

COLLECTIVE AGREEMENT



between

THE TORONTO PORT AUTHORITY

and

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



(SALARIED EMPLOYEES)

**TORONTO, ONTARIO
January 1, 2017 - December 31, 2022**

THIS AGREEMENT made as of the 1st day of January 2017

BETWEEN:

THE TORONTO PORT AUTHORITY

(Hereinafter called the "TPA")
OF THE FIRST PART

and

THE TORONTO CIVIC EMPLOYEES UNION,
LOCAL 416, CANADIAN UNION OF PUBLIC EMPLOYEES,
(Hereinafter called the "Union")
OF THE SECOND PART

(SALARIED EMPLOYEES)

INDEX – SALARIED EMPLOYEES

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THE PARTIES HERETO COVENANT AND AGREE TO THE FOLLOWING TERMS, CONDITIONS AND PROVISOS;

ARTICLE 1 – DEFINITIONS

1. Casual Employee – means any person hired by TPA for a definite period of time, with a definite termination date, as set out in a casual position classification in Schedule "A" hereto. Casuals will be paid 12.0% less than the rates of pay in Schedule "A".
2. Contractual Employee – means any person engaged by the TPA for the purpose of replacement of an employee who is on vacation, sick leave or other leaves of absence for the duration of such absences or for temporary assistance on special projects or heavy workloads. In the case of special projects or heavy workloads, such engagement shall not exceed two (2) months duration unless otherwise mutually agreed by the parties hereto.

ARTICLE 2 – PURPOSE

This agreement is entered into by the parties hereto in order to provide for orderly collective bargaining relations between the Toronto Port Authority and its employees in the bargaining unit. It is the desire of both parties to co-operate in maintaining harmonious relations between the Toronto Port Authority and its employees and to provide an amicable method of settling any differences or grievance concerning the general working conditions, which, may arise from time to time.

ARTICLE 3 – RECOGNITION AND NEGOTIATIONS

The TPA, or anyone authorized to act on its behalf, approve and recognize the Union as the sole collective bargaining agency for all their employees working in the position classifications set forth in Schedule "A" hereto. When new position classifications are created by the TPA that are similar to those in the bargaining unit, the TPA will notify the Union in writing, including the proposed job description(s), and at least five (5) working days prior to posting, and the parties hereto shall meet in order to review the proposed classification with an aim to mutually agree whether or not such new classifications should be incorporated into the bargaining unit and shall agree on the rate of pay for such position classifications if so incorporated, it being distinctly understood and agreed that contractual employees as herein defined are specifically excluded. In the event of a dispute, the matter in dispute shall be referred to arbitration in accordance with Article 11.3 hereof. For purposes of this Agreement, Contractual employees are deemed not to be part of the bargaining unit.

The TPA hereby consents and agrees to negotiate with the Union, through any authorized committee thereof, in any and all matters affecting the relationship between the parties to this agreement, looking towards a peaceful and amicable settlement of any differences that may arise between them. Supervisors or other management personnel whose regular jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit when qualified employees are available except for the purpose of

instruction, experimenting, in emergencies when regular employees are not available, or in circumstances when regular employees are occupied with other work.

ARTICLE 4 – AGREEMENTS OUTSIDE THE CONTRACT

No employees shall be required or permitted to make any written or verbal agreement with the TPA or its representatives that is contrary to this Agreement.

ARTICLE 5 – MANAGEMENT RIGHTS

All matters concerning the operation, administration and conduct of the TPA's business and affairs not limited by the terms of this Agreement shall be reserved to management and be its sole right and responsibility. The question of whether any of these rights is limited by this Agreement may be decided through the grievance and arbitration procedure.

ARTICLE 6 – STRIKES AND LOCKOUTS

Strikes and lockouts are prohibited during the term of a Collective Agreement.

The Union undertakes that, notwithstanding anything which may occur, it will to the best of its ability, assist in the continued maintenance and welfare of those services deemed by the TPA to be essential to the safety of the TPA's property, activities and services for the time being, under the direction of the TPA. The Union further undertakes, that it will not cause or sanction sympathetic or jurisdictional strikes of its members, and that it will do its best to prevent any strike by its members or any of them, and in the event of such strike occurring, the Union will use all reasonable efforts to cause the striking members to return to work. Nothing contained herein shall prevent the Union from engaging in a strike when it is in a legal position to do so pursuant to the Canada Labour Code.

Should any member of the Union suffer physical injury as a result of crossing a picket line to comply with the provisions of this article, full compensation with respect to all expenses arising from such injury shall be paid by the TPA.

ARTICLE 7 –NO DISCRIMINATION

- a) The TPA and the Union agree that there shall be no discrimination, harassment, interference, restriction or coercion exercised or practiced with respect to any employee of the TPA in the matter of hiring, wages, training, upgrading, promotion, transfer, layoff, discipline, discharge or otherwise, by reason of race, colour, national or ethnic origin, religion, sex, sexual orientation, age, marital status, family status, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered or because of such employee being an officer, steward, committee member or member at large of the union;
- b) Every employee has the right to be free from sexual harassment and from any reprisal or threat of reprisal for the rejection of such behaviour.

- c) Notwithstanding the foregoing, the requirement by the TPA that the retirement from service of employees in accordance with the terms of a pension plan is deemed not to be discrimination for reasons of age. Any federal legislation mandatorily compelling the TPA to alter the compulsory retirement age of its employees shall be implemented.
- d) Relatives, as defined in Article 21(b), may be hired, promoted, transferred etc., unless the employee is to be supervised directly or indirectly by the relative, or if it can be reasonably concluded that the hiring, promotion, transfer etc., of such a relative would cause a conflict in the working relationship.

ARTICLE 8 – UNION SECURITY

As a condition of employment for all employees in the bargaining unit and for casual employees when employed in the positions within the bargaining unit, the TPA will deduct from the wages of each employee each pay period a sum equal to the regular dues charged by the Union to its members, and will remit to the Treasurer of the Union the total of all amounts so deducted not later than the fifteenth day of the following month.

It is understood that the foregoing will be amended as required should Local 416 enter into a direct remittance agreement with the Canadian Union of Public Employees.

The TPA agrees that special dues assessed by the Union upon its members in accordance with the Constitution and By-laws of the Union will be deducted from members of the Union upon proper notification to the TPA from the Union and will remit to the Treasurer of the Union the total of all amounts so deducted not later than the fifteenth day of the following month.

ARTICLE 9 – NEW EMPLOYEES

The TPA shall acquaint new employees with the fact that there is a Collective Agreement in effect and shall upon hiring of a new employee in the bargaining unit, as soon as practicable, advise the Union in writing of such employee's name, address and classification.

New employees shall be advised of how to access an electronic copy of the Collective Agreement on commencement of employment and shall be offered a paper copy of the Collective Agreement.

The Unit Chair or designate will be given an opportunity to meet privately with each new employee during the first week of employment and during regular working hours.

ARTICLE 10 – CORRESPONDENCE

All correspondence between the parties arising out of this Collective Agreement or incidental thereto, shall pass to and from the Human Resources Department and the Unit Chair, with copies to the Unit Vice-Chair and President of the Union.

