

# The Collective Agreement

BETWEEN

The Canadian Union of Public Employees  
and its Local 5167



St Matthew's House

Expiring March 31, 2022

## **PURPOSE**

St Matthew's House is a charitable, non-profit multi-service agency providing programs and services designed to meet community needs. The general purpose of this agreement is the desire of both parties to:

1. Establish mutually satisfactory employment relations between the Employer and the employees covered by this Agreement where both parties act in a fair, reasonable and constructive manner,
2. Provide the means for prompt settlement of grievances and establish salaries, hours of work and other conditions of employment,
3. Encourage efficiencies in quality programs and operations.

## **ARTICLE 1 - MANAGEMENT RIGHTS**

### **1.01 Management Rights**

Except as, and to the extent specifically modified by this Agreement, all rights and prerogatives of management to manage and direct Its operations and affairs In all respects are retained by the Employer and remain exclusively without limitation within the rights of the Employer, including:

- a) To have the right to plan, direct, and control the work and direction of employees and the operation of the Employer. This includes the right to:
  - i) determine the nature and kind of operation and location of premises,
  - ii) introduce new and improved techniques, methods, facilities, equipment, materials and to control the amount of supervision necessary, work schedules, the combining or splitting up of programs/departments, and the increases or reduction of personnel in a particular area or on the whole.
  - iii) determining the content of jobs, the allocation and scheduling of work, the number of employees to be employed, the extension, limitation, curtailment or cessation of operations, or any part thereof;
- b) Maintain order, discipline and efficiency and in connection therewith; to establish, alter and enforce from time to time rules and regulations, policies and practices to be observed by its employees; discipline or discharge employees for just cause.
- c) Select, hire, transfer, assign duties, promote, demote, classify, layoff, or recall employees, and select employees for positions excluded from the bargaining unit.
- d) The exercise of any of these rights will not be inconsistent with the provisions of this agreement.

- 4.02** The Employer, the Union and the employees agree to conduct their affairs in accordance with the *Ontario Human Rights Code* and the *Occupational Health & Safety Act*
- 4.03** The Employer and the Union are committed to providing a positive environment for staff. All individuals have the right to be treated with respect and dignity. Each individual has the right to work in an atmosphere which promotes respectful interactions and is free from discrimination and harassment as defined in applicable legislation.
- 4.04** The Employer and Union recognize their duty to accommodate employees as outlined in the *Ontario Human Rights Code*.

## **ARTICLE 5 - UNION SECURITY/Dues**

### **5.01 Dues, Deductions and Remittance**

The Employer shall deduct regularly from the pay of every employee in the bargaining unit an amount equivalent to the sum of union dues, initiation fees and assessments which are uniformly levied on each and every member of the Union. Such dues shall be per pay period and, in the case of newly employed persons, such deductions shall commence in the month following their date of hire.

Such deductions will be remitted to the Local Treasurer in the month following such deduction by the 15th day of the month.

- 5.02** In remitting such dues, the Employer shall provide a list of employees from whom deductions were made and will include the names of employees terminated during the month. A copy of this list shall also be forwarded to the Secretary of the Local Union. The Employer shall provide the Union, twice yearly, the names, address, personal email address and phone numbers of all employees in the bargaining unit. Employees may advise the Employer and Union to not publish their address, email address and phone number.
- 5.03** The amount of regular monthly dues and assessments shall be those authorized by the Union and the Union shall notify the Employer of any changes therein and such notification shall be the Employer's conclusive authority to make the deduction specified.
- 5.04** In consideration of the deducting and forwarding of Union dues by the Employer, the Union agrees to indemnify and save harmless the Employer against any claims or liabilities arising or resulting from the operation of this Article.
- 5.05** The Employer agrees that a Local Union representative will be given the opportunity to meet each newly-hired employee, once during the employee's first week of employment, for the purpose of advising such employee of the existence of the Union and of her rights and obligations under the terms of this Agreement. Such meeting may take place on the Employer's premises at a time and location designated by the Employer for such meeting and shall not exceed fifteen (15) minutes duration.

### **5.06 T4 Slips**

Union dues deducted from the pay of each employee will be shown on the employee's T4 slip.

for renewal agreements up to but not including arbitration.

