

**COLLECTIVE AGREEMENT**

**BETWEEN**

**GARDEN HOME INC.**

**AND**

**THE P.E.I. UNION OF PUBLIC SECTOR EMPLOYEES**

**July 1, 2017 to June 30, 2020**

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## ARTICLE 1 - PURPOSE OF AGREEMENT

- 1.01 The purpose of this Agreement is to establish and maintain harmonious relationships between the Employer and the employees as represented by the Union and to set forth certain terms and conditions of employment as hereafter contained in this Agreement.

## ARTICLE 2 – RECOGNITION

- 2.01 The Employer recognizes the Local Union as the bargaining agent for all employees who are permanent, probationary, full-time, part-time, casual or otherwise in any of the Licensed Practical Nurse (LPN), Resident Care Worker (RCW), Kitchen (Dietary and Food Services), Housekeeping (Cleaning and Laundry), Activity and Maintenance positions employed at 310 North River Road, Charlottetown, PEI excluding the General Manager, Administrator, Director of Nursing, **Resident Care Coordinator**, Director of Office Administration, Director of Activity, Director of Laundry Service, Director of Food Service and Housekeeping, Director of Environmental Services, Registered Nurses (RN's), Office Secretary, **Controller**, **Ward Clerk** and such other positions that exercise managerial functions who are employed in the confidential capacity in matters relating to labour relations pursuant to section 7(2) of the *Labour Act*. This Article shall be read subject to Appendix "A".
- 2.02 Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit, except in cases mutually agreed upon by the parties. The Parties recognize that from time to time, persons who are not members of the bargaining unit may perform services and/or do work that is outside the bargaining unit for the benefit of the Employer and its residents and/or provide training activities at the Garden Home. It is understood and agreed that these various services performed and/or work done may continue to occur provided the services performed and/or work done by persons not included in the bargaining unit will not result in a reduction in hours of work and/or layoff to members of the bargaining unit.
- 2.03 No employee shall be permitted to make a written or verbal agreement with the Employer which may conflict with the terms of this Agreement.

## ARTICLE 3 - DEFINITIONS

- 3.01 For the purpose of this Agreement,
- (a) "Classification" means the title of a position a person holds as listed in Schedule "A".
  - (b) "Continuous Service" means the most recent period of uninterrupted employment. Continuous service shall only be interrupted if any of the following occur:
    - (1) layoff
    - (2) resignation
    - (3) dismissal for just cause without reinstatement

- (4) in the case of a casual employee, upon completion of work. However, in the event that a casual employee, who has completed work, is recalled within thirty (30) days for subsequent work, the employee shall be considered to have continuous service for both periods of employment.

Continuous service includes periods of approved leave of absence with or without pay.

- (c) "Day" means a working day unless otherwise stipulated.
- (d) "Department Director" means an excluded employee who supervises employees.
- (e) "Employee" means any person in the bargaining unit who is employed by the Employer for remuneration.
- (f) "Employer" means the Garden Home (1986) Inc.
- (g) "Party" means the Union or the Employer.
- (h) "Pay Period" means a two-week period, as determined by the Employer, for which employees will be paid.
- (i) "Permanent Employee" means either a permanent full-time (PFT) employee or a permanent part-time (PPT) employee.
- (j) "Permanent employee" means:
- i) a full-time employee who works a regular schedule of hours as outlined in the Hours of Work and Shift Work Article and who has completed the probationary period, or
  - ii) a part-time employee who works less than the fully prescribed hours of work on a recurring and regularly scheduled bases and who has completed the probationary period and who is entitled to all the benefits of this Agreement on a pro rata basis.
- (k) "Probationary Employee" means an employee who has not completed their probationary period.
- (l) "Promotion" means an appointment of an employee from one classification to another classification with a higher salary level.
- (m) "Casual Employee" means a person who is employed to work on a day to day basis as required. A casual employee may not have a dedicated schedule or "Line" without the employer contacting the union for prior agreement.
- (n) "Temporary Employee" means an employee who is employed in accordance with Article 12 to replace a permanent full-time or part-time employee during their absence or for a special purpose.
- (o) "Union" means the P.E.I. Union of Public Sector Employees.

- (p) “Weekend” means the period commencing at 6:30 p.m. Friday and concluding at 6:00 a.m. Monday or as described in subsequent articles that are specific to weekend shifts.
- (q) “Complainant” means an employee who makes a complaint of harassment.
- (r) “Respondent” means an employee about whom a complaint of harassment is made.

#### **ARTICLE 4 – MANAGEMENT RIGHTS**

- 4.01 The Union acknowledges that it is the exclusive function of the Employer to do all things necessary to manage its operation.
- 4.02 The Employer acknowledges that its right to manage its operation is subject to the obligations hereinafter contained in this Agreement and such obligations shall be carried out in a reasonable manner.

#### **ARTICLE 5 - EMPLOYEE RIGHTS**

- 5.01 There shall be no discrimination practiced with respect to any employee by reason of race, creed, color, sex, sexual orientation, marital status, political or religious affiliation, ethnic or national origin, family status, age, disability or membership or activity in the Union.
  - 5.02 (1) The Union and the Employer recognize the rights and obligations contained in the *Employment Standards Act*, R.S.P.E.I. 1988, Cap. E-6.2, sections 24-28, with respect to employee’s entitlement to employment free of sexual harassment.
    - (2) (a) Sexual harassment, pursuant to section 24 of the *Employment Standards Act*, means any conduct, comment, gesture or contact of a sexual nature
      - (i) that is likely to cause offence or humiliation to any employee; or
      - (ii) that might, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.
    - (b) General harassment means one or more incidents involving unwelcome and vexatious words or actions that might reasonably demean, intimidate or cause embarrassment to another person and has the effect of interfering with the person’s work environment.
  - (3) Normal or reasonable exercise of supervisory responsibilities including training, performance appraisals, counseling and progressive discipline does not constitute harassment of any kind , unless there is strong evidence to the contrary.
- 5.03 The parties to this Agreement recognize that the Employer has adopted a policy with respect to sexual harassment in the workplace and agree that the following process shall operate in addition to the Employer’s policy:

### Reporting

- (1) Any employee who feels they have been subject to sexual harassment should report it immediately to any of the following: their supervisor, director, General Manager or Administrator of the Garden Home.

### Informal Resolution Process

- (2) Prior to any investigation of the matter occurring, or at any other time mutually agreed to, the Employer and the Employee/Complainant, and if desired by the Complainant, a Union Steward, may meet, or agree to conciliation, for the purpose of attempting to resolve the matter without resorting to the Formal Resolution Process. Where no resolution is obtained, the Complainant shall have the right to pursue formal resolution pursuant to this Article.

### Formal Resolution Process

- (3) The employee/Complainant may also report an incident of Sexual Harassment to the Human Rights Commission.
- (4) Where the process in subsection (2) has been exhausted and the matter has not been resolved, the Employer shall conduct an investigation as follows:
  - (a) The Employer shall promptly (i.e not later than five (5) days) commence a thorough investigation of the allegations of sexual harassment, which may include conducting interviews and taking written statements from the complainant, the alleged harasser, any witness or any other persons who can add pertinent information to the investigation. All employees are expected to cooperate fully with the investigation. The Employer shall have twenty (20) days from the date the investigation commenced to conclude such investigation.
  - (b) The Employer may request the assistance of legal counsel or other outside resources in conducting the investigation or where appropriate have the investigation conducted by an outside resource.

### Report of Investigation

- (5) Within seven (7) days of completion of the investigation, the Investigator shall prepare a written report of findings and review the Report and findings with the appropriate senior management personnel. The appropriate senior manager shall then meet with the Complainant and a Union Steward, if the employee chooses, advising that the investigation has been completed, what conclusions were reached and whether any action has been taken or what action, if any, will be taken.
- (6) If the Complainant is dissatisfied with the outcome of the investigation, the Complainant may, within seven (7) days of the meeting in subsection (5), with Union approval, pursue a grievance with respect to the allegation of sexual harassment under Article 27 beginning at Step 2, provided the reporting of the alleged incident of sexual harassment occurred within the time lines set out in Step 1. Grievances under this Article shall be treated in strict confidence by the Union, the employees and the Employer, in accordance with Article 5.05 hereof.

- 5.04 (1) The Employer, Union and employees agree that where an employee believes an incident of sexual and/or general harassment by a resident of Garden Home and/or a family member of a resident has occurred, or where an allegation of general harassment in the workplace is made, the Employee shall file an incident report. The Employer agrees that it will investigate the matter raised in the incident report and within twenty (20) days, will meet and report back to the employee and a Union Steward, if the employee chooses, about the stage or outcome of the investigation, and the action taken by the Employer, if any.
- (2) All employees are expected to cooperate fully with the investigation. The Employer may request the assistance of legal counsel or other outside resources in conducting the investigation or in assisting with the resolution of the incident
- (3) The Employer, the Union and the employees agree that no grievance may be filed as a result of an incident report filed or the Employer's investigation and action taken.

#### Confidentiality

- 5.05 The reporting of the complaint of sexual and/or general harassment pursuant to this Article, the content of the report, the parties involved and all subsequent proceedings and information shall not be disclosed to any person except where disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures in relation thereof, pursuant to the *Employment Standards Act*, s. 27(2) (d) and (f).

### **ARTICLE 6 - UNION SECURITY**

- 6.01 The Employer shall, as a condition of employment, deduct an amount equal to the bi-weekly Union dues deduction from the bi-weekly pay of all employees covered by this Agreement.
- 6.02 The Union shall inform the Employer in writing of the authorized dues for the implementation of Article 6.01. At least thirty (30) days notice of any change in the authorized dues will be provided.
- 6.03 Dues shall be deducted as follows depending upon an employee's biweekly gross salary:
- (a) \$100 but less than \$200, one-third (1/3) of the authorized dues, and
  - (b) \$200 or more, the full amount of the authorized dues.
- 6.04 The amounts deducted in accordance with this Article shall be remitted to the Union by cheque on or before the fifteenth (15) day of the month following the month in which deductions were made and shall be accompanied by particulars identifying employees and the amount deducted on their behalf.
- 6.05 The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article except for any claims or liability arising out of an error committed by the Employer.

### **ARTICLE 7 - INFORMATION**

- 7.01 The Union shall provide a copy of this Agreement to the members of this bargaining unit.

