

**COLLECTIVE AGREEMENT**

**between**

**NOVA SCOTIA GOVERNMENT AND GENERAL  
EMPLOYEES UNION  
LOCAL 18, MAINTENANCE CLASSIFICATION  
(MOS)**

**and**

**BOARD OF GOVERNORS  
CAPE BRETON UNIVERSITY**

**Effective 1 August 2006 to 31 July 2009**

## TABLE OF CONTENTS

PREAMBLE .....	1
ARTICLE 1 - DEFINITIONS.....	2
ARTICLE 2 - RECOGNITION .....	3
ARTICLE 3 - FUTURE LEGISLATION .....	5
ARTICLE 4– MANAGEMENT RESPONSIBILITIES.....	5
ARTICLE 5 – STRIKE AND LOCKOUT .....	5
ARTICLE 6 – NO DISCRIMINATION .....	6
ARTICLE 7 – MEETINGS AND BULLETIN BOARD SPACE .....	6
ARTICLE 8 - INFORMATION .....	7
ARTICLE 9 - STEWARD .....	7
ARTICLE 10 - CHECKOFF .....	8
ARTICLE 11 – TIME OFF FOR UNION BUSINESS .....	9
ARTICLE 12 - APPOINTMENT .....	11
ARTICLE 13 – HOURS OF WORK .....	16
ARTICLE 14 - OVERTIME.....	18
ARTICLE 15 - VACATIONS.....	21
ARTICLE 16 - HOLIDAYS .....	26
ARTICLE 17 – SPECIAL LEAVES .....	27
ARTICLE 18 – GROUP BENEFITS.....	35
ARTICLE 19 – EMPLOYEE PERFORMANCE REVIEW AND PERSONAL FILE	36
ARTICLE 20 – DISCIPLINE AND DISCHARGE.....	36
ARTICLE 21 – NOTICE OF LAYOFF AND RESIGNATION.....	37
ARTICLE 22 – GRIEVANCE PROCEDURE .....	40
ARTICLE 23 - ARBITRATION .....	42
ARTICLE 24 – JOINT CONSULTATION .....	43
ARTICLE 25 – TRAVEL REGULATIONS .....	44
ARTICLE 26 – PENSION AND RETIREMENT AGE .....	45
ARTICLE 27 – COMPENSATION FOR INJURY ON DUTY.....	46
ARTICLE 28 – SERVICE AWARDS .....	46

ARTICLE 29 - TUITION .....	47
ARTICLE 30 - PARKING .....	50
ARTICLE 31 – SAFETY AND HEALTH .....	50
ARTICLE 32 – PROTECTIVE SAFETY ARTICLES .....	52
ARTICLE 33 – TECHNOLOGICAL CHANGE .....	52
ARTICLE 34 – JOB POSTING AND FILLING OF VACANCIES .....	53
ARTICLE 35 - EXCLUSIONS .....	54
ARTICLE 36 – PAY AND CLASSIFICATION .....	54
ARTICLE 37 – CONTRACTING OUT .....	55
ARTICLE 38 - SENIORITY .....	56
ARTICLE 39 – STANDBY AND CALLBACK .....	57
ARTICLE 40 – SHIFT DIFFERENTIAL.....	58
ARTICLE 41 – WASH-UP TIME .....	58
ARTICLE 42 – PAYMENT OF CERTIFICATIES AND EXAMINATIONS .....	58
ARTICLE 43 –SICK LEAVE.....	58
ARTICLE 44 – LEGAL COUNSEL.....	60
ARTICLE 45 – TERM OF AGREEMENT.....	61
SCHEDULE I - SALARIES .....	62
SCHEDULE II - BARGAINING UNIT SENIORITY.....	63
SCHEDULE III – TUITION WAIVER BENEFIT .....	64
SCHEDULE IV - CAPE BRETON UNIVERSITY .....	65
Application For Dependents’ Tuition Scholarship Plan.....	65
LETTER OF UNDERSTANDING.....	67
BSCN LETTER .....	69

**CHANGES TO LANGUAGE HIGHLIGHTED IN BOLD TEXT**

## **PREAMBLE**

The Parties agree that other purposes of this Agreement are to establish specific contractual provisions, to promote and maintain harmonious and fair relationships between the Parties, and to provide means acceptable to both parties for settling disputes which may arise between them from time to time.

**Cape Breton University** is dedicated to pursuing innovative goals made possible by the unique combination of educational and other resources available in the **University**. This Agreement is intended to provide the flexibility of operation necessary to achieve these goals.

Existing practices or procedures of personnel not covered by this Agreement performing work similar to that done by employees in the Bargaining Unit shall not be changed by this Agreement, provided that this does not cause the layoff of any employee in the Bargaining Unit.

## ARTICLE 1 - DEFINITIONS

1.01 For the purpose of this Collective Agreement:

- (a) "Union" means the Nova Scotia Government and General Employees Union.
- (b) "Bargaining Unit" means all full-time employees coming within the classifications outlined in Schedule I of this Agreement.
- (c) "Day", unless otherwise stated, means a work day.
- (d) "Day of Rest" means an assigned day off after or in relation to the regularly scheduled days of work in the work week.
- (e) "Employee" means a person included in the bargaining unit as a permanent and/or probationary employee.
- (f) "Employer" means the Board of Governors of **Cape Breton University** or its delegated representatives.
- (g) "Layoff" means a suspension of active employment as a result of a reduction of work required to be done by the Employer.
- (h) "Leave of Absence Without Pay" means to be absent from duty with permission, but without pay.
- (i) "Lockout" means the closing of a place of employment, a suspension of work, or a refusal by the Employer to continue to employ a number of his employees, done to compel his employees, or to aid another Employer to compel his employees to agree to terms or conditions of employment.
- (j) "Resignation" means voluntary termination of employment initiated by an employee.
- (k) "Rest Period" means a paid interval which is included in the work day.
- (l) "Same Sex and Common Law Spouse" means a person who, for at least a one continuous year period, lives with an employee in an intimate relationship publicly held out as "marriage-like".
- (m) "Service" means total accumulated months of continuous employment with the Employer from date of hire. In the case of a person who has

one or more appointments other than a probationary or permanent appointment (a "first appointment") and who is subsequently appointed to a probationary or permanent position within the bargaining unit which begins immediately following the end of a "first appointment", (i.e., without any break in continuous employment between those appointments), the date of hire shall be the commencement date of the most recent period of continuous employment. i.e. An employee hired September 1, 1997, as a term employee and who, while still employed, applies for and is the successful candidate for a permanent position, without a break in service, leaves his term position and starts probation in the permanent position on September 1, 1999, will have a hire date of September 1, 1997.

- (n) "Strike" means a cessation of work, or refusal to work, by employees in combination or in concert or in accordance with a common understanding.
- (o) "Termination" means the separation of an employee from his employment with the Employer.

1.02 Unless any provisions of this Agreement otherwise specify, words importing the masculine gender shall include females.

1.03 This Collective Agreement will be the agreement under which all negotiable items are bargained.

## **ARTICLE 2 - RECOGNITION**

2.01 The Employer recognizes the Union as the exclusive bargaining agent for employees in this bargaining unit.

2.02 It is agreed that where this Agreement specifies official written communication between the Employer and the Union, such communication will be effected by the Union when it sends such communication to the Director, Human Resources of the Employer or his delegate and by the Employer when it sends such communication to the **Employee Relations Officer** or his delegate, together with a copy to the President of Local 18 of the Nova Scotia Government and General Employees Union.

2.03 The provisions of this Agreement are binding on the Employer, the Union and the employees.

- 2.04 No employee shall be required or permitted to make a written or oral agreement with the Employer or its representatives which may conflict with the terms of this Agreement.
- 2.05 (a) Persons employed by the Employer who are not members of the bargaining unit or who hold term appointments referred to in Article 12 shall not perform work which has been well established as being work which is part of the regular work duties and responsibilities of the employees in the bargaining unit, if doing so causes employees in the bargaining unit to be laid off or to work fewer than their normally scheduled hours.
- (b) However, paragraph (a) above will not apply when it is necessary for a non-bargaining unit employee or non-term appointee to perform such work in an emergency or when doing instruction or training of employees (including demonstrating the proper method to accomplish an assigned task) or in doing experimental work.
- 2.06 (a) Students may be hired as student employees provided such employment does not cause the lay-off of any employee in the bargaining unit, or prevent the recall, of any laid off employee in the bargaining unit.
- (b) The season for employing summer students will normally be confined to a period between April 10 and September 10 in any one year during regular working hours. **Should a student be employed after September 10<sup>th</sup>, it will be on a limited capacity not to exceed fifteen (15) hours per week and not beyond September 30<sup>th</sup>.**
- (c) Students may be employed at the Canada Games Complex during the normal operating season of the facility. Such students will assist the bargaining unit employees in the performance of their duties but be restricted from performing work for which they are not qualified.
- (d) The Employer may hire students who are engaged in a recognized work/study program at a school or university whose course of study requires or permits the student to participate in study-related work programs as an integral part of a degree or diploma requirement. The Employer will inform the Union when such employment is going to occur.
- (e) The rates of pay as defined in the Collective Agreement shall not apply to students.

- (f) The supervision of student employees will not be the responsibility of members of the bargaining unit.

### **ARTICLE 3 - FUTURE LEGISLATION**

- 3.10 In the event that any law passed by the Legislature applying to the employees covered by this Agreement renders null and void any provisions of this Agreement, the remaining provisions of this Agreement shall remain in effect for the term of this Agreement.

### **ARTICLE 4- MANAGEMENT RESPONSIBILITIES**

- 4.01 It is the exclusive function of the Employer to manage, which function, without limiting the generality of the foregoing, includes the right to determine employment, appointment, complement, organization, work methods and procedures, kinds and location of equipment, size, location and arrangement of work space, discipline and termination of employment, assignment, classification, job evaluation system, merit system, training and development, appraisal and the principles and standards governing promotion, demotion, transfer, layoff, and re-appointment.
- 4.02 All the functions, rights, powers, and authority which the Employer has not specifically abridged, deleted, or modified by this Agreement are recognized by the Union as being retained by the Employer.
- 4.03 Subject to relevant legislative requirements for employees and the Union, it is the exclusive function of the Employer to enforce safety and other regulations.
- 4.04 The Employer agrees that management rights will not be exercised in a discriminatory manner or in a manner inconsistent with this Agreement.

### **ARTICLE 5 – STRIKE AND LOCKOUT**

- 5.01 The Union will not sanction, encourage, or support, financially or otherwise, a strike by the bargaining unit or any of its members during the term of this Agreement.
- 5.02 The Employer will not cause a lockout.

## **ARTICLE 6 – NO DISCRIMINATION**

6.01 The Parties agree that there will be no discrimination on the basis of:

- race
- religion
- colour
- sex
- national origin
- creed
- marital status [including same sex spouses as defined in Article 1.01(l)]
- family status
- age (other than retirement age - see Article 26.05)
- political belief, affiliation or activity
- physical or mental disability
- ethnic or aboriginal origin
- sexual orientation
- place of residence
- HIV status
- source of income
- first language
- membership or legal activity in the Union

except where, as recognized by the Nova Scotia Human Rights Act, any of the aforementioned bases is either a bona fide qualification or reasonably precludes performance of the employee's duties and responsibilities, or is a reasonable limit prescribed by law as can be demonstrably justified in a free and democratic society, subject, however, to the Parties' respective duties to accommodate.

## **ARTICLE 7 – MEETINGS AND BULLETIN BOARD SPACE**

7.01 The Employer will provide bulletin board space for the posting of notices pertaining to elections, appointments, meeting dates, news items, social and recreational affairs.

7.02 The Employer, where facilities permit, shall make available to the Union specific locations on its premises for the placement of bulk quantities of literature of the Union.

7.03 The Employer shall, on reasonable notice, allow Union meetings to be held on the premises.

## **ARTICLE 8 - INFORMATION**

The Employer agrees to supply each employee of the bargaining unit with a copy of this Agreement, within thirty (30) days, following the signing of this Agreement. The Employer shall provide each new employee with a copy of the Collective Agreement upon hiring.

8.02 A bargaining unit employee shall be advised in writing as to whether his appointment is term, probationary, or permanent, and of his classification status.

8.03 Upon request, an employee shall be entitled to a complete and current statement of duties and responsibilities of his position. The Employer will ensure that position descriptions are reviewed and revised when necessary at periodic intervals but under no circumstances shall that interval be in excess of three (3) years.

8.04 The Parties agree to have printed, in booklet form, sufficient copies of this Agreement, the cost of which shall be shared equally by the Employer and the Union.

**8.05 The Employer will ensure that for those employees who do not have access to a computer at the workplace, or are unable to utilize a computer, that all information pertaining to employees (including but not limited to, information related to benefits, position vacancies, policies, events, “all-employee emails” and University wide bulletins) be provided to them in hard copy by posting it to the bulletin boards in the boiler room/lunch room and the Canada Games Complex on a daily basis.**

## **ARTICLE 9 - STEWARD**

9.01 The Employer acknowledges the right of the Union to appoint employees as stewards.

9.02 The Union shall determine the jurisdiction of each steward having regard to the plan of organization, the distribution of employees at the workplace, and the administrative structure implied by the grievance procedure.

