreasonably denied.

9:05 For the purpose of determining the lengths of time in the foregoing procedure, Saturdays, Sundays and recognized Holidays are excluded.

9:06 The time limits fixed in the grievance procedure may be extended by the mutual written consent of the Employer and the aggrieved Employee and the Union.

9:07 Suspension and termination grievances shall be filed at Step 2 of the grievance procedure.

ARTICLE 10: ARBITRATION

10:01 Composition of Board of Arbitration

When either party requests that a grievance be submitted to Arbitration, the request shall be made by registered mail or hand delivered, addressed to the other party of the agreement, indicating the name of its nominee on an Arbitration Board. Within seven (7) days thereafter, the other party shall answer by registered mail or hand deliver indicating the name and address of its appointee to the Arbitration Board. The two nominees shall then meet to select an impartial chairperson. A single Arbitrator may, by mutual agreement between the Employer and the Union, be appointed in lieu of an Arbitration Board.

10:02 Failure to Appoint

If the party receiving the notice fails to appoint an Arbitrator, or if the two Appointees fail to agree upon a chairperson within seven (7) days of their appointment, the appointment shall be made by the Minister of Labour for Manitoba upon request of either party.

10:03 Board Procedure

The Board shall determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations. It shall hear and determine the difference or allegation and render a decision within a reasonable period of time from the date of the Arbitration hearing.

10:04 Decision of the Board
The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the Chairperson shall be the decision of the board. The decision of the Board of Arbitration shall be final, binding and enforceable on all parties, and may not be changed. The Board of Arbitration shall not have the power to change this Agreement or to alter, modify or amend any of its provisions. However, the Board shall have the power to dispose of a grievance by an arrangement which it deems just and equitable.

10:05 Disagreement on Decision

Should either party disagree with the meaning of the Board’s decision, then it shall, within twenty one (21) calendar days, apply to the Chairperson of the Board of Arbitration to reconvene to clarify the decision.

10:06 Expenses of the Board

Each party shall pay:

a) the fees and the expenses of the Arbitrator it appoints; and

b) one-half of the fees and expenses of the Chairperson.

10:07 Amending of Time Limits

The time limits fixed in the Arbitration procedure may be extended by consent of the parties.

10:08 Witnesses

At any stage of the grievance or Arbitration procedure, either party may have the assistance of any Employee(s) concerned as witnesses and any other witnesses

ARTICLE 11: DISCIPLINE, SUSPENSION, DISCHARGE

11:01 An Employee, excluding probationary, may be disciplined, suspended or discharged for just cause only. Such Employee shall be advised promptly in writing of the reason(s) which warrant written warning, suspension or dismissal, with a copy being sent to the Union Business Representative.

11:02 An Employee considered by the Union to be wrongfully discharged, suspended, or warned in writing shall be entitled to submit a grievance as outlined under Article 9, Grievance Procedure.

11:03 An Employee requested to meet formally with the Employer for the purpose of discipline, prior to commencement of such meeting, shall be advised of the right to be accompanied by a Union Representative.

11:04 The Employer will notify the Union of any suspension or discharge.
ARTICLE 12: SENIORITY

12:01 Subject to clauses 12:03, 12:04, and 12:05, seniority shall be defined as the total accumulated regular hours of work from the date the Employee last entered the service at the Facility.

12:02 a) Seniority shall determine the level of benefit entitlement of such benefits as vacation.

b) Actual entitlement in any calendar year of benefits such as vacation and income protection is based strictly on paid hours including any period of unpaid leave of absences up to thirty (30) consecutive days. In the event that the unpaid leave of absence is in excess of thirty (30) consecutive days, accrual of benefits ceases effective at the commencement of such leave.

12:03 Seniority will accrue if an Employee:

a) Is on any period of paid leave of absence.

b) Is on any period of paid income protection.

c) Is on any period of paid vacation.

d) Is on any period of unpaid leave of absence of up to thirty (30) consecutive days.

e) Is on any period of full Workers Compensation benefits.

f) Is on any period of approved unpaid leave of absence for Union purposes of up to one (1) year.

g) Is on any period of Parenting Leave.

12:04 Seniority will be retained but will not accrue if an Employee:

a) Is on any period of unpaid leave of absence in excess of thirty (30) consecutive days.

b) Is absent on Workers Compensation and in receipt of the permanent disability benefit established by Workers Compensation.

c) Is laid off for less than twelve (12) months.

d) Is on a trial period of any out-of-scope position. (Should an Employee be returned to the bargaining unit within ninety (90) days from the date of promotion or transfer, she will re-enter the bargaining unit with the seniority accrued to the date of promotion or transfer.)
12:05 Seniority and the employment relationship will terminate if an Employee:

a) Resigns.

b) Is discharged for just cause and not reinstated under the grievance or arbitration procedure.

c) Is laid off and fails to report for duty and as instructed, except where a laid off Employee is required to give notice to another Employer.

d) Is laid off for more than twelve (12) months.

e) Fails to report for work as scheduled at the end of a leave of absence, or suspension, without an acceptable explanation.

f) Is promoted or transferred out of the bargaining unit and has completed the trial period in a new position.

12:06 The Employer shall once annually, prior to March 31, post a seniority list. If no changes or corrections to the posted list are received in writing by the Employer within thirty (30) days from date of posting, the list as posted will be considered correct and final.

ARTICLE 13: PROMOTION AND STAFF CHANGES

13:01 When a vacancy occurs or a new position is created within the bargaining unit, the Employer agrees to post notice of the new position or vacancy for a period of seven (7) calendar days in order that all members of the bargaining unit shall be aware of the new position or vacancy.

13:02 When an Employee fails to give proper termination notice, the position may be filled immediately on a temporary basis, subject of the posting procedure.

13:03 Notice of job vacancies or newly created positions shall contain the nature of the position, required qualifications and salary range. The Employer agrees that the position shall be given to Employees within the bargaining unit where the applicant’s qualifications and ability meet the job requirement. When more than one Employee possess the required qualifications and ability, the most senior applicant shall be awarded the position.

13:04 Promotions and Transfers
All promotions and voluntary transfers are subject to a three (3) month trial period. During this trial period, the promoted or transferred employee may apply to revert to her former classification or service or may be demoted or transferred
by the Facility, without loss of benefits accrued prior to and during the trial promotion or transfer. An employee who is given a promotion whether he remains in the new job or reverts to her former classification shall not be entitled to apply for another vacancy until a time period of six months (three (3) months in the case of a term position) from the original appointment date has elapsed.

If the employee returns to former position within the trial period of the position, the next most senior qualified applicant will be awarded the position.

13:05 The name of the successful applicant for any position which falls within the scope of this Agreement will be posted within seven (7) days of awarding the position.

13:06 Reasonable Accommodation

The parties recognize that the Manitoba Human Rights Code establishes a reasonable accommodation requirement to the point of undue hardship, in order to accommodate the special needs of any person or group where those needs are based on the protected characteristics as set out in the Manitoba Human Rights Code.

The Employer and the Union are committed to reasonable accommodation in a manner that respects the dignity and privacy of the employee. Reasonable accommodation is the shared responsibility of the employees, the Employer and the Union.
Where a need has been identified, the parties will meet to investigate and identify the feasibility of accommodation that is substantial, meaningful and reasonable to the point of undue hardship.
Where necessary, relevant provisions of the Collective Agreement may, by mutual agreement between the Union and the Employer, be waived.
When an accommodation is being implemented, the Employer and the Union agree to provide an orientation to affected employees concerning the principles of reasonable accommodation and the nature of the accommodation being implemented.

In the event the accommodation results in the employee being moved to a higher classification position, her new salary shall be determined in accordance with Article 23:03.

In the event the accommodation results in the employee being moved to a lower classified position, her new salary shall be determined in accordance with Article 23:08.

Return to Work
The Employer, the Union and employee(s) share a mutual concern for facilitating the return to work of ill, injured or disabled employees. The Union shall be notified of any return to work initiatives with respect to any employee. The applicable parties shall meet to ensure the employee is clear on all the details and
provisions of the return to work and that the work designated is within her restrictions and limitations as documented by a qualified medical practitioner.

ARTICLE 14: LAY-OFF AND RECALL

14:01 When reducing staff within the facility, senior Employees shall be retained, providing their qualifications and ability are sufficient to perform the required duties. A lay-off shall be defined as a reduction in the workforce or a reduction in the regular hours of work as defined in the Collective Agreement.

14:02 The Employees laid-off in accordance with Article 12, shall be recalled to work in order of seniority in positions for which they possess qualifications and ability sufficient to perform the required duties.

14:03 To be eligible for recall, Employees must file their name and current address with the Employer at the time of lay-off.

14:04 No new Employees shall be hired until those laid-off have been given an opportunity for recall to positions for which they possess the qualifications and ability sufficient to perform the required duties.

14:05 A person who is laid-off must communicate with the Employer within seven (7) calendar days of notice of recall being mailed by registered mail or hand delivered.

14:06 In the event that an Employee is to be laid-off, the Employee shall be given four (4) weeks notice or four (4) weeks pay in lieu thereof and the Employer will contact the Local Union Office in order to establish lay-off protocol.

ARTICLE 15: HOURS OF WORK

15:01 Regular hours of work for Full-time Employees will be:

a) eight (8) consecutive hours per day, including meal periods, and;

b) an average of eighty (80) hours per bi-weekly period, and;

c) two thousand and eighty (2,080) hours per year.

The Employer and the Union agree that for full time staff in Both Housekeeping and Laundry Services Department consist of seven and one half (71/2) consecutive hours inclusive of meal periods and rest periods.

15:02 The meal period shall be scheduled by the Employer and will be one-half (1/2) hour in duration.
15:03 A rest period of fifteen (15) minutes shall be allowed by the Employer during each continuous three (3) hour period. This Article does not apply to an Employee working a shift that consists of three (3) hours or less.

15:04 A shift shall consist of eight (8) consecutive hours inclusive of meal periods and rest periods. This Article shall not preclude the implementation of modified daily or bi-weekly hours of work by mutual agreement between the Union and the Employer.

15:05 Shift Schedules

Shift schedules for each department shall be determined by the Employer, and unless otherwise mutually agreed between the Employer and the Employee, observe the conditions listed hereinafter.

a) A minimum of two (2) consecutive shifts off between shifts.

b) A minimum of two (2) consecutive days off at one time wherever possible.

c) A minimum of eight (8) days off within two (2) consecutive bi-weekly periods.

d) As great a number of weekends off as is reasonably possible with a minimum of every third weekend off.

e) A maximum of seven (7) consecutive days of work between days off and less if reasonably possible.

15:06 For identification purposes, shifts will be named as follows:

a) The shift commencing at or about 12 midnight shall be considered the first shift of the day;

b) The shift commencing at or about 0800 hours shall be considered the second shift of the day;

c) The shift commencing at or about 1600 hours shall be considered the third shift of the day.

15:07 Shift schedules for each two (2) week period shall be posted a minimum of two (2) weeks in advance of the commencement of the schedule.

15:08 Requests for interchanges of posted shifts shall be submitted in writing on a Request for Interchange of Posted Shifts Form by an Employee, stating the reasons for the request and co-signed by the Employee willing to exchange shifts with the applicant; and it is agreed that in the event that such a request is granted, it shall not result in overtime cost to the Employer. Such requests will be submitted one (1) week in advance.

15:09 Once posted, the shift schedule shall not be changed without the knowledge of the Employee. Where seven (7) calendar days of such notice is not given, the Employee
shall receive payment at one and one half (1½) times her regular rate for the first such shift worked.

15:10 Employees who report to work and are sent home by the Employer shall be paid the lesser of three (3) hours pay or the pay for their scheduled working hours, if it has been determined that the Employer was responsible for the error in scheduling.

15:11 No shift shall be less than 3 hours in duration.