ARTICLE 11 – LABOUR RELATIONS

11.1 NEGOTIATIONS

a) Bargaining Representatives

The authorized bargaining representatives of the Union shall have the right to appear before the TPA or its representatives from time to time for the purpose of making representation in respect to matters concerning this agreement. Such meeting shall be held at a time and place fixed by mutual agreement and as expeditiously as possible.

b) Representative of the Canadian Union of Public Employees

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 TPA.

c) Notice of Officers

The Union agrees to keep the TPA advised of the names of its officers, executive, stewards and negotiating committee upon their election or any change therein. When, in the normal process of a lay-off, the Unit Chair is displaced from his job, then he shall be deemed to have top seniority amongst employees covered by the Agreement(s) for the purpose of Article 13. The Unit Chair shall be entitled to displace another employee (except for supervisory positions) for which he then has the qualifications to perform, so that he shall be entitled to remain in some capacity in the employment of the TPA until his then current term of office expires, which for the purpose of this clause, shall not be in excess of three years from the meeting at which he was elected to his office.

d) Time Off for Meetings

The TPA agrees that where permission has been granted to representatives of the Union to leave their employment temporarily in order to meet with the TPA to carry on negotiations or with respect to a grievance, or any other union business, they shall be paid their regular rate of pay by reason of attending meetings with the TPA which are authorized by the TPA.

The Unit Chair for Local 416 will be provided with a leave of absence of one (1) day per month for union business, with no loss of pay, benefits, service or seniority, such day per month to be non-cumulative and scheduled with two (2) weeks' notice.

Should any difficulties or concerns arise with respect to the Unit Chair's leave of one day per month, the parties shall meet expeditiously to resolve the matter.

e) Bargaining Preparation

TPA shall pay members of the Union negotiating committee up to twenty-four (24) hours in total, hourly and salary bargaining units combined, for bargaining preparation. Such time off will be at a time agreed to by TPA.

f) Time Off for Union Meetings

The TPA agrees to grant time off from work without loss of pay and without loss of seniority to one (1) Union Officer to attend up to ten (10) Union Executive Board Meetings per calendar year, and to one (1) Union Officer to attend up to twelve (12) General Membership meetings per calendar year.

g) Notice of Union Leave

When requesting a leave pursuant to Article 11.1(d) the Union member and/or Union shall identify the category of the Union leave and provide as much advance notice as possible (i.e. 2 weeks' notice), save and except in unforeseen circumstances.

11.2 GRIEVANCE PROCEDURE

- a) Both the TPA and the Union emphasize the desirability of a satisfactory grievance procedure, the purpose of which will be to settle as many grievances as possible in a prompt and civil manner.
- b) The TPA acknowledges the right of the Union to appoint, or otherwise select, a Grievance Committee of three (3) members who shall be employees of the TPA. The TPA shall be informed of the names of the Committee's members and shall be informed promptly in writing of any changes in the Committee's membership. It is agreed that no more than two (2) of the committee members will be granted leave to attend meetings at any one time.
- c) Prior to the formal filing of a grievance, an earnest effort should be made to settle the dispute informally by the aggrieved employee(s) together with his shop steward if he so desires, seeking a resolution from the immediate managerial supervisor within seven (7) working days after the incident giving rise to the dispute became known, or should have become known to the employee.

Any settlement(s) of disputes dealt with in accordance with the above shall be without prejudice to either party in relation to the interpretation and application of this agreement.

- d) Disputes arising between the TPA and any employee(s) regarding the interpretation, meaning, operation or application of this agreement, including any 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, the matter(s) will, subject to (c) above, be considered to be a formal grievance and be dealt with as follows:

STEP 1

The aggrieved employee(s) shall submit a Local 416 Grievance Form to the immediate managerial supervisor signed by the employee(s) and the authorized Union Officer with a copy to Human Resources, within five (5) working days after being refused redress by said supervisor, or in the event the process outlined above has not been followed, within five (5) working days after the incident giving rise to the grievance became known, or should have become known to the employee.

Within five (5) working days of receipt of the grievance the Department Manager and/or his designated representative will arrange a date to meet with the employee and his Steward. The Department Manager will issue a formal reply to the grievance within five (5) working days of this meeting or as mutually agreed in writing.

STEP 2

Failing satisfactory settlement under Step 1, the Union may, within five (5) days after receipt of the step one reply, forward the grievance to Human Resources. At the earliest convenience of the parties, Human Resources will arrange to meet with the Union to hear the grievance. Human Resources will issue a formal reply to the grievance within five (5) working days.

STEP 3

Failing satisfactory settlement under Step 2 the Union may, within thirty (30) days after receipt of the Step 2 reply, refer the dispute to Arbitration in the manner set forth in Article 11.3 Arbitration Procedure.

- e) Where a policy grievance involving a question of general application or interpretation occurs concerning a group of employees, Step 1 may be by-passed and Step 2 proceeded with directly.
- f) Except where the parties otherwise agree, grievances settled satisfactorily within the time allowed shall date from the time that the grievance was filed.
- g) Any of the time limits set forth in this article may be extended by mutual agreement of the parties expressed in writing.
- h) Attendance for the Union at Step 2 of the grievance procedure shall include the employee(s), Grievance Committee, or other Local 416 or CUPE Representative as determined appropriate by Local 416 in the circumstances.
- i) Where in any stage of the foregoing procedure the Union fails to adhere to the time limits provided therein, and where in the instance of a particular grievance the TPA intends to strictly rely on said time limits, notice in writing to the Union must be issued declaring same, and where the Union fails to respond within five (5) additional working days to said notice by indicating it intends to proceed, the TPA shall be entitled to treat the grievance as abandoned and at an end.

Where in any stage of the foregoing procedure the TPA fails to adhere to the time limits provided therein, and where in the instance of a particular grievance the Union intends to strictly rely on said time limits, notice in writing to the TPA must be issued declaring same, and where the TPA fails to respond within five (5) additional working days to said notice by indicating it intends to comply, the Union shall be entitled to advance the matter to the next step.

- j) The TPA may, in respect of a dispute with the Union or any of its officers regarding the interpretation, meaning, operation or application of this Agreement, including any 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, consider the dispute to be a formal grievance and be dealt with as follows:

STEP 1

Human Resources may within five (5) working days after the incident giving rise to the grievance became known, or should have become known to the TPA, file a formal grievance with redress sought, in writing with the President of Local 416. Within five (5) working days of receipt of the grievance the President of the Union and/or his delegate shall discuss the grievance with Human Resources. The Union will issue a formal reply to the grievance within five (5) working days.

STEP 2

Failing satisfactory settlement under Step 1, the TPA may, within thirty (30) days after receipt of the Step 1 reply, refer the dispute to Arbitration.

11.3 MEDIATION

Once a grievance has been referred to arbitration, both parties, upon agreement will use the services of a mutually agreeable Mediator, within forty (40) working days of the referral to assist the parties in resolving the grievance. The grievor(s) may attend the mediation meeting at the request of the Union, in addition to the Unit Chair or Vice-Chair or steward. The employee will be paid their regular rate of pay for time spent in attendance at mediation. Any mutually agreeable resolution reached by the parties through such mediation shall be binding upon the parties but shall be without precedent or prejudice.

11.4 ARBITRATION PROCEDURE

a) Selection of the Arbitrator

When either party requests that a grievance be submitted to arbitration, the request shall be made in writing, addressed to the other party to the Agreement.

The parties agree that any matter referred to arbitration will be referred to a single arbitrator.

Within fourteen (14) business days after the referral to arbitration, a single arbitrator shall be selected by mutual agreement of the parties.

If the parties fail to agree to an arbitrator within fourteen (14) business days, the appointment shall be made by the Minister of Labour of Canada, upon the request of either party.

b) Decisions of the Arbitrator

The decision of the arbitrator shall be final and binding on all parties, but in no event shall the arbitrator have the power to alter, modify, or amend this agreement in any respect.

c) Expenses

Each party shall pay one half of the fees and expenses of the arbitrator.

d) Amending of Time Limits

Any of the time limits set forth in this article may be extended by mutual agreement of the parties expressed in writing.

e) Witnesses

At any stage of the grievance or arbitration procedure, the parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses, and all reasonable arrangements will be made to permit the conferring parties or the arbitrator(s) to have access to any part of the TPA's premises to view any working conditions which may be relevant to the settlement of the grievance.

f) Statement of Particulars

The party requesting the arbitration shall deliver to the other party at a reasonable time prior to the date set for the hearing a reasonable statement of the particulars of the claim being submitted to arbitration. The purpose of this statement of particulars is to allow the other party an opportunity to learn the case it must meet and it is understood that the party seeking arbitration is not bound to the contents therein.

