

SOURCE	Union		
EFF.	97	04	01
TERM.	96	06	30
No. OF EMPLOYEES	21		
NOMBRE D'EMPLOYÉS	ll		

**COLLECTIVE AGREEMENT**

**between**

**CHILD DEVELOPMENT CENTRE  
Whitehorse, Yukon Territory**

**and**

**PUBLIC SERVICE ALLIANCE OF CANADA**

**expiry date:  
June 30, 1996**

9 - 9 1995

**CULE I & II**

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## TABLE OF CONTENTS

	<u>Page</u>
ARTICLE 1 - Purpose of Agreement and Definitions .....	1
1.01 Purpose of Agreement .....	1
1.03 Definitions .....	1
ARTICLE 2 - Management Rights .....	1
2.01 General Rights .....	1
2.02 Direction of Employees .....	1
2.03 Employer Rules .....	2
ARTICLE 3 - Application .....	2
ARTICLE 4 - Union Recognition .....	2
ARTICLE 5 - Union Security and Union Dues Authorization .....	2
ARTICLE 6 - Appointment of Union Representatives .....	3
ARTICLE 7 - Time <del>OFF</del> for Union Business .....	3
ARTICLE 8 - Information .....	4
ARTICLE 9 - Bulletin Board Space .....	5
ARTICLE 10 - Contracting Out .....	5
ARTICLE 11 - No Discrimination .....	5
ARTICLE 12 - Definition of Employee Status & Benefit Entitlement .....	6
12.01 Regular Full-Time Employees .....	7
12.02 Regular Part-Time Employees .....	7
12.03 Casual Employees .....	7
12.04 Term Employees .....	8
ARTICLE 13 - <b>Hours</b> of Work .....	8
ARTICLE 14 - Classification and Reclassification .....	9
ARTICLE 15 - Statement of Duties .....	9
ARTICLE 16 - Overtime .....	10
ARTICLE 17 - Transportation & Meals .....	10
ARTICLE 18 - Pay Administration .....	11

---

## TABLE OF CONTENTS

	<u>Page</u>
ARTICLE 19 - Community Allowance .....	12
ARTICLE 20 - Yukon Bonus .....	12
ARTICLE 21 - General Holidays .....	12
ARTICLE 23 - Probationary Employees .....	13
ARTICLE 24 - Seniority .....	13
24.01 Definition .....	13
24.02 Seniority - Maintained and Accumulated .....	14
ARTICLE 25 - Employee Evaluation .....	14
ARTICLE 26 - Promotions and Transfers .....	15
ARTICLE 27 - Acting Assignments .....	16
ARTICLE 28 - Staff Training and Development .....	16
ARTICLE 29 - Discipline .....	17
ARTICLE 30 - Grievance Procedure .....	18
ARTICLE 31 - Safety and Health .....	19
ARTICLE 32 - Vacation Leave .....	20
ARTICLE 33 - Bereavement Leave .....	20
ARTICLE 34 - Leave (Sick/Special) .....	21
34.01 Accumulation., .....	21
34.02 Qualifying Time .....	22
34.03 Payment of Sick/Special Leave .....	22
34.04 Benefits Accrued .....	22
34.05 Expiration of Credits .....	22
34.06 Enforceable Legal Claims .....	23
34.07 Additional Leave .....	23
34.08 Appointments .....	23
34.09 Notice Required .....	23
ARTICLE 35 - Leave (Unpaid) .....	23
ARTICLE 36 - Court Leave .....	24
ARTICLE 37 - Workers' Compensation .....	24

---

## TABLE OF CONTENTS.

	<u>Page</u>
ARTICLE 38 - Maternity Leave .....	25
ARTICLE 39 - Adoption Leave .....	26
ARTICLE 40 - Parental Leave .....	27
ARTICLE 41 - Labour - Management Relations Committee .....	28
ARTICLE 42 - No Strikes or Lockouts .....	28
ARTICLE 43 - Legal Costs .....	28
ARTICLE 44 - Layoff .....	29
44.01 Parties to Meet .....	29
44.02 Purpose of Lay-off Provisions .....	29
44.03 Definition of " <i>Temporary</i> " and " <i>Permanent</i> " Lay-off .....	29
44.04 Notice to Union .....	29
44.05 Notice of Lay-off .....	29
44.06 Lay-off in Reverse Order of Seniority .....	30
44.07 Retention of Seniority and Benefits on Lay-off .....	30
44.08 Temporary Lay-off .....	30
44.09 Benefits Continue .....	31
44.10 Recall Period .....	31
44.11 Leave of Absence .....	31
ARTICLE 45 - Duration, Renewal and Retroactivity .....	31
APPENDIX "A"	
Salary Scales .....	33
APPENDIX "B"	
Seniority of Employees as of November 1994 .....	35
APPENDIX "C"	
MEMORANDUM OF UNDERSTANDING - Safety and Health .....	37
APPENDIX "D"	
MEMORANDUM OF UNDERSTANDING - Signing Bonus .....	40
APPENDIX "E"	
MEMORANDUM OF UNDERSTANDING - Board of Directors Meetings .....	41
APPENDIX "F"	
MEMORANDUM OF UNDERSTANDING	
- Salaries, Pension Plan, Benefits Package .....	42

---

## TABLE OF CONTENTS

	<u>Page</u>
APPENDIX "G" MEMORANDUM OF UNDERSTANDING - Staff Liaison Committee . . . . .	43
APPENDIX "H" MEMORANDUM OF UNDERSTANDING - Re: Article 27 - Acting Pay for Education Assistants . . . . .	45
APPENDIX "I" MEMORANDUM OF UNDERSTANDING - Re: Article 32 - Vacation Leave . . . .	46
APPENDIX "J" MEMORANDUM OF UNDERSTANDING - Re: Article 7.08 - Leave of Absence for Elected Union President . . . . .	47
APPENDIX "K" MEMORANDUM OF UNDERSTANDING - Re: Salary Increases for Specific Employees . . . . .	49
APPENDIX "L" MEMORANDUM OF UNDERSTANDING - Re: Establishment of a Code of Ethics	50
APPENDIX "M" MEMORANDUM OF UNDERSTANDING - Re: Amend CLRB Certificate to Include Secretary in Bargaining Unit . . . . .	51
CHILD DEVELOPMENT CENTRE EDUCATION LEAVE POLICY . . . . .	52

## **ARTICLE 1 - Purpose of Agreement and Definitions**

### **1.01 Purpose of Agreement**

The purpose of the Agreement is to maintain a harmonious and mutually beneficial relationship between the Employer and its employees and between the Employer and the Union, and to set forth certain terms and conditions of employment relating to remuneration, hours of work, benefits and general working conditions affecting employees covered by the Agreement. The purpose of the Agreement is also to develop and maintain the best possible service to clients, in keeping with the objective set out in the Constitution of the Child Development Centre Society.

**1.02** The parties to the Agreement share a desire to provide quality service, to maintain professional standards, to recognize the value of joint decision making in matters relating to service delivery to clients, to promote the well-being and increased efficiency of employees so that the children of the Yukon and their parents will be well and effectively served and to establish, within the framework provided by law, an effective and professional working relationship.

### **1.03 Definitions**

**Bargaining Unit** - all employees described in the certificate issued on June 10, 1991 by the Canada Labour Relations Board covering employees of the Child Development Centre.

**Bargaining Unit Work** - work regularly done by any member of the bargaining unit.

**Day** - a calendar day, unless otherwise specified.

**Employee** - a member of the bargaining unit as defined above.

**Employer** - the Child Development Centre Society.

**Partner** - the person with whom the employee has lived as a couple for a period of one year, or the person to whom the employee is married and resides with.

**Summer Break** - the *sixty* one days prior to Discovery Day (third Monday in *August*).

**Union** - the Public Service Alliance of Canada and/or the Yukon Employee's Union.

## **ARTICLE 2 - Management Rights**

### **2.01 General Rights**

The management of the Centre is vested exclusively in the Employer. All functions, rights, powers and authority which the Employer has not specifically abridged, delegated or modified by the Agreement are recognized by the Union as being retained by the Employer.

### **2.02 Direction of Employees**

The direction of employees, including the hiring, dismissal, promotion, and demotion is vested exclusively in the Employer except as may be otherwise specifically provided in the Collective Agreement.

### **2.03 Employer Rules**

Employees shall be governed by rules adopted by the Employer and publicized on notice boards, or by general distribution, provided that such rules are not in conflict with the Agreement.

## **ARTICLE 3 - Application**

**3.01** The provisions of this agreement apply to the Union, the employees, and the Employer.

## **ARTICLE 4 - Union Recognition**

**4.01** The Employer recognizes the Union as the exclusive bargaining agent for all employees for whom the Union has been certified as the bargaining agent.

**4.02** The Employer agrees that there shall be no intimidation or discrimination against any employee by reason of her/his membership in the Union, and the Union agrees that there shall be no intimidation or discrimination on its part towards any employee, the Employer, or any employees who are excluded from the bargaining unit.

**4.03** The Employer agrees that, given reasonable notice to the Employer by the Union, an accredited representative of the Union appointed under Article 6 may be allowed access to the work premises for the purpose of investigating a grievance or a complaint by an employee or the Union. Such permission will not be withheld unreasonably.

**4.04** Where an accredited representative of the Union enters the work premises as provided in 4.03, she/he shall report to the Executive Director or her/his designate before approaching any employees.

## **ARTICLE 5 - Union Security and Union Dues Authorization**

**5.01** All employees for whom the Union has been certified as the bargaining agent shall be required to pay the Union (through monthly payroll deduction) a sum of money equivalent to the membership dues of the Union. The Employer shall ensure that Union Dues Authorization forms are signed by new employees following commencement of employment.

**5.02** An employee who declares in an affidavit that:

- a) she/he is a member of a religious organization registered under the Income ~~Tax~~ Act,
- b) her/his religious organization prevents her/him from joining a union or making financial contributions to a union, and
- c) that she/he will make a contribution to a charitable organization of her/his choice equivalent to **union dues** shall not be subject to the provisions of this Article.

**5.03** Subject to Clause 5.02 above, membership in the Union shall be a condition of employment for all employees for whom the Union has been certified as bargaining agent.

**5.04** The Union shall inform the Employer in writing of the authorized bi-weekly deduction to be checked off for each employee defined in Clause 5.01.

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- 5.05** Deductions for union dues shall only be made to the extent that earnings are available. Where an employee does not have sufficient earnings in any pay period to permit deductions, the Employer shall not make such deductions from subsequent salary.
- 5.06** No employee organization, as defined by the Canada Labour Code, other than the Union, shall be permitted to have membership dues and/or other monies deducted by the Employer from the pay of employees in the bargaining unit.
- 5.07** The amounts deducted in accordance with the Clause 5.01 shall be remitted to the Comptroller of the Alliance by cheque within a reasonable period of time after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on her/his behalf.
- 5.08** The Employer agrees to type on each employee's **T-4** slip the amount of union dues paid during the year.
- 5.09** No employee shall be required or permitted to make a written or verbal agreement with the Employer which may conflict with the terms of this agreement.