15:12 When a shift is assigned to an employee within or less than (twenty-four) 24 hours, such employee shall be notified by phone stating the shift was awarded.

ARTICLE 16: OVERTIME

16:01 Overtime shall be all time authorized as such by the Employer, where an Employee works in excess of regular Full-time daily hours and/or bi-weekly hours established in accordance with Article 15:01.

16:02 a) An Employee shall be paid at the rate of one and one-half (1 ½) times her basic salary for the first three (3) consecutive hours of overtime and at the rate of two (2) times her basic salary for the fourth and subsequent consecutive hours of overtime.

b) Overtime worked on any scheduled day off shall be paid at the rate of two (2) times the employee's basic salary.

c) All overtime worked on a General Holiday shall be paid at the rate of two and one-half (2½) times the employees basic rate of pay.

d) An employee who works overtime between 0001 hours and 0700 hours and where such overtime is continuous with his/her regular evening shift, shall be paid at the rate of double (2X) his/her basic rate for all hours so worked. If the evening shift ends before midnight, and the employee is required to work overtime continuous with evening shift, and the overtime ends after midnight, the entire overtime period shall be paid at double (2X) the basic rate.

16:03 Overtime shall be offered to the most senior qualified employees who are able to perform the available work. No employee shall be required to work overtime against his/her wishes when other qualified employees within the same classification are available and willing to perform the required work.

16:04 A Full-time Employee required to report back to work outside her regular working hours shall be paid overtime rates for all hours worked with a minimum of three (3) hours at overtime rates. Where an Employee is called back within three (3) hours prior to the commencement of her next scheduled shift she will be paid overtime rates for all time worked prior to the starting of the next scheduled shift.
An Employee required to work more than three (3) hours overtime immediately following a regular shift shall be provided with a meal or paid an allowance of seven dollars ($7.00) by the Employer.

An Employee who is absent on paid time off during her scheduled work week shall, for the purpose of computing overtime pay, be considered as if she had worked during her regular hours during such absence.

By mutual agreement between the Employer and the Employee, overtime may be compensated for by the granting of equivalent time off at applicable overtime rates. Such time shall be taken by the employee prior to March 31 of any year or will be paid out by the Employer.

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

Shifts worked when time switches from Central Standard to Daylight Saving Time and vice-versa shall be paid at straight time rates for actual hours worked.

ARTICLE 17: PREMIUMS

Shift Premium

a) An Employee required to work the majority of her hours on any shift between 1600 hours and 2400 hours, shall be paid an evening shift premium of one dollar ($1.00) per hour for that shift.

b) An employee required to work the majority of her hours on any shift between 0001 hours and 0800 hours shall be paid a night shift premium of one dollar and seventy-five cents ($1.75) per hour for that shift (one dollar and ninety cents ($1.90) effective April 1, 2016 and two dollars and five cents ($2.05) effective October 1, 2016).

c) Shifts that start and end between 1500 hours and 2000 hours shall not be entitled to shift premium.

d) Shift premiums shall not be payable while an Employee is:
   i) on standby;
   ii) receiving call back pay;
   iii) receiving overtime pay.

Employees working night or evening shifts on a permanent basis will receive shift differential while on paid vacation.

Weekend Premium

A weekend premium of one dollar and thirty-five cents ($1.35) per hour shall be paid to an employee for all hours actually worked on any shift where the majority of hours on that shift fall
between 0001 hours on the Saturday and 2400 hours on the following Sunday (one dollar and fifty cents ($1.50) effective April 1, 2016 and one dollar and sixty-five cents ($1.65) effective October 1, 2016).

ARTICLE 18: STAND BY (ON CALL)

18:01 On Call

When an Employee is advised by the Employer that she is "on call", that is, immediately available by telephone contact to report to work without undue delay, she shall be paid a premium of two dollar and twenty-five cents ($2.25) per hour. The on call premium will not apply during any period the Employee is performing duties at the Facility. Employees required to return to work on call back, will be paid the current facility rate per kilometre for use of their own vehicle (minimum $4.00). The above provision will not apply to Employees who receive a monthly stand by/on call allowance.

ARTICLE 19: GENERAL HOLIDAYS

19:01 (a) The following shall be recognized as general paid holiday for the purpose of this Agreement:

<table>
<thead>
<tr>
<th>New Year’s Day</th>
<th>Labour Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easter Monday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Remembrance Day</td>
</tr>
<tr>
<td>Victoria Day</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Canada Day (July 1)</td>
<td>Boxing Day</td>
</tr>
<tr>
<td>First Monday in August</td>
<td>Louis Riel Day</td>
</tr>
</tbody>
</table>

and such other days as may be proclaimed by Federal or Provincial Government.

b) Part-time employees will be paid four point six two percent (4.62%) of their basic pay in lieu of time off on recognized holidays.

19:02 A Full-time Employee who works on any general holiday referred to in 19:01 shall be paid one and one-half (1 ½ ) times her regular rate of pay. A Full-time Employee shall receive equal time off at her regular rate of pay within thirty (30) days immediately following the holiday unless a later day is mutually agreed upon between the Employer and the Employee. If compensating time off is impractical to schedule, the Full-time Employee shall receive two and one-half (2 ½ ) times her regular rate of pay for all hours worked.

19:03 Where a general holiday falls on a Employee’s day off, or during the Employee’s annual vacation, such Employee shall receive a day off in lieu thereof or an extra day’s pay at straight time rate if mutually agreed upon between the Employer and the Employee.
19:04 If a general holiday falls on a day which an Employee is receiving income protection benefits, she shall be paid for the holiday and such pay shall not be deducted from income protection credits.

19:05 a) A Part-time Employee who works on any general holiday referred to in 19:01 shall be paid one and one-half (1 ½) times her regular rate of pay.

b) Part-time Employees who are scheduled to work ten (10) shifts in a bi-weekly pay period where a general holiday falls may, at the Employee’s discretion, be scheduled for a day off without pay in lieu of any general holiday worked.

19:06 A Full-time Employee who works on a paid general holiday, when the Employee was not scheduled to work, shall be paid at the rate of two (2) times her regular rate of pay for the work performed and in addition, she shall receive a day off without loss of regular pay at a time mutually agreed to between the Employer and the Employee.

Part-time Employees required to work on a paid general holiday for which they were not scheduled to work, shall be paid at the rate of two (2) times their regular rate of pay for all hours worked.

19:07 The Employer agrees to assign time off as equitably as possible over Christmas and New Years, endeavouring to grant each employee as many consecutive days off as reasonably possible over either Christmas Day or New Years Day. As much as reasonably possible, Christmas Eve and Boxing Day shall be assigned with Christmas Day; New Years Eve shall be assigned with New Years Day.

19:08 Full-time Employees shall be allowed to bank up to five (5) alternative days off in lieu of general holidays, for the Employee's future use, at a time mutually agreed to between the Employee and the Employer, if compensating time off is impractical to schedule by March 31, of any year, the Employee shall receive her regular rate of pay for all days banked.

ARTICLE 20: VACATIONS

20:01 The vacation year shall be from the 1st day of April in the one year to the 31st day of March in the next year.

20:02 Earned annual vacation shall be calculated, subject to Article 12, at the rate of:

- 3 weeks per year commencing in the 1st year of employment
- 4 weeks per year commencing in the 4th year of employment
- 5 weeks per year commencing in the 11th year of employment
- 6 weeks per year commencing in the 21st year of employment

20:03 A Full-time Employee who has completed less than one year of employment at the vacation cut-off date in effect at the Facility shall be entitled to a paid vacation at the
rate of one and one-quarter (1 ¼) days per month worked, however, unless otherwise mutually agreed, the Employer is not obligated to permit earned vacation to be taken until an Employee has completed six (6) months of employment.

20:04 For the purpose of determining the paid vacation entitlement the term "employment" as used above will be deemed to exclude any period of time in excess of thirty (30) days which is not paid by the Employer.

20:05 Unless otherwise mutually agreed between the Employer and the Employee, the employer will provide for vacation days to be taken on a consecutive basis, recognizing that five (5) vacation days equals one (1) calendar week.

A) The dates used to calculate vacation earned shall be from April 1 to March 31 in the following year.

B) Upon request, an Employee may be permitted to retain up to three (3) days of his/her regular vacation for the purpose of taking such time off for personal reasons such as religious observance, special occasions, upon at least two (2) weeks prior written request in order to accommodate scheduling.

C) Notwithstanding the above provisions where departmental arrangements provide for mutually acceptable method of scheduling vacation entitlement, those provisions shall continue to remain in effect.

20:06 An Employee on leave of absence without pay for thirty (30) consecutive days or less shall not have her vacation entitlement reduced.

20:07 Vacation earned in any vacation year is to be taken in the following vacation year. All vacation shall be taken by the employee prior to March 31 of any year or will be paid out at the Employees' basic salary by the employer.

20:08 Employees shall not be paid for any vacation granted in excess of their actual earned vacation.

An employee's accrued vacation pay shall be apportioned equitably over the employee's full annual vacation entitlement, except as provided for in 20:05.

20:09 Where an Employee qualified for sick leave, involving hospitalization during her period of vacation, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date.

20:10 Any Employee requesting vacation between April 1\textsuperscript{st} and May 15\textsuperscript{th} should submit a written request, to the Employer, no later than March 15\textsuperscript{th} to ensure such request is received.
The Employer will post vacation entitlement lists not later that March 1st each year, and allow Employees to express their complete vacation entitlement as to dates until April 1st.

The Employer will post the vacation schedule not later than May 15 having given due consideration to seniority and such vacation shall not be changed unless mutually agreed upon by the Employer and the Employee.

20:11 An Employee shall be entitled to receive her vacation in an unbroken period, unless otherwise mutually agreed upon between the Employee and the Employer. The employee shall have the right to indicate which day of the week his/her vacation shall begin.

20:12 Upon termination of employment an Employee shall be entitled to pay in lieu of vacation earned but not taken, at the following percentage rates of basic pay earned during the period which the vacation was earned but not taken:

- 3 weeks per year  6% of basic pay
- 4 weeks per year  8% of basic pay
- 5 weeks per year  10% of basic pay
- 6 weeks per year  12% of basic pay

20:13 Where an Employee is subpoenaed for jury duty during their period of vacation, there shall be no deduction from vacation credits and the period of vacation so displaced shall be rescheduled at a time mutually agreed upon between the Employee and the Employer within the available time periods remaining in that vacation year. Such an Employee shall not be entitled to bump another Employee from an approved scheduled period of vacation. Proof of such jury duty shall be provided if requested.

20:14 One additional week’s vacation shall be granted to a full time or regular part-time (pro-rated) employee only in the calendar year of the 20th, 25th, 30th, 35th, 40th, etc. of years of employment.

20:15 Any trading of scheduled vacation periods must be approved by all other affected employees and submitted in writing to the Employer for approval.

ARTICLE 21: INCOME PROTECTION IN CASE OF ILLNESS

21:01 An Employee having accumulated an entitlement to income protection may claim basic pay against accumulated benefits only with respect to periods during which she was unable to work because of an incapacitation due to accident or illness, or her presence constituted a health hazard for patients, residents, and/or other Employees, and she is not in receipt of payments under the Workers Compensation Act or the Manitoba Public Insurance.

a) If the Employee chooses a doctor, chiropractor or dentist outside of her community, the Employee will be granted necessary time off without pay.
b) Should it be necessary for an Employee to attend a doctor, chiropractor or dentist, outside of her community by reason of non-availability of service in her community, the Employee shall be allowed up to one shift off with pay, to the extent that income protection credits have been accumulated for the time necessary to attend such appointment to the nearest point of available service.

21:02 The Union agrees to co-operate with management in the review of income protection utilization.

