



COLLECTIVE AGREEMENT

BETWEEN

YORKTOWN FAMILY SERVICES

AND

**TORONTO CIVIC EMPLOYEES UNION,
CUPE LOCAL 416**

April 1, 2018 – March 31, 2023

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1. DEFINITIONS

1.1 In this Agreement:

- (a) "Permanent Full-time Employee" shall mean one who has satisfactorily completed his/her probationary period, who has been appointed to a job classification in Schedule "A" and who is from that time employed continuously.
- (b) "Temporary Full-time Employee" shall mean one who is hired for a specific project not to exceed eighteen (18) months – to perform seasonal work or who is employed to augment the staff during holiday periods or during periods of sick leave, maternity leave, or other authorized leave of members or staff. Such augmentation shall not exceed the period of absence of the regular Employee. Temporary Full-time Employees shall be deemed to be included in Schedule "A" and shall be covered under all Articles of the Collective Agreement save and except Article 12 – Group Benefits.
- (c) "Permanent Part-time Employee" shall mean one who has been appointed to a job classification in Schedule "A" and who is employed on an annual basis for less than twelve (12) months a year and/or less than 35 hours a week.
- (d) "Temporary Part-time Employee" shall mean one who is hired to deliver a time limited program or a service. Temporary Part-time Employees shall be covered under all Articles of the Collective Agreement save and except:

- (a) Article 12 – Group Benefits
- (b) Article 14 – Sick Leave Plan
- (c) Article 15 – Pension Plan / Retirement
- (d) Article 22- Wages and Salaries

Temporary Part-time Employees shall not be utilized for the purpose of reducing Permanent Full-time or Permanent Part-time hours.

2. RECOGNITION

- 2.1 The Agency agrees to recognize the Union as a sole bargaining agent for all Employees of the Agency save and except persons who occupy the position of Manager and positions above the level of Manager, as well as the positions of HR Generalist and Payroll & Accounts Payable Administrator. The Agency further agrees not to enter into any employment contracts with the individuals who fall within the jurisdiction of the Bargaining Unit without prior consultation with the Union.
- 2.2 The Agency shall not contract out work resulting in the reduction of hours or

layoff of Employees.

3. MANAGEMENT FUNCTIONS

3.1 The Agency retains the right to manage all services and direct the work of Employees, including the right to hire, promote, transfer, reprimand, penalize, suspend, discharge or demote any Employee for just cause, subject to the provisions of this Agreement.

3.2 The Employee shall have the right to have a Union Steward present in any meeting with the Agency that may lead to discipline or discharge. The Union shall be present at all termination meetings. The Union shall receive copies of all correspondence in these matters. It is recognized that the Agency has the right, to the extent that it does not violate the provisions of the Agreement, to manage its affairs in all respects and to maintain order and efficiency.

3.3 Personnel Records

In cases where penalties and warnings have been given to an Employee, it is understood and agreed that if an Employee is not given a penalty or warning within a continuous period of twelve (12) months his/her personnel record shall be cleared of any such notation. Personnel records of all Employees shall be confidentially maintained by the Agency.

3.4 Upon two (2) working days' notice from the Employee, an Employee may review her personnel record in the presence of the Agency. An Employee shall have the right to make copies of any material contained in their personnel record.

4. NO DISCRIMINATION

4.1 The Agency agrees that there shall be no discrimination, harassment, bullying, interference, restriction, or coercion exercised or practiced with respect to any Employee by reason of race, age, creed, colour, national origin, political or religious affiliation, sex, marital status, sexual orientation, place of residence, disability, ancestry, place of origin, ethnic origin, citizenship, gender identity, gender expression, record of offences, family status or by reason of his/her membership or activity in the Union, and the Union agrees that it will not discriminate against any Employee who as a member of Toronto Civic Employees' Union, is serving in a position in which an element of supervision is required.

4.2 Sexual Harassment

The Agency and the Union are aware of the provisions of the Ontario Human Rights Code that provides that persons have the right to be free from a sexual solicitation or advance in the workplace where the person making the solicitation or advance knows or ought to know that it is unwelcome. Both Parties subscribe to this principle.

5. UNION MEMBERSHIP

5.1 The Agency agrees to inform potential new Employees with the fact that a Collective Agreement is in effect and with the terms of the Collective Agreement regarding Union membership and dues contained in this Article. It is agreed that all Employees must retain their Union membership and all future Employees must become members within thirty (30) days of their employment and retain their membership so long as the Union is recognized as the collective bargaining agent for the Employees, and the Agency agrees to furnish the name and the last known address of each Employee when requested to do so. Maintenance of membership will, for the purpose of this agreement, require only the payment of Union dues prescribed by the Union.

The Agency further agrees that, on initial commencement of employment, all Employees will be informed of the names of the Union Representatives and a Union Representative will be allowed fifteen (15) minutes to meet with the Employee during working hours. In the case of group hires, such meeting will be held, as far as is practicable, with the group.

5.2 Union Dues

It is agreed that the Agency will deduct initiation fees, assessments, and monthly dues as set out by the Union from the pay of all Employees and will remit such money to the Authorized Office of Local 416 within thirty (30) days together with notification of any change from the previous month's list. Such remittance will include an electronic spreadsheet indicating the pay period covered by the deductions and the following information for all Employees from whose wages the deductions have been made: name, employment definition, classification, regular earnings, hours worked and dues deducted. The Union will advise the Agency as to the exact cash amount of each deduction from an Employee's salary with respect to initiation fees, assessments and Union dues. Union dues are to be deducted in equal biweekly amounts.

5.3 The Agency shall send a T4, including total Union deductions to each Employee for the calendar year as soon as possible after December 31st.

5.4 Bulletin Board

The Agency shall provide bulletin boards in the staff lunch room at the Head Office and at the Jane Street Hub which shall be placed so that all Employees will have access to it and upon which the Union shall have the right to post notices of regular meetings, special meetings, seminars or Union activities.

6. LABOUR MANAGEMENT NEGOTIATIONS

6.1 Union Officers

The Union shall provide the Agency with names of its Officers, Executive and

Negotiating Committee (which Committee shall not be composed of more than two (2) members), and the Agency shall provide the Union with the names of its Negotiating Committee, and the Union agrees to keep the Agency advised of any changes in the Officers, Executive and Negotiation Committee.

6.2 Correspondence

All correspondence between the Parties hereto arising out of the Agreement or incidental thereto shall pass to and from the Executive Director and the Authorized Officer. Where written correspondence is required, e-mail shall suffice. Each Party is responsible for notifying the other of their current e-mail address. The Agency will notify the authorized officer in writing, of all hires, leaves of absence, extensions to temporary work as defined in Article 1.1 (b) and (d) and terminations within the Bargaining Unit and will provide copies of all letters of discipline.

6.3 Meeting of the Committee

In the event of either Party wishing to call a meeting of the Negotiating committee, written notice shall be given in accordance with Article 6.2. The said meeting shall be held at a time and place as shall be fixed by mutual agreement. Unless agreed upon, such meeting must be held not later than fourteen (14) days after such notice has been given. Negotiating committee members shall not suffer loss of wages or benefits while meeting with the Agency during regular hours up to the first conciliation meeting.

6.4 Representative of Union/Agency Advisor

The Union shall have the right at any time to have the assistance of a representative of the Canadian Union of Public Employees when dealing or negotiating with the Agency. The Agency shall have the right to have the assistance of an advisor when dealing or negotiating with the Union.