## **ARTICLE 6 - Appointment of Union Representatives**

- 6.01** The Employer acknowledges the right of the Union to appoint employees as representatives.
- 6.02** The Union shall determine the number of representatives and the jurisdiction **of** each representative, having regard to the plan of organization, the distribution **of** employees at the work place and the administrative structure implied by the grievance procedure covered by this agreement.
- 6.03** The Union shall provide the Employer with a list **of** its accredited representatives and will inform the Employer of any revision to the list that may be made from time to time, and the Employer shall provide the Union upon request with a list of employees representing the Employer at the various levels of the grievance process.

## **ARTICLE 7 - Time Off for Union Business**

- 7.01** If the requirements **of** clauses 7.02 and 7.03 are met, a union representative appointed under Article 6 shall not suffer any loss of pay as a result **of** undertaking the following responsibilities on behalf of the Union during her/his regularly scheduled **work** time:
- a) investigating a grievance or complaint of an urgent nature
  - b) meeting with management to deal with a grievance
  - c) attending a meeting **of** the Labour-Management Relations Committee under Article **43**, or any other meeting called by management
  - d) attending an arbitration hearing under Article **30.11**
  - e) attending a hearing before the Canada Labour Relations Board, other than a hearing concerning certification, or
  - f) attending meetings with a conciliation officer or conciliation board under the Canada Labour Code.



- 7.02** A union representative shall obtain the permission of her/his immediate supervisor before leaving her/his work to carry out any of the responsibilities listed in Clause **7.01**, which permission shall not be unreasonably withheld.
- 7.03** Only one union representative at one time may undertake any of the responsibilities listed in Clause **7.01** during work time, unless the Employer has specifically requested the involvement of more than one union representative.
- 7.04** **An** employee shall not suffer any loss of pay as a result of:
- a) meeting with management to deal with a grievance
  - b) appearing as a witness for the Employer at any arbitration hearing or a hearing of a conciliation officer, a conciliation board, or the Canada Labour Relations Board, or
  - c) being called as a witness by a conciliation officer, a conciliation board or the Canada Labour Relations Board.
- 7.05** Where operational requirements permit, the Employer will grant leave without pay to a maximum of two employees for the purpose of attending contract negotiation meetings on behalf of the Union. For all purposes besides pay, this time shall be deemed to be time worked for the employees.
- 7.06** If an employee was granted leave without pay to attend the initial contract negotiation meeting on behalf of the Union, she/he shall, notwithstanding the limit of two employees in Clause **7.05**, be granted leave without pay in accordance with Clause **7.05** to attend subsequent contract negotiation meetings.
- 7.07** In addition to the leave without pay described in Clause **7.05**, subject to the Employer's operational requirements, a union representative may be granted up to five (5) **working** days leave without pay at any one time on the same terms set out in Clause **7.05** for the purpose of union business or attendance at conferences or seminars. The Employer shall not be required to grant leaves without pay for more than a total of fifteen (15) working days per **fiscal** year.
- 7.08** The Employer agrees, subject to conditions set out in a Letter of Understanding, to grant leave without pay to an employee who is elected president of the Union.

## **ARTICLE 8 - Information**

- 8.01** The Employer will provide the Union with a monthly report giving the names of each employee hired since the last report, and the employees promoted, demoted, transferred or terminated. The report shall also give the reason for any termination as well as the classification of each employee.
- 8.02** When offering a person employment in the bargaining unit, the Employer will inform the prospective employee of all the terms of Article **5** (Union Security).
- 8.03** At the time of hire, the Employer will inform new members of the bargaining unit, or employees appointed to new positions in the bargaining unit, of the name(s) of the Union representative(s) at their workplace.

- 8.04** The Employer will photocopy and distribute copies of this agreement to new members of the bargaining unit. The cost of copying and distribution will be shared equally by the Employer and the Union.
- 8.05** If this agreement is renewed or amended, the Employer will photocopy and distribute the new version to all members of the bargaining unit. The Employer will send a draft copy to the Union and one to each union representative for their approval before distributing it to members of the bargaining unit.
- 8.06** If a letter of understanding is signed by the parties interpreting or modifying this agreement, the Employer will provide a copy to each employee.

## **ARTICLE 9 - Bulletin Board Space**

- 9.01** The Employer shall provide bulletin board space in a reasonable location clearly identified for the use of the Union for posting notices pertaining to elections, appointments, meeting dates, news items, and social/recreational affairs.

## **ARTICLE 10 - Contracting Out**

- 10.01** The Employer agrees that it will not contract out bargaining unit work that will result in the lay-off or reduction in the regular hours of work of employees within the bargaining unit during the term of this Agreement. Except in cases of emergency, the Employer will **discuss** with the Union any work which it intends to contract out if members of the bargaining unit could perform such work.

## **ARTICLE 11 - No Discrimination**

- 11.01** All employees, and the Employer, are entitled to work in an environment free of discrimination or harassment. The Employer, employees and the Union shall not engage in discriminatory conduct or harassment with each other.
- 11.02** The Employer and the Union subscribe to the principles of the **Yukon Human Rights Act**.
- 11.03** It is the Employer's responsibility to prevent and stop discrimination or harassment in the workplace, including discriminatory conduct or harassment on the part of clients or their representatives.
- 11.04** Harassment may be any one of the following:
- a) **Personal harassment** means any improper behaviour by a person that is directed at and offensive to an employee of the Child Development Centre, which the first person knew or ought reasonably to have known would be unwelcome. Personal harassment comprises objectionable conduct, comment or display that demeans, belittles or causes personal humiliation or embarrassment to the recipient. This includes harassment as described in Section 13 of the Yukon **Human Rights Act**.

- b) Sexual **harassment** means any conduct, comment, gesture or contact of a sexual nature:
  - i) that might reasonably be expected to cause offence or humiliation; or
  - ii) that might reasonably be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.
  
- c) Abuse of **authority** means an individual's improper use of power and authority inherent in the position held, by means of intimidation, threats, blackmail or coercion. This comprises actions which endanger an employee's job, undermine an employee's ability to perform the job or threaten the economic livelihood of an employee. However, it shall not include the legitimate exercise of an individual's supervisory power of authority.

**11.05** For purposes of clarification only, under the **Yukon** Human Rights Act, it is discrimination to treat an employee unfavourably on any of the following grounds:

- a) ancestry, including colour and race,
- b) national origin,
- c) ethnic or linguistic background or origin,
- d) religion or creed, or religious belief, religious association, or religious activity,
- e) age,
- f) sex, including pregnancy, and pregnancy-related conditions,
- g) sexual orientation
- h) physical or mental disability,
- i) criminal charges or criminal **record**,
- j) political belief, political association or political activity,
- k) marital or family status,
- l) actual or presumed association with other individuals or groups whose identity or membership is determined by any of the grounds listed in paragraphs a) to k).

It is not discrimination if treatment is based on:

- a) reasonable requirements or qualifications for the employment,
- b) on a criminal record or criminal charges relevant to the employment,
- c) other factors establishing reasonable cause for discrimination.

**11.06** Disciplinary measures or grievances arising from discriminatory conduct will be handled as quickly and confidentially as possible. Any level of the grievance procedure may be waived by the employee if the person hearing the grievance is the subject of the complaint.

**11.07** Special programs such as affirmative action programs or employment equity programs designed to prevent or reduce disadvantage resulting from systemic discrimination are permitted. Before implementing any such program, the Employer will consult with the **Yukon** Human Rights Commission and the Union.

## **ARTICLE 12 - Definition of Employee Status & Benefit Entitlement**

For the purpose of this Article "regularly scheduled" means any combination of shifts scheduled in advance and issued by the Employer.

Employees at the commencement of their employment and at all times will be kept advised by the Employer into which of the following categories they are assigned.

### **12.01 Regular Full-Time Employees**

Regular full-time employees are those who are regularly scheduled to work 7 1/2 hours per day, 37 1/2 hours per week or equivalent.

#### **Benefit Entitlement**

Regular full-time employees accumulate seniority and are entitled to all benefits of this Agreement.

### **12.02 Regular Part-Time Employees**

Regular part-time employees are those who are regularly scheduled on a consecutive week to week basis, and who work less than 37 1/2 hours per. week.

#### **Benefit Entitlement**

i) Regular part-time employees accumulate seniority and are entitled to all benefits of this Agreement, except the following, which are provided on a pro-rated basis:

- Article 19 - Community Allowance
- Article 20 - Yukon Bonus
- Article 21 - General Holidays
- Article 32 - Vacation Leave
- Article 33 - Bereavement Leave
- Article 34 - Leave (Sick/Special)

### **12.03 Casual Employees**

**Casual** employees are employed to work in the following capacities:

- (1) on call-in basis and *not* regularly scheduled;
- (2) in a temporary work load situation;
- (3) relief in a specific position for a period of ~~six~~ (6) months or less;
- (4) work which is not of a continuous nature, including positions created to carry out special projects, emergencies, and special programs such as:
  - student employment
  - job development grants
  - Canada Works projects

## Benefit Entitlement

Casual employees are not entitled to the following provisions of this Agreement:

- Article 19 - Community Allowance
- Article 20 - Yukon **Bonus**
- Article 21 - General Holidays
- Article 32 - Vacation Leave
- Article 33 - Bereavement Leave
- Article 34 - Leave (Sick/Special)
- Article 35 - Leave (Unpaid)
- Article 36 - Court Leave
- Article 38 - Maternity Leave
- Article 39 - Adoption Leave
- Article 40 - Parental Leave

Except:

Casual employees hired, under Clause 12.03 (3) for a period of over three (3) months:

- 1) will accrue sick leave benefits per Article 34.01, commencing with the fourth month;
- 2) may use sick leave per Article 34.03, excluding special leave; and
- 3) are covered by the provisions of Article 34.05 from the date of hire.

## 12.04 Term Employees

Term Employees will not be hired except as follows:

- (1) to fill a vacancy created by the leave of another employee for a period of more than six (6) months; or
- (2) to fulfil the terms of a contract obtained by the Employer.

## Benefit Entitlement

Term employees are entitled to all benefits of this Agreement; pro-rated where the term employee is part-time.

## ARTICLE 13 - Hours of Work

**13.01** *An* Employee who is unable to report for duty shall give reasonable notice of her/his unavailability.

**13.02** The Employer will provide two (2) paid rest **periods** of fifteen (15) minutes each per full working day.

**13.03** With the approval of the Employer, employees may work flexible hours in order to provide clients with appropriate support, care or therapy. Such approval shall not be withheld unreasonably.