21:03 a) Income protection shall accumulate at the rate of one and one-quarter (1.25) days per month with no maximum

b) Subject to the provisions of Article 21:03 (a) of each one and one-quarter (1.25) days of income protection accumulated, one day shall be reserved exclusively for the Employee’s personal use, as outlined in Article 21:01. The remaining one-quarter (.25) of a day shall be reserved for either the Employee’s personal use or for use in the event of family illness as outlined in Article 21:13, or to offset the waiting period for Employment Insurance (EI) benefits for maternity/parental leave as outlined in Article 22:10(d). The Employer shall maintain an up to date record of the balance of income protection credits reserved for each of these purposes.

In the employees first (1st) year of employment, of each one and one-quarter (1.25) days of income protection accumulated, three-quarters (.75) of a day shall be reserved exclusively for the employee’s personal use as outlined in Article 21:01. The remaining one-half (.50) of a day shall be reserved for either the employee’s personal use or for use in the event of family illness as outlined in Article 21:13.

21:04 An Employee shall accumulate but will not be entitled to be paid income protection benefits for any sickness occurring during the probationary period.

21:05 An Employee who is unable to report to work due to illness shall inform her Supervisor prior to the commencement of her next scheduled shift(s). An employee who fails, without valid reason, to give notice as specified below will not be entitled to receive income protection benefits for the shift(s) in question.

Prior to day shift 1 hour notice
Prior to evening shift 3 hours notice
Prior to night shift 3 hours notice

An employee undergoing elective surgery shall endeavour to give seven (7) days notice except in cases of emergency.

21:06 An Employee absent for period(s) of more than thirty (30) days must contact the Employer then and every thirty days (30) thereafter.
21:07 The Employer reserves the right to require a certificate from a qualified medical practitioner as proof of the Employees fitness to return to work, or to determine the approximate length of illness, or in the case of suspected abuse, as proof of illness in regard to any claim for income protection. Failure to provide such a certificate when requested may disqualify an Employee from receiving income protection benefits.

21:08 Upon request the Employer shall provide the Employee in writing of the amount of her accrued income protection.

21:09 a) If an employee is to be absent for illness for a period exceeding her income protection, including Employment Insurance (EI) credits, she must request, or cause someone on her behalf, to request a leave of absence in writing for the expected duration of convalescence within ten (10) days of her last paid day of income protection. In such cases, an employee shall be granted an unpaid leave of absence for a period of one (1) month per year of service up to a maximum of twelve (12) months. Such absence must be supported by a Doctor’s certificate.

b) An Employee who is accepted for benefits under the Disability and Rehabilitation Plan, to commence immediately following the elimination period, will be entitled to unpaid leave of absence of up to two (2) years.

21:10 WCB

a) Where an Employee has applied for WCB benefits and where a loss of normal salary would result while awaiting a WCB decision, the Employee may elect to submit an application to the Facility requesting an advance subject to the following conditions:

b) Advance payment(s) shall not exceed the Employee’s basic salary, less the Employee’s usual income tax deductions, Canada Pension Plan contributions and EI contributions.

c) The advance(s) will cover the period of time from the date of injury until the date the final WCB decision is received, however, in no case shall the total amount of the advance exceed seventy (70%) percent of the value of the Employee’s accumulated income protection credits.

d) The Employee shall reimburse the Facility by assigning sufficient WCB payments to be paid directly to the Facility to offset the total amount of the advance.

e) In the event that the WCB disallows the claim, including any appeal, the Employee shall be paid for the absence in accordance with the income protection provisions of this Agreement and the Facility shall recover the total amount of the advance by payroll deduction.

f) Upon request, the Employer will provide a statement to the Employee indicating the amount of advance payment(s) made and repayment(s) received by the Facility.
a) Where an Employee is unable to work because of injuries sustained in a motor vehicle accident he must advise his supervisor as soon as possible and he must submit a claim for benefits to the Manitoba Public Insurance. Failure to do so shall disentitle him from income protection benefits. It is expressly understood that an Employee may not receive compensation from both Income Protection and MPI.

b) Where an Employee has applied for MPI benefits and where a loss of normal salary would result while awaiting the MPI decision, the Employee may submit an application to the Employer requesting an advance subject to the following conditions:

c) Advance payment(s) shall not exceed the Employee's basic salary (exclusive of overtime), less the Employee's usual income tax deductions, Canada Pension Plan contributions, and EI contributions.

d) The advance(s) will cover the period of time from the point of injury in the motor vehicle accident until the date the final MPI decision is received. In no case shall the total amount of the advance exceed seventy percent (70%) of the value of the Employee's accumulated income protection credits.

e) The Employee shall reimburse the Employer by assigning sufficient MPI payments to be paid directly to the Employer to offset the total amount of advance or by repayment to the Employer immediately upon receipt of payment by MPI directly to the Employee.

f) In the event that MPI disallows the claim, including any appeal, the Employee shall be paid for the absence in accordance with the income protection provisions of this Agreement and the Employer shall recover the total amount of the advance by payroll deductions.

g) Upon request, the Employer will provide a statement to the Employee indicating the amount of advance payment(s) made and repayment(s) received by the Employer.

21:12 It is understood that the elimination period for the Disability and Rehabilitation Plan is one hundred and nineteen (119) days. The parties agree that income protection will be used to offset the elimination period. An Employee may claim income protection for a period of time not to exceed the elimination period.

21:13 Subject to the provisions of Article 21:03, an Employee may apply to utilize income protection for the purpose of providing care in the event of an illness of a spouse, child, parent or person who has the Employee as a primary caregiver.
21:14 An employee returning to work following an absence of one (1) week or more shall provide a minimum of 48 hours notice prior to returning to work.

21:15 Where an employee has been provided necessary time off due to scheduled surgery and where the surgery is subsequently cancelled, and where the employer has made arrangements for alternate staffing for covering the anticipated absence, the employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.

ARTICLE 22: LEAVE OF ABSENCE

22:01 Except in an emergency an Employee will be required to submit a written request for any leave of absence. Such requests must specify the reason for the leave of absence and will be considered on an individual basis.

22:02 Based on operational requirements, upon at least two (2) weeks prior written request to the Employer an Employee elected or appointed to represent the Union at a convention or other Union function shall be granted necessary leave of absence without pay.

22:03 The Employer recognizes the right of an employee to participate in public affairs. Therefore, upon the Employee's written request, the Employer shall allow leave of absence of up to two (2) months without pay and without loss of seniority so that the Employee may be a candidate in federal, provincial or municipal elections or Union functions.

22:04 An Employee who is elected to public office or to a full time position with the Union may be granted leave of absence without pay and without loss of seniority for a period of one year. Such leave may be renewed each year, on request, during her term of office.

22:05 An Employee shall be allowed necessary time off with pay to attend citizenship court to become a Canadian citizen.

22:06 Bereavement Leave:

a) An Employee shall be granted a maximum of four (4) regularly scheduled consecutive days leave without loss of pay and benefits, one of which shall be the day of internment or cremation, in case of the death of a parent, wife, husband, same sex partner child, brother, sister, sisters' husband, brothers' wife, mother-in-law, father-in-law, common-law spouse, daughter-in-law, son-in-law, sister or brother of spouse, the wife or husband of the spouses sister or brother, grandparent, grandparents-in-law, grandchild, step children, step parents, latest foster parents, former legal guardian, or fiancé and any other relative who was residing in the same household at the time of his/her death.

b) Compassionate leave as referenced in (a) above, shall be extended by up to two (2) additional consecutive days provided the employee is required to attend a funeral
more than two hundred and fifty (250) kilometers from the respective facility, or may be granted at the Employers discretion if the travel required is less than two hundred and fifty (250) kilometers from the respective facility.

c) The time off referenced to in (a) above shall not be considered as needed during periods when an employee was not scheduled to be on duty, ie: days off.

22.07 Necessary leave of up to one (1) day without loss of regular pay shall be granted to an employee to attend a funeral as a pallbearer or, subject to the operational needs of the facility as determined by the Employer, as a mourner.

22:08 Jury or Witness Duty

The Employer shall grant leave of absence without loss of seniority or benefits to an Employee who serves as a juror or subpoenaed witness in any court. The Employer shall pay such an Employee the difference between her normal earnings and the payment she receives 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. Time spent by an Employee required to serve as a court witness in any matter arising out of her employment shall be considered as time worked at the appropriate rate of pay.

22:09 Parenting Leave

Parenting Leave consists of Maternity Leave and Parental Leave. Parental Leave includes Paternity and Adoption Leave.

22:10 Parental Leave – Maternity

An Employee shall receive Maternity Leave of seventeen (17) weeks and Parental Leave of thirty-seven (37) weeks without pay, subject to the following conditions:

a) An Employee must have completed six (6) months employment as of the intended date of leave unless otherwise agreed to by the Employer.

b) A written request must be submitted not later than the end of the twenty-second (22nd) week of pregnancy, indicating length of time required. In cases where an earlier leave is required, a written request must be submitted not less than four (4) weeks before the intended date of leave, indicating length of time requested.

c) Where an Employee takes Parental Leave in addition to Maternity Leave, the Employee must commence the Parental Leave immediately on the expiry of the Maternity Leave without a return to work unless otherwise approved by the Employer.

d) A full-time employee may choose to receive up to five (5) days payment of normal salary from accumulated income protection credits before or after the period covered by Employment Insurance.
e) A part-time employee may choose to receive income protection credits similar to full-time employees but pro-rated to reflect her paid hours of work within the previous fifty-two weeks. Such days that may be utilized for this purpose will be as set out in 21:03 b).

22:11 Parental Leave - Paternity

An Employee shall receive Parental Leave without pay of up to thirty-seven (37) weeks, subject to the following conditions:

a) He becomes the natural father of a child and assumes actual care and custody of his child.

b) He has completed six (6) months employment as of the date of the intended leave.

c) He submits to the Employer an application in writing for Parental Leave at least four (4) weeks before the day specified in the application as the day on which the Employee intends to commence the leave.

d) Parental Leave must be completed not later than the anniversary date of the birth of the child or the date on which the child came into the actual care and custody of the Employee.

22:12 Parental Leave – Adoption

An Employee shall receive Parental Leave without pay of up to thirty-seven (37) weeks subject to the following conditions:

a) An Employee must adopt a child under the laws of the province.

b) An Employee may commence Adoption Leave upon one (1) day's notice provided that application for such leave is made when the adoption has been approved and the Employer is kept informed of the progress of the adoption proceedings.

c) An Employee has completed six (6) months employment as of the date of the intended leave.

d) Parental Leave must be completed not later than the first anniversary date of adoption of the child or the date on which the child comes into actual care and custody of the Employee.

22:13 An Employee may end her parental leave earlier than thirty-seven (37) weeks by giving the Employer written notice at least two weeks, or one pay period, whichever is longer before the day the Employee wishes to end the leave. On return from Maternity and/or Parental Leave, the Employee shall be placed in her former classification.

22:14 Maternity Leave Top-Up
Effective April 1, 2009 the following (Plan B) provision, upon application, is applicable to employees commencing a maternity leave on or after April 1, 2010.

Plan B

1. In order to qualify for Plan B, a pregnant employee must:
   (a) have completed six (6) continuous months of employment with the Employer;
   (b) submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave;
   (c) provide the Employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery;
   (d) provide the Employer with proof that she has applied for Employment Insurance benefits and that the HRDC has agreed that the employee has qualified for and is entitled to such Employment Insurance benefits pursuant to the Employment Insurance Act.

2. An applicant for Maternity Leave under Plan B must sign an agreement with the Employer providing that:
   (a) she will return to work and remain in the employ of the Employer for at least six (6) months following her return to work, except that where an employee is the successful applicant for a part-time position which commences on the date of her return from Maternity Leave or at any time during the six (6) months following her return from Maternity Leave, she must remain in the employ of the Employer, and work the working hours remaining in the balance of the six (6) months of the full-time employment; and
   (b) she will return to work on the date of the expiry of her maternity leave and where applicable, her parental leave, unless this date is modified by the Employer; and
   (c) should she fail to return to work as provided under (a) and/or (b) above, she is indebted to the Employer for the full amount of pay received from the Employer as a maternity allowance during her entire period of maternity leave.