- 9.03 It is understood that the steward as a member of the Union has his regular work to perform on behalf of the Employer. It is acknowledged that grievances should be presented and serviced as soon as possible and that if it is necessary to service a grievance during working hours, employees will not leave their jobs without giving an explanation. Permission will not be unreasonably withheld. The steward shall report back to his Employer before resuming the normal duties of his position.
- 9.04 The duties of Shop Steward shall include:
- (a) investigation of complaints of an urgent nature;
  - (b) investigation of grievances and assisting any employee whom the steward represents in presenting a grievance in accordance with the grievance procedure; and
  - (c) attending meetings at the request of the Employer.

## **ARTICLE 10 - CHECKOFF**

- 10.01 The Employer shall, as a condition of employment, deduct from the bi-weekly pay of each employee in the bargaining unit, including permanent and probationary employees, and term employees referred to in Article 12.09, whether or not the employee is a member of the Union, the amount of the regular monthly dues payable to the Union by a member of the Union.
- 10.02 The Union shall inform the Employer in writing of the authorized deduction to be checked off for each employee mentioned in Article 10.01.
- 10.03 For the purpose of applying Article 10.01, deductions from pay for each employee will start with the first bi-weekly pay period of employment.
- 10.04 The amounts deducted in accordance with Article 10.01 in each month shall be remitted to the Secretary-Treasurer of the Union within **fourteen (14) days** of the date of the last deduction made in that month, and shall be accompanied by particulars identifying each employee and the deductions made on his behalf.
- 10.05 The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this article, except for any claim or liability arising out of an error committed by the Employer.
- 10.06 The Employer shall advise the Union of the appointment of each new probationary or permanent employee, or of the cancellation or termination of each such appointment within five (5) work days after the date of such

appointment, cancellation, or termination, unless circumstances warrant an extension of this period.

10.07 The Employer agrees to record the amount of said dues on the T4 slips of all employees paying same.

## **ARTICLE 11 – TIME OFF FOR UNION BUSINESS**

### 11.01 Leave Without Pay

Where operational requirements permit, and on reasonable notice, special leave without pay shall be granted for union business:

- (a) to a reasonable number of employees who are members of the Board of Directors of the Union for attendance at Board meetings;
- (b) to a reasonable number of employees who are delegates to attend conventions of the Union's affiliated bodies including, NUPGE, CLC, and the Nova Scotia Federation of Labour;
- (c) to a reasonable number of employees who are members of standing Committees of the Union to attend meetings of such standing Committees;
- (d) to a reasonable number of employees who are members of the Executive of the Nova Scotia Federation of Labour to attend Executive Meetings of the Nova Scotia Federation of Labour.
- (e) to members of the bargaining unit Negotiating Committee of the Union for attendance at a reasonable number of Committee meetings;
- (f) to a reasonable number of employees to attend educational programs sponsored by the Union.

Permission for such leave shall not be unreasonably withheld.

### 11.02 Unpaid Leave Cost Recovery

The Employer will continue the salary and benefits of employees who are granted leave without pay in accordance with Article 11.01 and the Union will reimburse the Employer for its employee costs in respect of such leaves in accordance with existing practice.

### 11.03 Annual Convention/Collective Bargaining Workshop

- (a) Where operational requirements permit and on reasonable notice, the Employer shall grant special leave with pay for periods not exceeding two (2) days and special leave with pay for traveling time for such portion of the working day prior to and following the meeting as may be required to a reasonable number of employees who are elected or appointed as registered delegates to attend the annual Convention/Collective Bargaining Workshop of the Union. Permission for such leave shall not be unreasonably withheld.
- (b) The Union shall notify the Employer of the names, including the Department in which the employee(s) is employed, of the registered delegates to the Annual Meeting or Collective Bargaining Workshop of the Union at least three (3) weeks in advance of the meeting.

### 11.04 Contract Negotiations

Where operational requirements permit, and on reasonable notice, the Employer shall grant special leave with pay for not more than three (3) employees for the purpose of attending contract negotiation meetings with the Employer on behalf of the Union. Such permission shall not be unreasonably withheld.

### 11.05 Arbitration and Joint Consultation

Where operational requirements permit, and on reasonable notice, the Employer shall grant special leave with pay to employees who are:

- (a) summoned to attend as a witness before an arbitration board;
- (b) meeting with management in joint consultation pursuant to Article 24.

### 11.06 Grievance Meetings

Where operational requirements permit, and on reasonable notice, the Employer shall grant special leave with pay to an employee for the purpose of attending grievance meetings with the Employer.

### 11.07 No Loss of Service and Seniority

While on leave for Union business pursuant to this article, an employee shall continue to accrue and accumulate service and seniority credits for the duration of her leave, and her service and seniority shall be deemed to be continuous.

## 11.08 Information and Alternative Arrangements

For better certainty, the Union will confirm to the Employer its authorization of the leaves in writing, including the names of employees to be granted leaves under Articles 11.01, 11.03, 11.04, 11.05, and 11.09 and the beginning and end dates of such leaves.

## 11.09 Full-Time President of NSGEU

In the event an employee in the bargaining unit becomes Provincial President of the Nova Scotia Government and General Employees Union, he may request an unpaid leave of absence. If operational requirements permit, and on reasonable notice, the Employer may grant such leave, but if granted, it shall be only for up to two (2) years, with the possibility of a further one (1) year extension at the Employer's sole discretion. Should such leave be granted, the employee may, provided he pays both Employer and employee portions of the cost and provided permission to do so is granted by the carrier of any benefit plan, maintain coverage of benefit plans during any such leave. Upon reasonable notice prior to the end of the term of the employee's office as such President, he will be reinstated in the position he held immediately prior to commencement of such leave if such position continues to exist or if that position no longer exists, to an available comparable position.

## **ARTICLE 12 - APPOINTMENT**

### 12.01 Probationary Appointment

- (a) An employee appointed or hired in a full-time permanent position in the bargaining unit shall be on probation for a period not to exceed twelve (12) months.
- (b) At approximately the mid-point of the probationary period referred to in (a) above, the Employer will provide the employee with a written assessment of his progress to that point in his probationary period.

12.02 The Employer may terminate a probationary appointment at any time.

12.03 The Employer shall, after an employee has served in a position on a probationary basis for a period of twelve (12) months, confirm the appointment on a permanent basis.

- 12.04 If the employment of an employee appointed to a position on a probationary basis is to be terminated for reasons other than deliberate misconduct or disobedience or neglect of duty, the Employer shall advise the employee in writing, and if the employee so requests, give reasons, not less than ten (10) days prior to the date of termination.
- 12.05 Where less notice in writing is given than provided for employees terminated in accordance with the provisions of Article 12.04, the employee shall continue to receive his pay for the number of days prior to the date of termination.
- 12.06 Where a permanent employee whose employment is terminated for any reason is reappointed to his former position within a year from the date of such termination, he shall resume his permanent employee status and have the same hire date that was in effect at the date of such termination and shall not be subject to a further probationary period pursuant to Article 12.01. In this case, the term "former position" refers to the same block in the organizational chart of the Department where previously employed. For example, a permanent employee with a hire date of June 1, 1995, terminates, then is re-hired within one (1) year of his termination. The hire date at date of termination having been June 1, 1995, that would be the hire date that the employee would have after re-hire.

12.07 Term Appointment

A specified term appointment may be made:

- (a) to replace an employee who is on extended leave of absence; or
  - (b) for a special assignment of limited duration; or
  - (c) in circumstances where the activity for which the employee is engaged is terminal and/or predictable duration.
  - (d) to make appointments for such other reasons as may be agreed upon by the Union, which agreement will not be unreasonably withheld.
- 12.08 A term appointee may apply for any position opening in the bargaining unit which occurs during his term appointment. His period of employment in the term position at the time of application will be counted as service with the Employer. Should he apply unsuccessfully, or not apply at all, for a position opening, he will have no seniority claim on any position, and he may be released at the conclusion of his term appointment.
- 12.09 (a) Where a specified term appointment is for a period of six (6) consecutive calendar months or more, the employee shall be a member of

the bargaining unit from the initial date of the term appointment until the earlier of termination pursuant to clause 12.10 or the expiry of his appointment;

- (b) If the initial term appointment is for a period of less than six (6) consecutive calendar months and the appointment is extended or renewed, the appointee shall become a member of the bargaining unit on completion of six (6) consecutive calendar months of employment beginning on the date his appointment is so extended or renewed until the earlier of termination pursuant to clause 12.10 or the expiry of his appointment.

12.10 The Employer may terminate a term appointment at any time. If the termination is for reasons other than just cause, unsatisfactory performance, or lack of funding for the position, the term appointee shall receive one (1) week's pay for each month, or part thereof, of the unexpired term of his term appointment.

12.11 While a term appointee is a member of the bargaining unit in accordance with clause 12.09, he shall be covered, to the extent indicated, by the following provisions of the Collective Agreement:

Preamble

Article 1 - Definitions - full

Article 2- Recognition - full

Article 4 - Management Responsibilities - full

Article 5 - Strike and Lockouts - full

Article 6 - No Discrimination - full

Article 7 - Meetings and Bulletin Board Space - full

Article 8 - Information - full

Article 9 - Steward - full

Article 10 - Checkoff - full

Article 13 - Hours of Work - full

Article 14 - Overtime - full

Article 15 - Vacations

This article shall not apply. The employee shall instead either receive vacation pay of four percent (4%) of his gross pay payable on each regular pay cheque **or earn vacation at the rate of 4% to be taken as vacation leave with pay during the term of his contract. The employee shall notify the Employer of his choice at the time of hiring.**

Article 16 - Holidays - full

Article 17 - Special Leaves

- Article 17.02 - Bereavement Leave - full
- Article 17.03 - Court Leave - full
- Article 17.04 - Pregnancy & Parental leave - full
- Article 17.05 - Leave for Family Illness/ Emergency - full
- Article 17.07 - Leave for Storms - full
- Article 18 - Group Benefits

This article shall not apply. From the time it is determined that a term appointment will be for eight (8) continuous months or more, either originally or by virtue of an extension, the persons holding such appointments may participate in the **University's** Supplementary Health and Dental Coverage, but not in any other group benefits, and while not eligible to participate in the **University** Pension Plan, shall be eligible, if he so requests in writing on the form available for such purposes, to have deducted from his pay an amount equal to the **University** normal employee pension contributions which, when matched by the Employer, shall be deposited at least twice during the term of the appointment into a registered retirement savings plan arranged by the **University**. Such employee and matching Employer contributions shall commence and be effective only after receipt by the Employer of such written request. The **University** normal employee pension contributions (currently 5%) which, when matched by the Employer contribution (currently 7%), shall be deposited at least twice during the term of the appointment into a Registered Retirement Savings Plan.

- Article 20 - Discipline and Discharge

This article will apply but is subject to Article 12.10.

- Article 22 - Grievance Procedure - full
- Article 23 - Arbitration - full
- Article 25 - Travel Regulations - full
- Article 27 - Compensation for Injury on Duty - full
- Article 30 - Parking - full
- Article 31 - Safety and Health - full
- Article 32 - Protective Safety Articles - full
- Article 34 - Job Posting and Filling of Vacancies

This article will not apply, but the following shall:

"A term appointee may apply for any position opening in the bargaining unit which occurs during his term appointment. However, applications from such persons shall only be considered after all bargaining unit applicants have been considered and found to not have the necessary qualifications for the position. If he is successful

in obtaining such position, he will then be subject to the probationary period referred to in 12.01 and the provisions of clauses 12.02 - 12.06, both inclusive. He will receive full credit for prior unbroken service to the Employer while holding his term appointment."

Article 36 - Pay and Classification - full

Article 39 - Standby and Callback - full

Article 40 - Shift Differential - full

Article 41 - Wash-up Time - full

Article 42 - Payment for Certificates and Examinations - full

Salary Schedules - full

Letter of Understanding re Microwave - full

## 12.12 Term Appointments for Existing Bargaining Unit Employees

- (a) The Employer will endeavour, if not unreasonably disruptive to its operational requirements or departmental schedules, to give interested employees from within the bargaining unit who have the qualifications and abilities to perform the duties of the position, the opportunity to receive term appointments as specified in clause 12.07.
- (b) If a bargaining unit employee receives a term appointment, he will be subject to the above clauses dealing with term appointments, except that clause 12.11 will not apply and, during such term appointment, for the purposes of employment entitlements, he will be treated as if he continued to be a non-term permanent employee, and at the conclusion of the term appointment will return to his former position with no loss of salary or benefits (however, if clause 12.10 is applied, he will not be entitled to any payment there under but will return to his former position).

12.13 If an individual is appointed to term appointments resulting in a total combined period of sixteen (16) months or three (3) consecutive years, whichever happens first, at the end of the individual's last appointment, the Employer will either:

- (a) not employ the individual further;
- (b) fill the position as a permanent position in accordance with Article 34.01 - 34.06;
- (c) appoint the individual to one, and only one, further term appointment of up to twelve (12) months, with the written approval of the Union, which approval will not be unreasonably withheld.