6.5 Leave of absence with pay and without loss of seniority shall be granted upon request to Employees elected or appointed to represent the Union at Union Conventions or any Union business sanctioned by the Canadian Union of Public Employees up to a gross maximum of eight (8) days in the year of the national convention of the Canadian Union of Public Employees and up to a gross maximum of four (4) days in any other year; provided that application for such leave of absence shall be subject to the approval of the Executive Director. Additional leave approved and requested by the Union shall be granted subject to operational needs. Such leaves shall be paid by the Agency and reimbursed by the Union.

6.6 Any Employee who is elected or selected for a Full-time position with the Union or anybody with which the Union is affiliated, or who is elected to public office, shall be granted leave of absence without loss of seniority for a period of one (1) year, and such leave shall be renewed each year upon the request of the Employee, provided that such leave shall not exceed three (3) years.

7. LABOUR MANAGEMENT COMMITTEE

7.1 The Labour/Management Committee shall be a permanent joint committee in which the Union and the Agency shall each be represented with two (2) persons. The Executive Director or her designate will be one of the two management representatives and the two Union Stewards will represent the Union. Each Party will keep the other informed of its members of the Committee. The Committee shall meet once per quarter.

The purpose of the Committee will be to provide a forum where an exchange of information and ideas may take place on issues relating to the workplace as a whole. It is agreed that this will not include matters that are the subject of grievances or arbitration or matters being negotiated between the Parties.

Chairing meetings shall rotate between the Union and the Agency representatives. Having consulted with both Parties, it is the responsibility of the Chairperson to finalize and distribute to both Parties the agenda for such meeting seven days in advance of such meeting. Minutes will be taken by the alternate chairperson and will be posted only after they have been approved by both Parties.

7.2 Time spent on the Labour Management Committee and in the administration of the Collective Agreement shall not result in the loss of regular wages.

8. HOURS OF WORK

8.1 The regular hours of work for all Full-time Salaried Employees shall be determined in accordance with the program requirements. Working hours will be thirty-five (35) hours per week and will normally be worked on the basis of seven (7) hours per day Monday through Friday and in addition, includes a one-hour unpaid meal break. The Agency will consider a request from an Employee for a half hour unpaid meal break. The granting of such request shall be subject to the operational needs of the Agency. It is also recognized that the work week may vary based on the client's availability in any week. These hours of work do not represent a guarantee.

The Agency will endeavour to maintain the hours of work between 8:30 a.m. and 5.30 p.m. Where hours outside of these times are required, the Agency will make reasonable efforts to limit them to hours prior to 8:30 p.m.

8.2 Notwithstanding the foregoing, the hours of work of any Employee may be varied by mutual agreement between the Employees, and the Executive Director, provided that, where any changes are made, the Executive Director shall have the sole right revert to the previous schedule of hours. This right will not be exercised in a manner that is unreasonable or contrary to the terms of this Agreement.

8.3 Whenever an Employee is prevented from attending at work due to weather conditions, Employees will be permitted to work from home where feasible. Employees whose work time is not flexible and who cannot productively work from

home will not lose pay up to two (2) incidents per year.

9. OVERTIME

9.1 Employees required to work overtime shall be given as much notice as possible by the Agency. Except where prior approval is impossible, all overtime must be authorized in advance by Management. Any Employees required to work any hours in addition to their regular schedule up to a maximum of forty-four (44) hours per week shall be compensated in lieu time. Lieu time shall be taken at a time mutually agreed between the Management and the Employee. Lieu time is to be used within four months of its accumulation. All overtime worked in excess of forty-four (44) hours in a week will be paid at the rate of time and one-half.

9.2 Wherever possible, Employees shall not be required to work overtime on Saturdays, Sundays or Statutory Holidays. In the event that overtime is scheduled on such days, lieu time shall be granted at the rate of 1.5 hours lieu time for each hour so worked.

9.3 An Employee who is absent on paid time during her scheduled work week because of sickness, bereavement, holidays or vacation shall be considered as if she had worked during her regular scheduled hours during such absence for the calculation of eligibility for overtime in accordance with Article 9.1.

10. REST PERIODS

10.1 Two (2) fifteen (15) minute rest or refreshment periods will be allowed to all Employees each working day. These periods will be arranged in such a manner so as to prevent any inconvenience to the public or any disturbance of routine.

11. VACATIONS

11.1 Vacation Entitlement

Each permanent Employee who has passed the probationary period, shall be entitled to an annual vacation on the following basis:

- (a) That during the first year of employment, each Employee shall be entitled to receive a vacation based on one twelfth (1/12) of three (3) weeks' vacation (15 working days) for each full month of employment up to and including the 1st day of April in such first calendar year, provided that when a fraction of a day results, the difference shall be adjusted by cash payment.
- (b) That each Employee who in any year shall have been in the employment of the Agency:
 - (i) One (1) year and less than fifteen (15) years, shall be entitled to a vacation of four (4) weeks (20 working days) in that and each succeeding year;

- (ii) Fifteen (15) and less than twenty-two (22) working years, shall be entitled to a vacation of five (5) weeks (25 working days) in that year and each succeeding year;
- (iii) Twenty-two years shall be entitled to a vacation of six (6) weeks (30 working days) in that year and each succeeding year.
- (iv) The Agency reserves the right, at the request of the Employee and on a case by case basis, to grant accrued vacation to probationary Employees. Such requests will not be unreasonably denied.

Where an Employee is absent for more than thirty (30) calendar days (exclusive of vacation and lieu days or up to thirty (30) sick leave days), and in case of pregnancy and parental leave taken in accordance with Article (39) during the vacation year; his/her vacation entitlement will be pro-rated accordingly.

Employees may carry over two (2) weeks of vacation into the next year with the permission of the Executive Director or designate. Such permission will not be unreasonably denied.

- c) Permanent Part-time Employees' annual vacation is pro-rated at the ratio of normally scheduled hours of work per week to thirty-five (35) hours.

11.2 Vacation shall be as scheduled by the Agency in consultation with Employees. Employees shall indicate their preferences, if any, as to vacation dates no later than April 1st in each vacation year. Seniority shall be taken into account. Such requests shall be confirmed or denied in writing by May 1st. Vacations shall normally commence immediately following Employee's regularly scheduled days off.

Vacation requests made after April 1st will be on a first come first served basis. Such requests shall be confirmed or denied in writing within two (2) weeks of the receipt of the request. Employees may request changes to their scheduled vacation. Such requests shall be considered subject to the operational needs of the Agency.

If an Employee is given in-patient treatment in a hospital during one or more full days of the Employee's vacation, or if any Employee suffers a major injury or illness (substantiated by a certificate from a qualified medical practitioner outlining the nature of the major illness or injury) and which incapacitates the Employee for one or more full days of the Employee's vacation, those vacation days will, at the request of the Employee, be rescheduled during the vacation year at a time as determined by the supervisor after consultation with the Employee. All such days will be deducted from the Employee's sick entitlement.

11.3 Temporary Employees are entitled to 4% of their gross wages in addition to

their regular wages for all hours paid.

12. GROUP BENEFITS

12.1 The Agency will provide benefits to Employees on the following basis:

1. Permanent Full-time Employees - after three (3) months of continuous employment.
2. Permanent Part-time Employees whose normally scheduled hours of work are twenty-one (21) hours per week or more - on completion of 473 hours' regular employment.

The benefits are for Extended Health Care, Vision Care, Dental, Hearing Aids, Long Term Disability and Group Insurance. The Agency agrees to provide current benefit booklets to Employees. Copies of each plan will be available to the Union.

Premiums for these benefits will be paid on the following basis:

1. For Permanent Full-time Employees – the Agency will pay 100% of the premium cost;
2. For Permanent Part-time Employees - the Agency will pay a pro rata premium based on the ratio of normally scheduled hours of work per week to thirty-five (35) hours.