### **7.03 Union/ Management Committee**

A Union/Management Committee shall be established consisting of three (3) representatives of the Union and three (3) representatives of the Employer. The Committee shall enjoy the full support of both parties in the interests of improved service to the public, and job security for the employees.

The purpose of the Union/Management Committee is to promote and provide effective and meaningful communication of ideas; making recommendations on matters of concern to the Employer or employees and improving and extending services; but shall not include items or issues that are properly dealt with under the grievance procedure or through negotiations.

The Committee shall not have the power to alter, amend or modify the specific terms of the Agreement.

#### **Meetings of Committee**

The Committee shall meet within three (3) weeks of a request in writing by either party at a mutually agreeable time and place. Its members shall receive a notice and agenda of the meeting at least five (5) business days in advance of the meeting. Employees shall not suffer any loss of pay for time spent with this Committee.

#### **Chairperson of the Meeting**

An Employer and a Union representative shall be designated as joint chairpersons and shall alternate in presiding over meetings.

#### **Minutes of Meeting**

The member chairing the meeting shall be responsible for maintaining minutes of the meeting. The minutes of each meeting of the Committee shall be prepared and signed by the joint chairpersons within ten (10) business days after the close of the meeting and distributed to all members of the Committee.

#### **Jurisdiction of Committee**

The Committee shall not supersede the activities of any other committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.

## **ARTICLE 8- DISCIPLINE**

**8.01** The Employer agrees that it will not suspend, discharge or otherwise discipline an employee who has completed their probationary period, without just cause.

**8.02** The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration unless the release or discharge is a violation of the Human Rights Code.

permission shall not be unreasonably withheld. All time spent in performing such union duties will be without loss of pay.

## **9.07 Grievance Procedure**

### **a) Complaint Stage**

It is the mutual desire of the parties hereto that complaints of employees shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until they have first given their immediate supervisor the opportunity of adjusting their complaint. The grievor may have the assistance of a union steward. Such complaint shall be discussed with their immediate supervisor within five (5) business days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee. The supervisor will provide a reply within fourteen (14) business days of the discussion. Failing settlement, within fourteen (14) business days following advice of the immediate supervisor's decision the matter shall be handled in the following manner and sequence:

### **b) Step No.1**

The employee may submit a written grievance signed by the employee, to their immediate supervisor. The grievance shall be in writing and shall identify the nature of the grievance and the remedy sought and shall identify the provisions of the Collective Agreement which are alleged to be violated. The immediate supervisor and/or the Manager will meet with the grievor, the Unit Vice President, one (1) member of the Grievance Committee and the President or their designate and will deliver their decision in writing, with copy to the Union, within fourteen (14) business days following the day on which the grievance was presented to them. Failing settlement or response, then:

### **c) Step No. 2**

Within fourteen (14) business days following the decision under Step No. 1, the grievance may be submitted in writing to the Executive Director or designate. A meeting will then be held between the Employer, the grievor, the Unit Vice President, one (1) member of the Grievance Committee and the President or their designate within fourteen (14) business days of the submission of the grievance at Step No. 2 unless extended by agreement of the parties. It is further understood that the Executive Director or designate may have such counsel and assistance as they may desire at such meeting. The decision of the Employer shall be delivered in writing, with copy to the Union, within fourteen (14) business days following the date of such meeting.

## **9.08 Policy Grievance**

A complaint or grievance arising directly between the Employer and the Union shall be originated at Step No. 2 within fourteen (14) business days following the circumstances giving rise to the complaint or grievance. The grievance shall be in writing and shall identify the nature of the grievance and the remedy sought and shall identify the provisions of the Collective Agreement which are alleged to be violated. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which such employee could themselves institute and the regular grievance procedure shall not be thereby bypassed.

Agreement, including any question as to whether a matter is arbitrable, such grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within fifteen (15) business days after the decision under Step No. 2 is given, the grievance shall be deemed to have been abandoned.

#### **10.02 Arbitration Process**

When either party requests that any matter be submitted to arbitration as provided in the foregoing, it shall make such request in writing addressed to the other party to this Agreement, and at the same time name a nominee. Within ten (10) business days thereafter the other party shall name a nominee, provided, however, that if such party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the party invoking the Arbitration Procedure. The two nominees shall attempt to select by agreement a chair of the Arbitration Board. If they are unable to agree upon a chair within a period of fourteen (14) business days, they shall then request the Minister of Labour for the Province of Ontario to appoint the chair.