**A term employee hired to replace a bargaining unit member who is off work due to extended illness or injury, may be hired for a period of up to forty-eight (48) months. In such case, the provisions of Article 12.13 (c) about shall not apply.**

12.14 Casual Appointment

One hired for an indefinite term for a period not to exceed five (5) consecutive months.

**ARTICLE 13 – HOURS OF WORK**

13.01 (a) The normal work week for employees listed in paragraph A of Schedule I shall be thirty-five (35) hours worked per week, exclusive of meal breaks of thirty (30) minutes per work day (commencing when the employee ceases work and ending when the employee resumes work, e.g. when an employee is involved in a job that requires him, for safety reasons, to put equipment away before starting his break, the work ceases after he puts such equipment away) but inclusive of two (2) fifteen minute paid rest periods, and the normal work day shall be scheduled between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday, both inclusive. Where the needs of the operation necessitate, work may be scheduled outside the normal work day or standard work week following consultation with the employees. There shall be no split shifts.

(b) (i) The normal work week for the Heating Plant Operators referred to in paragraph C of Schedule I during that period of the year when the Heating Plant is in continuous operation shall be thirty seven and one-half (37.5) hours worked per week, exclusive of meal breaks of thirty (30) minutes per work day (commencing when the employee ceases work and ending when the employee resumes work, e.g. when an employee is involved in a job that requires him, for safety reasons, to put equipment away before starting his break, the work ceases after he puts such equipment away) but inclusive of two (2) fifteen minute paid rest periods, and the normal work day shall consist of three (3) eight (8) hour shifts (8:00 a.m. to 4:00 p.m., 4:00 p.m. to 12:00 midnight, 12:00 midnight to 8:00 a.m.) covering all calendar days in the week as scheduled by Management. Where the needs of the operation necessitate, work may be

scheduled outside the normal work day or standard work week following consultation with the employees.

- (ii) The normal work week for the Heating Plant Operators referred to in paragraph C of Schedule I during that period of the year when the Heating Plant is not in continuous operation shall be thirty-five (35) hours worked per week, exclusive of meal breaks of thirty (30) minutes per work day (commencing when the employee ceases work and ending when the employee resumes work, e.g. when an employee is involved in a job that requires him, for safety reasons, to put equipment away before starting his break, the work ceases after he puts such equipment away) but inclusive of two (2) fifteen minute paid rest periods, and the normal work day shall be scheduled between the hours of 7:30 a.m. and 4:30 p.m, Monday through Friday, both inclusive . Where the needs of the operation necessitate, work may be scheduled outside the normal work day or standard work week following consultation with the employees.
  
- (c) (i) The normal work week for the Rink Attendants (Stationary Engineer - Refrigeration) referred to in paragraph B of Schedule I during that period of the year when the Ice Plant is in operation, shall be thirty seven and one-half (37.5) hours worked per week, exclusive of meal breaks of thirty (30) minutes per work day (commencing when the employee ceases work and ending when the employee resumes work, e.g. when an employee is involved in a job that requires him, for safety reasons, to put equipment away before starting his break, the work ceases after he puts such equipment away) but inclusive of two (2) fifteen minute paid rest periods, and the normal work day shall be scheduled between the hours of 6:00 am and 1:00 am, Monday through Sunday, both inclusive. Where the needs of the operation necessitate, work may be scheduled outside the normal work day or standard work week following consultation with the employees.
  
- (ii) The normal work week for the Rink Attendants (Stationary Engineer - Refrigeration) referred to in paragraph B of Schedule I during that period of the year when the Ice Plant is not in operation, shall be thirty-five (35) hours worked per week, exclusive of meal breaks of thirty (30) minutes per work day (commencing when the employee ceases work and ending when the employee resumes work, e.g. when an employee is involved in a job that requires him, for safety reasons, to put equipment

away before starting his break, the work ceases after he puts such equipment away) but inclusive of two (2) fifteen minute paid rest periods, and the normal work day shall be scheduled between the hours of 7:30 a.m. and 4:30 p.m, Monday through Friday, both inclusive . Where the needs of the operation necessitate, work may be scheduled outside the normal work day or standard work week following consultation with the employees.

- 13.02 The Employer agrees to post shift schedules at least two (2) weeks in advance, and that there will be no change in posted schedules except following meaningful consultation with the employee(s) or in the event of an emergency (for example, when there is an operational situation which can cause significant harm to people or damage to the physical premises or equipment) or as provided in Article 13.03.
- 13.03 Provided sufficient advance notice is given, and with the approval of the Employer, employees may exchange shifts without incurring overtime and without an increase in cost to the Employer.
- 13.04 The Employer shall endeavour, where possible, to provide that no employee should be scheduled to work more than five (5) consecutive days in a one (1) week period. The two (2) days off in each week shall run consecutively. This does not preclude shift arrangements, acceptable to both the Employer and the employees of the Employer in variance to the foregoing.
- 13.05 The Employer may, where operational requirements and efficiency of the service permit, authorize experiments with flexible working hours.

## **ARTICLE 14 - OVERTIME**

- 14.01 (a) "Overtime" means authorized work in excess of an employee's regular work day. An employee shall be entitled to time and a half compensation for each hour of overtime worked by him. The employees may, with the approval of the Employer, take time off in lieu of pay for overtime hours worked at the appropriate rate.
- (b) **Employees who are called out to work for snow removal prior to the start of the regularly scheduled shift will be compensated for each hour of overtime worked prior to the commencement of the regular shift at double time for the time worked.**

- (c) An employee must work at least fifteen (15) minutes beyond his normal shift before being eligible for overtime compensation.
- (d) In computing overtime, a period of thirty (30) minutes or less shall be counted as one-half (½) hour, and a period of more than thirty (30) minutes, but less than sixty (60) minutes shall be counted as one (1) hour.

14.02 “Time and a half” means one and one-half (1½) the employee’s straight time rate calculated by the formula:

$$\frac{\text{bi-weekly rate}}{70} \times 1.5$$

“Double Time” means two times (2x) an employee’s straight time rate calculated by the formula:

$$\frac{\text{bi-weekly rate}}{70} \times 2$$

“Double time and a half” means two and one-half (2½) the employee’s straight time rate calculated by the formula:

$$\frac{\text{bi-weekly rate}}{70} \times 2.5$$

14.03 An employee who is required to work overtime on his first scheduled day of rest shall be paid time and a half for all hours worked by him. If an employee is required to work overtime pursuant to this clause and on that day is also required to work more than his regular daily hours of work, each such additional overtime hour worked shall be compensated at the rate of two times (2x) the employee’s regular straight time hourly rate.

14.04 An employee who is required to work overtime on his second or subsequent day of rest is entitled to compensation at double time for all hours worked. Second or subsequent day of rest means the second subsequent day in an unbroken series of consecutive and continuous calendar days of rest. If an employee is required to work overtime pursuant to this clause and on that day is also required to work more than his regular daily hours of work, each such additional overtime hour worked shall be compensated at the rate of two and one-half times (2½ x) the employee’s regular straight time hourly rate.

#### 14.05 Meal Allowance on Overtime

An employee who is required to work a minimum of two (2) overtime hours immediately following completion of his regularly scheduled day's work, and where it is not practical to enjoy his usual meal time before commencing such work, shall be granted reasonable time with pay, as determined by the Employer, in order that he may take a meal break either at or adjacent to his place of work. Under such conditions, he shall be reimbursed his expenses for one meal in the amount of **eight dollars (\$8.00) at the completion of two (2) hours of overtime and then eight dollars (\$8.00) for every four (4) hour period of overtime thereafter** except where free meals are provided.

14.06 Subject to operational requirements, the Employer shall make every reasonable effort:

- (a) to rotate overtime assignments on a fair and equitable basis among readily available and qualified employees;
- (b) to give the first right of refusal to the employee who is normally assigned to do the work which requires the overtime; and
- (c) to give employees who are required to work overtime adequate notice of this requirement.

14.07 Where an employee is required to work overtime and during the overtime hours performs duties other than the duties of his regular position as directed by his supervisor, he will be compensated for the overtime work on the basis of his regular rate of pay or at the rate applicable to the duties performed, whichever is greater.

At the request of the employee, compensation for overtime hours worked at the applicable overtime rate shall be paid where time off with pay in lieu of overtime worked has not been granted. **If the employee requests time off, he must advise the Employer at the time the overtime is worked (within that pay period) and the Employer will assess whether or not the request can be accommodated.**

**Prior to December 31 of each year, the Employer will review the overtime bank of each employee. If the employee and the Employer cannot mutually agree on a time to take the banked overtime within the next six (6) month period, the bank or a portion of it will be paid out to the Employee prior to June 30 at the applicable overtime rate.**

## ARTICLE 15 - VACATIONS

15.01 Vacations shall be earned in one fiscal year (April 1 - March 31) to be taken in the immediately following fiscal year (April 1 - March 31). An employee shall be entitled to receive annual vacation leave with pay as follows:

- (a) during the employee's initial year of employment, at the rate of one and one-quarter (1.25) days per each month of service, e.g. employee is hired October 1, 1999 will receive in the April 1, 2000 - March 31, 2001 vacation year seven and one-half (7.5) days ( $6 \times 1.25 = 7.5$ );
- (b) after having completed his first year of employment and during his first forty-eight (48) months of service, at the rate of one and one-quarter (1.25) days for each month of service to a maximum of fifteen (15) days;

e.g. employee hired June 1, 1998, will receive twelve and one-half (12.5) days ( $10 \times 1.25 = 12.5$ ) in the April 1, 1999 - March 31, 2000 vacation year and will receive fifteen (15) days ( $12 \times 1.25 = 15$ ) in the April 1, 2000 - March 31, 2001 vacation year, and so on;

- (c) after having completed forty-eight (48) months of service, at the rate of one and two-thirds (1.67) days for each month of service to a maximum of twenty (20) days;

e.g. employee hired June 1, 1994, will have completed forty-eight (48) months service on June 1, 1998. His vacation entitlement for the April 1, 1999 - March 31, 2000 vacation year will therefore be a combination from two different entitlement rates, i.e.

April 1, 1998 - May 30, 1998 - 15 days x 2/12	=	2.5 days
June 1, 1998 - March 31, 1999 - 20 days x 10/12	=	16.67 days
		(rounded to 17)
Total		19.5 days

- (d) after having completed two hundred and four (204) months of service, at the rate of two and one-twelfths (2.08) days for each month of service to a maximum of twenty-five (25) days;

e.g. employee hired June 1, 1982, will have completed two hundred and four (204) months service on June 1, 1999. His vacation entitlement for the April 1, 2000 - March 31, 2001 vacation year will therefore be a combination from two different entitlement rates, i.e.

April 1, 1999 - May 30, 1999 - 20 days x 2/12 = 3.33 days  
(rounded to 3.5)

June 1, 1999 - March 31, 2000 - 25 days x 10/12 = 20.83 days  
(rounded to 21)

Total 24.5 days

- (e) **after having completed three hundred and twenty-four (324) months of service, at the rate of two and one-half (2.5) days for each month of service to a maximum of thirty (30) days:**

**e.g. employees hired June 1, 1982 will have completed three hundred and twenty-four (324) months of service on June 1, 2009. His vacation entitlement for the April 1, 2010 – March 31, 2011 vacation year will, therefore, be a combination from two different entitlement rates:**

**April 1, 2009 – May 30, 2009 - 25 days x 2/12 = 4.2 days  
(rounded to 4.5 days)**

**June 1, 2009 – March 31, 2010 - 30 days x 10/12 = 25 days  
Total 29.5 days**

- (f) each year an additional five (5) days for Heating Plant Operator or Rink Attendant (Stationary Engineer - Refrigeration) employees. Those non-Heating Plant Operator or non-Rink Attendant (Stationary Engineer - Refrigeration) employees who, during that portion of the year when continuous operation of the Heating Plant or ice plant is in effect, replace Heating Plant Operator or Rink Attendant (Stationary Engineer - Refrigeration) employees (other than on normal relief day work) will receive one (1) additional day's vacation for every thirty (30) of such shifts worked in the immediately previous April 1 - March 31 period, to a maximum of five (5) additional days;
- (g) each employee in the bargaining unit shall be entitled to an additional three (3) days vacation during the month of December to be allocated at the discretion of the Employer as operating commitments permit;
- (h) each employee in the bargaining unit shall be entitled to an additional two and one-half (2.5) day's vacation during the February break to be allocated at the discretion of the Employer as operating commitments permit;

- (i) when, in the vacation earning year (April 1 - March 31), an employee is not actively at work due to absence on Workers' Compensation, on long term disability, on sick leave, or other approved paid leave, no deduction from the vacation the employee would have earned in that period if in active employment shall be made if the total of such absence in that period is four (4) months or less.