12.2 Benefit carriers may be changed at any time provided that the benefits are not reduced. The Employer agrees to provide a copy of the benefits booklet to the Union following any change in carrier to permit the Union to review.

12.3 A summary of Group Benefits is provided under Schedule "B".

13. HOLIDAYS

13.1 "Holidays" shall mean:

- | | |
|--------------------|----------------------|
| (a) New Year's Day | Civic Day |
| Family Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | Christmas Day |
| Victoria Day | Boxing Day |
| Canada Day | and Two (2) Floaters |
- (b) Any day fixed by proclamation for the celebration of the Queen's Birthday which does not fall on one of the holidays mentioned above.
 - (c) Any other day fixed by proclamation for the celebration of a holiday throughout Ontario or Canada.

- 13.2 In the event that any of the holidays referred to in this section falls on a non-working day, Employees will be granted the preceding or following working day off lieu thereof at the discretion of the Executive Director.
- 13.3 Floating Holidays shall be taken by mutual agreement between the Employee and the Executive Director, provided that any former members of the Armed Services of Canada or its Allies shall be granted Remembrance Day as one of the Floating Holidays if they so elect. Floating Holidays must be taken within the calendar year in which they are earned. Only permanent Full-time Employees and permanent Part-time Employees with a minimum of six (6) months' service shall be eligible for floating Holidays in any year.
- 13.4 In the case of any business day immediately preceding Christmas Day and New Year's Day, the working day shall end at 12 o'clock noon provided the day's work had been completed to the satisfaction of the Executive Director.
- 13.5 Permanent Full-time and permanent Part-time Employees who are entitled to floating holidays shall be entitled to an additional three days off with regular pay to be taken at a time to be designated by the Agency.

14. SICK LEAVE PLANS

- 14.1 All permanent Employees and probationers are entitled to one and one quarter (1¼) sick days per month. Permanent Part-time Employees' sick days are pro-rated at the ratio of normally scheduled hours of work per week to thirty-five (35) hours. If sick leave is used up, additional time taken will be unpaid. Vacation time may be used as sick leave with approval of the supervisor. Temporary Full-time Employees are entitled to one half (½) a sick day per month. If sick leave is used up, additional time taken will be unpaid.
- 14.2 A maximum of sixty (60) sick leave days can be accrued. The maximum number of sick leave days which permanent Part-time Employees can accrue is pro-rated at the ratio of normally scheduled hours of work per week to thirty-five (35) hours.
- 14.3 Health related appointments of ½ day or more duration will be deducted from an Employee's accumulation.
- 14.4 A medical certificate may be required in all absences. Where this requirement is exercised, it will not be done in an unreasonable manner. A medical certificate must be submitted for absences of five (5) days or more. A return to work medical certificate must state that whether the Employee is fit to resume normal or modified duties. Modified duties will be accommodated provided that the accommodation does not cause undue hardship for the Agency.
- 14.5 When an illness extends beyond ten (10) working days, the Employee shall, upon request, provide a doctor's certificate indicating the manner in which the

- Employees' illness affects her ability to perform the duties of her job and an estimate of the length of time until the Employee will be able to return to work.
- 14.6 Sick leave means the period of time an Employee is unable to attend at work due to sickness or accident for which worker's compensation is not payable.
 - 14.7 Sick leave days shall be credited at the first of the following month provided employment commenced prior to the fifteenth of the month.
 - 14.8 Whenever an Employee's days of illness exceed her accumulated sick leave credit, the excess days of illness shall not be carried forward against future credits but shall be regarded as days of illness without pay.
 - 14.9 Probationary Employees who are sick will have an equivalent number of days added to their probationary period.
 - 14.10 Sick leave accruals cease on the Employee's date of termination. Accruals are not "paid out".
 - 14.11 The Agency agrees to provide Employees with a monthly statement of their sick leave entitlement.
 - 14.12 Where no one other than the Employee can provide for the emergency needs during illness of an immediate member of his/her family, or when an Employee qualifies for Family Medical Leave, Organ Donor Leave, Critically Ill Child Leave, Crime-related Child Death or Disappearance Leave, or Personal Emergency Leave under the Employment Standards Act, an Employee, after consultation with the supervisor, may use up to five (5) days per year beginning April 1st for this purpose using lieu time, negative lieu time (maximum three (3) days), or floaters. Negative lieu time, if used, will be repaid as reasonably required by the supervisor. Nothing in this provision affects the rights of any Employee related to the Employment Standards Act.

Up to five (5) days of sick time may also be used where necessary, after consultation with the supervisor.

Up to five (5) sick days may also be used as mental health days after consultation with the supervisor.

15. PENSION PLAN/RETIREMENT

- 15.1 Matching Employee and Agency contributions of 4.3% of the Employee's regular wages will be made on behalf of Employees to the pension agency of the Union's choice. Any fees or other costs or expense associated with the plan will be borne by Employees.

16. BEREAVEMENT LEAVE

- 16.1 Provided the Employee is scheduled to work or is on vacation, leave of absence with pay will be granted in the following circumstances:
- (a) Five (5) working days for death of parents, spouse, son or daughter, brother or sister, step child, step parent, foster child, and foster parent.
 - (b) Two (2) working days for death of son-in-law, daughter-in-law, father-in-law, mother-in-law, grandfather, grandmother or grandchild.
 - (c) One (1) working day for the death of aunt, uncle, brother-in-law, sister-in-law, niece or nephew, grandparents-in-law and aunt or uncle of spouse.

For the purpose of this clause and any other applicable clause throughout this Agreement, spouse shall include common-law and same sex partner.

- 16.2 Two (2) additional working days shall be granted where the funeral of a deceased, within the relationship enumerated in clause 16.1 takes place outside the Province of Ontario, on condition that the Employee submits proof of her attendance at such funeral. Leave of absence shall be granted to any Employee to attend a funeral covered under 16.1(a) where the death occurs outside Ontario. Such leave of absence shall be no longer than ten (10) days and pay for such leave of absence shall be in accordance with 16.1 (a).
- 16.3 A representative(s) from the Bargaining Unit may be granted leave of absence with pay, for one-half day to attend the funeral of a fellow Employee or the spouse, husband, son, daughter, father or mother of a fellow Employee. Such permission and the number of representatives shall be at the discretion of the Executive Director.

17. JOB POSTING/PROMOTIONS

- 17.1 Notice of Position Vacancy
- (a) When any vacancy occurs in an Employee position or a new position is created which is a vacancy, notice thereof shall be posted at a prominent position in the Agency and circulated via the internal email system. Such notice shall contain, the following information:

Summary of duties, classification of position, minimum qualifications, required knowledge and education, hours of work, wage or salary rate or range. Such qualifications and requirements shall be those the Agency considers necessary to perform the job function.

It will be posted for a minimum of seven (7) working days.

Every effort will be made to post Temporary Part-time positions for a minimum of seven (7) working days, however, where that is not practical the vacancy

will be posted for a minimum of three (3) working days.

- (b) In all promotions, reclassifications, and appointments, the required qualifications including skill, knowledge and efficiency of the Employee concerned shall be the primary requirements, and where such qualifications are equal seniority shall be the deciding factor.
- (c) The Agency will not be required to post vacancies which result from temporary absence of Employees such as maternity leave, short term illness or authorized absences of up to two (2) months, but where practicable, after two (2) months, the vacancy will be posted.

17.2 Applying for Vacancies

Any Employee desirous of applying for a vacancy must do so in writing to Human Resources within one (1) week from such posting.