ARTICLE 12 – SENIORITY

a) Seniority List

Seniority is preference or priority measured by length of service.

The TPA shall maintain a seniority list showing the date upon which employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards monthly if additions or deletions have been made to the list. Notwithstanding the foregoing a seniority list will be posted on all bulletin boards in January each year.

Seniority is bargaining unit wide.

b) Probationary Employees

New employees shall be considered probationary for a period not to exceed six (6) months from the date of hiring. During the probationary period, employees shall be entitled to all rights and privileges secured by this agreement, except: Article 19 - Sick Leave Benefits and Article 20 - Health and Welfare Benefits, discharge or lay-off, which the Union shall not grieve. The employment of such probationary employees may be terminated at any time during this probationary period. After completion of the probationary period, seniority shall be effective from the original date of continuous employment or continuous casual employment in the case of a casual employee.

Employees shall not be required to perform more than one probationary period.

c) Seniority During Absence

If an employee is absent from work because of sickness, accident, lay-off, maternity leave, or leave of absence approved by the TPA, he shall not lose seniority rights. During a period of lay-off an employee does not prejudice his seniority rights if he refuses a recall to a position in a lower salary group, except as set-out hereafter.

d) Loss of Seniority

An employee shall lose his seniority in the event:

- 1) He is discharged for just cause and is not reinstated;
- 2) He voluntarily terminates his employment;
- 3) After a lay-off, he fails to return to work after receipt of seven (7) calendar days' notice by registered mail to do so, unless through sickness or other just cause and the TPA are so advised. It shall be the responsibility of the employee to keep the TPA informed of his current address;
- 4) He is laid off for a period longer than two (2) years;
- 5) He is absent from work without authorized leave for four (4) consecutive working days or more unless there was a reasonable justification for such absence without leave;
- 6) He is transferred out of the bargaining unit to another position within the TPA and a period of six (6) months has elapsed from the effective date of such transfer.

ARTICLE 13 – LAY-OFF AND RECALL

In the cases of lay-offs within any classification covered by this agreement the following procedure will be followed:

- a) The TPA shall meet with the Union and discuss the proposed lay-off prior to the implementation thereof.
- b) Seniority within the department shall govern the order of lay-off. For clarity and as per Article 12(a), bargaining unit wide seniority shall determine seniority within the department. Casual employees will be laid off first, followed by Probationary employees.
- c) An employee who is displaced from his department may elect to be laid off or may elect to receive severance as per Article 23(b) may elect to displace an employee with less overall seniority in a job in some other department except for the supervisory positions and provided the employee has the necessary qualifications and has the ability to perform all of the work in the position. Upon such displacement, the displacing employee will receive the rate established for the position he has entered. The displacing employee will also be entitled to the benefit of a three (3) day familiarization period for the position he has entered. The election to displace an employee must be made within five (5) working days of receiving notice of layoff. The election to receive severance per article 23 (b) must be made within seven (7) working days of receiving notice of layoff.
- d) Recall after lay-off shall be in the inverse order of the above.
- e) An employee who has taken another position as a result of a lay-off must return to his original position when it is re-activated.
- f) In the event of a lay-off, the TPA shall notify employees who are to be laid off in writing not less than ten (10) working days before the lay-off is to be effective.

If the employee laid off has not had the opportunity to work ten (10) full days after notice of lay-off, he shall be paid in lieu of work for that part of ten (10) days during which work was not made available.

- g) No new person shall be hired into the bargaining unit while there are people on layoff with the necessary qualifications and the ability to perform all of the work in the job description after a two-day period of familiarization on the job.

ARTICLE 14 – STAFF CHANGES

At least three (3) working days prior to posting, the TPA will provide to the Union any substantively changed job posting for input from the Union and discussion between the parties regarding content and qualifications in the job posting.

- a) When vacancies occur in the bargaining unit set out in Schedule “A”, or any new position classifications are created and which, pursuant to the recognition clause (Article 3), have been incorporated into the bargaining unit, the TPA shall post a notice thereof on applicable bulletin boards and forward a copy to the Secretary of the Union

and the Unit Chair at least five (5) working days prior to an appointment being made. Such notice shall contain the following information:

Nature of position; required knowledge and education or equivalent; ability and skills; permanent or casual; anticipated duration; and wage or salary rate.

The Department affected shall take all reasonable steps to provide such notice to all absent employees.

Medical Examinations

- b) In making staff changes, appointments shall be made of the applicant senior in service and possessing the required qualifications.

For the purposes of article 14 b) above, the TPA may require practical, oral and written tests. Such tests shall be consistent and not applied in an unreasonable or arbitrary manner. The particular results and tests shall be made available to the Union Grievance Committee during a grievance hearing concerning a staff change. On any arbitration concerning the TPA's selection, the TPA agrees to lead its evidence first if the Union so requests in advance of the arbitration hearing.

- c) The successful applicant will assume the duties of the new position within thirty (30) days of the vacancy date or receive the appropriate rate of pay if it is higher. The successful applicant shall be placed on a three (3) month assessment period in the new position, and the appointment shall become permanent at the end of the assessment period, conditional on satisfactory service. If the applicant's service during the assessment period is unsatisfactory, or he wishes to return to his former position, he shall be returned to his former position at his former salary, without loss of seniority, and all other employees affected shall be returned to their former positions in like fashion.
- d) An employee will be limited to one transfer each year to an equal rated or lower rated job.
- e) All applicants for job positions shall be notified in writing of the final disposition of their applications. At the time of notifying the successful applicant in writing the TPA will also notify the Union in writing.
- f) With respect to job vacancies, or new permanent positions, both outside the bargaining unit, the TPA will advise the union of such positions. The Union agrees that no rights secured by this Agreement with respect to vacancies and new positions within the bargaining unit shall apply to positions outside the bargaining unit.
- g) An employee who is transferred out of the bargaining unit to another position within the TPA may be returned within a period of six (6) months from the effective date of such transfer to his former position and all other employees affected shall be returned to their former positions in like fashion.

Disabled Employees Accommodation Committee

- h) *i*) TPA and the Union agree to establish a Disabled Employees' Accommodation Committee ("DEAC") consisting of two (2) Union Representatives, named by the Union, (with at least one representative being an employee of the TPA) and two (2) Management Representatives. The Committee shall meet as necessary to discuss the needs of an employee requiring accommodation for reasons of advancing years, disability, illness or injury, to ensure that a successful modified work plan is developed.

Provided accommodation is available in the work place, the DEAC will provide accommodation options following the steps below:

- (i)* An employee who requires accommodation in the work-place shall be accommodated in their normal classification if the employee has an ability to carry out the essential duties of the job.
- (ii)* If the disability does not allow the employee to carry out the essential duties of their normal classification, then the employee shall be accommodated in a comparable classification provided the employee is able to perform the essential duties of the comparable job.
- (iii)* If an appropriate accommodation cannot be arranged in accordance with (i) or (ii) above, then alternative accommodation may be implemented in any classification provided the employee can perform the essential duties of the classification.

A disabled employee participating in a temporary accommodation shall be required at reasonable intervals upon request to submit (a) a doctor's note attesting to the continuance of the disability, and (b) a Functional Abilities form as completed by the employee's doctor. Where the TPA requests s form to be completed within the return to work process, the employee shall be reimbursed (upon the provision of receipt) up to a maximum of twenty-five dollars (\$25.00) for the cost of the form.

the disabled employee will:

- receive the wage of the classification to which he or she is assigned, if the wage is higher than their normal job classification, or:
- receive the wage of their normal classification if the accommodated position is at a lower rate of pay.