- 7.02 The Employer shall provide all employees, upon appointment, with written notification stating their classification (i.e. permanent, full-time or part-time, casual or temporary), commencement date and hourly rate.
- 7.03 The Employer shall indicate on each employee's income tax (T4) slip the total amount of Union dues deducted for the previous year.
- 7.04 The employees shall be provided with an itemized statement of hours paid, gross wages, and deductions on each pay stub.
- 7.05 The Employer shall provide copies of any policies and procedures issued by the Employer at each work unit in a binder. Employees shall be responsible for ensuring they maintain knowledge of the policies and procedures as posted.
- 7.06 The Employer shall make available to the Union copies of the pension and insurance plans.
- 7.07 The Employer agrees to acquaint new employees with the fact that a Collective Agreement is in effect and the name of the current Union Steward(s).
- 7.08 **Upon request of the Union, and no more than twice a calendar year**, the Employer shall provide the Union with a list of employees then employed, their Department, date of hire, pay rate and classification.
- 7.09 The Union, only with the prior consent of the Employer, and on terms satisfactory to the Employer, may be allowed to access to the Employer's premises for the purpose of administration of this Collective Agreement.
- 7.10 An employee shall be entitled to review the employee's personnel file. The employee shall give the Employer two (2) days notice prior to having access to their file.

## **ARTICLE 8 - HOURS OF WORK AND SHIFT WORK**

- 8.01 **The scheduled shifts for Employees shall be as set out in Schedule "C".**
- 8.02 Subject to operational requirements, the Employer shall reasonably facilitate, during scheduled unpaid meal periods, requests to leave the premises.
- 8.03 Should an employee who is able to leave the work area be recalled to duty during the designated meal or rest period, the break time not taken because of recall to duty shall be taken as paid time off at the end of the shift. If the paid time off cannot be granted at the end of the shift, the employee shall be paid out at straight time.
- 8.04 Time spent at staff meetings called by the Employer, during an employee's scheduled working hours, which employees are required to attend shall be considered as hours of work for employees attending and shall be paid at straight time.
- 8.05 Work schedules shall be posted two (2) weeks in advance of the schedule to be worked. The schedule will be for a minimum of six (6) weeks. Before schedules are drawn up, an employee requesting specific



days off shall submit **an electronic a-written** request to their Director. With the applicable Director's prior consent, two employees may be able to exchange their days off. **Absent emergency circumstances a minimum of seven days is required for a time off request.**

- 8.06 Where operational requirements permit, permanent employees shall have one (1) weekend off in each two (2) week period or at least twenty-six (26) weekends off per year unless otherwise mutually agreed upon.
- 8.07 (a) Employees shall receive a shift differential payment of one dollar (\$1.00) per hour, for hours worked between the hours of 6:30 p.m. and 6:00 a.m. (both times inclusive)(except for those employees working the night shift, who shall receive the shift premium for hours worked until 7:00 a.m.). Shift premiums shall be paid bi-weekly for the hours in that pay period for which premiums are payable.
- (b) Employees who are required to work weekends between the hours of 6:30 p.m. Friday to 6:00 a.m. Monday (inclusive) (except for those employees working the night shift, who shall receive the shift premium for hours worked until 7:00 a.m.) shall receive a shift differential payment of one dollar (\$1.00).
- (c) Majority of shift: in order to ensure proper payment of shift premiums noted in 8.08 (a) and (b) regardless of when the employee commences their shift, an employee must work the majority of their shift during the timeframe prescribed in the aforementioned articles to receive the premium(s).
- 8.08 Employees who report for work at an assigned/scheduled starting time and who are advised that they are no longer required to work shall be paid three (3) hours at their rate of pay for the length of the assigned shift, if no work is made available for them.
- 8.09 An employee's schedule shall not be changed for the sole purpose of avoiding compensation to the employee for overtime services.
- 8.10 The changing of Daylight Saving to Standard Time or vice versa shall not result in employees being paid more or less than their regular scheduled daily hours and no overtime shall accrue.
- 8.11 An employee may initiate a request for line sharing under the guidelines outlined in the Memorandum of Agreement re: Line Sharing.
- 8.12 There shall be no split shifts.

## **ARTICLE 9 - OVERTIME**

- 9.01 All overtime must be authorized by the Employer. The Employer intends to allocate work where possible in a manner that minimizes the occurrence of overtime work.
- 9.02 (a) An employee who is required to work in excess of their seven and one half (7.5) hour or eight (8) hour shift, or in excess of seventy five (75) or eighty (80) hours in a biweekly period shall be compensated for overtime. An employee shall be entitled to compensation at the rate of time and one-half (1½) for all overtime hours worked. Employees who work less than a seven and one half (7.5) hour shift shall be entitled to be compensated for overtime if required to work more than seven and one half (7.5) hours or more than seventy-five (75) hours in a bi-weekly pay period.

- (b) Due to the nature of the Garden Home's twenty-four hour care to its residents, in the event of a storm or emergency, employees may be required to stay in the Home to ensure the ongoing staffing needs of the Home. Employees who are required to stay and to work more than their required hours of work of seven and one half (7.5) hours or eight (8) hours, or for employees working less than seven and one-half (7.5) hours, if they are required to work more than seven and one-half (7.5) hours, all time worked during the emergency or storm in excess shall be paid at the overtime rate of time and one half (1.5) until the employee is provided with four (4) hours or more off duty. For periods of time which the employee is not required to perform work, the Employer shall make available all the services of the Home to the employee (such as kitchen and sleeping facilities) at no cost to the employee.
- 9.03 An employee can take the overtime compensation in the form of time off in lieu or pay. Time off in lieu shall be taken at a time mutually convenient to the employee and Employer and in no event shall be carried over past December 31 of any year.
- 9.04 Overtime shall not be claimed for less than fifteen (15) minutes at the end of a shift or work period but if overtime amounts to fifteen (15) minutes or more, the overtime rates shall apply to the total period in excess of the shift or work period.
- 9.05 (a) Employees who are called back to work after leaving the Employer's premises following completion of a shift or work period but before the commencement of their next shift or work period, and who in either case actually reports for work shall be granted a minimum of three (3) hours pay at the overtime rate in accordance with Article 9.01.
- (b) Employees who are called into work for less than three hours on a day that they are not working shall be paid a minimum three (3) hours pay at straight time rates or at the overtime rate in accordance with Article 9.01.

## **ARTICLE 10 - RATES OF PAY**

- 10.01 For the term of this Agreement, the rates of pay for classifications shall be in accordance with Schedule "A" which forms part of this Agreement.
- 10.02 Employees shall move to the rates of pay specified in Schedule "A" on the effective dates based on the applicable hours of work or years of service completed with the Employer. On successful completion of the probationary period the employee shall move to the start rate. Each employee shall move to the next higher pay step on the completion of hours of work or years of service depending on the appropriate classification. Hours of work shall include paid hours worked and paid hours of leave. Year of service is a period of uninterrupted employment from date of hire to the employee's anniversary date.
- 10.03 When a new classification is to be established in Schedule "A" or the duties of an existing classification are substantially changed, the parties to this Agreement shall consult on the salary range to be assigned. In the event that the parties cannot reach a negotiated settlement, the Employer shall assign a rate of pay to the position. The rate of pay shall remain in effect until the parties negotiate a new agreement, which may include a retroactive payment for hours already worked at the rate previously assigned by the Employer.
- 10.04 When an employee chooses to apply for a lower paying job and is selected, the pay rate shall be that of the classification. The hourly pay step shall be calculated based on the applicable completion of hours of work or years of service with the Employer.

- 10.05 (a) Pay periods shall cover a two (2) week period. Payment for the pay period will be provided by electronic funds transfer. Direct deposit of pay will be made to an account of the employee's choice no later than 12:00 noon on Friday of the following week.
- (b) If an employee does not receive the correct amount of pay **and the error is due to a mistake on the part of the Employer**, then the Employer will issue a cheque to the employee. Wherever possible this cheque issued by the Employer will be issued within twenty-four (24) hours of the error being brought to the Employer's attention. The Employer is not obligated to issue a corrected cheque for an amount less than \$20.00. **If an employee does not receive the full amount of pay and the error is due to a mistake on the part of the employee (such as failing to log in for a shift), then the Employer will pay the employee the missing pay on the following regularly scheduled Pay Period.**

## **ARTICLE 11 – PROBATIONARY PERIOD**

- 11.01 All new employees will have a probationary period of five hundred and sixty (560) hours worked in the classification. **An employee that is has not completed probation after four months will be paid the start rate for the job classification as outlined in Schedule “A”, but will remain on probation.**
- 11.02 All new employees hired are probationary until the employee successfully completes the probationary period. In order to advance from probationary status a satisfactory performance review must be completed. The Employer will confirm in writing within seven (7) days of completion of the initial five hundred and sixty (560) hour probationary period that either:
- (a) the employee has successfully completed the probationary period; or
  - (b) the employee’s probationary period is extended an additional two hundred and eight (280) hours; or
  - (c) the probationary employment of the employee is terminated.
- In the event the probationary period is extended by the Employer, the Employer will confirm in writing within seven (7) days of completion of the extended probationary period that the employee has successfully completed the probationary period or that the probationary employment of the employee is terminated.
- 11.03 Once an employee successfully completes their probationary period, calculation of their period of employment will date from their initial date of hire.
- 11.04 A paid orientation period will be provided to new employees for familiarization with the overall operation of Garden Home and training specific to their new position. The length of the orientation period will depend on the position being filled and will be determined by the Department Director. **For clarity, the orientation period does not count as part of probation. The length of orientation is in the Employer’s discretion although the parties agree that after ten (10) orientation shifts, the hours worked for orientation are counted as probationary hours.**