17.3 Reclassification and Lateral Transfers

It is agreed that it is not necessary to post a reclassified position when there is an incumbent in the position which is being reclassified. Lateral transfers may be made upon mutual agreement between the Parties without the necessity of posting.

17.4 Progression to Higher Classification

Progression to a higher level within the classification system outlined in Schedule A will be permitted upon recommendation of the Executive Director. Such progression will be based on the following criteria:

- Qualifications
- Years of experience

17.5 Consideration of Bargaining Unit Member

The Agency and the Union support the principles of, selecting high quality personnel to serve the clientele of the Agency, and, promotion from within the service of Yorktown Family Services if feasible.

In this light, applications from Bargaining Unit members for vacancies or new positions shall be given first consideration in the following order; Permanent Full-time and/or Permanent Part-time, Temporary Full-time, Temporary Part-time.

However, where it is expected that no qualified candidate will be found within the Bargaining Unit, the Agency may simultaneously post the position and begin an external search. All Bargaining Unit applicants shall be assessed and their eligibility for the posting will be determined prior to any external applicants being considered. All Bargaining Unit applicants shall be notified in writing as to the final disposition of their application.

In addition to notifying the successful applicant and all unsuccessful applicants, the Agency shall notify the Union as to the final outcome of all Bargaining Unit postings.

17.6 New Classification

When any new classification is created that will fall under the jurisdiction of this Agreement, the Agency will advise the Union of such new classification, the duties and responsibilities therein, the classification, and the wage rate, before implementing the same. If requested in writing, the Agency further agrees to arrange a meeting prior to the implementation of the new classification so as to provide the Union the opportunity of making representations with respect to such classification provided any such meeting shall not delay the implementation of the new classification for a period in excess of two (2) weeks beyond initial notice of the proposed classification.

Where the Union challenges the rates established for the new classification and the matter is not resolved following discussion under this Section, the dispute may be referred to arbitration in accordance with the provisions of Article 21 (Step 3) by notice in writing given to the Executive Director within ten (10 days) following any meeting referenced to above. Any arbitration board established hereunder shall be limited to determining an appropriate rate for the classification and such rate must be established with reference to the existing rate structure in Schedule "A" including the relationship of the new classification with the existing classifications.

18. SENIORITY

18.1 There shall be seniority lists for each of the following definitions of Employees:

Definition	Seniority Criteria
1. Permanent Employees (a) Permanent Full-time (b) Permanent Part-time	Date of Hire Hours Earned
2. Temporary Full-time	Hours Earned
3. Temporary Part-time	Hours Earned

Employees will accumulate a maximum of 1820 hours per year.

When Employees transfer to Full-time status their years of seniority will be established by converting their hours earned to years of seniority based on 1820 hours equaling one (1) year. If Employees transfer to a different status their years of seniority will be converted accordingly.

Years of seniority will be increased based on annual hours earned as a percentage of 1820 hours.

Employees will not accumulate seniority except at the end of their probationary period; their years of seniority will be backdated.

- 18.2 In the event that an Employee covered by this agreement should be promoted to a position outside the Bargaining Unit and is still employed by the Agency, the Employee shall have a maximum of ninety (90) calendar days to return to the Bargaining Unit without loss of seniority. After the ninety (90) days their seniority shall cease to accumulate but they shall retain the right to return to the Bargaining Unit with their prior seniority for a period of two (2) years.
- 18.3 Seniority accumulation shall not include periods of lay-off or unauthorized leaves of absence.
- 18.4 The Executive Director will post a list in the Head Office and Jane Street Hub in January and July of each year showing the roster of all staff covered by the Union in the Agency together with the date each Employee was appointed to the service of the Agency. The Executive Director shall supply the Union with the copies of the Agency seniority list each year after the list has been posted. Any appeals from the seniority lists as posted must be made to the Executive Director within thirty (30) days of the posting; otherwise the list will be considered final.
- 18.5 An Employee shall lose his/her seniority rights and his/her employment shall be deemed to have been terminated in the following cases:
- (a) If her/she voluntarily terminates his/her employment, including by retirement;
 - (b) If he/she is discharged for just cause and not reinstated;
 - (c) If he/she fails to return to work after a layoff within five (5) calendar days after being requested to do so by management, by registered mail sent to the last address recorded by the Employee and appearing on the records (this time limit may be extended by the Agency for justifiable reasons);
 - (d) If he/she is absent on account of a non-occupational illness seniority rights may, depending on the particular circumstances, cease upon the passing of six calendar months from the first day of absence, or a time equivalent to the Employee's length of service to a maximum of twenty-four (24) months, whichever is greater. Extensions may be granted by the Agency on a case by case basis.
 - (e) If he/she is absent on account of an occupational accident, seniority rights may, depending on the particular circumstances, cease after twenty-four (24) months have passed from the date of occupational accident.

- (f) If he/she is absent from work for four (4) consecutive days without notice to the Agency and fails to provide an explanation satisfactory to the Agency.
- (g) If any of the above cases are found to conflict with the Human Rights Code, the Parties shall be bound by the Code and shall amend this Article to the extent required.

18.6 Seniority shall be maintained, but not accumulated for;

- (a) Personal leaves of absence exceeding six (6) months or eight (8) months if on an educational leave.

19. PROFESSIONAL

19.1 Professional conduct and professional ethics will be expected of all members of the Agency at all times.

20. METHODS OF WORK

20.1 Nothing in this agreement shall be deemed to affect the discretion of the Agency as to the manner in which any work or labour shall be performed.

21. GRIEVANCE PROCEDURE AND ARBITRATION

- 21.1 (a) The Agency acknowledges the right of the Union to appoint or otherwise select a Grievance Committee of up to two (2) members who shall be members of the Local. The personnel of such committee shall be communicated to the Agency. Only members of the Grievance Committee and the Employee or Employees concerned may appear to process any grievances, except in the case of a dispute involving a question of general application or interpretation, when only the Grievance Committee shall process the grievance.
- (b) Should a dispute arise between the Agency and any Employee(s) regarding the interpretation, meaning, operation, or application of this Agreement, including a question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, or should any other dispute arise, an earnest effort shall be made to settle the dispute in the following manner and sequence.

Step 1:

The aggrieved Employee(s) shall, within ten (10) working days after the grievance first arises, discuss the problem with his/her supervisor. The grievor may have a Union Representative present at her/his option and either Party may, subject to twenty-four (24) hours' notice, request the presence of the Director of Human Resources or her/his designate. Failing a resolution, the grievance may be submitted in writing to the chairperson of the Union

Grievance Committee who shall affix his/her signature.

Step 2:

If the Grievance Committee of the Union considers the grievance to be justified, the grievor(s) concerned, together with one (1) member of the Grievance Committee shall present the Director of Service within ten (10) working days after the grievance first arises, a written account of the particulars of the complaint and the Article of the Agreement alleged to have been violated and be signed by the grievor. The Director of Service shall render a decision in writing within three (3) working days after receipt of such statement.

Step 3:

Failing agreement at Step 2, application may be made by the Union to the Executive Director in writing, giving full details of the grievance and specifying the Article alleged to have been violated and be signed by the grievor. Such application may be made no later than five (5) working days after receipt of the decision of the Director of Service. The grievor and two (2) members of the Grievance Committee shall be entitled to attend such hearing and, where it is deemed necessary by the Union, a representative of the Canadian Union of Public Employees shall be entitled to attend such hearing for the purpose of assisting in presenting the grievance. The Executive Director shall give her decision in writing to the Union Stewards and the grievor within five (5) working days of such meeting.