While participating in a permanent accommodation, the disabled employee will:

- receive the wage rate of the position to which they are assigned, if the wage is higher than their normal classification, or:
- receive the wage of their normal classification if the accommodated position is at a lower rate of pay; and
- the injury is a compensable occupational injury or illness as defined by the Workplace Safety and Insurance Board. If the injury is not compensable, the employee shall receive the rate of the accommodated position.

It is understood that negotiated wage increases will apply to any accommodation made in accordance to the aforesaid.

All matters discussed at DEAC meetings shall be dealt with the utmost confidentiality. Members of the committee shall, by their participation therein, acknowledge the necessity of keeping all information discussed with the DEAC meetings confidential.

The TPA management representative shall be responsible for scheduling meetings. Every effort will be made to schedule meetings at times convenient to committee members. In the event that a meeting cannot be held due to scheduling conflicts, the accommodation of the employee shall not be unduly delayed.

DEAC representatives shall be paid their straight time rate for attendance of the Committee meetings unless such meeting is scheduled outside of the representative's regular scheduled hours, in which case the appropriate overtime rate shall apply.

ARTICLE 15 – DISCIPLINE AND DISCHARGE

- a) An employee may be disciplined, suspended or discharged for just cause.
- b) When it is the intention of the employer to discipline, suspend or discharge, the employer will advise the employee to be disciplined, suspended or discharged of his or her right to be represented by the Union.
- c) Following discipline, suspension or discharge (including reasons for discharge), the Union shall be advised promptly in writing with copies to the TPA Unit Chair, Vice-Chair and the President of the Union.
- d) There shall be no discussions of a disciplinary nature without a union representative present.
- e) An employee considered by the Union to be wrongfully or unjustly disciplined, discharged or suspended, shall be entitled to a hearing under Article 11.2 of the Grievance Procedure. Step 1 of the Grievance Procedure shall be omitted in such cases.
- f) Should it be found upon investigation that an employee has been unjustly suspended or discharged, such employee shall be immediately reinstated in his former position, without loss of seniority or service, and shall be compensated for all time lost in an amount equal to his normal earnings during the pay period next preceding such discharge or suspension, or by any other arrangement which is just and equitable in the opinion of the parties or in the opinion of the arbitrator if the matter is referred to arbitration.

- g) Disciplinary entries on an employee's personnel file shall be removed from the file when the employee has completed two (2) years of service without incurring any further discipline.

ARTICLE 16 – HOURS OF WORK AND OVERTIME

1. Work Periods

- a) A normal basic work week for employees shall be defined as eight (8) hours per day on five (5) consecutive days between 7:00 a.m. and 5:00 p.m., Monday to Friday inclusive. Subject to the exceptions listed in Schedule "A" attached, it is understood and agreed that employees shall be granted one hour for a lunch break within the eight hours per day.
- b) In the event an employee requests a lunch break of shorter or longer duration than provided for in (a) above, approval of such request will not be unreasonably withheld, subject to the requirements of the business.

Where such request is granted, the regularly scheduled end of shift will be adjusted accordingly.

Where a request is granted for any period exceeding 30 consecutive working days the TPA shall notify Local 416 of such changes.

- c) Changes in (a) may be made at any time by the mutual agreement of the parties hereto in writing.
- d) Employees who are required to work weekends as part of their normal basic work week will be paid according to the following schedule for all normal weekend shifts:

Jan. 1, 2017 - Dec. 31, 2017	- \$0.79 per hour
Jan. 1, 2018 - Dec. 31, 2018	- \$0.82 per hour
Jan. 1, 2019 - Dec. 31, 2019	- \$0.82 per hour
Jan. 1, 2020 - Dec. 31, 2020	- \$0.85 per hour
Jan.1, 2021 - Dec.31, 2021	- \$1.04 per hour

- 2. It is agreed that all overtime must be authorized.

3. Overtime Rates on Weekdays

All authorized time worked beyond the normal work day shall be deemed to be overtime. Overtime shall be paid for at the rate of time and one-half.

4. Overtime Rates on Saturdays, Sundays and Holidays

All time worked on Saturdays and Sundays shall be paid for as follows:

- a) When the TPA requires both days to be worked, the Saturday shall be worked at the rate of time and one-half and the Sunday shall be worked at double time rates.
 - b) When the TPA requires only one day to be worked, and the employee has the option of which day he or she chooses to work, the pay will be at the rate of time and one-half; but when the TPA chooses the day to be worked, the pay will be at the rate applicable for the day.
 - c) An employee required to work on a paid holiday as listed in Article 17, herein, shall be paid at the rate of two times his standard rate of pay for all time worked and in addition shall be granted one (1) day off in lieu at his convenience where practical, except as part of annual vacation, unless the TPA agrees that it be taken as part of annual vacation, or, at the employee's option, he shall receive the equivalent in pay rather than a day off in lieu.
5. An employee entitled to overtime pay may substitute equivalent time off in lieu of payment at times mutually agreeable to the employee and the TPA. Subject to operational demands, any request to take lieu time shall not be unreasonably denied.
 6. Unless an employee indicates he/she wants to accumulate his/her overtime in the lieu bank, overtime will be paid out to the employee. If an employee wishes to have his/her overtime accumulated in the lieu bank, the employee must specify a period over which he/she would like the overtime to be banked.

All requests for overtime repayment in time rather than money shall be submitted in writing in the appropriate form or via electronic format before such lieu time shall be granted.

7. Overtime Meal Allowance

Every employee who works a total of two hours or more immediately before and/or immediately after his normal shift shall be paid for all such work performed, plus fifteen dollars (\$15.00) meal allowance, but shall not be paid for time taken out for such meal. The meal allowance shall be paid in accordance with the Employer's regular payroll practices.

8. Call Back Time

Every employee called back to work outside his regular working hours via a designated contact number, shall be paid for all such work performed at overtime rates, as applicable, with a minimum of four (4) hours pay therefore. Call back work carried out on Saturdays, Sundays and Statutory Holidays shall be paid for on the basis set forth in Article 16 "Overtime Rates on Saturdays, Sundays and Holidays" of this Agreement. Call back time shall commence on reporting back to work. Notice of cancellation shall be given at least eight (8) hours before the time stipulated for commencement of work, otherwise payment of the four (4) hour minimum at regular rates shall be granted. It is understood and agreed that the provisions of this clause do not apply to an employee who is required to report for work early before the commencement of his normal work day.

9. Overtime General

The TPA retains the right to require employees to work overtime and in an emergency shall utilize the employees most readily available. Subject to the foregoing, the TPA shall distribute overtime as equitably as possible amongst the employees who normally perform the required work. For clarity, casual employees currently employed in the department will be included in the equitable distribution of overtime. If a sufficient number of employees cannot be obtained in this manner, then the TPA shall offer the overtime to qualified employees in other departments in order of seniority. If a sufficient number of employees are not obtained on this basis, the TPA shall assign the work to the most junior employee(s) who normally perform the required work, including casual employees and these employees shall be required to work.

ARTICLE 17 – HOLIDAYS

Regular employees shall receive the following holidays with pay:

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

and all other holidays declared by the TPA and the Federal Government.

The date of the Floating Holiday to be agreed upon by the parties each year.

- a) When any of the above-noted holidays falls on a scheduled day off, employees will be given either the immediately preceding or succeeding working day off in lieu thereof.
- b) Employees are required to utilize unused stat days within the calendar year in which they are accrued. Where such unused stat days are not used within the same calendar year of their accrual, the employees shall receive the equivalent in pay at year's end. Notwithstanding the above, unused stat days accrued in the month of December can be carried over to the following year and utilized or paid out at the end of that year.

