



COLLECTIVE AGREEMENT

BETWEEN

**THE GOOD SAMARITAN SOCIETY
(A Lutheran Social Service Organization)**

AND

**ALBERTA UNION OF PROVINCIAL EMPLOYEES
Covering AUPE certified/recognized employees at the:
Southgate Care Centre (Edmonton)
Stony Plain Care Centre and Cottages (Stony Plain)
Dr. Gerald Zetter Care Centre (Edmonton)
George Hennig Place (Stony Plain)
Wedman House and Wedman Village Homes (Edmonton)
Spruce Grove Centre (Spruce Grove)
Millwoods Centre (Edmonton)
Mountainview Centre (Hinton)
Clearwater Centre (Rocky Mountain House)
Pembina Village (Evansburg)
West Highland Centre (Lethbridge)
Park Meadows (Lethbridge)
CHOICE Program (Edmonton)**

**And covering AUPE voluntarily recognized employees at the:
Garden Vista Care Centre (Magrath)**

EXPIRING June 30, 2011

13962(01)

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PREAMBLE

Agreeing that the primary purpose of the Employer is to provide the resident with efficient and competent services.

It is the intent of the Parties to:

- (i) Ensure the provision of the best possible service and quality resident care;
- (ii) Protect the interest of resident, Employees and the Community;
- (iii) Maintain harmonious relations between the Employer and the Union;
- (iv) Recognize the mutual value of joint discussions and negotiations in all matters of mutual concern to the Parties;
- (v) Enter into a collective agreement setting forth rates of pay, hours of work and other terms and conditions of employment.

NOW THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

ARTICLE 1

TERM OF AGREEMENT

- 1.01 This agreement, including Appendices thereto, unless altered by mutual consent of both parties hereto, shall be in force and effect from date of ratification up to and including June 30, 2011 and from year to year thereafter unless notification of desire to amend or terminate be given in writing by either party during the period between sixty (60) and one hundred and twenty (120) days prior to the expiration date.
- 1.02 When either party serves notice of desire to amend the Collective Agreement under Article 1.01 above, the negotiating committees shall exchange and initial proposed amendments at commencement of negotiations. This in no way limits either party from submitting counter proposals during negotiations.
- 1.03 Any notice required hereunder to be given shall be deemed to have been sufficiently served if personally delivered or mailed in a prepaid registered envelope addressed;
- in the case of the Employer to:
- The Chief Executive Officer
The Good Samaritan Society
8861 75th Street
Edmonton, Alberta T6C 4G8
- and in the case of the Union to:
- The President
Alberta Union of Provincial Employees
10451 - 170 Street NW
Edmonton, AB T5P 4S7
- 1.04 The Collective Agreement shall continue in force and effect until a new Collective Agreement has been executed.

ARTICLE 2

APPLICATION

- 2.01 The Collective agreement shall apply to all Employees of the bargaining unit.
- 2.02 Employees shall be compensated for work performed in accordance with the schedule of basic rates of pay as set out in the Salaries Appendix, be bound by other provisions of employment, and qualify for such benefits in accordance with the provisions set out in this Collective Agreement.

- 2.03 In the event any provision of this Collective Agreement is in conflict with any present or future statute of the Province of Alberta applicable to the Employer, the section so affected shall be altered or amended forthwith in a manner agreeable to both parties so as to incorporate required changes. Such action shall not affect any other provisions of this Collective Agreement.
- 2.04 Any changes deemed necessary in the Collective Agreement shall be made by mutual agreement at any time during the existence of this Collective Agreement. Such changes shall be in writing and duly signed by authorized agents of the parties.
- 2.05 Where a conflict exists between a provision contained in this Collective Agreement and the subject matter is covered by the Employer's policies, regulations, guidelines or directives, the Collective Agreement shall apply.
- 2.06 Throughout this Collective Agreement, a word used in the feminine gender applies also in the masculine gender and vice versa, and a word used in the singular applies also to the plural, unless the context otherwise requires.
- 2.07 "Shall" shall be interpreted to be mandatory rather than directory.

ARTICLE 3

PENSION

- 3.01 When enrollment and other legal requirements have been met, the Employer shall take steps to contract for and implement a Defined Contribution Pension Plan.
- 3.02 The Pension Plan shall be open to all Full-time and Part-time Employees, subject to enrollment requirements.
- 3.03 The Employee and Employer shall make matching bi-weekly contributions of four percent (4%) of the Employee's basic rate of pay.
- 3.04 The implementation and operation of the Pension Plan, referred to above, shall at all times be subject to and governed by the terms and conditions outlined in the pension plan information brochures and the terms and conditions of the policies or contracts entered into with the pension carrier.
- 3.05 The Employer shall make available copies of information brochures to all Employees participating in this plan and the Union.

ARTICLE 4

DEFINITIONS

- 4.01 "Employee" shall mean a person covered by this Collective Agreement employed by the Employer. At the time of hire the employment status of each Employee will be determined in accordance with the following:
- (a) "Full-time Employee" is one who is regularly scheduled to work the full specified hours in the "Hours of Work" Article, or "Modified Work Schedule" provisions of this Collective Agreement;
 - (b) "Part-time Employee" is one who is regularly scheduled for less than the normal hours of work specified in the "Hours of Work" Article or "Modified Work Schedule" provisions of this Collective Agreement;
 - (c) "Casual Employee" is one who:
 - (i) is regularly scheduled for a period of three (3) months or less for a specific job: or
 - (ii) relieves for absences the duration of which is three (3) months or less; or
 - (iii) works on a call in basis and is not regularly scheduled.
 - (d) "Temporary Employee" is one who is hired on a temporary basis for a full-time or part-time position:
 - (i) for a specific job of more than three (3) months but less than six (6) months. A request by the Employer to extend the time limit shall not be unreasonably denied; or
 - (ii) to replace a full-time or part-time employee who is on approved leave of absence for a period in excess of three (3) months; or
 - (iii) to replace a full-time or part-time employee who is on leave due to illness or injury where the Employee has indicated that the duration of such leave will be in excess of three (3) months.
- 4.02 "Code" means The Labour Relations Code, as amended from time to time.
- 4.03 "Union" means The Alberta Union of Provincial Employees.

- 4.04 "Employer" shall mean "The Good Samaritan Society (A Lutheran Social Service Organization)" and include such persons as may from time to time be appointed or designated to carry out administration duties in respect of the operation and management of the facility.
- 4.05 "Local" means Local 042 of The Alberta Union of Provincial Employees.
- 4.06 "Chapter" means a component of the Union responsible for administration and negotiation of the Collective Agreement.
- 4.07 "Member" means an Employee of The Good Samaritan Society who is included in this Collective Agreement and who is a member of one of the Locals.
- 4.08 "Position" shall mean:
- (a) the Employee status
 - (b) the classification
 - (c) Full-time equivalent
- A Full-time equivalent is thirty-eight point seven five (38.75) hours of work per week.
- 4.09 "Gross Earnings" shall mean all monies earned by the Employee under the terms of this Collective Agreement.
- 4.10 "Basic Rate of Pay" shall mean the incremental step in the Salaries Appendix applicable to an Employee in accordance with the terms of this Collective Agreement, exclusive of all allowances and premium payments.
- 4.11 "Shift" shall mean a daily tour of duty exclusive of overtime hours. The first (1st) shift of the day shall be that shift in which the majority of hours fall between midnight and zero eight hundred (0800) hours.
- 4.12 "Shift Cycle" means the period of time when the shift schedule repeats itself. In those instances where the schedule does not repeat itself, the term "shift cycle" shall be understood to mean a period of time not exceeding twelve (12) weeks.
- 4.13 For the purposes of applying the terms of this Collective Agreement, time worked shall be deemed to have been worked on the day on which the majority of hours of the shift falls.
- 4.14 "Licensed Practical Nurse" means a person who is issued a certificate of registration as a Licensed Practical Nurse pursuant to the *Health Professions Act* R.S.A. 2000, c.H-7 as amended.

- 4.15 "Registration" shall take meaning from the *Health Professions Act* R.S.A. 2000, c.H-7 as amended.
- 4.16 "Site" means Southgate Care Centre (Edmonton), Stony Plain Care Centre and Cottages (Stony Plain), Dr. Gerald Zetter Care Centre (Edmonton), George Hennig Place (Stony Plain), Wedman House and Wedman Village Homes (Edmonton), Spruce Grove Centre (Spruce Grove,) Millwoods Centre (Edmonton), Mountainview Centre (Hinton), Clearwater Centre (Rocky Mountain House), Pembina Village (Evansburg), West Highland Centre (Lethbridge), Park Meadows (Lethbridge), CHOICE Program (Edmonton), Garden Vista Care Centre (Magrath), Raymond, Cardston, or Taber as applicable.
- 4.17 Site Manager" shall mean the most senior out of scope manager at the Site, which may be the Client Services Manager or Assisted Living Coordinator.

ARTICLE 5

UNION RECOGNITION

- 5.01 The Employer recognizes the Union as the sole bargaining agent for the Employees covered by this Collective Agreement.
- 5.02 This agreement will not apply to persons who are agreed between the parties to be excluded from the bargaining unit, or who have been determined by the Labour Relations Board to be excluded under the provisions of the Labour Relations Code.
- 5.03 Employees and volunteers whose jobs are not in the bargaining unit shall not perform bargaining unit work except for purposes of instruction, in an emergency, or due to unforeseen short term circumstances and provided that the act of performing the aforementioned work does not displace any bargaining unit Employees or reduce the hours of work or pay of any Employee. An emergency is defined as any unexpected situation that arises that prohibits the Employer from providing the normal standard of service or endangers the well being of the residents.
- 5.04 No Employee shall be required or permitted to make any written or verbal agreement which may be in conflict with the terms of the Collective Agreement.
- 5.05 All correspondence between the parties shall flow between designated representatives of the Employer and designated representatives of the Union. Both parties shall advise each other, in writing, of the names of their representatives.
- 5.06 A request by any Employee for Union Representation at a meeting with the Employer shall not be denied.

- (a) For the purposes of this collective agreement, the Union shall be represented by its properly appointed officers. The Union shall provide the Employer with a current list of the officer's names.
- (b) The Employer shall grant union Representatives reasonable access to its premises for Union business subject to notification of the Client Services Manager/Assisted Living Coordinator or designate.
- (c) Union membership meetings may be held on Employer premises subject to the approval of the Employer.

5.07 The Employer shall advise new Employees of the fact that a Collective Agreement is in effect. Employees shall be given a Union orientation of not more than one-half (1/2) hour by the Union on the Employer's time. This orientation may be done at the Employer's General Orientation or site specific orientation for new Employees.

5.08 An Employee shall have the right to wear the Union lapel pin during working hours.

5.09 The Employer and the Union will each pay one-half (1/2) of the cost of printing enough copies of this Agreement to provide each Employee with one (1) copy. A copy of the Collective Agreement shall be provided to each Employee on commencement of employment by the Union or at the Union orientation. The printing of the Collective Agreement will be processed at the AUPE Headquarters unionized print shop.

ARTICLE 6

UNION MEMBERSHIP, SECURITY AND CHECK-OFF

6.01 All Employees have the right:

- (a) to be members of the Union and to participate in its lawful activities;
- (b) to bargain collectively with the Employer through the Union;
- (c) to voluntary membership in the Union.

6.02 (a) All Employees shall be required to pay Union dues. The Employer shall deduct from the wages of Employees covered by this Collective Agreement an amount equal to the monthly Union dues in a manner which is in keeping with the payroll system in effect for the Employer. In all instances such deductions shall be forwarded to the Secretary-Treasurer of the Union not later than the fifteenth (15th) day of the following month in which the dues were deducted.

(b) Particulars identifying each Employee in a printed form showing the Employee name, base earnings for the period, Employee status and classification code, current deduction, and year to date deductions on which the dues are computed shall be provided monthly together with the amount deducted from each Employee.

6.03 The Union agrees to indemnify and save the Employer harmless from any form of liability arising from or as a result of the deduction of authorized dues, fees or assessments, unless caused by Employer error.

6.04 The Employer will, as a condition of employment, deduct from the base earnings of each Employee covered by this Collective Agreement, an amount equal to the dues as determined by the Union.

6.05 The Union shall advise the Employer, in writing, of any change in the amount of dues to be deducted from the Employees covered by this Collective Agreement. Such notice shall be communicated to the Employer at least thirty (30) days prior to the effective date of change.

6.07 Deductions of amounts equal to the dues for all Employees shall commence with the first pay period of employment.

6.08 The Employer will record the amount of individual dues deducted on T-4 slips issued for income tax purposes.

6.09 Twice every calendar year the Employer shall provide to the Union a list of all Employees in the bargaining unit and their mailing addresses known to the Employer.

ARTICLE 7

MANAGEMENT RIGHTS

7.01 Management reserves all rights not otherwise abrogated or restricted in this Collective Agreement.

7.02 Without limiting the generality of the foregoing, the Union acknowledges that it shall be the exclusive right of the Employer to operate and manage its business, including the right to:

(a) maintain order, discipline, efficiency and to make, alter and enforce, rules and regulations to be observed by an Employee, which are not in conflict with any provision of this Collective Agreement;

(b) direct the working force and to create new classifications and work units and to determine the number of Employees, if any, needed in any work unit or classification and to determine whether or not a position, work unit, or classification will be continued or declared redundant;

- (c) hire, promote, transfer, layoff and recall Employees;
- (d) demote, discipline, suspend or discharge for just cause.

ARTICLE 8

RESPECT IN THE WORKPLACE

- 8.01 There shall be no discrimination, restriction or coercion exercised or practiced in respect of any Employee by either party by reason of age, race, colour, creed, national origin, political or religious belief, gender, sexual orientation, marital status, physical or mental disability, nor by reason of membership or non-membership or activity in the Union nor in respect of an Employee's or Employer's exercising any right conferred under this Collective Agreement or any law of Canada or Alberta.
- 8.02 The Union and the Employer agree to respect and dignity in the workplace supporting a policy of zero tolerance for violence in the workplace.
- 8.03 The Union and the Employer recognize the right of the Employees to work in an environment free from harassment and the Employer after proper investigation, may discipline for just cause any person employed by the Employer engaging in the harassment of another Employee.
- 8.04 There shall be no limits on an Employee's rights to seek redress through the Alberta Human Rights Commission.

ARTICLE 9

UNION STEWARDS

- 9.01 The Employer agrees to recognize Employees who are appointed as Union Stewards, and recognizes their authority to represent other Employees. A Union Steward may, at the request of an Employee, accompany or represent him in the processing of a grievance, a meeting or disciplinary investigation with the Employer. When it becomes necessary for a Union Steward to leave his job for this purpose, he will request time off from his immediate supervisor and provide him with as much advance notice as possible. Arrangements will be made by the supervisor to permit the Union Steward to leave his job, as soon as reasonably possible, for this purpose with no loss of regular earnings. Such time off shall be granted only upon the approval of the supervisor or authorized alternate, which approval shall not be unreasonably withheld.
- 9.02 The Union reserves the right to appoint a Union Steward to represent a work area that has no Union Steward.
- 9.03 A list of Union Stewards shall be supplied by the Union to the Human Resources Department and the Site Manager. The Human Resources Department shall be advised in writing of any change to her list. The list shall be updated by the Union annually.

9.04 The Chapter and its members shall have the right at any time to the assistance of Union Staff Representatives when dealing or negotiating with the Employer and when processing a grievance.

9.05 Union Representatives Leave

- (a) When it is necessary for a Union member to make a request for a leave of absence to perform the duties of any office of the Union, the application for leave must be made in writing to the Employer for approval. The application for leave will be made in writing to the proper officer of the Employer with as much advance notice as possible. Where possible, four (4) weeks advance notice will be provided except that in extenuating circumstances the time factor may be waived or reduced.
- (b) The Employer shall not unreasonably withhold leave of absence for Employees elected or appointed to represent the Union at Conventions, Workshops, Institutes, Seminars, Schools or to attend meetings as a member of the Union's Provincial Executive Board.
- (c) When leave to attend Union business has been approved, it is granted with pay. The Union agrees to reimburse the Employer for actual salary paid to the Employee while on leave plus an amount determined by the Employer to cover the cost of benefits.
- (d) One (1) Employee who is elected for a full-time position with the Union shall be granted leave of absence without pay and without loss of seniority. If it is permissible under the pension and group life plan and any other welfare plans, the Employee shall have the right to pay the full cost, including the Employer's share, during the period of such leave of absence.
- (e) Employees who are selected for any staff position with the Union, or any body with which the Union is affiliated, shall be granted a leave of absence without pay for a period of two (2) years. Extension of such leave may be granted, if submitted in writing and approved by the Employer. Approval of an extension will be dependent on operational requirements and will not be unreasonably withheld. The Employee will be permitted to work for gain for such leave.

9.06 Negotiations

An Employee elected or appointed to the Union Bargaining Committee shall be granted time off with pay and without loss of seniority in order to participate in negotiations with the Employer. When requesting such leave, the Employee shall endeavor to provide as much advance notice as possible to the Employer. The Union agrees to reimburse the Employer for actual salary paid to the Employee while on leave plus an amount determined by the Employer to cover the cost of benefits.

ARTICLE 10

LAYOFF/RECALL PROCEDURE

10.01 Discussion with Union

The Parties recognize the value of a discussion, or a meeting prior to laying off Employees in the Bargaining Unit. The purpose is to discuss the relevant factors related to the layoff. The Employer will provide a current seniority list to the Union upon a layoff.

10.02 Notice Provisions

- (a) When, in the opinion of the Employer, it becomes necessary to reduce the workforce of a department, the Employer will notify the Employee who is to be laid off, in writing, twenty-one (21) calendar days prior to the date of the layoff, except that the twenty-one (21) calendar days notice shall not apply where layoff results from an act of god, fire, flood or a work stoppage by Employees not covered by this Collective Agreement. If notice is not served, Employees will receive their regular rate of pay for those twenty-one (21) days in lieu of notice.

Layoff Order

- (b) In determining the order of layoff, the Employer shall lay off in reverse order of seniority, by classification in the affected department at the Site. In all instances, lay off is subject to the remaining Employees having the ability to perform the assigned work satisfactorily.

10.03 If an Employee suffers a permanent reduction in her regularly scheduled hours of work, this Article shall apply.

10.04 Recall Period

When a Full-time Employee on layoff has been recalled to a part-time position, the twelve (12) month period shall be suspended during her part-time position, and shall recommence upon the termination of the part-time position for balance of the twelve (12) month recall period.

10.05 Benefits During Layoff

Employees laid off may with the assistance of or through the Employer, make arrangements for monthly payment of the full premiums of benefits coverage during the layoff period.

