

# **COLLECTIVE AGREEMENT**

**Between**

**Her Majesty in Right of Canada as Represented by the Staff of the  
Non-Public Funds, Canadian Forces  
Group: Operational Category (All Employees)  
19 Wing Comox**

**And**

**United Food and Commercial Workers, Local 1518  
350 Columbia Street  
New Westminster, BC V3L 1A6**

**November 1, 2020 to October 31, 2024**

**Ratified by member vote: December 23, 2021**



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## **ARTICLE 1 – Purpose of Agreement**

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- 1.01 The purpose of this Agreement is to establish and maintain harmonious relationships between Her Majesty in right of Canada as represented by the Staff of the Non-Public Funds, Canadian Forces, hereinafter referred to as the Employer, the Bargaining Agent, and the Employees and to set forth herein the terms and conditions of employment upon which agreement has been reached through collective bargaining.
- 1.02 The parties to this Agreement share a desire to improve the quality and to increase the efficiency of the services provided and to promote the well-being of the employees.

## **ARTICLE 2 – Recognition**

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- 2.01 The Employer recognizes the United Food and Commercial Workers Union, Local 1518, certified by the Public Service Staff Relations Board on 24 July 1985, as exclusive bargaining agent for all employees of the Employer in the Operational Category employed at the Canadian Forces Base at Comox in British Columbia save and except managers/category II employees.

## **ARTICLE 3 – Interpretation and Definitions**

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- 3.01 For the purpose of this Agreement:
- (a) Full-time Employee means an employee who has completed **their** probationary period and is employed on a continuing basis for thirty-two (32) or more hours per week.
  - (b) Probationary employee means a new employee who is carrying out the tasks of a full-time **or part-time** employee but has not been granted full-time **or part-time** status. The probationary period shall not exceed:
    - i. supervisory – three (3) calendar months;
    - ii. non-supervisory – two (2) calendar months
  - (c) Part-time employee means an employee who is employed on a continuing basis but works less than thirty-two (32) hours per week and thirteen and one third (13-1/3) hours or more per week. Continuing basis is defined as thirteen (13) consecutive weeks.
  - (d) The Employer may, with the written consent of the Union, extend the probationary period for a further period equal to the original probationary period specified above, or a lesser period in the event that the employee's evaluation is unsatisfactory upon conclusion of the original probationary period.
- 3.02 The terms of this agreement shall apply to full-time and part-time employees except where otherwise specifically stated.

## **ARTICLE 4 – State Security**

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- 4.01 Nothing in this Agreement shall be construed as requiring the Employer to do or refrain from doing anything contrary to any instruction, direction or regulations given or made by or on behalf of the Government of Canada in the interest of the safety or security of Canada or any state allied or associated with Canada.

## **ARTICLE 5 – Managerial Rights**

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- 5.01 The Bargaining Agent recognizes and acknowledges that the Employer has and shall retain the exclusive right and responsibility to manage its operation in all respects including, but not limited to, the following:
- (a) to plan, direct and control operations; to determine methods, processes, equipment, and other operating matters; to determine the location of facilities and the extent to which these facilities or parts thereof shall operate; and
  - (b) to direct the working forces including the right to decide on the number of employees, to organize and assign work, to schedule shifts and maintain order and efficiency, to discipline employees including suspension and discharge for just cause;

and it is expressly understood that all such rights and responsibilities not specifically covered or modified by this Agreement shall remain the exclusive rights and responsibilities of the Employer. Such rights will not be exercised in a manner inconsistent with the express provisions of this Agreement.

- 5.02 New NPF employees may be released during their probationary period for cause. The employee may have access to the grievance procedure to the second level but may not refer a grievance to adjudication.

## **ARTICLE 6 – Future Legislation and the Collective Agreement**

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- 6.01 If any law now in force or enacted during the term of this Agreement renders null and void any provision of this Agreement, the remaining provisions shall remain in effect for the term of the Agreement. The parties shall thereupon seek to negotiate substitute provisions that conform with the applicable law.

## **ARTICLE 7 – Check-Off**

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- 7.01 Subject to the provisions of this Article, the Employer will, as a condition of employment, deduct an amount equal to the bi-weekly membership dues established by the Bargaining Agent from the pay of all full-time and part-time employees in the Bargaining Unit.