ARTICLE 18 – VACATION

Subject to the Letter of Understanding – Vacation Transition, Employees shall receive annual vacation with pay in accordance with service as of January 1st in any year as follows:

After completing 1 year service.....	2 weeks
After completing 4 years' service.....	3 weeks
After completing 9 years' service	4 weeks
After completing 17 years' service	5 weeks
After completing 22 years' service	6 weeks
After completing 30 years' service	7 weeks

- a) An employee who has completed less than one year's service as of January 1st in any year shall receive vacation with pay pro-rated on the basis of his completed service as of January 1st. Such vacation pay shall be based on the employee's then current weekly rate of pay, together with a further payment of 50% of the regular vacation pay entitlement to a maximum of 50% of ten (10) working days.
- b) Vacation Pay Bonus
 - i) Employee's will receive the vacation pay bonus referred to in Article 18, Section (a) by separate deposit payable on the last payday in January of each year.
 - ii) A permanent full-time employee hired following January 9, 2014 shall receive the Vacation Pay Bonus identified in Article 18(a) in his or her first year of employment but shall not receive the Vacation Pay Bonus in any subsequent year of employment with the TPA.
 - iii) The TPA agrees that it will continue its current practice with respect to current employees as of January 9, 2014.
- c) An employee who has completed more than three (3) years, but less than four (4) years' service as of January 1st in any year, will have a fourth week of vacation pro-rated on the basis of the period of completed service commencing from the completion of the three (3) years' service to the first day of January next following.
- d) An employee who has completed more than eight (8) years, but less than nine (9) years' service as of January 1st in any year, will have a fourth week of vacation pro-rated on the basis of the period of completed service commencing from the completion of the eighth (8) years' service to the first day of January next following.
- e) An employee who has completed more than sixteen (16) years' service, but less than seventeen (17) years' service, as of January 1st in any year, will have a fifth week of vacation pro-rated on the basis of completed service commencing from the completion of the sixteen (16) years' service to the first day of January next following.
- f) An employee who has completed more than twenty-one (21) years' service, but less than twenty-two (22) years' service as of January 1st in any year, will have a sixth week of vacation pro-rated on the basis of completed service commencing from the completion of the twenty-one (21) years' service to the first day of January next following.
- g) An employee who has completed more than twenty-nine (29) years, but less than thirty (30) years' service as of January 1st in any year, will have a seventh week of vacation pro-rated on the basis of the period of completed service commencing from the completion of the twenty-nine (29) years' service to the first day of January next following.
- h) In addition to the annual vacations set forth above, an employee after completing 25 years' service shall in that year only receive an additional two weeks' vacation. For

the purpose of clarity, upon completion of twenty-six years' service and thereafter the vacation shall be six (6) weeks as set forth above.

- i) The said annual vacation that the employee has qualified for must be taken in the following vacation year from January 1st to December 31st, save and except employees with more than two weeks' vacation entitlement. Those employees with additional vacation entitlement may carry over a maximum of two additional weeks of vacation (paid at the rate at which it was accrued), which must be taken within the first six months of the following year.
- j) Sick leave may be substituted for vacation only if it can be established by doctor's certificate that the employee was hospitalized and any subsequent recuperation period while on vacation.
- k) In the event the TPA requests an employee to rearrange his vacation schedule and thereby prevent him from taking his vacation within the aforesaid time limits, such employee shall not forfeit his vacation entitlement. The non-utilized vacation entitlement shall be carried over into the next period of entitlement and utilized as soon as is convenient to the employee and the TPA.

l) Vacation Grid (Grandfather)

Employees who were members of the bargaining unit on January 9, 2014 shall not suffer any loss in vacation entitlement as a result of the amendments to Article 18 agreed upon in the 2013-2016 collective agreement.

m) Vacation Bidding

By December 1st of each year, employees should submit vacation requests for the period January 1st to June 30th period. By May 1st, employees should submit vacation requests for the period July 1st to December 31st. Vacation requests submitted in accordance with this paragraph will be granted in order of seniority, subject to operational requirements.

A request for vacation falling outside the dates outlined above will be granted or denied at this TPA's discretion. Such vacation requests will be reviewed on a first requested, first accepted basis.

ARTICLE 19 – SICK LEAVE BENEFITS

The Sick Leave Benefits Plan attached as Schedule "B" to this agreement, shall apply to all employees who have completed their probationary period of employment.

ARTICLE 20 – HEALTH AND WELFARE BENEFITS

a) Pension

The present Pension Plan shall be continued. The TPA agrees to continue its present practice with respect to contributions to the Pension Plan on behalf of employees receiving payments under the Long -Term Disability Insurance Plan.

The employer shall supply a copy of the Pension Plan text to all full-time employees once they have completed their probationary period and have started Pension Contributions.

b) Hospital and Medical Insurance

The TPA shall contribute one-hundred percent (100%) of the premiums of the Insurance Plan for semi-private hospital care and the Insurance Extended Health Care Plan, and the Insurance Dental Plan, or the equivalent thereof, for all employees. The TPA undertakes to continue its present practice with respect to contributions to the plans covered by this Article on behalf of employees receiving payments under the Long -Term Disability Insurance Policy and/or while receiving compensation paid by the Workplace Safety & Insurance Board concerning an injury suffered while an employee is in this bargaining unit. Any changes to benefit levels in this Article shall be effective as soon as possible following ratification, however, no later than the 1st of the month following sixty (60) days from signing of the collective agreement, the ODA fee guide will lag one year behind the prevailing fee guide.

Where a change in carrier occurs, the TPA will ensure no reduction in benefit levels unless otherwise agreed to by the Union. Prior to any change in carrier the TPA agrees to conduct a meaningful discussion with the Union including the provision of proposed benefit levels in writing to the Union.

A pay direct drug card with generic substitution and a twelve dollar (\$12.00) dispensing fee cap will be made available to employees.

c) Long Term Disability Insurance

Employees below the age of sixty-five (65) shall participate in a Long-Term Disability Insurance Policy with the TPA paying one hundred percent (100%) of the regular monthly premiums. The TPA agrees to continue its present practice with respect to contributions to the Policy covered by this sub-article on behalf of employees receiving payments under the Long-Term Disability Insurance Policy.

At the request of the employee and upon production of a doctor's certificate or certificates acceptable to the TPA medical consultant, the TPA will advance the first month's L.T.D. payment due from the insurance company in the case of a delay.

d) Life Insurance

Employees will be provided with Group Life Insurance coverage equal to 2 times their annual salary as calculated at January 1st each year, rounded up to the next One Thousand dollars (\$1,000.00) The annual salary will be determined by multiplying the employee's earnings for a regular non-overtime work week (based on their rate of pay on January 1st) by fifty-two (52) weeks. The TPA agrees to pay the full cost of the Group Life Insurance coverage. The TPA also agrees to continue its present practice with respect to making contributions for Life Insurance on behalf of employees receiving payments under the Long- Term Disability Insurance Policy.

In addition to the Group Life Insurance Plan, employees will be provided with an additional seventy-five hundred dollars (\$7,500) as a death benefit upon the death of an employee, which may be self-insured by the TPA or may be provided through an insurance carrier, as determined by the TPA.

Retired employees will receive Five Thousand dollars (\$5,000.00) as a death benefit upon their death.

e) Employee Assistance Plan

The TPA will pay one-hundred percent (100%) of the cost of an Employee Assistance Program.

f) Early Retirement Benefits

An employee who receives the consent of the TPA to receive an unreduced early retirement pension will be eligible to receive the following benefits until the age of 65. The TPA will pay one hundred percent (100%) of the regular monthly premiums.

i) Hospital and Medical Insurance for Insurance for semi-private hospital care and the Insurance Extended Health Care Plan and the Insurance Dental Plan.

ii) A Five Thousand-dollar (\$5,000) death benefit upon the death of a retired employee.

ARTICLE 21 – SAFETY

The Union and the TPA shall co-operate in continuing to review and improve all required safety measures.

