

COLLECTIVE AGREEMENT

BETWEEN

**ALGONQUIN COLLEGE STUDENTS'
ASSOCIATION**

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 5154**

July 1, 2016 to June 30, 2019

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ARTICLE 1 - RECOGNITION AND SCOPE

1.01

The Employer recognizes the Canadian Union of Public Employees and its Local 5154 as the sole and exclusive bargaining agent for all of its full-time employees and replacement employees below the rank of manager save and except for positions hired for terms of one year or less and the positions of Administrative Assistant and Executive Assistant.

1.02 - Work of the Bargaining Unit

Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit except for the purposes of instruction, experimentation, emergencies when regular employees are not available, unforeseen incidental duties or when term employees (as per Article 1.01) or part-time employees are required in addition to the normal full-time bargaining unit complement.

ARTICLE 2 - CONFIRMATION OF EMPLOYMENT

2.01

All full-time appointments will be confirmed in writing and signed by the hiring manager on behalf of the Employer. This written confirmation will specify the position, salary range, starting salary, and probation period. Each employee will receive this letter before commencement of employment.

2.02

The Union recognizes the Employer's right to credit prior experience at the time of hiring.

2.03 – Union Membership

Within thirty (30) days of employment, all employees of the Employer shall, as a condition of employment become and remain members in good standing of the Union, according to the Constitution and By-Laws of the Union. The Employer shall deduct from every employee any dues, initiation fees, or assessments levied by the Union on its members. Payment of Union dues will be mandatory for all bargaining unit members, save and except members working on acting assignments outside the bargaining unit.

2.04 - Collection of Dues

The Employer shall remit the amount of the regular Union dues, initiation fees, or assessments levied by the Union on its members to the national Office of the Canadian Union of Public Employees, copied to the Local's Treasurer, twenty (20) days following the month in which they were collected. Each such remittance shall be accompanied by a list of names and hours worked, rate of pay and dues remitted. Contact information including addresses will be updated by the Employer and provided to CUPE Local 5154 Secretary annually.

For the deduction of Union dues, gross salary includes the employee's regular salary plus retroactive salary adjustments and acting pay.

ARTICLE 3 – LABOUR MANAGEMENT BARGAINING RELATIONS

3.01 - Representatives

No employee or group of employees shall undertake to represent the Union at meetings with the Employer without the proper authorization of the Union. In order that this may be carried out, the Union will supply the Employer with the names of its officers.

3.02 - Union Bargaining Committee

A Union Bargaining Committee shall be appointed and consist of two (2) members of the Canadian Union of Public Employees, Local 5154. The Union will advise the Employer of the Union nominees to the Committee.

3.03 - Function of Bargaining Committee

All matters of mutual concern pertaining to collective bargaining, and the renewal of the Collective Agreement shall be referred to the Bargaining Committee for discussion and settlement.

3.04 - Meetings of Committee

In the event either party wishes to call a bargaining meeting, the meeting shall be held at a time and place fixed by mutual agreement. However, such meeting must be held within twenty (20) working days after the request has been given or such other date as mutually agreed.

3.05 - Representatives of the Canadian Union of Public Employees

The Union shall have the right at any time to have the assistance of a representative of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such Representative will notify the Employer in advance in order to have access to the Employer's property in order to investigate and assist in the settlement of a grievance or other workplace related issues.

3.06 - Labour/Management Committee

- a) A Labour-Management Committee shall be established consisting of two (2) representatives of the Union and two (2) representatives of the Employer. The parties agree that in all their deliberations they will seek to promote effective operations, to provide the highest level of service to the clients, and to create a positive work environment for all employees.
- b) The Committee shall meet on an ad hoc basis, but no more than once every two (2) months at a mutually agreeable time and place. Each side shall provide the other with agenda items, which they wish to have discussed at this meeting, one week in advance of the meeting. Employees shall not suffer any loss of regular straight time wages for time spent in meetings of this committee during their scheduled hours.
- c) Minutes to each meeting of the Committee shall be prepared by the Employer as promptly as possible after the close of the meeting. The minutes shall be checked and signed by a Union representative on the Committee and an Employer representative on the Committee prior to circulation.
- d) The work of the Committee shall not supersede or replace 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 4 - MANAGEMENT RIGHTS

4.01

The Bargaining Unit agrees that the Employer has the exclusive right to manage its business, to direct its work force, to determine the size of its work force, to establish reasonable policies, practices, procedures, regulations and rules to maintain efficiency, to suspend, discharge, or discipline employees for just and sufficient cause, to hire, promote, demote, transfer or lay off employees, to establish and maintain reasonable rules and regulations covering the operation of the business provided however, that any exercise of these rights in conflict with any of the provisions of the agreement shall be subject to the grievance procedure as set out herein.

4.02

The Bargaining Unit also agrees that the Employer has the right to study or introduce new or improved production methods or facilities and the Bargaining Unit agrees to cooperate with the Employer in the installation of any such methods and in ensuring its bargaining members participate at any educational/training sessions the Employer deems necessary for the operation of/familiarization with such new methods.

All time spent in mandatory attendance at a training session will be considered as time worked. This clause does not apply to professional development

4.03

The Employer, therefore, retains all rights not otherwise specifically covered in the Agreement, provided however, that any exercise of these rights in conflict with any of the provisions of the Agreement shall be subject to the provisions of the grievance procedure as set out herein.

ARTICLE 5 - STRIKES AND LOCKOUTS

5.01

There shall be no strikes or lockouts during the term of this Agreement. In the event of strikes, lockouts or other similar problems involving suppliers of goods and service, the Employer and the Bargaining Unit agree to meet and discuss such situation as it involves the parties to this Agreement, to endeavour to solve such problems in the best interest of the Employer, the Bargaining Unit and the employees.

ARTICLE 6 - GRIEVANCE PROCEDURE

6.01

The parties to this Agreement share the desire to resolve as quickly as possible all complaints arising from the application or interpretation of this Collective Agreement.

6.02

A grievance under this Agreement is any difference or dispute between the Employer and the Union concerning its interpretation, application, administration or alleged violation of this Collective Agreement including any question as to whether a matter is grievable.

6.03

The Employer recognizes that a grievor and the Union Steward shall be entitled to discuss a grievance during working hours. The Union recognizes that every employee is employed to perform full-time work for the Employer and that the employee or the steward will not leave his/her work without prior approval from the General Manager or his delegate.