10.06 Priority for Vacancies

No new Full-time or Part-time Employees will be hired or transferred at the Site while there are other Full-time or Part-time Employees on layoff from the Site as long as laid off Full-time or Part-time Employees are available and have the ability to perform the work. No casual employee shall be hired for the purpose of reducing regular hours.

10.07 Recall Notices

- (a) Recall notice shall be by telephone with confirmation in writing by registered mail or hand delivered to the Employee's last address on record with the Employer and faxed to the Union. The Employee so notified shall return to work as soon as possible not later than five (5) calendar days following the date of the telephone call, receipt of hand delivered letter or the date the letter was registered.
- (b) In the case of an Employee who is laid off and on reduced hours, recall notice may be hand delivered to the Employee at the Site.

It is the responsibility of each Employee to notify the Employer promptly in writing, of any change of address and telephone number.

10.08 Layoff and Recall

- (a) If an Employee is recalled to fewer hours of work than the Employee enjoyed prior to the layoff, the Employee may elect to remain on layoff with recall rights.
- (b) In the event the Employee accepts recall to a position with less hours of work than enjoyed prior to the layoff, the Employee shall continue to have full recall rights to the pre-layoff Full-Time Equivalency (FTE) to a maximum of twelve (12) months from the date of the original layoff.
- (c) No Employee shall be recalled to a position with a greater FTE than held prior to the layoff. In the event a vacancy exists to which a full or partial recall is not possible, the Employer shall post the vacancy pursuant to Article 23 (Appointments, Promotions, Transfers and Vacancies), and shall recall to the resultant vacancy that is possible in accordance with the provisions of this Article.

10.09 Termination of Recall Rights

The employment of an Employee shall be considered terminated when the Employee does not accept recall to a position with the same FTE enjoyed prior to layoff, or has not changed her status to relief prior to the layoff end date, or has been on layoff and not on reduced hours for twelve (12) months without being recalled to a regular position. However, an employee shall have the right to refuse a recall to another Site without losing her recall rights.

10.10 Recalls

Recalls shall be carried out in order of seniority by classification within the bargaining unit provided the Employee has the ability to perform the assigned work satisfactorily after an appropriate orientation or familiarization period. Such recall shall apply only to work periods of fourteen (14) calendar days duration or longer.

10.11 Ability to Perform Assigned Work

"Ability to perform the assigned work" means the Employee does not require any additional training by the Employer other than orientation, to be able to satisfactorily perform the assigned work.

10.12 Casual and Temporary Employees

This Article shall have no application to Casual and Temporary Employees.

ARTICLE 11

IN-SERVICE PROGRAM/DISASTER PLAN EXERCISE

11.01 The Employer shall provide in-service education to ensure that each Employee has the opportunity to attend the required sessions for the facility.

11.02 Disaster Plan Exercise

In the public interest, Disaster Plan Exercises shall be considered a joint responsibility of the Employer and the Employee.

- (a) Employees participating in a disaster plan exercise shall do so on a volunteer basis.
- (b) Where the Employer requires the Employee to participate in a Disaster Plan Exercise, time spent in participating shall be considered as working time.

11.03 CPR Training

The Employer shall make available a program for Employees to obtain their CPR certification and annual re-certification. Such program shall be without charge to the Employees. Employees participating in such program shall do so on their own time.

11.04 The Employer's staff training and development policy governing in-service programs will include prevention and management of staff abuse; and other education programs, as deemed appropriate by the Employer for the purpose of maintaining proficiency.

11.05 Reimbursement for In-service Education

(a) An Employee who is required to attend a training course, seminar, or staff meeting, shall be compensated as hours worked or shall be allowed compensatory time off in lieu by mutual agreement between the Employee and the Employer.

(b) An Employee who is required to attend a training course, seminar or staff meeting which necessitates travel shall be considered as time worked.

11.06 Professional Development Days

Effective January 1, 2009, all Employees required by the Employer to be a Licensed Practical Nurse, shall, upon request, be granted three (3) professional development day annually for professional development related to nursing skills, at the Basic Rate of Pay. An Employee shall be advised in advance of any transportation, registration fees, subsistence, and other expenses that may be paid by the Employer.

Applications for such paid professional development opportunities shall be made in writing to the Employer as early as possible and approval will be subject to operational requirements.

ARTICLE 12

OCCUPATIONAL HEALTH AND SAFETY

12.01 A Committee will be established for each Site covered under this Collective Agreement to consider matters of Occupational Health and Safety.

12.02 The Committee shall meet at least quarterly or more frequently if required by either party at a mutually acceptable hour and date.

12.03 The Committee shall be established and the Union will have the right to designate one (1) member of the bargaining unit for every fifty (50) Employees to a maximum of three (3) members of the bargaining unit at the Site as members of this Committee. This Committee may include representatives from other Employee groups, however, the number of Employer representatives on the Committee shall not exceed the number of representatives from the Union and other Employee groups represented.

12.04 The Basic Rate of Pay will be paid to such Employee for time spent in attendance at a meeting of the Committee.

Occupational Health and Safety

12.05 The Employer, the Employees and the Union will cooperate to the fullest extent in the matter of occupational health, safety, security and accident prevention and the Employer agrees to provide safety equipment when required and to install devices where necessary.

(a) Identify situations which may be unhealthy or unsafe in respect of the worksite and make appropriate recommendations.

(b) Assist in the development and promotion of measures to protect the health of Employees in the facility and to check the effectiveness of such measures.

12.06 The Employer will co-operate with the Committee by providing:

(a) materials and equipment necessary to carry out its functions in accordance with its terms of reference.

(b) data pertaining to workplace health and safety conditions.

12.07 An Employee's right shall be respected in accordance with the Occupational Health and Safety Code.

12.08 The Employer shall not unreasonably deny committee members access to the workplace to conduct safety inspections including monitoring.

12.09 The Health and Safety Committee shall also consider measures necessary to ensure the safety of each Employee at the work site and may make recommendations to the Employer in that regard. The Employer shall reply in writing to the Health and Safety Committee within thirty (30) calendar days of receipt of the recommendations.

Imminent Danger

- 12.10 No Employee shall be discharged, penalized or disciplined for refusing to perform any work or operate any equipment which the Employee has reasonable and probable grounds to believe presents an imminent danger to the health and safety of any Resident, Employee, or member of the public. Imminent danger is defined as a danger that is not normal for the Employee's occupation, or a danger under which the Employee engaged in their occupation would not normally carry out their work.
- 12.11 The Employer agrees that they will notify and meet with the Union at the earliest possible opportunity, following an incident of alleged patient abuse by an Employee or of alleged assault on an Employee.

ARTICLE 13

HOURS OF WORK

13.01 Continuous Operation

It is understood and agreed that the work shall provide for continuous operation Monday through Sunday.

- 13.02 (a) The normal hours of work for Full-time Employees working seven and three quarter hour (7 3/4) shifts shall be seventy-seven and one-half (77 1/2) hours over a period of fourteen (14) calendar days, unless the position necessitates an alteration which shall be subject to mutual agreement between the Employer and the Union. Unpaid meal periods shall be thirty (30) minutes. No split shifts shall be worked by any Employee, except by mutual agreement.
- (b) The normal hours of work for Full-time Employees working eleven (11) hours and five (5) minute shifts shall be seventy-seven (77) hours and thirty-five (35) minutes over a period of fourteen (14) calendar days unless the position necessitates an alteration in which case the Employer will provide the Union with twelve (12) weeks notice of change. Employees working eleven (11) hours and five (5) minute shifts shall be entitled to two (2) unpaid meal periods of thirty (30) minutes. No split shifts shall be worked by any Employee except by mutual agreement.
- (c) The regular hours of work for Part-time and Casual Employees working seven and three quarter (7 3/4) hour shifts shall be less than seventy-seven and one half (77 1/2) hours over a period of fourteen (14) calendar days and the daily hours of work shall be up to seven and three quarter (7 3/4) hours, exclusive of meal periods.

- (d) The regular hours of work for Part-time and Casual Employees working eleven (11) hours and five (5) minute shifts shall be less than seventy-seven (77) hours and thirty-five (35) minutes over a period of fourteen (14) calendar days and the daily hours of work shall be up to eleven (11) hours and five (5) minutes, exclusive of meal periods.
- (e) All Employees working seven and three quarter (7 3/4) hour shifts shall be permitted one (1) fifteen (15) minute rest period during each period of three point eight seven five (3.875) hours of work, the time of which shall be scheduled by the Employer. The fifteen (15) minutes shall commence when an Employee leaves her place of work and the Employee shall be back at her place of work when the fifteen (15) minutes expire.
- (f) Employees working eleven (11) hours and five (5) minute shifts shall be permitted three (3) rest periods of fifteen (15) minutes during each shift.
- (g) If an Employee is recalled to duty during her meal period or rest period she shall be given a full meal period or rest period later in her shift.
- (h) If the Employer requires an Employee to be readily available for duty during her meal break, she shall be so designated in advance and be paid for that meal break at her basic rate of pay.

13.03

- (a) Except in cases of emergency or by mutual agreement between the Union and the Employer, shift schedules for Employees working seven and three quarter (7 3/4) hour shifts shall provide for:
 - (i) at least fifteen and one-half (15 1/2) hours off duty between shifts;
 - (ii) not more than six (6) consecutive scheduled days of work;
 - (iii) at least two (2) consecutive days of rest in a fourteen (14) calendar day period;
 - (iv) no shift shall be less than four (4) hours
 - (v) not more than two (2) different shift starting times.
- (b) Except by mutual agreement between the Employer and the Union, an Employee working seven and three quarter (7 3/4) hour shifts shall receive at least one (1) weekend off in three (3) averaged over one (1) complete cycle of the shift schedule. A weekend shall be a Saturday and a Sunday. Named Holidays shall not be used as days off for the purposes of this Article.
- (c) Except in cases of emergency or by mutual agreement between the Union and the Employer, shift schedules for Employees working eleven (11) hours and five (5) minute shifts shall provide for:

- (i) at least eleven (11) hours and fifty-five (55) minutes off duty between shifts;
 - (ii) not more than four (4) consecutive scheduled days of work.
- (d) Except by mutual agreement between the Employer and the Union, an Employee working eleven (11) hours and five (5) minute shifts shall receive at least one (1) weekend off in two (2) averaged over one (1) complete cycle of the shift schedule. A weekend shall be a Saturday and the following Sunday. Named Holidays shall not be used as days off for the purposes of this Article.

13.04 Posting of Shift Schedules

- (a) Shift schedules shall be posted not less than twenty-eight (28) calendar days in advance. When the Employer initiates a change in the Employee's schedule with less than seven (7) calendar days notice, the Employee shall be paid at one and one-half times (1 1/2X) for all hours worked on the first (1st) shift of the changed schedule.
- (b) Employee requests for shift changes must be made in writing at least seven (7) calendar days in advance, except in extenuating circumstances. If the change results in less than seven (7) calendar days notice, the Employees affected will be paid their regular rate of pay for all hours worked.

13.05 The Employer will provide the Union with an authorized copy of all work schedules upon request.

13.06 Reporting Pay

Any Employee who reports for work as requested or scheduled and is sent home for any reason other than disciplinary shall be paid for the full length of the shift or four (4) hours, whichever is the greater, at the Employee's regular rate of pay.

13.07 Additional Hours of Work

- (a) Additional hours of work shall be distributed by seniority to Part Time Employees first. Part-time Employees who wish to be considered for additional hours of work shall indicate the extent of their availability to the Employer in writing. The distribution by seniority shall be on a rotational basis.
- (b) Opportunity to work additional hours of work shall be made available to Part-time Employees who are senior, available and have requested additional hours of work and Casual employees on a fair rotational basis.

- (c) At the request of the Union or the Employer, the parties agree to meet to discuss the distribution of additional hours of work.

13.08 Daylight Savings Time

On the date fixed by proclamation, in accordance with the Daylight Saving Time Act, of conversion to Mountain Standard Time, regular hours of work shall be extended to include the resultant additional one (1) hour with additional payment due therefore at the applicable overtime rate. On the date fixed by said Act for the resumption of Daylight Saving Time, the resultant reduction of one (1) hour in the shift involved shall be effected with the appropriate deduction in regular earnings.

- 13.09 (a) Except for Clauses 13.03(a)(i)(iii) and 13.03 (b), this Article shall apply to Casual Employees.
- (b) Unless prescheduled, Clause 13.05(a) shall not apply to Casual Employees.
- (c) This Article shall apply to Temporary Employees working in a part-time or full-time capacity.

ARTICLE 14

OVERTIME

14.01 Overtime is all time authorized by the Employer and worked by an Employee:

- (a) in excess of seven and three-quarter (7 3/4) work hours per shift for Employees scheduled to work pursuant to 13.02 (a) or (c);
- (b) in excess of seventy-seven and one-half (77 1/2) work hours in a fourteen (14) calendar days period for Employees scheduled to work pursuant to 13.02 (a) or (c);
- (c) in excess of eleven (11) hours and five (5) minutes of work per shift for Employees scheduled to work pursuant to 13.02 (b) or (d); and
- (d) in excess of seventy-seven and one-half (77 1/2) work hours in a fourteen (14) calendar days period for Employees scheduled to work pursuant to 13.02 (b) or (d);

14.02 The overtime rate of one and one-half times (1 1/2X) the applicable basic hourly rate for the first two (2) hours worked and two times (2X) the applicable basic hourly rate thereafter shall be paid for overtime worked.

14.03 Employees shall not be required to layoff during their regular shift to equalize any overtime worked previously.

- 14.04 (a) An Employee may request time off in lieu of overtime worked to be taken in conjunction with her annual vacation by mutual agreement.
- (b) In the event mutual agreement between the Employee and the Employer is not reached, time off in lieu of overtime may be taken at another mutually agreeable time.
- (c) Time off in lieu of overtime shall be the equivalent of the actual time worked adjusted by the overtime rate.
- (d) Failing mutual agreement under (a) or (b) above, the Employer shall effect payment of overtime pay at the overtime rate.

14.05 Failure to provide at least fifteen and one-half (15 1/2) hours rest between shifts shall result in payment of overtime at established rates for any hours worked during normal rest period unless mutually agreed between the Employer and the Employee.

14.06 Rest Period and Meal Breaks

An Employee required to work more than one (1) hour overtime shall be provided with a fifteen (15) minute rest period prior to working the overtime. Where overtime of three (3) hours or more is required, the Employer shall provide a one half (1/2) hour meal break without pay at the Employees option and shall provide a meal free of charge. Those Employees who decline to take the half (1/2) hour meal break shall not be provided a meal free of charge.

14.07 Casual Employees

Except for Clause 14.04, this Article shall apply to Casual Employees.

ARTICLE 15

SALARIES

15.01 The basic rates of pay as set out in the Salaries Schedule shall be applicable to all Employees covered by this Collective Agreement.

- 15.02 (a) A Full-time Employee shall be entitled to an increment on the completion of two thousand and twenty-two point seven five (2,022.75) hours exclusive of overtime.
- (b) Part-time and Casual Employees shall be entitled to an increment on the completion of one thousand nine hundred and twenty-nine point seven five (1,929.75) hours exclusive of overtime.

15.03 Recognition of Previous Experience

Provided that not more than two (2) years have elapsed since the experience was obtained, when an Employee has job specific experience or education, satisfactory to the Employer, her starting salary may be adjusted (increased) to recognize her previous experience or education. Upon providing satisfactory proof of job specific experience or education, an employee will be advanced to the appropriate step effective the date of submission of proof.

Employees who terminate employment from the Employer and are re-employed will be placed at the same increment on the salary scale upon re-employment provided:

- (a) they are re-employed into exactly the same classification that they held prior to termination;
- (b) that their re-employment is within two (2) years of their prior termination.

15.04 Only Employees entitled to designation as a Licensed Practical Nurse pursuant to the *Health Professions Act*, R.S.A. 2000, c.H-7 shall be employed as a Licensed Practical Nurse.

15.05 Overpayment

Should the Employer issue an employee an overpayment of wages and/or entitlements, then the Employer may make the necessary monetary or entitlement adjustments and take such internal administrative action as is necessary to correct such errors. The Employer shall notify the employee in writing that an overpayment has been made and discuss repayment options. By mutual agreement between the Employer and the employee, repayment arrangements shall be made. In the event mutual agreement cannot be reached, the Employer shall recover the overpayment by deducting up to ten percent (10%) of the employee's gross earnings per pay period.

ARTICLE 16

RETROACTIVITY

16.01 Any Employee whose employment has terminated prior to the date upon which this Agreement is signed by the Employer and the Union, would be eligible to receive retroactively any increase in salary which she would have received but for the termination of employment, only upon submitting to the Employer, during the period between the expiry date of the preceding agreement and thirty (30) days after the signing of this Agreement, a written application for such retroactive salary.

ARTICLE 17

HANDLING CASH AND PAYDAYS

- 17.01 An Employee handling cash shall not be required to reimburse the Employer for shortages.
- 17.02 Paydays shall be on a bi-weekly basis by direct deposit.

ARTICLE 18

SHIFT DIFFERENTIAL / WEEKEND DIFFERENTIAL

18.01 Shift Differential

(a) **General Support Staff**

For general support staff, a shift differential of one dollar and seventy five cents (\$1.75) per hour will be paid to an Employee for all hours worked between fifteen hundred (1500) hours to zero seven hundred (0700) hours.

Effective January 1, 2009 the shift differential for support staff will increase to two dollars and twenty-five cents (\$2.25) per hour (for all hours worked between fifteen hundred (1500) hours to zero seven hundred (0700) hours).

(b) **Auxiliary Nursing Staff**

(ii) For auxiliary nursing staff, a shift differential of one dollar and seventy-five cents (\$1.75) per hour will be paid to an Employee for all hours worked between fifteen hundred (1500) hours to twenty three hundred (2300) hours.

Effective January 1, 2009 for auxiliary nursing staff the shift differential shall increase to two dollars and fifty cents (\$2.50) per hour (for all hours worked between fifteen hundred (1500) hours to twenty three hundred (2300) hours).

(iii) For auxiliary nursing staff, a shift differential of two dollars (\$2.00) per hour will be paid for all hours worked between twenty three hundred (2300) hours and zero seven hundred (0700) hours.

Effective January 1, 2009 for auxiliary nursing staff the shift differential shall increase to four dollars twenty five cents (\$4.25) hour for all hours worked between twenty three hundred (2300) hours and zero seven hundred (0700) hours.

18.03 Weekend Differential

An Employee shall be paid, in addition to her basic rate of pay and any shift differential to which she may be entitled, a weekend differential of one dollar and seventy five cents (\$1.75) per hour for all hours worked between fifteen hundred (1500) hours Friday and zero seven hundred (0700) hours Monday.