**10.03** No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.

#### **10.04 Powers of the Board**

The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.

#### **10.05 Decision of the Board**

The proceedings of the Arbitration Board will be expedited by the parties hereto and the decision of the majority and, where there is no majority the decision of the chair will be final and binding upon the parties hereto and the employee or employees concerned.

#### **10.06 Payment for Board of Arbitration**

Each of the parties hereto will bear the expense of the nominee appointed by it and the parties will share equally the fees and expenses, if any, of the chair of the Arbitration Board.

#### **10.07 Time limits**

The time limits set out in the Grievance and Arbitration Procedures herein are mandatory and failure to comply strictly with such time limits except by the written agreement of the parties shall result in the grievance being deemed to have been denied and/or abandoned.

#### **10.08 Single Arbitrator**

Wherever Arbitration Board is referred to in the Agreement, the parties may mutually agree in writing to substitute a single arbitrator for the Arbitration Board at the time of reference to arbitration and the other provisions referring to Arbitration Board shall appropriately apply.

With the written consent of the Employer, the probationary employee and their Employee representative, the probationary period provided for above may be extended as mutually agreed. Any extensions agreed to will be in writing and will specify the length of the extension.

### **12.03 Seniority List**

The Employer will maintain a record of seniority of all employees covered by this agreement. Seniority lists shall be posted twice per year in January and July. A copy shall be given to the Local Union. The seniority listing shall contain the name of the employee, position, date of last hire and seniority hours.

Probationary employees appear on the seniority list for convenience and record-keeping purposes only, it is understood that probationary employees do not have seniority status.

### **12.04 Loss of Seniority**

- a) Seniority shall be retained and accumulated when an employee is absent from work under the following conditions, unless otherwise provided:
  - i) when on a leave of absence with pay, including paid approved sick and vacation leave, periods of EI sick leave, Long Term Disability, WSIB, and any required qualifying periods;
  - ii) when on pregnancy or parental leave shall continue to accrue service and seniority for the duration of leave, up to 78 weeks;
  - iii) for part-time employees any period of unpaid time as part of an unpaid sick leave.
- b) Seniority shall be retained but not accumulated when an employee is absent from work under the following conditions, unless otherwise provided;
  - i) while on layoff.
  - ii) While on an approved unpaid leave

### **12.05 Loss of Seniority and Termination of Employment**

An employee shall lose all seniority and their employment shall be deemed to be terminated if the employee:

- a) resigns or is discharged for just cause (and the discharge is not reversed through the grievance/arbitration procedure);
- b) fails to report for work as scheduled at the expiration of an approved leave of absence without satisfactory reason;
- c) fails to notify the Employer of their Intention to return to work from layoff within three (3) business days of being notified to do so by registered mail/courier to the employee's last address on record with the Employer and fails to report for work within ten (10) business days after the issuance of the notice;

vacancy shall be returned to the classification and job location in which they last worked. In the event that a part-time employee is the successful applicant, the said employee shall retain their part-time status during the limited full-time period.

In the event the temporary vacancy is filled by a newly hired employee for a term definite contract the expiration of such contract shall not be the subject of a grievance or arbitration.

**d) Successful Applicant**

The successful applicant for a posting will fill the vacancy as soon as is possible.

**13.02 Information in Postings**

The job posting notice shall contain the following information: job classification, rate of pay, nature of the position, hours per week, skills, abilities, experience and qualifications.

**13.03 External Applicants**

No external applicants will be considered until present employees have had a full opportunity to apply as provided in Article 13.01 and 13.05

**13.04** An employee selected as a result of a posted vacancy need not be considered for other vacancies for a period of six (6) months from the date of their selection unless an opportunity arises which allows the employee to change their permanent status.

**13.05 Methods of Making Appointment**

Employees shall be selected on the basis of their skill, ability, and qualifications. Where these factors are equal seniority shall govern.

**13.06 Trial Period**

The successful applicant shall be placed on trial for a period of 150 hours. Conditional on satisfactory performance, such trial promotion shall become permanent after the period of 150 hours. The trial period may be extended with mutual agreement of the parties. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, or if the employee finds themselves unable to perform the duties of the new job classification, they shall be returned to their former position and salary without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position and salary without loss of seniority. Any other qualified applicants from the original posting will then be considered in accordance with Article 13.05. If there are no applicants, then the Employer may choose to repost or recruit externally.