6.04 - Step 1

Either party to this Agreement may file a grievance with the other party. No grievance shall be considered unless presented in writing to the opposite party within ten (10) working days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the Employee. A grievance lodged by the Union, shall be addressed to the General Manager of the Corporation. The Grievance shall state briefly the facts giving rise to the grievance, the Articles giving rise to the grievance, and the remedy requested.

6.05 - Step 2

A grievance meeting shall be held between the parties within ten (10) working days after receipt of the written grievance by the General Manager, who shall render his decision concerning the grievance within ten (10) working days after the date of the meeting.

6.06

All decisions and resolved grievances arrived at between the General Manager and the Union shall be final and binding upon the Employer, the Union and the aggrieved employee or employees.

6.07

The grievance meeting referred to at Step 2 of the grievance procedure may be attended by the grievor, and a Union Steward. Time off with pay, shall be granted to these employees in order to attend the meeting.

6.08

Should a satisfactory settlement not be reached at Step 2, the dispute may be referred to final and binding arbitration within twenty (20) working days following the issuance of the General Manager's written decision.

ARTICLE 7 - ARBITRATION

7.01

When either party is in receipt of a request to refer a grievance to arbitration, a discussion between the General Manager and the CUPE National Representative or their designates will attempt to reach mutual agreement on a single arbitrator within ten (10) working days. If the parties fail to reach mutual agreement on a single arbitrator, either party may request the Ministry of Labour appoint a single arbitrator or the parties may agree to use a board of arbitration in which case the procedure outline in 7.02 shall apply.

7.02

Each party will submit, in writing to the other party, the name of its nominee to the board of arbitration within ten (10) working days. The nominees will select a Chairperson within fifteen (15) working days of their appointment.

7.03

The arbitrator or arbitration board shall not have the power or authority to alter, amend or substitute any of the provisions of the Agreement.

7.04

The arbitrator or arbitration board shall hear and determine the grievance and shall issue a decision which shall be final and binding upon the parties, and upon any employee affected by it.

7.05

The arbitrator or board of arbitration shall have no power to extend the time for the taking of any steps under the grievance and arbitration procedures. Section 48 (16) of the *Ontario Labour Relations Act* has no application to this Agreement.

7.06 - Expenses of Arbitration

Each party shall pay:

- a) The fees and expenses of any nominee it appoints.
- b) One-half of the fees and expenses of the Chairperson or single arbitrator.

7.07 - Amending of Time Limits

The time limits fixed in both the grievance and arbitration procedure may be extended by consent in writing of the parties to this Agreement.

ARTICLE 8 - DISCHARGE, SUSPENSION, AND DISCIPLINE

8.01 - Discipline

The authority to suspend, discharge or otherwise discipline an Employee rests with management. The Employer must have just cause to discipline, suspend or discharge any employee who has completed their probationary period.

When the Employer has completed its investigation and decided to discipline an Employee in the form of a written reprimand, suspension or discharge, the Employer shall have a meeting with the Employee in the presence of a Union steward. The parties understand that the purpose for the attendance of the steward at the meeting is to advise and support the Employee.

The Employee and the Union shall be advised in writing by the Employer within three (3) working days of this meeting of the reason for such written reprimand, suspension or discharge.

8.02 - Rights to a Union Steward

Where a manager intends to interview an employee, which may result in disciplinary actions, the manager shall notify the employee in advance of the purpose of the interview. The Employer shall also notify the employee of their right to have a Union Steward present at the interview. A Steward or Local Officer may have the right to

consult with a CUPE staff representative and may have him/her present at any discussion with supervisory personnel which might be the basis of disciplinary action. If, at any time during a conversation, with any employee, the Employer discovers information that could potentially lead to discipline; the Employer shall immediately stop the conversation and reschedule the remainder of the interview with the presence of a Union Steward.

8.03 - Access to File

Upon request, an employee has the right to review information contained within their personnel file in the presence of the General Manager or his/her designate.

The employee has the right to make copies of any information they have access to.

The employee has the right to respond in writing to any such document which is placed within their personnel file. Such reply shall become part of the permanent record.

8.04

In the case of letters of censure, reprimand, or criticism being added to an employee's file, the employee concerned shall be notified. In the event of an alleged distortion or error, the employee concerned shall have the right to comment and provide material pertinent to the alleged distortion or error. In the event that management agrees that an error has been established, the file shall be corrected and the erroneous material removed.

The record of an employee shall be cleared and not used against him or her in connection with any disciplinary action in the following instances:

- a) Letters of reprimand issued to an employee will be removed from an employee's file when (18) months have elapsed since the date the letter was issued provided there has been no further discipline during this period.
- b) When two years have elapsed since an employee received a disciplinary suspension provided there has been no further discipline during this period.

8.05

If confidentiality is breached by any employee in the Bargaining Unit in the exercise of their functions, such breach could constitute just and sufficient cause for his/her immediate dismissal from the Association notwithstanding any other provisions in the Collective Agreement.

ARTICLE 9 - SENIORITY

9.01 - Seniority Defined

Seniority is defined as the length of continuous service in the bargaining unit with the Employer from the first day of full-time employment worked provided the employee has successfully completed his/her probationary period. Subject to the provisions of this Agreement, seniority shall be used in determining preference or priority for promotions, transfers, demotions, lay-offs and recalls. Seniority shall operate on a Bargaining Unit-wide basis.

9.02 - Seniority List

The Employer shall maintain a seniority list showing the date upon which each employee's service commenced which shall be posted in the workplace in July each year or at the time of a layoff.

9.03 - Probation on Newly Hired Employees

Newly hired employees shall be considered on a probationary basis for one-hundred twenty (120) active days of employment from the date of hiring.

For newly hired full time employees who were employed in a term position within the SA at the date of hiring, the Employer will credit equivalent time worked in the term position toward the completion of the probation period, up to a maximum 90 active days of employment.

During the probationary period, employees shall be entitled to all rights and privileges of this Agreement except with respect to discharge and to benefit plans which commence upon successful completion of the probationary period and subject to the provisions of the carrier. The employment of such employees may be terminated at any time during the probationary period without recourse to the grievance or arbitration procedures. Seniority shall be effective from the first day of the most recent date of employment.