## ARTICLE 12 - TEMPORARY POSITIONS

- 12.01 Where a temporary position exists due to the absence of a regular employee or for a special purpose for a period greater than **sixty (60)** days, the Employer shall post a temporary position pursuant to this Article for a period of seven (7) calendar days.
- 12.02 In filling the temporary position the applications shall be processed in the following order:
- (a) applications from all permanent employees and employees on a recall list within the Department shall be fully processed. The Employer will select the applicant with the most seniority possessing a satisfactory performance review and the qualifications to do the posted position;
  - (b) applications from casual employees within the classification shall be fully processed. The Employer will select the applicant with the most casual seniority possessing a satisfactory performance review and the qualifications to do the posted position;
  - (c) if the position is not filled by the process outlined in subsections (a) and (b), the Employer may fill the position from outside Garden Home.
  - (d) Employees applying for RCW positions pursuant to this Article who do not have an RCW certificate shall be entitled to apply for such as they are deemed to have the equivalent qualifications from work experience with the Employer;
  - (e) In the case of job postings within this article specifying “male only” or “female only”, such requirement must be based on a genuine occupational qualification.
- 12.03 (a) Any position occupied by a temporary employee due to the absence of a permanent employee shall be assumed by the permanent employee on return to duty. **The permanent employee must provide the Employer, in writing, with a return date with as much notice as possible but, at a minimum, with one (1) weeks’ notice.**
- (b) If the position for which the temporary employee was hired becomes vacant or if a new position is created out of the special purpose it shall be posted in accordance with Article 14.
  - (c) A temporary position shall not be for a period in excess of twelve (12) months except in circumstances approved by the Union, unless the absence is created by the absence of an employee with a statutory or contractual entitlement to return to the same or an equivalent position.
- 12.04 An employee is expected to complete the full length of a temporary position unless applying for a permanent position.
- 12.05 When an employee fills a temporary position outside their classification, the employee shall receive the rate of pay for that classification from the date the temporary position is awarded to the employee pursuant to this Article.
- 12.06 When an employee fills a temporary position in the same classification, pursuant to this Article, the employee shall receive their regular rate of pay.
- 12.07 Where an employee works occasionally in more than one classification the employee shall receive the rate of pay applicable to the classification in which they are working.

## **ARTICLE 13 - SENIORITY**

### **13.01 Granting Seniority to Probationary Employees**

An employee who successfully completes the probationary period for permanent employment shall be granted seniority. **Seniority shall be based upon date of hire with the Employer.** This seniority shall include:

- (a) the probationary period, and
- (b) any service as a casual employee from their last date of hire.

### **13.02 Total Seniority and Seniority List**

In order to finalize a seniority list, the Employer, shall determine each employee's seniority, and post a seniority list with each employee's seniority. Such list shall be updated each January 31 and posted on the Employer's bulletin board and a copy shall be sent to the Union on the same day the Seniority List is posted on the bulletin board. The Union shall notify the Employer within sixty (60) days of posting the list regarding any errors on the list.

### **13.03 Use of seniority for the purpose of Job Opportunities and Promotions, Layoff and Recall, and Temporary Positions, shall be as set forth in the applicable articles of this Agreement. Seniority shall operate on a bargaining unit wide basis.**

### **13.04 An employee shall lose seniority only in the following circumstances:**

- (a) the employee is discharged for just cause and not reinstated;
- (b) the employee voluntarily resigns;
- (c) the employee is suspended for just cause and not reinstated (no seniority shall accrue for the period of suspension);
- (d) the employee is laid off for more than twelve (12) months; or
- (e) the employee fails to return to work upon recall unless just cause exists.

### **13.05 Transfer Out of Bargaining Unit**

- (a) If an employee voluntarily transfers to a permanent position outside the bargaining unit, he/she shall retain the seniority accumulated up to the date of leaving the bargaining unit but will not accumulate any further seniority. If such employee later returns to a vacant position in the bargaining unit, the employee will accumulate seniority from the date of returning to the bargaining unit. This additional seniority shall be added to the employee's previously accumulated seniority.
- (b) If a permanent employee accepts a temporary position outside the bargaining unit, the employee shall retain their seniority but shall not continue to accumulate seniority while occupying the temporary position.

## ARTICLE 14 – JOB OPPORTUNITIES AND PROMOTIONS

- 14.01 When a permanent vacancy occurs which the Employer intends to fill or a new position is created by the Employer, the Employer shall post the position within fourteen (14) calendar days. Notice of the position posting shall remain on all bulletin boards for a period of not less than ten (10) calendar days prior to the closing date for applications to be received by the Employer, to allow all existing employees the opportunity to apply. If a successful applicant is determined, the Employer shall award the posted position to the successful applicant within sixty (60) calendar days of the date of the posting. **The new position should begin at the start of the next posted schedule.** If no successful applicant is found from the applications of existing bargaining unit employees, the Employer may fill the position from outside the bargaining unit.
- 14.02 (a) (i) A job posting shall contain information on the nature of the position being filled, the closing date for applications, the qualifications required, a wage rate and the number of hours of work for the posted position and current details of shifts if shift work is involved. A copy of the posting shall be sent to the Union. The qualifications required shall be those required by the Employer to do the work to be performed by the employee and shall not be established in an arbitrary or discriminatory manner. The posting shall state, "The Employer is an equal opportunity employer".
- (ii) Employees applying for RCW positions pursuant to this Article who do not have an RCW certificate shall be entitled to apply for such, **if** as they are deemed to have the equivalent qualifications.
- (b) In the case of job postings specifying "male only" or "female only", such requirement must be based on a genuine occupational qualification.
- 14.03 No positions will be filled until applications from bargaining unit employees are fully processed.
- 14.04 In selecting bargaining unit applicants for all job opportunities and promotions, an interview shall be conducted of candidates who have been deemed to have acceptable performance reviews, and qualifications. Where bargaining unit applicants are found to be relatively equal, seniority shall be the determining factor.
- 14.05 Unsuccessful bargaining unit applicants shall be sent notice prior to the anticipated first full day of duty of the successful applicant. Any unsuccessful bargaining unit applicant who requests an explanation as to why he/she was unsuccessful shall be provided with the same.
- 14.06 The successful bargaining unit applicant shall be placed on trial in the new position for a period of sixty (60) shifts worked. This trial period may be extended or shortened by written agreement of the Employer and the Union. Conditional on satisfactory service, the employee shall be declared permanent in the position after the period of sixty (60) shifts worked. In the event the successful applicant proves unsatisfactory in the position during the trial period, the employee shall be returned to their former position and salary range without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to his/her former position and salary rate, without loss of seniority.

## ARTICLE 15 - LAYOFF AND RECALL

- 15.01 It is recognized that job security should increase in proportion to length of service. Therefore, in the event of layoff in a particular classification series, the employee in the affected classification series who has the least bargaining unit wide seniority will be given notice of intended layoff.
- 15.02 If an employee is to be laid off, the Employer must give notice in writing at least fourteen (14) calendar days prior to the effective date of the layoff. If an employee has not had the opportunity to work their scheduled hours of work during the notice period, the employee shall be paid for the days for which work was not made available.
- 15.03 When employees are laid off, they shall be placed on a recall list for a period of eighteen (18) months and shall be recalled in the following order:
- (i) In reverse order of layoff within the classification series;
  - (ii) If no employees are available for recall within the classification series, then provided the most recent performance appraisal was satisfactory and the employee has not since been disciplined, and the employee is qualified, in reverse order of bargaining unit wide seniority;
  - (iii) If no employees are available for recall from (i) or (ii) above, the Employer may fill the position in accordance with Article 14.
- 15.04 An employee shall be recalled by registered letter and/or by personal contact from the Employer, and the employee shall have twenty-four (24) hours from receipt of the letter or personal contact to advise the Employer if the Employee will be returning to work. The employee recalled and the Employer shall then determine the effective date of recall, which, in all events, shall be not more than two (2) weeks from the date of acceptance of the recall notice by the employee. Employees are responsible for leaving their current address and telephone contact number with **their Department Director**, which contact information shall be relied upon by the Employer in effecting recall.
- 15.05 An employee who is recalled shall be entitled to retain previous service time with the Employer for the purpose of calculating vacation entitlement after the date of recall and the employee shall be entitled to retain and use, in accordance with the provisions of the Collective Agreement, any unused sick leave credits accumulated at the time of layoff.
- 15.06 A layoff means a permanent or temporary reduction in the workforce due to position abolishment or reduction in hours of work of a permanent Employee to the status of a casual employee.
- 15.07 If a laid off employee wishes, they may be placed on the casual list with priority for receipt of unscheduled casual work, which would not affect their placement on a priority recall list for their classification series.
- 15.08 For the purposes of this Article, a classification series shall mean a grouping of position titles as listed below:

Group 1  
Resident Care Worker

Group 3  
Housekeeping Worker  
Laundry Worker

Group 5  
Activities Worker

Group 2  
Licensed Practical Nurse

Group 4  
Dietary Worker

Group 6  
Maintenance Worker

## **ARTICLE 16 - CONTRACTING OUT**

- 16.01 The Employer agrees that it shall not contract out work in the classifications of LPN or RCW.
- 16.02 With respect to other classifications, in the event the Employer determines a need to contract out any part or all of such work, it shall, prior to making a final decision as to same, meet with and discuss with the Union the proposed action, alternative methods to achieve the Employer's stated goals, and ways to offset the impact of the proposed action on the bargaining unit.
- 16.03 The Employer shall provide up to date job descriptions within sixty (60) days of the signing of this collective agreement.
- 16.04 Existing classifications shall not be changed or eliminated during the term of this collective agreement without prior consultation with the Union.

## **ARTICLE 17 – SAFETY & HEALTH**

- 17.01 The Employer shall take every reasonable precaution to ensure the occupational health and safety of its employees under the provisions of the *Occupational Health and Safety Act*, R.S.P.E.I. 1988, Cap 0-1.01.
- 17.02 When an Employee, group of employees, or the Union, is not satisfied that the provisions of Article 17.01 are being complied with, and the Workplace Occupational Health and Safety Committee has been consulted and has not resolved the health and safety issue, the following process shall apply:
- (i) The matter will be referred in writing to the Employer who shall immediately investigate the matter;
  - (ii) Failing a satisfactory remedy with ten (10) days following such investigation, the matter may be referred to an Occupational Health and Safety officer appointed under the *Occupational Health and Safety Act*, and the provisions of the Act with respect to the processing and resolution of such complaint and not this Agreement shall apply.
- 17.03 Safety Committees shall be established in accordance with the *Occupational Health and Safety Act*.

## **ARTICLE 18 - PERFORMANCE REVIEWS**

- 18.01 (a) Each employee will have a scheduled opportunity on an annual basis to meet with their Director to review and evaluate their work performance.
- (b) All other employees shall receive an annual performance review within thirty (30) days of their anniversary date of hire or at such other time as may be agreed between the employees of a Department and their Director.
- 18.02 A copy of the performance review will be given to the employee and the employee shall sign one copy to acknowledge receipt, which will be retained in the employee's confidential personnel file.