Where flexible hours have been approved, employees will schedule their own off and on duty hours of work in consultation with the Executive Director or designate and with due regard to the requirements of their clients.

Employees shall keep a record of hours worked and shall, wherever possible, schedule time off within a three (3) month period to compensate for extra hours worked during the three (3) month period. If it is not possible to schedule the time off within the three month period, then the employee shall have the option of having her overtime paid out at the appropriate overtime rate according to Article 16, or taking the overtime as time off in lieu at a time mutually agreed to by the employee and Employer.

Any employee who at time of termination or lay-off has accumulated time off during the preceding three months shall be given the time off in lieu or be paid.

## **ARTICLE 14 - Classification and Reclassification**

**14.01** The Employer will give the Union thirty (30) calendar days notice of its intention to eliminate existing classifications as set out in Appendix "A" - Salary Scales.

**14.02** If the Employer creates a new classification, it shall establish the salary structure and notify the Union in writing.

**14.03** If the Employer reclassifies a position as a result of a change in job content, it shall establish the salary structure and notify the Union in writing.

**14.04** If the Union does not respond within thirty (30) days to the notice given under either 14.02 or 14.03 above, the salary structure shall be deemed to be agreed to by the Union.

**14.05** If the Union objects to the salary structure established under either 14.02 or 14.03 above, the parties shall negotiate revisions to the salary structure. The revised salary structures shall be retroactive to the employee's date of employment in the new position or the date of reclassification.

**14.06** If the parties are unable to conclude an agreement on the new or revised salary structure within thirty (30) days of the Employer giving notice under either 14.02 or 14.03 above, the matter may be referred to arbitration in accordance with Article 30 of this Agreement.

## **ARTICLE 15 - Statement of Duties**

**15.01** When an employee is hired or transferred to another position in the bargaining unit, the Employer shall provide her/him with a current and accurate written statement of duties of the position.

**15.02** Upon written request, an employee shall be given a complete and current statement of duties and responsibilities of her/his position.

## **ARTICLE 16 - Overtime**

- 16.01** For the purpose of this agreement, overtime means hours of work in excess of 7.5 hours in a given 24 hour period, or 37.5 hours in a week.
- 16.02** The Employer may request an employee to work a reasonable amount of overtime. Should the employee believe that she/he is required to work more than a reasonable amount of overtime she/he may decline, except where an emergency exists.
- 16.03** Employees shall be compensated for overtime work at one and a half times their normal hourly rate.
- 16.04** Instead of overtime pay, employees may take compensatory leave of one and a half hours for every hour of overtime worked, provided the employee notifies the Employer of her/his preference for compensatory leave prior to the end of the current pay period.
- 16.05** Employees may bank up to 37.5 hours of lieu time to be taken upon an employees' request and with the agreement of their supervisor. Once an employee has accumulated 37.5 hours of lieu time future overtime must be paid out in cash until the 37.5 hours has been reduced.

The 37.5 hours is extended time i.e. the calculation at 1-1/2 time has already been made.

In determining approval of a request to use lieu time, the supervisor will consider operational needs.

An employee who has "banked" time may change their mind and request the payment in cash instead.

Any unused compensatory time remaining in the bank at August 31 each year will be paid out in cash.

- 16.06** Overtime worked, if less than a full hour, shall be compensated for each completed 15 minute period worked.
- 16.07** Overtime shall be authorized in advance by the Employer. Where operational requirements make this impractical, overtime may be authorized retroactively by the Employer.

## **ARTICLE 17 - Transportation & Meals**

- 17.01** Where an employee is requested by the Employer to use her/his personal vehicle for job-related purposes, the Employer will pay her/him an allowance of \$0.385 per kilometre.
- 17.02** No employee shall be required, as a condition of employment, to own a vehicle or to have access to one.
- 17.03** The Employer may require, as a condition of employment, that an employee holding a certain position maintain a valid driver's licence.

**17.04** Where an employee is required to travel for work-related purposes, the Employer will reimburse her/him for actual reasonable expenses supported by receipts to the following maximum amounts:

- a) breakfast \$ 8.85
- b) lunch \$10.70
- c) dinner \$27.30
- d) incidentals \$ 6.00

The Employer agrees to pay this allowance in advance. Incidentals will only be reimbursed when an employee is entitled to a), b) and c) above.

**17.05** Where the Employer provides a vehicle, the Employer will also provide an advance to cover gasoline costs.

**17.06** Notwithstanding Article 17.04, employees travelling within the Yukon who purchase groceries to prepare meals while on travel status will be reimbursed actual grocery expenses supported by receipts, in lieu of meal allowances.

## **ARTICLE 18 - Pay Administration**

**18.01** The wage schedule covering all employees occupying positions shall be set out in Appendix "A", forming part of **this** agreement.

**18.02** The Employer shall pay wages bi-weekly in accordance with Appendix "A" on every other Friday. In the event of a pay day falling on a general holiday, the pay day will be the last banking day before the holiday.

**18.03** Every employee shall receive a statement attached to each cheque showing the gross amount earned, itemized deductions, net amount payable and hours worked.

**18.04** Upon request, advances shall be provided prior to a vacation period. Advances may be granted in other extenuating circumstances.

**18.05** Regular full-time and regular part-time employees shall move to the next increment step on the salary scale set out in Appendix "A" on each anniversary date, subject to satisfactory service with the Employer.

Term employees and ~~Casual~~ employees shall move to the next increment step on the salary scale upon completion of 1950 hours of satisfactory service with the Employer.

For purposes of this Article, "anniversary date" means the initial date of employment as a regular employee as modified by unpaid leaves of absence granted by the Employer. Maternity leave with a duration of seventeen (17) weeks or less shall not affect a regular employee's anniversary date.



## **ARTICLE 19 - Community Allowance**

**19.01** A regular full-time employee who resides and works outside of the Whitehorse area shall receive a community allowance of fifty dollars (\$50.00) to be paid bi-weekly, pro-rated for regular part-time employees, for each bi-weekly payroll period in which the employee receives regular earnings.

## **ARTICLE 20 - Yukon Bonus**

**20.01** Effective each anniversary date, a regular full time employee who has completed one (1) year of continuous service with the Employer shall be entitled to a **Yukon Bonus** of five hundred dollars (\$500), pro-rated for regular part-time employees.

At time of lay-off, a regular employee shall be paid a pro-rated Yukon Bonus based on the number of completed months' of service since her/his last anniversary date.

Eligibility for the Yukon **Bonus** is dependent on residing in the **Yukon** and continuing employment with the Employer.

## **ARTICLE 21 - General Holidays**

**21.01** The following days are general holidays with pay:

- |                      |                     |
|----------------------|---------------------|
| a) New Year's Day    | g) Discovery Day    |
| b) Rendezvous Friday | h) Labour Day       |
| c) Good Friday       | i) Thanksgiving Day |
| d) Easter Monday     | j) Remembrance Day  |
| e) Victoria Day      | k) Christmas Day    |
| f) Canada Day        | l) Boxing Day       |

**21.02** All employees shall receive general holiday pay for a general holiday. The general holiday pay for a permanent full-time employee or a term employee shall be their regular wages for 7.5 hours. General holiday pay for permanent part-time employees shall be pro-rated using the number of hours worked by the employee in the previous two weeks ending on the Saturday before the holiday in comparison to a full-time employee.

**21.03** Hours for which general holiday pay is received shall count as hours worked for the purpose of overtime.

**21.04** By agreement between the Union and the Employer, a general holiday may be observed on a specific day other than the designated general holiday.

**21.05** Notwithstanding anything in this Article, an employee is not entitled to holiday pay if she/he is absent without pay on the regular working day immediately before and immediately after the holiday.

**21.06** Where a day that is a general holiday for an employee falls within a period of leave with pay, the holiday shall not count as a day of leave.

## ARTICLE 23 - Probationary Employees

- 23.01** A new employee shall serve a probationary period of **six** working months, except in the following situations:
- a) an employee is promoted or transferred to another position under Article **26**;
  - b) a term employee who has completed the probationary period, and who is appointed without a break in service to a permanent position with the same classification, is not required to serve another probationary period; or
  - c) a term employee who has completed part of the probationary period, and who **is** appointed without a break in service to a permanent position with the same classification, continues to serve the remainder **of** the probationary period.
- 23.02** Unless otherwise expressly stated, a probationary employee is entitled to all the rights and benefits of this agreement, including access to the grievance procedure.
- 23.03** The purpose of the probationary period **is** to allow the Employer to assess whether the employee is able to meet the standards reasonably required by the Employer. **In** assessing this, the Employer will give the employee a reasonable opportunity to prove her/his ability, and will make reasonable accommodation and provide reasonable assistance to her/him to do so.
- 23.04** Where a probationary employee is unable, or unlikely to be able, to meet the standards reasonably required by the Employer, she/he may be terminated with two days written notice, or pay in lieu of notice, together with written reasons for the termination.
- 23.05** After the successful completion of the probationary period, the employee shall be so informed in writing.
- 23.06** Seniority shall not accrue during the probationary period, but upon successful completion of the probationary period, seniority shall be effective retroactive to the date of hire.
- 23.07** The probationary period may be extended for an additional period **of** time upon terms agreed to between the Employer and the Union.

## ARTICLE 24 - Seniority

### 24.01 Definition

a) Regular Employee

Seniority for a regular employee is defined as the length **of** the employee's continuous employment (whether full-time or part-time) from the date of commencement of regular employment, plus any seniority accrued while working as a casual employee or a term employee **of** the Employer.

b) Casual Employee or Term Employee

Seniority for a casual employee or term employee **is** defined as the total number of hours worked by the employee in the institution.

## 24.02 Seniority - Maintained and Accumulated

Seniority shall be maintained and accumulated under the following conditions:

- a) absence due to an occupational illness or accident recognized as such by the Workers' Compensation Board and as provided for in this Agreement;
- b) absence due to maternity leave as provided for in this Agreement;
- c) absence due to any paid leave for the period of the leave;
- d) absence due to the conduct of Union business;

For time periods in excess of those expressed above, seniority shall be maintained but shall not be accumulated.

24.03 The Employer will maintain a seniority list, and will:

- a) update it once per month
- b) post a copy on the bulletin board, and
- c) send a copy to the Union.

24.04 Seniority terminates when an employee is dismissed and not reinstated, or when she/he resigns.

24.05 **An** employee is deemed to resign if she/he fails to return to work after a leave and

- a) five (5) days have passed, and she/he has not contacted the Employer, or
- b) the Employer will not grant permission for an extension of the leave, which permission will be given if it is fair and reasonable to do so.

24.06 Although an employee loses her/his seniority when she/he resigns, the Employer will credit the employee with one-half of any previously accrued seniority if she/he resumes employment within two years following her/his resignation. This is meant to attach some value to the employee's experience with the Employer.