9.04 - Loss of Seniority

Subject to the terms of this agreement, an employee shall not lose seniority rights if he/she is absent from work because of sickness, accident, lay-off, or leave of absence approved by the Employer. An employee shall only lose his/her seniority and shall be deemed to be terminated in the event:

- a) he/she is absent from work in excess of five calendar days without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible.
- b) he/she is discharged for just and sufficient cause and is not reinstated.
- c) he/she resigns and does not rescind his/her resignation by the end of the next working day. Each employee will be limited to exercising this clause one time only during the term of this Agreement.
- d) The employee is laid off for a period longer than (2) years
- e) The employee is absent from the workplace due to illness or injury for a period in excess of two (2) years*

NOTE: That the parties acknowledge that the two (2) year period set out in item 9.04 (e) is a guideline which may be subject to variation on case by case basis, however, will not be less than two (2) years.

9.05 - Effects of Extended Leave of Absence on Seniority

If any employee is away on Educational or Personal Leave approved by the Employer without pay for any period longer than four (4) weeks, then the seniority accrued up to the point of departure will be equal to the seniority upon recommencement of work. No seniority will be accumulated during the period of absence. But, the employee will be returned to their wage rate and substantive position unless the job no longer exists.

9.06 - Transfers and Seniority outside Bargaining Unit

No employee shall be transferred to a position outside the bargaining unit without the employee's consent. If an employee does take a position outside the bargaining unit, he/she loses all seniority that he/she previously held and he/she will not be allowed to accrue seniority or be required to pay dues while outside the bargaining unit.

The employee shall have the right to return to the bargaining unit within six (6) months of the date that he/she left the bargaining unit to take the vacancy and may return to the position he/she held immediately prior to leaving the bargaining unit. Upon his/her return to the bargaining unit, his/her seniority which he/she previously held shall be reinstated to the level that existed at the time he/she left the bargaining unit. The time limit may be extended upon mutual agreement amongst the parties.

ARTICLE 10 - POSTING AND STAFF CHANGES

10.01 - Job Posting

When a vacancy occurs or a new position is created, the Employer shall notify the Bargaining Unit via email and may simultaneously advertise the position externally. The period of time for making application will be at least seven (7) calendar days.

10.02

Such notice shall contain the following information: nature of position, qualifications, required knowledge and education, skills, shift, wage or salary range or rate. Those qualifications may not be established in an arbitrary or discriminatory manner.

10.03

No external applicant shall be considered for a posted vacancy prior to the completion of the internal selection procedures – i.e. completion of interviews or any other qualifying criteria/processes.

In the event the Employer decides that an internal applicant does not meet the requirements of the job, the applicant shall be notified of the Employer's decision before any external candidates are considered.

At the request of the Union, the Employer will disclose to the Union the dates of receipt of all applications internally and externally, and the dates and times of when the applicants' information was released for consideration.

10.04 - Selection Criteria

Both parties recognize the principle of promotion within the service of the Employer. In all cases involving the filling of vacancies, promotions and transfers, employees shall be considered on the basis of skills, abilities, qualifications, and experience. In the case where two or more employees are determined to be relatively equal, seniority shall be the determining factor.

In cases of promotion requiring higher qualifications or certification where no internal candidate is qualified, the Employer may give consideration to the senior Employee who does not possess the required qualifications, but who has been preparing for qualifications prior to filling a vacancy for some time. Such employee will be given an opportunity to qualify within a reasonable length of time.

10.05 – Trial Period Applicable to Promotions (Not Applicable to New Employees)

The successful applicant shall be trained for a period of three (3) months worked. Such promotion shall become permanent upon satisfactory performance during the trial period. In the event that, during the trial period, the successful applicant proves unsatisfactory in the position, or if the employee finds himself/herself unable to perform the duties of the new job classification, he/she shall be returned to his/her former position, wage or salary, and without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to his or her former position and salary without loss of seniority.

10.06 - Persons with Disabilities and Older Worker Provisions

An employee who has been incapacitated by injury or compensable occupational disease, or who, through advancing years or temporary disablement is unable to perform his/her regular duties, every effort will be made to employ him/her in other work which he/she can do, without regard to other seniority provisions of this agreement, except that such employee may not displace any employee.

10.07 - Professional Development

The Employer will maintain a system of professional development so that every employee will have the opportunity of receiving professional development and increasing their likelihood of qualifying for promotion.

Employees will make the request for professional development to their direct manager. The employer will respond to the employee's request within thirty (30) days, outlining acceptance of the request, modifications, or denial of the request. Such reasons for the denial will be shared with the employee upon request.

10.08 - Correspondence

- a) All correspondence between the parties, arising out of this Agreement or incidental thereto, shall pass to and from the General Manager or designate and the Secretary of CUPE Local 5154, with a copy to the President of CUPE Local 5154. This shall not apply to grievance responses.
- b) Any correspondence on discipline or suspension, termination, layoff or recall, will be forwarded to the CUPE National Representative and copied to the Chief Steward of the Local.

ARTICLE 11 - HOURS OF WORK

11.01 - Regular Hours of Work

The normal work week for full-time employees shall be seven (7) hours per day (35 hours per week) over any 7-day period with two consecutive days off, exclusive of the unpaid and uninterrupted lunch period of one hour per day.

All employees shall be permitted a paid fifteen (15) minute rest period both in the first half and the second half of a shift. Where circumstances warrant, this schedule can be amended with three (3) weeks written notice to the affected employees as well as to the Union.

The parties recognize that the above noted hours of work apply to all positions in the bargaining unit, save and except for positions within Theatre Operations, Food Services and Events Programming, including Campus Life Coordinator, provided the Employer schedule does not exceed 70 hours over a two week pay period, and provides two consecutive days off per work week for the employee. Due to the nature of these operations, the Employer may be unable to provide the notice as written above from time to time.

The Employer agrees that employees will not be expected to work split shifts except in cases of overtime.

11.02 - Flextime Schedules (in May, June, July and August only)

Employees may request in writing to work a flex-time schedule, for the period beginning May 1st and ending the Friday in August two weeks prior to the first day of class, subject to the approval of the employee's manager. Requests for flex-time shall not be considered until vacation entitlements have been approved for all employees within the department.

Such schedule cannot exceed nine (9) hours per day or seventy (70) hours per pay period. The parties agree that employees working a flex-time schedule must provide the necessary level of service required in each area.