3. An employee who qualifies is entitled to a maternity leave consisting of:
   (a) a period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate, as in Article 22.00 (1) (c).
   (b) a period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate and the actual date of delivery, if delivery occurs after the date mentioned in that certificate, as in Article 22.00.
   (c) the Employer shall vary the length of maternity leave upon proper certification by the attending physician or recommendation by the Department Head.

4. During the period of maternity leave, an employee who qualifies is entitled to a maternity leave allowance with the SUB Plan as follows:
   (a) for the first two (2) weeks an employee shall receive ninety-three percent (93%) of her weekly rate of pay;
   (b) for up to a maximum of fifteen (15) additional weeks, payments equivalent to the
difference between the EI benefits the employee is eligible to receive and ninety-three percent (93%) of the employee's normal weekly earnings.

(c) all other time as may be provided under Article 22.00, shall be on a leave without pay basis.

5. An employee may end her Maternity Leave earlier than the date specified by giving her Employer written notice at least two weeks or one pay period, whichever is longer, before the date she wishes to end the leave.

6. Plan B does not apply to temporary employees.

7. A leave of absence under Plan B shall be considered to be an unpaid leave of absence. Income protection credits and vacation entitlement shall not accrue.

Sections 52 through 57.1(2) inclusive and Section 60 of the Employment Standards Code respecting maternity leave shall apply.

22:15 Education Leave

Employees shall be encouraged to improve their abilities by participating in available training programs. After written application from the Employee, necessary time off and subsidies may be granted to the Employee to attend training programs relevant to her employment.

22:16 Employees required to attend in-service education courses on their own time, shall be reimbursed at straight time rates for all hours so spent in the class. Employees who are not required to attend and who do not attend will not be disciplined.

22:17 Compassionate Care Leave:

An employee shall receive Compassionate Care Leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:

1. An employee must have completed at least thirty (30) days of employment as of the intended date of leave.

2. An employee who wishes to take a leave under this section must give the employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.

3. An employee who wishes to take no more than two (2) periods of leave, totalling no more that eight (8) weeks, which must end no later that twenty-six (26) weeks after the day the first period of leave began. No period of leave may be less than one (1) week's duration.

4. For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:

   4.1 A family member of the employee has a serious medical condition with a significant risk of death within twenty-six weeks from:

   4.1.1 The day the certificate is issued, or
4.1.2 If the leave was begun before the certificate was issued, the day the leave began;

4.2 And the family member requires the care or support of one (1) or more family members.
4.3 The employee must give the employer a copy of the physician’s certificate as soon as possible.

5. A family member for the purpose of this article shall be defined as:
   5.1 A spouse or common-law partner of the employee
   5.2 A child of the employee or a child of the employee's common-law partner.
   5.3 A parent of the employee or a spouse or common-law partner of the parent.
   5.4 Or any other described as family in the applicable regulations of the Employment Standards Code.

6. Unless otherwise mutually agreed, an employee may end her Compassionate Care Leave earlier than eight (8) weeks by giving the employer at least forty-eight (48) hours notice. Any additional available clearly indicated as "Compassionate Care Leave shifts – subject to forty-eight (48) hours of notice of cancellation".

7. Seniority shall be retained/accrued as per Article 12.

8. Subject to the provisions of 21:03, an employee may apply to utilize income protection to cover part of the two (2) week Employment Insurance waiting period.

9. In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for Bereavement Leave as outlined in Article 22:06 or Article 31:08.

ARTICLE 23: PAYMENT OF SALARIES AND INCREASEMENTS

23:01 Wages due to an Employee shall be paid regularly during the term of this Agreement, and shall be in accord with the schedule of wages appended hereto as Schedule "A". The pay period shall be every two (2) weeks.

23:02 Increments shall be due on the anniversary date of the Employee's date of employment at the Facility, subject to 23:05 and 31:07.

23:03 An Employee receiving promotion shall commence at the minimum salary for the new position, provided that the latter is greater than the salary previously earned. If by reason of length of service in her previous position, the salary of that Employee is greater than the minimum salary for the position, she shall commence at the first step on her new salary scale which would give her an increase over her former salary. The date of promotion shall become the new anniversary date for purposes of increments.

23:04 In the event that an Employee is assigned temporarily to a higher paid position within the scope of this Agreement, and provided the Employee carries out substantially all of
the duties and responsibilities of that position, she shall be paid the higher of sixty-five cents ($0.65) per hour, or the minimum rate of the higher classification from the first day of assuming such position with the provision that at no time will the hourly rate exceed the hourly rate of the position to which she is assigned.

23:05 Upon production of a certificate attesting to the successful completion of an approved course the P.C.A. I, shall be upgraded to a P.C.A. II.

Any employee who after two (2) years of on-the-job training and has not had the opportunity to take an approved course, shall be upgraded to the P.C.A. II classification at the start rate level.

23:06 When an unpaid leave of absence in excess of thirty (30) consecutive days is granted the anniversary increment for the Employee shall be delayed in direct relation to the length of the leave.

23:07 Payroll deductions will be discontinued if earnings for the month are insufficient to meet payments. This would not preclude an Employee from making prepayments to maintain coverage under Employee/Employer benefit program.

23:08 If an Employee voluntarily transfers to a lower or equally paid classification, she shall be paid at the same increment step on the new classification as she was at the old classification.

23:09 When an employee reports to work and is requested to work in a lower paid classification the employee shall be paid her current rate of pay.

When an employee voluntarily works a shift in a lower paid classification, the employee shall be paid at the same increment step on the lower paid classification as they are paid on their current classification.

ARTICLE 24: WORKPLACE SAFETY AND HEALTH COMMITTEE

24:01 A joint workplace Safety and Health Committee shall exist within each facility to examine all aspects of safety and health within the facility. Union representation on the committee shall not exceed two (2) members who shall be appointed by the Union.

24:02 The employer and the Union recognize the role of the local Workplace Safety and Health Committee in accordance with the Workplace Safety and Health Act of Manitoba and will comply with the Workplace Safety and Health Act of Manitoba.

24:03 The joint Workplace Safety and Health Committee shall hold meetings at regular intervals for jointly considering, monitoring, inspecting, investigating and reviewing health and safety conditions and practices within the facility. The duties of the committee include:

a) the receipt, consideration and disposition of concerns and complaints respecting the
safety and health of the workers;

b) participation in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace;

c) the development and promotion of measures to protect the safety, health and welfare of the persons in the workplace, and checking the effectiveness of such measures;

d) co-operation with occupational health service, if such a service has been established by the employer;

e) co-operation with a safety and health officer is exercising his duties under the Workplace Safety and Health Act;

f) the development and promotion of programs for education and information concerning safety and health in the workplace;

g) the maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and

h) such other duties as may be specified in the Workplace Safety and Health Act or regulations.

24:04 Minutes of Workplace Safety and Health Committee meetings shall be recorded, provided to committee members and posted on the appropriate bulletin boards.

24:05 Unresolved issues shall be referred to the Chief Administrative Officer or designate and a response shall be provided to the Workplace Safety and Health Committee within a reasonable period of time.

ARTICLE 25: BULLETIN BOARDS

25:01 Bulletin board space for the use of the Union will be provided by the Employer. All material posted must be submitted to the Chief Executive Officer or her designated representative before posting.

ARTICLE 26: TERMINATION OF EMPLOYMENT NOTICE

26:01 Employment may be terminated by the Employee by giving the Employer two (2) weeks written notice, exclusive of vacation, of intention to terminate employment.

26:02 Employment may be terminated with lesser notice or without notice:

a) by mutual agreement between the Employer and the Employee; or
b) during the probationary period of a new Employee without recourse to the grievance procedure; or

c) in the event an Employee is dismissed for sufficient cause to justify lesser or no notice.

26:03 The Employer shall within fourteen (14) calendar days after termination, make available all amounts due to the Employee including all unpaid wages and pay in lieu of unused vacation entitlements. The Employee shall return all property belonging to the Employer upon termination.

26:04 The Employer may give equivalent basic pay in lieu of notice or deduct from an Employee's terminal pay an amount equal to her basic pay for the period which she gives inadequate notice of termination.

ARTICLE 27: SUB-CONTRACTING OUT

27:01 It shall not be considered as sub-contracting should the Employer:

a) merge or amalgamate with another health care facility or health care related facility; or

b) transfer or combine any of its operations or functions with another health care facility or health care related facility; or

c) take over any of the operations or functions of another health care facility.

27:02 In accordance with Article 27:01, an Employee will be given ninety (90) days notice and severance pay on the basis of two (2) weeks pay at the regular basic rate, for the position last occupied, for each year of employment with the Employer if the Employer is unable to provide alternate employment for which the Employee possesses qualifications and ability sufficient to perform the required duties within a two hundred and fifty (250) kilometre radius of the Employee's originating Facility.

27:03 If the Employer intends to sub-contract work which results in the displacement of a number of Employees, the Employer will notify the Union at least ninety (90) days in advance of such changes and will make every reasonable effort to find suitable alternative employment with the Facility for those Employees so displaced and will guarantee to offer alternative employment with the Facility to those Employees who have thirty-six (36) months or more continuous service with the Employer. Any Employee with more than thirty-six (36) months service accepting a position in a lower paid classification will continue at the salary of her present classification and will receive an increase only when the new rate in her new scale, corresponding to her years of service, provides for an increase over her current rate.
An Employee with less than thirty-six (36) months service to whom the Employer cannot offer alternative employment will receive severance pay on the basis of two (2) week pay for each completed year of service.

ARTICLE 28: PERSONNEL FILES

28:01 Upon the written request of the Employee, the personnel file of the Employee shall be made available once per year for his/her examination in the presence of the Chief Executive Officer or designate. An Employee may respond in writing to any material in the file which expresses dissatisfaction with the Employee's performance or conduct and such response will become part of the Employee's file. Upon written request the Employee shall also receive a copy of such document.

ARTICLE 29: CONTINUANCE OF OPERATION

29:01 It is agreed that neither the Union or the Employer shall sanction or consent to any strike or lockout during the term of this Agreement.

ARTICLE 30: RETROACTIVE PAY

30:01 All retroactive wage and benefit adjustments shall be made payable within forty-five (45) days of the date of ratification of this Agreement by both parties at the facilities.

ARTICLE 31: SPECIAL UNDERSTANDING REGARDING PART-TIME EMPLOYEES

31:01 Part-time Employees are entitled to the wages and benefits provided for under this Collective Agreement on a pro-rata basis based on their regular hours worked. Without limiting the generality of the foregoing, the following provisions shall apply:

31:02 Income Protection in Case of Illness
Part-time Employees shall accumulate income protection on a pro-rata basis, in accordance with this formula.

\[
\text{Hours paid at regular rate of pay} \times \text{Entitlement of Full-time Employee full-time hours.}
\]

31:03 Annual Vacations
Part-time Employees shall earn vacation on a pro-rata basis in accordance with this formula:

\[
\text{Hours paid at regular rate of pay} \times \text{Entitlement of Full-time Employee full time hours}
\]

Actual vacation entitlement will be based on years of service. Accumulated hours shall only govern rate of vacation pay for the current vacation year.
31:04 Part-time Employees shall receive their entitled vacation over a period of time equivalent to the vacation period of a full-time Employee.

31:05 General Holidays
Part-time Employees will be paid four point six two percent (4.62%) of their basic pay in lieu of time off on General Holidays. Such holiday pay shall be calculated on all paid hours (excluding overtime hours as defined in Article 15) and shall be included in each regular pay deposit.

31:06 Overtime
Part-time Employees shall be entitled to overtime rates when authorized to work in excess of the daily or bi-weekly hours of work as specified in Article 15.