24.07 A seniority list of employees, for the purposes of **this** agreement, shall include all employees in the bargaining unit as of June 10, 1991. It shall also include employees hired since that date. The seniority of employees in the bargaining unit as of the date of signing this agreement is attached as Appendix "B" reflecting the commencement of seniority for all employees as of their original date of hire.

## ARTICLE 25 - Employee Evaluation

25.01 At least once per year, the Employer or the employer designate will evaluate each employee's performance.

25.02 The Employer will evaluate employees on the basis of:

- i) the duties, responsibilities and other requirements set out in an employee's job description;
- ii) the employee's ability to work cooperatively with clients and their families: and

iii) the employee's ability to work cooperatively with other members of staff.

The Employer will make reasonable efforts to consult with the employee's appropriate co-workers prior to conducting performance evaluations.

**25.03** The Employer will discuss with an employee the draft version of her/his performance evaluation before it is finalized. A final copy of the employee's performance evaluation shall go on the employee's personnel file, signed by the employee indicating she/he has seen it. An employee who disagrees with her/his performance evaluation may append an explanation to it on her/his personnel file.

**25.04** The Employer will provide a copy of the performance evaluation to the employee.

**25.05** In conducting a formal written performance evaluation, the Employer shall permit an employee to state her/his career goals and related training needs.

## **ARTICLE 26 - Promotions and Transfers**

**26.01** Where the Employer wishes to create and fill a new bargaining unit position, or fill a vacancy in an existing bargaining unit position, the Employer will post a notice of the position in the Employer's business office and on the bulletin board provided in Article 9 for at least a week before any public posting or advertisement. This provision may be waived by Agreement between the Parties.

**26.02** The notice shall specify the nature of the position, the minimum qualifications, the desired qualifications, the hours of work, and the pay rate or range.

**26.03** The Employer agrees that when a vacancy occurs for a position covered by the certification, the Employer will give union members in the Centre first consideration in filling a vacancy. Where first considered applicants are not appointed to a vacancy, they will be given a verbal or a written explanation as to why their application has not been accepted at the employee's request.

**26.04** Subject to any affirmative action program established in accordance with Article 11, the Employer will fill positions with the most qualified candidate.

**26.05** In the selection of candidates for a posted vacancy, capability, performance and qualifications shall be the primary consideration. When such factors are relatively equal, seniority shall be the governing factor.

**26.06** Within seven calendar days of an appointment under this Article, the Employer will post the name of the successful candidate in the places mentioned in Clause 26.01.

**26.07** An employee who accepts a term position will not suffer any loss of pay, benefits or seniority as a result of taking the term position.

**26.08** A regular employee who is promoted or transferred to a regular full-time or regular part-time position shall serve a trial period of ninety (90) days. During the trial period the employee may request or the Employer may require that the employee return to her/his former position without

loss of benefits or seniority, Any other employee who was promoted or transferred because of the initial appointment shall also be returned to her/his former position.

26.09 **An** employee shall not be required by the Employer to transfer involuntarily to another position.

## **ARTICLE 27 - Acting Assignments**

27.01 **An** acting assignment means the assignment of an employee to a position on a temporary basis. It is not necessary that an employee perform all of the duties of that position; it is sufficient that she/he perform substantially the duties of the position.

27.02 The Employer is not required to make any acting assignments and an employee is not required to accept an acting assignment.

27.03 An employee who is acting in a position for more than three days in a row shall receive the salary for that position if it is higher than her/his current salary retroactive to the first day of her/his appointment.

27.04 Where an employee is required to perform the duties of a position having a maximum salary that is higher than maximum salary of her/his regular position, the employee shall:

- i) receive the minimum salary for the acting position where that is more than four percent (4%) of her/his present salary; or
- ii) receive a supplement equal to four percent (4%) of her/his present salary provided that does not exceed the maximum of the range for the acting position; or
- iii) if the application of (ii) above would exceed the maximum of the range for the acting position, the employee shall receive the maximum salary in the range for the acting position.

27.05 a) **An** employee who accepts an acting assignment outside of the bargaining unit may return to her/his regular position without loss of seniority or benefits provided that the acting assignment has a duration of no more than six (6) months.

b) An employee who accepts an acting assignment outside of the bargaining unit shall not pay union dues under Article 5 of this Agreement for the duration of that assignment.

## **ARTICLE 28 - Staff Training and Development**

28.01 The Employer recognizes its responsibility to encourage staff training and development.

28.02 The Employer will maintain a current collection of books and other resources on issues relevant to Child Development and make them available to employees.

28.03 The Employer will endeavour to keep staff informed of new developments, services and information relevant to clients through posting notices on the bulletin board.

- 28.04** Subject to budgetary and operational restraints, the Employer agrees to make all reasonable efforts to support staff training and development which enhance the efficient and effective delivery of programs.
- 28.05** Such funds as are made available for staff training and development shall be allocated, following consultation between the Executive Director and supervisory staff, to meet Centre program priorities and objectives.
- 28.06** Requests for staff training will be reviewed by the Executive Director in consultation with supervisory staff under the following priorities:
1. Training activities that will benefit the overall operation of the Centre.
  2. Training activities that relate to objectives set out in employee development plan.
  3. Training activities that will allow an employee to acquire the knowledge and skills necessary to perform their present job.
  4. Status of employment at Centre (i.e. probationary or permanent employee).
  5. Number of training activities attended previously by individual employee or program area.
  6. Training activities that will allow employees to keep abreast of new and emerging technology with respect to their current positions.
- 28.07** Following attendance at a workshop or conference, when funding to attend that workshop or conference has been provided by the Employer (whether partial or whole), staff will conduct an appropriate in-service for other staff members at the Centre.
- 28.08** Attendance at any training course or program which is required by the Employer shall be without cost to the employee and without loss of pay or benefits. Reimbursements for meal costs will be made upon submission of appropriate receipts, in accordance with Article 17 of this Agreement.
- 28.09** Attendance at any training courses or programs which is not required by the Employer shall be on such terms as are agreed by the employee and the Executive Director in consultation with supervisory staff.
- 28.10** The Professional Development Policy developed by the parties will form part of the Collective Agreement.

## **ARTICLE 29 - Discipline**

- 29.01** The Employer will take disciplinary action only where there is just cause for discipline.
- 29.02** Before beginning an investigation into a disciplinary infraction, the Employer will inform the employee of the intention to conduct an investigation and the grounds for doing so, unless there is reasonable cause to withhold this information from the employee.
- 29.03** Where the Employer provides the information to the employee under Article 29.02, the Employer shall also inform the employee of her/his rights under Article 29.04.

- 29.04** Before any disciplinary action is taken against an employee, the Employer shall give the employee an opportunity, as soon as possible at a time and location convenient to the employee and Employer, to present her/his version of the facts to the Employer either alone or, if the employee wishes, with a union representative present.
- 29.05** Where the Employer is contemplating suspension, demotion or dismissal for a disciplinary infraction, the Employer may suspend the employee while deciding what disciplinary action is appropriate.
- 29.06** No document, including any performance evaluation review, from the employee's personnel file may be introduced at a hearing related to disciplinary action if the employee was not aware of the document at the time of filing, or within a reasonable time thereafter.
- 29.07** The Employer will remove any notice of disciplinary action from the employee's personnel file once the employee has attained a 24 month period without further disciplinary action having been taken against her/him.
- 29.08** **An** employee shall have access to her/his personnel file upon request, in the presence of the Employer, and may have a copy of any document if she/he wishes.
- 29.09** If the employee consents in writing, the Union representative may have the same rights as the employee in Clause 29.08.
- 29.10** If any disciplinary action is taken against an employee, the Employer will give the employee written notice of the specific disciplinary action taken, the reasons for it, the effective date it commences and any financial implications for the employee.
- 29.11** A Copy of the notice shall be place in the employee's personnel file and a copy shall be sent to the Union.

### **ARTICLE 30 - Grievance Procedure**

- 30.01** The purpose of the grievance procedure is to resolve disputes that arise under this agreement in a fair and expeditious manner. **An** employee with a difference shall discuss it with her/his immediate supervisor. If a settlement is not reached, the employee shall advise the Union of the difference.
- 30.02** The Union may file a grievance on behalf of an employee ("the grievor"), or on its own behalf, alleging a violation of this agreement.
- 30.03** If a difference arises between the Employer and an employee, or between the Employer and the Union concerning the interpretation, application or alleged violation of this Agreement, the employee(s) shall continue to work in accordance with this Agreement.
- 30.04** A grievance is filed when delivered in writing to the Employer. No particular form is necessary as long as the document indicates it is a grievance under this Article, or in some manner indicates it is a formal grievance.
- 30.05** The Executive Director is authorized to receive grievances on behalf of the Employer.

- 30.06** A grievance must be filed within fifteen (15) days after the cause of the grievance arose, unless the grievor is not at work during that period, in which case the time is extended to fifteen days following the day she/he returns to work.
- 30.07** Any time limits in the grievance procedure may be extended by consent of the parties.
- 30.08** The Employer shall not intimidate or threaten an employee who files or wishes to file a grievance, or offer him/her any advantage in exchange for not filing, or withdrawing, her/his grievance. Lawful exercise of the Employer's rights, obligations or options under this agreement is not a violation of this Clause.
- 30.09** The Executive Director shall hold a hearing within fifteen (15) days of receiving the grievance and respond within fifteen (15) days of such hearing.
- 30.10** The Parties may agree to refer any grievance or dispute to mediation in which case they shall determine mutually acceptable terms for the appointment of a mediator. Each party shall pay one half of the fees and expenses of the mediator.
- 30.11** Either party to this Agreement may refer any grievance to a mutually agreed **upon** Arbitrator who shall have the power to determine whether any matter is arbitrable within the terms of this Agreement. If the Parties fail to agree on an Arbitrator, either party may request the Minister of Labour to make an appointment.

In addition to any powers contained in the Agreement, the arbitrator has all the powers granted to arbitrators under Part 1 of the Canada Labour Code.

The arbitrator shall hear the grievance as soon as possible and render a decision with thirty (30) days. The decision, is final and binding on each party and any employee affected by it.

The arbitrator may amend a grievance, modify penalties, waive time limits, or make ruling concerning any procedural irregularity.

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

## **ARTICLE 31 - Safety and Health**

- 31.01** To remove any uncertainty, it is agreed that the Yukon Occupational Health and Safety Act applies to this Collective Agreement. The Employer and the Union agree to the appointment of a Health and Safety Committee in compliance with the Occupational Health and Safety Act.
- 31.02** Where the Employer requires an employee to undergo a specific medical, hearing or vision examination by a designated qualified medical practitioner, the examination will be conducted at no expense to the employee. The employee shall, upon written request, obtain results of all specific medical, hearing or vision examinations conducted.
- 31.03** Employees who are required to maintain First Aid or Cardiopulmonary Resuscitation (CPR) certification shall be granted time off with pay for such training. The Employer shall pay for such course fees and tuition.