## **ARTICLE 19 - INJURY ON DUTY**

- 19.01 An employee prevented from performing their regular work with the Employer as a result of an occupational accident that is covered by the *Workers' Compensation Act* shall apply to the Workers' Compensation Board for benefits. The employee's Director shall be immediately advised of any such accident or injury occurring in the workplace.
- 19.02 (a) During the period of receiving Workers Compensation temporary earnings loss benefits, the employee will continue to accumulate Employer service for up to one (1) year, for the purposes of determining future benefit entitlements. Employees who are absent for more than two (2) weeks shall not accrue sick or other benefits for the period of their absence beyond two (2) weeks. Employees who are absent shall not accrue statutory holiday benefits.
- (b) **Effective August 1, 2020, and notwithstanding Article 19.02(a), Permanent Employees who are injured and receiving *Workers Compensation Act* benefits shall continue to receive the Employer group benefits cost shared as outlined in Article 34 for the first ninety (90) days.**
- 19.03 An employee who is injured during working hours, and is required to leave for treatment, shall receive payment for the remainder of the shift at their regular rate of pay, with deduction from sick leave for the hours used including scheduled work time used to seek the medical opinion, unless the attending physician states that the employee is fit for further work on that shift.
- 19.04 If an employee is unable to perform their duties at the time the Workers' Compensation Board ceases temporary earnings loss benefits, the employee will be provided with reasonable accommodation measures pursuant to Article 33. Where no accommodation is available, the employee shall be placed on layoff, pursuant to Article 15.
- 19.05 Where an employee is laid off pursuant to Article 19.04, the employee shall advise the Employer when the employee is able to be considered for recall pursuant to Article 15 of this Agreement. An employee may be required to provide a medical certificate of fitness to perform the duties of any position for which a notice of recall is given.

## **ARTICLE 20 – STAFF DEVELOPMENT AND TRAINING**

- 20.01 The Employer encourages and promotes continuing education and the upgrading of qualification which enables the employee to do a better job and qualify for additional responsibilities.
- 20.02 Examinations for courses taken to improve an employee's qualifications for their position, which are scheduled during the working hours of the employee, shall be treated as regular hours of work and paid by the Employer.
- 20.03 Employees requiring time off to write an examination shall notify their Director at least ten (10) days in advance by filling out a **time off request electronically**
- 20.04 (a) Where the Employer makes available in-house training courses, and the course occurs during an employee's regularly scheduled hours of work, employees who wish to attend may do so during working hours, with no loss of pay, provided permission of the employee's Director is obtained;  
or

- (b) Where the Employer requires an employee to take an in-house training course provided by the Employer, and the training occurs during an employee's regularly scheduled hours of work, the employee shall be able to attend with no loss of pay.
- (c) Where employees are required by the Employer to recertify for **CPR or** a non-violent crisis intervention course that is scheduled outside the normal hours of work, the Employer shall pay the employee for **two (2)** hours at the employee's regular rate of pay.

## **ARTICLE 21 - VACATIONS**

### **21.01 Accumulation of Credits – Permanent Employees**

Effective the signing date of this Agreement, permanent employees shall be entitled to an annual vacation leave with pay on the following basis:

- (a) Employees who have completed less than one (1) year continuous service as a permanent employee who are regularly scheduled for ten (10) shifts in a two (2) week pay period shall earn vacation entitlement of ten (10) regularly scheduled shifts per year. Employees working less than ten (10) regularly scheduled shifts shall earn vacation credits on a prorated basis as shown in Schedule "B".
- (b) Employees who have completed one (1) year of continuous service but less than five (5) years of continuous service as a permanent employee who are regularly scheduled for ten (10) shifts in a two (2) week pay period shall earn vacation entitlements of fifteen (15) regularly scheduled shifts per year. Employees working less than ten (10) regularly scheduled shifts shall earn vacation credits on a prorated basis as shown in Schedule "B".
- (c) Employees who have completed five (5) years continuous service but less than twenty (20) years of continuous service as a permanent employee who are regularly scheduled for ten (10) shifts in a two (2) week pay period shall earn vacation entitlements of twenty (20) regularly scheduled shifts per year. Employees working less than ten (10) regularly scheduled shifts shall earn vacation credits on a prorated basis as shown in Schedule "B".
- (d) Employees who have completed twenty (20) years continuous service as a permanent employee who are regularly scheduled for ten (10) shifts in a two (2) week pay period shall earn vacation entitlements of twenty-five (25) regularly scheduled shifts per year. Employees working less than ten (10) regularly scheduled shifts shall earn vacation credits on a prorated basis as shown in Schedule "B".
- (e) The computation of hours of work or paid leave shall not include overtime.

21.02 Employees shall not accumulate vacation time or vacation pay while on a leave of absence without pay including WCB (of two (2) or more weeks), Employment Insurance (EI) and Maternity, Adoption or Parental (MAP) leaves.

21.03 Years of service, for the purpose of determining vacation entitlement for permanent employees, are calculated **on an ongoing basis**.

#### 21.04 Prior Approval

- (a) All vacation leaves must be approved by the Employer prior to the commencement of such leaves by the Employer.
- (b) All employees shall submit their request for summer vacation periods (June 15<sup>th</sup> – September 15<sup>th</sup>) to their supervisor by March 1<sup>st</sup>. Vacation dates shall be posted by May 15<sup>th</sup> each year. Vacation schedules shall be posted by June 1<sup>st</sup> each year for the summer vacation period and shall not be changed unless mutually agreed by the employee and the Employer.
- (c) All employees shall submit their vacation request for the public school March Break period to their supervisor by December 15<sup>th</sup>. Vacation dates shall be posted by January 15<sup>th</sup> each year.
- (d) All employees shall take turns in requesting and receiving time off at Christmas, New Years and March Break.

#### 21.05 Carryover

Employees shall have the opportunity to carry over any unused vacation time, unless the employee requests to be paid out. The maximum amount of vacation which can be carried over is one (1) year's entitlement. Any requested payout shall be supplied by a separate cheque.

#### 21.06 Vacation for Probationary Employees

Probationary employees shall be entitled to accumulate but not take vacation time until the successful completion of the probationary period.

#### 21.07 Vacation Requests and Seniority

Subject to Article 21.04 in a situation where two (2) or more employees in the same department have requested the same vacation days, the employee with the greatest seniority shall be granted their request except where another practice is agreed to between the Employer and employees of a particular department.

### **ARTICLE 22 – STATUTORY HOLIDAYS**

#### 22.01 Designated Statutory Holidays

The following is the list of designated statutory holidays:

- (a) New Year's Day
- (b) Islander Day
- (c) Good Friday
- (d) Victoria Day
- (e) Canada Day
- (f) Gold Cup Day
- (g) Labour Day
- (h) Thanksgiving Day
- (i) Remembrance Day
- (j) Christmas Day
- (k) Boxing Day

## 22.02 Paid Leave for Employees

Permanent employees shall be entitled to a day's paid leave for the designated statutory holidays provided:

- (a) they are paid for either the scheduled shift before or the scheduled shift after the holiday, and
- (b) their employment did not commence on the day after the holiday, and
- (c) their employment did not terminate on the day before the holiday, and the employee was not absent without approved leave on either the scheduled shift immediately prior to or following the holiday or on the holiday, and

22.03 Employees on a leave of absence without pay including Workers Compensation (WCB), Employment Insurance (EI) and Maternity, Adoption and Parental (MAP) leave shall not accrue holiday pay.

## 22.04 Paid Leave for Employees

- (a) For the purposes of this Article, a "day's paid leave" shall be equivalent to the number of hours in a shift that the employee is regularly scheduled to work (i.e. 6 hour shifts = 6 hours paid leave; 7.5 hour shifts = 7.5 hours paid leave; 8 hour shifts = 8 hours paid leave).
- (b) For employees who are regularly scheduled for shifts of different durations, their "day's paid leave" is calculated as follows: total hours regularly scheduled in two (2) week pay period divided by ten (i.e. 64.5 hours regularly scheduled ÷ 10 shifts = 6.5 hours paid leave).
- (c) For the purpose of calculating "a day's paid leave" for employees who are part time employees, the employer will use the average of the shifts worked in the previous **two (2) Pay Periods**, this will include sick, vacation, and stat time paid in the calculation.
- (d) Employees wishing to save "stat" days may do so as long as the accumulation does not exceed four (4) days. Prior arrangements should be made with the scheduler and days are to be taken within five (5) months of agreement.

22.05 Schedule "B" to this Agreement shows the maximum paid statutory days that permanent employees who qualify under Article 22.02 can earn in a calendar year.

## 22.06 Holiday Falling on Paid Leave Day

When a holiday falls within an employee's period of approved leave with pay, that day shall constitute a holiday and not a day of leave.

## 22.07 Holiday Coinciding with Day of Rest

Subject to Article 22.02, when a day designated as a holiday coincides with permanent employee's day of rest, the Employer shall grant the holiday with pay on either:

- (a) the day immediately following the employee's day of rest, or
- (b) the day following the employee's annual vacation, or

- (c) another mutually acceptable day between the Employer and the employee within four (4) months of the holiday,
- (d) if an employee is paid out their holiday pay, it shall be by separate cheque.

#### 22.08 Scheduled Work on a Holiday for a Permanent Employee

A permanent employee who is scheduled to work and works on a designated statutory holiday shall, in addition to their day's paid leave as determined in Article 22.04, be paid time and one-half for their scheduled hours worked on the designated statutory holiday.

#### 22.09 Compensatory Leave Option

In lieu of receiving pay for accrued statutory holiday hours, an employee may request compensatory leave with pay. Compensatory leave shall be taken at a time mutually agreeable to the Employer and the employee. Should the employee not arrange to take the compensatory leave prior to the expiry of the three (3) months following the pay period in which the holiday occurred, then the right to the time off shall be forfeited and the employee shall be paid for their accrued statutory holiday hours.

### **ARTICLE 23 – SICK LEAVE**

23.01 Sick leave is provided to enable permanent employees to be absent during periods of illness or injury without suffering financial loss of their regular wages. An employee found to be abusing sick leave privileges may be subject to disciplinary action.