The Employer reserves the right to refuse, accept, or amend these requests. However, any request for flex-time hours will not be unreasonably denied. Both parties recognize that not all employees are eligible for flex hours.

11.03 – Overtime

Hours worked by employees in excess of thirty-five (35) hours per week or 7 hours per day shall be considered over time.

Employees who work overtime shall either:

- a) be compensated for hours worked at a rate of 1.5 hours per 1 hour worked; or
- b) if the Employer and employee agree, be entitled to "bank" overtime hours worked at a rate of 1.5 hours per 1 hour worked.

11.04

When operational requirements deem it necessary to alter shift schedules the employer will notify the President of the Local with the intention of consulting the changes thirty (30) day in advance of implementation, notwithstanding the circumstances acknowledged in 11.01 regarding certain businesses of the Employer.

11.05 - Accumulation of Overtime

In the event that the Employer and employee agree that the employee shall "bank" overtime hours worked, as above, the following rules shall apply:

- a) the employee shall be permitted to bank a maximum of 28 hours overtime, or for more certainty, 42 hours of straight time (28 x 1.5) for the purpose of having time off in lieu of overtime;
- b) such time off shall be taken at a mutually agreeable time within three (3) months of the work week in which the overtime was earned or, by mutual agreement, within twelve (12) months of that work week;
- c) Because of scheduling difficulties if such leave can not be taken within the prescribed time, the time in question will be paid out.

11.06 - Liquidation of Overtime

All overtime and time-off-in-lieu shall be liquidated at the rate of pay at which it was earned.

11.07 - Meal Allowance - (Overnight)

If an employee is assigned to travel outside of Ottawa and/or Pembroke in the course of his/her duties and to remain there overnight in the course of his/her duties, he/she shall be entitled to receive an overall meal allowance as per corporate policy.

11.08 - Authority for Overtime Work

All overtime must be approved in advance in writing by the General Manager or his/her designate.

ARTICLE 12 - HOLIDAYS

12.01 - Paid Holidays

The Employer shall recognize the following as paid holidays:

Good Friday
Victoria Day
Canada Day
Civic Holiday in August
Labour Day
Thanksgiving Day
Family Day

A paid holiday break shall be declared each year between Christmas and New Year's Day inclusively. This period shall coincide with the holiday period designated by Algonquin College.

12.02 – Floating Days

The Employer agrees to grant employees one (1) floating day off with pay to be taken on a day mutually agreed upon between the Employer and the Employee. Floating days are not accumulated and will be lost if not used during the year.

12.03 - Holidays Falling on Employee's Day Off

When any of the above noted holidays fall on an employee's scheduled day off, the employee shall receive another day off with pay at a time mutually agreed upon between the employee and the Employer.

ARTICLE 13 - VACATIONS

13.01 - Vacation Entitlement

Employees shall receive annual vacation with pay in the amount of fifteen (15) working days each year. Employees who have been employed for four (4) years but less than fifteen (15) years will receive annual vacation pay in the amount of twenty (20) working days each year. Employees who have been employed for fifteen years or more will receive annual vacation with pay in the amount of twenty (25) working days each year. The Employer reserves the right to refuse the timing of an employee's vacation in order to maintain minimum staffing levels. In the event of a conflict between two employees' vacation requests, the most senior employee shall be given preference. Employees are entitled to take a minimum of two consecutive weeks of vacation annually.

13.02 - Use of Vacation Credits

When planning for vacation, an employee may apply to the General Manger or to her/her designate to use unearned vacation credits up to a maximum of ten (10) working days, at the full discretion of the employer.

13.03 - Unused Vacations

Except in cases where annual leave is allowed to be carried over, if an employee is unable to have his/her vacation as a result of work demands, at the discretion of the General Manager or his/her designate, the unused vacation entitlements shall be paid at the basic salary earned immediately prior to payment.

13.04 - Partial Vacation Entitlements

Employees may take vacation entitlements on a pro-rated basis after six (6) months of continuous service.

13.05 - Vacation Entitlements during Leave of Absence

Employees will not accumulate vacation pay during leaves of absence.

13.06 - Paid Holidays during Vacations

If a paid holiday falls or is observed during an employee's vacation period, he/she shall not be charged a vacation day for a holiday that falls during the employee's vacation period.

13.07 - Rate of Vacation Pay

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

13.08 - Vacation Pay on Termination

An employee terminating employment at any time in the vacation year, prior to using his vacation, shall be entitled to a proportionate payment of salary or wages in lieu of such vacation, prior to termination. If any vacation is owed to the Employer, this shall be deducted from their final pay or otherwise recovered from the employee and the employee shall sign an authorization specifically setting out the amount to be recovered.

ARTICLE 14 - SICK LEAVE PROVISIONS

14.01 - Sick Leave Defined

Sick leave means the period of time an employee is entitled to be absent from work with full pay by virtue of being sick or disabled, or because of an accident, which is not compensable under the *Workplace Safety and Insurance Act*.

14.02 - Sick Leave Entitlements

Sick leave shall be granted on the basis of one and one quarter (1 1/4) days for every full calendar month of service and shall be cumulative to a maximum of twenty (20) days.

14.03 - Doctor's Certificate

The Employer may request a doctor's certificate to validate absences due to illness which are longer than two (2) consecutive days or which exceed ten (10) days in any one calendar year. The cost for said certificate shall be borne by the Employer.

14.04 - Transfer of Vacation Entitlements or Overtime Credits

If an employee has depleted his/her sick leave credits, he/she may request that his/her annual vacation entitlements or overtime credits be used to cover the deficiency.

14.05 - Sick Leave Without Pay

Sick leave without pay may be granted to an employee who does not have sufficient sick leave with pay credits. Such entitlements may be granted for a period not to exceed the existing length of the waiting period under the Students' Association Weekly Indemnity Plan.

14.06 - Leave Credits During Leave of Absence

When an employee is given leave of absence without pay, he/she shall not receive additional sick leave credits during the period of such absence, but shall retain his/her cumulative entitlements, if any, existing at the time of such leave.