For each additional month of absence in that period, the employee will have deducted from the maximum vacation he otherwise would have earned, the amount at his then rate of vacation entitlement per month of service, e.g. an employee is absent for the first four (4) months of the period April 1, 2000 - March 31, 2001, then back to work for four (4) months, then off for the last four (4) months of the period and his service as of that April 1 is between 60 months and 204 months, will earn or lose as follows:

- earns for the first four (4) months of his absence:  
20 days x 4/12 = 6.66 days (rounded up to 7 days)
- earns for the four (4) months when employee is at work:  
20 days x 4/12 = 6.66 days (rounded up to 7 days)
- loses for the four (4) months when not at work:  
20 days x 4/12 = 6.66 days (rounded down to 6 because maximum entitlement is 20 days)

SUMMARY:        Earns 14 days vacation  
                      Loses - 6 days vacation

- (ii) If an employee is absent for any of the reasons noted in (i) and such absence includes the whole of a vacation earning year (April 1 - March 31) and he continues to be so absent into the next vacation earning year or beyond, he will not be entitled in that 2nd vacation earning year, or beyond, to earn any further vacation unless and until he returns to active employment. At any time during such an absence, the affected employee may request that he be paid the value of any vacation credits then owing to him, in which case, vacation will be deemed to have been taken and no further pay will be required.

15.02 Except as otherwise provided in the Agreement, vacation leave entitlement shall be used within the year in which it is earned. The employee shall

advise the Employer in writing of his vacation preference as soon as possible for the following vacation year, but before March 31<sup>st</sup> in each year.

- 15.03 Preference in vacation schedule shall be given to those employees with greater length of bargaining unit seniority as defined in Article 38.01(b) within the work unit provided the provisions of Article 15.05 are adhered to.
- 15.04 Subject to the operational requirements of the service, the Employer shall make every reasonable effort to ensure **that** an employee's written request for vacation leave is approved. Where, in scheduling vacation leave, the employer is unable to comply with the employee's written request, the Employer shall:
- (a) give the reason for disapproval; and
  - (b) make every reasonable effort to grant an employee's vacation leave in the amount and at such time as the employee may request in an alternate request.
- 15.05 Where operational requirements necessitate a decision by the Employer to place a restriction on the number of employees on vacation leave at any one time, preference shall be given to employees with greatest length of bargaining unit seniority.
- 15.06 Where operational requirements permit, the Employer shall make every reasonable effort to grant to an employee his request to enjoy his vacation entitlement in a single unbroken period of leave.
- 15.07 Except as otherwise provided for in this Agreement, vacation leave for a period of not more than five (5) days may, with the consent of the Employer, be carried over to the following year, but shall lapse if not used before the close of that year. Requests for carry-over entitlement shall be made in writing by the employee to the Employer not later than January 31<sup>st</sup> of the year in which the vacation is earned provided, however, that the Employer may accept a shorter period of notice of the request.
- 15.08 An employee, with the approval of the Employer, may be granted permission to carry over five (5) days of his vacation leave each year to a maximum of twenty (20) days, if in the opinion of the Employer, it will not interfere with the efficient operation of the Institution.
- 15.09 The vacation leave approved pursuant to Article 15.08 shall be used within five (5) years, subsequent to the date on which it was approved, and shall lapse if not used within that period, unless the Employer approves a further

extension of the time to take the vacation leave which would otherwise have lapsed.

- 15.10 On the approval of the Employer, an employee who has been employed in the Institution for a period of five (5) or more years may be granted five (5) days from the vacation leave of the subsequent year.
- 15.11 An employee, upon separation from the Institution, shall be compensated for vacation leave to which he is entitled.
- 15.12 An employee, upon separation from the Institution, shall compensate the Employer for vacation which was taken but to which he was not entitled.
- 15.13 When the employment of an employee, who has been granted more vacation with pay than he has earned, is terminated by death, the Employee is considered to have earned the amount of leave with pay granted to him.
- 15.14 An employee is entitled once each fiscal year to be informed upon request of the balance of his vacation leave with pay credits.
- 15.15 The Employer will make every reasonable effort not to recall an Employee to duty after he has proceeded on vacation leave.
- 15.16 Where, during any period of vacation leave, an employee is recalled to duty, he shall be reimbursed for reasonable expenses, subject to the provisions of Article 25, that he incurs:
  - (a) in proceeding to his place of duty (other than when he comes from his home); and
  - (b) in returning to the place (other than to his home) from which he was recalled, if he immediately resumes vacation leave from which he was recalled.
- 15.17 The period of vacation leave so displaced resulting from recall and transportation time in accordance with Article 15.16 shall either be added to the vacation period, if requested by the employee and approved by the Employer, or reinstated for use at a later date.
- 15.18 When the Employer cancels or alters a period of vacation which it has previously approved in writing, the Employer shall reimburse the employee for the non-returnable portion of vacation contracts and reservations made by the employee in respect of that period subject to the presentation of such documentation as the Employer may require. The employee must

advise the Employer of the maximum potential liability under this article at the time the vacation change is proposed.

## ARTICLE 16 - HOLIDAYS

16.01 The holidays for employees shall be:

- (a) New Year's Day
- (b) Good Friday
- (c) Easter Monday
- (d) Victoria Day
- (e) Canada Day
- (f) Labour Day
- (g) Thanksgiving Day
- (h) Remembrance Day
- (i) Christmas Day
- (j) Boxing Day
- (k) One (1) additional day in each year that, in the opinion of the Employer, is recognized to be a provincial or civic holiday in the area in which the employee is employed, or where no such additional day is recognized as a provincial or civic holiday, the first Monday in August.
- (l) One-half (1/2) day on Christmas Eve Day, where Christmas Day falls on Tuesday, Wednesday, Thursday, Friday or Saturday.**
- (m) Any other day, or part of a day, declared by the Employer or the provincial or federal governments to be a holiday for all employees.

16.02 Compensation for Work on a Holiday

- (a) Where an employee is employed in a continuous operation and his regularly scheduled day of work falls on a paid holiday, he will receive compensation equal to two and one-half (2½) times his regular rate of pay as follows:
  - (i) compensation paid at straight time for hours worked on the holiday; and
  - (ii) at the employee's option, compensation paid at the rate of one and one-half (1½) times the regular rate or time off in lieu of pay at the rate of time and one-half (1½).
- (b) Where an employee employed in a non-continuous operation is required to work on a holiday, he will receive compensation equal to two and one-half (2½) times his regular rate of pay as follows:

- (i) pay at one and one-half (1½) times his regular rate of pay for all hours worked on the holiday; and
- (ii) the holiday missed will be re-scheduled at a time mutually agreeable to the Employer and the employee.

16.03 When a day designated as a holiday coincides with the employee's day of rest, the Employer shall grant the holiday with pay on either:

- (a) the working day immediately following his day of rest; or
- (b) the day following the employee's annual vacation, or another day mutually acceptable between the Employer and employee.

16.04 Where a day that is a designated holiday for an employee as defined in Article 16.01 falls within a period of leave with pay, the holiday shall not count as a day of leave.

16.05 Where a day that is a designated holiday, as defined above, falls within a period when the employee is on sick leave, he shall be deemed to have received full credit for the holiday and no deduction will be made from the employee's accumulated sick leave credits.

**16.06 If the employee chooses time off in lieu of pay, he must advise the Employer of his wishes at the time he works the holiday (within that pay period). Prior to March 31<sup>st</sup> of each year, the Employer will review the holiday bank with each employee. If the employee and the Employer cannot mutually agree on a time to take the banked holidays, within the next six (6) month period, the bank or portion of it will be paid out to the employee prior to September 30<sup>th</sup> at the applicable rate.**

## **ARTICLE 17 – SPECIAL LEAVES**

17.01 The Employer, in any one year, may grant an employee special leave with pay or without pay for such a period as it deems circumstances warrant.

### 17.02 Bereavement Leave

- (a) In the event of a death in the immediate family, every employee shall be entitled to special leave with pay for a period of up to five (5) consecutive working days. Immediate family is defined as father,

mother (or legal guardian), brother, sister, spouse, grandparent, grandchild, child of the employee, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepchild or ward of the employee, and a relative permanently residing in the employee's household or with whom the employee permanently resides.

- (b) Every employee shall be entitled to special leave with pay up to a maximum of one (1) day in the event of the death of the employee's brother-in-law, sister-in-law, aunt, uncle, niece and nephew.
- (c) In addition to (a) and (b) above, an employee may be granted up to two (2) days for travel and shall be paid for those travel day(s) which are not regularly scheduled days of rest.
- (d) In cases where extraordinary circumstances prevail, the Employer may grant special leave without pay for bereavement in addition to the above as it determines necessary.
- (e) The above entitlement is subject to the proviso that proper notification is made by the employee to his Employer or delegated official.

### 17.03 Court Leave

Leave of absence with pay shall be given to every employee other than an employee on leave of absence without pay or under suspension who is required:

- (a) to serve on a jury; or
- (b) by subpoena or summons to attend as a witness in any proceeding held:
  - (i) in or under the authority of a court; or
  - (ii) before an arbitrator or umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it;  
or
  - (iii) before a legislative council, legislative assembly or any committee thereof that is authorized by law to compel the attendance of witnesses before it.

## **17.04 Pregnancy and Parental Leave**

### **17.04.1 General**

- (a) In accordance with legislation, each employee is entitled to a maximum combined unpaid pregnancy and parental leave of fifty-two (52) weeks.**

### **17.04.2 Pregnancy Leave**

- (a) A pregnant employee, who has been employed by the University for at least one (1) year, is entitled to an unpaid leave of absence of up to seventeen (17) weeks.**
- (b) The employee must provide as much notice as possible of the expected date of the leave and the expected return to work date. Except in exceptional circumstances where these dates may require amendment, notice of no less than one (1) month before the due date will be provided.**
- (c) The employee is required to provide a certificate from a legally qualified medical practitioner stating that the employee is pregnant and specifying the date upon which delivery is expected to occur.**
- (d) Pregnancy leave shall commence no later than the date of birth.**
- (e) Pregnancy leave shall end on such date as the employee determines, but not sooner than one (1) week after the date of delivery, and not later than seventeen (17) weeks after the pregnancy leave began.**
- (f) An employee shall have the right to continue her regular duties during pregnancy provided that she is able to adequately perform them.**
- (g) In the event of an illness of an employee arising out of, or associated with her pregnancy prior to the commencement of, or the ending of, maternity leave, sick leave with pay may be granted in accordance with the provisions of Article 43.**
- (h) An employee on pregnancy leave shall give written notice to the Employer of her intention to return to work at least four (4) weeks prior to her expected date of return. Where an employee reports for work upon the expiration of the pregnancy leave period, she**

shall be permitted to resume work in the same or comparable position to that which she held prior to commencement of the leave.

### **17.04.3 Parental Leave/Adoption Leave**

- (a) An employee who has been employed with the University for at least one (1) year, and who becomes a parent of one or more children, is entitled to an unpaid leave of absence of up to fifty-two (52) weeks. An employee who has completed her pregnancy leave will only be entitled to an additional thirty-five (35) week of unpaid parental leave. Parental/adoption leave benefits are available for a parent in accordance with the applicable legislation.**
- (b) Where an employee takes pregnancy leave, parental leave begins immediately upon completion of the pregnancy leave and without the employee returning to work and ends not later than thirty-five (35) weeks after the parental leave began.**
- (c) Where an employee did not take pregnancy leave, parental leave begins on such date as determined by the employee, coinciding with or after the birth of the child or children or the arrival of the child or children in the employee's home, and ends not later than thirty-five (35) weeks after the parental leave begins or fifty-two (52) weeks after the child or children first arrive in the employee's home, whichever is earlier.**
- (d) In cases of birth, an employee intending to take parental leave shall inform her/his managing supervisor and the Director, Human Resources as soon as possible, but no less than thirty (30) working days in advance of the commencement of such leave, or as much notice as possible. In cases of adoption, the employee shall provide as much notice as possible.**
- (e) An employee on parental leave shall give written notice to the Employer of her/his intention to return to work at least four (4) weeks prior to her/his expected date of return. Where an employee reports for work upon the expiration of the parental leave period, s/he shall be permitted to resume work in the same or comparable position to that which s/he held prior to the commencement of the leave.**

#### **17.04.4 Supplemental Benefit**

**(a) An employee who commences pregnancy and/or parental or adoption leave pursuant to this agreement and who provides the Employer with proof that s/he has applied for and is eligible to receive employment insurance (EI) benefits, is entitled to supplemental benefits (salary top-up) as follows:**

**(i) For Pregnancy Leave:**

- (a) 95% of the employee's full pay for the first two weeks (EI waiting period) of Pregnancy Leave.**
- (b) For the remaining 15 weeks, an amount which combined with EI benefit and any other earnings from employment, will equal 95% of the employee's regular, authorized, pro-rated weekly gross salary from service with the University at the commencement of the Pregnancy Leave.**
- (c) All amounts paid under this article will be subject to normal income tax, CPP deductions and any continuing benefits deductions.**

**(ii) For Parental/Adoption Leave:**

- (a) For a maximum 8 weeks of parental leave, an amount which combined with EI benefit and any other earnings from employment, will equal 95% of the employee's regular, authorized, pro-rated weekly gross salary from service with the University at the commencement of the Parental Leave (or Pregnancy Leave if applicable). A two week waiting period may apply depending on the employee's circumstances.**
- (b) All amounts paid under this Policy will be subject to normal income tax, CPP deductions and any continuing benefits deductions.**
- (c) In case of adoption, the University shall grant the employee a leave of absence without pay to a maximum leave provided by legislation and the employee**

requesting such leave must submit documentation from the adoption agency.