- 23.02 (a) A permanent employee who is paid for ten (10) shifts at eight (8) hours per shift in a biweekly pay period shall be able to accumulate ninety-six (96) paid sick leave hours for twelve (12) months of service or eight (8) hours per month of service. All other permanent employees who are paid for less than ten (10) eight (8) hour shifts in a biweekly pay period shall be able to accumulate sick leave hours calculated on a prorated basis biweekly as outlined in Schedule "B".
- (b) A permanent employee who is paid for ten (10) shifts at seven and one-half (7.5) hours per shift in a biweekly pay period shall be able to accumulate ninety (90) paid sick leave hours for twelve (12) months of service or seven and one half (7.5) hours per month of service . All other permanent employees who are paid for less than ten (10) seven and one half (7.5) hours shifts in a biweekly pay period shall be able to accumulate sick leave hours calculated on a prorated basis biweekly as outlined in Schedule "B".
- (c) Permanent employees shall be entitled to accumulate sick leave days to a maximum of twenty-four (24) days at any time.
- (d) Permanent employees shall not accumulate sick leave while on leaves of absence without pay from the Employer including Workers Compensation, Employment Insurance (EI) and Maternity, Adoption or Parental (MAP) leave.
- (e) Pay Out of Sick Leave
  - (i) A permanent employee may elect to exchange accumulated sick leave hours for pay once per year at the rate of eighty percent (80%) of the employee's rate of pay by giving notice to the employer by December 1 of each year. No employee may exchange sick leave

hours if it results in an employee's accumulated sick leave being less than 10 (ten) days or seventy-five (75) hours.

- (ii) Permanent employees may also choose to exchange sick leave hours for pay once per year at the rate of eighty percent (80%) in the form of an RRSP contribution by informing the employer of their intention to exchange and providing the employer the required information to complete the transaction.

23.03 A permanent employee's regular bi-weekly pay shall not be reduced as a result of absence from work due to illness unless the employee has used the accumulated sick leave outlined in Article 23.02 (a) and (b).

23.04 (a) Approval for sick leave must be obtained by an employee by filling out and certifying/signing the Employer's prescribed sick leave form in which the employee must specify the nature of the illness and an inability to perform their duties.

- (b) An employee may be required to produce a certificate from a qualified medical practitioner for sick days utilized in a calendar year in excess of five (5) cumulative sick days. The qualified medical practitioner shall certify that the employee was unable to carry out the employee's duties due to illness.

- (c) (i) Employees may be directed to undergo an examination by a medical practitioner appointed by the Employer. In the event that a diagnosis provided by the physician appointed by the Employer conflicts with a diagnosis provided by the employee's physician, then the Employer may direct the employee to undergo an examination by a third physician.

- (ii) The cost of such medical examinations shall be borne by the Employer.

23.05 In the case of absence due to illness or accident the matter must be reported as soon as possible to the Employer.

23.06 (a) An employee, other than a casual employee, who becomes ill while on vacation leave may substitute that period while ill with sick leave, if the employee produces a certificate from a qualified medical practitioner stating the period during which the employee was incapacitated and the nature of the illness.

- (b) Such substitution of sick leave for vacation leave shall be subject to the approval of the Employer and must be submitted on return to duty.

- (c) When such substitution is approved by the Employer, the employee shall have these days credited to his/her vacation leave accumulation.

## **ARTICLE 24 - SPECIAL LEAVE**

### **24.01 General**

- (a) In the sole discretion of the Employer, periods of special leave in excess of those allowed in this article may be authorized in exceptional circumstances.

- (b) Except for leaves granted pursuant to Article 24.01(a), an employee, upon completing the period of leave authorized under this article, shall return to the same position held prior to the commencement of the leave.
- (d) Employees on leave have the option of maintaining their group insurance coverage, provided the employee pays 100% of the cost of such coverage to the Employer prior to first day of each month. In the event payment is not provided to the Employer, coverage shall be terminated.

#### 24.02 Maternity, Adoption Parental (MAP) Leave

The Employer shall grant leaves of absence without pay for reasons of maternity, parental or adoption leave in accordance with the provisions of the *Employment Standards Act* for a total leave period of up to fifty-two (52) weeks for any one birth or adoption event.

#### 24.03 Negotiations

The Employer shall grant leave of absence with pay to employees to attend negotiating meetings on behalf of the Union providing leave is limited to three (3) employees. Where reasonably possible, the Union shall provide two (2) weeks notice to the Employer of the employees who will be absent from work.

#### 24.04 Union Business

Where operationally reasonable, the Employer agrees to provide leave of absence without pay to an employee who is required to attend meetings concerning Union business or in consultations with the Employer. The Employer will maintain the employee's regular pay and benefits, if notified by the Union that it agrees to reimburse the Employer for the salary and benefit costs of employees granted Union business leave or Employer consultation leave.

#### 24.05 Elections

Any employee eligible to vote in a federal or provincial election shall have such time off as is prescribed in the Canada Elections Act or the Election Act of Prince Edward Island.

#### 24.06 Jury Duty

The Employer agrees to abide by the provisions of the *Jury Act* for any employee who is served with a Jury Information Return and Summons pursuant to the *Jury Act*, s. 8(7). The Employer will provide paid leave to an employee who is required to serve as a juror for the period of time their attendance is actually required, provided:

- (1) The employee provided the Employer with a copy of the Jury Information Return and Summons prior to jury duty commencing;
- (2) Any reimbursement received for the service, excluding expenses of mileage and meals, are remitted to the Employer;

- (3) Once the employee's service as a juror is no longer required, the employee returns immediately to resume work. It is understood that upon return to work, any employee called in to backfill for the period of jury service may be sent home and paid for their time worked at straight time.

#### 24.07 Bereavement

- (a) In the event of the death of an employee's parent (including a natural parent, guardian, foster parent or any other person standing in loco parentis), spouse, son, daughter, brother, sister, grandchild, grandparent, mother-in-law, father-in-law, common-law spouse, or of any relative permanently residing with the employee, an employee upon request shall be granted leave with pay for three (3) consecutive days. Up to two (2) additional days may be authorized for travelling time or, if in the opinion of the Employer, additional bereavement leave is necessary.
- (b) In the event of the death of an employee's aunt, uncle, nephew, niece, brother-in-law, sister-in-law, son-in-law or daughter-in-law, the employee upon request shall be granted leave with pay for one (1) day for the purpose of attending the funeral.
- (c) If an employee is on vacation leave at the time of bereavement, the employee shall be granted special leave and be credited the appropriate number of days to vacation leave.
- (d) Where administratively possible employees requesting such leave shall submit the appropriate leave Request Form to the Employer for approval of the special leave; otherwise on immediate return to duty.

24.08 The Employer shall grant compassionate care leave up to eight (8) weeks pursuant to the PEI *Employment Standards Act*.

### ARTICLE 25 - DISCIPLINE PROCEDURES

25.01 In order to promote harmonious Labour-Management relations and to ensure the highest quality of service to the residents of Garden Home, the parties agree that the following procedures will be followed in the discipline of employees.

25.02 Discipline must be timely to bring home the importance of the problem being addressed; however, the parties recognize that a period of investigation may be necessary to ensure the circumstances warrant disciplinary action. When an investigation is deemed necessary by the Employer, it shall be carried out as follows:

- (a) an internal Employer investigation will be completed within fifteen (15) days of the date the Employer became aware of an alleged incident. The Employer agrees that if discipline is appropriate, it shall be imposed within five (5) days of the completion of the investigation.
- (b) in the event that the Employer determines an alleged incident requires an investigation involving outside agencies, the Employer shall conduct any necessary investigation as quickly as **reasonably** possible after becoming aware of the incident, and disciplinary action, if any, will be imposed immediately following the completion of the investigation.

25.03 The scale of disciplinary action is as follows:



(a) Oral Reprimand

During the oral reprimand the problem is called clearly to the attention of the employee; the need for the employee to correct the identified problem(s) is emphasized. The employee shall be informed of corrective action to take. These discussions shall be held in private. The result should be agreement by the employee to correct the unacceptable behavior/problem. A specified time interval for the correction to take place will be communicated to the employee.

(b) Written Reprimand

When the oral reprimand has failed, and when it is decided that a written reprimand is necessary, a written reprimand should be issued. The employee should be informed of the reasons for the recorded reprimand when issued. A copy of the written reprimand will be placed on the employee's file.

(c) Suspension

Suspension as a disciplinary action is an enforced temporary absence from duty. Periods of suspensions are always without pay.

(d) Dismissal

When a suspension has not resulted in a correction of the employee's behavior or performance, or in the instance of a single serious incident, dismissal may result.

- 25.04 Notwithstanding Article 25.03, it is understood that the Employer may impose discipline up to and including dismissal depending on the severity of the Employee's misconduct or violation, and that where appropriate the discipline imposed may not be preceded by less severe forms of discipline.

## **ARTICLE 26 - DISCIPLINE**

- 26.01 No employee shall be disciplined except for just cause.

- 26.02 Where an employee is disciplined by suspension, demotion, or dismissal, the Employer shall, upon the date of such disciplinary action, provide the employee with written reasons for such disciplinary action and a copy of such notice shall be sent to the Union.

- 26.03 Upon request of an employee, the Employer shall provide the employee with the opportunity to read any documents, other than recruitment documents, on the employee's personnel file. Upon the employee's request, the employee shall be provided with an exact copy of any such document, other than recruitment documents.

- 26.04 Upon the employee's request, any notice of disciplinary action or any other document concerning a disciplinary action other than evaluation reports and payroll transactions which may have been placed on the employee's personnel file, shall be removed after two (2) years has elapsed since the disciplinary action was taken, provided no further disciplinary action has been recorded during this period.

- 26.05 Where it is determined that an employee has been unjustly terminated the Arbitration Board may reinstate the employee without loss of pay and or benefits. Nothing in this Agreement limits an arbitrator's powers to resolve a disciplinary grievance.
- 26.06 Upon request, the parties shall provide pre-hearing disclosure of evidence to be presented in cases of discipline.