This clause excludes time or costs associated with initial certification for new employees who are required to meet First Aid or CPR certification as a condition of employment upon hire or within the first three months of employment.

## ARTICLE 32 - Vacation Leave

- 32.01** Regular full-time and regular part-time employees shall earn vacation leave credits as set out in this Article.
- 32.02** Vacation leave shall normally be taken during the summer break, and the granting of vacation leave at any other time shall be at the sole discretion of the Executive Director.
- 32.03** After one year of full-time employment, a regular full-time employee shall be entitled to vacation leave with pay for one month of the summer break (depending on the term of their appointment) plus any days which are not statutory holidays which fall within the Christmas break and Spring break as set out in the City of Whitehorse school calendar.
- 32.04** After one year of continuous employment regular part-time employees shall have vacation leave pro-rated by the following formula:

$$\frac{\text{Number of hours paid per month} \times 12.5 \text{ hours} \times \# \text{ months employed}}{162.5} = \text{"x" hours of vacation entitlement}$$

- 32.05** Employees with less than one (1) year's service at commencement of the summer break shall receive vacation pay as follows:
- a) Hourly-paid employees: 4% of gross earnings from date of hire.
  - b) Salary employees: 7.7% of gross earnings from date of hire.
- 32.06** Employees with more than one year of service who resign shall receive vacation pay at the rate of 7.7% of gross earnings for any period for which they have not previously received vacation pay.
- 32.07** The Employer may advance up to 37.5 hours of vacation time to an employee who has not yet earned the vacation credits, subject to operational requirements, and subject to the Employer's capacity to secure reimbursement from the employee.
- 32.08** An advance of vacation leave credits shall be reimbursed to the Employer by deduction from future vacation leave credits or, where the employee's service is terminated before the advance is repaid, by deduction from any compensation outstanding to the employee.
- 32.09** An employee may not be recalled to work while on vacation leave except where an emergency exists.

## ARTICLE 33 - Bereavement Leave

- 33.01** Upon the request of an employee, the Employer shall grant the employee bereavement leave with pay for up to three working days where there is a death in the employee's family.

**33.02** In lieu of the leave in Clause 33.01 above, the Employer shall, upon the request of the employee, grant the employee bereavement leave with pay for up to three working days where there is an imminent death in the employee's family. The Employer may request a physician's statement to verify this.

**33.03** *An* employee who must travel out of Whitehorse due to the death or imminent death shall be granted leave with pay for an additional travel day or days as are required to travel, up to a maximum of two days.

**33.04** For the purpose of this Article, "family" means the employee's:

- a) parent
- b) step-parent
- c) foster parent
- d) grandparent or grandchild
- e) sibling
- f) step-sibling
- g) partner or spouse
- h) child, including a child to whom the employee stands in the place of parent
- i) partner of the employee's child, including a child to whom the employee stands in the place of parent
- j) partner's parent or sibling
- k) aunt or uncle
- l) niece or nephew
- m) any other person residing with the employee at the time of death or imminent death.

**33.05** Subject to operational requirements, an employee may be granted additional bereavement leave without pay upon request for up to five days without loss of benefits under this agreement. *An* employee who is on bereavement leave without pay shall remain a member of the bargaining unit and is entitled to all the benefits of this agreement except that the employee shall not accrue leave with pay during a period of bereavement leave without pay.

## **ARTICLE 34 - Leave (Sick/Special)**

### **34.01 Accumulation**

Regular full-time, regular part-time employees and term employees shall be entitled to the following paid leave benefits.

Employees shall receive 1.5 working days (or portion thereof) sick/special leave credit for each month worked, and if not utilized shall be accumulative to a maximum of seventy-five (75) days.

Regular part-time employees will accumulate *sick/special* leave credits according to the following formula:

$$\frac{\text{Hours paid per month} \times 1.5 \text{ hours}}{162.5} = \text{"x" days leave credits earned per month}$$

### 34.02 Qualifying Time

If an employee does not complete six (6) months service with the Employer, any sick/special leave with pay used during the first six (6) months will be returnable to the Employer.

### 34.03 Payment of Sick/Special Leave

Sick leave with pay is only payable because of sickness or medical travel and employees who are absent because of sickness may be required by the Employer to prove sickness, *if* such leave exceeds 3 consecutive days.

Special leave shall be granted as follows:

- a) up to four (4) days at any one time where the employee must personally attend to the health of a partner or child, residing with the employee and the employee's attendance is required due to unforeseeable circumstances beyond their control. The employee must take reasonable steps to limit the leave required.
- b) for a serious household emergency - up to one (1) day at any one time;
- c) for attending to personal affairs - up to one (1) day at any one time with a maximum of three (3) days per year.

### 34.04 Benefits Accrued

When an employee is on paid sick leave all benefits of the Agreement shall continue to accrue.

### 34.05 Expiration of Credits

The Employer may approve an advance of sick/special leave credits for an employee for up to fifteen (15) days where the employee has not accumulated enough sick/special leave credits for the sick/special leave she/he requires. In determining whether to grant an advance of sick/special leave credits, the Employer shall consider the length of service of the employee and the Employer's capacity to secure reimbursement from the employee.

**An** advance of sick/special leave credits shall be reimbursed to the Employer by deduction from future sick/special leave credits or, where the employee's service is terminated before the advance is repaid, by deduction from compensation otherwise owed to the employee.

Where employment is terminated by death, the employee is deemed to have earned the amount of any leave with pay advanced to her/him.

### **34.06 Enforceable Legal Claims**

If an employee has received sick leave with pay and has a legally enforceable claim to compensation or damages for earnings lost during the said period from any third party other than the employee's own insurer under a contract of insurance, the employee shall at the request and expense of the Employer, take all steps reasonably necessary to enforce the said claim. If the employee receives any payment on account of earnings as a **result** of such claim, the employee shall pay to the Employer so much of the sick payment as relates to the sick leave pay received for the said period and upon so doing, shall receive sick leave credit for the number of days represented by such payment. The employee shall have the option of declining to enforce any legal claim by foregoing any claim they may have against the Employer for paid sick leave during the period which gave rise to the enforceable legal claim.

### **34.07 Additional Leave**

Employees who continue to be off work following the expiration of their paid sick leave, shall be placed on leave of absence without pay for up to **twenty-eight (28)** calendar days. If the employee requires additional unpaid leave this must be requested in writing prior to the expiration of the aforementioned **twenty-eight (28)** calendar days and such additional unpaid leave shall not be unreasonably denied.

Employees on such leave must maintain contact with their Employer and indicate their expected date of return at least one week in advance.

### **34.08 Appointments**

Where it is not possible to arrange medical, dental or paramedical appointments outside normal working hours, time off work will be granted by the Employer and such hours shall be paid for from accumulated sick leave credits for up to **two (2)** hours.

### **34.09 Notice Required**

Employees must notify the Employer prior to the commencement of their work day of any anticipated absence from work and, where appropriate, employees must notify the Employer prior to their return to work.

## **ARTICLE 35 - Leave (Unpaid)**

**35.01** Requests for unpaid short term or extended leave of absence shall be made in writing to the Executive Director or designate, and may be granted at the Employer's discretion with due regard to operational requirements. The Employer will make a reasonable effort to comply with a request for unpaid leave. Reasonable notice requesting level of absence shall be given by the employee. The Employer shall inform the employee, in writing within a reasonable period, of the acceptance or refusal of the request.

**35.02** Applications for education leave will be in accordance with the Education Leave Policy in effect on the date of signing of the Collective Agreement.

### **ARTICLE 36 - Court Leave**

**36.01** No employee shall suffer a loss of pay if her/his absence from work is due to attending court in response to a jury summons or a witness subpoena.

**36.02** No employee shall suffer a loss of pay if her/his absence from work is due to her/his attendance as a witness before an adjudicative board in circumstances unrelated to her/his work, so long as he/she has received a subpoena.

**36.03** **An** employee who is absent for reasons described in Clause 36.01 or 36.02 shall return to work if she/he can do so in time to complete one half of the day's work.

**36.04** No employee who is required to attend court in connection with the performance of her/his job duties shall suffer any loss **of** pay as a result.

**36.05** **An** employee who **is** called as a witness by the Employer at an arbitration hearing under Article 30 shall not suffer any loss of pay as a result.

### **ARTICLE 37 - Workers' Compensation**

**37.01** All employees shall be covered by the provisions of the Workers' Compensation Act.

**37.02** Employees shall receive directly from the Workers' Compensation Board any wage loss benefits to which they may be entitled. While an employee is in receipt of W.C.B. wage loss benefits, statutory holidays and vacation will not accrue. However, unused vacation credits accrued in previous years shall not be lost as a result of this article.

Employees who qualify for W.C.B. wage loss benefits shall not have their employment terminated during the compensable period, except for just cause.

**37.03** Where an employee has been granted sick leave, and is subsequently approved for injury on duty leave for the same period, any sick leave credits used **shall** be reinstated to the employee.

**37.04** While on *injury-on-duty* leave, the employee shall remain a member of the bargaining unit and shall receive all the benefits of this agreement except that the employee shall not accrue leave with pay, or take leave with pay, during a period of *injury-on-duty* leave.

**37.05** **In** the event that an employee is unable to perform her/his duties as a result of a personal injury suffered while off duty, but related to the performance **of** her/his job duties, the Employer and union will meet to discuss reasonable terms of assistance for the employee.

## **ARTICLE 38 - Maternity Leave**

- 38.01** Upon giving **six** weeks notice of her pregnancy and expected date of the baby's birth, an employee who has completed her probationary period under Article 23 is entitled to a leave of absence without pay.
- 38.02** Maternity leave may be for a period of up to **52** weeks, which may be taken before or after the birth of the baby, or partially before and partially after.
- 38.03** **An** employee may take less than **52** weeks if she wishes.
- 38.04** The employee must give two months notice that she intends to return to work. Otherwise the Employer will make reasonable efforts to contact the employee within the next two weeks to determine her intentions. If the Employer cannot contact the employee, her employment is deemed to terminate **on** the date on which she should have notified the Employer.
- 38.05** **In** the event that an employee on maternity leave decides not to return to work, and communicates this to the Employer two months prior to her previously agreed upon date of return, her employment shall terminate **on** the date on which her leave expires or at any sooner date the employee wishes.
- 38.06** **An** employee on maternity leave shall remain a member of the bargaining unit, and shall have all the benefits of this agreement except as follows:
- For the first seventeen (17) weeks of leave, the employee shall be entitled only to the maternity leave benefits set forth in the Yukon Territory **Employment Standards Act**. After the first seventeen (**17**) weeks of leave, the balance of a maternity leave shall be without pay or benefits.
- 38.07** Where a doctor's certificate **is** provided indicating that the employee requires a longer period of maternity leave **for** health reasons, or where the employee's newborn child **is** suffering serious medical problems, an extension of maternity leave may be granted by the Employer subject to operational requirements.
- 38.08** **An** employee may use sick credits she has earned in accordance with Article 34 either before or after her maternity leave if she is suffering from pregnancy-related disability.
- 38.09** **Upon** returning to work, the employee shall resume her previous position, or a comparable position. The Employer will make every reasonable effort to assign her to her previous position.
- 38.10** **An** employee who is not entitled to maternity leave for the reason that she has not given **six** weeks notice as required by Clause 38.01 may be granted an unpaid leave of absence by the Employer subject to operational requirements.
- 38.11** **An** employee who has been in the continuous service of the Employer (prior to the commencement of her maternity leave) for one year shall be entitled to a cash payment equivalent to the amount she will receive in maternity benefits for a two week period from the Unemployment Insurance Commission.