- (d) An employee on pregnancy and/or parental/adoption leave shall continue to accrue service and seniority during the period of the leave, however, credit for vacation accrual shall only apply for the period of the supplemental benefit. Employees shall be entitled to continue participation in benefit and pension plans, upon confirming their continuity according to existing University policy. The employee must arrange to pay for this coverage in advance of the unpaid leave to be taken. The Employer's cost share of all benefits will continue throughout the payment period of the Supplemental Benefit (Top-up).
- (e) The Employer will not reimburse the employee for any amount she is required to remit to Human Resources Social Development Canada, where her annual income exceeds one-half ( $\frac{1}{2}$ ) times the maximum yearly insurable earnings under the *Employment Insurance Act*.

#### **17.04.5 Leave for Birth or Adoption of a Child**

On the birth or adoption of a child, the parent who has not applied for parental leave benefits or is not in receipt of Employment Insurance benefits, shall be granted special leave with pay up to a maximum of three (3) working days which may be divided and taken in up to three (3) separate days. The leave shall be arranged in consultation with the managing supervisor and the Director, Human Resources and must be taken within four (4) months of the birth or adoption. Notice of intention to take such leave shall be given as soon as possible, but no less than thirty (30) working days in advance of the commencement of such leave. Should the employee later decide to apply for parental/adoption leave benefits, the benefit from the Employer shall be reduced by any days already taken pursuant to this sub-article.

#### **17.05 Leave for Family Illness**

In the case of illness of a member of an employee's immediate family, meaning husband, wife, son, daughter, father, mother, and when no one at home other than the employee can provide for the needs of the ill person,

the employee may be granted, after notifying his supervisor, leave with pay of up to three (3) days for the purpose of making such arrangements as are necessary to permit the employee's return to work. Such leave will not be unreasonably denied. Such leave shall be charged against the employee's sick leave accumulation as provided in Article 43. The Employer may require proof of the need for such leave as he considers necessary.

#### 17.06 Leave for Emergency

An employee shall be granted leave of absence with pay up to two (2) days for a critical condition which requires his personal attention resulting from an emergency (flood, fire, etc.) which cannot be served by others or attended to by the employee at a time when he is normally off duty.

#### 17.07 Leave for Storms

In the event that storm or other circumstances interrupt the normal operation of the University employees will remain readily available should they be required to work. Essential services will be maintained and management will exercise discretion in determining the employees necessary to maintain such services. Employees who are deemed necessary will make every reasonable effort to attend to their normal work responsibilities. Such employees shall receive a storm premium of two (2) hours pay at the employee's straight time hourly rate for working a full shift. Employees who are not required to be at work shall not lose pay.

#### 17.08 Training Leave

- (a) An employee shall be granted leave with pay to take courses at the request of the Employer. The Employer shall bear the full cost of the course(s) including tuition fees, entrance or registration fees, laboratory fees, course-required books.
- (b) An employee, on request and subject to approval by the Employer, may be granted leave with 50% of his annual salary on a pro-rated basis to take courses in which the employee wishes to enroll and which will benefit the Employer.

#### 17.09 Leave for Self Improvement

- (a) An employee who seeks leave of absence to effect self improvement in his professional competence will be granted that leave, if the departmental schedule permits. The employee will be regarded as in continuous service during the period of that leave. Where possible,

within budgetary limitations, the employee may continue at up to half salary for the period of leave. Seniority and benefits will continue without loss.

- (b) The period of such leave of absence shall be included as part of the twelve (12) months continuous service requirement for a meritorious increment.

#### 17.10 Leave for Personal Reasons

- (a) An employee who seeks leave of absence without pay for personal reasons (which will include leave for the purpose of taking military training or serving military duty to a maximum of eight (8) weeks) shall be granted that leave, if the departmental schedule permits. The period of that leave is not included within the twelve (12) months service requirement for the purposes of an increment but will not cause a break in service. Any meritorious increment shall be deferred for a maximum period equal to the time his service is less than twelve (12) months. Seniority will not accumulate during the leave, but the employee may continue group benefits coverage, but not pension, during such leave, provided the employee pays both Employer and employee portions of the required group benefit plan premiums **and the request approved by the benefit carrier**. The employee will not lose his seniority and benefits which had accumulated prior to the leave. In addition, all other employee benefits pursuant to this Agreement, such as, but not limited to, vacation, sick leave, holidays, and other leaves **will not accumulate** during such leave and not be available for the employee's use.
- (b) An employee shall be granted a leave under this clause for thirty (30) days or less if the departmental schedule permits. There will be no detrimental effect to the employee's status or employee entitlements during such leave, but to continue group benefits coverage but not pension during such leave, the employee must pay both Employer and employee portions of the required benefit plan premiums, but not pension contributions (which are not permitted). In addition, all other employee benefits pursuant to this Agreement, such as, but not limited to, vacation, sick leave, holidays, and other leaves, **will not accumulate** during such leave and not be available for the employee's use.

## ARTICLE 18 – GROUP BENEFITS

18.01 Each continuing full-time employee in the bargaining unit shall participate in the following group benefits of the University:

- Supplementary Health and Dental
- Group Life Insurance
- Accidental Death & Dismemberment Insurance
- Long Term Disability

Term employees holding appointments of eight (8) continuous months or more may participate in the University's Supplementary Health and Dental coverage.

18.02 If the University proposes to change any of the foregoing group benefits, it will do so only after prior consultation with the Union.

18.03(a) Where a continuing full-time employee in the bargaining unit has been on long term disability for at least two (2) continuous years and the Employer determines it necessary to fill his position on a continuing full-time basis, the following shall apply:

- (i) the position shall be posted and/or filled by a continuing full-time employee in accordance with the relevant provisions of the Collective Agreement; and
  - (ii) if, within a further period of up to two (2) years, the employee returns from LTD, he shall resume in his former position and the employee who was appointed to perform the duties of the employee on LTD shall resume his status immediately prior to obtaining such appointment.
- (b) Provided the employee referred to in paragraph (a) who is on LTD continues to be entitled to receive LTD benefits and also pays both Employer and employee portions of any required premiums for group benefit plans to which such employee is entitled according to such plans, those group benefits will continue.
- (c) An employee in receipt of long term disability benefits will not be terminated for a period of four (4) years (beginning the first day of absence from work due to illness). The termination of an employee on long term disability benefits will not cause that employee to lose his long term disability benefits.

- (d) An employee who is in the process of making application for long term disability or who has had his initial application for long term disability denied and is actively in the process of appealing that decision will not have his employment terminated while the process is ongoing.

## **ARTICLE 19 – EMPLOYEE PERFORMANCE REVIEW AND PERSONAL FILE**

- 19.01 When a formal review of an employee's performance is made, the employee concerned shall be given an opportunity to discuss and then sign the review form in question to indicate that its contents have been read and understood, a copy of which shall be given to the employee. The employee may, if he wishes, have his steward present when the review takes place.
- 19.02 Upon written request of an employee, and reasonable notice, the personal file for that employee may be made available at least once per year for his examination in the presence of the responsible administrator.
- 19.03 All documents submitted by third parties shall be available to the employee except documents, such as a reference, which a third party provides on the express basis that it is confidential.

## **ARTICLE 20 – DISCIPLINE AND DISCHARGE**

- 20.01 (a) No employee shall be disciplined or discharged except for just and sufficient cause.
  - (b) Where a supervisor intends to interview an employee as part of an investigation that may result in disciplinary action, the employee shall have the right to have a steward present at any such interview. If the employee concerned is a steward, he shall have the right to have another representative of the Union present, if he so desires. Provided the Employer has acted in good faith, failure to have such steward present will not invalidate any disciplinary action taken against the employee.
- 20.02 Where an employee is disciplined by suspension without pay, or by discharge, the Employer shall, within five (5) working days following the suspension or discharge, notify the employee and Local Union President in writing of the reasons for the suspension or discharge.
- 20.03 Under extenuating circumstances, an employee may be suspended immediately by his immediate supervisor. Except where the employees

conduct is so serious that it would be inappropriate to continue his pay, such suspensions shall normally be with pay.

- 20.04 Where an employee alleges that he has been suspended or discharged in violation of Article 20.01, he may within ten (10) days of the date on which he was notified in writing, or within twenty (20) days of the date of the suspension or discharge, whichever is later, invoke the grievance procedure, including provisions for arbitration, and for the purpose of a grievance, alleging violation of Article 20.01, he shall lodge his grievance at the final level of the grievance procedure.
- 20.05 Where it is determined that an employee has been disciplined by suspension without pay, or by discharge, in violation of Article 20.01, and the Employer decides or an Arbitration Decision rules, that the employee be reinstated in his former position without loss of seniority, regular pay or any other benefit which would have accrued to him if he had not been suspended or discharged, the employee will be so reinstated on those terms. Such pay shall be paid to him at the end of the next complete pay period following the reinstatement.
- 20.06 The Employer agrees not to introduce as evidence in a hearing relating to a disciplinary action any document from the file of an employee, the existence of which the employee was not aware of at the time of filing.
- 20.07 Notice of a disciplinary action which may have been placed on the personal file of an employee shall be destroyed after three (3) years have elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded during this period.

## **ARTICLE 21 – NOTICE OF LAYOFF AND RESIGNATION**

- 21.01 An employee in the Bargaining Unit may be laid off because of shortage of work, shortage of funds, technological change, reorganization of a function, or because of an elimination of a position.
- 21.02 In the event of layoff, where ability and qualifications are relatively equal, employees with the least bargaining unit seniority within the affected job classification shall be laid off first. For the purpose of this Article, there are seven (7) job classifications:
- Electrician
  - Electrical-Mechanical
  - Plumber

- Carpenter
- Rink Attendant
- Heating Plant Operator
- General Maintenance

The laid off employee shall have the right to displace the most junior person in the bargaining unit if he meets the minimum qualifications for that position. If he does not meet the minimum qualifications, he shall have the right to displace the next most junior employee in the bargaining unit where he does meet the minimum qualifications. Transfer within a job classification shall be in accordance with Article 38.02.

For example, there are two carpenters employed and there is to be a layoff of one carpenter. The most junior of the two carpenters is laid off. The laid off carpenter has the right to displace the most junior person in the bargaining unit if he meets the qualifications. The most junior person in the bargaining unit is a plumber. Because the carpenter is not qualified to do this job, he cannot displace the plumber. The second most junior person in the bargaining unit is a general maintenance person. Because the carpenter is qualified to do general maintenance, he has the right to displace that person. The general maintenance person is then laid off.

The laid off general maintenance person has the right to displace the most junior person in the bargaining unit if he meets the qualifications. The most junior person in the bargaining unit is a plumber. If the general maintenance person is not qualified to do this job, he cannot displace the plumber and is therefore laid off. If the general maintenance person is qualified to do the job (i.e. he is a journeyman plumber), then because he is qualified, he has the right to displace that person and the plumber would be laid off. Because the plumber is the junior employee in the bargaining unit, he has no opportunity to displace another employee and he would be laid off.

- 21.03 Where ability and qualifications are relatively equal, recall shall be in reverse order of layoff.
- 21.04 Should an employee fail to report in response to recall within ten (10) days, the employee will be deemed to have abandoned his job.
- 21.05 When an employee(s) is to be laid off, the Employer will advise the Local President and the Employee Relations Officer assigned to the local twenty (20) days before the anticipated date of layoff and meet and engage in meaningful consultation with the Union with the view to possible minimizing of the adverse effects of the decision to layoff the employee(s).

- 21.06 The Employer shall not layoff an employee who has completed his probationary period without having given at least:
- (a) twenty (20) days notice in writing to the employee, if his period of employment is less than five (5) years;
  - (b) forty (40) days notice in writing to the employee if his period of employment is five (5) years or more, but less than ten (10) years;
  - (c) sixty (60) days notice in writing to the employee if his period of employment is ten (10) years or more.
- 21.07 Where less notice in writing is given than provided in Article 21.06, the employee shall continue to receive his pay for the number of days for which he was required to be in receipt of such notice.
- 21.08 No new employee shall be hired unless all employees on layoff who are able to perform the work required are given an opportunity to be recalled.
- 21.09(a) If an employee is on layoff for more than eighteen (18) months without recall, the layoff shall then automatically become a termination of employment and any right of recall shall fully lapse.
- (b) At the end of the layoff period referred to in Art. 21.09(a) i.e., eighteen (18) months, when employment has terminated and recall rights have lapsed, the employee shall be granted a severance payment the equivalent to:
- (i) one (1) months pay if she has been employed for ten (10) years but less than fifteen (15) years;
  - (ii) two months pay if he has been employed for fifteen (15) years but less than twenty (20) years;
  - (iii) four (4) months pay if he is employed for twenty (20) years or more.

**Provided the employee is fifty (50) years or older and has at least ten (10) years of continuous service, he shall be entitled to receive a service award in accordance with Article 28.**

The amount of severance shall be based on an employee's service as defined in Article 1.01(m) and shall be calculated by the formula:

$$\text{bi-weekly rate} \times 26/12 = \text{one month}$$

21.10 Upon recall, the benefits accrued to the credit of the laid off employee up to the date of his layoff will be reinstated.