When an employee does not have sufficient earnings in respect of any bi-weekly period to permit deductions, the Employer shall not be obligated to make such deductions from subsequent pay.

- 7.02 For the purpose of applying Article 7.01, deductions from pay for each employee in respect of each bi-weekly period will start with the first full bi-weekly payroll period of employment to the extent that earnings are available.
- 7.03 The Employer agrees to remit dues together with a list of employees from whom deductions have been made to the Union at **reception@ufcw1518.com** by the fifteenth (15th) day following the end of two consecutive payroll periods, except for circumstances beyond the Employer's control. The employee list will contain the employee's full name, employee number, job title, work location, date of hire and employment status, as well as a monthly list of employee terminations.
- 7.04 The total Union dues deducted will appear on the T4 forms.
- 7.05 The Bargaining Agent agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Employer limited to the amount actually involved in the error.

#### **ARTICLE 8 – Appointment of Stewards**

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- 8.01 The Employer acknowledges the right of the Bargaining Agent to appoint employees as stewards and alternate stewards. The Bargaining Agent agrees to exclude employees who are serving members of the Canadian Armed Forces and subject to the National Defence Act, Code of Service Discipline, from any/all union offices. This does not preclude an employee who is a member of the reserves from serving as a shop steward while employed at an NPF unit.
- 8.02 The Bargaining Agent shall determine the jurisdiction of each steward, having regard to the plan of organization, the distribution of employees at the workplace and the administrative structure implied by the grievance procedure.
- 8.03 The Bargaining Agent shall notify the Employer promptly and in writing of the names and jurisdiction of its stewards.

#### **ARTICLE 9 – Leave for Stewards and Access to Premises**

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- 9.01 A steward shall obtain the permission of **their** manager before leaving **their** work to investigate complaints that lie within the jurisdiction agreed to in Article 8, to meet with local management for the purpose of dealing with grievances and to attend meetings called by management. Where practicable, the steward shall report back to **their** manager before resuming **their** normal duties.
- 9.02 A steward will not receive pay for the time spent investigating complaints during **their** regular scheduled time off.
- 9.03 The Employer agrees that Business Agents of the Bargaining Agent will be granted access to the Employer's premises upon request and following the consent of the Employer. Such request shall be made twenty-four (24) hours in advance to the

**Employer or their** delegate. The purpose of such is to be for the observation of working conditions, interviewing members and unsigned employees, and to ensure that the terms of the collective agreement are being implemented.

- 9.04 The Bargaining Agent's meetings shall be held outside the hours of work of the employees and outside the premises of the Employer. However, the Employer may permit the Bargaining Agent to use the Employer's premises outside the hours of work of the employees for conducting its meetings, where refusal to grant permission would make it difficult for the Bargaining Agent to convene a meeting. The Bargaining Agent shall ensure the orderly and proper conduct of its members who attend such meetings on the Employer's premises and agrees to be responsible for leaving facilities in good order after use.
- 9.05 The Employer agrees that employees chosen to attend union business in connection with committee, conferences, seminars, or union negotiations shall be given leave without pay to attend so long as such leave does not interfere with the proper operation of the business.
- 9.06 When an employee is on an approved leave without pay for Union business, their pay shall continue as normal and any time spent on Union business without pay, where authorized by the Union shall be billed to the Union.**

#### **ARTICLE 10 – Health & Safety**

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- 10.01 The Employer agrees to maintain reasonable provisions for the safety of its employees during the hours of employment and to provide an Accident Prevention Program. The Employer and the Bargaining Agent recognize that the environment standards are those issued under Part II of the *Canada Labour Code* and as interpreted by the **Local Occupational Health and Safety Committee**.
- 10.02 It is the responsibility of the employee to observe the safety rules, to wear and use safety equipment according to instructions and to immediately advise **their** supervisor of any unsafe working conditions.
- 10.03 The Employer agrees to maintain adequate temperatures as required by the appropriate legislation in all its indoor places of operation and shall not require an employee to work under unsafe conditions.
- 10.04 An annual allowance of **two hundred dollars (\$200.00)** shall be provided to those employees who are required to wear CSA approved safety footwear under the provisions of Part II of the Canada Labour Code. This allowance shall be payable once per year on presentation of proof of purchase.
- In the case where the employee has not used **their** annual allowance of **two hundred dollars (\$200.00)**, the allowance can only be carried over to the following year to a maximum of **four hundred dollars (\$400.00)**.
- 10.05 The Canada Labour Code, Part II, establishes the process for the Employer to prevent workplace harassment and violence from happening, responding to situations in which harassment or violence have occurred and importantly,**