14.07 - Advance of Sick Leave

When an employee is sick but has exhausted all of his/her sick leave, he/she may be granted an advance of sick leave credits to a maximum of ten (10) days at the discretion of the General Manager or his/her designate. Upon return to work, the employee shall repay in full the amount of advanced sick leave credits at the rate of one (1) day per month. Should the employee leave the employ of the Students' Association prior to the full repayment of the advanced sick leave, the Employer shall deduct an amount equal to the number of days owing to the Employer on the employee's final pay cheque and the employee shall sign an authorization specifically setting out the amount to be recovered.

ARTICLE 15 - SPECIAL LEAVE

15.01 - Preventative Health Care Leave

Employees shall be allowed leave with pay up to a maximum of three working days per year to engage in personal preventative medical or dental care. The Employer may request proof of medical or dental care.

15.02 - Family and Personal Leave

Employees shall be allowed leave of absence with pay and without loss of seniority for the following reasons:

- marriage breakdown - up to 5 days
- serious fire or flood in one's home - up to 3 days
- funeral (other than immediate family) - ½ day
- moving one's household - maximum 2 days

- obtaining citizenship - up to 3 days
- marriage of employee - up to 3 days
- serious illness or injury in the immediate family - 1 to 3 days
- planned or unplanned major surgery in the immediate family - 1 to 3 days
- spouse giving birth - 1 to 3 days
- death in immediate family - up to 5 days

The amount of leave granted can be extended at the discretion of the General Manager or his/her designate. The General Manager, or his/her designate, will make a determination as expeditiously as possible.

15.03 - Immediate Family Defined

Immediate family is defined as employee's parent, spouse (or common law spouse), child, stepchild, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, spouse's grandparent, grandchild or guardian, or any other person deemed immediate family at the discretion of the General Manager.

15.04 - Leave for Religious Reasons

Leave with pay will be granted to employees who cannot fulfill religious commitments outside of regular working hours up to a maximum of two days per year. The Employer may request written confirmation from an official of the religious institution in question.

15.05 - Leave before Layoff

Employees having received official notice of layoff may be granted one or more days with pay to attend job interviews or training sessions.

15.06 - Time Off to Write Examinations

An employee shall be granted time off with pay and without loss of seniority and benefits to write final and mid-term examinations relating to credit courses that would upgrade his/her current job related qualifications at the discretion of the General Manager or his/her designate.

15.07 - Jury or Witness Duty

When an employee is called to serve as a juror in any court of law, or is required by subpoena to attend any court of law as a witness, such employee shall be granted leave of absence without loss of seniority for such purposes. This employee shall receive the difference between his/her basic regular salary for the number of hours,

which would have been worked for the time served, and the daily fee paid. The Employer shall not be responsible for reimbursement of any mileage or traveling costs incurred by the employee or any meal or other out-of-pocket expenses incurred.

ARTICLE 16 - LEAVE OF ABSENCE WITHOUT PAY

Pregnancy and Parental leave shall be granted in accordance with the *Employment Standards Act, 2000* except where amended by this Article.

16.01 - Pregnancy Leave

- a) Pregnancy leave is a leave of absence by reason of an employee's pregnancy.
- b) A pregnant employee whose employment with Algonquin Students' Association started at least thirteen (13) weeks before the expected birth date is entitled to a leave of absence without pay.
- c) An employee who has been employed by the Employer for at least thirty (30) months of continuous employment, who provides the Employer with proof that she is in receipt of Employment Insurance Benefits pursuant to the *Employment Insurance Act*, shall be paid an allowance in accordance with the Supplementary Unemployment Benefit Plan even if the benefit is triggered in the midst of their pregnancy/parental leave.
- d) Payments made according to the Supplementary Unemployment Benefit Plan will consist of the following:
 - i) during the first two weeks of leave (the waiting period) the Employer will not pay employee wages;
 - ii) during the next maximum of fifteen (15) additional weeks, payment equivalent to the difference between the sum of the weekly EI benefits the employee is eligible to receive and eighty-five percent (85%) of the actual weekly rate of pay for her classification, which she was receiving on the last day worked prior to the commencement of the pregnancy leave.
- e) In accordance with Article 20.02 and Article 20.03, the Employer will continue to provide on a cost sharing basis, the benefits plan (subject to the provisions of the carrier), and RRSP benefits for employees who have completed six (6) months of continuous service. The Employer shall continue to make the Employer's contributions provided that the employee's contributions continue. The Employer

shall request written notification from the employee regarding their preference to continue benefits and the employee shall respond in writing as expeditiously as possible.

- f) The pregnancy leave of an employee who is not entitled to take parental leave ends on the later of the day that is seventeen (17) weeks after the pregnancy leave began or the day that is six (6) weeks after the birth, stillbirth or miscarriage.
- g) An employee may begin pregnancy leave no earlier than seventeen (17) weeks before the expected birth date.
- h) An employee can take a shorter pregnancy leave if the employee provides at least four (4) weeks written notice prior to the date she wishes to return.
- i) When the employee returns the work, the Employer must reinstate her to the same job at the same wages with seniority and benefits accrued as at the day of leaving. If the original job is not available, she will be assured of reinstatement to a comparable job.
- j) An employee must give the Employer at least two (2) weeks written notice of the date pregnancy leave is to begin. Wherever possible, the employee shall submit his/her notice at least two (2) months prior to the commencement of the leave. An exception will be made in emergency situations.
- k) An employee who qualifies for pregnancy leave cannot be terminated or laid off because of the pregnancy.

16.02 - Parental Leave

- a) Parental leave is a leave of absence for a natural parent, adoptive parent or a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.
- b) An employee who is a parent and has been employed by Algonquin Students' Association for at least thirteen (13) weeks before the birth of a child or thirteen (13) weeks before the child came into the parent's custody, care and control for the first time is entitled to thirty-five (35) weeks parental leave without pay.
- c) An employee who has been employed by the Employer for at least thirty (30) months of continuous employment who provides the Employer with proof that he/she is in receipt of Employment Insurance Benefits pursuant to the *Employment Insurance Act* shall be paid an allowance in accordance with the Supplementary Employment Benefit Plan even if the benefit is triggered in the midst of their pregnancy/parental leave.

Note: In the interest of clarity, when the top-up benefit is “triggered in the midst of the employee’s pregnancy/parental leave”, the benefit will begin at the beginning of the 31st month from the employee’s anniversary of hiring. Therefore, if the employee has one month of maternity leave left and the benefit becomes triggered, the employee would then be entitled to the top-up benefits for the remaining period only, not retroactively.