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## ARTICLE 39 - Adoption Leave

- 39.01** *An* employee who has completed her/his probationary period under Article 23 who adopts a child shall, subject to giving ~~six~~ weeks notice to the Employer, be granted leave without pay for a period of up to 52 weeks for the purpose of adoption. Such leave may not commence earlier than one week before the expected date of the child coming to live with her/him for the purpose of an adoption.
- 39.02** The employee shall furnish proof of the adoption.
- 39.03** *An* employee may take less than 52 weeks adoption leave if she/he wishes.
- 39.04** *An* employee must give two months notice that she/he intends to return to work. Otherwise the Employer ~~will~~ make reasonable efforts to contact her/him to determine her/his intentions within the next two weeks. If the Employer cannot contact the employee, her/his employment is deemed to terminate on the date on which she/he should have notified the Employer.
- 39.05** *In* the event that an employee on adoption leave decides not to return to work, and communicated this to the Employer two months prior to her/his previously agreed upon date of return, her/his employment shall terminate on the date her/his leave expires, or such sooner date as the employee wishes.
- 39.06** *An* employee on adoption leave shall remain a member of the bargaining unit, and shall have all the benefits of this agreement, except as follows:
- For the first seventeen (17) weeks of leave, the employee shall be entitled only to the parental leave benefits set forth in the Yukon Territory **Employment Standards Act**. After the first seventeen (17) weeks of leave, the balance of an adoption leave shall be without pay or benefits.
- 39.07** Where a doctor's certificate is provided **as** set out in Clause 38.07, an extension of adoption leave may be granted by the Employer, subject to operational requirements.
- 39.08** Upon returning to work, the employee shall resume her/his previous position, or a comparable position. The Employer will make every reasonable effort to assign her/him to her/his previous position.
- 39.09** *An* employee who is not entitled to adoption leave for the reason that she/he did not give six weeks notice as required by Clause 39.01 may be granted an unpaid leave of absence by the Employer subject to operational requirements.
- 39.10** *An* employee who has been in the continuous service **of** the Employer (immediately prior to the commencement of adoption leave) for one year shall be entitled to a cash payment equivalent to the amount the employee will receive in benefits for a two week period from the Unemployment Insurance Commission.

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## ARTICLE 40 - Parental Leave

40.01 **An** employee who has completed the probationary period under Article 23 and who gives six weeks notice to the Employer is entitled to parental leave without pay for a period of up to seventeen (17) weeks, **upon** becoming a parent due to the birth or adoption of a child by the employee or her/his partner who resides with the employee.

Where two employees become the parents of the same child, both employees are entitled, upon completion of their probationary period under Article 23, to parental leaves which when combined do not exceed a continuous period of seventeen (17) weeks.

40.02 **An** employee who is granted parental leave must complete the leave no later than one year after the date of birth or adoption of the child.

40.03 Where an employee intends to take parental leave in addition to maternity leave, the employee must begin the parental leave immediately **upon** expiry of the maternity leave, unless the Employer agrees otherwise.

40.04 **An** employee must give two months notice that she/he intends to return to work. Otherwise the Employer will make reasonable efforts to contact her/him to determine her/his intentions within the **next** two weeks. If the Employer cannot contact the employee, her/his employment is deemed to terminate on the date on which she/he should have notified the Employer.

40.05 In the event that an employee on parental leave decides not to return to work, and communicated this to the Employer two months prior to her/his previously agreed **upon** date of return, her/his employment shall terminate on the date her/his leave expires, or such sooner date as the employee wishes.

40.06 **An** employee on parental leave shall remain a member of the bargaining unit, and shall have all the benefits of this agreement, except as follows:

For the first seventeen (17) weeks of leave, the employee shall be entitled only to the parental leave benefits set forth in the **Yukon Territory Employment Standards Act**. After the first seventeen (17) weeks of leave, the balance of a parental leave shall be without pay or benefits.

40.07 Where a doctor's certificate is provided as set out in Clause 38.07, an extension of parental leave may be granted by the Employer, subject to operational requirements.

40.08 Upon returning to work, the employee shall resume her/his previous position, or a comparable position. The Employer will make every reasonable effort to assign her/him to her/his previous position.

40.09 **An** employee who is not entitled to parental leave for the reason that she/he did not give six weeks notice as required by Clause 40.01 may be granted an unpaid leave of absence by the Employer subject to operational requirements.

40.10 An employee who has been in the continuous service of the Employer for one year (immediately prior to the commencement of parental leave) shall be entitled to a cash payment equivalent to



the amount the employee will receive in benefits for a two week period from the Unemployment Insurance Commission.

## **ARTICLE 41 - Labour - Management Relations Committee**

- 41.01** The parties recognize the mutual benefits to be derived from joint consultation and will consult on matters of common interest.
- 41.02** The topics for joint consultation shall be determined by mutual agreement of the Parties and may include topics such as conditions of employment which are not set out in this Agreement.
- 41.03** A Joint Consultation Committee shall be appointed consisting of an equal number of representatives from the Union and the Employer. The Committee shall have at least two members from the Union and two members from the Employer, one being a member of the Board of Directors. The Committee shall meet at least once quarterly and may also meet at the request of either party.
- 41.04** The Employer is responsible for preparing the agenda and ensuring that minutes are distributed as soon as possible. The parties will sign the minutes of each meeting. Such minutes will then be posted for the information of all employees. Provision for the typing of the minutes will be made by the Employer.
- 41.05** Employees who are members of the Committee shall be granted leave without loss of pay while attending meetings of the Committee.
- 41.06** As much as reasonably practicable, meetings of the Committee shall take place during normal business hours.

## **ARTICLE 42 - No Strikes or Lockouts**

- 42.01** The Employer agrees that it will not cause or direct any lockout of its employees during the term of this agreement.
- 42.02** The Union agrees that there will be no strike, work stoppage, or slow-down during the term of this agreement. The Union agrees that if any such action takes place, it will repudiate it forthwith and require the employees to return to work.
- 42.03** Subject to directive issued by a labour relations board, if an employee refuses to cross a legal picket line, the employee will be considered absent without pay and it will be not be considered a violation of this agreement nor will it be grounds for disciplinary action.

## **ARTICLE 43 - Legal Costs**

- 43.01** The Employer shall ensure:
- a) to exempt and save harmless each employee from any liability action arising from the proper performance of her/his duties for the Employer.
  - b) to assume all costs, legal fees and other expenses arising from such action.

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## **'ARTICLE 44 - Layoff**

### **44.01 Parties to Meet**

The parties agree to meet prior to any regular employee receiving a notice of lay-off to discuss alternatives to the proposed lay-off.

### **44.02 Purpose of Lay-off Provisions**

The provisions of this article are intended to protect regular employees, wherever possible, from loss of employment, except employees who are dismissed for just cause.

### **44.03 Definition of "temporary" and permanent" Lay-off**

The Employer may lay off employees temporarily or permanently.

For purposes of this article, a "*temporary lay-off*" means a lay-off for a period not exceeding three (3) calendar months and a "*permanent lay-off*" means a lay-off for a period exceeding three (3) calendar months.

### **44.04 Notice to Union**

At the time that the Employer issues a notice of lay-off to an employee a copy of the notice shall be sent to the Union.

### **44.05 Notice of Lay-off**

Regular employees who are laid off by the Employer and who have been regularly employed by the Employer **for** the periods specified below, will receive notice or pay in lieu as follows:

#### **a) Regular Full-Time Employees**

- i) Less than 5 years' service — 28-calendar days' notice  
*or*  
regular pay for 20 work days.
- ii) More than 5 years' service — 40-calendar days' notice  
*or*  
regular pay for 30 work days.

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b) **Regular Part-Time Employees**

Regular part-time employees require the same notice, however pay in lieu of notice shall be calculated as follows:

$$\frac{\text{hours paid per month (excluding overtime)} \times \text{X (work days) in lieu of notice}}{162.5}$$

**44.06 Lay-off in Reverse Order of Seniority**

In the event of a reduction in the work force, employees shall be laid off in reverse order of seniority provided that there are available employees with seniority whose capability and qualifications meet the Employer's requirements for the work of the laid off employees.

**44.07 Retention of Seniority and Benefits on Lay-off**

Laid-off employees with more than three months' service shall retain their seniority for a period of one year and shall be rehired on the basis of last off — first on provided their capability and qualifications meet the Employer's requirements for the job.

Laid off employees failing to report for work of an ongoing nature within seven (7) days of the date of receipt of notification by registered mail shall be considered to have abandoned their right to re-employment. Employees required to give two (2) weeks' notice to another employer shall be deemed to be in compliance with the seven (7) day provision.

**44.08 Temporary Lay-Off**

- a) Prior to her/his temporary lay-off, an employee shall be advised of the date by which she/he must notify the employer of her/his availability to return to work. If the employee does not provide such notice, the employee will be deemed to have waived her/his employment, unless the employee has a reasonable excuse which shall be communicated to the Employer within seven (7) calendar days from the date that the notice was required
- b) The employee who has been temporarily laid-off and who wishes to be considered for recall must ensure the Employer is provided the employee's current address and telephone number.
- c) Employees shall be recalled in order of seniority provided they have required qualifications, abilities and experience for the available position.
- d) Employees in the transportation department will be provided a date of recall within 30 days of their temporary lay-off.
- e) Employees retain all rights and privileges pursuant to the collective agreement unless otherwise stated, The following provisions do not apply to employees on temporary lay-off.

#### **44.09 Benefits Continue**

- a) Employees with one (1) or more years of service who are laid off shall accrue benefits for twenty (20) work days and shall have their benefits maintained for the balance of a one (1) year period of time.
- b) Employees with less than one (1) year of service but more than three (3) months of service who are laid off shall not accrue benefits for twenty (20) work days but shall have their benefits maintained for a one (1) year period of time.
- c) Probationary employees who are laid off shall not accrue benefits for twenty (20) work days but shall have their benefits maintained for three (3) months.