**13.07** The Employer will endeavor to post permanent vacancies within thirty (30) calendar days of the vacancy. Where this cannot occur, the Employer will advise the Union

**13.08 New Classification**

When a new classification within the bargaining unit is established by the Employer, the



paying classification with equal hours of work per week for which they are qualified and can perform the duties of the lower or identical paying classification without training other than orientation.

Should no position with equal hours be available then the employee may displace the least senior person in the bargaining unit in their current, lower or identical paying classification with fewer hours of work per week for which they are qualified and can perform the duties of the lower or identical paying classification without training other than orientation.

- c) Accept a vacancy in an identical or lower paying classification with equal or fewer hours of work for which they are qualified.

*Clarity Note: an identical paying classification shall include any classification where the straight time hourly wage rate at the level of service corresponding to that of the laid off employee is within one per cent (1%) of the laid off employee's straight time hourly wage rate.*

- 14.05** Employees on layoff shall be given preference for temporary vacancies which are expected to exceed twenty (20) days of work. An employee who is recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on lay off.

**14.06 Recall**

Employees who are laid off shall be placed on a recall list and shall retain, but not accrue seniority for eighteen (18) months.

- 14.07** All job vacancies will be subject to Article 13 - Promotions and Staff Changes and subsequently an employee shall have the opportunity of recall from a layoff to an available opening, in order of seniority, provided they have the skills and qualifications to perform the work.

It is the sole responsibility of the employee who has been laid off to notify the Employer of their intention to return to work within five (5) business days after being notified to do so by registered mail, addressed to the last address on record with the Employer and return to work within ten (10) business days of being notified. The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for their proper address being on record with the Employer.

- 14.08** An employee recalled to work in a different classification from which they were laid off shall have the privilege of returning to the classification in which they worked prior to the lay-off should work in that classification become vacant within six (6) months of being recalled.

- 14.09** No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, in accordance with the loss of seniority provision, or have been found unable to perform the work available.

- 14.10** No full-time employee within the bargaining unit shall be laid off by reason of their duties being assigned to one or more part-time employees.

**ARTICLE 16 - OVERTIME**

**16.01 Overtime Defined**

All overtime hours must be authorized by the Supervisor in advance. Any hours worked over 35 for the work week are considered overtime hours. overtime hours worked up to 44 hours are granted as lieu time (at straight time). Overtime hours worked beyond 44 are compensated at the rate of one-and-one-half times the employee's regular pay rate.

The Employer will endeavor to keep overtime to a minimum.

Full-time employees will be granted lieu time at straight time rates to be taken at a time mutually agreed to between the employee and the Supervisor.

Part-time employees who work beyond their scheduled workday will, at the discretion of the employer, receive payment at straight time or lieu time at straight time rates. Lieu time will be taken at a time mutually agreed to between the employee and Supervisor.

**16.02 First Aid and CPR Training**

All employees who attend the First Aid and CPR training organized by the Employer are eligible to receive lieu time at straight time for time spent in class, exclusive of lunch breaks.

**16.03** Employees will endeavor to use lieu time within a three-month period; otherwise the lieu time will be paid at straight time.

**ARTICLE 17 - HOLIDAYS**

**17.01** The following Holiday Pay provisions apply to all employees: List of Holidays

The Employer recognizes the following as paid holidays:

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

**17.02 Holiday Qualifications**

In order to be entitled to receive payment for these holidays, the employee must have worked their full scheduled working day immediately preceding the holiday and full scheduled working day immediately following the holiday unless the employee is:

- a) absent on vacation -
- b) absent on either of those days and such absence is authorized by the Employer -
- c) absent due to illness and a medical certificate issued by a qualified physician is presented to the Employer.

Greater than 25,480 hours	Y,	5 weeks vacation at 10% of gross earnings, less taxable benefits
Greater than 41,860 hours	-Z",tr	6 weeks vacation at 12% of gross earnings, less taxable benefits

**18.02** An employee may carry over one week of vacation after December 31, of each year with the approval of their supervisor. Such approval will not be unreasonably denied. This (carry over) time must be used prior to March of the following year.