## **ARTICLE 27 – GRIEVANCES AND ARBITRATION PROCEDURE**

### **27.01 Policy**

The parties recognize the desirability of providing of an orderly system of resolving any complaints or disputes in order to provide a harmonious and cooperative relationship between the Employer and its employees. The termination of employment of a probationary employee during the probationary period following an evaluation shall be subject to the total discretion of the Employer and such termination shall not constitute discipline under Article 26 of this Agreement.

### **27.02 "Grievance" means a written complaint by an employee or group of employees**

- (a) arising out of a difference of opinion as to the application, interpretation, administration, or alleged violation of this Agreement, or
- (b) including any question as to whether a matter in this Agreement is arbitrable.

### **27.03 Designated Representative**

The Employer shall designate a representative for the Grievance Procedure and advise the Union of the name and title of the Designated Representative.

### **27.04 Steward**

The Union shall provide the Employer with written notice of the name of a Steward authorized to deal with grievances on behalf of employees.

### **27.05 Union Concurrence**

Employees may pursue a grievance under this Article only with the approval of the Union.

### **27.06 Complaint/Grievance Settlement Process**

#### **Step 1**

The parties to the Agreement recognize many complaints can be settled through informal discussion. For this reason, it is understood that if an employee has a complaint the employee shall discuss it with the employee's Department Director, or in their absence, **another appropriate supervisor**, as soon as possible and in any case no complaint shall be made unless made within twenty-one (21) days from the date upon which the complaint occurred, unless an extension of time has been mutually agreed upon. The Department Director, **or the other appropriate supervisor**, shall respond in writing to the complaint within seven (7) days of the discussion.

## Step 2

Within seven (7) days of the response to the complaint in Step 1, the aggrieved employee may submit a written grievance, if the complaint has not been resolved to the satisfaction of the employee and the Union. The employee and the Union Steward shall meet with the Administrator to discuss the grievance. Within seven (7) days of such meeting the Administrator shall render a written decision on the grievance.

## Step 3

Failing satisfactory settlement of the grievance being reached in Step 2, the Union may within ten (10) days of receipt of the decision referred to in Step 2, refer the grievance to Arbitration.

### 27.07 Union Representation

In any case where an employee presents a complaint in person at Step 1, or in any case where a meeting is held on a complaint or grievance at any level, the employee may be accompanied by a Union Steward or a representative of the Union.

### 27.08 Time Limits

The time limits specified in this Article may be extended by mutual agreement in writing.

### 27.09 Communications

- (a) When it is necessary to use the postal service to process a grievance, all correspondence between the designated representative and the employee shall be by registered mail.
- (b) When a grievance is delivered by hand, it will be dated the date it was delivered as will be the reply.

### 27.10 Employer/Union Grievance

Where either party to this Agreement disputes the interpretation, application, administration, or any alleged violation of this Agreement, including any question as to whether any matter is arbitrable, the matter shall be discussed initially with the other party within fourteen (14) days of the occurrence. Where no satisfactory agreement is reached, either party may submit the dispute to Arbitration.

### 27.11 Composition of Board of Arbitration

When either party requests that a grievance be submitted to arbitration, the request shall be made by registered mail addressed to the other party of the Agreement, faxed or hand delivered, indicating the name of its nominee on the arbitration board. Within fourteen (14) days thereafter, the other party shall answer by registered mail, fax or hand delivery, indicating the name and address of its nominee to the arbitration board.

27.12 Failure to Appoint

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

27.13 Arbitration Procedure

The Board shall determine the arbitration procedures but shall give full opportunity to all parties to present evidence and make representations. The Board shall avoid legalistic or formal procedures as much as possible. Unless otherwise arranged by the chair the hearing shall commence within ten (10) days of the Board's appointment and a decision will be rendered within ten (10) days of completion of the hearings.

27.14 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 not be incompatible with the provisions of this Agreement, and shall be final and binding and enforceable on all parties, but in no event shall the Board of Arbitration have the power to change this Agreement or to alter, modify or amend any of its provisions.

27.15 Disagreement on Decision

Should the parties disagree as to the meaning of the Board's decision, either party may apply to the Chair to reconvene the Board, whether in person or by way of written communication, to clarify the decision, which the Chair shall do within five (5) days or as otherwise scheduled by the Chair.

27.16 Expenses of the Arbitrator

Each party shall pay:

- (a) the fees and expenses of the arbitrator it appoints;
- (b) one-half (½) of the fees and expenses of the Chair;
- (c) one-half (½) of the expenses, if any, of accommodation required for the hearing.

27.17 Saturdays, Sundays and Statutory Holidays shall not be included in any time limits of this Article 27.

27.18 Upon mutual agreement of the parties, a single arbitrator may be used in lieu of an arbitration board. All provisions of this Article shall apply, with the necessary amendments going to the appointment of a single arbitrator.

## **ARTICLE 28 - CORRESPONDENCE**

28.01 Except where otherwise provided, official communication in the form of correspondence between the Employer and the Union shall be given as follows:

TO THE EMPLOYER:       The General Manager  
                              Garden Home Inc.  
                              310 North River Road  
                              Charlottetown, PE C1A 3M4

TO THE UNION:           The President  
                              P.E.I. Union of Public Sector Employees  
                              4 Enman Crescent  
                              Charlottetown, PE C1E 1E6

## **ARTICLE 29 - CONTINUANCE OF OPERATIONS**

29.01 There shall be no strike by employees during the life of this Agreement.

29.02 There shall be no lockout of employees during the life of this Agreement.

## **ARTICLE 30 - AGREEMENT REOPENER**

30.01 During the term of the Agreement, if either party wishes to amend the Agreement, it shall give to the other party notice of any amendment proposed and the parties shall meet and discuss such proposal not later than one (1) calendar month after receipt of such notice. It is understood that during the term of the Agreement, the Agreement can only be amended by mutual consent and no grievance or arbitration can result from a failure to agree to amend.

## **ARTICLE 31 – SAVINGS CLAUSE**

31.01 Where during the term of this Agreement a statutory provision renders an article of this Agreement null and void, the parties shall be governed by the statute until a replacement article is negotiated.

## **ARTICLE 32 – UNION-MANAGEMENT COMMITTEE**

### **32.01 Establishment of Committee**

A Union Management Committee shall be established consisting of two (2) employee representatives and two (2) Employer representatives. The Committee shall enjoy the full support of both parties in the interests of improved service delivery to the residents and enhanced job satisfaction for employees.

### **32.02 Function of Committee**

The Committee shall concern itself with the following general matters:

- (1) Improving service delivery to the residents of Garden Home.
- (2) Considering constructive criticisms of the workplace so that better relations can exist between the Employer and the employees.
- (3) Increasing operating efficiency.
- (4) Reviewing suggestions from employees and discussing matters relating to improving working conditions (but not matters pursued through the grievance process).

#### 32.03 Authority of Committee

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

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

#### 32.04 Meetings of Committee

The Committee shall meet once a month, during the employee's regularly scheduled hours of work at a mutually agreeable time and place, or as otherwise agreed. Committee members shall receive a notice and agenda of the meetings at least forty-eight (48) hours in advance of the meeting. Employees shall not suffer any loss of pay for time spent with this Committee. Employees shall be paid at their regular rate of pay for their time in attendance.

#### 32.05 Chairperson of the Meeting

An Employer and Employee representative shall be designated as joint chairpersons and shall alternate in presiding over meetings. An employee representative shall preside as chairperson of the first meeting of the Committee, and shall be responsible for preparing and circulating the agenda for the meeting. Thereafter, the alternating chairperson shall prepare and circulate the agenda for the meetings.

#### 32.06 Minutes of Meeting

Minutes of each meeting of the Committee shall be prepared and signed by the joint chairpersons as promptly as possible (but not later than three days) after the close of the meeting. A copy of the minutes will be given to committee members, and the parties within fifteen (15) days following the meeting.

### **ARTICLE 33 – DISABLED EMPLOYEE ACCOMMODATION**

- 33.01 The Employer acknowledges its duty to accommodate employees with disabilities in the manner and to the extent required by the Prince Edward Island *Human Rights Act*.
- 33.02 The Union acknowledges its duty to cooperate and assist the Employer in developing accommodation options for an employee.

- 33.03 The disabled employee has a duty to cooperate and assist the Employer in developing an accommodation.
- 33.04 (a) In accommodating a disabled employee pursuant to the *Human Rights Act*, consideration will be first given to whether the duties, methods or work environment of the disabled employee can be reasonably modified so that the Employee can perform substantially all of the duties of their current position, without causing undue hardship on the part of the Employer; or
- (b) Where no reasonable accommodation of the employee in their current position is available, consideration will be given to whether there is an existing vacant position for which the employee is capable and qualified, and in the event such a position exists, the Employer and the Union shall cooperate in offering the position to the employee at the rate of pay applicable to the position, for the purpose of fulfilling the Employer's duty to accommodate a disabled employee.

#### **ARTICLE 34 – GROUP BENEFIT PLAN**

- 34.01 A group benefit plan (medical, dental and group life insurance) is provided to eligible employees on the terms set out in the plans. Detailed information on the group benefit plan is available upon request from the Employer's Administration Office. Each employee upon enrollment in the group benefit plan shall receive a copy of the booklet outlining benefit coverage and eligibility. The Employer agrees to consult with the Union prior to making any changes to the group benefit plan.
- 34.02 Permanent employees are required to enroll in the group benefit plan. The employee can waive medical coverage (not life insurance, which is mandatory) if they are covered under another medical plan.
- 34.03 Permanent employees will be enrolled in the group benefit plan the month following satisfactory completion of their probationary period. The cost of the group benefit plan is co-shared by the Employer and the employee on a fifty (50%) fifty (50%) basis. The employee's fifty percent (50%) share shall be made by bi-weekly payroll deduction.
- 34.04 Casual employees who worked at least one thousand (1000) regular hours or more in the preceding year and the current year indicates the same, may voluntarily join the group benefit plan and the cost of the plan shall be co-shared between the Employer and the employee on a fifty (50%) fifty (50%) basis, with the employees share being made by bi-weekly payroll deduction. Casual employees who wish to enroll in the group benefit plan after meeting the eligibility requirements must notify the Employer of their wish to do so by June 30 or December 31 in their year of eligibility.
- 34.05 An eligible employee on unpaid leave of absence or an employee who does not have sufficient scheduled hours of work to make regular payroll deductions, may remain enrolled in the group benefit plan **for up to one year** provided the employee pays one hundred percent (100%) of the monthly cost of the group benefit plan in advance to the Employer's Administration Office. **The parties agree that, subject to the requirements of the group benefit plan, the one year limitation on enrollment into the group benefit plan may be extended upon mutual agreement of the Employer and the Union.**
- 34.06 Employees while receiving Worker's Compensation Benefits may remain enrolled in the group benefit plan for up to one year provided the employee continues to pay their share (50% or 100%, as applicable), of the monthly cost of the group benefit plan monthly in advance to the Employer's Administration Office.