A Joint Occupational Health and Safety Committee shall be established and composed of representatives appointed by TPA and the Union and shall meet on a regular basis as determined by the committee, however not less than that required under the applicable safety and health legislation.

Committee representatives will be paid their regular rate of pay for attendance at the monthly Committee meetings.

ARTICLE 22 – LEAVE OF ABSENCE

a) Union Conventions

Leave of absence with pay and without loss of seniority shall be granted upon request by the TPA to employees elected or appointed to represent the Union at Union conventions or seminars. Such time shall not exceed a total of five (5) working days per calendar year.

c) Bereavement Leave

In the event of death of any employee's wife, husband, common-law spouse (as declared for TPA benefits), same-sex partner, child, step-child, parent, step-parent, brother or sister, step-brother or step-sister, such employees shall be granted a five (5) day leave of absence with pay.

In the event of death of any employee's son-in-law, daughter-in-law, father-in-law, mother-in-law, grandparent-in-law, grandparent, aunt, uncle, brother-in-law or sister-in-law, leave of absence with pay may be granted upon request. Such leave shall not be unreasonably denied.

c) Jury Duty

Employees required to serve as Jurors or Witnesses in any court of Law, shall be granted leave of absence for this purpose. Such leave shall not constitute a break in service for the calculation of seniority or sick leave credits. Upon completion of his jury duty or witness service, such employee shall present to his Department Head a satisfactory certificate showing the period of such service, and the employee will be paid full salary or wages for the period of his jury duty or witness service, as the case may be. Employees who so receive such salary or wages shall reimburse the TPA for the amount or the jury or witness fees they have received, exclusive of mileage and meal allowance.

d) General Leave

The TPA may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause, such request to be in writing and approved by the TPA. No such leave request will be unreasonably denied.

If an employee is unable to report to work he must notify his supervisor or call the office prior to his scheduled starting time stating the expected date of return to work. The employee will inform his supervisor of any subsequent changes to the expected date of return.

e) Upon written request, the TPA will grant leave of absence without loss of seniority and without pay to employees who are candidates in a Federal, Provincial or Municipal election and in the event that they are elected the said leave of absence shall continue for the Employee's term of office.

f) Upon request, the TPA shall grant a leave of absence without loss of seniority and without pay to any employee who is elected or selected for a full-time position with the Union or anybody with which the Union is affiliated for a period of time up to one year, provided, however, that such leave shall be renewed upon request for a further period of one year. The TPA agrees to make provision to continue the employees' coverage under all Health and Welfare Plans for any such employee on leave provided the employee reimburses the TPA for the premiums for such Health and Welfare Plans.

g) Military Training Leave

Members of the Canadian reserve armed forces who have completed their probationary period shall receive a leave of absence for reserve training duties.

The employee shall provide the TPA with as much notice as possible of the need for a leave of absence for reserve training duties. Such notice shall be accompanied by a letter from the Commanding Officer outlining the dates of the duties and disbursement pay.

Employees on military leave will receive the difference between their regular rate of pay (not including shift bonus or overtime) and the military disbursement received from the Department of National Defense for a maximum of 10 working days every 2 years.

h) Maternity Leave

The TPA shall continue to pay 100% of the premiums for Long-Term Disability, Survivor Benefits, Extended Health Care, Vision Care and Dental Care Insurance and the TPA contributions to the Pension Plan of an employee on Maternity Leave provided the employee pays the employee contribution during the course of that leave.

i) Pregnancy/Parental Leave

Effective May 24, 2006, TPA shall pay in excess of any monies received from the government during the said leave based on a 17 week top-up up to 85% of the salary. The qualifying period is nine (9) months of continuous full-time service immediately prior to the date of the proposed leave.

ARTICLE 23 – PAYMENT OF WAGES

a) Pay Days

The TPA shall pay salaries and wages bi-weekly on Thursdays by direct deposit in accordance with Schedule “A” attached hereto and forming part of this Agreement. On each pay day each employee shall be provided with access to an itemized statement of his wages and deductions. For the first year of this transition the TPA will provide a copy if so requested by an employee.

b) Severance Pay

An employee whose employment with the TPA is terminated for reasons other than just cause is entitled to receive a severance allowance upon such termination, in accordance with the following terms:

- i) An employee who is laid off under Article 13 of this agreement and agrees by notice in writing to give up their recall rights under Article 12(c)(4), will be entitled to two (2) weeks' pay for each year of completed service as of the date of lay-off, to a maximum of fifty-two (52) weeks' pay. An employee who elects to be laid off rather than displace another employee under Article 13 (c) will be entitled to severance pay. Vacation Pay earned up to the date of severance will be paid upon termination. Vacation pay will not be earned during the severance period.
- ii) The TPA will continue the employee's coverage under the Extended Health Care Plan, Dental Plan, and Employee Assistance Program in accordance with the provisions of the Collective Agreement. This coverage will remain in effect for the period equivalent in length to the number of weeks of severance pay to which the employee is entitled.

period equivalent in length to the number of weeks of severance pay to which the employee is entitled.

iii) This severance pay is inclusive of any statutory entitlement to severance pay or termination pay that the employee would otherwise have been entitled to receive.

iv) An employee who accepts severance pay in accordance with the terms of this Article shall on so doing terminate his seniority and employment relationship with the Toronto Port Authority and shall have no further rights under this Agreement, or under any other agreement between the parties, or under any federal or provincial legislation.

ARTICLE 24 – GENERAL

- a) The Labour Management Committee shall meet quarterly or as mutually agreed by the parties.
- b) Employees shall be entitled to consume non-alcoholic beverages at their workplace.
- c) The TPA will from time to time establish rates of compensation for all employees required to use their own automobiles for TPA's business and all employees within a utilization category will be compensated on the same basis.
- d) Employees using their own automobiles for the TPA's business shall be required to carry automobile insurance in an amount to be determined by the TPA from time to time. The TPA agrees to reimburse employees for the difference in premium cost between the minimum amount of public liability and damage insurance required by provincial law and the amount required by the TPA.
- e) The TPA undertakes to use its best efforts to provide parking for employees at the lowest possible cost to the employee.
- f) Wherever the singular is used in this Agreement, it shall be considered as if the plural has been used where the context of the party or parties hereto so require. Whenever the masculine is used in this Collective Agreement, it shall be considered as if the appropriate gender identity or gender expression has been used where the context of the party or parties hereto so require.
- g) In the event that the TPA shall merge, amalgamate or combine any of its operations or functions with another employer, then the TPA agrees to endeavour to provide for the retention of seniority rights for all employees with the new employer in order that no employee shall be required to work at a lesser salary for the new employer than was in effect for the employee with the TPA.
- h) Local 416 shall be entitled to one (1) representative on the Joint Pension Committee to represent the interests of the members of the salaried and hourly bargaining units. The above noted representative shall be chosen by Local 416. Time spent by the representative at the Joint Pension Committee meetings is time worked.

- i) The TPA will provide secure notice boards in various locations on which the Union may post notices of meetings, posters or any other legitimate business related to the employees covered by the Collective Agreement.
- j) Neatness in dress is required at all times and on occasions when employees may be dealing with the public, dress appropriate to such occasions is required.
- k) Protective winter clothing and footwear shall be supplied at the discretion of the TPA to employees as required in the carrying out of their duties
- l) This Agreement applies to all regular and casual employees, except when the Agreement otherwise specifically provides or the context so implies.
- m) The following Articles, or parts thereof, in this Agreement do not apply to casual employees: 12(c); 13; 18; 19; 20 and Schedule "B". Despite the previous, permanent probationary employees are entitled to receive benefits after one (1) month of continuous service.
- n) Contractual employees are not entitled to any benefits under this Agreement.
- o) The TPA will continue its work on implementing an "Equal Pay for Work of Equal Value" program.