Step 4:

Failing settlement under the above procedures, the grievance may be submitted to arbitration as hereunder provided, within thirty (30) working days after the decision at Step 3 has been given to the Union Stewards and the grievor.

21.2 Policy Grievance

Where a dispute involving the general application or interpretation of this Agreement arises directly between the Agency and the Union, step two of the grievance procedure shall not apply and the Union may submit the grievance in writing directly to the Executive Director, provided that no such grievance shall be submitted after the expiration of fifteen (15) working days from the date on which the dispute arose.

21.3 Grievance- Administrative Procedure

- (a) Any of the above time limits may be extended by mutual agreement between the Parties.
- (b) Replies to grievances at step two (2) and three (3) shall be in writing.

(c) Grievance settled satisfactorily within the time allowed shall date from the time that the grievance was filed.

(d) The Agency will supply the necessary facilities for the grievance meetings.

21.4 Referral to Arbitration

Where a difference arises between the Parties relating to the interpretation, application or administration of this Agreement, and including any question as to interpretation, application or administration of this Agreement, and including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, either Party may, after exhausting any grievance procedure set out above, notify the other Party in writing of its desire to submit the difference or allegation to arbitration.

In the case of an individual rights grievance, the Parties agree that such arbitration shall take place before a sole arbitrator; and in the case of a Union policy grievance, the Parties agree that such an arbitration shall take place before a Board of Arbitration.

In processing a Union policy grievance, the recipient of the notice shall within five (5) working days, advise the other Party of the name of its appointee to the Board of Arbitration. The two (2) appointees shall within ten (10) working days of the appointment of the second of them, appoint a third person who shall be the chairperson. If the two appointees fail to agree upon a chairperson within the time limit, the appointment shall be made by the Minister of Labour of the Province of Ontario upon the request of either Party.

In the case of an individual rights grievance, the Party serving notice shall propose the name or names of an Arbitrator for consideration by the other Party. If the Parties fail to agree on a sole arbitrator, either Party may within thirty (30) working days after notice was served, ask the Minister of Labour to appoint a sole arbitrator to adjudicate the grievance. The Arbitration board, or sole Arbitrator, shall hear and determine the alleged violation of the Agreement and shall issue a decision and the decision shall be final and binding upon the Parties and upon any Employee affected by it.

Any Board of arbitration established (or sole arbitrator) pursuant to this Agreement, shall not have the power to add to, subtract from, alter, modify, or amend any of the provisions of the Agreement or deal with any matter not covered by this Agreement.

21.5 Notwithstanding the above, either Party may choose to use the procedures as set out in Section 46 of the Ontario Labour Relations Act R.S.O. 1990.

22. WAGES AND SALARIES

22.1 The annual salary rates for Employees shall be as set out in Schedule "A" attached hereto.

22.2 There shall be no progression through the Schedule "A" Salary Grid during the term of the Agreement April 1, 2018 – March 31, 2023.

Effective April 1, 2018 – All Employees will receive 1% wage increase retroactive to ratification.

Effective April 1, 2019 – All Employees will receive 1.25% wage increase.

Effective April 1, 2020 – All Employees will receive 1.50% wage increase.

Effective April 1, 2021 – All Employees will receive 1.75% wage increase.

Effective April 1, 2022 – All Employees will receive 2% wage increase.

22.3 Where any Employee receives a promotion to a higher category involving an increase in salary, the first step in the new salary range which is higher than the salary received by the Employee in her old position shall be payable as of the first day in the new position.

23. PROBATIONARY PERIOD

23.1 Every new Permanent Full-time and Temporary Full-time Employee shall be subject to a probationary period of six (6) months of continuous employment. Every new Permanent Part-time Employees shall be subject to a probationary period of 910 hours or eight months of employment whichever comes first. Every new Temporary Part-time Employee shall be subject to a probationary period equivalent to the length of two programs.

During an Employee's probationary period, the Agency shall have the right to discharge such Employee without grievance, provided that every Employee shall have the right to grieve on any other matter coming within the scope of this Agreement and shall otherwise enjoy the rights, privileges and benefits of this Agreement. Any Employee who successfully completes the probationary period to the satisfaction of the appropriate Manager / Supervisor and Director shall be advised in writing of such successful completion.

The Employee's supervisor is responsible for providing ongoing written and verbal feedback regarding the Employee's job performance with reasonable opportunities to make any necessary changes. An Employee's probationary period may be extended or shortened by mutual agreement between the Agency and the Union.

23.2 Trial Period

When an Employee who has successfully completed the aforesaid probationary period is appointed to another position covered by this Agreement, the length of his/her trial period in the new position shall be at the discretion of the Agency with due consideration for such factors as the complexity of the position and the applicant's prior experience in the classification. At the commencement of such trial period the Employee will be advised in writing by the Agency of the length of his/her trial period which shall not exceed six (6) months or be less than two (2) weeks. At the end of such trial period the Employee shall either be confirmed in the new position or if confirmation is refused either by the Agency or by the Employee, he/she shall be returned to his/her former position without loss of seniority.

24. TECHNOLOGICAL CHANGE

- 24.1 An Employee who is displaced because of a change of method of operation, will suffer no reduction in normal earnings and will be given the opportunity to fill other vacancies, if any, according to seniority, provided that she has the required skill and knowledge to perform the work satisfactorily. In such cases an Employee will be given a training period of up to four (4) months in which to demonstrate the required skill and knowledge.

25. MINUTES AND AGENDA OF BOARD OF DIRECTOR'S MEETINGS

- 25.1 The Agency agrees to supply a copy of the agenda and appropriate minutes of the Board of Director's meetings to the Unit Officer after each meeting without undue delay and deliver before each Board of Directors meeting a copy of the agenda.

26. JURY DUTY

- 26.1 Any person who is called for jury duty or is subpoenaed as a witness in any court proceedings, will be paid his/her regular wages during such jury service or attendance as a witness, less the amount in excess of \$25.00 received for jury duty.

27. CAR AND MEAL ALLOWANCE

- 27.1 Those Employees required to use their cars for the Agency's business will be paid the rate of forty-five (45) cents per kilometer. When it is practical for an Employee to travel directly to or from their home, mileage shall be calculated on the distance from either the Employee's home or the headquarters, whichever is the shortest.

Full-time Employees who are required to travel in the course of carrying out their duties will be subsidized for the full cost of a TTC monthly pass. Part-time Employees who are required to travel in the course of carrying out their duties will

be subsidized for the cost of their monthly TTC pass on the ratio of normally scheduled hours of work per week to thirty-five (35) hours, or the cost of the TTC fare actually spent each shift worked.

- 27.2 A meal allowance of ten (10) dollars shall be provided to all Employees who are required to work a minimum of three (3) hours overtime.
- 27.3 The Agency will reimburse Employees who incur a parking expense in the course of carrying out their duties upon completion of the forms as prescribed by the Agency and upon submission of receipts.

28. LEGAL EXPENSES

- 28.1 Legal expense coverage will be provided according to the terms and conditions of the existing Professional and General Liability Policy.

29. PICKET LINE PROTECTION

- 29.1 In the event that Employees covered by this Agreement and are refused permission to cross a picket line, failure to cross such picket line shall not be considered a violation of this Agreement, provided that the foregoing shall not apply to picket lines maintained by Employees of the Yorktown Shelter.