21.11 If any employee desires to terminate his employment, he shall forward a letter of resignation to the Employer or delegated official not less than ten (10) days prior to the effective date of termination, provided, however, that the Employer or delegated official may accept a shorter period of notice. An employee who fails to provide ten (10) days notice of his intention to terminate his employment may have deducted from monies owed him by the Employer a sum equivalent to the salary payable to him for the period of notice which he failed to work.

## **ARTICLE 22 – GRIEVANCE PROCEDURE**

- 22.01a) For the purpose of this Agreement, a grievance is defined as a claim by an employee concerning the interpretation, application or alleged violation of any clause in this Agreement.
- (b) Before invoking the formal procedure described in Article 22.03, the employee should first discuss the matter with her immediate management supervisor. At such discussion, the employee may have a steward present if so desired. The supervisor shall, within three (3) days of the discussion, provide his written answer to the employee.
  - (c) When any potential grievance has not been settled by the foregoing informal procedure, if the employee wishes to pursue the matter, the procedures specified in Article 22.03 shall apply.
- 22.02(a) Where the grievance relates to the interpretation or application of this Collective Agreement, or an arbitral award, an employee is not entitled to present the grievance unless he has the approval in writing of the Union, or is represented by the Union.
- (b) In each of the following steps of the grievance procedure, the designated respondents of the Employer shall arrange a meeting or meetings, with the employee and the responsible Union steward at the earliest mutually agreeable time, but not later than the time limit provided for in the applicable step of the grievance procedure.

### **22.03 Step One**

If the employee or the Union wishes to initiate a grievance they shall, within twenty (20) days of being aware of the event giving rise to the grievance,

present the grievance in writing to the Dean/Director or his designate. If the employee does not receive a reply or a satisfactory settlement within five (5) days from the date on which he presented his grievance to the Dean/Director or his designate, the employee may proceed to Step Two.

### Step Two

Within ten (10) days from the expiry of the five (5) day period referred to in Step One, the employee may present his grievance in writing to the Director, Human Resources or his designate.

The Director, Human Resources or his designate shall reply in writing to the employee within fifteen (15) days from the date the grievance was presented to him. If the employee does not receive a reply or satisfactory settlement of his grievance from the Director, Human Resources or his designate, the employee may refer his grievance to arbitration as provided in Article 23.

- 22.04 In any case where the employee presents his grievance in person or, in any case in which a meeting is held on a grievance at any level, the employee shall be accompanied if he wishes, by a steward or other representative of the Union.
- 22.05 In determining the time in which any step under the foregoing proceedings is to be taken, Saturdays, Sundays and recognized holidays shall be excluded.
- 22.06 At the request of either party to this Agreement, it may be mutually agreed to extend, in writing, the time limits specified herein or omit a step of the grievance procedure.
- 22.07 Where either party to this Agreement disputes the general application, interpretation, or alleged violation of an article of this Agreement, the dispute shall be discussed initially with the Employer's Director, Human Resources or the Local Union's President, as the case may be, within thirty (30) days of the date on which the matter giving rise to the grievance occurred. Where no satisfactory resolution of the dispute is reached, either party may, within a further thirty (30) days after such discussion, submit the dispute to arbitration in accordance with Article 23 of this Agreement.
- 22.08** Where a grievance has not been submitted to arbitration by the grievor within ninety-five (95) working days of the first occurrence of the event giving rise to the grievance, it shall be deemed to have been abandoned. This time limit will be amended by any extension of days agreed to in Step 1 and Step 2 and may otherwise be extended as per Article 22.06. For

purposes of this Article, a grievance shall be considered to have been submitted to arbitration **upon the receipt of notice from the Union by the Employer or by application to the Minister of Labour.**

## **ARTICLE 23 - ARBITRATION**

23.01 Either of the parties may, after exhausting the grievance procedure in Article 22, notify the other party within forty five (45) days of the date the final reply in the grievance procedure was or should have been received, of its desire to refer the grievance to arbitration by giving written notice of such desire within this time limit.

23.02 Where the parties are agreed that a matter should be referred to a Single Arbitrator and:

- (a) they are able to agree upon the Arbitrator, then such Arbitrator shall be properly notified;
- (b) they are unable to agree upon the Arbitrator then the Minister of Labour for Nova Scotia shall make the appointment.

23.03 (a) Where the parties have not agreed that a matter should be decided by a single Arbitrator within seven (7) days of the request for arbitration it shall be dealt with by an Arbitration Board.

- (b) The party which has requested arbitration shall indicate the name of its appointee to the Arbitration Board.
- (c) The other party shall name its appointee within seven (7) days.
- (d) The two (2) appointees shall select a chairperson by mutual agreement.
- (e) In the event that the appointees are unable to agree upon a chairperson within seven (7) days then the chairperson shall be appointed by the Minister of Labour for Nova Scotia.

### 23.04 Procedures

The Board or Single Arbitrator may determine its own procedure in accordance with the Trade Union Act, and shall give full opportunity to all parties to present evidence and make representations. The Board or Single Arbitrator shall hear and determine the difference or allegation, and shall

make every effort to render a decision within thirty (30) days of its first meeting.

#### 23.05 Arbitration Decision

The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the chairperson shall be the decision of the Board. Where there is a Single Arbitrator, his decision shall be the decision. The decision of the Arbitration Board, or of the Single Arbitrator, shall be binding, final, and enforceable on the parties. The Board, or Single Arbitrator, shall have the power to dispose of a discharge or discipline grievance by any arrangement which it deems just and equitable. However, the Board, or Single Arbitrator, shall not have the power to change, alter, modify, or amend any of the provisions of this Agreement.

#### 23.06 Disagreement on Decision

Should the parties disagree as to the meaning of the Board's or Single Arbitrator's decision, either party may apply to the Chairperson of the Arbitration Board or to the Single Arbitrator to reconvene to clarify the decision which it, or he, shall make every effort to do within seven (7) days.

#### 23.07 Expenses of Arbitration

- (a) Each party shall pay one-half (1/2) of the expenses of a Single Arbitrator.
- (b) Where the matter has been dealt with by the Arbitration Board, each party shall pay the expenses of its own appointee and one-half (1/2) the expenses of the chairperson.

#### 23.08 Amending Time Limits

The time limits fixed in the arbitration procedure may be altered by mutual consent of the parties but the same must be in writing.

23.09 In determining time under the foregoing procedures Saturdays, Sundays and recognized holidays shall be excluded.

### **ARTICLE 24 – JOINT CONSULTATION**

**24.01 The parties acknowledge the mutual benefits to be derived from joint consultation.**

**24.02** The parties may meet in joint consultation regarding issues of concern to the bargaining unit and/or the Employer (such as but not limited to, workload, hours of work, assignment of overtime, implementation of new practices, unfilled vacancies), provided that such issues are not the subject of a grievance. Either party will provide notice to the other of the need for such a meeting. A mutually acceptable date will be established for the joint consultation meeting and an agenda will be agreed upon prior to the meeting date.

**24.03** In the event that the parties meet in joint consultation as per this Article, the Employee Relations Officer from NSGEU will be invited to attend such meetings.

## **ARTICLE 25 – TRAVEL REGULATIONS**

25.01 The Parties agree that employee's approved travel on Employer's business shall be at the most economical means.

25.02 Where air travel has been authorized by the Employer, it shall be at economy fares.

25.03 The Employer shall determine the conditions under which first-class airfare may be authorized.

25.04 Use of privately-owned motor vehicles by an employee traveling on Employers business must be authorized by the Employer.

25.05 An employee who is required to use his private vehicle for transportation shall be reimbursed at the rate of **\$0.40** per kilometre.

**25.06** **Should there be an upward adjustment of the mileage rate, (per the CBU Travel Policy), during the term of this Collective Agreement, the rate as per Article 25.05 (above) will also be adjusted.**

25.07 Reasonable accommodation expenses shall be paid on production of receipts.

25.08 Meal Rates

The Employer shall reimburse employees for meal expenses incurred whilst traveling on the Employer's business at the following rates:

Breakfast	\$ 8.00
Lunch	<b>\$12.00</b>
Dinner	<b>\$20.00</b>

Or a daily rate of **\$40.00**.

**Should there be an upward adjustment of the meal rate, (per CBU Travel Policy), during the term of this Collective Agreement, the rate as per this Article will also be adjusted.**

- 25.09 The Employer shall determine the circumstances under which authorization of vehicle rental at distant locations may be granted.
- 25.10 Charges for necessary ground transportation from an airport will be reimbursed at the prevailing limousine rate at that location.
- 25.11 Other charges for necessary ground transportation relating to the Employer's business involving taxis, business buses, train will be recompensed where approved by the Employer.

## **ARTICLE 26 – PENSION AND RETIREMENT AGE**

- 26.01 All permanent employees in the Bargaining Unit are eligible to be members of the **Cape Breton University** Pension Plan (the "Plan") subject to the requirements of the Plan. All eligible employees are required to become members of the Plan within one year of their hire date.
- 26.02 The current levels of contribution are:
- (a) the **University** contributes 7% of the employee's gross annual base salary; and
  - (b) the employee contributes 5% of his gross annual base salary.
- 26.03 Details of the Plan are available from the Department of Human Resources.
- 26.04 The **University** agrees to continue the Pension Committee. The Local 18 appoints one representative to this Committee. Advice of any changes contemplated to the Plan will be communicated to the Union via its representative on the Committee before any changes are made to the Plan.
- 26.05 Retirement from the **Cape Breton University** is mandatory at age 65. Therefore, when an employee reaches the age of 65, he will be permitted

to remain employed until the June 30th immediately following his 65th birthday and, provided the relevant benefit plans permit coverage to continue after the employee reaches the age of 65, these will be maintained until the employee retires on that June 30<sup>th</sup>.

## **ARTICLE 27 – COMPENSATION FOR INJURY ON DUTY**

- 27.01 Where an employee is unable to work as a result of a Worker's compensable injury, the Employer shall pay the employee his regular pay during the waiting period under the Workers' Compensation Act and shall also top-up the employee's pay to the maximum level permitted under the Act **as per Article 43.01**.
- 27.02 During the time an employee is off work receiving Workers' Compensation benefits:
- a) the employee shall maintain the employee contributions and the Employer shall maintain its contributions to group benefit plans;
  - b) the affected employee shall maintain the employee contributions and the Employer shall maintain its contributions to the pension plan in which the employee is a participant, the contributions to be based upon the maximum compensation level permitted under the Act.
- 27.03 Where, in connection with a Workers' Compensation claim, the Employer requires an employee to provide medical certificates or reports, or to be examined by a medical professional it determines, the Employer shall be responsible for paying the costs of such certificates, reports or examinations unless any of such costs are paid by Workers' Compensation.
- 27.04 If any of the foregoing conflicts with applicable provisions of the Act, the Act shall prevail.

## **ARTICLE 28 – SERVICE AWARDS**

- 28.01(a) An employee of the **Cape Breton University** who is retired because of age or mental or physical incapacity, shall be granted a Service Award the equivalent of:
- (i) one (1) months pay if he has been employed for ten (10) years but less than fifteen (15) years;

- (ii) two (2) months pay if he has been employed for fifteen (15) years but less than twenty (20) years;
  - (iii) four (4) months pay if he has been employed for twenty (20) years or more.
- (b) The amount of Service Award provided under Article 28.01(a) shall be calculated by the formula:

$$\text{bi-weekly rate} \times 26/12 = \text{one month}$$

28.02 The entitlement of an employee to a Service Award shall be based on an employee's total service as defined in Article 1.01(m).

28.03 Where an employee dies and he would have been entitled to receive a Service Award if he had retired from the service of the Employer immediately before his death, the Service Award to which he would have been entitled shall be paid:

- (a) to his beneficiary; or
- (b) to his estate if there is no such beneficiary.

28.04 The salary which shall be used to calculate the amount of the Service Award in accordance with this Article shall be the salary which the employee was receiving on the date of the termination of his employment. In the case of an employee who, for a continuous period immediately prior to becoming eligible for a service award, has been on long term disability, the salary used in the service award calculation shall be the salary the employee was receiving at the time he commenced receiving long term disability benefits. However, if during the period the employee was on long term disability or would have qualified for LTD, there has been a negotiated salary increase and if that employee qualified for retroactive payment, then the salary used in the service award calculation will reflect the rate used in calculating that employee's retro.