supporting victims of harassment and violence.

**10.06 Harassment and Violence means any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any prescribed action, comment, or conduct. (the Canada Labour Code, Part II, subsection 122(1)). The Employer's policy on Workplace Harassment and Violence Prevention outlines the process to respond to any related occurrences.**

## **ARTICLE 11– Hours of Work**

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11.01 The normal hours of work shall not exceed eight (8) hours in a day and forty (40) hours in a week, exclusive of unpaid meal periods. A week shall include a period of seven (7) consecutive days starting at 0001 hours Monday morning and ending at 2400 hours the following Sunday night.

11.02 **Once in every three (3) week period, full-time employees shall be scheduled two (2) consecutive days off, which shall be either a Friday and Saturday, Saturday and a Sunday, or a Sunday and a Monday combination, this is a minimum standard and not a maximum. This requirement may be waived by mutual consent.**

11.03 (a) A work schedule shall be posted **electronically or in a designated physical location in each outlet** no later than Thursday morning showing the scheduled working hours for each employee covered by this Agreement for the following two (2) week period. If a schedule is not posted by 1200 hours Thursday, the schedule for the previous two (2) weeks will apply. After 1200 hours Thursday, no changes in schedule for the following two (2) weeks will be made, except where changes are necessary due to circumstances beyond the control of the Employer. Where such changes are necessary, the employee will be given notice as far in advance as possible.

(b) With the exception of unforeseen circumstances, employees who wish to take time off should submit such requests for leave as far in advance as possible and in any event, must do so no later than the **Wednesday** morning prior to the schedule being posted. With the exception of emergencies, an employee who wishes to take time off but who has not submitted a leave request prior to the **Wednesday** will be responsible for finding an employee to replace them.

(c) **Employees who wish to change their shift with another qualified employee must first submit such request in writing to their supervisor. Should the request be granted, the Employer shall not be liable for any claims of non-compliance with the Collective Agreement resulting from the shift change. The Employer shall not unreasonably deny any such request.**

11.04 Meal periods shall be as follows:

(a) Employees working six (6) consecutive hours or more are entitled to an uninterrupted meal period without pay of not less than thirty (30) minutes, and no more than sixty (60) minutes. The meal period shall be scheduled as close to the



mid-point of the work period as possible.

- (b) The meal period in operations that employ only one (1) person shall remain as per past practice unless changes are mutually agreed upon.

**For greater clarity, past practice means that at the Employer's discretion, an employee may:**

- 1. take the meal break**
- 2. be paid for the meal period at the applicable rate of pay; or**
- 3. be granted equivalent compensatory time off at the employee's regular rate of pay**

11.05 If the Employer is forced to close an outlet as a result of major storms or other unforeseen circumstances, employees will be compensated as follows:

- (a) Employees advised by the Employer one (1) hour or more before the commencement of their shift not to report to work will not be paid for the scheduled work hours at the regular rate of pay; and
- (b) employees who are at work and are sent home by the Employer will be paid for the balance of their scheduled shift at their regular rate of pay; and
- (c) employees who are not contacted prior to the start of their scheduled shift and who actually report to work or are notified less than one (1) hour prior to their scheduled shift shall be paid in accordance with Article 27.01 (Call-In).

11.06 Full-time employees will not be required to work a split shift unless otherwise mutually agreed.

11.07 There shall be a minimum of ten (10) hours from the time the employee concludes one scheduled work shift and commences the next scheduled work shift, unless otherwise mutually agreed upon.