31:07 Increments
Salary increments for Part-time Employees will be granted after the completion of two thousand and eighty (2,080) hours at the Facility until the maximum of the appropriate salary schedule is attained.

31:08 Bereavement Leave

a) A Part-time Employee shall be allowed to take up to four (4) consecutive calendar days off, one (1) of which shall be the day of internment or cremation, in the case of death of a parent, wife, husband, same sex partner, child, brother, sister, brothers' wife, sisters' husband, mother-in-law, father-in-law, common-law spouse, daughter-in-law, son-in-law, sister or brother of spouse, the wife or husband of the spouses' sister or brother, grandparent, grandparents-in-law, grandchild, step children, step parents, latest foster parents, former legal guardian, fiancé and any other relative who was residing in the same household at the time of his/her death, she/he shall receive pay at the basic rate for each scheduled hour of work within those four (4) days.

b) Compassionate leave as referenced in (a) above, shall be extended by up to two (2) additional consecutive days provided the part-time employee is required to attend a funeral more than two hundred and fifty (250) kilometers from the respective facility, or may be granted at the Employers discretion if the travel required is less than two hundred and fifty (250) kilometers from the respective facility. The part-time Employee shall receive pay at the basic rate for each scheduled hour of work within these two (2) days.

c) The time off referenced to in (a) above shall not be considered as needed during periods when an employee was not scheduled to be on duty, ie: days off, vacation periods, holidays and days during which income protection is being utilized.

31:09 Necessary leave of up to one (1) day without loss of regular pay shall be granted to an employee to attend a funeral as a pallbearer or, subject to the operational needs of the facility as determined by the Employer, as a mourner.
31:10 Part-time Employees who indicate in writing to the Employer that they wish to work additional available hours shall be offered such work when available providing they are able to perform the required duties:
   i) Additional available hours shall be awarded on a basis of seniority amongst those Employees who have requested additional available hours.

   ii) Additional available shifts shall be offered only to the extent that they will not incur any overtime costs to the Employer, and it will not be construed as a change of shift.

   iii) Where a Part-time Employee is unable to work all or part of an additional shift for any reason, payment shall be made only in respect of hours actually worked.

   iv) Additional available hours worked by a Part-time Employee shall be included in the determination of seniority as per Article 12.

   v) Additional available hours worked by a Part-time Employee shall be included when determining an Employee’s earned vacation, accumulated income protection credits, and general holiday pay in accordance with this Article.

31.11 Compassionate Care Leave:

An employee shall receive Compassionate Care Leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:
1. An employee must have completed at least thirty (30) days of employment as of the intended date of leave.
2. An employee who wishes to take a leave under this section must give the employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
3. An employee who wishes to take no more than two (2) periods of leave, totalling no more than eight (8) weeks, which must end no later than twenty-six (26) weeks after the day the first period of leave began. No period of leave may be less than one (1) week’s duration.
4. For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
   4.1 A family member of the employee has a serious medical condition with a significant risk of death within twenty-six weeks from:
       4.1.1 The day the certificate is issued, or
       4.1.2 If the leave was begun before the certificate was issued, the day the leave began;

   4.2 And the family member requires the care or support of one (1) or more family members.
4.3 The employee must give the employer a copy of the physician's certificate as soon as possible.

5. A family member for the purpose of this article shall be defined as:
   5.1 A spouse or common-law partner of the employee
   5.2 A child of the employee or a child of the employee's common-law partner.
   5.3 A parent of the employee or a spouse or common-law partner of the parent.
   5.4 Or any other described as family in the applicable regulations of the Employment Standards Code.

6. Unless otherwise mutually agreed, an employee may end her Compassionate Care Leave earlier than eight (8) weeks by giving the employer at least forty-eight (48) hours notice. Any additional available clearly indicated as "Compassionate Care Leave shifts – subject to forty-eight (48) hours of notice of cancellation".

7. Seniority shall be retained/accrued as per Article 12.

8. Subject to the provisions of 21:03, an employee may apply to utilize income protection to cover part of the two (2) week Employment Insurance waiting period.

9. In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for Bereavement Leave as outlined in Article 22:06 or Article 31:08.

31.12 Plan B

1. In order to qualify for Plan B, a pregnant employee must:
   (a) have completed six (6) continuous months of employment with the Employer;
   (b) submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave; provide the Employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery;
   (c) provide the Employer with proof that she has applied for Employment Insurance benefits and that the HRDC has agreed that the employee has qualified for and is entitled to such Employment Insurance benefits pursuant to the Employment Insurance Act.

2. An applicant for Maternity Leave under Plan B must sign an agreement with the Employer providing that:
   (a) she will return to work and remain in the employ of the Employer for at least six (6) months following her return to work, except that where an employee is the successful applicant for a part-time position which commences on the date of her return from Maternity Leave or at any time during the six (6) months following her return from Maternity Leave, she must remain in the employ of the Employer, and work the working hours remaining in the balance of the six (6) months of the full-time employment; and
   (b) she will return to work on the date of the expiry of her maternity leave and where applicable, her parental leave, unless this date is modified by the
Employer; and
(c) should she fail to return to work as provided under (a) and/or (b) above, she is indebted to the Employer for the full amount of pay received from the Employer as a maternity allowance during her entire period of maternity leave.

3. An employee who qualifies is entitled to a maternity leave consisting of:
(a) a period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate, as in Article 22.00.
(b) a period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate and the actual date of delivery, if delivery occurs after the date mentioned in that certificate, as in Article 22.00
(c) the Employer shall vary the length of maternity leave upon proper certification by the attending physician or recommendation by the Department Head.

4. During the period of maternity leave, an employee who qualifies is entitled to a maternity leave allowance with the SUB Plan as follows:
(a) for the first two (2) weeks an employee shall receive ninety-three percent (93%) of her weekly rate of pay;
(b) for up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the EI benefits the employee is eligible to receive and ninety-three percent (93%) of the employee's normal weekly earnings.
(c) all other time as may be provided under Article 22.00 (3), shall be on a leave without pay basis.

5. An employee may end her Maternity Leave earlier than the date specified by giving her Employer written notice at least two weeks or one pay period, whichever is longer, before the date she wishes to end the leave.

6. Plan B does not apply to temporary employees.

7. A leave of absence under Plan B shall be considered to be an unpaid leave of absence. Income protection credits and vacation entitlement shall not accrue.

Sections 52 through 57.1(2) inclusive and Section 60 of the Employment Standards Code respecting maternity leave shall apply.

ARTICLE 32: TRANSPORTATION ALLOWANCE

32:01 For Employees required to use their own personal vehicle for facility business which has been pre-authorized by the Employer: the mileage rate shall be as per the Employer's approved rate for out-of-town trips; three dollars and fifty cents ($3.50) per return trip.

ARTICLE 33: UNIFORM ALLOWANCE

37
33:01 Where the Employer requires that an Employee wear a uniform while on duty, the Employer shall provide such Employees with a uniform allowance of seven cents ($0.07) per hour for all hours worked. The Employee will be responsible for the laundering and maintenance of her uniform.

The uniforms must conform to standards established by the Employer.

33:02 Effective date of ratification, where the employer requires that safety shoes be worn, the employee will be provided with a safety shoe allowance to a maximum of $100.00 (one hundred) per year upon presentation of a receipt. New employees will receive the allowance upon completion of their probationary period. An employee must wear safety shoes at all times while at work.

ARTICLE 34: RETIREMENT BONUS

34:01 Employees retiring in accordance with the following:

a) retire at age sixty-five (65) years; or

b) retire after age sixty-five (65) years; or

c) have completed at least ten (10) years continuous employment and retire after age fifty-five (55) years but before age sixty-five (65) years; or

d) Employees who have completed at least ten (10) years continuous employment with the Employer, whose age plus years of employment equal eighty (80); shall be granted retirement bonus on the basis of four (4) days per year of employment.

34:02 Calculation of retirement bonus entitlement shall begin from the date of the Employee's last commencing employment at the Facility and shall be based on the Employee's total seniority on the date of retirement.

34:03 Employees retiring in accordance with the conditions of 34:01 shall be granted paid retirement bonus as specified on the following basis. Calculations will be based on the following formula:

\[
\text{Total Paid Hours Actually Worked From Date of Hire} \times \frac{4 \text{ days}}{\text{Full-time Hours}}
\]

34:04 Payment shall, at the option of the Employee, be made in a lump sum or as a continuation of salary until the scheduled retirement date. The retirement date shall be the last day worked in cases where an employee chooses lump sum payment.
ARTICLE 35: DURATION

35:01 The agreement shall be in full force and effect from the April 1, 2012 until the 31st day of March 2017 and supersedes the Collective Agreement between the parties, which was in effect on July 1, 2004.

35:02 Should either party desire to propose changes to this Agreement, they shall give notice in writing, including proposed amendments, to the other party not more than ninety (90) calendar days and not less than thirty (30) calendar days prior to the date of termination. Within thirty (30) calendar days of the receipt of these proposals, the other party shall be required to enter into negotiations for the purpose of discussing the changes and the formulation of a new Agreement.

ARTICLE 36: EMPLOYEE BENEFITS

36:01 Enrolment in the HEBP Group Pension Plan, Group Health, Disability and Rehabilitation Plan, Dental Plan and Group Life Insurance Plan is a condition of employment for all employees, providing the employee qualifies under the conditions of each plan. The details of each plan are as determined by the trustees of the above noted plans and identified in the respective plan texts and HEBP rules and regulations.

36:02 Disability and Rehabilitation Plan

1. The Employer agrees to participate in the HEB Disability and Rehabilitation (D&R) Plan. The benefit levels will be as stipulated in the D&R Plan. The Employer will pay the D&R premium to a maximum of 2.3% of base salary.

The parties agree that income protection credits and Workers Compensation benefits will be used where applicable, to offset the elimination period. Once the elimination period has been exhausted, and subject to the approval of the employees' application for D&R benefits by HEB, the employee may commence drawing disability benefits. It is understood that the elimination period for the D&R Plan is one hundred and nineteen (119) calendar days. An employee may claim income protection benefits for the period of time not to exceed this elimination period and payment of accrued income protection within the elimination period represents the maximum amount of income protection available to the employee regardless of the dispensation of the D&R application or the status of the D&R application on the one hundred and twentieth (120th) calendar day. An employee may not utilize income protection contiguous to the date of termination of D&R coverage.

2. Where an employee has been away from work due to illness for four consecutive weeks the employee must complete all required documentation and make application for coverage under the HEB D&R Plan. The Employer and the Union are willing to assist the employee with completion of the documentation/application should the employee request.
3. Subject to compliance with paragraph 2, in the event;

(i) an employee does not have sufficient accrued income protection to cover the one hundred and nineteen (119) calendar day elimination period, or

(ii) the employee’s D & R application has not been approved by the end of the elimination period,

the Employer shall pay the D&R Premium, Health Plan Premium, and Dental Plan Premium in respect of any portion of the elimination period where the employee is not in receipt of paid income protection or in respect of the period of time between the end of the elimination period and the date of final disposition of the employee’s D&R application.

36:03 Employees will pay the Employer’s and employee’s share of Group Health, Dental, Group Life and D&R when on any period of unpaid LOA.

ARTICLE 37: JOB DESCRIPTIONS AND CLASSIFICATIONS

37:01 The Employer shall make available to the Union office copies of job descriptions and revisions when they occur and, on request, information such as positions in the bargaining unit, and job classifications.

37:02 In the event that the Employer proposes to establish a new classification or if there is a substantial change in the job content of an existing classification and provided that the new or revised classification falls within the bargaining unit, the Union shall be notified within thirty (30) days and commence negotiations for the appropriate salary range forthwith. Any dispute as to whether a new or revised classification falls within the bargaining unit may be referred to the Manitoba Labour Board for determination. The application of this clause shall not be deemed to constitute the re-opening of this Agreement. A copy of any new or amended job descriptions shall be included with the notice to the Union. If the dispute cannot be resolved by both parties, the matter shall be referred to arbitration.