30. PROFESSIONAL DEVELOPMENT

- 30.1 The Agency recognizes that it is in the interests of Employees and the Agency that Employees are given the opportunity by the Agency to pursue Agency approved professional development activities outside the Agency through further studies where such activities will enhance the ability of the Employee in his/her job.
- 30.2 Reimbursement for Expenses
- (a) Subsidies for courses, workshops or seminars shall only be granted when the course, workshop or seminar, is deemed to be of benefit to the performance of his/her duties. Prior to an Employee commencing a course, workshop or seminar, request for such subsidization shall be made to the Executive Director, who will either approve or reject the application.
 - (b) Where an approved course is taken, one hundred per cent (100%) of the tuition cost will be paid upon presentation of proof of successful completion or, where no examination is involved, on proof of attendance at a sufficient number of classes.
 - (c) Leave of absence with pay for attendance at courses, workshops or seminars shall only be granted when the course, workshop or seminar is taken at the request of the Agency.

- (d) Where the Agency directs an Employee to attend a course, workshop or seminar, the total cost of such course, workshop or seminar shall be borne by the Agency and payment shall be made to the Employee prior to registration.

31. STUDY LEAVE

- 31.1 The Agency agrees to permit up to one year of study leave to those persons with three (3) years' permanent employment with the Agency wishing to further their knowledge, provided that there will be no cost to the Agency and subject to the approval of the Executive Director. At the Employee's option, an Employee on approved study leave may opt to continue participation in all Employee benefits by paying the premiums for the same directly to the Agency, if the insurance carrier permits. Employees on such leave will continue to accumulate seniority for up to eight (8) months.

32. PERSONAL LEAVE

- 32.1 An Employee may request a personal leave of absence by submitting the request in writing to the Executive Director. If approved, seniority shall be maintained but not accumulated except as set out in Article 18. At the Employee's option, benefit coverage may be maintained if the carrier permits and if the Employee pays the total premium. Approvals of all leaves will be at the sole discretion of the Executive Director. Employees on such leave will continue to accumulate seniority for up to six (6) months.

33. HEALTH AND SAFETY

- 33.1 The Parties agree to abide by the Occupational Health and Safety Act and its regulations. The Agency and the Union agree that they mutually desire to maintain standards of safety and health in the Agency in order to prevent injury and illness.
- 33.2 A joint management and Employees Health and Safety Committee shall be consulted with representation of at least half by Employees from the Bargaining Unit and half from management which shall identify potential dangers, recommend means of improving the health and safety programs and obtaining information from the Agency or other persons respecting the identification of hazards and standards elsewhere. The committee shall normally meet at least once per quarter. Scheduled time spent in such meetings is to be considered to be time worked. Minutes shall be taken of all meetings and copies shall be sent to the Agency and to the Union.
- 33.3 Two (2) representatives of the Joint Health and Safety committee, one (1) from management and one (1) from the Employees shall make monthly inspections of the work place and equipment and shall report to the Health and Safety Committee the results of their inspection. In the event of accident or injury, such representatives shall be notified immediately and shall investigate and

report as soon as possible to the Committee and to the Agency on the nature and causes of the accident or injury. Furthermore, such representatives must be notified of the inspection of a government inspector and shall have the right to accompany him/her inspections. Scheduled time spent in all such activities shall be considered as time worked at regular or premium rates that may apply.

33.4 The Joint Health and Safety Committee and the representatives thereof shall have reasonable access to the annual summary of data from the WSIB relating to the number of work accident fatalities, the number of lost workday cases, the number of lost workdays, the number of non-fatal cases that required medical aid without lost workdays, the incidence of occupational injuries, and such other data, as the WSIB may decide to disclose.

33.5 The Union agrees to endeavour to obtain the full co-operation of its membership in the observation of all safety rules and practices.

34. COPIES OF AGREEMENT

34.1 The Agency will make copies of the agreement available to the Union and to all the Employees within forty-five (45) days of ratification of the agreement.

35. CITIZENSHIP COURT

35.1 An Employee who is required to keep an appointment during his/her normal working hours for the purpose of obtaining his/her Canadian citizenship shall be granted up to two half (1/2) days' absence with pay.

36. MATERNITY AND PARENTAL LEAVE

36.1 Pregnancy and parental leave shall be granted in accordance with the Employment Standards Act (Ontario). During the period of such leave, an Employee will continue to participate in those benefit plans specified in the Employment Standards Act namely, the pension plan, life insurance, accidental death and dismemberment plan, extended health
Employees will continue to earn sick leave and vacation credits during pregnancy and parental leaves.

36.2 The Agency shall reinstate an Employee returning to work from a pregnancy or parental leave in the position most recently held with the Agency, or provide the Employee with alternative work of a comparable nature at not less than Employee's wages at the time the leave began, or as adjusted by any general increase or decrease.

37. LAYOFFS AND RECALL

37.1 (a) When a reduction in the workforce is contemplated the Agency will advise the Union regarding the reasons for the reduction including relevant financial

considerations and anticipated layoffs and will meet with the Union to discuss possible mutually agreeable alternatives to layoff which may include such options as work-sharing, voluntary reduction of hours, or voluntary layoffs.

(b) In the event the anticipated layoff is of permanent nature, the Agency shall:

- 1) Provide written notice of the layoff to the Union of no less than three (3) months unless the reason for the layoff is a reduction in the Agency's funding or fundraising in which case the Agency will inform the Union as soon as it is known that the reduction in funding or fundraising may result in layoffs.
- 2) Provide written notice of the layoff to the affected Employees of no less than two (2) months or pay in lieu thereof, unless the reason for the layoff is a reduction in the Agency's funding or fundraising in which case the Agency will inform the Employee(s) as soon as the layoff decision is made.

(c) No Permanent Employee within the Bargaining Unit shall be laid off by reason of his/her duties being assigned to one or more Employees.

37.2 (a) In the event that a reduction in the workforce is required, Employees will be laid off in the reverse order of their seniority within the affected Classification(s) in Schedule A, provided those retained can fulfill, without additional training, the normal requirements of the work that is available.

(b) An employee who is subject to layoff shall have the right to either:

1. Accept an immediate termination of employment in accordance with the *Employment Standards Act, 2000*, as amended;
2. Accept the layoff and retain recall rights in accordance with Article 37.3 below;
3. If the employee has seniority, elect to bump the most junior employee within their Classification so long as the bumping employee can fulfill, without additional training, the normal requirements of the job, or
4. If the employee is a permanent full-time employee they may elect to bump the most junior permanent full-time employee or the most junior permanent part-time employee or the most junior temporary full-time employee or the most junior temporary part-time employee, so long as the bumping employee can fulfill, without additional training, the normal requirements of the job; or
5. If the employee is a permanent part-time employee, elect to bump the most junior temporary full-time employee or the most junior temporary part-time employee, so long as the bumping employee can fulfill, without additional training, the normal requirements of the job.

Temporary employees affected by the process will accept a termination of employment.

- (c) Employees displaced per Article 37.2 (b) 3 and 4 above will be laid off and have the applicable options listed in Article 37.2(b). There will be a maximum of five (5) displacements in any layoff.
- (d) Employees exercising their rights under (b) above must declare their chosen option within seven (7) working days of receipt of notice of layoff.
- (e) For the purposes of determining seniority rights as referred to above, permanent employees shall have their seniority date converted to a number of hours earned based on a maximum of 1820 hours per year.
- (f) Employees who displace an Employee in a different employment definition as defined in Article 1.1, will be governed by the terms and conditions of the new employment definition once the displacement takes effect.

37.3 Permanent Employees who accept the layoff in accordance with Article 37.2(b)(2) will retain recall rights for a period of twelve (12) months and will be recalled in the order of their seniority, provided they can fulfill, without additional training, the normal requirement of the available jobs.