11.08 Each employee shall be granted a rest period of fifteen (15) minutes during each period of work of three and one-half (3.5) hours, except in those operations which normally employ one person the rest period shall remain as per past practice unless changes are mutually agreed upon. Rest periods shall not be allocated within one (1) hour of starting or quitting time.

**For greater clarity, past practice means, that at the Employer's discretion, an employee may:**

- 1. take the rest period**
- 2. be paid for the rest period at the applicable rate of pay; or**
- 3. be granted equivalent compensatory time off at the employee's regular rate of pay**

11.09 Senior employees shall not be scheduled to work less hours than junior employees in the same job title in the same outlet during any week, provided they are available and able to work the hours required.

- 11.10 Employees shall not be scheduled for shifts of less than three (3) hours duration.
- 11.11 In the event employees wish to exchange a shift with another qualified employee, they shall first submit such request in writing to the Supervisor. Should the request be granted, the Employer shall not be liable for any claims of non-compliance with the Collective Agreement resulting from the shift change.
- 11.12 Employees in the Bargaining Unit who request additional hours shall be offered any available additional hours within their job titles in their outlet based on job seniority, provided that they have the experience, ability, and skill to do the job required, and provided the additional hours do not result in overtime and do not result in the change of status of an employee. Hours scheduled for regular NPF functions are considered as available additional hours. Available additional hours are those hours resulting from vacation, leave of absence, sickness, or accident. This provision in no way shall restrict the right of the Employer to decide the makeup of the workforce.
- 11.13 Nothing in this Agreement shall be construed as guaranteeing an employee minimum or maximum hours of work.
- 11.14 Employees who are required by the Employer to pick up and return outlet keys shall be paid for such time.
- 11.15 An employee called in and who reports to work shall receive a minimum of three (3) hours pay at their applicable rate of pay.**

## **ARTICLE 12 – Overtime**

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- 12.01 When an employee is required to work in excess of eight (8) hours in a day or forty (40) hours in a week **they** shall be paid for the overtime at a rate of pay not less than one and one-half (1-1/2) times **their** regular hourly rate of pay.
- 12.02 Overtime shall be compensated in money, except where at the request of an employee, and with the approval of the Employer, overtime may be compensated in equivalent leave **with pay within 90 days of the overtime worked. After the 90 day period has expired, the overtime will be paid out to the employee without further notice, with the exception of Golf Course employees.**
- For employees of the Golf Course, their overtime will expire at the end of the fiscal year, the overtime will be paid out to the employee without further notice.**
- 12.03 Overtime shall be offered first to the employee with the most seniority in the **outlet** that requires the work, provided the employee is in the job category for the nature of the work required and is capable of performing the work. If no employee wishes to work the overtime, the Employer shall assign the work to a junior employee who is capable of performing the work.
- 12.04 When an employee is required to work on the seventh (7th) and subsequent consecutive days, they shall be paid two (2) times the applicable rate of pay for all hours worked on that day. This Article will not apply in the event employees switch shifts in accordance

with Article 11.11.

## **ARTICLE 13 – Seniority**

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### **Application**

13.01 This Article applies to all employees except as otherwise specified.

### **Definitions**

- 13.02 (a) Full-time seniority shall be defined as the total length of continuous full-time employment in the bargaining unit covered herein. An employee's seniority as a full-time employee shall date from the employee's first day of continuous full-time work in the Bargaining Unit;
- (b) For purpose of this Article the seniority of a full-time employee transferred from one outlet to another as the result of a competition, job change based on seniority or transfer at the request of the employee, shall date from the employee's first day of continuous full-time work in the new outlet;
- (c) Part-time seniority shall be defined as the total length of continuous part-time employment in the Bargaining Unit covered herein. An employee's seniority as a part-time employee shall date from the employee's first day of continuous part-time work in the Bargaining Unit.
- (d) For the purpose of this Article the seniority of a part-time employee transferred from one outlet to another as the result of a competition, or transfer at the request of the employee shall date from the employee's first day of continuous part-time work in the new outlet.
- (e) Probationary employees shall have no rights under the seniority provisions of this agreement during the probation period outlined in Articles 3.01 (b) and 3.01 (d). The seniority of probationary employees who have completed their probationary period to the satisfaction of the Employer will be dated from the first day of the probationary period which is the first day of continuous full-time or part-time work, as applicable, in the Bargaining Unit;
- (f) The Bargaining Unit shall be divided into the following independent operations called outlets:
- Glacier Green Golf Course
  - Officers' Mess
  - WOs & Sgts' Mess
  - Junior Ranks' Mess
  - CANEX Retail Store
  - Fitness, Sports and Recreation (includes Arena and Campground)
- (g) An employee's seniority will not be interrupted by any period of absence resulting from maternity leave, sick leave, or lay-off military leave, or on NPF/CFMWS deployed operations. An employee's seniority will be reduced by the amount of time spent on any leave of absence without pay in excess of two (2) weeks.