Effective January 1, 2009 the weekend differential shall increase to two dollars and seventy five cents (\$2.75) per hour for all hours worked between fifteen hundred (1500) hours Friday and zero seven hundred (0700) hours Monday.

18.04 To be eligible for payment of shift differential, an Employee must work at least thirty (30) minutes between fifteen hundred (1500) hours to zero seven hundred (0700) hours.

18.05 All premiums payable under this Article shall not be considered as part of the Employee's basic rate of pay.

18.06 Where, applicable, an Employee shall be eligible to receive both Shift Differential and Weekend Premium.

ARTICLE 19

PROBATION

19.01 An Employee shall serve a single probationary period of four hundred and sixty-five (465) hours worked exclusive of overtime hours worked, for each period of continuous employment not interrupted by termination or dismissal. In the case of Part-time, Temporary, or Casual Employees who upon completion of six (6) calendar months employment and who have not completed four hundred and sixty-five (465) hours, their probationary period shall be deemed to have been completed. The probationary period may be extended for a period up to an additional four hundred and sixty-five (465) hours worked, however, in no event will the total probation period exceed nine hundred and thirty (930) hours, exclusive of overtime hours worked. During the probationary period the Employee may be terminated for any reason, without:

- (a) notice; or
- (b) pay (except as may be required by the provisions of the Alberta Employment Standards Code),

The Employer shall provide a reason for the termination to the Employee, and the Employee shall not have recourse to the grievance procedure set out in this Collective Agreement or the Code, with respect to such termination.

- 19.02 Orientation
- (a) The Employer shall provide a paid orientation period for all new Employees, including:
 - (i) orientation to the Employer’s organization and an orientation to the site;
 - (ii) the first three (3) shifts of resident care shall be under guidance or supervision.
 - (b) An employee transferring from one functional unit to another shall be given an orientation appropriate for her previous work related knowledge, skills, and abilities.
 - (c) A request for additional orientation shall not be unreasonably denied.
- 19.03 The Employer shall provide a performance appraisal of each probationary Employee at least once during her probationary period.

ARTICLE 20

TRANSPORTATION ALLOWANCE

- 20.01 When an Employee is assigned duties necessitating the use of her private automobile she shall be reimbursed at the rate of forty-two cents (\$.42) per kilometre or the Good Samaritan Society policy rates (whichever is greater).
- 20.02 An employee who normally travels from the facility to her place of residence by means of public transportation following the completion of her duty shift but who is prevented from doing so by being required to remain on duty longer than her regular shift and past the time when normal public transportation is available, shall be reimbursed for the cost of reasonable, necessary and substantiated transportation expense from the facility to her place of residence.
- 20.03 Subsistence
- Employees who are required to travel more than 100 kilometres beyond their normal place of work on business authorized by the Employer, shall be reimbursed for eligible expenses in accordance with the Employer’s Policy on Travel Expense Reimbursement.

ARTICLE 21

UNIFORMS

- 21.01 The Employer will furnish and maintain uniforms (launder and repair) without charge when the Employer designates the Employees wear a specific uniform. These remain the property of the Employer and shall not be worn other than on duty. The nature, colour and style of the uniforms and the requirements of each group of Employees in respect thereto shall be determined by the Employer.

ARTICLE 22

JOB CLASSIFICATION

22.01 Job Description

An Employee may request from the Employer a copy of the job description for her position.

22.02 New Classification

Should the Employer introduce a new classification, the Employer and the Union shall, within twenty-eight (28) calendar days of the introduction of the new classification, negotiate a wage rate. Should an agreement not be negotiated in this period, the wage rate proposed by the Employer shall be implemented and if the rate of pay is unacceptable to the Union, the Union shall have fourteen (14) days from the date of implementation to refer the matter in writing to arbitration in accordance with Article 32 of the Collective Agreement.

22.03 Change to Existing Classification Criteria

- (a) Where the primary function or qualifications of a position in any classification, or a classification covered by this Collective Agreement, are significantly changed the Employer and the Union shall receive twenty-eight (28) calendar days notice.
- (b) Where the Employer increases the qualifications of a position or classification, the Employer shall provide the incumbent(s) with a reasonable period of time to obtain the required qualifications.

22.04 Classification Review

- (a) In the event that an Employee believes that their current position is not properly allocated, the Employee may request a classification review of their current position. The request for a classification review should be submitted in writing to the Site Manager or designate.
- (b) Where a classification review is requested, the job description will be updated and a review of the position conducted to determine the appropriate classification based on a comparison to the classification guideline criteria and other similar positions.
- (c) The Employee and the Union will be advised in writing of the results of the classification review.

22.05 Successful classification reviews shall be effective from the date that the original request for classification review was submitted.

22.06

Classification Adjustment

- (a) An Employee whose position is reclassified to one with a higher basic rate of pay shall be advanced to the next step on the salary schedule that would provide, at a minimum an increase to their basic rate of pay.
- (b) An Employee whose position is reclassified to one with a lower basic rate of pay shall not have her basic rate of pay altered from the basic rate of pay she was earning on the date her position was reclassified for a period of six (6) months, or until the basic rate of pay for the lower paid classification is equal to or greater than her previous basic rate of pay, whichever is earlier.

22.07

If an Employee is not satisfied with the decision of the Employer in Article 22.03(c) respecting the classification review, the Employee may within ten (10) days grieve the matter at Step 2 of the Grievance Procedure.

ARTICLE 23

APPOINTMENTS, PROMOTIONS, TRANSFERS AND VACANCIES

Postings

23.01

When a new position is created or when a vacancy occurs in any classification covered by this Collective Agreement such position or vacancy shall be posted for not less than seven (7) calendar days in advance of making an appointment.

- (a) The posting shall contain the following information:
 - (i) qualifications and/or competencies required;
 - (ii) employment status (Regular, Temporary, Casual);
 - (iii) classification and full-time equivalence (FTE);
 - (iv) range of rate of pay;
 - (v) location;
 - (vi) if temporary, the anticipated duration of such position.
- (b) All applications for job postings shall be made in writing to the contact person designated on the job posting.
- (c) A copy of all postings shall be forwarded to the Union representative or designate at each Site and the Chapter Chairperson as appropriate.
- (d) The Employer will provide a mail slot at each Site for the purpose of providing copies to the Union.

Applications

- 23.02 (a) Applications for vacancies shall be in writing according to the procedures established by the Employer. Facilities will be provided to accept applications for a posted position at any time within the seven (7) calendar day posting period.
- (b) An Employee who will be absent during the posting of a vacancy may submit an application in advance of that vacancy being posted.

Interim Appointments

- 23.03 When circumstances require the Employer to fill a vacancy, the appointment shall be made on a casual basis only until a permanent appointment is made.

Selection

- 23.04 In making appointments and filling vacancies, appointments will be made on the basis of the most requisite job related skills; training, knowledge and other relevant attributes and where these factors are considered by the Employer to be equal, then seniority shall be the deciding factor.

Notification to Applicants

- 23.05 Applicants for appointments and vacancies shall be informed in writing of their acceptance or rejection within seven (7) calendar days of the date of the appointment.

Transfers

- 23.06 (a) Transfers shall be on a trial basis. The transferred Employee will be given a trial period of three hundred and twenty-five point five zero (325.50) hours worked, in which to demonstrate the ability to fill the new position satisfactorily. The trial period may be extended by the number of working hours absent for any reason during the trial period. During the trial period, the Employee who has transferred to a different classification may either:
- (i) return to the Employee's former position, at the Employee's request; or
 - (ii) be returned to the Employee's former position.
- (b) In circumstances where reinstatement is not possible, the Employer shall assign the Employee to a similar position consistent with her abilities and/or qualifications, which position may not be the specific position or in the specific area occupied prior to the transfer. The rate of pay for such position shall be at a rate of pay equivalent to that of her former position.

Accommodation

- 23.07
- (a) The foregoing provisions shall be waived and inoperative when placement of an Employee in a job within the bargaining unit is effected to accommodate a request by the Workers' Compensation Board or the Underwriters of the Long Term Disability Income Insurance Plan to provide a period of Rehabilitative Work Experience.
 - (b) The posting provisions of this Article shall be waived in the event vacancies occur while Employee(s) are on layoff with recall rights and those laid off Employee(s) accept recall to the vacant position(s).

Achieving a Different Position in a Different Classification

- 23.08
- (a) When an Employee is appointed to a position in a classification with a higher end rate than her present classification, she shall be advanced to the next pay step that provides her with an increase in her basic rate of pay.
 - (b) When an Employee has applied for and has been accepted for a position in a classification with an end rate that is less than her present classification, she shall be assigned to the Pay Step in the lower pay range that causes the least amount of reduction in her present basic rate of pay.

Temporary Assignment

- 23.09
- (a) An Employee required by the Employer to replace another Employee in a classification within the bargaining unit which is assigned a higher pay grade, for a period of two (2) hours or more, shall in addition to the Employee's basic rate of pay, be paid an additional amount equal to the differential between the applicable rate for the Employee's classification and the pay step for the higher classification in which the Employee is relieving that provides her with an increase in her basic rate of pay.
 - (b) An Employee required by the Employer to temporarily replace another Employee in a classification within the bargaining unit which has assigned a lower pay grade, shall not have their basic rate of pay adjusted.

Order of Consideration

- 23.10
- The following order of consideration shall apply to applicants who possess the necessary qualifications needed to fill the position:
- (a) Employees of the bargaining unit who are Employees of the Employer by seniority;

- (b) next, other Employees of the Employer.

In the event that an applicant is chosen for a position as an Employee pursuant to Article 23.10 (b), the applicant shall transfer their full length of service (for entitlement purposes only) to the Employer, and will have all rights set out in this Collective Agreement as if there was no break in her continuous employment.

ARTICLE 24

LEAVE OF ABSENCE

24.01

General Provisions Governing Leaves of Absence

The following provisions are applicable to all leaves of absence except where expressly stated.

- (a) Applications for a leave of absence shall be submitted in writing to the Employer as early as possible in order that staff substitutions may be arranged. Applications shall indicate the date of departure on leave and the date of return. A false statement in an application for leave of absence or neglect to return at the end of the leave granted may result in discipline up to and including dismissal which shall be reported to the Union.
- (b) A leave of absence without pay shall be granted to an Employee in the case of serious illness or accident to the Employee's immediate family or for any other reason which the Employer and Employee may agree upon. Leaves of absence for any other reason which the Employer and the Employee agree upon, may be granted at the discretion of the Employer. Such approval will not be unfairly withheld and where permission is denied reasons will be given. Leaves of Absence may be extended by mutual agreement between the Employer and the Employee. The Employee shall not work for gain during the period of leave of absence except with the express consent of the Employer.
- (c) Sick leave entitlement, vacation entitlement and credit towards increments do not accrue during any leave of absence without pay in excess of thirty (30) calendar days. Employees seniority dates will not be altered by virtue of a leave of absence of thirty (30) days or less, unless otherwise specified in this Article.
- (d) Employees shall not be entitled to Named Holidays with pay, which may fall during the leave of absence without pay.

- (e) During leaves of absence without pay of longer than thirty (30) calendar days, subject to approval by the Insurer(s), Employees may elect to maintain coverage of contributory plans specified in Article 27, provided that the Employee makes prior arrangements to pay full premium costs in a lump sum or on a monthly basis. A failure to remit the payment required above, will result in cancellation of benefits.
- (f) When an Employee is on Long Term Disability benefits the Employer will continue to pay the Employer's share of Alberta Health Care premiums for a period not exceeding eighteen (18) months from the beginning of Long Term Disability provided that the Employee makes prior arrangements with the Employer for the payment of the Employee's share of Alberta Health Care in a lump sum or on a monthly basis. Failure by an Employee to submit her portion, will result in the Employer discontinuing premium payments for that Employee.
- (g) Application for Leave of Absence for more than a period of twelve (12) months requires approval by a Director of Operations.
- (h) The Employee on leave of absence in excess of three (3) months, shall provide the Employer with twenty-eight (28) calendar days notice, where possible, and shall in any case, provide the Employer with fourteen (14) calendar days notice, of readiness to return to work or such shorter period of time as agreed between the Employer and the Employee, at which time the Employer will reinstate the Employee in the same classification with the same Full-time equivalency and where reasonable in the position held by the Employee prior to taking general leave. If the position from which the Employee is on leave no longer exists, the Employee shall exercise their seniority rights pursuant to the Layoff and Recall Article.

24.02

Maternity Leave

- (a) An Employee who has completed six (6) months, continuous employment shall, upon her request, be granted maternity leave to become effective twelve (12) weeks immediately preceding the expected date of delivery or such shorter period as she may request, providing, however, that if in the opinion of her Medical Physician, her ability to carry out her normal work assignments become limited she may be placed on maternity leave earlier. Such leave shall be without pay or benefits, except for the valid health related portion of maternity leave, and shall not normally exceed eighteen (18) months beyond the date of delivery.

The total period of maternity leave shall not normally exceed eighteen (18) months. However, by mutual agreement between the Employer and the Employee, such leave may be extended. An Employee on maternity leave may maintain her benefits by paying the full cost of the premiums (Employee and Employer portion) while on leave, except for the valid health-related portion of maternity leave. An Employee who wishes to maintain benefits under this article shall make arrangements with the Employer for payment of the full cost of the premiums.

- (b) A pregnant Employee whose continued employment in her position may be hazardous to herself or to her unborn child, in the written opinion of her Physician, may request a transfer to a more suitable position if one is available. Where no suitable position is available, the Employee may request Maternity Leave as provided above, if the Employee is eligible for such leave. In the event that such Maternity Leave must commence in the early stages of pregnancy which results in a need for and absence from work longer than eighteen (18) months the Employee may request further leave without pay and benefits as provided by the General Leave Article.

24.03 Paternity Leave

An Employee who has completed six (6) months continuous employment shall be granted up to eighteen (18) months paternity leave without pay or benefits immediately following the birth of the child. Such leave may be extended by mutual agreement between the Employer and the Employee.

24.04 Adoption Leave

- (a) An Employee who has completed six (6) months continuous employment shall be granted up to eighteen (18) months adoption leave without pay or benefits for the purpose of adopting a child. Such leave may be extended by mutual agreement between the Employer and the Employee.
- (b) The Employee may commence adoption leave upon one (1) days notice provided that application for such leave is made once the adoption has been approved and the Employer is kept informed of the progress of the adoption proceedings.

24.05 An Employee on maternity, paternity or adoption leave shall continue to accrue seniority.

24.06 Jury or Witness Duty

Any Employee required by law for jury duty, jury selection, or witness duty in a matter arising out of her employment shall be allowed time off without loss of regular earnings during such absence. An Employee on jury or witness duty shall continue to accrue seniority. A request for a leave to act as a voluntary witness shall not be unreasonably denied and such leave shall be without pay. Any fee received as a juror or witness shall be paid to the Employer.

24.07

Political Office

- (a) The Employer recognizes the right of an Employee to participate in public affairs. Therefore, upon written request, the Employer shall allow leave of absence without pay so that an Employee may be a candidate in federal, provincial or municipal elections.
- (b) Employees who are elected to public office shall be allowed leave of absence without pay for a maximum of two (2) terms.

24.08

Bereavement Leave

- (a) An Employee shall be granted three (3) consecutive working days bereavement leave without loss of pay in the event of the death of the following relatives of the Employee:

spouse (including common-law and/or same sex relationships)		
child	daughter-in-law	step-brother
parent	son-in-law	step-parent
brother	father-in-law	step-child
sister	mother-in-law	step-sister
guardian	grandparent	grandchild
fiancé	niece	nephew
aunt	uncle	

- (b) Consecutive work days shall not include the Employee's regular days off.
- (c) Bereavement leave, without loss of pay, shall be extended by up to two (2) days if travel in excess of three hundred and twenty-two (322) kilometres one (1) way from the Employee's residence is necessary.
- (d) At the discretion of the Employer, bereavement leave may be extended by up to two (2) additional days where extenuating circumstances warrant.
- (e) In the event of a death of another relative or close friend, the Employer may grant up to one (1) working day off with pay to attend the funeral services.
- (f) An employee shall not be required to take unscheduled vacation leave in lieu of bereavement leave when she is entitled to that leave.

24.09

Education Leave

- (a) The Employer recognizes the benefit to the Employer and the Employee when Employees wish to upgrade their education. Upon written request, the Employer shall grant an unpaid leave of absence for such purpose where operational requirements permit.

- (i) Employees who are granted Education leave shall be approved as a general leave of absence and all conditions of general leave shall apply.
- (ii) During an Employee's Education Leave, she may work as a Casual Employee in the bargaining unit without adversely affecting her reinstatement to the position from which she is on leave.

24.10 Only Article 24.01(a)(b)(g)(h) is applicable to Casual Employees unless employed in a temporary capacity.

24.11 Special Leave

If an Employee is unable to report to work as the result of illness in the immediate family requiring the Employee's personal attention, she shall inform the Employer of such with as much advance notice as possible and she shall use either sick leave, a vacation day, a day in lieu of a Named Holiday, banked overtime or an unpaid leave of absence for the hours not worked. Such absence from work shall not exceed three (3) working days per year. The Employee may be required to submit satisfactory proof of illness.

24.12 Compassionate Care Leave

- (a) The Employer recognizes the potential need for Employees to care for gravely ill or dying family members or other qualified persons.
- (b) Qualified person means a person in a relationship with the Employee for whom the Employee would be eligible to receive the compassionate care benefit under Employment Insurance legislation.
- (c) When a regular Employee with a qualified person in the end stage of life, who is dying or at significant risk of death within six (6) months, shall be entitled to leave of absence without pay for a period of six months. An Employee who wishes to maintain benefits under this Article shall make arrangements with the Employer for payment of the full cost of the premiums.
- (d) In order to qualify for leave under this provision, the employee shall meet the eligibility requirements of the Employment Insurance regulations.
- (e) Employees may be required to submit to the Employer, satisfactory proof demonstrating the need for compassionate care leave.

ARTICLE 25

ANNUAL VACATION

25.01 An Employee shall be granted the vacation period preferred by her at such time as may be mutually agreed by the Employer and the Employee.

25.02 An Employee shall be entitled to an unbroken period of vacation equal to her entire vacation entitlement unless otherwise mutually agreed between the Employer and the Employee, subject to the application of Article 25.03(e).