**18.03** When an employee's scheduled vacation is interrupted due to a serious illness requiring the employee to be an in-patient in a Hospital, the period of such hospitalization shall be considered sick leave provided the employee provides satisfactory medical documentation of the illness.

**ARTICLE 19 • SICK LEAVE PROVISIONS**

**19.01 Sick Leave**

Following probationary period, Regular Full-time employees accrue 1 sick day credit per month to a maximum of 24 days. Regular Part-time employees are prorated.

*Note: current staff with sick days in excess of 24 days w/1/ not active days until their balance falls below 24 days*

**19.02** Sick days are not paid or cashed out upon termination of employment. •

**ARTICLE 20: LEAVE OF ABSENCE**

**20.01 General Leave**

Written requests for a personal leave of absence without pay will be considered on an individual basis and provided that such leave will not unduly affect the proper operation of the Employer. Such requests are to be submitted as far in advance as possible, but in any event, at least four (4) weeks prior to the commencement of the leave, unless not reasonably possible to give such notice. The application must clearly state the reason for the leave of absence and the duration of such absence. The employer may require the employee to schedule unused vacation time for the leave. Such leave shall not be unreasonably denied.

Employees on approved leave will not engage in gainful employment elsewhere without the agreement of the Employer, failing which the employee will be dismissed from employment. Employees who overstay their leave shall be considered to have terminated their employment unless they have obtained prior permission from the Employer or have provided an explanation satisfactory to the Employer.

**20.02 Union Leave**

Subject to the operating needs of the Employer, the Employer shall grant leaves of absence, without pay and without loss of seniority, to Union Representatives for Union business, which will not be unreasonably denied.

a) The cumulative total of leave days for the bargaining unit under this Article shall not exceed

- a) A planned Personal Leave day, or a portion thereof, may also be used as a moving day, to attend a personal appointment regarding legal matters, religious observation, as a snow day if weather conditions prevent safe travel to and from the work place and the agency is not closed, as time to write an exam, to attend the funeral of a friend or as time required for attending an essential appointment or event with a family member that cannot be scheduled outside regular working hours. A Personal Leave day is to be used on an as-needed basis only and must be approved by the designated Supervisor in advance according to the needs and requirements of the particular program. If an additional planned day is desired and will result in a fifth (5<sup>th</sup>) Personal Leave day it must be approved by the Executive Director in advance. No more than one employee from an area will be permitted a planned PL day at the same time.
- b) A Request for Leave form must be completed for each Personal Day, or a portion thereof, requested, including the reason for requesting the Personal Leave day; be approved by the direct Supervisor or, in the absence of the Supervisor, the designate.

A Personal Leave day cannot be used as a Vacation or Sick Leave day and shall not substitute for Vacation, Sick Leave or Holidays. Personal Leave days cannot be accumulated from one year to the next.

An employee shall use their compensation or leave time banks prior to accessing a personal leave day or portion thereof.

The parties agree that pre-planned leave under 20.04 and Personal Emergency Leave under the Act are separate and distinct

## **20.05 Pregnancy /Parental Leave**

The following, in part, reflects the provisions of The *Employment standards Act* on these matters. In all cases of dispute and where The *Act* as amended from time to time is superior, the provisions of The *Act* will prevail.

- a) An employee who is pregnant or who adopts a child is entitled to a leave of absence of up to seventeen (17) weeks. The employee must have been in the employ of the Employer for at least thirteen (13) weeks to qualify for the leave and for the payment of above Employment Insurance benefits.
- b) The employee shall normally give the Employer written notice of at least four (4) weeks in advance of the intended date of commencement and completion of the leave. In the case of pregnancy, the employee will provide the Employer with a medical doctor's statement of the estimated date of delivery.
- c) Where an employee intends to return to work sooner or later than the original date, they shall give the Employer at least four (4) weeks written notice in advance of their return. Maternity or adoption leave may be extended beyond the seventeen (17) week period when recommended and certified by a medical doctor.
- d) Employees are entitled to a parental leave that must begin no later than seventy-eight (78) weeks after the day the child is born or comes into custody, care and control of the parent for the first time. For employees on maternity leave, parental leave will begin immediately after the maternity leave expires. Parental leave shall be granted for up to

employee advises the Employer of their desire to continue paying their benefits, the employer shall provide to the employee, all Information regarding continued payment to the employee.