- (h) Part-time employees who are selected for a full-time position with the Employer will be credited with half of their part-time seniority towards their full-time position.
- (i) Notwithstanding the provisions of Article 3.01 (a), a part-time employee relieving a full-time employee absent due to illness, vacation or any other leave of absence for a period of **eighteen (18)** months or less will not be considered a full-time employee for the purpose of this Agreement. If a part-time employee relieves a full-time employee for a continuous period in excess of **eighteen (18)** months, **they** will become a full-time employee and **their** seniority, as a full-time employee will date back to **their** first day so employed. During the above **eighteen (18)** month period, the Employer will be entitled to staff the employee's former position with a temporary employee. In the event that the original employee returns to their former position, the temporary employee may be released by the Employer without notice, severance or further obligation.

### Loss of Seniority

13.03 An employee will lose **their** seniority rights under this Agreement and **their** service will be terminated if:

- (a) they voluntarily leave **their** employment with the Employer;
- (b) **they are** discharged for cause;
- (c) they have been laid-off for a continuous period of twelve (12) months;
- (d) **they have** been laid-off and **have** received notice from the Employer of **their** date of recall to work and fails to give notice of **their** acceptance of the terms of recall within ten (10) business days of having received the Employer's written notice of recall, by registered mail **or email**. In any case, **they** will lose **their** seniority rights if **they** fail to return to work or to give valid reasons for **their** inability to do so within **five (5)** working days of the first date of recall to work. In order to be eligible for recall from lay-off the employee must provide the Employer with **their** current mailing address, **email** and telephone number;
- (e) **they** overstay a period of leave granted by the Employer in accordance with Articles 15 and 16 without securing an extension of such leave;
- (f) **they are** absent from **their** work for more than three (3) working days without securing leave in accordance with Articles 15 and 16 or without producing evidence of a valid reason satisfactory to the Employer. It is understood and agreed that this Article does not permit or sanction absences of three (3) days or less without reasons satisfactory to the Employer;
- (g) **they are** a full-time employee and are employed full-time with another Employer; and
- (h) **they are** a probationary employee and **are** rejected on probation.

## Lay-Off and Recall From Lay-Off

- 13.04 Lay-off and recall from lay-off shall be on the basis of seniority by outlet with employees being selected in accordance with their seniority within the outlet, and with senior employees have preference over junior employees provided the senior employee has the experience, ability, and skill to do the job required. For the purposes of applying this sub-article, the following order of precedence applies:
- (a) full-time employees have preference over part-time employees;
  - (b) a supervisor subject to lay-off will have the right to displace a non-supervisory employee. Should displacement occur the supervisor shall be credited with **their** total seniority in the Bargaining Unit.
- 13.05 (a) When a full-time employee is laid off in accordance with the provisions of Article 13.04 and there is part-time work available in the bargaining unit, **they** shall be offered the part-time work provided **they have** the experience, ability, and skill to perform the work. If **they** accept the part-time work **they** shall receive the rate of pay of the job in which **they are** placed. A full-time employee who accepts part-time work shall be retained on the lay-off list and shall be eligible for recall to a full-time position for a period of twelve (12) months in accordance with the provisions of this Article.
- (b) A full-time employee who is given part-time status in accordance with Article 13.05 (a) will retain seniority as a full-time employee for twelve (12) months. At the end of this period the full-time employee will be given either the choice of accepting severance pay and termination of employment, or conversion to part-time status with the maintenance of all seniority accrued as a full-time and part-time employee.
- 13.06 A full-time employee who is laid-off or accepts part-time work in accordance with the provisions of Articles 13.04 and 13.05 may continue the benefits listed in Article 19.02 for a period of twelve (12) months. The employee will be responsible for both the employee and Employer share of the premiums.