- d) Payments made according to the Supplementary Unemployment Benefit Plan will consist of the following:
 - i) up to a maximum of thirty-five (35) weeks, payment equivalent to the difference between the sum of the weekly EI benefits the employee is eligible to receive and eighty-five percent (85%) of the actual weekly rate of pay for his/her classification, which he/she was receiving the last day worked prior to the commencement of the parental leave.
- e) In accordance with Article 20.02 and Article 20.03, the Employer will continue to provide on a cost sharing basis, the benefits plan (subject to the provisions of the carrier), and RRSP benefits for employees who have completed six (6) months of continuous service. The Employer shall continue to make the Employer's contributions provided that the employee continues to make the employee's contributions. The Employer shall request written notification from the employee regarding their preference to continue benefits and the employee shall respond in writing as expeditiously as possible.
- f) An employee can take a shorter parental leave if the employee provides at least four (4) weeks written notice prior to the date he/she wishes to return.
- g) When the employee returns to work, the Employer must reinstate him/her to the same job at the same wages with seniority and benefits accrued as at the day of leaving. If the original job is not available, he/she will be assured of reinstatement to a comparable job.
- h) Parental Leave may be taken no later than fifty-two (52) weeks after the day the child is born or comes into the custody, care and control of a parent for the first time. The parental leave of an employee who takes pregnancy leave must begin when the pregnancy leave ends unless the child has not yet come into the custody, care and control of the employee for the first time.

- i) An employee must give the Employer at least two (2) weeks written notice of the date parental leave is to begin. Wherever possible, the employee shall submit his/her notice at least two (2) months prior to the commencement of the leave.
- j) An employee who qualifies for parental leave cannot be terminated or laid off because of the parental leave.

16.03 - Leave of Absence for Other Reasons

Employees may request leave of absence without loss of pay for any reason they feel is legitimate. The Employer reserves the right to refuse, accept, or amend these requests.

Leave, without pay, may be requested by employees. Such requests should be submitted in writing to the Employer stating full details and duration of leave. The Employer reserves the right to refuse, accept, or amend these requests. Upon returning the Employee will return to their position in accordance with Article 9.05.

16.04 - Returning from Leave of Absence

An employee on leave of absence shall notify the Employer in writing not later than four (4) weeks prior to termination of such leave whether he/she will be returning. If this is not done, the employee shall forfeit his/her rights to the job. The Employer shall notify in writing every employee who takes a leave of absence of this responsibility and the dates involved.

16.05 - Replacement Employees

A Replacement Employee is defined as an employee appointed by the Employer to replace continuing employee on leaves of absence of not less than four (4) months and not more than twenty-four (24) months, or to fill vacancies as a result of approved assignments of not less than four (4) months and not more than twelve (12) months. In both cases extension may be granted by mutual agreement of the parties. These employees are included in the bargaining unit from date of hire but they are not entitled to the provisions identified under Article 18.

16.06 - Leave Entitlements during Leave of Absence

Employees who are on leave of absence will not lose seniority, sick leave credits or vacation entitlements accumulated up to the time of leaving. They will not, however, accumulate any further seniority, sick leave and/or vacation for the time they are away unless required under the ESA 2000 and the Ontario Human Rights Code.

16.07 - Union Leave

- a) Leave of Absence without pay and without loss of seniority shall be granted to employees, upon three (3) weeks advanced request to the Employer, to attend education courses, seminars, conferences or conventions of CUPE. Where more than one (1) employee is to be absent, permission from the Employer is required. Such permission shall not be unreasonably denied.

For administrative purposes, the Employer shall continue to pay the employee's salary and benefits and the Union shall then compensate the Employer for the salary and benefits paid during the period leave.

- b) Leave of absence without pay but without loss of seniority shall be granted to employees to attend executive and committee meetings of CUPE. Such leave shall be a maximum of fifteen (15) person days per year. Where more than one (1) employee is to be absent, permission from the Employer is required. Such permission shall not be unreasonably denied. For administrative purposes, the Employer shall continue to pay the employee's salary and benefits and the Union shall then compensate the Employer for the salary and benefits paid during the period of leave.
- c) Any employee who is elected or selected for a full-time position with the Union, or anybody with which the Union is affiliated, or who is elected to full-time public office, shall be granted leave of absence by the Employer for a period of one year without pay, but without loss of seniority.

ARTICLE 17 – PAYMENT OF WAGES AND ALLOWANCES

17.01 - Pay during Vacation Periods

Employees may receive any direct deposit, which will fall during their vacation period on the last working day preceding commencement of their leave. An employee must give at least ten (10) days notice in writing to receive this early payment.

ARTICLE 18 – NOTICE OF SEPARATION, SEVERANCE PAY, LAYOFF AND RECALL

18.01 - Notice of Layoff

A layoff shall be defined as a reduction in the workplace or a reduction in the regular hours of work defined in this agreement.

In the event of a layoff that will be less than thirteen (13) weeks, the affected employee(s) shall not be entitled to bump:

- a) The Employer will provide notice, or pay in lieu of notice of two (2) weeks, provided the Employee has been employed for at least three (3) months at the time of layoff.
- b) The Employee must accept the layoff and will be placed on the recall list and will be recalled within the thirteen (13) week period.

18.02

In the event that the layoff is to be for a period of thirteen (13) weeks or more, an employee will become eligible to either:

- a) Bump a more junior employee accordance with Article 18.05 below;
- b) Accept the layoff and be placed on the recall list; or
- c) Accept the payments set out in Article 18.05, in exchange for foregoing their recall rights.

18.03 - Schedule of Notice

In the event that a layoff will be for thirteen (13) weeks or more, and the employee opts to, in lieu of bumping as per 18.05 below, accept notice, or pay in lieu of notice, he/she will become eligible to receive the following at the end of the thirteen (13) week period:

- a) if an employee has more than three (3) months but under one (1) year of service, an employee will receive two (2) weeks salary in lieu of
- b) if an employee has over one (1) year of service, an employee will receive one (1) month's notice or salary in lieu of
- c) if an employee has over two (2) years of service, an employee will receive two (2) month's notice or salary in lieu of
- d) if an employee has over three (3) years of service, an employee will receive three (3) month's notice or salary in lieu of
- e) if an employee has over four (4) years of service, an employee will receive four (4) month's notice or salary in lieu of
- f) if an employee has over five (5) years of service, an employee will receive five (5) month's salary in lieu of

- g) if an employee has over six (6) years of service, an employee will receive six (6) month's notice or salary in lieu of

The entitlements set out above are the sole entitlements upon termination of employment (subject to statutory benefit requirements) and, in no instance, shall the employee be provided with less favorable termination entitlements than those that are required under the *Employment Standards Act 2000*.