## **ARTICLE 22 - OCCUPATIONAL HEALTH & SAFETY**

**22.01** Recognizing its responsibilities under the applicable legislation, the Employer agrees to accept as joint members of its Occupational Health and Safety Committee, three (3) representatives selected or appointed by the Union from the bargaining unit.

**22.02** It is agreed that the Employer, the Union and the employees shall co-operate to the fullest extent possible in the prevention of accidents, in the promotion and maintenance of safety and health of all employees and in observing all safety rules and practices.

**22.03** The Employer agrees to cooperate reasonably in providing necessary information to enable the Committee to fulfill its functions.

**22.04** Meetings shall be held every three (3) months or more frequently upon agreement of the co-chairs.

**22.05** The committee shall maintain minutes of all meetings and make the same available for review.

**22.06** Committee members shall serve for a term of at least one (1) calendar year from date of appointment.

**22.07** Time off for committee members to attend meetings of the Joint Health and Safety Committee shall be granted and their attendance at meetings shall be without loss of regular wages or premium rate as may be applicable.

If a committee member attends on their own time, they will be paid in accordance with the *Occupational Health and Safety Act*

**22.08** Time off work for committee members to perform legislated functions shall be granted and shall be without loss of pay.

**22.09** The Union is committed to obtaining the full co-operation of its membership in observing all safety rules and procedures.

## **ARTICLE 23 - GENERAL CONDITIONS**

### **23.01 Bulletin Board**

The Employer shall provide a bulletin board in the 414 Barton Street East and Eva Rothwell Centre locations, and additional sites as is mutually agreed to, where the Union can post notices of regular meetings, special meetings, seminars or Union activities. All material is subject to the approval of the Employer in advance.

### **23.02 Copies of Agreement**

The Union and the Employer desire every employee to be familiar with the provisions of this Agreement and their rights and duties under it. It is agreed that the Union will prepare the Collective Agreement for signing within sixty (60) days of receiving the written notice of

**SCHEDULE A: WAGES**

Classification		April 1, 2019		April 1, 2020		April 1, 2021	
Daycare Registered ECE (1, 2, 3, 4) (5)  5.84	Step	Base Rate	Pay Rate	Base Rate	Pay Rate	Base Rate	Pay Rate
		Start	\$15.51	\$21.35	\$15.67	\$21.51	\$15.83
	1	\$15.83	\$21.67	\$15.98	\$21.82	\$16.14	\$21.98
	2	\$16.16	\$22.00	\$16.32	\$22.16	\$16.48	\$22.32
	3	\$16.48	\$22.32	\$16.65	\$22.49	\$16.81	\$22.65
	4	\$16.81	\$22.65	\$16.98	\$22.82	\$17.15	\$22.99
	5	\$16.98	\$22.82	\$17.15	\$22.99	\$17.32	\$23.16
Driver (1)  O.S	Step	Base Rate	Pay Rate	Base Rate	Pay Rate	Base Rate	Pay Rate
	Start	\$18.34	\$18.84	\$18.52	\$19.02	\$18.71	\$19.21
	1	\$18.72	\$19.22	\$18.91	\$19.41	\$19.10	\$19.60
	2	\$19.12	\$19.62	\$19.31	\$19.81	\$19.50	\$20.00
	3	\$19.49	\$19.99	\$19.68	\$20.18	\$19.88	\$20.38
	4	\$19.88	\$20.38	\$20.08	\$20.58	\$20.28	\$20.78
	5	\$20.30	\$20.80	\$20.50	\$21.00	\$20.71	\$21.21
Hometo stay : • Coordinator -outreach Worker (1)  O.S	Step	Base Rate	Pay Rate	Base Rate	Pay Rate	Base Rate	Pay Rate
	Start	\$20.83	\$21.33	\$21.04	\$21,54	\$21.25	\$21.75
	1	\$21.27	\$21.35	\$21.48	\$21.98	\$21.69	\$22.19
	2	\$21.70	\$22.20	\$21.92	\$22.42	\$22.14	\$22.64
	3	\$22.14	\$22.64	\$22.36	\$22.86	\$22.58	\$23.08
	4	\$22.58	\$23.08	\$22.81	\$23.31	\$23.04	\$23.54
	S	\$23.05	\$23.55	\$23.28	\$23.78	\$23.51	\$24.01
Kitchen Worker (1)  O.S	Step	Base Rate	Pay Rate	Base Rate	Pay Rate	Base Rate	Pay Rate
	Start	\$16.27	\$16.77	\$16.43	\$16.93	\$16.59	\$17.09
	1	\$16.59	\$17.09	\$16.75	\$17.25	\$16.92	\$17.42
	2	\$16.95	\$17.45	\$17.12	\$17.62	\$17.29	\$17.79
	3	\$17.29	\$17.79	\$17.46	\$17.96	\$17.63	\$18.13
	4	\$17.63	\$18.13	\$17.81	\$18.31	\$17.99	\$18.49
	S	\$17.81	\$18.31	\$17.99	\$18.49	\$18.17	\$18.67