25.03 **Vacation Requests**

- (a) All Employees shall apply in writing for the vacation period preferred by them. Preference of choice of vacation dates shall be determined by seniority of service in the Employee's classification at the Site.
- (b) All Employees shall indicate their choice of vacation period(s) between February 1st and March 31st of each vacation year.
- (c) The Employer shall respond, in writing, to the vacation requests by April 30th. For vacation requests outside of the period in Article 25.03(b), the Employer shall respond, in writing, within fourteen (14) calendar days of the request.
- (d) Any Employee who fails to submit their vacation requests by March 31st, shall lose their choice by seniority.
- (e) The Employer shall make every reasonable effort to grant an Employee, upon request, at least two (2) weeks of annual vacation entitlement during July and/or August. No Employee shall be allowed more than two (2) weeks in July or August until all staff have had an opportunity for two (2) weeks vacation in July or August.
- (f) Vacation shall be taken in the year that it is earned. One (1) year's vacation entitlement may be carried over to the next year. An Employee may carry forward more than one (1) year's vacation entitlement if mutually agreed to between the Employee and the Employer.
- (g) The Employer may establish a limit to the amount of vacation accrual an Employee is entitled to maintain on an ongoing basis. The limit on vacation accrual shall be not less than one year's entitlement.

25.04 **Length of Vacation**

Vacation periods shall not be less than one (1) day, except where mutually agreed between the Employer and the Employee.

25.05 No Employee may continue to work and draw vacation pay in lieu of taking her vacation.

25.06 **Rate of Pay**

Vacation pay shall be at the rate effective immediately prior to the vacation period.

An Employee called back by the Employer to work during her scheduled vacation will receive compensation at two times (2X) times her basic rate of pay for the hours worked during the period of the vacation cancelled by the Employer. The time worked shall be rescheduled as vacation with pay.

25.07

Vacation Pay on Termination

An Employee who resigns or whose service is terminated shall receive vacation pay in lieu of all vacation earned but not taken.

25.08

Vacation Entitlement

- (a) During each year of continuous service in the employ of the Employer, an Employee shall earn entitlement to a vacation with pay.
- (b) Such earned vacation entitlement can be taken on a "use as accrued" basis.
- (c) The rate at which such entitlement is earned shall be governed by the position held by the Employee and the total length of such service as follows:
 - (i) during the first (1st) to third (3rd) year of such employment, an Employee earns a vacation of fifteen (15) working days;
 - (ii) during the fourth (4th) to fourteenth (14th) year of such employment, an Employee earns a vacation of twenty (20) working days;
 - (iii) during the fifteenth (15th) to twenty-fourth (24th) year of such employment, an Employee earns a vacation of twenty-five (25) working days;
 - (iv) during the twenty-fifth (25th) and subsequent years of such employment, an Employee earns a vacation of thirty (30) working days.

Effective July 1, 2009 add Article 25.09 as follows:

25.09

Supplementary Vacation

- (a) The supplementary vacations as set out below are to be banked on the outlined supplementary vacation anniversary date and taken at the employee's option at any time subsequent to the current supplementary vacation employment anniversary date but prior to the next supplementary vacation employment anniversary date.
 - (i) Upon reaching the employment anniversary of 20 years of continuous service, employees shall have earned an additional five work days vacation with pay.

- (ii) Upon reaching the employment anniversary of 25 years of continuous service, employees shall have earned an additional five work days vacation with pay.
- (iii) Upon reaching the employment anniversary of 30 years of continuous service, employees shall have earned an additional five work days vacation with pay.
- (iv) Upon reaching the employment anniversary of 35 years of continuous service, employees shall have earned an additional five work days vacation with pay.

At the Employee's option the supplementary vacation may be paid out as a lump sum bonus payment.

25.10 **Hours Recognized for Determining Vacation Pay**

Only those hours paid at the basic rate of pay and on a Named Holiday, up to the daily maximum will be recognized for the purpose of determining vacation pay.

25.11(a) **Vacation Entitlement for Part-Time Employees**

Regular Part-time Employees shall earn vacation with pay calculated in hours in accordance with the following formula:

$$\begin{array}{r} \text{Hours worked as a} \\ \text{Regular Employee} \end{array} \quad \times \quad \begin{array}{r} \text{The applicable \% as} \\ \text{outlined below} \end{array} \quad = \quad \begin{array}{r} \text{Number of hours of} \\ \text{paid vacation time} \\ \text{to be taken} \end{array}$$

- (i) six percent (6%) during the first (1st) to third (3rd) continuous years of employment; or
- (ii) eight percent (8%) during the fourth (4th) to fourteenth (14th) continuous years of employment; or
- (iii) ten percent (10%) during the fifteenth (15th) to twenty-fourth (24th) continuous years of employment; or
- (iv) twelve percent (12%) during the twenty-fifth (25th) and subsequent continuous years of employment.

Effective July 1, 2009, add Article 25.11 (b) as follows:

25.11 (b) **Supplementary Vacation Entitlement for Part-Time Employees**

The supplementary vacations as set out below are to be banked on the outlined supplementary vacation anniversary date and taken at the employee's option at any time subsequent to the current supplementary vacation employment anniversary date but prior to the next supplementary vacation employment anniversary date.

Regular Part Time employees shall earn supplementary vacation with pay calculated in hours in accordance with the following formula:

$$\begin{array}{l} \text{Hours worked as a} \\ \text{Regular Employee as} \\ \text{Defined in Article} \\ \text{13.02 (c) (d)} \end{array} \times \begin{array}{l} \text{the applicable \%} \\ \text{as outlined below} \end{array} = \begin{array}{l} \text{Number of hours of} \\ \text{paid supplementary} \\ \text{vacation time to be} \\ \text{taken} \end{array}$$

- (i) Upon reaching the employment anniversary of 20 years of continuous service, employees shall have earned an additional 2%.
- (ii) Upon reaching the employment anniversary of 25 years of continuous service, employees shall have earned an additional 2%.
- (iii) Upon reaching the employment anniversary of 30 years of continuous service, employees shall have earned an additional 2%.
- (iv) Upon reaching the employment anniversary of 35 years of continuous service, employees shall have earned an additional 2%.

At the Employee's option the supplementary vacation may be paid out as a lump sum bonus payment.

25.12 **Casual and Temporary Employees Vacation**

Casual and Temporary Employees shall be paid bi-weekly, in addition to their earnings:

- (a) six percent (6%) of their earnings during the first (1st) to third (3rd) years of employment;
- (b) eight percent (8%) of their earnings during the fourth (4th) to fourteenth (14th) years of employment;
- (c) ten percent (10%) of their earnings during the fifteenth (15th) to twenty-fourth (24th) years of employment;
- (d) twelve percent (12%) of their earnings during the twenty-fifth (25th) and subsequent years of employment.

ARTICLE 26

NAMED HOLIDAYS

- 26.01 (a) The following are considered Named Holidays:

New Years' Day	August Civic Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Floater Holiday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

and all general holidays proclaimed by the municipality or the Government of Alberta or Canada.

- (b) To be eligible for the "Named Floater" an Employee shall be employed by the Employer on June 30th of that calendar year. The "floater" holiday shall be taken at a time to be mutually agreed upon by the Employer and the Employee.

26.02 Qualifying for Named Holiday Pay

To qualify for a Named Holiday with pay, the Employee must:

- (a) Work her scheduled shift immediately prior to and immediately following the holiday except where the Employee is absent due to illness or other reasons acceptable to the Employer.
- (b) Work on a Named Holiday when scheduled except where the Employee is absent due to illness or other reasons acceptable to the Employer.

26.03 Named Holiday Pay

Except as modified by 26.03 (d) below, an Employee obliged to work on a Named Holiday shall be paid for all hours worked on the Named Holiday at one and one-half times (1 1/2X) her basic rate of pay, plus;

- (a) an alternate day off with pay at a mutually agreed time; or
- (b) by mutual agreement, a day with pay added to her next annual vacation; or
- (c) by mutual agreement, the Employee may receive payment for such day at her basic rate of pay.
- (d) Effective January 1, 2009 an Employee obliged to work on Christmas Day or Boxing Day, shall be paid for all hours worked on the named holiday at two times (2X) the Employee's basic rate of pay plus:
 - (i) an alternate day off with pay at a mutually agreed time; or
 - (ii) by mutual agreement, a day with pay added to her next annual vacation; or
 - (iii) by mutual agreement, the Employee may receive payment for such day at her basic rate of pay.

26.04 Named Holiday While on Vacation

When a Named Holiday falls during an Employee's annual vacation, such holiday may, by mutual agreement, be added to the vacation period, or the alternate day off shall be dealt with as set out in Clause 26.03.

26.05 Named Holiday on Day Off

When a Named Holiday falls on a day that would otherwise be an Employee's regularly scheduled day of rest, the Employee shall receive an alternate day off as outlined in Clause 26.03.

26.06 Part-Time, Temporary and Casual Employees

- (a) On each pay cheque, Part-time, Temporary and Casual Employees shall be paid, in addition to their earnings, four decimal six percent (4.6%) of their earnings in lieu of Named Holiday benefits.
- (b) Part-time, Temporary and Casual Employees who are required to work on a Named Holiday shall be paid at one and one-half times (1 1/2X) for all hours worked on the Named Holiday.

26.07 (a) An Employee shall be so scheduled as to provide her with either Christmas or New Year's Day unless otherwise requested.

- (b) (i) An Employee granted Christmas Day off in accordance with Article 26.07 (a) shall be scheduled such that she will have two (2) consecutive days where she will not be obliged to work (i.e., December 24th and 25th or December 25th and 26th); and
- (ii) An Employee granted New Year's Day off in accordance with Article 26.07 (a) shall be scheduled such that she will have two (2) consecutive days where she will not be obliged to work (i.e., December 31st and January 1st or January 1st and 2nd).

ARTICLE 27

HEALTH BENEFITS

27.01 Benefit Eligibility

All Regular Full-time and Part-time Employees who are regularly scheduled to work fifteen and one-half (15 1/2) hours or more per week averaged over a shift schedule will be eligible to participate in Health Benefit plans.

27.02

Health Benefit Plans

When the enrollment and other requirements of the benefit carriers have been met, the Employer shall take steps to contract for and implement the following group plans:

- (a) Alberta Health Care Insurance Plan;
- (b) A Prescription Drug Plan which provides eighty percent (80%) reimbursement of eligible expenses up to the established maximums provided for within the benefit carrier contract.
- (c) A Dental Plan which provides eighty percent (80%) reimbursement of eligible basic services; fifty percent (50%) reimbursement of eligible extensive services; and fifty percent (50%) reimbursement of eligible orthodontic services up to the established maximums provided for within the benefit carrier contract.
- (d) At the Employer's option, a "Supplementary Employment Benefit (SUB) Plan" to supplement an eligible Employee's Employment Insurance to meet the Employer's obligation to provide benefit payments to an Employee during the valid health-related period for being absent from work due to pregnancy for which she has provided satisfactory medical proof.
- (e) A Group Insurance Plan, inclusive of:
 - (i) Basic Life Insurance [one times (1X) annual salary]
 - (ii) Basic Accidental Death and Dismemberment Insurance
 - (iii) Long Term Disability Insurance [income replacement during a qualifying disability equal to sixty percent (60%) of basic monthly earnings at the basic rate of pay to the established maximum following a one hundred and twenty (120) working day elimination period]

27.03

Plan Information

The implementation and operation of the Benefit Plan referred to above shall, at all times, be subject to and governed by the terms and conditions outlined in the Benefit Plan Information Brochures and the terms and conditions of the policies or contracts entered into with the benefit carriers.

27.04 Benefit Plan Premiums

The Employer shall implement these plans with the premium costs being shared. The cost sharing shall be based on the Employer's contribution being seventy five percent (75%) and the Employee's contribution being twenty five percent (25%).

27.05 The Employer shall advise Employees and the Union of all rate changes pursuant to Article 27.

27.06 All benefit plans are described in the Employee Benefits Information Booklets, and shall be attached to this Collective Agreement for information purposes.

27.07 The Employer will provide one (1) copy of each of the plans to the Union.

27.08 Temporary Employees in a temporary position of one (1) year or longer are entitled to the provisions of this Article. This Article shall not apply to Casual Employees.

ARTICLE 28

WORKERS' COMPENSATION

28.01 Workers' Compensation Board coverage will be provided by the Employer for an Employee. In accordance with the Income Tax Act, Workers' Compensation benefits are not taxable.

28.02 Employees shall not be paid sick leave benefits when they are absent from work and drawing Workers' Compensation. An Employee absent on Workers' Compensation for a period in excess of thirty (30) calendar days shall not accumulate sick leave credits or vacation entitlement during the period of absence.

28.03 Employees shall not be entitled to a compensating day off in lieu of a Named Holiday from the Employer while receiving benefits from Workers' Compensation.

28.04 An Employee who has been on Workers' Compensation in excess of thirty (30) calendar days and who is certified by the Workers' Compensation Board to be fit to return to work and who is capable of performing the duties of her former position, shall provide the Employer with fourteen (14) calendar days written notice of readiness to return to work. The Employer may accommodate return to work sooner than fourteen (14) calendar days where agreeable between the Employer, the Union and the Employee.

28.05 If a regular or temporary Employee sustains an injury in the course of her duties with the Employer and is eligible to receive Workers' Compensation, the Employee shall be paid by the Employer bi-weekly ninety percent (90%) of the Employee's regular wages, as defined by the Workers' Compensation Board, for the total period of entitlement, provided she assigns over to the Employer, on proper forms, the monies due to her from the Workers' Compensation Board.

28.06 The parties recognize that the Employer may be required to reconcile payments to the Employee with subsequent assigned payments from the Workers' Compensation Board.

28.07 The Employee shall keep the Employer informed of the progress of her condition on an ongoing basis.

ARTICLE 29

SICK LEAVE

29.01 Sick Leave is a form of insurance provided by the Employer for the purpose of maintaining regular earnings during absences due to: illness, quarantine by a Medical Officer of Health, or because of an accident for which compensation is not payable under the *Workers' Compensation Act*.

- 29.02
- (a) Sick leave credits for Full-time Employees shall be earned and computed at the rate of one and one-half (1 1/2) working days for each full month of employment up to a maximum credit of one hundred and twenty (120) days.
 - (b) When an Employee has accrued the maximum sick leave credits the Employee shall no longer accrue sick leave credits until such time as the Employee's total accumulation is reduced below the maximum. At that time the Employee shall recommence accumulating sick leave credits.
 - (c) After an Employee has completed the probationary period, the Employee shall be allowed a credit for sick leave from the date of employment provided however, that the Employee shall not be entitled to apply sick leave credits to the completion of the probationary period.
 - (d) For the purpose of computing sick leave accumulation, the following shall be counted as working days:
 - (i) days of work;
 - (ii) days on which the Employee is on vacation;
 - (iii) days on which the Employee is on leave of absence with pay pursuant to the terms of this Collective Agreement;
 - (iv) days on which the Employee is on a leave of absence without pay pursuant to the terms of this Collective Agreement not in excess of one (1) month;
 - (v) the first thirty (30) days on which an Employee is on paid sick leave or WCB.
 - (e) For Part-time Employees, the sick leave entitlement under Article 29.02(a) shall be pro-rated in accordance with their FTE.

- 29.03 Employees reporting sick shall do so to the Employer as soon as possible in order that a replacement may be arranged for or duties redistributed. Failing to do so, the Employee shall be considered absent without leave and the Employer may make a deduction in pay for the time which expires between the time the Employee should have reported for work and the time at which the Employee reported sick.
- 29.04 Subject to Article 29.01, 29.02 and 29.03 above, an Employee granted sick leave shall be paid, at her basic rate of pay for regularly scheduled shifts absent due to illness, and the number of hours thus paid shall be deducted from her accumulated sick leave credits up to the total amount of her accumulated credits at the time the sick leave commenced.
- 29.05 **Proof of Illness**
- (a) Employees may be required to submit satisfactory proof of illness, non-occupational accident, quarantine or attendance of a medical or dental appointment. Where the Employee must pay a fee for such required proof the full fee shall be reimbursed to the Employee. Payment of sick leave benefits shall not be effected until the required substantiation has been received.
- (b) No Employee shall have her services terminated or be disciplined solely by virtue of using or having exhausted her sick leave credits.
- 29.06 From time to time, an Employee may require a short period of absence from work with pay to attend to medical/dental appointments, which cannot be undertaken after working hours. Such hours shall be deducted from the Employee's accumulated sick leave credits. The Employer may require proof of attendance at such appointment. The Employer will reimburse an Employee for any costs associated with obtaining such proof.
- 29.07 (a) No sick leave shall be granted for any illness which is incurred once an Employee commences her vacation; in this event, the Employee will be receiving vacation pay.
- (b) Sick leave shall be granted:
- (i) if an Employee becomes ill during her vacation period as stated in Article 29.07 above, only after the expiry of the Employee's vacation and provided the illness continues beyond the vacation;
- (ii) for the period of sick time falling within a scheduled vacation period provided that the Employee becomes ill prior to the commencement of the scheduled vacation. If the Employee so wishes the number of sick days paid within the scheduled vacation period shall be considered as vacation days not taken and may be rescheduled to a later date.

- (c) Notwithstanding the provisions of Article 29.07, should an Employee be admitted to the hospital on an "in-patient" or "out-patient" basis during the course of her vacation, she shall be considered as being on sick leave for the period of hospitalization and subsequent period of recovery, provided she notifies her Employer upon return from vacation and provides satisfactory proof of her hospitalization. Vacation time not taken as a result of such stay in hospital shall be rescheduled to a mutually agreeable time.

"Outpatient" shall mean an Employee who is undergoing scheduled hospital treatments as a result of illness or injury occurring during their vacation period.

29.08 The Employer will advise an Employee of her accumulated sick leave credits when requested.

29.09 The Employer will recognize sick leave credits accrued within other sites of the Good Samaritan Society when an Employee transfers across sites.

29.10 An Employee who has exhausted her sick leave credits during the course of an illness, and the illness continues, shall be deemed to be on sick leave without pay for the duration of the illness or as provided below, whichever occurs first. The Employee shall keep the Employer advised as to when she shall be expected back to work and shall provide the Employer with fourteen (14) days, or such shorter period of time as agreed between the Employer and the Employee, written notice of readiness to return to work; and

- (a) if the Employee is capable of performing the duties of her former position she shall be reinstated by the Employer in the same position which she held immediately prior to her disability at not less than the same increment in the salary schedule and other benefits that accrued to her prior to her disability.
- (b) at the expiration of twenty- four (24) months from the last day of paid sick leave, if an Employee:
 - (i) is not capable of resuming work pursuant to Clause 29.10(a), or
 - (ii) for whom, after a reasonable effort having been made pursuant to Article 29.10(b) above, alternate employment is not available,

it may be deemed that the employment relationship has ended, provided that such action is not contrary to any right conferred under this agreement or any law of Canada or Alberta. Application of Article 29.10(c), above, shall not be construed as a violation of Article 29.05(b) above.