Notwithstanding the preceding entitlements, an employee who has been discharged from the Association for just and sufficient cause shall not be entitled to receive any separation, or notice in lieu of severance pay.

18.04 - Notice of Resignation

An employee who resigns from the Association and has five (5) years or more of continuous employment shall be entitled to receive one (1) month of base salary providing the employee gives the Association at least one (1) month of advance notice of resignation.

18.05 - Bumping Rights

An employee in receipt of notice of permanent layoff pursuant to 18.02 may:

- a) accept the layoff and opt to receive a separation allowance as outlined in Article 18, or
- b) displace another employee who has lesser bargaining unit seniority in the same or a lower or an identical-paying level in the bargaining unit if the employee originally subject to layoff has the skills, abilities, qualifications and experience to meet the normal requirements of the job. An employee so displaced shall be remunerated at the level of the new position.

An employee who chooses to exercise the right to displace another employee with lesser seniority shall advise the Employer of his or her intention to do so and the position claimed within five (5) working days after receiving the notice of layoff.

18.06 - Recall

An employee who has been bumped as per 18.05 or who has been laid off and accepted the layoff, shall be placed on the recall list for a period of twenty-four (24) months.

In the event that an employee reconsiders remaining on the recall list and severs employment ties with the employer, they shall become eligible to receive payments set out in Article 18.03.

Recall shall be in order of seniority, provided that the employee being recalled is able to perform the duties of the subject position. Notwithstanding the foregoing, where the actual position from which an employee has been laid off is re-established, the employee laid off from that position shall have the right of recall to the position.

If an employee is not recalled within twenty-four months from the date of layoff, they shall become eligible to receive the payments set out in Article 18.03. The time spent on layoff, however, shall not be considered for the purpose of calculating length employment.

ARTICLE 19 – COLLEGE STRIKE

In the event of a college strike that results in the cancellation of classes, both parties agree that employees may be assigned to activities or duties not specified in their job description at the discretion of the General Manager via the employee's manager or his/her designate, and notwithstanding any other provisions in this agreement.

ARTICLE 20 – WELFARE BENEFITS

20.01 - Tuition Fee/Professional Development

Employees who successfully complete educational courses which have been approved by the Employer for reimbursement will be given 100% of the cost of tuition upon presentation of proof of a passing grade set out by the institution offering the course.

While enrolled in a professional designation relating to the employees position or upon successful completion of such designation, at the discretion of the General Manager, the Employer will reimburse the employee for his/her annual professional membership fees.

20.02 - Benefit Plans

The Employer shall provide on a cost sharing basis the following benefit plans subject to the provisions of the carrier:

	Employee	Employer
Group Life	25%	75%
Weekly Indemnity	25%	75%
Long Term Disability	100%	0%
EHT	0%	100%
Supplementary Health Coverage	0%	100%
Semi-Private Coverage	0%	100%
Dental Plan	0%	100%
Vision Care (benefit of \$300 per 24 months)	0%	100%
Eye Examination (benefit of \$125 per 24 months)	0%	100%

20.03 - Registered Retirement Savings Plan

The Employer will contribute one hundred percent (100%) of the amount contributed by the employee to a maximum of 7 % of the employee's gross annual salary into a Registered Retirement Savings Plan. All employees must contribute a minimum of four 4% of the employee's gross annual salary with the employer matching such contributions.

20.04 - Eligibility for Welfare Benefits

All employees will be entitled to participate in all benefit plans once they have completed their probation period, subject to the provisions of the carrier.

20.05 - Cellphones

Where the Employer determines that an employee requires a cellphone for work purposes, the Employer shall provide said cellphone, or pay a portion of the Employee's monthly phone plan, in accordance with the use of the cellphone for work purposes.

ARTICLE 21 – GENERAL CONDITIONS

21.01 - Supply of Legal Counsel

Where coverage supplied through its comprehensive liability policy does not apply, the Employer shall supply legal counsel where necessary for any action initiated against any employee by virtue of performance of his/her assigned duties, except in circumstances of willful neglect or willful disobedience/wrongdoing on the part of the employee.

21.02 - Performance Appraisal or Evaluation

Both parties agree that an employee shall be entitled to an annual performance evaluation on or around their anniversary date and at a time mutually agreed upon by the employee and the Employer. The supervisor must advise the employee in writing a minimum of ten (10) working days in advance of the evaluation.

A copy of an employee's performance evaluation, which is to be filed on the employee's record, shall be given to the employee in advance. The employee shall initial such appraisal as having read within seven (7) days of receipt of copy of such appraisal. If the employee wishes, he/she may add his/her views to such appraisal within seven (7) days.

ARTICLE 22 - DURATION

This agreement shall take effect July 1st, 2016, and shall remain in force until June 30th, 2019.

This agreement shall continue automatically for periods of one year unless either party notifies the other party in writing that it desires to amend the agreement. Notice in writing shall be given within the period of ninety (90) days to one-hundred and fifty (150) days prior to the date of expiry of this or any subsequent agreements. Both parties shall adhere fully to the terms of this Agreement during the period of bona fide collective bargaining.

ARTICLE 23 – POSITION RANKINGS AND SALARY GRID

23.01

The description of the position rankings and the application of the salary grid has been attached as Appendix A.

July 1, 2016	increase of \$ 0.66 per hour
July 1, 2016	signing bonus of 1% of salary for all employees
July 1, 2017	increase of \$ 0.51 per hour
July 1, 2018	increase of \$ 0.51 per hour

ARTICLE 24 – ACTING PAY

24.01

Employees who are requested by the Employer to fill a position in a higher salary group during the absence of another Employee shall be entitled to Acting Pay. Entitlement to Acting Pay is subject to the following conditions:

- If an employee is temporarily assigned by the Employer to a position that has a maximum rate of pay that is higher than his/her maximum rate of pay for a period of ten (10) consecutive working days, such employee shall receive a premium of four (4%) percent of the maximum rate of the higher position. In such cases, this premium will be effective from the first day of the temporary assignment.