ARTICLE 25 – EDUCATIONAL ASSISTANCE PLAN

Where an employee is engaged in a program of self-development he will be reimbursed for the cost of tuition for educational courses taken on his own time and covering subjects or studies which are related specifically to his work with the TPA.

All full-time employees are eligible for consideration under this plan, applications for which may be obtained from the Human Resources Department.

Approved courses are those which are job-related and will have direct application to the employee's effectiveness in the job he or she presently holds. Employees may also request courses which will add to the employee's qualifications on an overall basis, or which may have a relationship to future potential assignments. Approval of such requests shall be at the discretion of the TPA.

The tuition fee and cost for text books will be refunded to an employee who furnishes proof of successful completion of a course for which he or she has been approved. Text books will then become the property of the TPA and be made available to other employees through the library.

To be eligible for aid the employee must first submit an application to the supervisor for approval and when this has been obtained, the application will be sent to Human Resources for management approval. Such approval must be secured prior to starting the course to ensure that assistance will be forthcoming and the employee will be advised immediately approval has been granted. Any employee who undertakes a

course without prior approval will be responsible for his own tuition costs if such approval is not subsequently given.

Special provisions will apply in case of courses where remuneration is paid to the employees by outside agencies.

ARTICLE 26 – TECHNOLOGICAL CHANGE

- (a) Prior to introducing new methods resulting from technological change which result in lay-off of employees who have completed their probationary period, the TPA will discuss the matter with the Union. In the event a dispute arises the parties may resort to the grievance procedure.
- (b) When employees within a classification require additional training to maintain the necessary skills required to perform the work within the classification as a result of the introduction of new technology or methods of operation by the TPA, the TPA will reasonably provide the necessary training for the affected employees.

ARTICLE 27 – TERMINATION OF AGREEMENT

This agreement is to become effective on the 1st day of January 2017 and remains in full force and effect until the 31st day of December 2022. Either party may, within the period of four (4) months immediately preceding the date of expiration of the term of the Collective Agreement, or within the longer period the parties may agree to, by written notice, require the other party to commence collective bargaining for the purposes of renewing or revising the Collective Agreement.

If notice is not given, this Collective Agreement shall be automatically renewed without change for successive one (1) year terms until such time as appropriate written notice is given prior to the expiration date. Within twenty (20) days of receipt of written notice by either party of intention to commence collective bargaining, the parties will schedule a meeting for the purpose of negotiating a renewed or revised agreement.

IN WITNESS WHEREOF The Toronto Port Authority has hereunto affixed its Corporate Seal under the hands of their proper officers duly authorized and the Toronto Civic Employees Union, Local 416, Canadian Union of Public Employees, under the hands and seals of their proper officers duly authorized.

SIGNED, SEALED AND DELIVERED in the presence of:

**THE TORONTO CIVIC EMPLOYEES UNION, LOCAL 416
CANADIAN UNION OF PUBLIC EMPLOYEES.**

Dated this 11th day of April 2018.

Per. 
Matt Figliano

Per. 
John McIntyre

Per. 
Tara Miller

THE TORONTO PORT AUTHORITY

Per. 
Kelly McDonald

Per. 
Mike Karsseboom

Per. 
Mike Lamont

SCHEDULE "A"

Referred to in the attached Collective Bargaining Agreement between The Toronto Port Authority and The Toronto Civic Employees Union, Local 416, Canadian Union of Public Employees, agreed to as of the 1st day of January 2017.

Note: Schedule A

The parties have agreed to amend the salaried grid wage system to an eighteen (18) month wage differential between the starting wage and the full Schedule A wage.

Note: A full-time permanent employee hired following April 21, 2018 shall be paid a starting rate of 88% of the Schedule "A" rate until the employee has been actively employed with the TPA for eighteen (18) consecutive months. After eighteen (18) consecutive months of active employment, the employee shall be paid the full Schedule A rate.

The parties agree that this clarity note shall not apply to skilled trades employees (*), who shall receive 100% of the Schedule "A" rate upon hire.

Note: There will be no grievances about any of the classifications during the life of the collective agreement unless it is alleged that there has been a significant change to duties and responsibilities.

Note: Casual employees will be paid 12.0% less than the rates of pay in Schedule "A".

POSITION CLASSIFICATIONS AND SALARY GROUPS
April 11, 2018

File Clerk	B
Junior Clerk – Warehouse	C
Licenses Clerk – Seasonal	D
Clerk/Typist – Works	F
Storekeeper/Mail Clerk*	G
Accounts Payable Clerk Credit Administrator	H
Works Administrator	I
Marina Administrator Engineering Technician II	J
Senior Accountant	K

Note: There will be no grievances about any of the classifications during the life of the collective agreement unless it is alleged that there has been a significant exchange to duties and responsibilities.

* New position of Storekeeper/Mail Clerk created, eliminating the positions of Storekeeper and Mail Clerk.

Biweekly Wage Progression Table – January 1, 2017

Salaried Group	Minimum	18 Months
A	1,243.82	1,413.43
B	1,317.81	1,497.51
C	1,402.91	1,594.22
D	1,500.45	1,705.06
E	1,616.02	1,836.39
F	1,740.19	1,977.49
G	1,887.05	2,144.37
H	2,055.35	2,335.62
I	2,249.15	2,555.85
J	2,472.51	2,809.67
K	2,730.15	3,102.44

Biweekly Wage Progression Table – January 1, 2018

Salaried Group	Minimum	18 Months
A	1,265.59	1,438.17
B	1,340.87	1,523.72
C	1,427.47	1,622.12
D	1,526.71	1,734.90
E	1,644.31	1,868.53
F	1,770.65	2,012.10
G	1,920.07	2,181.90
H	2,091.31	2,376.49
I	2,288.51	2,600.58
J	2,515.78	2,858.84
K	2,777.92	3,156.73

Biweekly Wage Progression Table – January 1, 2019

Salaried Group	Minimum	18 Months
A	1,287.74	1,463.34
B	1,364.34	1,550.39
C	1,452.45	1,650.51
D	1,553.43	1,765.26
E	1,673.08	1,901.23
F	1,801.63	2,047.31
G	1,953.67	2,220.08
H	2,127.91	2,418.08
I	2,328.56	2,646.09
J	2,559.81	2,908.87
K	2,826.53	3,211.97

Biweekly Wage Progression Table – January 1, 2020

Salaried Group	Minimum	18 Months
A	1,313.50	1,492.61
B	1,391.63	1,581.39
C	1,481.50	1,683.52
D	1,584.50	1,800.57
E	1,706.54	1,939.25
F	1,837.67	2,088.26
G	1,992.74	2,264.48
H	2,170.47	2,466.44
I	2,375.13	2,699.01
J	2,611.00	2,967.05
K	2,883.06	3,276.21

Biweekly Wage Progression Table – January 1, 2021

Salaried Group	Minimum	18 Months
A	1,342.40	1,525.45
B	1,422.24	1,616.19
C	1,514.09	1,720.56
D	1,619.36	1,840.18
E	1,744.08	1,981.91
F	1,878.10	2,134.20
G	2,036.58	2,314.30
H	2,218.22	2,520.70
I	2,427.38	2,758.39
J	2,668.45	3,032.33
K	2,946.50	3,348.29

Biweekly Wage Progression Table – January 1, 2022

Salaried Group	Minimum	18 Months
A	1,373.28	1,560.54
B	1,454.96	1,653.36
C	1,548.91	1,760.13
D	1,656.60	1,882.50
E	1,784.19	2,027.49
F	1,921.30	2,183.29
G	2,083.50	2,367.61
H	2,269.24	2,578.68
I	2,483.21	2,821.83
J	2,729.82	3,102.07
K	3,014.26	3,425.30

SCHEDULE "A"

LONG SERVICE PAY

5	years of service or more	-	\$ 75.00
10	years of service or more	-	\$ 150.00
15	years of service or more	-	\$ 225.00
20	years of service or more	-	\$ 300.00
25	years of service or more	-	\$ 375.00
30	years of service or more	-	\$ 450.00
35	years of service or more	-	\$ 525.00
40	years of service or more	-	\$ 600.00

Long Service Pay shall be payable on the employee's anniversary date and will be based on the employee's seniority. Long Service Pay shall be paid in December to all employees who have been actively at work for the majority of the working days in the year preceding the employee's anniversary date.