ARTICLE 38 - PENSION OR BENEFIT PLAN IMPROVEMENTS

During the term of the 2012 to 2017 collective agreement, should another healthcare union receive enhanced pension or benefit plan improvements, the facility support unions will also receive the same enhancements at the same time.
# SCHEDULE "A" - Effective: April 1, 2012

<table>
<thead>
<tr>
<th>Stand. Group #</th>
<th>Facility Support - Employer Classification</th>
<th>Annual Hours</th>
<th>Start</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,431.27</td>
<td>2,504.14</td>
<td>2,579.37</td>
<td>2,656.78</td>
<td>2,736.37</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>29,175.19</td>
<td>30,049.70</td>
<td>30,952.42</td>
<td>31,881.33</td>
<td>32,836.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,509.69</td>
<td>2,584.92</td>
<td>2,662.57</td>
<td>2,742.48</td>
<td>2,824.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>30,116.32</td>
<td>31,019.04</td>
<td>31,950.88</td>
<td>32,909.76</td>
<td>33,856.68</td>
</tr>
<tr>
<td>41</td>
<td>HCA - Untrained</td>
<td>2080</td>
<td>Hourly</td>
<td>16.548</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,868.32</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>34,419.84</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Health Care Aide</td>
<td>2080</td>
<td>Hourly</td>
<td>17.044</td>
<td>17.555</td>
<td>18.082</td>
<td>18.624</td>
<td>19.183</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,954.29</td>
<td>3,042.87</td>
<td>3,134.21</td>
<td>3,228.16</td>
<td>3,325.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>35,451.52</td>
<td>36,514.40</td>
<td>37,610.56</td>
<td>38,737.92</td>
<td>39,900.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,954.29</td>
<td>3,042.87</td>
<td>3,134.21</td>
<td>3,228.16</td>
<td>3,325.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>35,451.52</td>
<td>36,514.40</td>
<td>37,610.56</td>
<td>38,737.92</td>
<td>39,900.64</td>
</tr>
<tr>
<td>46</td>
<td>Adult Day Care Coordinator</td>
<td>2080</td>
<td>Hourly</td>
<td>18.001</td>
<td>18.541</td>
<td>19.098</td>
<td>19.670</td>
<td>20.261</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,120.17</td>
<td>3,213.77</td>
<td>3,310.32</td>
<td>3,409.47</td>
<td>3,511.91</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>37,442.08</td>
<td>38,565.28</td>
<td>39,723.84</td>
<td>40,913.60</td>
<td>42,142.88</td>
</tr>
<tr>
<td>47</td>
<td>Rehab Aide</td>
<td>2080</td>
<td>Hourly</td>
<td>17.044</td>
<td>17.555</td>
<td>18.082</td>
<td>18.624</td>
<td>19.183</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,954.29</td>
<td>3,042.87</td>
<td>3,134.21</td>
<td>3,228.16</td>
<td>3,325.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>35,451.52</td>
<td>36,514.40</td>
<td>37,610.56</td>
<td>38,737.92</td>
<td>39,900.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,016.52</td>
<td>3,107.00</td>
<td>3,200.08</td>
<td>3,296.11</td>
<td>3,395.08</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>36,198.24</td>
<td>37,284.00</td>
<td>38,400.96</td>
<td>39,553.28</td>
<td>40,740.96</td>
</tr>
<tr>
<td>79</td>
<td>Ward Clerk</td>
<td>2080</td>
<td>Hourly</td>
<td>17.044</td>
<td>17.555</td>
<td>18.082</td>
<td>18.624</td>
<td>19.183</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,954.29</td>
<td>3,042.87</td>
<td>3,134.21</td>
<td>3,228.16</td>
<td>3,325.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>35,451.52</td>
<td>36,514.40</td>
<td>37,610.56</td>
<td>38,737.92</td>
<td>39,900.64</td>
</tr>
<tr>
<td>89</td>
<td>Maintenance Person</td>
<td>2080</td>
<td>Hourly</td>
<td>15.706</td>
<td>16.177</td>
<td>16.662</td>
<td>17.162</td>
<td>17.677</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,722.37</td>
<td>2,804.01</td>
<td>2,888.08</td>
<td>2,974.75</td>
<td>3,064.01</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>32,668.48</td>
<td>33,648.16</td>
<td>34,656.96</td>
<td>35,696.96</td>
<td>36,768.16</td>
</tr>
<tr>
<td>90</td>
<td>Maintenance II</td>
<td>2080</td>
<td>Hourly</td>
<td>17.284</td>
<td>17.802</td>
<td>18.336</td>
<td>18.886</td>
<td>19.453</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,995.89</td>
<td>3,085.68</td>
<td>3,178.24</td>
<td>3,273.57</td>
<td>3,371.85</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>35,950.72</td>
<td>37,028.16</td>
<td>38,138.88</td>
<td>39,282.88</td>
<td>40,462.24</td>
</tr>
</tbody>
</table>
SCHEDULE "A" - Effective: April 1, 2012

General Increase 2.75%

<table>
<thead>
<tr>
<th>Stand. Group #</th>
<th>Professional/Technical - Employer Classification</th>
<th>Annual Hours</th>
<th>Start</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
<th>Step 7</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>4,231.83</td>
<td>4,422.94</td>
<td>4,622.23</td>
<td>4,835.42</td>
<td>5,054.12</td>
<td>5,275.50</td>
<td>5,481.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>50,782.01</td>
<td>53,075.23</td>
<td>55,466.75</td>
<td>58,024.98</td>
<td>60,649.46</td>
<td>63,306.00</td>
<td>65,776.60</td>
</tr>
</tbody>
</table>
### General Increase 0%

<table>
<thead>
<tr>
<th>Stand. Group #</th>
<th>Facility Support - Employer Classification</th>
<th>Annual Hours</th>
<th>Start</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,431.27</td>
<td>2,504.14</td>
<td>2,579.37</td>
<td>2,656.78</td>
<td>2,736.37</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>29,175.19</td>
<td>30,049.70</td>
<td>30,952.42</td>
<td>31,881.33</td>
<td>32,836.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,509.69</td>
<td>2,584.92</td>
<td>2,662.57</td>
<td>2,742.48</td>
<td>2,824.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>30,116.32</td>
<td>31,019.04</td>
<td>31,950.88</td>
<td>32,809.76</td>
<td>33,895.68</td>
</tr>
<tr>
<td>41</td>
<td>HCA - Untrained</td>
<td>2080</td>
<td>Hourly</td>
<td>16.548</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,668.32</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>34,419.84</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Health Care Aide</td>
<td>2080</td>
<td>Hourly</td>
<td>17.044</td>
<td>17.555</td>
<td>18.082</td>
<td>18.624</td>
<td>19.183</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,954.29</td>
<td>3,042.87</td>
<td>3,134.21</td>
<td>3,228.16</td>
<td>3,325.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>35,451.52</td>
<td>36,514.40</td>
<td>37,610.56</td>
<td>38,737.92</td>
<td>39,900.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,954.29</td>
<td>3,042.87</td>
<td>3,134.21</td>
<td>3,228.16</td>
<td>3,325.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>35,451.52</td>
<td>36,514.40</td>
<td>37,610.56</td>
<td>38,737.92</td>
<td>39,900.64</td>
</tr>
<tr>
<td>46</td>
<td>Adult Day Care Coordinator</td>
<td>2080</td>
<td>Hourly</td>
<td>18.001</td>
<td>18.541</td>
<td>19.098</td>
<td>19.670</td>
<td>20.261</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,120.17</td>
<td>3,213.77</td>
<td>3,310.32</td>
<td>3,409.47</td>
<td>3,511.91</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>37,442.08</td>
<td>38,565.28</td>
<td>39,723.84</td>
<td>40,913.60</td>
<td>42,142.82</td>
</tr>
<tr>
<td>47</td>
<td>Rehab Aide</td>
<td>2080</td>
<td>Hourly</td>
<td>17.044</td>
<td>17.555</td>
<td>18.082</td>
<td>18.624</td>
<td>19.183</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,954.29</td>
<td>3,042.87</td>
<td>3,134.21</td>
<td>3,228.16</td>
<td>3,325.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>35,451.52</td>
<td>36,514.40</td>
<td>37,610.56</td>
<td>38,737.92</td>
<td>39,900.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,016.52</td>
<td>3,107.00</td>
<td>3,200.08</td>
<td>3,296.11</td>
<td>3,395.08</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>36,198.24</td>
<td>37,284.00</td>
<td>38,400.96</td>
<td>39,553.28</td>
<td>40,740.96</td>
</tr>
<tr>
<td>79</td>
<td>Ward Clerk</td>
<td>2080</td>
<td>Hourly</td>
<td>17.044</td>
<td>17.555</td>
<td>18.082</td>
<td>18.624</td>
<td>19.183</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,954.29</td>
<td>3,042.87</td>
<td>3,134.21</td>
<td>3,228.16</td>
<td>3,325.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>35,451.52</td>
<td>36,514.40</td>
<td>37,610.56</td>
<td>38,737.92</td>
<td>39,900.64</td>
</tr>
<tr>
<td>89</td>
<td>Maintenance Person</td>
<td>2080</td>
<td>Hourly</td>
<td>15.706</td>
<td>16.177</td>
<td>16.662</td>
<td>17.162</td>
<td>17.677</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,722.37</td>
<td>2,804.01</td>
<td>2,888.08</td>
<td>2,974.75</td>
<td>3,064.01</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>32,668.48</td>
<td>33,648.16</td>
<td>34,656.96</td>
<td>35,696.96</td>
<td>36,768.16</td>
</tr>
<tr>
<td>90</td>
<td>Maintenance II</td>
<td>2080</td>
<td>Hourly</td>
<td>17.284</td>
<td>17.802</td>
<td>18.336</td>
<td>18.886</td>
<td>19.453</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,995.89</td>
<td>3,085.68</td>
<td>3,178.24</td>
<td>3,273.57</td>
<td>3,371.85</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>35,950.72</td>
<td>37,028.16</td>
<td>38,138.88</td>
<td>39,282.88</td>
<td>40,462.24</td>
</tr>
</tbody>
</table>
## SCHEDULE "A" - Effective: April 1, 2013

**General Increase 2.75%**

<table>
<thead>
<tr>
<th>Stand. Group #</th>
<th>Professional/Technical - Employer Classification</th>
<th>Annual Hours</th>
<th>Start</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
<th>Step 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>2080</td>
<td>Social Worker *</td>
<td>Hr</td>
<td>26.340</td>
<td>27.530</td>
<td>28.770</td>
<td>30.097</td>
<td>31.458</td>
<td>32.836</td>
<td>34.118</td>
<td>34.428</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mth</td>
<td>4,565.60</td>
<td>4,771.87</td>
<td>4,986.80</td>
<td>5,216.81</td>
<td>5,452.72</td>
<td>5,691.57</td>
<td>5,913.79</td>
<td>5,967.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A</td>
<td>54,787.20</td>
<td>57,262.40</td>
<td>59,841.60</td>
<td>62,601.76</td>
<td>65,432.64</td>
<td>68,298.88</td>
<td>70,965.44</td>
<td>71,610.24</td>
</tr>
</tbody>
</table>