#### **44.10 Recall Period**

Post-probationary employees who are laid off beyond a one-year period of time shall be deemed to be terminated. Probationary employees who are laid off beyond a six-month period of time shall be deemed to be terminated.

#### **44.11 Leave of Absence**

Employees on a leave of absence are not subject to lay-off until completion of such leave.

### **ARTICLE 45 - Duration, Renewal and Retroactivity**

**45.01** This agreement shall be binding and remain in effect ~~from~~ April 1, 1994 to June 30, 1996.

**45.02** Unless otherwise specified, all provisions of this Agreement take effect on the date of ratification, namely January 5, 1995.

**45.03** The provisions of this Agreement, including the provisions for processing of grievances under Article 31, shall remain in effect during the negotiations for its renewal and until a new Agreement becomes effective.

**45.04** Within three (3) months preceding the termination of this Agreement, either party may by written notice require the other party to begin bargaining collectively with a view to the conclusion, renewal or revision of this Collective Agreement.

**45.05** This Agreement may be amended by mutual consent.

45.06 Where notice to commence collective bargaining has been given under Clause 45.04, the Employer shall not without consent by or on behalf of the employees affected, increase or decrease salaries or alter any other term or condition of employment of employees in the bargaining unit which was in force on the day on which the notice was **given** until a renewal or revision of the Agreement, or a new Collective Agreement, has been concluded.

Signed on behalf of Child Development Centre, Whitehorse:

per: Mary Maubrey Gault

per: Sherin Dobb

Dated this 10 day of January, 1995

Signed on behalf of Public Service Alliance of Canada:

per: Sumit J. H.

per: James E. Prohman Jane Klassen  
Andrew Freeman

Dated this 10th day of January, 1995

**APPENDIX "A"**

**SALARY SCALE**  
\* (see foot note)

		Step 1 (\$)	Step 2 (\$)	Step 3(\$)	Step 4 (\$)	Step 5 (\$)	Step 6 (\$)
Physiotherapist (B.Sc.)	Annual	40,100.00	41,700.00	43,365.00	45,100.00	46,900.00	48,775.00
Occupational Therapist (B.Sc.)	26 - Biweekly	1,542.31	1,603.85	1,667.88	1,734.62	1,803.85	1,875.96
Early Childhood Consultant (B.A.)	Hourly	22.43	23.32	24.26	25.23	26.24	27.29
Classroom Teacher (B.A./B.Ed.)							
		Step 1 (\$)	Step 2 (\$)	Step 3(\$)	Step 4 (\$)	Step 5 (\$)	Step 6 (\$)
Speech/Language Pathologist (M.A.)	Annual	41,840.00	43,515.00	45,255.00	47,065.00	48,945.00	50,900.00
Early Childhood Consultant (M.A.)	26 - Biweekly	1,609.23	1,673.65	1,740.58	1,810.19	1,882.50	1,957.69
	Hourly	23.40	24.34	25.32	26.33	27.38	28.48
CO-ORDINATORS		Step 1 (\$)	Step 2 (\$)	Step 3(\$)	Step 4 (\$)	Step 5 (\$)	Step 6 (\$)
Preschool Program (B.Ed.)	Annual	43,100.00	44,700.00	46,365.00	48,100.00	49,900.00	51,725.00
Clinical Services (B.A.)	26 - Biweekly	1,657.69	1,719.23	1,783.27	1,850.00	1,919.23	1,989.42
Infant Development (B.A.)	Hourly	24.11	25.00	25.94	26.91	27.92	28.94
Outreach (B.A.)							
ASSISTANTS		Step 1 (\$)	Step 2 (\$)	Step 3(\$)	Step 4 (\$)	Step 5 (\$)	Step 6 (\$)
Education (ECE)	Annual	24,600.00	25,585.00	26,610.00	27,670.00	28,780.00	29,930.00
Program (ECE)	26 - Biweekly	946.15	984.04	1,023.46	1,064.23	1,106.92	1,151.15
	Hourly	13.76	14.31	14.88	15.48	16.10	16.74

HOURLY PAID POSITIONS		Step 1 (\$)	Step 2 (\$)	Step 3 (\$)	Step 4 (\$)	Step 5 (\$)	Step 6 (\$)
Transportation Driver	Hourly	17.06	17.75	18.44	19.18	19.96	20.76
Driver Assistant/Education Assistant	Hourly	13.32	13.65	14.00	14.35	14.72	15.08
Driver Assistant	Hourly	10.90	11.35	11.80	12.30	12.80	13.30

\* Annual Salary Based on 11 months = 47.67 weeks = 1787.78 Hours

PAY NOTES

1. The qualifications (credentials) attached to each classification indicated in Appendix "A" will also include equivalent educational qualifications directly related to those listed.
2. In the event the employer is unable to fill a position with a candidate with the credentials specified in Appendix 'A' or Pay Note 1, the parties agree to discuss recruitment options. The employer may advertise in anticipation of such a possibility but will hire in compliance with Appendix 'A' or Pay Note 1 whenever possible.

**APPENDIX "B"**

**Seniority of Employees as of November 1994**

Employee	Position	Effective Date of Hire
S. Larsen	Physiotherapist	Jan. 24, 1989
J. Klassen	Infant Development Program Coordinator	March 24, 1989
K. Buerge	Preschool Program Coordinator	Sept. 1, 1989
L. Corniere	Outreach Program Coordinator	Sept. 1, 1989
A. Freeman	Clinical Services Coordinator	Dec. 4, 1989
D. Whitney	Driver	April 3, 1990
R. Fenton	Early Childhood Consultant	Sept. 4, 1990
D. Pendziwol-MacMillan	Casual Education Assistant	Oct. 9, 1990
H. Alton	Physiotherapist	Jan. 23, 1991
L. Ritchie	Physiotherapist	Sept. 3, 1991
B. Scheck	Education Assistant	Sept. 3, 1991
E. Gibbons	Speech Language Pathologist	Nov. 18, 1991
G. Brown	Occupational Therapist	Sept. 1, 1992
L. Kearn	Classroom Teacher	Sept. 28, 1992
J. Wood	Early Childhood Consultant	Oct. 19, 1992
A. Squair	Speech Language Pathologist	Oct. 28, 1992
K. Harper	Transportation/Education Assistant	Nov. 19, 1992
R. Plaskett	Early Childhood Consultant	Aug. 30, 1993
A.M. DaSilva	Occupational Therapist	Sept. 17, 1993
L. Molnar	Education Assistant	April 7, 1994
C. Levesque	Casual Child/Family Consultant	Sept. 1/94 315.0 hrs
L. Hunter	Term Speech Language Pathologist	Sept. 1/94 315.0 hrs
J. Craft	Casual Education Assistant	Oct. 1/92 143.25 hrs



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T. Luft	Casual Driver	Feb. 15/94	44.0 hrs
M. Stewart	Casual Transportation Assistant	Oct. 16/92	39.0 hrs
E. Mihalyi	Casual Transportation Education Assistant	April 7/94	37.75 hrs
B. Gale	Casual Education Assistant	Sept. 1/93	36.0 hrs
S. Hollway	Casual <b>Program</b> Assistant - Outreach	Oct. 27/94	30.5 hrs
R. Schmidt	Casual Education Assistant	Jan 1/93	24.0 hrs
J. Hooper	Casual Transportation Assistant	Nov. 1/93	20.25 hrs
L. Thomas	Casual Transportation Assistant	Sept. 18/93	14.25 hrs
C. Davis	Casual Driver	June 8/93	13.5 hrs

## APPENDIX "C"

### Memorandum of Understanding - Safety and Health

The Health and Safety Committee has the authority to:

- a) identify situations that may be a source of danger or hazard to workers;
- b) investigate and deal with complaints relating to health and safety of workers represented by the committee;
- c) develop and promote programs, measures, and procedures for the protection of health and safety and for the education and training of workers represented by the committee;
- d) make recommendations to the constructor or employer and to the workers for the improvement of the health and safety of workers;
- e) review all accident investigation reports and participate in investigations into accidents that result in or have high potential **for** serious or fatal injuries;
- f) inquire into matters pertaining to health and safety including consultation with persons who are technically qualified to advise the committee on such matters;
- g) obtain from the constructor or employer such information respecting existing or potential hazards with respect to materials, processes, or equipment as is possessed by or might be reasonably obtained by the constructor or employer.

The Employer and employees shall provide to the Health and Safety Committee such information and assistance as she/he may need for the purpose of carrying out the inspection or tests referred to above.

The Health and Safety Committee shall identify situations that may be hazardous to workers and shall report such situations to the Employer and to the employees or the Union.

Where a person is fatally or critically injured at a workplace from any cause, the Health and Safety Committee may accompany a safety officer during an investigation of the place where the accident occurred.

A Health and Safety Committee is entitled to take such time from work as is necessary to carry out the duties specified above and any time spent shall, for the purpose of calculating wages owing, be deemed to have been spent at work.

The Health and Safety Committee shall keep records of all matters dealt with and shall make such records available to the Employer and a safety officer on request.

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An employee may refuse to work or do particular work where she/he has reason to believe that:

- a) the use or operation of a machine, device, or thing constitutes an undue hazard to herself/himself or any other person; or
- b) a condition exists in the workplace that constitutes an undue hazard.

An employee who refuses to work or do particular work shall forthwith report the circumstances of the matter to her/his employer or supervisor who shall forthwith investigate the situation reported in the presence of the worker and in the presence of

- a) a member of the Health and Safety Committee, who represents the employee, or
- b) another employee selected by the employee, who shall be made available and shall attend without delay.

After the investigation referred to in this memorandum and any action taken to remove the hazard, the worker may again refuse to work or do particular work because of that hazard where she/he has reasonable cause to believe that:

- a) the use or operation of the machine, device, or thing continues to constitute an undue hazard to her/him or to any other person; or
- b) the condition of the workplace continues to constitute an undue hazard.

An employee who refuses to work or do particular work under this memorandum shall forthwith report the circumstances of the matter to her/his employer or supervisor and the Employer or supervisor shall then forthwith report the circumstances of the matter to a safety officer.

No employee may exercise her/his right under this memorandum if her/his refusal to perform the work puts the life, health, safety, or physical well-being of another person in immediate danger or if the conditions under which the work is to be performed are ordinary conditions in that kind of work.