## Vacancies

- 13.07 (a) Vacancies within the bargaining unit created by the resignation or retirement of an employee or the creation of a new position will be filled first, on the basis of seniority, by recalling employees on the lay-off list of the outlet concerned provided **they are** of the same job title or higher than the classification level of the vacant position and provided **they have** the necessary experience, ability, and skill to do the job required.
- (b) For the purposes of applying this sub-article, the following order of precedence applies:
    - i. Full-time employees in the outlet;
    - ii. Part-time employees in the outlet;
    - iii. Full-time employees in the Bargaining Unit; and

iv. Part-time employees in the Bargaining Unit.

13.08 Vacancies within the Bargaining Unit that cannot be filled in accordance with Article 13.07 will be filled as follows:

- (a) the opening will be posted **electronically on the Careers page of the CFMWS website and on the designated physical location** for a **minimum of seven (7)** calendar days. The poster shall indicate the job title and job description, rate of pay, the approximate starting date and qualifications required;
- (b) qualified and interested employees will be considered in the following order of priority:
  - (1) applicants within the outlet who are of the same job title;
  - (2) applicants within the outlet who are of other job titles;
  - (3) applicants within the Bargaining Unit outside the outlet concerned; and
  - (4) applicants outside the Bargaining Unit.

### **Assessment**

13.09 Employees selected to fill a vacancy shall be appointed for an initial assessment period. The duration of the assessment period shall not exceed three (3) months. If, during the assessment period, the Employer determines that the employee has not performed the duties and responsibilities to the satisfaction of the Employer, or if the selection was made in accordance with Article 13.07 (b) and if during the first thirty (30) days of the assessment the employee decides that **they do** not wish to remain in the position, the employee will be removed from the job and will be reassigned to **their** former position or to a position equivalent to **their** former position without loss of seniority.

### **Grievances**

13.10 Only an employee who applied for a competition and was not selected may submit a grievance regarding the competition. The grievance must be submitted within the five (5) working days following the day on which the candidates were advised of the name of the successful candidate.

### **Preference**

13.11 A full-time employee shall have preference over a part-time employee in matters of lay-off, recall from lay-off and promotion provided the full-time employee has the experience, skill, and ability to do the job to the satisfaction of the Employer.

### **Qualifications**

13.12 In this Article, the Employer is to be the sole judge of experience, skill, and ability but agrees that such decisions will not be made in an arbitrary or discriminatory manner. When these considerations are judged equal, the employee with the greatest seniority will be selected.

## Seniority Lists

13.13 Within sixty (60) days of the signing of this collective agreement separate seniority lists for full-time and part-time employees shall be posted for a period of three (3) weeks. The seniority date for each employee shall be considered correct if no objection is made within three (3) weeks of the first day of posting of the initial list on which the employee's name appears. Copies of these seniority lists will be provided to the Bargaining Agent. Seniority lists will be provided to the Union Representative twice yearly.

## ARTICLE 14 – Designated Holidays

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14.01 There shall be **twelve (12)** designated holidays with pay as follows:

- |     |                      |     |   |
|-----|----------------------|-----|---|
| (a) | New Year's Day       | (g) | Labour Day                                      |
| (b) | Good Friday          | (h) | <b>National Day of Truth and Reconciliation</b> |
| (c) | Easter Monday        | (i) | Thanksgiving Day                                |
| (d) | Victoria Day         | (j) | Remembrance Day                                 |
| (e) | Canada Day           | (k) | Christmas Day                                   |
| (f) | August Civic Holiday | (l) | Boxing Day                                      |

14.02 There shall be no payment for designated holidays that occur within a period of leave without pay.

14.03 A full-time employee who is entitled to a designated holiday and is required to work on that holiday will be:

- paid one and one-half (1½) times **their** regular hourly rate of pay for the hours worked in addition to **their** regular wages for the day; or
- paid one and one-half (1½) times **their** regular hourly rate of pay for the hours worked and be given a day off with pay at some other time convenient to **the employee** and the Employer.
- An employee working more than eight (8) hours on a designated holiday will be paid double-time (2x) for all hours worked beyond eight (8) hours.