* Rates include Market Adjustment
### General Increase 2.5%

<table>
<thead>
<tr>
<th>Stand. Group #</th>
<th>Facility Support - Employer Classification</th>
<th>Annual Hours</th>
<th>Start</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,492.05</td>
<td>2,566.77</td>
<td>2,643.85</td>
<td>2,723.11</td>
<td>2,804.88</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>29,904.62</td>
<td>30,801.29</td>
<td>31,726.18</td>
<td>32,677.26</td>
<td>33,658.56</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,572.44</td>
<td>2,649.57</td>
<td>2,729.13</td>
<td>2,810.95</td>
<td>2,895.36</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>30,869.28</td>
<td>31,794.88</td>
<td>32,749.60</td>
<td>33,731.36</td>
<td>34,744.32</td>
</tr>
<tr>
<td>41</td>
<td>HCA - Untrained</td>
<td>2080</td>
<td>Hourly</td>
<td>16.961</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,939.91</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>35,278.88</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Health Care Aide</td>
<td>2080</td>
<td>Hourly</td>
<td>17.470</td>
<td>17.994</td>
<td>18.534</td>
<td>19.090</td>
<td>19.663</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,028.13</td>
<td>3,118.96</td>
<td>3,212.56</td>
<td>3,308.93</td>
<td>3,408.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>36,337.60</td>
<td>37,427.52</td>
<td>38,550.72</td>
<td>39,707.20</td>
<td>40,899.04</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,028.13</td>
<td>3,118.96</td>
<td>3,212.56</td>
<td>3,308.93</td>
<td>3,408.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>36,337.60</td>
<td>37,427.52</td>
<td>38,550.72</td>
<td>39,707.20</td>
<td>40,899.04</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,198.17</td>
<td>3,294.20</td>
<td>3,393.00</td>
<td>3,494.75</td>
<td>3,599.61</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>38,378.08</td>
<td>39,530.40</td>
<td>40,716.00</td>
<td>41,936.96</td>
<td>43,195.36</td>
</tr>
<tr>
<td>47</td>
<td>Rehab Aide</td>
<td>2080</td>
<td>Hourly</td>
<td>17.470</td>
<td>17.994</td>
<td>18.534</td>
<td>19.090</td>
<td>19.663</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,028.13</td>
<td>3,118.96</td>
<td>3,212.56</td>
<td>3,308.93</td>
<td>3,408.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>36,337.60</td>
<td>37,427.52</td>
<td>38,550.72</td>
<td>39,707.20</td>
<td>40,899.04</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,091.92</td>
<td>3,184.65</td>
<td>3,280.16</td>
<td>3,378.61</td>
<td>3,479.84</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>37,103.04</td>
<td>38,215.84</td>
<td>39,361.92</td>
<td>40,543.36</td>
<td>41,758.06</td>
</tr>
<tr>
<td>79</td>
<td>Ward Clerk</td>
<td>2080</td>
<td>Hourly</td>
<td>17.470</td>
<td>17.994</td>
<td>18.534</td>
<td>19.090</td>
<td>19.663</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,028.13</td>
<td>3,118.96</td>
<td>3,212.56</td>
<td>3,308.93</td>
<td>3,408.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>36,337.60</td>
<td>37,427.52</td>
<td>38,550.72</td>
<td>39,707.20</td>
<td>40,899.04</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,790.49</td>
<td>2,874.04</td>
<td>2,960.36</td>
<td>3,049.11</td>
<td>3,140.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>33,485.92</td>
<td>34,488.48</td>
<td>35,524.32</td>
<td>36,589.28</td>
<td>37,687.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,070.77</td>
<td>3,162.81</td>
<td>3,257.80</td>
<td>3,355.56</td>
<td>3,456.09</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>36,849.28</td>
<td>37,953.76</td>
<td>39,093.60</td>
<td>40,266.72</td>
<td>41,473.12</td>
</tr>
<tr>
<td>Stand. Group</td>
<td>Professional/Technical Employer Classification</td>
<td>Annual Hours</td>
<td>Start</td>
<td>Step 1</td>
<td>Step 2</td>
<td>Step 3</td>
<td>Step 4</td>
<td>Step 5</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------</td>
<td>--------------</td>
<td>-------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Social Worker</td>
<td>Hourly</td>
<td>2080</td>
<td>Monthly</td>
<td>To be determined.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Subject to the negotiated settlement at the MAHCP Professional Central Table.
# Schedule "A" - Effective: October 1, 2014

## Addition of 20 Year Scale

<table>
<thead>
<tr>
<th>Stand. Group #</th>
<th>Facility Support - Employer Classification</th>
<th>Annual Hours</th>
<th>2015</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Housekeeping Aide</td>
<td>Hourly</td>
<td>14.841</td>
<td>17.205</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,492.05</td>
<td>2,889.01</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>29,904.62</td>
<td>34,668.08</td>
</tr>
<tr>
<td>35</td>
<td>Laundry Aide</td>
<td>Hourly</td>
<td>14.841</td>
<td>17.205</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,572.44</td>
<td>2,982.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>30,869.28</td>
<td>35,786.40</td>
</tr>
<tr>
<td>41</td>
<td>HCA - Untrained</td>
<td>Hourly</td>
<td>16.861</td>
<td>17.301</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,939.91</td>
<td>3,041.83</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>35,278.88</td>
<td>36,501.92</td>
</tr>
<tr>
<td>42</td>
<td>Health Care Aide</td>
<td>Hourly</td>
<td>17.470</td>
<td>19.663</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,028.13</td>
<td>3,408.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>36,337.60</td>
<td>40,899.04</td>
</tr>
<tr>
<td>45</td>
<td>Activity Worker Group 2 (Act. / Rec. Coordinator)</td>
<td>Hourly</td>
<td>17.470</td>
<td>19.663</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,028.13</td>
<td>3,408.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>36,337.60</td>
<td>40,899.04</td>
</tr>
<tr>
<td>46</td>
<td>Adult Day Care Coordinator</td>
<td>Hourly</td>
<td>18.451</td>
<td>20.162</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,198.17</td>
<td>3,599.61</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>38,378.08</td>
<td>44,491.20</td>
</tr>
<tr>
<td>47</td>
<td>Rehab Aide</td>
<td>Hourly</td>
<td>17.470</td>
<td>19.663</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,028.13</td>
<td>3,408.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>36,337.60</td>
<td>40,899.04</td>
</tr>
<tr>
<td>79</td>
<td>Ward Clerk - PIO</td>
<td>Hourly</td>
<td>17.838</td>
<td>20.076</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,091.82</td>
<td>3,479.84</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>37,103.04</td>
<td>43,012.32</td>
</tr>
<tr>
<td>79</td>
<td>Ward Clerk</td>
<td>Hourly</td>
<td>17.470</td>
<td>19.663</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,028.13</td>
<td>3,408.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>36,337.60</td>
<td>40,899.04</td>
</tr>
<tr>
<td>89</td>
<td>Maintenance Person</td>
<td>Hourly</td>
<td>16.099</td>
<td>18.663</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,790.49</td>
<td>3,324.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>33,485.92</td>
<td>39,594.88</td>
</tr>
<tr>
<td>90</td>
<td>Maintenance II</td>
<td>Hourly</td>
<td>17.716</td>
<td>20.535</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,070.77</td>
<td>3,559.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>36,849.28</td>
<td>43,571.84</td>
</tr>
</tbody>
</table>
### SCHEDULE "A" - Effective: October 1, 2014

<table>
<thead>
<tr>
<th>Stand. Group #</th>
<th>Professional/Technical Employer Classification¹</th>
<th>Annual Hours</th>
<th>Start</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
<th>Step 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Worker</td>
<td></td>
<td>2080</td>
<td>Hourly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ Subject to the negotiated settlement at the MAHCP Professional Central Table.
**SCHEDULE "A" - Effective: April 1, 2015**

<table>
<thead>
<tr>
<th>General increase 2.5%</th>
<th>Facility Support - Employer Classification</th>
<th>Annual Hours</th>
<th>Start</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Year 20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Housekeeping Aide</td>
<td>Hourly</td>
<td>15,212</td>
<td>15,668</td>
<td>16,139</td>
<td>16,623</td>
<td>17,121</td>
<td>17,635</td>
<td>17,988</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,554.35</td>
<td>2,630.92</td>
<td>2,710.01</td>
<td>2,791.28</td>
<td>2,874.90</td>
<td>2,961.21</td>
<td>3,020.49</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>30,652.18</td>
<td>31,571.02</td>
<td>32,520.09</td>
<td>33,495.35</td>
<td>34,498.82</td>
<td>35,534.53</td>
<td>36,245.82</td>
</tr>
<tr>
<td>35</td>
<td>Laundry Aide</td>
<td>Hourly</td>
<td>15,212</td>
<td>15,668</td>
<td>16,139</td>
<td>16,623</td>
<td>17,121</td>
<td>17,635</td>
<td>17,988</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,636.75</td>
<td>2,715.79</td>
<td>2,797.43</td>
<td>2,881.32</td>
<td>2,967.64</td>
<td>3,056.73</td>
<td>3,117.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>31,640.96</td>
<td>32,589.44</td>
<td>33,569.12</td>
<td>34,575.84</td>
<td>35,611.68</td>
<td>36,680.80</td>
<td>37,415.04</td>
</tr>
<tr>
<td>41</td>
<td>HCA - Untrained</td>
<td>Hourly</td>
<td>17,385</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,013.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17,733</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>36,160.80</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>36,884.64</td>
</tr>
<tr>
<td>42</td>
<td>Health Care Aide</td>
<td>Hourly</td>
<td>17,907</td>
<td>18,444</td>
<td>18,997</td>
<td>19,567</td>
<td>20,154</td>
<td>20,759</td>
<td>21,174</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,103.88</td>
<td>3,196.96</td>
<td>3,292.81</td>
<td>3,391.61</td>
<td>3,493.36</td>
<td>3,598.23</td>
<td>3,670.16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>37,246.56</td>
<td>38,363.52</td>
<td>39,513.76</td>
<td>40,699.36</td>
<td>41,920.32</td>
<td>43,178.72</td>
<td>44,041.92</td>
</tr>
<tr>
<td>45</td>
<td>Activity Worker Group 2 (Act. / Rec. Coordinator)</td>
<td>Hourly</td>
<td>17,907</td>
<td>18,444</td>
<td>18,997</td>
<td>19,567</td>
<td>20,154</td>
<td>20,759</td>
<td>21,174</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,103.88</td>
<td>3,196.96</td>
<td>3,292.81</td>
<td>3,391.61</td>
<td>3,493.36</td>
<td>3,598.23</td>
<td>3,670.16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>37,246.56</td>
<td>38,363.52</td>
<td>39,513.76</td>
<td>40,699.36</td>
<td>41,920.32</td>
<td>43,178.72</td>
<td>44,041.92</td>
</tr>
<tr>
<td>46</td>
<td>Adult Day Care Coordinator</td>
<td>Hourly</td>
<td>18,913</td>
<td>19,480</td>
<td>20,064</td>
<td>20,666</td>
<td>21,286</td>
<td>21,925</td>
<td>22,363</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,278.25</td>
<td>3,376.53</td>
<td>3,477.75</td>
<td>3,582.11</td>
<td>3,689.57</td>
<td>3,800.33</td>
<td>3,876.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>39,399.04</td>
<td>40,518.40</td>
<td>41,733.12</td>
<td>42,985.28</td>
<td>44,274.88</td>
<td>45,604.00</td>
<td>46,515.04</td>
</tr>
<tr>
<td>47</td>
<td>Rehab Aide</td>
<td>Hourly</td>
<td>17,907</td>
<td>18,444</td>
<td>18,997</td>
<td>19,567</td>
<td>20,154</td>
<td>20,759</td>
<td>21,174</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,103.88</td>
<td>3,196.96</td>
<td>3,292.81</td>
<td>3,391.61</td>
<td>3,493.36</td>
<td>3,598.23</td>
<td>3,670.16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>37,246.56</td>
<td>38,363.52</td>
<td>39,513.76</td>
<td>40,699.36</td>
<td>41,920.32</td>
<td>43,178.72</td>
<td>44,041.92</td>
</tr>
<tr>
<td>79</td>
<td>Ward Clerk - PIO</td>
<td>Hourly</td>
<td>18,284</td>
<td>18,832</td>
<td>19,397</td>
<td>19,979</td>
<td>20,578</td>
<td>21,196</td>
<td>21,620</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,169.23</td>
<td>3,264.21</td>
<td>3,362.15</td>
<td>3,463.03</td>
<td>3,566.85</td>
<td>3,673.97</td>
<td>3,747.47</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>38,030.72</td>
<td>39,170.56</td>
<td>40,345.76</td>
<td>41,556.32</td>
<td>42,802.24</td>
<td>44,087.68</td>
<td>44,969.60</td>
</tr>
<tr>
<td>79</td>
<td>Ward Clerk</td>
<td>Hourly</td>
<td>17,907</td>
<td>18,444</td>
<td>18,997</td>
<td>19,567</td>
<td>20,154</td>
<td>20,759</td>
<td>21,174</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,103.88</td>
<td>3,196.96</td>
<td>3,292.81</td>
<td>3,391.61</td>
<td>3,493.36</td>
<td>3,598.23</td>
<td>3,670.16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>37,246.56</td>
<td>38,363.52</td>
<td>39,513.76</td>
<td>40,699.36</td>
<td>41,920.32</td>
<td>43,178.72</td>
<td>44,041.92</td>
</tr>
<tr>
<td>89</td>
<td>Maintenance Person</td>
<td>Hourly</td>
<td>18,501</td>
<td>18,996</td>
<td>17,506</td>
<td>18,031</td>
<td>18,572</td>
<td>19,129</td>
<td>19,512</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,860.17</td>
<td>2,945.97</td>
<td>3,034.37</td>
<td>3,125.37</td>
<td>3,219.15</td>
<td>3,315.69</td>
<td>3,382.08</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>34,322.08</td>
<td>35,351.68</td>
<td>36,412.48</td>
<td>37,504.48</td>
<td>38,629.76</td>
<td>39,788.32</td>
<td>40,584.96</td>
</tr>
<tr>
<td>90</td>
<td>Maintenance II</td>
<td>Hourly</td>
<td>18,159</td>
<td>18,704</td>
<td>19,265</td>
<td>19,843</td>
<td>20,438</td>
<td>21,051</td>
<td>21,472</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,147.56</td>
<td>3,242.03</td>
<td>3,339.27</td>
<td>3,439.45</td>
<td>3,542.59</td>
<td>3,648.84</td>
<td>3,721.81</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual</td>
<td>37,770.72</td>
<td>38,904.32</td>
<td>40,071.20</td>
<td>41,273.44</td>
<td>42,511.04</td>
<td>43,786.08</td>
<td>44,661.76</td>
</tr>
</tbody>
</table>