Signed on behalf of Child Development Centre, Whitehorse:

per: Mary Meulrez Gault

per: Shirley Dybb

Dated this 10 day of July 1995

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Signed on behalf of Public Service Alliance of Canada:

per: *Susan Heath*

per: *James E. Robinson* *Jane Klassen*  
*Andrew Freeman*

Dated this *10th* day of *January*, 1995

APPENDIX "D"

MEMORANDUM OF UNDERSTANDING  
Signing Bonus

The parties agree that the Employer will pay a lump sum payment of \$300.00 (three hundred dollars) to all regular employees who are on **staff** on date of ratification.

Payment of the "signing bonus" will be made within thirty (30) days of the date of ratification.

Signed on behalf of Child Development Centre, Whitehorse:

per: *Mary Mervyn Gortzel*

per: *Cherrie Dobb*

Dated this 10 day of January, 1995

Signed on behalf of Public Service Alliance of Canada:

per: *Susan Gault*

per: *James G. Prohman* *Jane Klassen*  
*Andrew Freeman*

Dated this 10th day of January, 1995

APPENDIX "E"

MEMORANDUM OF UNDERSTANDING  
Re: Board of Directors Meetings

The Parties agree that one member of the bargaining unit will have observer status at all regular meetings of the Board of Directors. The observer will have a voice but no vote at board meetings, and will remove themselves from meetings when any conflict of interest arises such as personnel or collective bargaining issues.

The staff observer will have a one year term and may be replaced by an alternate. The names of the staff observer and the alternate will be provided at the same time to the Board of Directors.

The staff observer or alternate will not suffer any loss of wages or benefits when attending meetings of the Board of Directors. Subject to the preceding, time spent attending Board of Directors meetings shall not be considered work time.

The Employer agrees to post a copy of the minutes of each meeting of the Board of Directors, excluding any confidential items.

Signed on behalf of Child Development Centre, Whitehorse:

per:

Mary Maudrey Gitzel

per:

Walter Dobb

Dated this 10 day of January, 1995

Signed on behalf of Public Service Alliance of Canada:

per:

Suzanne Stant

per:

James E. Robinson Jane Klassen  
Andrew Freeman

Dated this 10th day of January, 1995

APPENDIX "F"

**MEMORANDUM OF UNDERSTANDING**  
**Re: Salaries, Pension Plan and Benefits Package**

The parties agree that in the event that the Employer receives a substantial increase in funding ~~from~~ any source during the life of this agreement, over that required to maintain current levels of services and subject to any restrictions or constraints attached to such funding, the parties will reopen the Collective Agreement for the purpose of discussion and/or negotiation of salaries, pension plan and/or benefits package.

Signed on behalf of Child Development Centre, Whitehorse:

per: Mary Mowbray Galt

per: Shirley Doble

Dated this 10 day of January, 1995

Signed on behalf of Public Service Alliance of Canada:

per: Susan Smith

per: James E. Buchanan Jane Klassen  
Andrew Freeman

Dated this 10th day of January, 1995

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**APPENDIX "G"**

**MEMORANDUM OF UNDERSTANDING  
Staff Liaison Committee**

There shall be a Staff Liaison Committee composed of

- Executive Director (who shall serve as chair)
- Supervisor, Classroom Services
- Supervisor, Centre Operations
- Infant Program Coordinator
- Supervisor, Clinical Services
- Supervisor, Outreach Program (should such position be established)

This committee will serve a liaison and coordination function between:

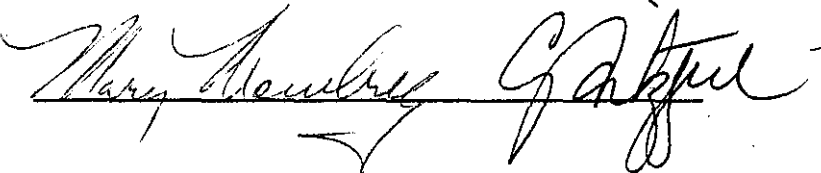
- staff and the Board of Directors, and
- units or operational groups within the Centre.


The committee will report regularly to the Board of Directors to:

1. ensure that the Board is appraised of operational issues;
2. seek approval and policy direction from the Board of Directors; and
3. identify issues or concerns which the committee wishes the Board to consider.

The committee will undertake activity on behalf of the Board of Directors to promote efficient and effective operations. Such activities may include discussing and proposing remedies for operational difficulties, responding to Board requests for input to budget development and grant request projects, advising on the expenditure of budget allocations particularly relevant to Centre operations such as equipment/supplies and professional development.

Signed on behalf of Child Development Centre, Whitehorse:

per: 

per: 

Dated this 10 day of January, 1995





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**APPENDIX "H"**

**MEMORANDUM OF UNDERSTANDING  
Re: Article 27 - Acting Pay for Education Assistants**

The parties agree that when the Employer calls in a substitute Education Assistant to work with a regular Education Assistant in the classroom in the absence of a teacher for in excess of three (3) days, the regular Education Assistant will receive acting pay as provided for in Article 27 of this agreement.

Signed on behalf of Child Development Centre, Whitehorse:

per: Mary Mowbray Gauthier

per: Ashley Doble

Dated this 10 day of January, 1995

Signed on behalf of Public Service Alliance of Canada:

per: Susan Stewart

per: James E. Parkinson *James Klassen*  
*Andrew Freeman*

Dated this 10th day of January, 1995

APPENDIX "I"

MEMORANDUM OF UNDERSTANDING

Re: Article 32 - Vacation Leave (~~E. Gibbons: Speech/Language Pathologist~~)

The Parties agree that the above-named employee shall be entitled to two (2) weeks' vacation in addition to the entitlement set out in Article 32 of this Agreement.

Signed on behalf of Child Development Centre, Whitehorse:

per: Mary Muelberg Gifford

per: Wherin Dzable

Dated this 10 day of January, 1995

Signed on behalf of Public Service Alliance of Canada:

per: Susan Smith

per: James E. McMahon Jane Klassen  
Andrew Freeman

Dated this 10th day of January 1995

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**APPENDIX "J"**

**MEMORANDUM OF UNDERSTANDING**

**Re: Article 7.08 - Leave of Absence for Elected Union President**

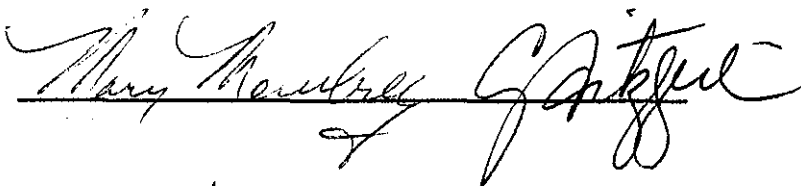
Effective on the date of signing of this agreement, the Employer agrees to authorize a leave of absence to one employee ~~who~~ is elected as President of the Yukon Employee's Union subject to the following conditions:


1. The authorized leave ~~will~~ be for the term of appointment designated by the Union to a maximum of three years.
2. Upon the expiry of the term of office, the employee will assume the duties of the position held by the employee prior to the leave of absence.

If the employee is re-elected for subsequent terms, she shall continue to be on leave. Upon completion of her term of office the employee the employee will be guaranteed a position at the same level she held before her leave.

3. If the employee ceases to hold office, the employee will return to the position held by the employee prior to the leave of absence.
4. The Union agrees to provide the Employer with one month's written notice of the commencement and termination of this leave of absence.

Signed on behalf of Child Development Centre, Whitehorse:

per: 

per: 

Dated this 10 day of January, 1995

Signed on behalf of Public Service Alliance of Canada:

per: *Susan Stimpit*

per: *James E. Buchanan* *Jane Klassen*  
*Andrew Freeman*

Dated this *10th* day of *January*, 1995

**APPENDIX "K"**

**MEMORANDUM OF UNDERSTANDING  
Re: Increases for Specific Employees**

The Parties agree that the following employees are covered by the income protection commonly referred to as green circling.

In the event of economic increases being negotiated between the parties, the following employees will also receive such increases. In addition the annual salary in force on date of signing of the Collective Agreement will not be altered except to implement any economic increases negotiated between the parties.

Leona Corniere  
Andy Freeman  
Elise Gibbons  
Sheila Larsen

Signed on behalf of Child Development Centre, Whitehorse:

per: *Mary Moulton Gaiter*

per: *Shirin Zalla*

Dated this 10 day of January, 1995

Signed on behalf of Public Service Alliance of Canada:

per: *Susan Stewart*

per: *James E. Paulson* *Jane Klassen*  
*Andrew Freeman*

Dated this 10th day of January, 1995

APPENDIX "L"

MEMORANDUM OF UNDERSTANDING  
Re: Establishment of a Code of Ethics

During the term of this Agreement, the parties agree to develop, through the Joint Consultation Committee, a Code of Ethics for incorporation into the Collective Agreement. The Code of Ethics would cover the Employer and the employees and be subject to ratification by the parties.

Signed on behalf of Child Development Centre, Whitehorse:

per: Mary Healey Grogan

per: Ashwin Dalal

Dated this 10 day of January, 1995

Signed on behalf of Public Service Alliance of Canada:

per: Sumit Lohani

per: James E. Macpherson Jane Klassen  
Andrew Freeman

Dated this 10th day of January, 1995

APPENDIX "M"

**MEMORANDUM OF UNDERSTANDING**  
**Re: Amend CLRB Certificate to Include Secretary in Bargaining Unit**

Following the Employer's determination of job status and duties for the position of "secretary" based on the current operational review of the Child Development Centre, the parties agree to submit a joint proposal to the Canada Labour Relations Board to amend the certificate issued on June 10, 1991 to include the Secretary position in the bargaining unit.

Signed on behalf of Child Development Centre, Whitehorse:

per: *Mary Mervyn Gortzel*

per: *Dherin Dabb*

Dated this 10 day of January, 1995

Signed on behalf of Public Service Alliance of Canada:

per: *Susan Stump*

per: *James E. Probbman* *Jane Klassen*  
*Andrew Freeman*

Dated this 10th day of January, 1995



Child Development Centre  
**Education Leave Policy**

1. Employees with a minimum of three (3) years of employment shall be eligible to apply for education leave of up *to* one (1) year's duration. The period of education leave shall normally commence on September 1.
2. Subject to operational requirements, another period of leave for education purposes not exceeding one (1) year's duration may be approved by mutual agreement between the employee and the Executive Director.
3. Employees wishing to apply for education leave shall normally submit a written application *to* the Executive Director not later than February 1 in any year. The written application shall contain the employee's planned course of study, the name of the institution, an explanation of why the studies will benefit the Employer and the employee, and the period of education leave requested.
4. **An** employee who is granted education leave may be entitled to receive monies *to* cover tuition and books, such monies subject to availability and administered through the Staff Liaison Committee.
5. Employees who do not complete one (1) full year of employment on return from education leave may be required to reimburse monies received under item #4 above.
6. The Employer will make every reasonable effort to return an employee to their previous position upon return from education leave. Employees will be placed in a position with equal pay to that which they occupied at the time of commencement of education leave.