An employee who is requested by the Employer to fill a position in a lower salary group during the absence of another Employee will not suffer any reduction in pay during the temporary assignment.

ARTICLE 25 - COLA

COLA remains inactive for the life of this agreement.

ARTICLE 26 – JOB CLASSIFICATION

26.01 - Job Classification

The Employer will provide the Bargaining Unit with new and revised job descriptions of all positions in the Bargaining Unit on an annual basis.

26.02

All bargaining unit positions will be evaluated by a common classification system by the Pay Equity Maintenance Committee (PEMC). The classification system to be used has already been developed cooperatively by the Students' Association and the Union.

26.03

When a new position is established which is Bargaining Unit work, the PEMC shall determine the classification level for such position and notify in writing as soon as possible the Manager, the General Manager and the Union of the results.

26.04 - Re-Classification (Existing Positions)

- a) When an employee in an existing job classification believes that his/her position is incorrectly classified, he/she may submit in writing a request for review to his/her Manager. If the Manager is in agreement with the employee's request, he/she will submit the request to the PEMC within ten (10) working days. If the Manager is not in agreement with the employee's request, he/she will notify the employee in writing within five (5) working days.
- b) A request will include:
 - i) The employee's full name, present classification and band and level.
 - ii) The name of the department and/or section and location of work
 - iii) A job description for the position to be reviewed.
 - iv) The reason(s) for the proposed job reclassification.
 - v) A request for review shall not be entertained on the grounds of the . inadequacy of the pay scale assigned to the classification.

26.05

The PEMC shall consider any request that has the approval of the Manager and the PEMC shall notify in writing the Manager, the General Manager, the Union and the employee(s) concerned of the results of the review, once completed.

26.06

If a position is evaluated lower by the PEMC, the incumbent would maintain their current salary and their right to salary increments through the existing salary band. When a new employee is hired in the position they would move to the lower pay band. Any incumbent who is evaluated higher by the PEMC would be placed on the new salary band.

ARTICLE 27 - UNIFORMS

The Employer shall provide those employees in the Bargaining Unit with clothing where in the opinion of the Employer such clothing is required to be worn.

ARTICLE 28 - HARASSMENT

28.01 - Harassment in the Workplace Policy

The Employer and the Union are committed to providing a respectful working environment in which all individuals are treated with respect and dignity. All employees have the right to freedom from harassment in any employer workplace. The harassment of any employee constitutes serious misconduct and will be subject to disciplinary measures, as defined in Article 8 (Discharge, Suspension, and Discipline). Harassment is illegal in the workplace and will not be tolerated.

The Employer and the Union agree that there shall be no discrimination or harassment against any employee on the basis enumerated in the Ontario Human Rights Code, as amended from time to time, specifically by reason of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status and/or disability. The parties agree that there shall be no discrimination or harassment based on membership in the Union.

In any complaint involving a claim of harassment under this policy, either raised by or against a member of the Union, the affected employee(s) whether complainant or respondent, shall be advised to their right to have a Union Steward or his designate to meet with them at all steps of the investigation procedure. Anyone involved in a complaint of harassment is required to maintain strict confidentiality with regard to the investigation of the matter. Only those on a "need to know" basis will be provided information with regards to a complaint. Final reports of any investigations will be shared with the Union's designated Representative.

The Employer will notify the Chief Steward of any reported cases of harassment of a union member.

28.02

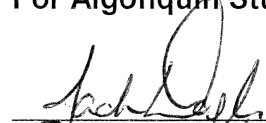
In this Article, the term "disability", as provided in clause 28.01 shall be as defined in the Ontario Human Rights Code, R.S.O., 1990 as amended.

28.03

Every employee has a right to be free from sexual harassment and from any reprisal or threat of reprisal for the rejection of such behaviour.

Signed in Ottawa, Ontario, this 22 day of August 2016.

For Algonquin Students' Association




Jack Doyle

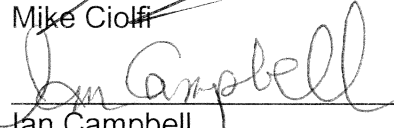


Paul J. Norman

For CUPE Local 5154



Mike Ciolfi



Ian Campbell



Kevin Rochon
CUPE National Representative

:mw/cope 491
June 21, 2016

APPENDIX "A" Algonquin College Students' Association Local 5154

July 1, 2016, signing bonus of 1% of salary for all Employees

July 1, 2016 - June 30, 2017					
Level	Step 1	Step 2	Step 3	Step 4	Step 5
Level 6	\$30.11	\$30.95	\$31.85	\$32.77	\$33.74
Level 5	\$27.74	\$28.49	\$29.28	\$30.10	\$30.95
Level 4	\$25.62	\$26.30	\$27.01	\$27.74	\$28.49
Level 3	\$23.75	\$24.36	\$24.98	\$25.64	\$26.31
Level 2	\$20.59	\$21.04	\$21.59	\$22.16	\$22.74
Level 1	\$17.47	\$17.91	\$18.37	\$18.84	\$19.32

July 1, 2017 - June 30, 2018					
Level	Step 1	Step 2	Step 3	Step 4	Step 5
Level 6	\$30.62	\$31.46	\$32.36	\$33.28	\$34.25
Level 5	\$28.25	\$29.00	\$29.79	\$30.61	\$31.46
Level 4	\$26.13	\$26.81	\$27.52	\$28.25	\$29.00
Level 3	\$24.26	\$24.87	\$25.49	\$26.15	\$26.82
Level 2	\$21.10	\$21.55	\$22.10	\$22.67	\$23.25
Level 1	\$17.98	\$18.42	\$18.88	\$19.35	\$19.83

July 1, 2018 - June 30, 2019					
Level	Step 1	Step 2	Step 3	Step 4	Step 5
Level 6	\$31.13	\$31.97	\$32.87	\$33.79	\$33.79
Level 5	\$28.76	\$29.51	\$30.30	\$31.12	\$31.12
Level 4	\$26.64	\$27.32	\$28.03	\$28.76	\$28.76
Level 3	\$24.77	\$25.38	\$26.00	\$26.66	\$26.66
Level 2	\$21.61	\$22.06	\$22.61	\$23.18	\$23.18
Level 1	\$18.49	\$18.93	\$19.39	\$19.86	\$19.86