29.11 The Employer recognizes that alcoholism, drug addiction and mental illness are illnesses which can respond to therapy and treatment and that approved absence from duty due to such therapy or treatment shall be considered as sick leave.

29.12 Upon termination of employment all sick leave credits shall be cancelled and payment shall be due therefore.

- 29.13 Temporary Employees are not eligible for sick leave benefits, unless employed in a temporary capacity with an anticipated end date of twelve (12) months or longer. Casual Employees are not entitled to sick leave.

ARTICLE 30

BULLETIN BOARDS

- 30.01 The Employer shall provide a bulletin board at each Site to be placed in a reasonably accessible location upon which designated space shall be provided where the Union may be permitted to post notices of meetings and such other notices as may be of interest to the Employee. It is not the intention of the Union to post anything objectionable to the Employer. The Employer will discuss any concerns with the Union if removing any posting.

ARTICLE 31

DISCIPLINE AND TERMINATION

- 31.01 Except for the dismissal of an Employee serving a probation period, no Employee shall be disciplined or dismissed without just cause. The procedure stated in Article 32 (Grievance Procedure) does not prevent immediate discipline or dismissal for just cause or the dismissal of an Employee serving a probation period.
- 31.02 Where circumstances permit, the Employer shall schedule a disciplinary discussion with the Employee by giving reasonable advance notice, which shall not be less than twenty-four (24) hours. An Employee shall have the right to have a Union Representative present during any investigation or disciplinary meeting with the Employer.
- 31.03 When disciplinary action is taken against an Employee, the Employee and the Union shall be informed in writing as to the reason(s) for such action. Copies of all disciplinary letters issued shall be forwarded to the Union within ten (10) calendar days giving particulars of the incident and all disciplinary notices shall be signed as being received by the Employee and the department head.
- 31.04 The Employee shall be given opportunity to sign any written notice of discipline, for the sole purpose of indicating that she is aware of the disciplinary notice.

31.05 **Personnel Files**

An Employee who has been subject to disciplinary action may, after eighteen (18) months of continuous service from the date the disciplinary measure was invoked, request in writing that her personnel file be cleared of any record of the disciplinary action. Such request shall be granted provided the Employee's file does not contain any further record of disciplinary action, during the eighteen (18) month period, of which the Employee is aware. The Employer will confirm in writing to the Employee that such action has been effected.

- 31.06 (a) Upon not less than one (1) working days notice, Employees and their representative(s), upon written authorization of the Employee, shall have reasonable access to their personnel records and shall on request be provided with copies of materials contained in such records, which shall be corrected if inaccurate.
- (b) Where an Employee has requested the entire contents of the file for reasons other than a grievance, the Employer shall be entitled to charge a reasonable fee for copying.
- 31.07 In the event, an Employee is reported to her or his licensing body by the Employer, the Employee shall be so advised and unless otherwise requested, a written copy shall be forwarded to the Union.

ARTICLE 32

GRIEVANCE PROCEDURE

32.01 **Definition of a Grievance**

A grievance shall be defined as any difference arising out of interpretation, application, administration or alleged violation of this Collective Agreement.

32.02 **Union Steward**

The Union Steward system is accepted in principle by the Employer and Union Stewards will be recognized as having authority to act on behalf of Employees in the bargaining unit. The names of Union Stewards shall be supplied in writing to the Employer before they are recognized as Union Stewards.

Union Stewards shall be Employees of the Good Samaritan Society. Union Officers of Locals 042 of the Alberta Union of Provincial Employees, shall also be recognized as Union Stewards and members for the purpose of this Article. The Union Stewards shall have the right at any time to have the assistance of their Alberta Union of Provincial Employees Representative.

32.03 **Permission to Leave Work**

The Employer agrees that Union Stewards shall not be hindered, coerced or interfered with in any way in the performance of their function, while investigating disputes and presenting adjustments as provided in this Article. The Union understands and agrees that each steward is employed to perform work for the Employer and that she will not leave her work during working hours except to perform her duties as provided in this Agreement. Therefore, no steward shall leave her work without obtaining the permission of her supervisor, such permission shall not be unreasonably withheld.

Stewards shall not suffer any loss in pay for time spent performing their duties as provided in this Collective Agreement.

- 32.04 It is the mutual desire of the parties hereto, that grievances of Employees shall be adjusted as quickly as possible and in the following manner and sequence.

Every effort shall be made to hold meetings at all levels of the Grievance Procedure.

Informal Discussion

An Employee who believes that there is a problem arising out of the interpretation, application or alleged violation of this Collective Agreement is encouraged to discuss the matter with the Employee's immediate supervisor in an effort to resolve the matter if possible.

Step I – Site Manager:

An Employee, who believes that there is a problem arising out of the interpretation, application, administration or alleged violation of the Collective Agreement shall first discuss the matter with the Site Manager (or designate) within ten (10) days of the date they first became aware of, or reasonably should have become aware of the occurrence. The Employee(s) shall have the right to be accompanied by a Union Steward or other Union Representative while discussing the matter with her Employer. A sincere attempt will be made by both parties through discussion to resolve the problem at this level.

Step II – Director of Operations:

If the grievance is not resolved under Step I above, the grievance, or group grievance, may within ten (10) days of receiving the Step I response from management be presented in writing by the Union Steward or a Union Officer, to the Director of Operations (or designate), specifying the nature of the grievance and the redress requested. The Director shall render a decision in writing to the Union within ten (10) days of receipt of the grievance(s).

Step III – Vice President of Operations:

If the grievance(s) is not resolved under Step II above, the Union may, within ten (10) days of receipt of the written decision of the Director of Operations (or designate), submit the grievance(s) in writing, specifying the nature of the grievance(s) and redress sought, to the Chief Operating Officer (or designate) who shall render a decision in writing to the Union within ten (10) days of receipt of the grievance(s).

Step IV – Referral to Arbitration:

If the reply of the Vice President of Operations (or designate) is unsatisfactory, either party to the agreement may, within ten (10) working days of the Vice President of Operation's reply, request that the matter(s) be referred to arbitration.

Optional Mediation

The parties may mutually agree to non-binding mediation:

- (a) Either party may request that a Mediator be appointed to meet with the parties, investigate and define the issues in dispute and facilitate a resolution.
- (b) The Mediator shall be appointed by mutual agreement between the parties.
- (c) The purpose of the Mediator's involvement in the grievance process is to assist the parties in reaching a resolution of the dispute, and anything said, proposed, generated or prepared for the purpose of trying to achieve a settlement is to be considered privileged and will not be used for any other purpose.
- (d) The expenses of the Mediator shall be equally borne by both parties.
- (e) The grievance may be resolved by mutual agreement between the parties.

Arbitration

- 32.05 The party requesting arbitration shall make her request in writing and shall nominate its member to the arbitration board. Within ten (10) days thereafter, the other party shall nominate its member to the board. The two (2) nominees so appointed shall attempt to choose by agreement a chairperson of an arbitration board. If they are unable to agree upon a chairperson, then either party may request the Minister of Labour, or designate, to appoint a chairperson in accordance with the Labour Relations Code and subsequent amendments to the Code.
- 32.06 The Arbitration Board shall hear and determine the difference and shall issue an award in writing, and the decision is final and binding upon the parties and upon the Employee(s) affected by it. The decision of the majority of the Board is the award of the Arbitration Board. When there is no majority decision, the decision of the Chairperson shall be the decision of the Board.
- 32.07 Each party to the difference shall bear the expense of its respective appointee to the Arbitration Board, and the two parties shall bear equally the expenses of the Chairperson.
- 32.08 The Arbitration Board by its decision shall not alter, amend, or change the provisions of this Collective Agreement but shall base its decision on the contractual rights of the parties disclosed by this agreement.
- 32.09 In lieu of Article 32.05, the parties may mutually agree to substitute the single arbitrator provisions as contained in the Labour Relations Code.
- 32.10 During any and all proceedings outlined in this Article, the Employee(s) shall continue to faithfully perform her duties unless she has been suspended or discharged.

32.11 Throughout the Article, the reference to "days" shall not include Saturdays, Sundays or Named Holidays.

32.12 The time limits specified throughout the steps of the Grievance Procedure may be extended by mutual consent in writing between the Union and the Employer.

32.13 (a) Should the Employee or the Union fail to comply with any time limits in the Grievance Procedure, the grievance shall be considered conceded and shall be abandoned unless the parties have mutually agreed, in writing, to extend the time limits.

(b) Should the Employer fail to comply with any time limits in the grievance procedure, the grievance shall automatically move to the next step on the day following the expiry of the particular time limit, unless the parties have mutually agreed, in writing, to extend the time limits.

32.14 **Policy Grievance**

(a) Where a dispute involving the question of general application or interpretation occurs affecting more than one (1) Employee, the Union may proceed on a policy grievance provided the Union initiates the policy grievance within ten (10) days of the date the Union became aware of, or reasonably should have become aware of, the occurrence.

(b) A policy grievance involving only one (1) department/program may be submitted at Step I. A policy grievance involving more than one (1) department/program may be submitted at Step II.

Group Grievances

(c) Where a difference allegedly has occurred which affects more than one (1) Employee, a representative from the Union shall initiate the grievance at Step II and shall attach the names of all Employees, who are a party to the dispute, to the grievance.

Suspension and Dismissal Grievances

(d) A suspension or dismissal grievance shall commence at Step II.

32.15 **Communication**

(a) Any notice or advice which the Employer or members of its administrative staff are required to give to the Union in respect of any matter referred to in this Article shall be sufficient if delivered to the Union Representative or designate.

(b) Any notice or advice which the Union is required to give to the Employer in respect of any matter referred to in this Article shall be sufficient if delivered to the President or authorized alternate.

Replies in Writing

Replies to grievances shall be in writing at all stages to the Union, the grievor and the Local/Chapter representatives. The Union shall provide an up to date list of the Local/Chapter representatives for the purposes of replies under this Article.

32.16 **Facilities for Grievances**

The Employer shall supply the necessary facilities including meeting rooms for preparatory meetings and joint grievance meetings.

32.17 **Mutually Agreed Changes**

Any mutually agreed changes to this Collective Agreement shall form part of this Collective Agreement and are subject to the grievance and arbitration procedure.

32.18 The Employer agrees to provide to the Union and update accordingly, a list of designated Employer representatives that are empowered to respond to the "Steps" in the grievance procedure.

32.19 The parties shall at all times provide information relevant to the grievance in order to facilitate an orderly and confidential investigation of grievances, provided that provision of information does not violate the Freedom of Information and Protection of Privacy Act.

ARTICLE 33

SENIORITY

33.01 Seniority for all Employees shall be defined as the date of hire into a Full-time or Part-time position in the bargaining unit. All periods of continuous service as a Casual or Temporary Employee shall be credited towards the seniority date once a Full-time or Part-time position has been established. Where two or more Employees have the same start date, the Employee with the lowest payroll number will be considered senior.

33.02 The Employer shall maintain a seniority list that includes all Full-time and Part-time Employees in the bargaining unit. The Employer will also produce a list for each site, listing employees at each site by seniority.

33.03 Seniority shall be considered in determining:

(a) **Bargaining Unit Wide Seniority**

(i) Appointments, Promotions and Transfers, subject to the provisions specified in Article 23,

(ii) Recall subject to the provisions specified in Article 10.

(b) **Site Seniority**

- (i) Layoff subject to the provisions specified in Article 10,
- (ii) Preference for vacation time in Article 25,
- (iii) Distribution of additional hours of work specified in Article 13,
- (iv) Distribution of overtime hours specified in Article 14.

33.03 An Employee shall lose all seniority and shall be deemed to have terminated employment with the Employer if she:

- (a) resigns; or,
- (b) is discharged for just cause and not reinstated; or,
- (c) overstays a leave of absence without written permission unless a reason satisfactory to the Employer is provided. Such permission shall not be unreasonably denied; or,
- (d) fails to reply to a recall notice within five (5) days of its receipt pursuant to Article 10.07(a), unless a satisfactory reason is provided; or
- (e) is absent for three (3) consecutive days without notifying the Employer, she shall be considered to have resigned unless a satisfactory reason is provided; or
- (f) is laid off and not on reduced hours in excess of the recall period in Article 10.04 ; or
- (g) fails to return to work following a compensable accident within five (5) days after being certified fit to return to work by the Employee's Physician and the Workers' Compensation Board.

Transitional provisions for creation of a bargaining unit wide seniority list:

33.05 Within three (3) months of the signing date of this Collective Agreement the Employer will post on the Bulletin Board with copies to the Union and the Local/Chapter representatives provided pursuant to the provisions of Article 28, a seniority list containing the name and seniority date of each Full-time and Part-time Employee in chronological order. The seniority list will be updated by the Employer not less frequently than every six (6) months thereafter. Copies of said seniority list will be provided to the Union following posting. The union shall have one (1) month in which to take issue with the seniority list, otherwise the seniority list will be deemed to be correct.

- 33.06 Should a difference arise regarding an Employee's seniority, the Employer will provide the Employee with the information necessary to establish accurate seniority.
- 33.07 Each Employee shall have seven (7) consecutive calendar days from the date the Employee Lists are posted, to advise the Employer, in writing, if she believes her seniority date or date of hire is incorrect. In the event this occurs and the Employer and the Regular Employee mutually agree on another seniority date or date of hire, the seniority date or date of hire shall be revised accordingly. If mutual agreement is not reached, the strict provisions of Article 33 shall apply.
- 33.08 Once the seniority date or date of hire has been determined, as outlined above, the seniority date or date of hire shall be considered as being established except for those names which shall be deemed to be deleted by:
- (i) application of Article 33.03;
 - (ii) transfer to an excluded position;
 - (iii) transfer to the status of a Temporary or Casual employee.
- 33.09 In the event that a regular Employee does not advise the Employer of an incorrect date within seven (7) consecutive calendar days of the seniority list being posted, the Date of Hire outlined in the Employee List shall apply.
- 33.10 Once seniority dates have been finalized for all employees in the bargaining unit, the Employer shall post a list for each site, listing employees by seniority.

ARTICLE 34

JOINT UNION-EMPLOYER COMMITTEES

SITE BASED 'EMAC'

- 34.01 (a) The parties to this agreement recognize the benefits which can be derived from a Union-Employer Committee. Such Committee shall be comprised of up to three (3) members of the Union and up to three (3) representatives of the Employer.
- (b) Such Committee shall meet at least bi-monthly.
- (c) Should either party wish to convene a special meeting of the Committee, it shall do so by submitting a request and agenda to the other party at least two (2) days in advance of a requested meeting date. Upon receipt of an agenda, both parties agree to meet as soon as possible.

- (d) This meeting shall be convened during working hours of all committee members, if operational requirements permit. Union Committee members will be compensated by the Employer at their regular straight time hourly rate for time spent attending the meetings.
- (e) A separate Joint Union Employer Committee will exist for each Site covered under this Collective Agreement.

PROVINCIAL JOINT ADVISORY COMMITTEE

- 34.02 (a) The parties to this agreement recognize the benefits which can be derived from a Joint Advisory Committee. A Joint Advisory Committee shall be established on a province-wide basis.

The purpose of the Committee is to:

- build better relationships
- provide a forum for problem solving
- enhance communications

Such Committee shall be comprised of up to fourteen (14) members of the Union, with a representative from each site or program and up to fifteen (15) representatives of the Employer. Additional advisors may attend.

Such Committee shall meet at least every four (4) months per year. Should either party wish to convene a special meeting of the Committee, it shall do so by submitting a request and agenda to the other party at least two (2) days in advance of a requested meeting date. Upon receipt of an agenda, both parties agree to meet as soon as possible.

- (b) The desired functions of the Committee are to examine and make recommendations regarding the concerns of Employees and the Employer and other matters related to employment.
- (c) This meeting shall be convened during working hours of all committee members. Union Committee members will be compensated by the Employer at their regular straight time hourly rate for time spent attending the meetings.

ARTICLE 35

PERFORMANCE APPRAISALS

- 35.01 (a) Employees shall receive a written performance appraisal on a regular basis in accordance with the policy of the Employer.

- (b) Meetings for the purpose of the performance appraisal interview shall be scheduled by the Employer with not less than forty-eight (48) hours notice. At the interview the Employee shall be given a copy of her performance appraisal document. The Employee shall sign her performance appraisal for the sole purpose of indicating that she is aware of their performance appraisal, and shall have the right to respond in writing within twenty (20) calendar days of the interview and that reply shall be placed in her personnel file.

- 35.02 An Employee's performance appraisal shall not be released by the Employer to any person except to a Board of Arbitration, or as required by law, without the written consent of the Employee.

ARTICLE 36

RESIGNATION

- 36.01 An Employee shall provide to the Employer fourteen (14) calendar days' notice of her desire to resign from her employment.
- 36.02 If the required notice of resignation is given, an Employee who voluntarily leaves the employ of the Employer shall receive the wages and vacation pay to which she is entitled on the next pay day following the day on which she terminates her employment.

ARTICLE 37

COMMITTEE PARTICIPATION

- 37.01 Except as otherwise provided in this Collective Agreement, an Employee (or her alternate) who is a member and is required to attend meetings of a committee established by the Employer, shall be paid at the Basic Rate of Pay for attendance at such meetings.

ARTICLE 38

MODIFIED HOURS OF WORK

- 38.01 Where the Employer and the AUPE Chapter have agreed to implement a system employing a modified work day under Article 11.02, they shall evidence such agreement by signing a document indicating those areas and the affected positions to which the agreement applies. The list of areas and positions may be amended from time to time by agreement of the parties.
- 38.02 The Employer agrees to provide the Union with a list of all areas and positions for which a modified work day under Article 11.02 was in effect on the date this Collective Agreement begins to operate.

- 38.03 Any agreement made pursuant to 38.03 above, may be terminated by either party to this Collective Agreement providing to the other party twelve (12) weeks' notice in writing of such intent.
- 38.04 The Employer and the Union acknowledge and confirm that, with the exception of those amendments hereinafter specifically detailed, when a modified work day is implemented, all other Articles of this Collective Agreement shall remain in full force and effect as agreed to between the parties.
- 38.05 Employees working modified hours of work will have all benefits and entitlements which are expressed in terms of daily or weekly entitlement converted to produce the equivalent hours of benefits and entitlements as they would have had if the hours of work had not been modified. This will result in no loss or gain in Employee benefits and entitlements.