38. LETTERS OF UNDERSTANDING

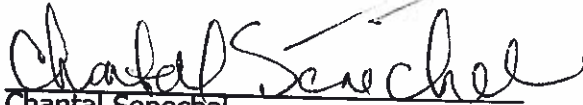
38.1 Letters of Understanding shall form part of the Collective Agreement.

39. TERMINATION AND RENEWAL

39.1 This Agreement shall be in effect until March 31, 2023 and shall be automatically renewed for a further period of one (1) year from year to year thereafter, unless within the period of three (3) months before any expiry date or anniversary date either Party gives notice in writing to the other Party of its desire to bargain with a view to the renewal with modifications of the Agreement then in operation, or with a view to the making of a new Agreement. The Parties shall meet within twenty (20) days from the giving of such notice or within such further period as they may agree upon, and they shall bargain in good faith and make every reasonable effort to reach agreement before the expiry date of the Agreement then in operation.

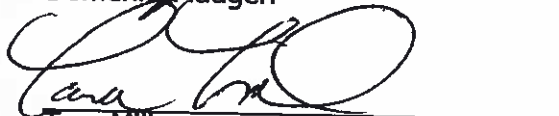
Dated this day of , 2019.

For the Union



Chantal Senechal


Matt Figliano


Domenic Maugeri


Tara Miller

For the Agency


Mary Pomanti


David O'Brien

LETTER OF UNDERSTANDING- HOURLY RATES FOR TEMPORARY PART-TIME EMPLOYEES

The Agency will continue its practice of referring to Schedule "A" of the Collective Agreement to determine the hourly rates for temporary Part-time staff according to classification and experience required to complete the work.

Although the intent is to secure rates equivalent to Schedule "A" for temporary Part-time staff, the Agency cannot guarantee Schedule "A" level rates, as pay rates are dependent on funding for the particular program or service. When the funding for the specific program or service does not allow for Schedule "A" level rates, the Agency will endeavour to provide rates that are as close as possible to those on Schedule "A". In such cases, the Union will be informed of the pay rates in effect for the specific program or service.

The Agency will also continue its practice of advocating with funders for ongoing increases.

LETTER OF UNDERSTANDING – INTEGRATION / AMALGAMATION

The Agency will notify the Union of any plans to integrate or amalgamate with any other service provider(s) and of any plans to transfer any service(s) and / or program(s) to or from another service provider(s).

Upon notification, the Parties will meet in order to make all reasonable efforts to reduce any negative effect on Employees. The notification and the meeting will occur prior to implementation.

SCHEDULE A – YORTOWN FAMILY SERVICES– CUPE LOCAL 416 SALARY GRID

Administrative Assistant	Step	April 1, 2018 -1%		April 1, 2019 – 1.25%		April 1, 2020 – 1.50%		April 1, 2021 – 1.75%		April 1, 2022 – 2%	
		Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate
	1	\$37,121.15	\$20.40	\$37,585.16	\$20.65	\$38,148.94	\$20.96	\$38,816.54	\$21.33	\$39,592.88	\$21.75
	2	\$38,047.60	\$20.91	\$38,523.19	\$21.17	\$39,101.04	\$21.48	\$39,785.31	\$21.86	\$40,581.02	\$22.30
	3	\$38,998.77	\$21.43	\$39,486.25	\$21.70	\$40,078.54	\$22.02	\$40,779.92	\$22.41	\$41,595.52	\$22.85
	4	\$39,975.74	\$21.96	\$40,475.44	\$22.24	\$41,082.57	\$22.57	\$41,801.51	\$22.97	\$42,637.54	\$23.43
	5	\$40,975.28	\$22.51	\$41,487.47	\$22.80	\$42,109.78	\$23.14	\$42,846.70	\$23.54	\$43,703.63	\$24.01
	6	\$42,001.68	\$23.08	\$42,526.70	\$23.37	\$43,164.60	\$23.72	\$43,919.98	\$24.13	\$44,798.38	\$24.61
Youth Outreach Worker / Early Childhood Specialist	Step	April 1, 2018 – 1%		April 1, 2019 – 1.25%		April 1, 2020 – 1.50%		April 1, 2021 – 1.75%		April 1, 2022 – 2%	
		Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate
	1	\$44,243.65	\$24.31	\$44,796.69	\$24.61	\$45,468.64	\$24.98	\$46,264.34	\$25.42	\$47,189.63	\$25.93
	2	\$45,435.57	\$24.96	\$46,003.51	\$25.28	\$46,693.56	\$25.66	\$47,510.70	\$26.10	\$48,460.92	\$26.63
	3	\$46,627.48	\$25.62	\$47,210.32	\$25.94	\$47,918.48	\$26.33	\$48,757.05	\$26.79	\$49,732.19	\$27.33
	4	\$47,819.40	\$26.27	\$48,417.14	\$26.60	\$49,143.40	\$27.00	\$50,003.41	\$27.47	\$51,003.48	\$28.02
	5	\$49,011.32	\$26.93	\$49,623.96	\$27.27	\$50,368.32	\$27.67	\$51,249.77	\$28.16	\$52,274.76	\$28.72
	6	\$50,207.54	\$27.59	\$50,835.14	\$27.93	\$51,597.67	\$28.35	\$52,500.62	\$28.85	\$53,550.64	\$29.42
Database Administrator / Network Support	Step	April 1, 2018 – 1%		April 1, 2019 – 1.25%		April 1, 2020 – 1.50%		April 1, 2021 – 1.75%		April 1, 2022– 2%	
		Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate
	1	\$45,982.63	\$25.27	\$46,557.41	\$25.58	\$47,255.77	\$25.96	\$48,082.74	\$26.42	\$49,044.40	\$26.95
	2	\$47,721.60	\$26.22	\$48,318.12	\$26.55	\$49,042.89	\$26.95	\$49,901.14	\$27.42	\$50,899.17	\$27.97
	3	\$49,461.65	\$27.18	\$50,079.92	\$27.52	\$50,831.12	\$27.93	\$51,720.66	\$28.42	\$52,755.08	\$28.99
	4	\$51,200.63	\$28.13	\$51,840.63	\$28.48	\$52,618.24	\$28.91	\$53,539.06	\$29.42	\$54,609.84	\$30.01
	5	\$52,939.60	\$29.09	\$53,601.35	\$29.45	\$54,405.37	\$29.89	\$55,357.46	\$30.42	\$56,464.61	\$31.02
	6	\$54,679.65	\$30.04	\$55,363.15	\$30.42	\$56,193.60	\$30.88	\$57,176.98	\$31.42	\$58,320.52	\$32.04

SCHEDULE A – YORKTOWN FAMILY SERVICES – CUPE LOCAL 416 SALARY GRID (continued)