EXCEPTIONS TO HOURS OF WORK

License Clerk (Seasonal) - Flexible hours with pro-rate pay

Employees working in the following classifications will be paid an additional one-half hour per day at their straight time rate:

Works Administrator – Works	8:00 a.m. to 4:00 p.m.- ½ hr. lunch
Clerk Typist – Works	8:00 a.m. to 4:00 p.m. – ½ hr. lunch

SCHEDULE "B" – Sick Leave

Referred to in the attached Collective Bargaining Agreement between The Toronto Port Authority and The Toronto Civic Employees Union, Local 416, Canadian Union of Public Employees, agreed to as of the 9th of January 2014.

1. Sick leave shall be non-cumulative and will be provided to each employee actively at work on the following basis:

Probationary period	- nil
1st calendar year	- pro-rated based on length of employment to a maximum of ten days at full pay
2 nd calendar year	- 15 days at full pay
3rd calendar year	- 30 days at full pay
4th calendar year	- 40 days at full pay
5th calendar year	- 50 days at full pay
6th calendar year	- 60 days at full pay and during each year of employment thereafter

2. Employees who are absent for periods which extend beyond the first of the calendar year, will not be credited with sick leave until their return to work. On return to work an employee's sick leave entitlement will be pro-rated for the balance of the year based on his seniority date.
3. If an employee's sick leave entitlement as provided in Paragraph 1 herein becomes exhausted when absent with a continuing illness, then upon production of a doctor's certificate or certificates acceptable to the TPA's medical consultants and providing the employee has been absent for six continuous working days, the TPA will provide payments equivalent to 70% of the employee's regular basic weekly wage for a period of time up to and including the employee's 60th day of absence from work due to such continuing illness. The TPA shall reimburse (upon the provision of receipt) up to a maximum of twenty-five dollars (\$25.00) for the cost of a medical certificate.
4. Employees who are entitled to receive payment through the Workplace Safety & Insurance Board concerning an injury suffered while in the TPA's employ will be docked one-quarter ($\frac{1}{4}$) of a day sick leave entitlement for each day that sick leave credits are used to supplement Workplace Safety & Insurance Board payments.

5. Employees shall assist the TPA at the TPA's request, to recover wages paid under circumstances where a third party may be liable for damages to the employee for actions causing such employees' lost time from work.
6. Absence of three (3) days or more require a doctor's certificate if asked for by the TPA and in any event will be required after the 14th day. An employee who has been absent for five (5) or more days due to separate illness in any calendar year of either one or two days duration each shall be required to produce a doctor's certificate for any subsequent illness in that year. If this occurs in two consecutive years then the employee will be required to have a medical examination to determine his fitness. The TPA shall reimburse (upon the provision of receipt) up to a maximum of twenty-five dollars (\$25.00) for the cost of the medical certificate.
7. Whenever the TPA communicates with an employee to review utilization of sick leave, such employee is entitled to Union representation throughout the review process.
8. If an employee in receipt of sick pay benefits is absent for reasons other than his legitimate sickness or injury he will be subject to discharge.
9. Employees who have perfect attendance in a calendar year will be awarded a Personal Day in the following year.

LETTER OF UNDERSTANDING CONTRACTING OUT

It is understood that the Toronto Port Authority has the right to contract out provided that regular employees who have completed their probationary period will not be laid off as a direct result of the contracting out of any work within a classification covered by the collective agreement and which could be performed by said employees.

The TPA agrees that work within a classification covered by the collective agreement which could be performed by a regular employee who has completed his probationary period, and is on lay-off, and who has recall rights under the collective agreement, shall not be contracted out.

In the event a regular employee who has completed his probationary period is on lay-off due to a seasonal reduction in the workforce, and work of a short-term nature is required for five (5) days or less, the employee may be used for the duration of the short-term assignment if qualified to perform the required work. In such cases, (five days or less) the employee shall not be entitled to reinstatement of benefits. When the short-term assignment is completed, the employee will immediately return to lay-off status without extending his recall rights and without any further notice being required. In the event such an employee cannot be contacted when work of a short-term nature is required, the TPA may take whatever steps are required to ensure the short-term work assignment is completed in a prompt manner.

The TPA will not contract out work that directly causes attrition to the bargaining unit.

This letter is grievable under the Grievance Procedure contained in the collective agreement.

It is understood and agreed by the parties that this Letter of Understanding will expire for all purposes on December 31st, 2022

Based on the employer's assurance that welders will not be laid off as a result of the employer requiring a certified welder from a certified shop, the union accepts status quo on letter.

LETTER OF UNDERSTANDING PENSION PLAN

The parties agree to the following objectives:

- (i) the affairs of the Plan are managed professionally, cost effectively and in compliance with all applicable policies and legislation; and
- (ii) contribute to the financial strength of the Plan to preserve capital and positively impact the cost of providing pensions;
- (iii) meet the obligations of Pension Plan benefits to employees and their beneficiaries;
- (iv) provide both a benefit accrual formula (for active members) and pensions in pay (for retirees) that are, subject to affordability, regularly updated.

As a reflection of these shared objectives, the parties agree as follows:

1. The employer will obtain a new actuarial valuation report as and when required under the PBSA.
2. The TPA's contributions from that date will, for the life of the collective agreement, be no less than 5% of "Earnings" as defined in the Plan (provided such contributions would be permissible under the *Income Tax Act*).
3. The TPA shall not, during the life of this collective agreement, take a contribution holiday when the solvency surplus is below 105% (provided doing so would be permissible under the *Income Tax Act*).
4. During the life of this collective agreement, no reductions to pension benefits or changes to plan member contributions shall be permitted without the written consent of the Union, unless such modification or amendment is necessary or appropriate in order to enable the Plan to continue to qualify for registration as a pension plan under the Pension Benefit Standards Act or *Income Tax Act (Canada)*, as from time to time amended.
5. If, during the life of this collective agreement, the TPA files a new actuarial valuation report that discloses a solvency deficit and the TPA elects to extend its solvency funding payment schedule in accordance with the requirements of applicable legislation, the Union hereby consents to such extension of the solvency funding payment schedule to a maximum of ten years and will, if requested by the TPA, confirm such consent in such form and in such manner as contemplated by such applicable legislation.
6. This LOU forms part of the collective agreement, and any breach of the terms of this LOU shall be enforceable under the collective agreement.

**LETTER OF UNDERSTANDING
ADDITIONAL FLOATER DAY**

On the third Monday in the month of February of each year, the Employer shall recognize a modified Floater Holiday in accordance with the conditions set out below.

1. Employees who are not required to work shall receive a day off at regular pay.
2. Employees who are required to work shall work at their regular rate and receive an additional 7.5 hours of pay on the following pay day.
3. Employees who are not scheduled to work shall maintain their regular day off, and receive an additional 7.5 hours of pay on the following pay day.
4. For clarity, no lieu time or days shall accrue, and paid holiday overtime rates shall not apply to the recognition of the modified Floater Holiday in accordance with this letter.

**LETTER OF UNDERSTANDING -
PROTECTIVE CLOTHING and UNIFORM COMMITTEE**

THE TPA and the Union will each have three participants on the committee to make recommendations to the TPA in respect to protective clothing and uniforms.