## **ARTICLE 29 - TUITION**

29.01 The Employer agrees to waive tuition fees for Members of the bargaining unit, other than term appointees (hereinafter called eligible employees) **employed in that capacity prior to the signing of this agreement (see Schedule "III" for listing of employees)** and their dependent children based on the criteria noted below. **The Memorandum dated 30 May 2005 re: Tuition Fee Benefit and Tuition Scholarship for BScN Degree shall continue to apply.**

**The Employer agrees to waive 50% of tuition fees for Members of the bargaining unit other than term appointees (hereinafter called eligible employees) employed in that capacity after the date of signing of this collective agreement and their dependent children based on the criteria noted below:**

- (a) Dependent Children
  - (i) The tuition fees waived shall be for full-time or part-time credit courses in any undergraduate degree, diploma or certificate programme or their equivalent;
  - (ii) "Dependent Children" shall mean any dependent child of the eligible Member concerned to the end of the academic year of the child's 26<sup>th</sup> birthday, or beyond that date if the child is dependent on the eligible Member by reason of mental or physical disability. The child must be a child for whom the eligible Member is entitled to claim tax credit under the Income Tax Act in the year in which the tuition waiver is requested or a child not over the age of 26 to whom the eligible employee declares that they provide regular financial support. Where the child of an eligible Member is living with and financially dependent on an eligible Member, consideration will be given to extending the tuition waiver up to age 27.
  - (iii) "Tuition fee" shall mean only the basic tuition fee applicable to specific credit courses;
  - (iv) To qualify for the continuation of the waiver, the child must be eligible to **continue in his/her programme.**
- (b) An eligible employee in the bargaining unit, (employed in that capacity prior to the signing of this agreement), subject to the approval of the Employer and, where operational requirements permit, is entitled to enroll in a credit course offered by the **University** outside normal working hours in any undergraduate degree, diploma or certificate programme or their equivalent and receive tuition fee waiver for such course.

**An eligible Member of the bargaining unit (employed in that capacity after the signing of this agreement) is, subject to the approval of the Employer and, where operational requirements permit, entitled to enroll in a credit course offered by the University outside normal working hours in any undergraduate**

**degree, diploma, or certificate programme or their equivalent, and receive a tuition fee waiver of 50% for such course.**

(c) Spousal Waiver

A tuition waiver of 50% will be provided to the spouse of an eligible **Member** enrolled in a credit course(s) **in any undergraduate degree, diploma, or certificate programme or their equivalent** where the eligible Member has been employed for two or more years prior to the date on which the course will commence.

(d) Admission Criteria

Admission to credit courses shall be subject to:

- (i) the normal prerequisite admission requirements;
- (ii) the availability of free space within the credit course;
- (iii) available space within a given credit course shall be first given to students paying full tuition fees;
- (iv) courses delivered by tutorial or distance delivery are ineligible for tuition waiver.

**Tuition Waiver Benefit and Tuition Scholarship Plan does not apply to the following:**

- (a) Students enrolled in graduate courses;**
- (b) Students involved in an International Exchange Program.**

(e) Death or Retirement of an Eligible Member

The above will continue to apply to the spouse and dependent children of currently employed eligible Members after their death or retirement.

- (f) **A Member who has been employed on a continuous basis for a minimum of 20 years and has been absent from work due to illness, accident or disability and has subsequently had his/her employment terminated will be deemed a retired employee for the purposes of tuition waiver benefit as per the article.**

**29.02 Tuition Scholarship**

- (a) **Where the dependent child or spouse of a Member (as defined herein) meets the eligibility criteria and conditions for Tuition Fee Benefit as set out in clause 29.01 above and meets the academic**

standards set out in Schedule IV, the tuition benefit may be replaced by a tuition scholarship to the student in an amount equal to the applicable tuition benefit.

- (b) Students awarded a tuition scholarship will not be eligible for the tuition fee benefit.
- (c) It is understood that these funds described as “tuition scholarship” are not a budget amount with CBU’s budget under current practice and will not be charged against the endowed or non-endowed scholarship lines in CBU’s budget. If the Canadian Institute of Chartered Accountants’ (CICA) general accounting and auditing principles (GAAP) requires different treatment of this particular tuition scholarship option which would have a negative impact on CBU’s budget, the Employer has the right to discontinue the tuition scholarship option following consultation with the Union.
- (d) The continuation of this benefit is subject to all legal requirements and, without limiting the generality of this qualification, it is agreed that should taxation law and/or rulings or interpretations from the Canada Revenue Agency (CRA) deem this Tuition Scholarship a taxable benefit for the Member, this option will be discontinued.

## **ARTICLE 30 - PARKING**

30.01 Employees may park their cars, at no cost, as at present, in the area around the MacDonald Residence.

## **ARTICLE 31 – SAFETY AND HEALTH**

31.01 The Parties agree that occupational health and safety is a shared responsibility among the Employer, each employee in the bargaining unit, and the Union. They acknowledge that the provisions of the *Occupational Health and Safety Act*, S.N.S., 1996, Chap. 7 (the “Act”) and its Regulations contains a comprehensive framework and mechanisms to effect a healthy and safe workplace at the **University**. Accordingly, it is agreed that each will observe their legal obligations under the said legislation. In the event it is alleged that any of them is in violation of their said obligations, any person adversely affected by such violation shall be required to pursue remedies provided by such legislation by following the procedures

contained therein, and not grievance or arbitration under this Agreement, except that the grievance and arbitration provisions of this Agreement shall apply where it is alleged that the Employer has failed to pay salary or a benefit entitlement, or has taken, or threatened to take discriminatory action, contrary to the relevant provisions of the Act.

- 31.02 The Employer shall provide marked areas, equipped with first-aid kits, for the use of employees who are either injured or taken ill during working hours.
- 31.03 The Employer will provide and maintain those facilities, equipment, supplies, procedures, training and services required by the Act to protect the health and safety of employees as they carry out their employment responsibilities on the Employer's premises.
- 31.04 (a) The Employer agrees to continue a **University**-wide Joint Health and Safety Committee (the "Committee") comprised of representatives of the unions, representatives of other relevant constituent groups, and the Employer.
- (b) An employee who is a member of the Committee is entitled to time off from work with pay, as is necessary, to attend meetings of the Committee, to take any training prescribed by the Act or its Regulations, and carry out the employee's functions as a member of the Committee. On a case by case basis, the Employer will consider granting time off with pay to an employee Committee member for the purpose of taking training recommended by the Committee.
- 31.05 The Employer will consult with the Union with a view to adopting and expeditiously carrying out reasonable procedures and techniques designed or intended to prevent or reduce the risk of employment injury and employment related chronic illness.
- 31.06 In the interests of occupational safety and health of employees, the Employer will continue to provide in-service programs of instruction as recommended and approved by the Committee.
- 31.07 The Employer shall provide, and the employees shall make use of, protective equipment, whenever such equipment is required by the Act or its Regulations for the safe and healthy performance of their employment responsibilities.
- 31.08 A pregnant employee may request a job reassignment prior to commencing her pregnancy leave by forwarding a written request to the Employer

together with written certification from a duly qualified medical practitioner that she is pregnant and that her continued use of machinery or equipment in the workplace may pose a threat to her health or that of her unborn child. The Employer reserves the right to require the employee to be assessed on the latter point, at its expense, by a physician of its choice. Upon receipt of such request and provision of such proof, the Employer will endeavor to assign the pregnant employee to an alternative position, or to alternative duties, or make some other arrangement mutually satisfactory to the employee and the Employer. If no such arrangement can be made, the employee shall commence her pregnancy leave early.

## **ARTICLE 32 – PROTECTIVE SAFETY ARTICLES**

- 32.01 Employees shall be entitled to be reimbursed for the cost of the following: work clothing which will include, but not be limited to, coveralls, insulated coveralls and safety shoes of suitable quality to a maximum in total of **\$350.00** per fiscal year upon providing receipts satisfactory to the Employer.
- 32.02 All employees are required to wear safety equipment and protective clothing as directed by the Employer. Failure to do so will be just cause for discipline.
- 32.03 The Employer shall provide, at no cost to the employees, work gloves and/or safety glasses and appropriate rain gear (including boots) to employees required to work outdoors during wet weather.
- 32.04 Where conditions of employment are such that an employee's coveralls may be unreasonably soiled, the Employer shall pay for laundering of such coveralls.

## **ARTICLE 33 – TECHNOLOGICAL CHANGE**

- 33.01 The Employer agrees to provide as much advance notice as it practicable but not less than three (3) months notice to the Union of technological change in equipment or methods which would result in changes in the employment status or working conditions of employees, as provided for in this Agreement. In addition, the Employer agrees to consult with the Union with a view to resolving problems which may arise as a result of the introduction of such technological change.

33.02 In the event of technological change or other change causing job elimination, the Employer will seek ways and means of minimizing adverse effects on employees which might result from such change. If a reduction in the working force is to be made, employees will be laid off and recalled in accordance with the provisions of Article 21.

## **ARTICLE 34 – JOB POSTING AND FILLING OF VACANCIES**

34.01 If existing employees with the necessary qualifications are available, the Employer shall make promotion from within its existing employees on the basis of job performance and ability and if two or more of such employees in the Employer's opinion are equal in job performance and ability, the employee with the most bargaining unit seniority will be awarded the promotion. To be considered qualified, an applicant must meet the minimum requirements set forth in the job description for the position. The Employer may advertise externally and receive applications for such position from external candidates at the same time it posts the available position, provided, however that no external candidate will be considered until the Employer has fully processed all applicants who are existing employees in the Bargaining Unit and has determined that no current bargaining unit applicant is qualified.

34.02 All position vacancies (including newly created bargaining unit positions) shall be posted for period of at least five (5) full working days. Locations for postings shall be:

- (a) Notice Board outside Mailroom.
- (b) Lunch room located in the Boiler Room.
- (c) Staff Lounge in B-Wing and C-Wing.

34.03 When the Employer determines there is a vacancy needed to be filled in a permanent Bargaining Unit position, it shall post such vacancy within a reasonable time from such determination, or if a significant delay occurs, the reason for not posting such position will be communicated to the Local President.

34.04 Within thirty (30) calendar days of the closing date of a posting, a general announcement shall be posted on the results or, where this is not practicable, applicants will be advised of the delay.

34.05 The Employer shall supply a copy of all postings to the Union.

34.06 When an employee submits an application for a posting for which he was not successful, the employee may request the reasons therefore from the Chair of the hiring committee.

The Employer agrees that positions within the bargaining unit shall remain part of the bargaining unit.

## **ARTICLE 35 - EXCLUSIONS**

35.01 It is acknowledged that there is difficulty in establishing a service-wide policy for determining managerial and/or confidential exclusions. The Parties further agree that cognizance shall be given to the type of organization and to the degree to which employees at varying levels are involved in the process of employer-employee relations.

The Parties to this Agreement agree that managerial exclusions shall be determined by negotiation and mutual agreement between the Employer and the Union.

35.02 The guidelines to be considered in negotiating exclusions shall be:

- (a) position incumbents employed for the primary purpose of exercising senior management functions;
- (b) position incumbents employed in a confidential capacity in matters relating to labour relations;
- (c) a sufficient number of position incumbents to represent management in matters relating to labour relations, taking into account both operational and geographic considerations.

35.03 In the event that both Parties are unable to agree on what positions should be excluded, either party may apply to the Labour Relations Board, Province of Nova Scotia, for a hearing on the question. The decision of the Labour Relations Board will then be binding on both parties.

## **ARTICLE 36 – PAY AND CLASSIFICATION**

36.01 Rates of pay contained in the appended Salary Schedule I form part of this Agreement.

- 36.02 The Employer agrees to provide the President of the Union with a copy of a job description for each of the positions listed in Schedule I of this Agreement.
- 36.03 Overtime, shift differential, standby, callback and meals shall be calculated and paid separately. The pay stub will clearly indicate the totals under each heading.
- 36.04 There shall be no pyramiding of any of the premiums provided for under this Agreement.
- 36.05 An employee who, at the direction of the Employer, is required to perform the principal duties of a higher job classification shall receive acting pay, on an hour for hour basis, at the regular rate of the higher classification or 10% more than the regular rate of the employees current job classification, whichever is less.

## **ARTICLE 37 – CONTRACTING OUT**

- 37.01 The Employer agrees not to contract out work which is well established as being work which is part of the regular work duties and responsibilities of the employees in the bargaining unit until the Union (the Shop Steward of the Local **and the Employee Relations Officer of NSGEU**) has been advised in writing and reasonable consideration has been made by the Employer of suggestions from the Union of means by which some or all of the work involved in the proposed contracting out may be done by employees in the bargaining unit who are presently willing, available, and qualified to do such work.
- 37.02 It is agreed that members of the bargaining unit shall not be laid off as a result of work which they are qualified to perform being contracted out to other sources.
- 37.03 If the Employer sells or transfers its business, either within the jurisdiction of the Province of Nova Scotia or of the Government of Canada, it will fully comply with all of its legal obligations under the Nova Scotia *Trade Union Act* or the *Canada Labour Code*, whichever is applicable.
- 37.04 Subject to the above provisions, employees of the bargaining unit will perform all maintenance work to structures and areas presently being maintained by them, as well as on new structures.

## ARTICLE 38 - SENIORITY

38.01 For the purpose of this article:

- (a) "Service with the Employer" means the length of service as defined in Article 1.01(m) of this Agreement.
- (b) "Bargaining Unit Seniority" means total accumulated continuous employment within the bargaining unit from date of hire. Subject to the attached Schedule II, the date of hire shall be the commencement date of the most recent period of continuous employment in a position in the bargaining unit.

38.02 Bargaining Unit Seniority will be recognized in the following matters:

- (a) vacation scheduling;
- (b) leaves of absence;
- (c) effects of technological change;
- (d) layoffs and recall; and
- (e) promotions
- (f) transfers
- (g) training

Transfer shall mean a lateral position re-appointment within a specific job classification to fill a vacancy.