## **ARTICLE 35 - GROUP REGISTERED PENSION PLAN**

- 35.01 A Group Registered Pension Plan ("GRPP") is provided to eligible employees on the terms determined from time to time by the Employer. Detailed information on the Group Registered Pension Plan is available upon request from the Employer's Administration Office. A copy of the pension plan booklet shall be provided to each employee upon enrolment. The Employer agrees to consult with the Union prior to making any changes to the GRPP.
- 35.02 FT and PPT employees are eligible to participate in the GRPP after successful completion of their probationary period.
- 35.03 Casual employees who work 1000 hours or more in the preceding year and for whom the current year indicates the same, may voluntarily join the GRPP, by notifying the Employer of their desire to do so by June 30 or December 31 to be eligible to join effective the following year.
- 35.04 The Employees enrolled in the GRPP must contribute 3.5% of their gross pay, which is deducted by way of biweekly payroll deduction. The Employer will match the amount of the 3.5% of gross pay contributed by the employee.
- 35.05 Employees may make additional voluntary contributions to the GRPP by way of payroll deduction, but the Employer will not match these contributions.

## **ARTICLE 36 – PROTECTIVE CLOTHING**

- 36.01 The Employer agrees that employees are allowed to determine their own work clothing provided such work clothing is purchased from a company that sells nurses clothing and is, in the opinion of the Employer, appropriate for the workplace.

## **ARTICLE 37 - TERM OF AGREEMENT**

- 37.01 This Agreement shall be in effect for the period, **June 30, 2017 – June 29, 2020** and shall be automatically renewed from year to year thereafter for successive periods of twelve (12) months unless either party requests the negotiation of a new agreement by giving written notice to the other party at least sixty (60) calendar days prior to the expiration of the Agreement that it desires to amend its provisions.
- 37.02 Where notice pursuant to Article 37.01 is given, the provisions of this Agreement shall continue in force until a new Agreement is signed.

## **ARTICLE 38 – CASUAL EMPLOYEE BENEFITS**

- 38.01 Only the provisions listed below shall apply to casual employees:

- **Article 1 – Purpose of Agreement – all**
- **Article 2 – Recognition – all**



- **Article 3 – Definitions – all**
- **Article 4 – Management Rights – all**
- **Article 5 – Employee Rights – all**
- **Article 6 – Union Security – all**
- **Article 7 – Information – all**
- **Article 8 – Hours of Work and Shift Work – 8.01, 8.02, 8.05, 8.08, 8.09, 8.11, 8.12, 8.13 only**
- **Article 9 – Overtime – all**
- **Article 10 – Rates of Pay – 10.01, 10.02, 10.04, 10.05**
- **Article 11 – Probationary Period – all**
- **Article 12 – Temporary Positions - all**
- **Article 13 – Seniority – includes all of Article 13 except the following:  
13.01 and 13.08**
- **Article 14 – Job Opportunities and Promotions**  
  
Applies in its entirety, except that seniority for casual employees in Article 14.04 is applied in accordance with Article 38.01 (C 13.03)
- **Article 15 – Layoff and Recall –**  
  
15.01 Applies  
  
15.02 – Seniority for the purposes of Article 15.01 shall be applied in accordance with Article 38.01 (C 13)
- **Article 17 – Safety and Health - all**
- **Article 18 – Performance Reviews - all**
- **Article 19 – Injury on Duty**  
  
19.01 Applies  
  
19.02 Applies only if the casual employee is an eligible participant in the Group Registered Pension and/or Group Benefit plans
- **Article 21 - Vacations – 21.01(e), 21.02, 21.03, 21.04 only and the following:**

C 21.01 Casual employees shall receive 8.84% of their regular wages on each pay cheques, in lieu of vacation pay and statutory holiday pay.

C 21.02 Casual employees may choose to receive such pay once annually in the first pay of June by notifying the Employer prior to May 15 of any year.

- **Article 23 – Sick Leave - 23.04, 23.05 only**
- **Article 24 – Special Leave – 24.07 – Applies only if the casual employee is scheduled to work the day of the funeral or wake.**
- **Article 25 – Discipline Procedures – all**
- **Article 26 – Discipline – all**
- **Article 27 – Grievance and Arbitration Procedure – all**
- **Article 32 – Union-Management Committee – all**
- **Article 33 – Disabled Employee Accommodation - all**
- **Article 34 – Group Benefit Plan - 34.01, 34.04 and 34.05 only**
- **Article 35 - Group Registered Pension Plan – 35.01, 35.03, 35.04, 35.05 only**
- **Article 36 – Protective Clothing - all**
- **Article 37 - Term of Agreement**

Dated at Charlottetown, in Queens County, Province of Prince Edward Island, this 11<sup>th</sup> day of September, 2018.

**GARDEN HOME INC.**

PER: 

**PRINCE EDWARD ISLAND UNION OF PUBLIC SECTOR  
EMPLOYEES**

PER: 

PER: 

## **APPENDIX "A"**

In accordance with Article 2.01, the parties mutually agree that the ordinary duties of the excluded Director positions outlined in Article 2.01 include duties, in the normal course of the carrying out work that would otherwise be recognized as bargaining unit work.

Notwithstanding the aforementioned it is understood and agreed that the Directors can undertake to perform duties of employees in the bargaining unit provided the duties performed by Directors do not result in a reduction in regular hours of work or layoff of members of the bargaining unit.

**SCHEDULE "A"**  
**Hourly Rates of Pay**

		July 2017**	July 2018**	July 2019**
<b>LPN*</b>	<b>Prob. Rate</b>	<b>\$19.50</b>	<b>\$19.99</b>	<b>\$20.49</b>
	<b>Start</b>	<b>19.88</b>	<b>20.37</b>	<b>20.88</b>
	<b>1950</b>	<b>20.41</b>	<b>20.92</b>	<b>21.45</b>
	<b>3900</b>	<b>20.63</b>	<b>21.15</b>	<b>21.68</b>

<b>RCW - Course</b>	<b>Prob Rate</b>	<b>13.35</b>	<b>13.69</b>	<b>14.03</b>
	<b>Start</b>	<b>15.28</b>	<b>15.66</b>	<b>16.05</b>
	<b>1-5 yrs</b>	<b>15.99</b>	<b>16.39</b>	<b>16.80</b>
	<b>6-10 yrs</b>	<b>17.10</b>	<b>17.53</b>	<b>17.96</b>
	<b>11 yrs</b>	<b>18.04</b>	<b>18.49</b>	<b>18.95</b>

<b>RCW</b>	<b>Prob Rate</b>	<b>12.00</b>	<b>12.30</b>	<b>12.61</b>
	<b>Start</b>	<b>14.27</b>	<b>14.63</b>	<b>14.99</b>
	<b>1-5 yrs</b>	<b>14.92</b>	<b>15.29</b>	<b>15.67</b>
	<b>6-10 yrs</b>	<b>16.02</b>	<b>16.42</b>	<b>16.83</b>
	<b>11 yrs</b>	<b>16.97</b>	<b>17.39</b>	<b>17.83</b>

<b>Dietary</b>	<b>Prob Rate</b>	<b>12.00</b>	<b>12.30</b>	<b>12.61</b>
	<b>Start</b>	<b>14.20</b>	<b>14.56</b>	<b>14.92</b>
	<b>1-5 yrs.</b>	<b>14.85</b>	<b>15.22</b>	<b>15.60</b>
	<b>6-10 yrs</b>	<b>15.95</b>	<b>16.35</b>	<b>16.76</b>
	<b>11 yrs</b>	<b>16.90</b>	<b>17.32</b>	<b>17.75</b>

<b>Housekeeping</b>	<b>Prob Rate</b>	<b>12.00</b>	<b>12.30</b>	<b>12.61</b>
	<b>Start</b>	<b>14.20</b>	<b>14.56</b>	<b>14.92</b>
	<b>1-5 yrs.</b>	<b>14.85</b>	<b>15.22</b>	<b>15.60</b>
	<b>6-10 yrs</b>	<b>15.95</b>	<b>16.35</b>	<b>16.76</b>
	<b>11 yrs</b>	<b>16.90</b>	<b>17.32</b>	<b>17.75</b>

<b>Laundry</b>	<b>Prob Rate</b>	<b>12.00</b>	<b>12.30</b>	<b>12.61</b>
	<b>Start</b>	<b>14.20</b>	<b>14.56</b>	<b>14.92</b>
	<b>1-5 yrs.</b>	<b>14.85</b>	<b>15.22</b>	<b>15.60</b>
	<b>6-10 yrs</b>	<b>15.95</b>	<b>16.35</b>	<b>16.76</b>
	<b>11 yrs</b>	<b>16.90</b>	<b>17.32</b>	<b>17.75</b>

<b>Maintenance</b>	<b>Prob Rate</b>	<b>12.00</b>	<b>12.30</b>	<b>12.61</b>
	<b>Start</b>	<b>14.77</b>	<b>15.14</b>	<b>15.51</b>
	<b>1950</b>	<b>15.87</b>	<b>16.26</b>	<b>16.67</b>
	<b>3900</b>	<b>16.82</b>	<b>17.24</b>	<b>17.67</b>

		July 2017**	July 2018**	July 2019**
<b>T = With RCW cert.</b>				
	<b>Prob Rate T</b>	<b>12.83</b>	<b>13.08</b>	<b>13.41</b>
	<b>Start</b>	<b>14.25</b>	<b>14.54</b>	<b>14.90</b>
	<b>Start T</b>	<b>14.76</b>	<b>15.05</b>	<b>15.43</b>
	<b>1-5 yrs</b>	<b>14.85</b>	<b>15.05</b>	<b>15.43</b>
	<b>1-5 yrs T</b>	<b>15.46</b>	<b>15.77</b>	<b>16.17</b>
	<b>6-10 yrs</b>	<b>15.95</b>	<b>16.27</b>	<b>16.67</b>
	<b>6-10 yrs T</b>	<b>16.57</b>	<b>16.91</b>	<b>17.33</b>
	<b>11 yrs</b>	<b>16.73</b>	<b>17.06</b>	<b>17.49</b>
	<b>11 yrs T</b>	<b>17.51</b>	<b>17.86</b>	<b>18.31</b>

\* The hourly rate for LPN's who are qualified and who are required by the Employer to pass mediation to residents will be increased by **three dollars and fifty cents (\$3.50)** per hour.