Wraparound Facilitator	Step	April 1, 2018 – 1%		April 1, 2019 – 1.25%		April 1, 2020 – 1.50%		April 1, 2021 – 1.75%		April 1, 2022 – 2%	
		Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate
	1	\$50,452.59	\$27.72	\$51,083.25	\$28.07	\$51,849.50	\$28.49	\$52,756.86	\$28.99	\$53,812.00	\$29.57
	2	\$51,596.14	\$28.35	\$52,241.09	\$28.70	\$53,024.71	\$29.13	\$53,952.64	\$29.64	\$55,031.70	\$30.24
	3	\$52,740.78	\$28.98	\$53,400.04	\$29.34	\$54,201.04	\$29.78	\$55,149.55	\$30.30	\$56,252.55	\$30.91
	4	\$53,884.33	\$29.61	\$54,557.88	\$29.98	\$55,376.25	\$30.43	\$56,345.33	\$30.96	\$57,472.24	\$31.58
	5	\$55,027.88	\$30.24	\$55,715.73	\$30.61	\$56,551.46	\$31.07	\$57,541.12	\$31.62	\$58,691.94	\$32.25
	6	\$56,175.74	\$30.87	\$56,877.93	\$31.25	\$57,731.10	\$31.72	\$58,741.40	\$32.28	\$59,916.22	\$32.92
Family & Child / Youth Therapist	Step	April 1, 2018 – 1%		April 1, 2019 – 1.25%		April 1, 2020 -1.50%		April 1, 2021 – 1.75%		April 1, 2022 – 2%	
		Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate
	1	\$56,449.80	\$31.02	\$57,155.42	\$31.40	\$58,012.75	\$31.88	\$59,027.98	\$32.43	\$60,208.54	\$33.08
	2	\$57,912.56	\$31.82	\$58,636.47	\$32.22	\$59,516.02	\$32.70	\$60,557.55	\$33.27	\$61,768.70	\$33.94
	3	\$59,374.24	\$32.62	\$60,116.42	\$33.03	\$61,018.17	\$33.53	\$62,085.99	\$34.11	\$63,327.71	\$34.80
	4	\$60,837.01	\$33.43	\$61,597.47	\$33.84	\$62,521.43	\$34.35	\$63,615.56	\$34.95	\$64,887.87	\$35.65
	5	\$62,298.70	\$34.23	\$63,077.43	\$34.66	\$64,023.59	\$35.18	\$65,144.01	\$35.97	\$66,446.89	\$36.51
	6	\$63,766.83	\$35.04	\$64,563.92	\$35.47	\$65,532.38	\$36.01	\$66,679.20	\$36.64	\$68,012.78	\$37.37

**SCHEDULE A –YORKTOWN FAMILY SERVICES – CUPE LOCAL 416 SALARY GRID
(continued)**

Permanent Part-Time		April 1, 2018 – 1%	April 1, 2019 – 1.25%	April 1, 2020 – 1.50%	April 1, 2021 – 1.75%	April 1, 2022– 2%
Child Care Worker – SYF	\$14.00	\$14.14	\$14.32	\$14.53	\$14.79	\$15.08
Child Care Worker Lead - SYF	\$19.51	\$19.71	\$19.95	\$20.25	\$20.61	\$21.02
Cook / Facilitator - SYF	\$20.40	\$20.60	\$20.86	\$21.17	\$21.55	\$21.98
Early Years Drop in Worker	\$20.52	\$20.73	\$20.98	\$21.30	\$21.67	\$22.11
Early Years Program Worker	\$26.94	\$27.21	\$27.55	\$27.96	\$28.45	\$29.02
Father's Group Facilitator - SYF	\$28.77	\$29.06	\$29.43	\$29.86	\$30.38	\$30.99
Outreach Worker - SYF	\$29.34	\$29.63	\$30.00	\$30.45	\$30.99	\$31.61
OEYC Coordinator / Program Worker	\$29.85	\$30.15	\$30.53	\$30.98	\$31.53	\$32.16
Mentorship Program Coordinator	\$30.27	\$30.57	\$30.95	\$31.42	\$31.97	\$32.61

SCHEDULE B – SUMMARY OF BENEFITS

YORKTOWN FAMILY SERVICES – La Capitale – Effective December 1, 2015

LIFE	
Schedule	200% of annual earnings
Maximum	\$700,000
Non-evidence maximum	\$325,000
Reduction	50% at age 65
Termination	Earlier of retirement or age 75
AD&D	
Schedule	200% of annual earnings
Maximum	\$700,000
Non-evidence maximum	\$280,000
Reduction	50% at age 65
Waiver of Premium	Definition of disability – Own Occupation for 2 years and Any Occupation thereafter
Termination	Earlier of retirement or age 75
CRITICAL ILLNESS INSURANCE	
Single Payment - lifetime	\$7,000
Survival Period	30 days
Pre-existing Condition	24 months
Covered Illnesses / Events	Alzheimer's Disease, Blindness, Cancer, Coronary Artery Bypass Surgery, Failure of Both Kidneys, Heart Attack, Major Organ Transplant, Multiple Sclerosis, Parkinson's Disease and Stroke
Termination Age	Earlier of retirement or age 65 minus the Qualifying Period
LONG TERM DISABILITY	
Benefit Schedule	70% of monthly earnings
Maximum Benefit	\$5,000 per month
Non-evidence Maximum	\$5,000 per month
Qualifying Period	120 days
Definition of Disability	Own Occupation for 2 years and Any Occupation thereafter
Taxable Status	Taxable
Maximum Benefit Period	To age 65
Pre-existing Conditions	90 days / 1 year
Termination Age	Earlier of retirement or age 65 minus the Qualifying Period

SCHEDULE B – SUMMARY OF BENEFITS (continued)

YORKTOWN FAMILY SERVICES – Health Source Plus – Effective December 1, 2015

EXTENDED HEALTH BENEFITS	
<i>Pay Direct Prescription Drugs</i>	
Deductible	Nil
Eligible Expense Reimbursed at	100%
Eligible Expenses	Prescription by law and life-sustaining Lowest Cost Alternative
<i>Hospital</i>	
Deductible	Nil
Eligible Expense Reimbursed at	100%
Eligible Expenses	In Canada – Private / Out of Canada – Semi-private
<i>Paramedical Services</i>	
Deductible	\$10.00 single / calendar year \$20.00 family / calendar year
Chiropractor	\$500 / calendar year
Physiotherapists	\$1,000 Annually
Psychologist / Social Worker	\$500 per year
Speech Therapist	\$200 / calendar year
Massage Therapist	\$500 per calendar year
Naturopath	\$300 per calendar year
<i>Vision Care</i>	
Deductible	Nil
Eye Exams	1 every 24 consecutive months subject to a \$125 maximum
Frames, etc.	\$300 every 24 consecutive months
<i>Other Services</i>	
Deductible	\$10.00 single / calendar year \$20.00 family / calendar year
Orthopedic Shoes	\$300 / calendar year
Foot Orthotics	\$500 / calendar year
Hearing Aids	\$600 every sixty (60) months
Private duty nursing	\$10,000 per calendar year
Referral required	Referral NOT required for massage therapy
<i>Out of Country Coverage</i>	
Deductible	Nil
Referrals Reimbursed at	50%
Limitations	\$50,000 lifetime maximum
Emergency Services Reimbursed at	100%
Limitations	60 consecutive days / trip, \$2,000,000 lifetime maximum
<i>Termination Age for Extended Health Benefits</i>	Earlier of Retirement or age 75 for the Employee

SCHEDULE B – SUMMARY OF BENEFITS (continued)

YORKTOWN FAMILY SERVICES – Life Health Source Plus – Effective December 1, 2015

DENTAL BENEFITS	
<i>Basic</i>	
Deductible	Nil
Recall treatments	Every 6 months
Eligible Expense Reimbursed at	100%
Maximum Benefit	Unlimited
Eligible Expenses	See Benefit Booklet for complete information
<i>Major</i>	
Deductible	Nil
Eligible Expense Reimbursed at	50%
Maximum Benefit	\$2,500 per year (or \$12,500 in five (5) years)
Eligible Expenses	See Benefit Booklet for complete information
<i>Dependent Orthodontic</i>	
Deductible	Nil
Eligible Expense Reimbursed at	50%
Maximum Benefit	\$5,000 lifetime maximum
Eligible Expenses	See Benefit Section for complete information
<i>Termination Age for Dental Benefits</i>	Earlier of retirement or age 75 for the Employee