38.03 The Employer shall maintain a list (Service With the Employer and Bargaining Unit Seniority), and shall give a copy of the list to the President of the Local and the MOS Shop Steward no later than June 1<sup>st</sup> of that year.

38.04 An employee shall not lose seniority rights if, for a period of up to eighteen (18) continuous months, he is absent from work because of sickness (where LTD has not been approved), or accident (where Workers' Compensation has not been approved), layoff, or a leave approved by the Employer pursuant to either Article 11 or 17.

38.05 For the purpose of this Article, and in particular, Bargaining Unit seniority, it is agreed that the following are the job classifications of the positions in the Bargaining Unit:

- (1) Carpenter
- (2) Plumber
- (3) Electrical - Mechanical
- (4) Electrician

- (5) General Maintenance
- (6) Heating Plant Operator
- (7) Rink Attendant (Stationary Engineer - Refrigeration)

## **ARTICLE 39 – STANDBY AND CALLBACK**

- 39.01 Employees who are required by the Employer to standby shall receive standby pay of one (1) hours pay at the employee's straight time hourly rate for each eight (8) hour standby period.
- 39.02 An employee designated for standby duty shall be available during his period of standby duty at a known telephone number, and be able to report for duty as quickly as possible if called.
- 39.03 No compensation shall be granted for the total period of standby if the employee is unable to report for duty when required.
- 39.04 (a) An employee who is called to work and who reports for work shall be compensated, in addition to standby pay, for a minimum of four (4) hours at the straight time rate for the period worked, or the applicable overtime rate, whichever is greater.
- (b) An employee who is called to work for snow removal and who reports for work shall be compensated, in addition to standby pay, for a minimum of four (4) hours at the straight time rate for the period worked, or at double time, whichever is greater.**
- 39.05 The minimum guarantee of four (4) hours pay at the straight time rate shall apply only once during each period of standby.
- 39.06 Employees called back to work (except when the time is continuous with the start or finish of the employee's regular scheduled hours) shall be reimbursed for transportation to and from the place of work at the rates provided in Article 25 or a minimum of **five (\$5.00)** dollars.
- 39.07 Employees called back to work and who are required to work through a normal meal break (lunch - 12:00 to 1:00 pm or dinner - 5:00 to 6:00 pm) will be reimbursed his expenses for each meal in the amount of **\$8.00**, except where free meals are provided.
- 39.08 Employees called back to work during hours other than above in 39.07 shall receive a meal allowance of \$8.00 at the completion of two hours and \$8.00 for every four (4) hour period thereafter.**

## **ARTICLE 40 – SHIFT DIFFERENTIAL**

40.01 Employees who are required to work a complete evening or night shift, of which one-half or more falls between the hours of 6:00 p.m. one day and 6:00 a.m. of the following day, shall be paid a **shift** differential as **follows**:

**Effective the date of signing of the Collective Agreement - six dollars and seventy-five cents (\$6.75) for each shift (as above).**

**The shift differential will increase to the following amounts effective the dates indicated.**

**Effective August 1, 2007 – seven dollars (\$7.00) per shift.**

**Effective August 1, 2008 – seven dollars and fifty cents (\$7.50) per shift.**

## **ARTICLE 41 – WASH-UP TIME**

41.01 Where there is a clear-cut need, wash-up time to a maximum of fifteen (15) minutes shall be permitted immediately before the end of a shift.

## **ARTICLE 42 – PAYMENT OF CERTIFICATIES AND EXAMINATIONS**

42.01 Where the Employer requires an employee to submit medical certificates or reports to it, or where the Employer requires an employee undergo a medical examination, the Employer shall be responsible to pay all costs associated with obtaining such certificates or reports.

## **ARTICLE 43 –SICK LEAVE**

**43.01 (a)** Sick leave means the period of time an employee is absent from work by virtue of being sick or disabled, or because of an accident for which Workers' Compensation is not payable under the *Workers' Compensation Act* and as a result of which the employee is unable to perform his duties.

**(b) However, should an employee be injured during the performance of their duties at CBU and in receipt of Workers' Compensation benefits, the Employer will top-up the employee's entitlement**

**under Workers' Compensation to equal 100% of the employee's salary. Such top-up will be deducted from the employee's sick leave bank. For example, top-up from 75% Workers' Compensation will equal 25% or a ¼ day of sick leave per full day of Workers' Compensation.**

- 43.02 Employees in the bargaining unit as of November 3, 2000 shall have a short term disability benefit for a period of 87 days per year.
- 43.03 This short term benefit may be used for day-to-day incidental illness and to provide income protection during the elimination period for Long Term Disability (LTD). The elimination period starts when an employee first becomes totally disabled and ends after a period of 15 weeks of continuous total disability. If the disability is not continuous, the days the employee is disabled will be accumulated to satisfy the elimination period provided no interruption is longer than two (2) weeks and the disabilities arise from the same or related disease or injury. During the elimination period, it is the responsibility of the employee to make application for LTD benefits. Reinstatement of the 87 day benefit shall occur April 1<sup>st</sup> of each year.
- 43.04 Full-time employees who were hired in that capacity after November 3, 2000 shall earn sick leave at a rate of 1 day for each month in which an employee has worked at least fifteen (15) days (vacation will be counted as days worked for this purpose), to a maximum accumulation of 87 days. These credits shall accumulate on a pro-rated basis for term employees in the bargaining unit. Once an employee reaches the maximum accumulations of 87 days, he shall be entitled to the benefits in accordance with 43.03.
- 43.05 An employee shall be granted sick leave with pay when he is unable to perform his duties for the reasons described in 43.01 and provided he has the necessary sick leave credits.
- 43.06 An employee may be required to undergo, without cost to him, medical examination(s) by a physician(s) of the Employer's choice. This would normally not be required unless the employee's absences on sick leave are either frequent or prolonged.
- 43.07 Sick leave shall not apply where an employee is already on leave of absence, including vacation, holidays, or any other leave specified in this Agreement and after completion of the appointment of a term employee in the bargaining unit.

43.08 In the case of absence of an employee due to illness, the employee must notify his manager or his delegate at a reasonable time before the commencement time of his normal day's work. In the case of an employee leaving work because of sickness, the employee's manager must be notified immediately. The Employer reserves the right to receive proof of illness satisfactory to the Employer.

## **ARTICLE 44 – LEGAL COUNSEL**

44.01 a) Where an employee, as a result of acting lawfully in the performance of his duties, without negligence or willful misconduct, is prosecuted or sued by a party other than Her Majesty the Queen or the Employer, the Employer shall undertake to defend him, to the extent of providing the Employer's legal counsel, or counsel provided pursuant to the terms of the Employer's insurance policy, or other legal counsel, as the Employer shall determine.

(b) An employee shall not be considered to be acting outside the scope of his duties because of a mere error in judgment made in good faith.

(c) In order to qualify for such legal assistance, the employee shall be obligated to cooperate fully in all respects with both the Employer and the legal counsel provided to such employee.

(d) In the event the employee voluntarily retains his own legal counsel with respect to such matter, the Employer shall be relieved of all obligations under this Article.

44.02(a) If the Employer subsequently concludes that the employee claimant intentionally misled the Employer and was not qualified for such legal assistance, any reasonable costs paid by the Employer to such legal counsel shall be repayable by the employee.

(b) If the Employer concludes that the claimant does not qualify, the Employer shall have the right to withdraw such legal counsel from proceedings upon reasonable notice.

(c) If the Employer fails to provide legal assistance which should have been provided under this Article, the employee may file a grievance for recovery of all legal costs reasonably incurred by the employee because of such failure.

## **ARTICLE 45 – TERM OF AGREEMENT**

**45.01 This Agreement shall be in effect for a term beginning from 1 August 2006 to 31 July 2009. All provisions of this agreement shall, unless otherwise stated, be effective from the date of the signing of this agreement. After 31 July 2009, this agreement shall be automatically renewed thereafter for successive periods of twelve (12) months unless either party requests the negotiation of a new agreement by giving written notice to the other party within the two (2) month period preceding the date of expiry of the Agreement.**

45.02 Where notice is given under Article 45.01:

- (a) the parties shall commence collective bargaining within fourteen (14) days after the notice is given, or within such further period as the parties may mutually agree; and
- (b) the provisions of this Agreement or any renewal thereof, shall continue in force until a new agreement is signed, or the right to strike or lockout accrues, whichever first occurs.

45.03 Any change deemed necessary in this Agreement may be made by mutual agreement, in writing, at any time during the life of this Agreement.

45.04 Except as otherwise provided, all provisions of this Agreement shall be prospective from date of signing of this Agreement.

45.05 Salary scales, effective for the periods 1 August **2006** to 31 July **2007**, 1 August **2007** to 31 July **2008**, 1 August **2008** to 31 July **2009**, as per Schedule I attached shall apply in each of those periods. Such scales shall apply retroactively to all employees in the bargaining unit who were employed continuously from 1 August **2006**, and are still employed on the date of the signing of this Agreement and also to full-time continuous employees who retired after 1 August **2006**, for those full pay periods worked from that date until their date of retirement, and also to full-time continuous employees who commenced long term disability after 1 August **2006**, for those full pay periods worked from that date until the date they commenced long term disability.

## SCHEDULE I - SALARIES

	<b>Class</b>	<b>Effective Date</b>	<b>Step I</b>	<b>Step II</b>
Carpenter Plumber Electrical-Mechanical Electrician	<b>A MOS 17</b>	1-Aug 2006	\$39,305.22	\$40,107.37
		1-Aug-2007	\$40,484.38	\$41,310.59
		1-Aug-2008	\$41,698.91	\$42,549.91
Rink Attendant	<b>B MOS 12</b>	1-Aug 2006	\$37,022.02	\$37,777.58
		1-Aug-2007	\$38,132.68	\$38,910.91
		1-Aug-2008	\$39,276.66	\$40,078.23
General Maintenance Heating Plant Operator	<b>C MOS 9</b>	1-Aug 2006	\$34,890.50	\$35,602.55
		1-Aug-2007	\$35,937.21	\$36,670.62
		1-Aug-2008	\$37,015.33	\$37,770.74

## **SCHEDULE II - BARGAINING UNIT SENIORITY**

**Name**

**Seniority Date**





Student Services

Date

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Tuition Scholarship Granted?

Yes

No

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Awards Committee

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Date

## LETTER OF UNDERSTANDING

The Employer shall continue to provide a microwave oven in the employee lunchroom. The MOS unit agrees to adequately keep the microwave oven secured.

The Board of Governors  
Cape Breton University

Nova Scotia Government and General  
Employees Union, Local 18  
Maintenance Classification (MOS)

Wayne Beaton

Joan Jessome

Gordon MacInnis

Michelle Kehoe, ERO

Donnie MacIssac

Ed Leblanc

Anthony Secco

Hugh MacDonald

Martin MacDonald

Lois Devoe

Witness

Witness

Dated at Sydney, Nova Scotia this 28<sup>th</sup>, day of June 2007.

Dated at Sydney, Nova Scotia this 28<sup>th</sup>, day of June 2007.

Board of Governors  
Cape Breton University

Nova Scotia Government and General  
Employees Union, Local 18, Maintenance  
Classification (MOS)

Wayne Beaton

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Martin MacDonald

Lois Devoe

---

Witness

BSCN LETTER

CAPE BRETON  
UNIVERSITY

MEMORANDUM

30 May 2005

TO: All Employees  
FROM: Brian D. Siegner, Director, Human Resources  
RE: Tuition Fee Benefit and Tuition Scholarship for BScN Degree

File: 8300  
Ref: BS05-056

*BRIAN*

Certain credit courses in the Bachelor of Science in Nursing degree offered jointly by Cape Breton University (CBU) & St. Francis Xavier (St.FX), which are delivered at CBU by faculty from both universities, do not fully qualify for the Tuition Fee Benefit or Tuition Scholarship Plan.

The reasons for this are that some of the credit courses associated with this degree belong to St.FX and the two universities jointly award the degree. The number of qualified students wishing to attend this program at CBU has consistently exceeded the number of seats available. As well, the tuition revenue is shared by both universities as is the related funding received from the provincial government.

Therefore, in order to remove any confusion concerning the applicability of these, this is notice that CBU will apply the following interpretation effective 1 September 2005 when administering applications:

1. Credit courses in the BScN degree program offered at CBU and which belong to St.FX will not be eligible for consideration under the Tuition Benefit and Tuition Scholarship benefit;
2. Credit courses in the BScN degree program offered at CBU and which belong to CBU will be eligible for consideration under the Tuition Benefit and Tuition Scholarship benefit;
3. If the BScN degree program offered at CBU continues to have more qualified applicants than seats available then applications under the Tuition Benefit and Tuition Scholarship benefit will not be considered in view of the "Admission Criteria" as outlined in the relevant Policy or Collective Agreement.

Matters of timing related to the Tuition Fee Benefit & Tuition Scholarship Plan:

Human Resources Department  
PO Box 5300, Sydney, NS, B1P 6L2  
Ph: (902) 563-1157 / Fax: (902) 563-1458 / email - brian\_siegner@capebretonu.ca