ARTICLE 39

TECHNOLOGICAL CHANGE

- 39.01 (a) When the Employer is considering the introduction of technological change, the Employer shall provide the Union with a detailed description of the project it intends to carry out, disclosing all foreseeable effects on Employees.
- (b) This notice shall be given to the Union fifty-six (56) calendar days, or longer when possible, prior to the introduction of a technological change.
- (c) If full details of the impact of the planned change are not available within the time limit noted above, the Employer agrees to disclose information as it becomes available.
- 39.02 All new classifications or positions, within the scope of the bargaining unit, created as a result of technological change, or, current job classifications which are changed as a result of technological change and continue to be appropriate to the bargaining unit, shall be included in the bargaining unit. A rate of pay for all new classifications within the bargaining unit shall be negotiated between the Union and the Employer for the new classifications created by such technological change.
- 39.03 (a) No Employee shall be terminated by the Employer because of technological change.
- (b) Article 10 (Layoff/Recall Procedure), shall apply if any reduction in Employee's regularly scheduled hours of work occurs due to technological change.
- 39.04 The Employer, in cooperation with the Government, may participate in training or retraining any Employee thus affected by technological change.

ARTICLE 40

TEMPORARY EMPLOYEES

40.01 A Temporary Employee shall be covered by the terms of this Collective Agreement with the exception of:

- (a) Article 19 (Probation)
- (b) Article 35 (Performance Appraisals)
- (c) Article 23 (Appointments, Promotions, Transfers and Vacancies). During the term of a temporary position, an Employee shall be eligible to apply on postings in accordance with the following:
 - (i) Such Employees shall be eligible to apply on posting of vacancies for regular positions pursuant to Article 23.01. In the event that such Employee is successful on a posting pursuant to Article 23.01, the Employer shall not be required to post any resulting vacancy of less than three (3) months.
 - (ii) Where a vacancy for a temporary position exists, such Employee shall not be eligible to apply, unless the position posted commences after the expiry of the term for which she was hired.
- (d) Article 27 (Health Benefits) prior to the completion of six (6) months of continuous service.
- (e) Article 10 (Layoff/Recall Procedure)
- (f) Article 31 (Discipline and Termination)

which are superseded and replaced by the following:

- 40.02
- (a) A temporary Employee shall not have the right to grieve the termination of the term position.
 - (b) The Employer shall provide at least seven (7) calendar days written notice of termination of her term position.
 - (c) A regular Employee occupying a temporary position shall retain her seniority and shall not have the right to grieve placement pursuant to Article 23 when no longer required in that capacity.

ARTICLE 41

CAMP ALLOWANCE

- 41.01 For each twenty-four (24) hour period spent in a camp setting, a thirty dollar (\$30.00) camp allowance shall be paid to participating Employees. In the event that an Employee is incapacitated as a result of an accident sustained in the discharge of her duties while participating in this program, it is understood that the provisions of the Workers' Compensation Act shall apply.
- 41.02 Attendance at camp shall be by mutual agreement between the Employer and the Employee.
- 41.03 An Employee shall be paid her basic rate of pay for seven point seventy-five (7.75) hours for each day in attendance at the camp.

ARTICLE 42

PREMIUMS

42.01 Charge Pay

Where the Employer designates a Licensed Practical Nurse to assume responsibility in the absence of the Manager, she shall be paid an additional one dollar and twenty-five (\$1.25) cents per hour.

42.02 Preceptor Pay

- (a) A Licensed Practical Nurse assigned by the Employer to act as a Preceptor for students in the Licensed Practical Nurse program or any specialized practice education or training programs, as recognized by the College of Licensed Practical Nurses of Alberta shall receive an additional sixty five cents (\$0.65) per hour. The Employer will give consideration to those Employees who express interest in participation in this program.
- (b) A Licensed Practical Nurse assigned by the Employer to provide clinical preceptorship as determined by the Manager shall receive an additional sixty five cents (\$0.65) per hour. The Employer will give consideration to those Employees who express interest in participation in this program.

ARTICLE 43

PROFESSIONAL FEES

- 43.01 An Employee shall be eligible for reimbursement of dues paid to her Professional College, to a maximum of one hundred twenty five dollars (\$125.00), if:

- (a) At the beginning of her next registration year, she has an active registration in her Professional College, and requires such active registration to perform her duties; and
- (b) She has accumulated a minimum of eight hundred nine (809) hours actually worked in the previous fiscal year.

ARTICLE 44

VOLUNTEERS

- 44.01 The Union recognizes that the Employer is non-profit organization which involves the participation of volunteers in order to achieve it's objectives.
- 44.02 "Volunteers" means persons who contribute to the mission and the vision of the Good Samaritan Society by donating specific services without receiving financial remuneration.
- 44.03 The purpose of volunteer services is to enhance the well-being and the care to residents and their families.
- 44.04 The Union agrees that this Collective Agreement shall in no way interfere with the role of volunteers.
- 44.05 Volunteers shall not replace or displace any Employee or reduce the hours of work for any Employee, or be assigned to or perform bargaining unit work.

SALARY SCHEDULE

Auxiliary Nursing

Effective July 1, 2008, the rates of pay for all Auxiliary Nursing Classifications shall be increased to match the rates of pay for the same classifications in the Multi Employer Agreement.

Effective July 1, 2009, the rates of pay for all Auxiliary Nursing Classifications shall be increased by five percent (5%).

Effective July 1, 2010, the rates of pay for all Auxiliary Nursing Classifications shall be increased by four point five percent (4.5%) or the Alberta Weekly Wage, whichever is greater.

General Support Services

Effective July 1, 2008, the rates of pay for all General Support Services positions shall be increased by seven point five percent (7.5%).

Effective July 1, 2009, the rates of pay for all General Support Services shall be increased by five percent (5%).

Effective July 1, 2010, the rates of pay for all General Support Services shall be increased by four point five percent (4.5%) or the Alberta Weekly Wage, whichever is greater.

Effective the date of ratification Step One (1) of the pay grid for the following classification will be eliminated:

- Food Service Aide
- Housekeeping Aide
- Laundry Worker I

Employees who are currently placed at Step One (1) shall be advanced to Step Two (2) of the pay grid and shall carry forward their hours earned towards their next increment.

Effective the date of ratification, Steps One (1) and Two (2) of the pay grid for the Kitchen Helper Classification will be eliminated. Employees who are currently placed at Step One (1) or Step Two (2) shall be advanced to Step Three (3) of the pay grid and shall carry forward their hours earned towards their next increment.

SALARY GRID
General Support Services

Occupation

	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010
Step				
Unit Clerk				
1	\$15.14	\$16.28	\$17.09	\$17.86
2	\$15.68	\$16.86	\$17.70	\$18.50
3	\$16.22	\$17.44	\$18.31	\$19.13
4	\$16.76	\$18.02	\$18.92	\$19.77
5	\$17.30	\$18.60	\$19.53	\$20.41
Clerk 3				
1	\$15.14	\$16.28	\$17.09	\$17.86
2	\$15.68	\$16.86	\$17.70	\$18.50
3	\$16.22	\$17.44	\$18.31	\$19.13
4	\$16.70	\$17.95	\$18.92	\$19.77
5	\$17.30	\$18.60	\$19.53	\$20.41
Clerk 2 including CHOICE				
1	\$13.39	\$14.39	\$15.11	\$15.79
2	\$14.06	\$15.11	\$15.87	\$16.58
3	\$14.71	\$15.81	\$16.60	\$17.35
4	\$15.14	\$16.28	\$17.09	\$17.86
5	\$16.03	\$17.23	\$18.09	\$18.90
Clerk1				
1	\$12.86	\$13.82	\$14.51	\$15.16
2	\$13.50	\$14.51	\$15.24	\$15.93
3	\$14.14	\$15.20	\$15.96	\$16.68
4	\$14.79	\$15.90	\$16.70	\$17.45
5	\$15.42	\$16.58	\$17.41	\$18.19
Nursing Administrative Assist				
1	\$15.14	\$16.28	\$17.09	\$17.86
2	\$15.68	\$16.86	\$17.70	\$18.50
3	\$16.22	\$17.44	\$18.31	\$19.13
4	\$16.70	\$17.95	\$18.92	\$19.77
5	\$17.30	\$18.60	\$19.53	\$20.41

Occupation

	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010
Step				
Volunteer Advisor				
1	\$17.66	\$18.98	\$19.93	\$20.83
2	\$18.41	\$19.79	\$20.78	\$21.72
3	\$19.15	\$20.63	\$21.66	\$22.63
4	\$19.90	\$21.39	\$22.46	\$23.49
5	\$20.56	\$22.10	\$23.21	\$24.25
6	\$21.37	\$22.97	\$24.12	\$25.21
Cook 1				
1	\$14.51	\$15.60	\$16.38	\$17.12
2	\$15.63	\$16.80	\$17.64	\$18.43
3	\$16.72	\$17.97	\$18.87	\$19.72
4	\$17.83	\$19.17	\$20.13	\$21.04
5	\$18.92	\$20.34	\$21.36	\$22.32
Cook 2				
1	\$15.87	\$17.06	\$17.91	\$18.72
2	\$17.03	\$18.31	\$19.23	\$20.10
3	\$18.20	\$19.57	\$20.55	\$21.47
4	\$19.36	\$20.81	\$21.85	\$22.83
5	\$20.51	\$22.05	\$23.15	\$24.19
Cook Assistant				
1	\$12.03	\$12.93	\$13.58	\$14.19
2	\$13.02	\$14.00	\$14.70	\$15.36
3	\$14.00	\$15.05	\$15.80	\$16.51
4	\$15.01	\$16.14	\$16.95	\$17.71
5	\$16.02	\$17.22	\$18.08	\$18.89

	July 1, 2007	NEW Step	July 1, 2008	July 1, 2009	July 1, 2010
Step					
Kitchen Helper					
1	\$10.02				
2	\$10.22				
3	\$10.42	1	\$11.20	\$11.76	\$12.29
4	\$10.73	2	\$11.53	\$12.11	\$12.65
5	\$11.05	3	\$11.88	\$12.47	\$13.03
Food Service Aide					
1	\$10.75				
2	\$11.74	1	\$12.62	\$13.25	\$13.85
3	\$12.70	2	\$13.65	\$14.33	\$14.97

Occupation

	Step	July 1, 2007	NEW Step	July 1, 2008	July 1, 2009	July 1, 2010
Food Service Aide (continued)	4	\$13.66	3	\$14.68	\$15.41	\$16.10
	5	\$14.65	4	\$15.75	\$16.54	\$17.28
Housekeeping Aide	1	\$10.75				
	2	\$11.74	1	\$12.62	\$13.25	\$13.85
	3	\$12.70	2	\$13.65	\$14.33	\$14.97
	4	\$13.66	3	\$14.68	\$15.41	\$16.10
	5	\$14.65	4	\$15.75	\$16.54	\$17.28

	Step	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010
Housekeeping Attendant	1	\$12.03	\$12.93	\$13.58	\$14.19
	2	\$13.02	\$14.00	\$14.70	\$15.36
	3	\$14.00	\$15.05	\$15.80	\$16.51
	4	\$15.01	\$16.14	\$16.95	\$17.71
	5	\$16.02	\$17.22	\$18.08	\$18.89
Housekeeping Leader	1	\$13.72	\$14.75	\$15.49	\$16.19
	2	\$14.82	\$15.93	\$16.73	\$17.48
	3	\$15.89	\$17.08	\$17.93	\$18.74
	4	\$16.96	\$18.23	\$19.14	\$20.00
	5	\$18.05	\$19.40	\$20.37	\$21.29

	Step	July 1, 2007	NEW Step	July 1, 2008	July 1, 2009	July 1, 2010
Laundry Worker 1	1	\$10.75				
	2	\$11.74	1	\$12.62	\$13.25	\$13.85
	3	\$12.70	2	\$13.65	\$14.33	\$14.97
	4	\$13.66	3	\$14.68	\$15.41	\$16.10
	5	\$14.65	4	\$15.75	\$16.54	\$17.28

	Step	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010
Laundry Worker 2	1	\$12.71	\$13.66	\$14.34	\$14.99
	2	\$13.70	\$14.73	\$15.47	\$16.17
	3	\$14.69	\$15.79	\$16.58	\$17.33

<u>Occupation</u>		July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010
	Step				
Laundry Worker 2 (continued)	4	\$15.69	\$16.87	\$17.71	\$18.51
	5	\$16.68	\$17.93	\$18.83	\$19.68
Maintenance Worker 1	1	\$12.03	\$12.93	\$13.58	\$14.19
	2	\$13.02	\$14.00	\$14.70	\$15.36
	3	\$14.00	\$15.05	\$15.80	\$16.51
	4	\$15.01	\$16.14	\$16.95	\$17.71
	5	\$16.02	\$17.22	\$18.08	\$18.89
Maintenance Worker 2	1	\$15.75	\$16.93	\$17.78	\$18.58
	2	\$17.83	\$19.17	\$20.13	\$21.04
Maintenance Worker 3	1	\$15.13	\$16.26	\$17.07	\$17.84
	2	\$16.19	\$17.40	\$18.27	\$19.09
	3	\$17.25	\$18.54	\$19.47	\$20.35
	4	\$18.31	\$19.68	\$20.66	\$21.59
	5	\$19.35	\$20.80	\$21.84	\$22.82
	6	\$20.06	\$21.56	\$22.64	\$23.66
	7	\$21.21	\$22.80	\$23.94	\$25.02
Recreation Driver	1	\$14.18	\$15.24	\$16.00	\$16.72
	2	\$14.95	\$16.08	\$16.88	\$17.64
	3	\$15.71	\$16.89	\$17.73	\$18.53
	4	\$16.48	\$17.72	\$18.61	\$19.45
	5	\$17.23	\$18.52	\$19.45	\$20.33

	Step	July1, 2007	NEW Step	July 1, 2008	July 1, 2009	July 1, 2010
Supportive Housing Worker	1	\$10.75				
	2	\$11.74	1	\$12.62	\$13.25	\$13.85
	3	\$12.70	2	\$13.65	\$14.33	\$14.97
	4	\$13.66	3	\$14.68	\$15.41	\$16.10
	5	\$14.65	4	\$15.75	\$16.54	\$17.28

Occupation

	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	
Step					
Coordinator, Community Program	1	\$19.90	\$21.39	\$22.46	\$23.47
	2	\$20.72	\$22.27	\$23.38	\$24.43
	3	\$21.54	\$23.16	\$24.32	\$25.41

SALARY GRID
Auxiliary Nursing Care

Occupation

	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010
Step				
Nursing Attendant				
Assisted Living Worker				
Health Care Aide				
1	\$14.48	\$15.57	\$16.35	\$17.09
2	\$15.19	\$16.39	\$17.21	\$17.98
3	\$15.65	\$16.93	\$17.78	\$18.58
4	\$16.09	\$17.43	\$18.30	\$19.12
5	\$16.58	\$18.00	\$18.90	\$19.75
6	\$16.93	\$18.40	\$19.32	\$20.19
7	\$17.40	\$18.94	\$19.89	\$20.79
8	\$17.90	\$19.52	\$20.50	\$21.42
Therapy Aide				
1	\$14.48	\$15.57	\$16.35	\$17.09
2	\$15.19	\$16.39	\$17.21	\$17.98
3	\$15.65	\$16.93	\$17.78	\$18.58
4	\$16.09	\$17.43	\$18.30	\$19.12
5	\$16.58	\$18.00	\$18.90	\$19.75
6	\$16.93	\$18.40	\$19.32	\$20.19
7	\$17.40	\$18.94	\$19.89	\$20.79
8	\$17.90	\$19.52	\$20.50	\$21.42
Licensed Practical Nurse				
1	\$17.91	\$20.69	\$21.72	\$22.70
2	\$18.68	\$21.58	\$22.66	\$23.68
3	\$19.43	\$22.44	\$23.56	\$24.62
4	\$20.19	\$23.32	\$24.49	\$25.59
5	\$20.95	\$24.20	\$25.41	\$26.55
6	\$21.68	\$25.04	\$26.29	\$27.47
7	\$22.55	\$26.05	\$27.35	\$28.58
8	\$23.45	\$27.09	\$28.44	\$29.72
Therapy Assistant				
1	\$17.56	\$20.28	\$21.29	\$22.25
2	\$18.31	\$21.15	\$22.21	\$23.21
3	\$19.04	\$21.99	\$23.09	\$24.13
4	\$19.80	\$22.87	\$24.01	\$25.09
5	\$20.54	\$23.72	\$24.91	\$26.03
6	\$21.26	\$24.56	\$25.79	\$26.95

Occupation

	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010
Step				
Home Support Worker				
1	\$13.41	\$14.42	\$15.14	\$15.82
2	\$13.93	\$14.97	\$15.72	\$16.43
3	\$14.59	\$15.68	\$16.46	\$17.20
4	\$15.22	\$16.36	\$17.18	\$17.95
5	\$15.87	\$17.06	\$17.91	\$18.72
Associate Care Coordinator				
1	\$29.33	\$30.80	\$32.34	
2	\$30.47	\$31.99	\$33.59	
3	\$31.59	\$33.17	\$34.83	
4	\$32.72	\$34.36	\$36.08	
5	\$33.86	\$35.55	\$37.33	
6	\$34.97	\$36.72	\$38.56	
7	\$36.10	\$37.91	\$39.81	
8	\$37.18	\$39.04	\$40.99	
9	\$38.50	\$40.43	\$42.45	
Certified Graduate Nurse				
1	\$26.84	\$28.18	\$29.59	
2	\$27.68	\$29.06	\$30.51	
3	\$28.26	\$29.67	\$31.15	
4	\$28.77	\$30.21	\$31.72	
5	\$29.23	\$30.69	\$32.22	
6	\$29.83	\$31.32	\$32.89	
7	\$30.78	\$32.32	\$33.94	
8	\$31.68	\$33.26	\$34.92	
9	\$32.79	\$34.43	\$36.15	

LETTER OF UNDERSTANDING #1

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

Re: 2010 Wage Adjustment

The Parties further agree that the base hourly wage rate for all employees covered by the collective agreement shall be increased on July 1 of the calendar year 2010 by the general increase outlined 4.5% or the Alberta Average Weekly Earnings [AAWE] index in Alberta from the previous calendar year as specified below, whichever is greater.

AAWE is the average weekly earnings for Alberta [based on Statistics Canada Survey of Employment, Payroll and Hours] unadjusted for seasonal variation, by type of employee for selected industries classified by using the North American Industry Classification System [NAICS] monthly [Dollars] [281-0026]

E.G. The increase for July 1 [e.g. 2010] is calculated by comparing the average earnings for Alberta from January 1 to December 31 of the previous year [e.g. 2009] to the average of earnings for Alberta from January 1 to December 31 of the immediate preceding year [e.g. 2008].