\*\* The increases shall be effective as of the first full pay period after July 1<sup>st</sup>.

**ATTACHMENT 1 TO SCHEDULE "A"**

**HOURLY RATES OF PAY**

**Grandfathering of One (1) Existing Employee in Housekeeping with Course**

**Jeannine Holland**

## SCHEDULE "B"

### PRORATING OF EMPLOYER BENEFITS

<b>Employees working 8.0 hours shifts</b>						
<u>Shift</u>	<u>Sick Credits</u>	<u>Statutory Holidays</u>	<u>Vacation</u> < 1 year of FT or PPT Service	<u>Vacation</u> 1 to 5 years of FT or PPT Service	<u>Vacation</u> 5 to 20 years of FT or PPT Service	<u>Vacation</u> 20 or more years of FT or PPT Service
<b>10/10</b>	12 X 8 = 96	11 x 8 = 88	<b>10 x 8 = 80</b>	15 x 8 = 120	20 x 8 = 160	25 x 8 = 200
<b>9/10</b>	87	79	<b>72</b>	108	144	180
<b>8/10</b>	77	70.5	<b>64</b>	96	128	160
<b>7/10</b>	67	61.5	<b>56</b>	84	112	140
<b>6/10</b>	57.5	53	<b>48</b>	72	96	120

<b>Employees working 7.5 hours shifts</b>						
<u>Shift</u>	<u>Sick Credits</u>	<u>Statutory Holidays</u>	<u>Vacation</u> < 1 year of FT or PPT Service	<u>Vacation</u> 1 to 5 years of FT or PPT Service	<u>Vacation</u> 5 to 20 years of FT or PPT Service	<u>Vacation</u> 20 or more years of FT or PPT Service
<b>10/10</b>	12 x 7.5 = 90	11 x 7.5 = 82.5	<b>10 x 7.5 = 75</b>	15 x 7.5 = 112.5	20 x 7.5 = 150	25 x 7.5 = 187.5
<b>9/10</b>	81	75	<b>67.5</b>	101	135	169
<b>8/10</b>	72	66	<b>60</b>	90	120	150
<b>7/10</b>	63	58	<b>52.5</b>	79	105	131
<b>6/10</b>	54	50	<b>45</b>	67.5	90	112.5

<b>Employees working 6.0 hours shifts</b>						
<u>Shift</u>	<u>Sick Credits</u>	<u>Statutory Holidays</u>	<u>Vacation</u> <1 year of FT or PPT Service	<u>Vacation</u> 1 to 5 years of FT or PPT Service	<u>Vacation</u> 5 to 20 years of FT or PPT Service	<u>Vacation</u> 20 or more years of FT or PPT Service
<b>10/10</b>	12 x 6 = 72	11 x 6 = 66	<b>6 x 10 = 60</b>	6 x 15 = 90	6 x 20 = 120	6 x 25 = 150
<b>9/10</b>	65	60	<b>54</b>	81	108	135
<b>8/10</b>	58	53	<b>48</b>	72	96	120
<b>7/10</b>	51	47	<b>42</b>	63	84	105
<b>6/10</b>	44	40	<b>36</b>	54	72	90



## **SCHEDULE "C"**

### **Summary of Shifts:**

- 1.0 The Employer and the Union agree that the following are approved shifts for the purpose of scheduling Employees:**
- (a) twelve (12) hour shifts, the regular hours of work shall be eleven and one quarter (11.25) hours excluding a meal period that shall not be less than forty-five (45) minutes. Designated meal breaks shall be scheduled as close to as possible to the middle of each shift;**
  - (b) eight (8) hour shifts, the regular hours of work in each shift shall be eight (8) hours excluding a meal period;**
  - (c) seven and one half (7.5) hour shifts, the regular hours of work in each shift shall be seven and one-half (7.5) hours excluding a meal period;**
  - (d) six (6) hour shifts, the regular hours of work in each shift shall be six (6) hours excluding a meal period;**
  - (e) five (5) hour shifts, the regular hours of work in each shift shall be five (5) hours;**
  - (f) four and one half (4.5) hour shifts, the regular hours of work in each shift shall be four and one half (4.5) hours; and**
  - (g) three (3) hour shifts, the regular hours of work in each shift shall be three (3) hours.**
- 2.0 The designated meal period shall be thirty (30) minutes unpaid break for each shift that has a meal period. The meal period shall be scheduled as close as is reasonably possible to the middle of the shift or day.**
- 3.0 All shifts regardless of length will receive the minimum of fifteen (15) minute rest period and every shift of seven and one half (7.5) hours shall receive two fifteen (15) minute rest periods.**

## **MEMORANDUM OF AGREEMENT**

**BETWEEN:**

**GARDEN HOME INC. (the “Employer”)**

**- AND -**

**THE PEI UNION OF PUBLIC SECTOR EMPLOYEES (the “Union”)**

### **RE: LINE SHARING**

WHEREAS the parties have agreed to enter into a Memorandum with respect to the terms upon which line sharing arrangements may be entered into;

AND WHEREAS the parties agree as follows:

The conditions for line sharing are as follows:

1. Line sharing shall be used to allow full-time permanent employees the opportunity to temporarily reduce their hours of work for personal reasons.
2. Employees entering a line sharing arrangement shall be required to sign the Line Sharing Agreement. All approved Line Sharing Agreements shall be copied to the Union.
3. It is recognized that it is the Employer’s sole right to approve employees for line sharing. The Union shall be advised in writing of any requests which have been denied. The Employer’s decision to approve or deny a request for line sharing is not grievable pursuant to the parties’ Collective Agreement. Employees’ requests will not be unreasonably withheld.
4. Any of the parties to the agreement (Employer, Union or employees) may at any time give one (1) month’s notice of a desire to terminate the arrangement. In the event that employees in a line sharing agreement change positions or terminate employment, this agreement shall be cancelled and the remaining employee shall revert to her original hours of work.
5. A single line sharing arrangement shall involve only two (2) employees both of whom must be in permanent positions in the same classification.
6. Line sharing shall be approved for periods of up to twenty-four months. Each line sharing agreement shall be reviewed and evaluated at the end of the approved period and may be extended provided that such extension does not prevent other full-time employees wishing to enter into a line sharing arrangement from doing so. However, no line sharing agreement shall extend beyond twenty-four (24) months without the mutual agreement of the Employer and the Union.
7. Full-time employees who enter into line sharing arrangements as an alternative to permanent part-time employment will be encouraged to apply for part-time positions as they become available.

8. It shall be the responsibility of an employee who wishes to reduce hours of work to secure a partner who wishes to increase hours of work and whose work schedule and qualifications are compatible. The partner must be from the same department, or must be familiar with the department of the permanent full time employee. In the event that more than one (1) employee is willing to increase hours, selection of the partner shall be on the basis of seniority.
9. (a) A full-time permanent employee who reduces his/her hours shall be considered, for purposes of group insurance benefits, to be temporarily occupying a part-time position and the levels of his/her group insurance coverage will not be reduced. Seniority, vacation leave, sick leave and statutory holiday leave entitlements will be based on the employee's regularly scheduled hours of work.
- (b) If the full-time permanent employee has been contributing to the Group Registered Pension plan he/she shall continue to be covered by that G.R.P.P. and make prorated pension contributions during the period of reduced hours.
- (c) The part-time permanent employee shall not increase their hours beyond 90% of a 10/10 position nor shall the full-time permanent employee reduce below 60% of a 10/10 position.
10. In the event that an application to line share does not conform to the conditions contained in this schedule, such application shall not be approved without the agreement of the Union.

Dated this 11 day of September, 2018.

  
Garden Home Inc.

  
PEI Union of Public Sector Employees

## LINE SHARING AGREEMENT

### EMPLOYEES' REQUEST

I, \_\_\_\_\_, a \_\_\_\_\_  
*Employee #1 Name* *Classification*

on \_\_\_\_\_ at \_\_\_\_\_  
*Work Unit* *Department*

have requested permission to temporarily reduce my hours of work from \_\_\_\_\_ hours biweekly to \_\_\_\_\_ hours biweekly for the period of \_\_\_\_\_ months commencing \_\_\_\_\_. During the period that my hours are reduced, I understand that I will be considered a permanent full-time employee temporarily filling a part-time position. I have read the Memorandum of Understanding re: Line Sharing and I have been briefed on the effects this request will have. During the temporary period that I will work reduced hours, \_\_\_\_\_ will increase his/her hours from \_\_\_\_\_ hours *Employee #2 Name*

biweekly to \_\_\_\_\_ hours biweekly.

\_\_\_\_\_  
**Employee #1 Signature**

\_\_\_\_\_  
**Date**

I, \_\_\_\_\_ have read the above and agree to the terms  
*Employee #2 Name*

as detailed. I understand that I will remain a permanent part-time employee and that I will not be permitted to increase my hours to such an extent that it results in a change to full-time status.

\_\_\_\_\_  
**Employee #2 Signature**

\_\_\_\_\_  
**Date**

### APPROVAL

I recommend this request for approval.

\_\_\_\_\_  
**Director**

\_\_\_\_\_  
**Date**

I approve this request.

\_\_\_\_\_  
**Administrator**

\_\_\_\_\_  
**Date**

cc: PEI UPSE  
Personnel File

### **LETTER OF UNDERSTANDING #1**

**Representatives from the Union and the Employer (no more than three representatives from each) may meet after each Christmas holiday period to review scheduling over the Christmas holiday period, specifically, reviewing the scheduling around employees either Christmas Day or New Year's Day off.**

**The parties agree that the representatives do not have the authority to amend the Collective Agreement, to detract from the Employer's management rights, nor to bind the Union.**

**The representatives will meet and review scheduling information and practices in relation to the Christmas holiday season and will provide information and feedback to both the Employer and the Union.**