50
### SCHEDULE "A" - Effective: April 1, 2015

<table>
<thead>
<tr>
<th>Stand. Group #</th>
<th>Professional/Technical - Employer Classification</th>
<th>Annual Hours</th>
<th>Start</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
<th>Step 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Worker</td>
<td>2080 Hourly Monthly Annual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subject to the negotiated settlement at the MAHCP Professional Central Table.

To be determined.
<table>
<thead>
<tr>
<th>Standard Group #</th>
<th>Facility Support - Employer Classification</th>
<th>Annual Hours</th>
<th>Start</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Year 20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,605.40</td>
<td>2,683.64</td>
<td>2,764.08</td>
<td>2,847.03</td>
<td>2,932.50</td>
<td>3,020.49</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>31,264.74</td>
<td>32,203.73</td>
<td>33,168.92</td>
<td>34,164.33</td>
<td>35,189.96</td>
<td>36,246.82</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,689.44</td>
<td>2,770.21</td>
<td>2,853.24</td>
<td>2,938.87</td>
<td>3,027.09</td>
<td>3,117.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>32,273.28</td>
<td>33,242.56</td>
<td>34,238.88</td>
<td>35,266.40</td>
<td>36,325.12</td>
<td>37,415.04</td>
</tr>
<tr>
<td>41</td>
<td>HCA - Untrained</td>
<td>2080</td>
<td>Hourly</td>
<td>17.733</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,073.72</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>36,884.64</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>37,991.20</td>
<td>39,131.04</td>
<td>40,304.16</td>
<td>41,512.64</td>
<td>42,758.56</td>
<td>44,041.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>37,991.20</td>
<td>39,131.04</td>
<td>40,304.16</td>
<td>41,512.64</td>
<td>42,758.56</td>
<td>44,041.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,434.77</td>
<td>3,444.13</td>
<td>3,547.44</td>
<td>3,653.87</td>
<td>3,763.41</td>
<td>3,876.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>40,125.28</td>
<td>41,329.60</td>
<td>42,569.28</td>
<td>43,846.40</td>
<td>45,160.96</td>
<td>46,515.04</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>37,991.20</td>
<td>39,131.04</td>
<td>40,304.16</td>
<td>41,512.64</td>
<td>42,758.56</td>
<td>44,041.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,232.49</td>
<td>3,329.56</td>
<td>3,429.40</td>
<td>3,532.36</td>
<td>3,638.27</td>
<td>3,747.47</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>38,789.92</td>
<td>39,547.72</td>
<td>41,528.00</td>
<td>42,388.32</td>
<td>43,659.20</td>
<td>44,969.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>37,991.20</td>
<td>39,131.04</td>
<td>40,304.16</td>
<td>41,512.64</td>
<td>42,758.56</td>
<td>44,041.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>2,917.37</td>
<td>3,004.91</td>
<td>3,095.04</td>
<td>3,187.95</td>
<td>3,283.45</td>
<td>3,382.08</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>35,008.48</td>
<td>36,058.88</td>
<td>37,140.48</td>
<td>38,255.36</td>
<td>39,401.44</td>
<td>40,584.96</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>3,210.48</td>
<td>3,306.85</td>
<td>3,406.00</td>
<td>3,508.09</td>
<td>3,613.48</td>
<td>3,721.81</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td>36,525.76</td>
<td>39,682.24</td>
<td>40,872.00</td>
<td>42,097.12</td>
<td>43,361.76</td>
<td>44,661.76</td>
</tr>
</tbody>
</table>
## SCHEDULE "A" - Effective: April 1, 2016

<table>
<thead>
<tr>
<th>Stand. Group #</th>
<th>Professional/Technical - Employer Classification</th>
<th>Annual Hours</th>
<th>Start</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
<th>Step 7</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Social Worker</td>
<td>2080</td>
<td>Hourly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>To be determined.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ Subject to the negotiated settlement at the MAHCP Professional Central Table.
MEMORANDUM OF UNDERSTANDING
SUPPLEMENTARY TO THE COLLECTIVE AGREEMENT
BETWEEN
THE INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 987D
AND
BETEL HOME FOUNDATION

Participation in Jointly Trusted Pension Plan (HEPP)

1. The Parties agree to participate in the Health Care Employee's Pension Plan – Manitoba (HEPP) in accordance with its terms and conditions including an established contributions rate as set out in HEPP Trust Agreement. HEPP Pension Plan text and other applicable written policies and guidelines.

2. Any disputes with respect to the level of pension entitlement shall not be subject to the grievance and arbitration procedure under this agreement but shall be subject to adjudication in accordance with the terms of HEPP.

3. In the event that the contributions required by the HEPP Plan text are not sufficient to fund the necessary pension benefits, the parties to this agreement shall meet forthwith to determine an appropriate funding mechanism. The contribution rate may only be amended by the process outlined in the Pension Plan text or through collective bargaining.

4. Employer and Employee pension plan contribution rates to be increased as follows:
   a) Effective July 1, 2005: 1.4% increase (resulting in the new rates of 6.4% up to YMPE and 8% for earnings in excess of YMPE)
   b) Effective July 1, 2006: 0.2% increase (resulting in new rates of 6.6% up to YMPE and 8.2% for earnings in excess of YMPE)
   c) Effective July 1, 2007: 0.2% increase (resulting in the new rates of 6.8% up to YMPE and 8.4% for earnings in excess of YMPE)

DATED AT Winnipeg THIS 27TH DAY OF June, 2004

FOR
BETEL HOME FOUNDATION

FOR
THE INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 987

__________________________

__________________________
MEMORANDUM OF INTENT

INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 987

AND

BETEL HOME FOUNDATION

Maintenance of Wage Standardization

WHEREAS Healthcare Employers represented by the Labour Relations Secretariat and Health Care Unions (hereinafter “the parties”) have negotiated provisions to work toward the attainment of wage standardization in the facility support sector for classifications performing the same duties;

AND WHEREAS Phase II of the Wage Standardization initiative will be concluded on March 31, 2009;

AND WHEREAS the parties agree that Wage Standardization must be maintained while at the same time recognizing that bona fide and significant changes to an employee’s or group of employees job content may result in a request for review of the wage scale;

THEREFORE the parties agree to establish a joint committee within sixty (60) days of ratification of the final facility support collective agreement in 2008. The mandate of the joint committee is to develop a process, including a dispute resolution mechanism, to deal with changes in job content or qualification requirements consistent with the stated purpose of ensuring the maintenance of wage standardization. The time frame for the joint committee to conclude its deliberations is ninety (90) days from its first meeting.

DATED AT Winnipeg THIS 27th DAY OF June, 2014

FOR BETEL HOME FOUNDATION

FOR THE INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 987

__________________________

__________________________
LETTER OF UNDERSTANDING
SUPPLEMENTARY TO THE COLLECTIVE AGREEMENT
BETWEEN
INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 987
AND
BETEL HOME FOUNDATION

Extended Health Care Plan / Health Spending Account

The following benefit improvements will be applied through HEBP as specified:

1. Extended Health Care Plan:
   - Apr 1/09 - All employees who are enrolled or become enrolled in accordance with the options set out below, will be in the HEBP "Enhanced" Extended Health Care Plan.
   - Effective April 1, 2009 the "Enhanced" Plan premiums will be paid 50% by the Employer and 50% by the Employee.
   - There will be a three month enrollment period of Jan 1/09 to Mar 31/09 to allow Employees currently participating in the "Basic" Plan to either opt into the "Enhanced" Plan or to opt out of Plan coverage altogether.
   - Employees not previously in the Plan may revisit their status and either opt into the "Enhanced" Plan provided they are eligible in accordance with their category of employment, or remain out.
   - Employees currently in the "Enhanced" Plan must remain in the "Enhanced" Plan.
   - New Employees hired on or after Apr 1/09 will, as a condition of employment, be required to participate in the "Enhanced" Plan subject to plan text enrollment requirements unless they are eligible to waive participation in accordance with the plan text.
   - Any other enrollment changes will be as per the HEBP Plan text.

2. Health Spending Account:

   Effective April 1, 2010 a Health Spending Account (HSA) shall be made available for eligible employees. The HSA shall only apply and be made available as a top-up to the existing benefits provided in the HEBP "Enhanced" Extended Health Benefit Plan and the HEBP Dental Plan.

   The annual HSA benefit amounts shall be:
   - April 1, 2010 $250 for full-time employees*
$125 for part-time employees

- April 1, 2011 $500 for full-time employees*
  $250 for part-time employees

* For the purpose of the HSA, an employee is deemed to qualify for the full-time benefit if she/he has been paid for a minimum of 1,500 hours in the previous calendar year. Hours paid at overtime rates do not count in the annual determination of whether an employee qualifies for the full-time benefit.

- A “year” or “the annual HSA benefit” is defined as the calendar year – January 1 to December 31.

- In order to be eligible for the HSA an employee must be enrolled in the “Enhanced” Extended Healthcare Plan.

- New employees hired on or after April 1, 2010 who become enrolled in the “Enhanced” Extended Healthcare Plan will commence HSA coverage following one year participation in the “Enhanced” Extended Health Care Plan.

- Unutilized HSA monies are not carried over to the subsequent year.

DATED AT __________ THIS _______ DAY OF __________ , 2014.

FOR
BETEL HOME FOUNDATION

FOR
THE INTERNATIONAL UNION OF
OPERATING ENGINEERS LOCAL 987

__________________________

__________________________

__________________________