NOTE: A negative AWWE percentage shall not be applied to the clauses.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #2

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

Re: Shift and Weekend Differential

The parties agree that if the Employer, upon receiving funding notices, assesses that it can afford the 2010 premiums as expressed in the Multi Employer Agreements for Auxiliary Nursing and General Support, that the Employer shall implement those premiums. In the event that the funding is insufficient to match those premiums, the parties shall meet to negotiate the amount of the premiums. The Employer agrees that it shall not unreasonably withhold the premiums. In the event that the parties are unable to negotiate the amount of the premiums, this matter shall be referred to binding arbitration.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #3

BETWEEN:

THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)

-and-

THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)

Re: Appendix "A" Associate Care Coordinators and Certified Graduate Nurses

It is agreed by the parties that the rates of pay effective July 1, 2010 for Associate Care Coordinators and Certified Graduate Nurses shall be increased by the same percentage as that which is negotiated between the Good Samaritan Society and the United Nurses of Alberta.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #4

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

Re: Student Summer Employment

Whereas the Parties recognize the value of work experience to post-secondary students during the period between May 1 and September 1, inclusive, and wish to continue the Employer's practice of making student summer employment opportunities available during this time.

Students shall not displace Employees in the bargaining unit, and the parties shall agree upon the application of the following each calendar year.

The Parties agree to the following:

1. A "student" shall be defined as a student enrolled in a secondary or post-secondary educational program who is returning to school in the fall.
2. The Employer may hire Students for the traditional secondary or post-secondary educational institution summer break of May 1 to September 1, inclusive, during each year (Summer Break).
3. Students hired for part or all of a Summer Break shall be employed according to a recognized federal and/or provincial student summer employment subsidization program (For example, Alberta Summer Temporary Employment Program (STEP) and Canada Summer Career Placements).
4. A "student" shall be included in the bargaining unit and shall be considered a casual employee under the collective agreement and shall be subject to the applicable provisions of the collective agreement.
5. The Union will be supplied annually by May 1, with a list of all Student employees, classification and work location employed under the terms of this Letter of Understanding.
6. This Letter of Understanding expires on March 31, 2011, or the date of ratification of the next Collective Agreement, whichever is later.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF AGREEMENT #5

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

**Re: Article 5 - Union Recognition
Bargaining Unit Reversions and Portability**

Preamble

On April 8, 2009 the Parties agreed that the collective agreement would apply to the following person(s) [who were previously outside the bargaining unit] agreed by the Parties in accordance with Clause 5.02.

The Parties agree that this Letter of Agreement applies to the following Employees currently outside the AUPE bargaining unit and are subsequently included within the AUPE bargaining unit:

Scheduling Clerk

Anabelle Alger

Terms of Reversion

The Parties agree to the following terms respecting the reversion, transfer or intermingling of such Good Samaritan Society employees within the scope of the bargaining unit. These terms shall apply notwithstanding any other provisions of the collective agreement in effect between the Parties.

Employees who revert or transfer into the bargaining unit from any auxiliary nursing/ general support services- excluded/out of scope position shall transfer their accrued pension entitlements, health benefits entitlements, and their unused vacation and sick entitlements in effect at the time of reversion without the loss or reduction of any employee benefits provided under the terms of this agreement.

Such affected employee will earn annual vacation at the rates specified in the collective agreement. No employee shall have their rate of entitlement reduced as a result of joining the bargaining unit.

The Parties agree that the seniority date for the reverted employee(s) shall be established in accordance with Article 33 (Seniority).

The Employer agrees as a condition of employment to deduct from the earnings of each affected employee an amount equal to the dues as determined by the Union in accordance with Article 6 (Union Membership, Security and Dues Check off).

The Parties agree the rates of pay for each reverted Employee shall be wage protected at their existing current rate and shall be included in the Salary Appendix.

The Parties agree that unless otherwise noted above, all other terms and conditions outlined in the current collective agreement shall apply.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #6

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

Re: Job Sharing

The Parties hereby agree that a request for "job-sharing" shall be made in writing to the Site Manager with a copy to Human Resources and AUPE. Upon approval of such request the following principles shall apply:

- (a) the proposal will not negate any terms and conditions in the Agreement; and any modifications must be specified in writing, including the positions or individuals to whom it will apply.
- (b) such a proposal may only be implemented where the Employer, the Employees and the Union have agreed in writing to the terms and may only be changed by mutual agreement of the Parties. Wherever possible, sixty (60) calendar days notice will be provided for any change in terms.
- (c) once the proposal has been agreed to, a signed copy of the "Job-Sharing" agreement will be provided to all Parties.
- (d) the "Job-Sharing" agreement shall continue for one (1) calendar year unless otherwise mutually agreed to and the Parties may renew the agreement. Factors to be considered prior to renewal of specific job-share agreements include operational effectiveness, reliability and cost.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #7

BETWEEN:

THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)

-and-

THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)

Re: Retroactivity

Whereas the Parties have ratified a new collective agreement dated up to and including June 30, 2011.

And whereas the current collective agreement contains the following:

ARTICLE 16

RETROACTIVITY

16.02 Any Employee whose employment has terminated prior to the date upon which this Agreement is signed by the Employer and the Union, would be eligible to receive retroactively any increase in salary which she would have received but for the termination of employment, only upon submitting to the Employer, during the period between the expiry date of the preceding agreement and thirty (30) days after the signing of this Agreement, a written application for such retroactive salary.

And it is the desire of the parties to expedite resolution of all matters concerning the implementation of the collective agreement

The Parties agree to the following:

1. Retroactivity shall be paid to all terminated employees who have applied in writing within ninety (90) days of the date of ratification, March 6, 2009.
2. This Letter of Understanding expires on June 30, 2011, or the date of ratification of the next Collective Agreement, whichever is later.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #8

BETWEEN:

THE GOOD SAMARITAN SOCIETY

(hereinafter referred to as the Employer)

-and-

THE ALBERTA UNION OF PROVINCIAL EMPLOYEES

(hereinafter referred to as the Union)

Re: Inclusion of Classification - Scheduling Clerk

It is agreed between the parties that:

1. The parties agree to the inclusion of the Scheduling Clerk classification into the GSS/AUPE Consolidate Collective Agreement
2. The Union and The Good Samaritan Society agree that the classification will be implemented effective May 1, 2009.
3. The classification will have the duties as per the attached position description in scope and responsibility.
4. The rate of pay for this classification will be as per Clerk III classification, of July 1, 2008.

	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk III/Scheduling Clerk	\$16.28	\$16.86	\$17.44	\$17.95	\$18.60

5. The Union agrees that no grievance or any other cause of action shall be undertaken in relation to the implementation of the classification and that the terms and conditions of this Letter of Understanding are final.
6. The parties agree that this Letter of Understanding is made without prejudice and does not set any precedent for any circumstances that may arise in the future.
7. The conditions set out in this Letter of Understanding constitute the entire agreement between the parties.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #9

BETWEEN:

THE GOOD SAMARITAN SOCIETY

(hereinafter referred to as the Employer)

-and-

THE ALBERTA UNION OF PROVINCIAL EMPLOYEES

(hereinafter referred to as the Union)

Re: Joint Discussions About Transition To The Next Provincial Consolidated Collective Agreement

The parties recognize the value of joint discussions related to the PARTIES transition to the Provincial Consolidated collective agreement and its impact upon employees. Accordingly, the Parties agree as follows:

Upon ratification of this Collective Agreement, the Parties shall meet to address the following issues and resolve within one hundred and twenty (120) days of the ratification:

- (i) On-Call Duty
- (ii) Article 38- Extended Hours of Work
- (iii) Parking
- (iv) Training, Professional Development and Education
- (v) Staffing and Workload Initiative
- (vi) LOA- Return for Service Contract
- (vii) LOA- Employee Referral Program
- (viii) LOA- Lottery Program
- (ix) LOA- Hiring Incentives
- (x) Secondments
- (xi) Job Share
- (xii) Benefit Eligibility Employees who have "opted-out" of the benefits plan may "opt-in" on any anniversary date.
- (xiii) Uniforms especially protective and safety footwear [including non-slip]
- (xiv) Auxiliary Care Worker/ Undergraduate Nurse
- (xv) And other issues as agreed by the parties.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #10

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

Re: Non Market Adjustment Lump Sum Payment For Eligible Employees

Whereas the Parties are desirous of achieving a ratified collective agreement, and

Whereas the Parties are desirous of achieving fairness for all employees, and

Whereas the Parties are desirous of retaining current trained and capable staff to provide health care and support services and in consideration of making all matters whole;

Accordingly, the Parties agree as follows:

Upon ratification of this Collective Agreement, the Employer within thirty (30) days of the ratification shall pay:

Four hundred dollars (\$400) to regular (pro-rated for PT based on hours paid) and casual (pro-rated based on hours paid) employees, who shall receive a one time lump sum payment for not receiving the market adjustment on February 1, 2008 [Health Care Aides, Personal Care Aides, Nursing Attendants Assisted Living Workers only, working outside GSS - Capital Health Authority funded sites.] or positions and classifications as part of this tentative agreement.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #11

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

Re: Joint Committee Health Benefits Cost Containment

It is agreed by the parties that:

1. The parties agree that the Joint Advisory Committee is established to review health benefits which will include equal representation from each party.
2. The purpose of the committee will be to discuss the terms of the benefit plans in Article 27 of the Collective Agreement and the administration of benefit plans with a view to increasing the efficiency and effectiveness of the plans and to make recommendations to their respective principals for changes to the plans.
3. The committee's review of benefits will give consideration to the following factors: cost containment, flexibility, tax effectiveness, service, competitiveness and administration.
4. The committee shall have the authority to:
 - Review, gather and share information and encourage discussions which result in improved understanding of all parties regarding health benefits;
 - Make recommendations to their respective principals regarding current and further benefit requirements in terms of plan design, services, programs and structure.
5. The health care benefits provided under this collective agreement shall not be altered without mutual consent of the parties.

This Letter of Understanding shall expire on June 30, 2011.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #12

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

Re: Severance

Purpose

1. The parties agree that the primary purposes of the Severance Program (the Program) are to recognize the contribution of Employees, to allow Employees to leave the system with dignity, to minimize disruption, and ensure quality and continuity of services. Severance is one of many human resources management tools to assist with restructuring the organization.

Severance Offering and Eligibility

2. The program will be offered in accordance with the provisions of this Letter of Understanding, over a period of time beginning the date on which the parties exchange notice of ratification for this Collective Agreement and ending June 30, 2011, or upon ratification of a new Collective Agreement, whichever is later.
3.
 - (a) Severance will be offered only as a result of organizational changes that result in the permanent reduction in the number of AUPE certified regular Employees within a separate certified bargaining unit covered by this Collective Agreement.
 - (b) Employees on full layoff will not be eligible to apply for the program.
 - (c) The timing and extent of application periods and of the offering will be determined by the Employer.
 - (d) Program transfers affecting other bargaining units may be taken into account when assessing the extent of the permanent reduction in the number of AUPE certified regular Employees.
4. The Program, when offered by the Employer, will be open to all eligible regular part-time and full-time Employees employed and working in a regular position as of the date of the Program offering.
5. An approved severance will be calculated as follows:
 - The equivalent of two (2) weeks regular salary for each full year of continuous service to a maximum payment of forty (40) weeks.

- Regular salary = (regularly scheduled hours of work as at date of application for the program) x (basic rate of pay).
- For the purposes of the Program, continuous service will be calculated from the last date of hire recognized with the Employee's current Employer.

Severance Approval

6. (a) The Employer shall have the right to accept or reject any application for severance based on operational requirements. Subject to operational requirements, if there are more Employees wishing to take severance than there are positions to be eliminated, severance shall be granted in order of seniority.
- (b) Severance will not be approved if termination of the Employee does not directly result in the permanent elimination of the regular Employee's full-time equivalency, or a comparable full-time equivalency.
- (c) Program transfers affecting other bargaining units may be taken into account when assessing comparable full-time equivalencies.
- (d) The Employer reserves the right to determine the date of termination and, once approved, the decision to take severance and terminate employment is irrevocable.

Operation of the Program

7. An Employer will only consider a severance application from an Employee on sick leave, WCB, or LTD where the Employee has provided medical evidence to the Employer that they are fit to return to work.
8. Regular Employees whose applications for the program are approved will terminate their employment and have no right to recall under Article 10: Layoff/Recall.
 - (a) Employees whose application for severance are approved will not be eligible for rehire by the Employer, for the period of the severance.
 - (b) The Employee may be considered for rehire by the Employer provided they repay the severance that was received, or, the difference, if any, between the time they were unemployed and the length of time for which the severance was paid.

This Letter of Understanding shall expire on June 30, 2011, or upon the date of ratification of the next Collective Agreement, whichever is later.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #13

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

Re: Local Authorities Pension Plan

It is agreed by the parties that:

- (a) Subject to any change in law or regulations or policies of the pension plan administrator, Employees working in regular positions who are participating in the Local Authorities Pension Plan as of the date of ratification shall continue to participate in the Local Authorities Pension Plan.
- (b) Should there be any change in law, regulations or policies of the pension plan administrator, the Employer will meet with the Union to discuss impacts on affected employees.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #14

between

GOOD SAMARITAN SOCIETY

and

ALBERTA UNION OF PROVINCIAL EMPLOYEES

RE: Administration of Educational Allowance

It is agreed by the parties that:

1. This Letter of Understanding shall be applicable to an Employee who is in one (1) of the following classifications:
 - (a) Nursing Attendant or Assisted Living Worker; or
 - (b) OT/PT/RT Aide or Therapy Aide.
2. For the purpose of determining an Employee's access to an educational allowance pay step, the Employer shall recognize the following courses or certificates, or equivalencies, as determined by the Employer, from bona fide post-secondary institutions:
 - (a) Personal Care Attendant (PCA);
 - (b) Personal Support Aide (PSA);
 - (c) OT/PT/RT Aide.
3. An Employee shall be eligible to advance to Step 7 when:
 - (a) The Employee has successfully completed a recognized course or certificate, as outlined in Point 2 above; and
 - (b) The Employee has, in the case of a Full-time Employee, completed one (1) year of service at Step 6, or in the case of a Part-time Employee, completed one thousand nine hundred and twenty nine decimal seven five (1, 929.75) regular hours actually worked at Step 6.
4. An Employee shall be eligible to advance to Step 8 when:
 - (a) The Employee has successfully completed a recognized course or certificate, as outlined in Point 2 above; and
 - (b) The Employee has, in the case of a Full-time Employee, completed one (1) year of service at Step 7, or in the case of a Part-time Employee, completed one thousand nine hundred and twenty nine decimal seven five (1, 929.75) regular hours actually worked at Step 7.

5. If a new employee is hired into one (1) of the classifications outlined in Point 1 above, on or after August 1, 2001, and the new employee has successfully completed one or more recognized courses or certificates as outlined in Point 2 above, such course work shall be recognized as one (1) yearly unit of previous experience, pursuant to Article 15.03.

6. Employees who as of August 1, 2001, are at Step 1 on the Salary Grid and are working in one (1) of the classifications outline in Point 1 above, and have successfully completed a recognized course or certificate as outlined in Point 2 above, shall be eligible to advance to Step 2:
 - (a) Regular Full-time Employees who advance to Step 2 shall have their anniversary date, for the purpose of an annual increment, changed to August 1, 2000.
 - (b) Part-time and Casual Employees who advance to Step 2 shall be entitled to a further increment following the completion of two thousand twenty-two point seven five (2022.75) regular hours of work at Step 2. Where a Part-time or Casual Employee has completed one thousand nine hundred and twenty nine decimal seven five (1, 929.75) or more regular hours of work at Step 1 as of August 1, 2001, such Employee shall be entitled to a further increment following the completion of one thousand nine hundred and twenty nine decimal seven five (1, 929.75) regular hours actually worked at Step 2.

7. Employees who are not entitled to advance:
 - (a) to Step 7 in accordance with Point 3 of this Letter of Understanding; or
 - (b) to Step 8 in accordance with Point 4 of this Letter of Understanding; or
 - (c) to Step 2 in accordance with Point 6 of this Letter of Understanding

shall advance salary increments in accordance with the provisions of this Collective Agreement.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #15

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

Re: Bargaining Unit Exclusions

The parties agree that the following positions are excluded from the bargaining unit:

- Persons who perform managerial duties or perform in a confidential capacity regarding labour relations.
- Regional staff, including Administrative Assistant, Regional Administrative Assistant, Regional Education Staff, Regional Human Resources Staff, and Directors of Operations.
- Assisted Living Coordinator, Administrative Assistant and Chaplain at the Magrath Care Centre in Magrath.
- Chaplains.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #16

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

Re: Flexible Health Spending Account

1. Within forty-five days of ratification, a Flexible Health Spending Account shall be implemented for all Employees eligible for benefits in accordance with Article 27.
2. A sum of two hundred and fifty dollars (\$250) per each benefit eligible Employee shall be allocated by the Employer to a Flexible Health Spending Account commencing January 1, 2009. The rate will be accrued on a monthly basis.
3. Any unused allocation in an Employee's Flexible Health Spending Account as of December 31st of each calendar year may be carried forward for a maximum of one (1) calendar year.
4. The Flexible Health Spending Account may be utilized by Employees for purposes of receiving reimbursement for Health and dental expenses that are eligible medical expenses in accordance with the *Income Tax Act*.
5. Where the Employer chooses to contract with an insurer for the administration of the Flexible Health Spending Account, the administration of the Account shall be subject to and governed by the terms and conditions of the applicable contract.
6. The Flexible Health Spending Account shall be implemented and administered in accordance with the *Income Tax Act* and applicable Regulations in effect at the time of implementation and during the course of operation of the Flexible Health Spending Account.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #17

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

Re: Legal Indemnification

The Employer will maintain comprehensive general liability and medical malpractice insurance for all Employees. The Employer will pay one hundred percent (100%) of the premium cost of such insurance.