**LETTER OF UNDERSTANDING # 1**

-between-

St. Matthew's House  
(hereinafter referred to as the "Employer"1

-and-

Canadian Union of Public Employees, and its Local 5167  
(hereinafter referred to as the "Union"1

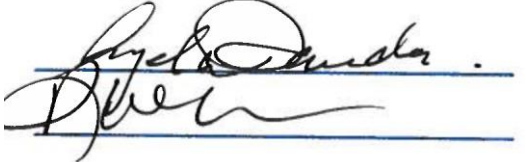
**Re: Provincial wage Enhancement**

The Employer agrees that it will apply for Provincial Wage Enhancement Funding each time such funding is made available during the term of this collective agreement.


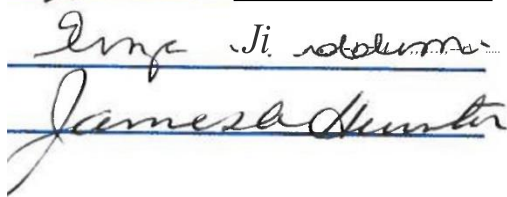
IN WITNESS WHEREOF each of the parties hereto has caused this Letter of Understanding to be signed by its duly authorized representatives.

Signed at \_\_\_\_\_ this day of \_\_\_\_\_, 2019

For the Employer

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the Union

  
\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_

**LETTER OF UNDERSTANDING #3**

-between-

St. Matthew's House  
(hereinafter referred to as the "Employer")

-and-

Canadian Union of Public Employees, and Its Local  
5167 (hereinafter referred to as the "Union")

**Re: Pay Equity**

The parties agree to meet within six (6) months of ratification to review and discuss the Pay Equity plan.

IN WITNESS WHEREOF each of the parties hereto has caused this Letter of Understanding to be signed by its duly authorized representatives.

Signed at f1rr.-thisf!1 day of \_\_\_\_\_ : 2019

For the Employer

For the Union

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*James Hunter*  
\_\_\_\_\_



**LETTER OF UNDERSTANDING #5**

-between-

St. Matthew's House  
(hereinafter referred to as the "Employer")

-and-

Canadian Union of Public Employees, and its Local 5167  
(hereinafter referred to as the "Union")

**Re: wage Re-opener**

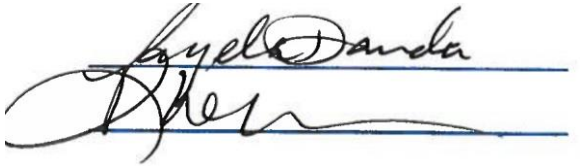
The parties agree that the wages in this Collective Agreement are a reflection of financial realities of the organization and not necessarily reflective of the value of the work performed. In recognition of this the Employer agrees to continue to seek out grants and other funding opportunities and where successful in receiving additional operating funding agrees to meet with the Union to discuss wage increases outside of the bargaining process.

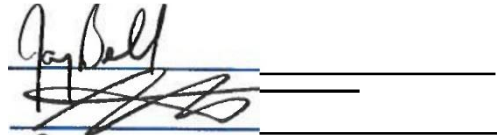


IN WITNESS WHEREOF each of the parties hereto has caused this Letter of Understanding to be signed by its duly authorized representatives.

Signed a this J+day of \_\_\_\_\_, 2019

For the Employer

For the Union

  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
  
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\_\_\_\_\_