In accordance with the certificate of insurance, the Employer shall provide legal representation for matters arising out of the performance of an Employee's assigned duties.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING #18

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

Re: Employment Insurance Rebate Monies

The parties agree that the Employees' share of Employment Insurance Rebate Funds shall be placed in the applicable Social Fund and administered by a Social Committee comprised of representatives from the Union Employees and the Non-union Employees.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

LETTER OF AGREEMENT #19

BETWEEN:

**THE GOOD SAMARITAN SOCIETY
(hereinafter referred to as the Employer)**

-and-

**THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the Union)**

Re: Out of Province Relocation Allowance and Return of Service

The parties agree to the following terms and conditions:

1. The Employee shall relocate to Edmonton, Alberta to accept a 1.0 FTE position as a Licensed Practical Nurse at the Good Samaritan Society – at a specific “site”.
2. As a relocation incentive, the Employee shall be provided with a relocation bonus of at least forty-five hundred dollars (\$4,500.00) less statutory deductions. This benefit, when received, shall be subject to statutory deductions. The relocation bonus shall be paid on the first pay cheque after commencement of employment with The Good Samaritan Society.
3. The Employee is required to commit to an employment period of twenty-four (24) calendar months.
 - (a) If the Employee resigns from his/her 1.0 FTE Licensed Practical Nurse position prior to completion of twenty-four (24) months of service, he/she shall be required to repay the funds received from the relocation bonus on a prorated basis.
 - (b) The amount required for repayment shall be prorated to account for time served in the position.
4. The Union and the Employee agree that no grievance or any other cause of action shall be undertaken in relation to this matter with exception to point number 3(b), and that the terms and conditions of this Letter of Agreement are final.
5. The parties agree that this Letter of Agreement is made without prejudice and does not set any precedent for any circumstances that may arise in the future.
6. The parties agree that the Letter of Agreement and its terms shall be held by each of them in strict confidence and will not, except as required by law, be divulged by them to any other person other than legal counsel, without written consent by the parties.
7. The conditions set out in this Letter of Agreement constitute the entire agreement between the parties.

FOR THE EMPLOYER

FOR THE UNION

DATE: _____

DATE: _____

APPENDIX "A" – REGISTERED NURSES

Overtime Rates for Registered Nurses

- 1.01 (a) Overtime is all time authorized by the Employer and worked by an Employee in excess of seven point seven five (7.75) hours per day or on scheduled days of rest.
- (b) The Employer shall designate an individual for each site who may authorize overtime. The Employer shall not unreasonably deny authorization after the fact for overtime worked where such overtime arises as a result of unforeseeable circumstances in which it is impossible to obtain prior authorization.
- (c) Overtime may be accumulated and taken in time off at a mutually acceptable time at the applicable premium rate. Time off not taken by March 31st in any given year shall be paid out unless otherwise mutually agreed. Such request to carry over lieu time shall be submitted by the Employee in writing prior to March 31st, and shall not be unreasonably denied.
- (d) The Employer shall provide overtime forms, which are to be signed by the designated authorizing person and a copy shall be given to the Employee as soon as practicable.
- 1.02 The overtime rate of two times (2X) the applicable basic hourly rate shall be paid for overtime worked.
- 1.03 No Employee shall be requested or permitted to work more than a total of sixteen (16) hours (inclusive of regular and overtime hours) in a twenty-four (24) hour period beginning at the first (1st) hour the Employee reports to work.

Vacation Entitlement - Nursing Staff

- 2.01 (a) During each year of continuous service in the employ of the Employer, an Employee shall earn entitlement to a vacation with pay.
- (b) Such earned vacation entitlement can be taken on an "use as accrued" basis.
- (c) The rate at which such entitlement is earned shall be governed by the position held by the Employee and the total length of such service as follows:
- (i) during the first (1st) year of employment an Employee earns vacation of fifteen (15) working days;
- (ii) during the second (2nd) to ninth (9th) years of employment an Employee earns vacation of twenty (20) working days;
- (iii) during the tenth (10th) to nineteenth (19th) years of employment an Employee earns vacation of twenty-five (25) working days; and
- (iv) during each of the twentieth (20th) and subsequent years of employment an Employee earns vacation of thirty (30) working days.

2.02 Casual and Temporary Employees with less than one (1) year service shall be paid bi-weekly, in addition to their earnings:

- (a) six percent (6%) of their earnings during the first (1st) year of employment;
- (b) eight percent (8%) of their earnings during the second (2nd) to ninth (9th) years of employment;
- (c) ten percent (10%) of their earnings during the tenth (10th) to nineteenth (19th) years of employment;
- (d) twelve percent (12%) of their earnings during the twentieth (20th) and subsequent years of employment.

2.03 **Supplementary Vacation**

The supplementary vacation as set out below are to be banked on the outlined supplementary vacation employment anniversary date and taken at the Employee's option at any time subsequent to the current supplementary vacation employment anniversary date but prior to the next supplementary vacation employment anniversary date.

- (i) Upon reaching the employment anniversary of twenty-five (25) years of continuous service, Employees shall have earned an additional five (5) work days vacation with pay.
- (ii) Upon reaching the employment anniversary of thirty (30) years of continuous service, Employees shall have earned an additional five (5) work days vacation with pay.
- (iii) Upon reaching the employment anniversary of thirty-five (35) years of continuous service, Employees shall have earned an additional five (5) work days vacation with pay.

Education Allowances - Nursing Staff

3.01 The Employer recognizes courses, diplomas and degrees relevant to exclusive nursing practice granted by a bona-fide post secondary education institution.

<u>Course</u>	<u>Hourly Allowance</u>
Clinical Certification	.35 cents
Active Registration in the AARN and active registration in the PNAA	.35 cents
Certificate in Nursing Unit Administration	.35 cents
CNA Certificate in Gerontology	.70 cents
University Baccalaureate Degree, Nursing	.75 cents

Effective April 1, 2002, educational allowances shall be:

<u>Course</u>	<u>Hourly Allowance</u>
Clinical Certification	.50 cents
Active Registration in the AARN plus active registration in the PNAA	.50 cents
Certificate in Nursing Unit Administration	.50 cents
CNA Certificate in Gerontology	.70 cents
University Baccalaureate Degree, Nursing	\$1.25

On-Call Duty - Nursing Staff

- 4.01 On call duty shall mean any period during which an Employee who is classified as a Registered Nurse is not working but during which the Employee is required by the Employer to be readily available to respond without undue delay to any request to provide information or assistance to staff who are working.
- 4.02 For each assigned hour of authorized on call duty, a Registered Nurse shall be paid three dollars (\$3.00) per hour on regular work days and four dollars and twenty-five cents (\$4.25) per hour on Named Holidays.
- 4.03 When a Registered Nurse who has been assigned on call duty is required to return to active duty at the site, the Registered Nurse shall be paid at her basic rate of pay for all hours worked.
- 4.04 When a Registered Nurse is supplied a pocket pager or cellular phone by the Employer for the purpose of on call duty, there shall be no cost to the Registered Nurse for the use of the pocket pager or cellular phone.
- 4.05 Telephone Consultation
- When a Registered Nurse, who has been assigned on-call duty, is consulted by telephone and is authorized to handle patient/resident/client matters without returning to the workplace, such Registered Nurse shall be paid at the overtime rate for the total accumulated time spent on telephone consultation(s), and corresponding required documentation, during the on-call period. If the telephone consultation has been provided by the Registered Nurse and the total accumulated time spent on such telephone consultation(s) and corresponding required documentation, during the on-call period, is less than thirty (30) minutes, the Registered Nurse shall be compensated at the overtime rate for thirty (30) minutes.
- 4.06 An Employee who has been assigned On Call Duty who is called back to the site shall be reimbursed for reasonable, necessary and substantiated transportation expenses and, if the Employee travels for such purpose by private automobile, reimbursement shall be at the rate of thirty cents (\$.30) per kilometre from the Employee's residence to the site and return.

LOCAL CONDITIONS

AT SOUTHGATE CARE CENTRE IN EDMONTON:

1. The parties agree to amend Article 13.04 (i) and (iv) -- Shift Schedules at the Southgate Care Centre as follows:
 - (a) It is agreed that the parties will implement a modified shift schedule waiving the fifteen and one half (15 1/2) hours, for the Southgate Care Centre Recreation Department, by mutual agreement between the Employer and the Union.
 - (b) It is agreed that employees will have no less than thirteen (13) hours off between shifts.
 - (c) If either party wishes to terminate this agreement, twelve (12) weeks notice shall be provided to the other party in writing.
 - (d) In the event a new Recreation Therapy Aide is hired into the department, this local condition will be reviewed by the Employer and the Union.
 - (e) The Employer and the Union acknowledge and confirm that with the exception of the specific terms and conditions provided within the mutual agreement, all other Articles of the Collective Agreement shall remain in effect.

AT STONY PLAIN CARE CENTRE IN STONY PLAIN

1. The parties agree to amend Article 13.04 (i) and (iv) -- Shift Schedules at the Stony Plain Care Centre as follows:
 - (a) It is agreed that the parties will implement a modified shift schedule waiving the fifteen and one half (15 1/2) hours, for the Stony Plain Care Centre Recreation Department, by mutual agreement between the Employer and the Union.
 - (b) It is agreed that employees will have no less than thirteen (13) hours off between shifts.
 - (c) If either party wishes to terminate this agreement, twelve (12) weeks notice shall be provided to the other party in writing.
 - (d) In the event a new Recreation Therapy Aide is hired into the department, this local condition will be reviewed by the Employer and the Union.
 - (e) The Employer and the Union acknowledge and confirm that with the exception of the specific terms and conditions provided within the mutual agreement, all other Articles of the Collective Agreement shall remain in effect.

AT DR. GERALD ZETTER CARE CENTRE IN EDMONTON (APPLICABLE TO LPNs ONLY)

1. The parties agree to amend certain terms and conditions in the core of the Collective Agreement, the parties agree to amend the Collective Agreement as follows:

Definitions

Amend 4.01 to read:

- 4.01 "Employee" shall mean a person covered by this Collective Agreement employed by the Employer. At the time of hire the employment status of each Employee will be determined in accordance with the following:
- (a) "Regular Employee" is one who works on a full-time or part-time basis on regularly scheduled shifts of continuing nature:
 - (i) "Full-time Employee" is one who is regularly scheduled to work the full specified hours in the "Hours of Work" Article of this Collective Agreement.
 - (ii) "Part Time Employee" is one who is regularly scheduled for less than the normal hours specified in the "Hours of Work" Article of this Collective Agreement.
 - (b) "Casual Employee" is one who:
 - (i) is regularly scheduled for a period of three (3) months or less for a specific job; or
 - (ii) relieves for absences the duration of which is three (3) months or less; or
 - (iii) works on a call in basis and is not regularly scheduled.
 - (c) "Temporary Employee" is one who is hired on a temporary basis for a full-time or part-time position:
 - (i) for a specific job of more than three (3) months but less than six (6) months; or
 - (ii) to replace a Full-time or Part-time Employee who is on approved leave of absence for a period in excess of three (3) months; or
 - (iii) to replace a Full-time or Part-time Employee who is on leave due to illness or injury, where the Employee has indicated that the duration of such leave will be in excess of three (3) months.

Alteration of employment status thereafter will be regulated by the terms of this Collective Agreement.

Layoff and Recall

Article 10: This Article shall have no application to Casual or Temporary Employees.

Hours of Work

Amend Article 13.03 by the addition of:

- 13.03 (b) If an Employee is recalled from or required by the Employer to work through her meal or rest period, she shall receive a full meal period or rest period later in her shift. Where that is not possible, she shall receive pay at overtime rates for the full meal or rest period.

Amend Article 13.04 (a) by the addition of the following:

13.04 (a)

- (vi) A regular Employee shall not be scheduled to work more than two (2) different shifts between scheduled days off except as mutually agreed between the Employer and the Employee.

Amend Article 13.04 (b) to read:

- 13.04 (b) Except by mutual agreement between the Employer and the Union, an Employee shall receive at least two (2) weekends off in a five (5) week period. A weekend shall be a Saturday and a Sunday. Named Holidays shall not be used as days off for the purposes of this Article.

Amend Article 13.04 (c) by the addition of the following:

- 13.04 (c) The Employer, in scheduling shifts, shall take into consideration an Employee's request for certain shift schedules, subject to the requirements of Article 13.04.

The shift patterns which may be available are:

- (i) days, evenings, nights (rotation);
- (ii) days only;
- (iii) evenings only;
- (iv) nights only;
- (v) evenings and days (rotation);
- (vi) nights and evenings (rotation);
- (vii) nights and days (rotation);

A request by an Employee to work evenings only or nights only shall not be unreasonably denied, provided however that the Employer shall have the right to assign periods of day duty for the purpose of maintaining proficiency totaling not more than one hundred and ninety-three and three-quarter (193 3/4) regular hours worked in a calendar year. When a request to work evenings or nights only is accommodated, the Employee may only alter that request by the giving of fourteen (14) weeks notice of intention.

Employees working shift choices (i), (v) and (vii), shall be assigned a day duty at least one-third (1/3) of the time during the shift cycle. For the purpose of applying the foregoing an Employee will be deemed to have been assigned day duty for those periods of time absent on vacation or on a Named Holiday that would have except for such absence been day duty to which the Employee would have been assigned in accordance with the shift schedule. Scheduled days of rest shall not be considered as day duty for the purpose of applying this provision.

Amend Article 13.05 (a) to read:

13.05 (a) Shift schedules shall be posted not less than twenty-eight (28) calendar days in advance. When the Employer initiates a change in the Employee's schedule with less than fourteen (14) calendar days notice, the Employee shall be paid at one and one-half (1 1/2X) for all hours worked on the first shift of the changed schedule.

Amend Article 13.10 (a) and (b) to read:

13.10 (a) Except for Articles 13.04(a)(i)(iii) and 13.04(b), this Article shall apply to Casual Employees.

(b) Unless prescheduled, Article 13.05(a) shall apply to Casual Employees.

Overtime

Amend Article 14.07 to read:

14.07 Casual Employees

Except for Article 14.04, this Article shall apply to Casual Employees.

Salaries

Amend Article 15.02(b) to read:

15.02 (b) Part-time and Casual Employees shall be entitled to an increment on the completion of one thousand nine hundred and twenty-nine point seven-five (1929.75) hours exclusive of overtime.

Appointments, Promotions, Transfers and Vacancies

Amend Article 23.01 to read:

23.01 Postings

When a new position is created or when a vacancy occurs in any classification covered by this Collective Agreement such position or vacancy shall be posted for not less than seven (7) calendar days in advance of making an appointment.

(a) The posting shall state the classification, full time equivalency, required knowledge and education, location, hours of work and pay range.

- (b) A copy of all postings shall be forwarded to the AUPE.

Annual Vacation

Amend Article 25.11 to read:

25.11 Casual Employees Vacation

Casual Employees shall be paid bi-weekly, in addition to their earnings:

- (a) six percent (6%) of their earnings during the first (1st) to third (3rd) years of employment;
- (b) eight percent (8%) of their earnings during the fourth (4th) to fourteenth (14th) years of employment;
- (c) ten percent (10%) of their earnings during the fifteenth (15th) to twenty-fourth (24th) years of employment;
- (d) twelve percent (12%) of their earnings during the twenty-fifth (25th) and subsequent years of employment.

Named Holidays

Amend Article 26.06 to read:

26.06 Part-time and Casual Employees

- (a) On each pay cheque, Part-time and Casual Employees shall be paid, in addition to their earnings, four decimal six percent (4.6%) of their earnings in lieu of Named Holiday benefits.
- (b) Part-time and Casual Employees who are required to work on a Named Holiday shall be paid at one and one-half times (1 1/2X) for all hours worked on the Named Holiday.

Health Benefits

Amend Article 27.04 to read:

27.04 The Employer shall implement these plans with the premium costs being shared seventy five percent (75%) Employer paid, and twenty-five percent (25%) Employee paid of total contributions.

Amend Article 27.09 to read:

27.09 Temporary Employees upon the completion of six (6) months continuous service are entitled to the provisions of this Article.

Sick Leave

Amend Article 29.13 to read:

29.13 Casual Employees are not eligible for sick leave benefits.

AT GEORGE HENNIG PLACE, SPRUCE GROVE CENTRE, WEDMAN VILLAGE HOMES

1. The parties agree that benefit premiums payable under Article 27 other than Alberta Health Care Insurance, shall be waived while an Employee is in receipt of Long Term Disability.

AT PEMBINA VILLAGE IN EVANSBURG

1. The parties agree that for the following Employees who transferred to the Pembina Village from another Good Samaritan Society facility, vacation will continue to accrue at the rate they were entitled to at the time of transfer:

Foote, Wendy

Mathew, Linda Rae

AT MILLWOODS CENTRE IN EDMONTON

1. The parties agree that in accordance with Article 13.04 the Parties agree to establish optional scheduling for employees employed in the position of Assisted Living Worker at the Mill Woods Centre in the Clayton Court Unit and not working in excess of seven and three quarter (7 3/4) hours per shift. Article 13.04(a)(iii) is amended as follows:

"(iii) not more than seven (7) consecutive days of work without receiving her days off;"

Either party may terminate this local condition by serving notice in writing.

2. The parties agree to amend Article 15.02 as follows:

15.02 (a) A Full-time Employee shall be entitled to an increment on the completion of two thousand and twenty-two point seven five (2,022.75) hours exclusive of overtime. Further increments shall be based upon completion of one thousand eight hundred and thirteen point five zero (1813.50) hours worked at each subsequent pay step I the pay range.

(b) Part-time, Temporary and Casual Employees shall be entitled to an increment on the completion of two thousand and twenty-two point seven five (2,022.75) hours exclusive of overtime and then shall receive further Pay Step advancements, if applicable, based upon completion of one thousand eight hundred and thirteen point five zero (1,813.50) hours worked at each subsequent Pay Step in the pay range.

3. The Parties agree when an employee has been given notice of layoff in accordance with the notice provisions of Article 10, and the employee is actively seeking replacement employment, the Employer will grant the employee reasonable time off without loss of pay for the purpose of attending an employment interview on the following conditions:
 - (a) There is not more than four (4) hours lost time per job interview; and
 - (b) The employee provided the Employer with written confirmation that the employee attended the job interview.

4. The Parties agree to the following terms and conditions for a Modified Work and Early Intervention Program (hereinafter referred to as the Program).
 1. The goals of the program will be:
 - (a) To jointly develop and monitor modified work agreements between the Employer, the Union and the Employee that would accommodate the earlier return to active duty of a disabled employee.
 - (b) To be consistent with ergonomic principles and undertake ergonomic initiatives when possible and necessary.

 2. The guiding principles of modified work agreements are:
 - (a) The worker's physician/medical practitioner will be consulted regarding the return to work and the modified work agreement.
 - (b) The worker and the Union shall be participants in the development and implementation of a modified work agreement.
 - (c) The worker shall at all times be permitted the assistance of a Union Representative.
 - (d) Consulting with the employee and implementing a modified work agreement shall be accomplished as early as possible following an injury or disabling medical condition.

Modified work agreements shall be jointly reviewed regularly and amended as required.

DATED AT Edmonton, Alberta THIS _____ DAY OF _____, 2009.

ON BEHALF OF THE GOOD
SAMARITAN SOCIETY

ON BEHALF OF THE ALBERTA
UNION OF PROVINCIAL
EMPLOYEES

WITNESS

WITNESS

IN WITNESS WHEREOF the Parties hereto have caused these presents to be executed by their duly authorized officers in that behalf the day and year first above written.