14.04 When a designated holiday falls on a day that is a non-working day for a full-time employee, the employee is entitled to and shall be granted a day off with pay. Subject to operational requirements, the Employer shall schedule the employee's day off at a time acceptable to **them**, however, this day must be taken within thirty (30) days following the designated holiday unless otherwise mutually agreed to by the Employer and the employee.

14.05 If a full-time employee is not entitled to a paid designated holiday and **they** are required to work on a designated holiday **they** must be paid at one and one-half (1-1/2) times **their** regular hourly rate of pay.

14.06 A full-time employee is not entitled to pay for a designated holiday unless **they** work **their** scheduled day before and **their** scheduled day after the holiday, unless the

absence is due to **an approved leave**.

- 14.07 **If an employee** is required to work on the designated holiday **they** shall be paid at a rate at least equal to one and one-half (1½) times **their** regular hourly rate of pay for the time worked by **them** on that day.
- 14.08 No full-time employee is entitled to be paid for a designated holiday when **they are** not entitled to pay for at least ten (10) days during the thirty (30) calendar days immediately preceding the designated holiday.
- 14.09 Part-time employees shall be paid 4.25% of gross regular earnings as designated holiday pay every pay period. If a part-time employee works on a designated holiday, the employee will be paid at a rate of one and one half (1.5) times their rate of pay for the hours worked on that day.
- 14.10 Subject to operational requirements the Employer shall not require an employee to work two (2) consecutive designated holidays **as listed in Article 14.01**. Notwithstanding the preceding, this condition does not preclude the employee from requesting to work two (2) consecutive designated holidays should the schedule allow.

**ARTICLE 15 – Vacation Leave**

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- 15.01 Full-time employees are entitled to and shall be granted a paid vacation at the regular hourly rate of pay for the period involved. The vacation entitlement shall be earned as follows:

<u>Continuous Full-Time Employment</u>	<u>Entitlement</u>
In the 1st year of continuous full-time employment .....	10 working days
In the 2nd to 6th years of continuous full-time employment .....	15 working days
In the 7th to 15th years of continuous full-time employment .....	20 working days
In the 16th to 17th years of continuous full-time employment .....	23 working days
In the 18th to 26th years of continuous full-time employment .....	25 working days
In the 27th year of continuous full-time employment .....	27 working days



In the 28th and subsequent years  
of continuous full-time employment ..... 30 working days

A full-time employee shall be entitled to apply for vacation leave on the basis of earned pro-rated vacation credits.

- 15.02 Calculations for vacation entitlement shall be based on the anniversary date of employment of the employee.
- 15.03 Vacation is only earned while an employee is drawing a wage except that authorized periods of leave without pay that do not exceed two weeks may be counted as time earning vacation.
- 15.04 Subject to operational requirements the Employer shall make every reasonable effort to schedule an employee's vacation at a time acceptable to **them**.
- 15.05 An employee shall give the Employer at least one (1) month's notice in writing regarding the actual dates on which **they** desire to take a vacation of five (5) or more working days. Leave for shorter periods may be granted provided sufficient notice is given.
- 15.06 The normal vacation period shall commence on May 31 and end on September 30. This in no way precludes employees from requesting vacation leave outside the normal vacation period. If the Employer determines that the requested vacation will not interfere with the proper operation of the outlet, the request will be approved.
- 15.07 The vacation schedule shall be posted prior to the vacation period as specified in Article 15.06 and such vacations will be granted on the basis of seniority by outlet. A senior employee will not be able to request a **vacation** period already selected by an employee whose vacation request was approved by the Employer.
- 15.08 When holidays as defined in Article 14.01 fall within the employee's paid vacation period, the employee will be permitted to either take the equivalent extra days of vacation with pay consecutive with **their** vacation or take the equivalent days of vacation at a time mutually agreed upon.
- 15.09 Subject to operational requirements, the Employer may schedule the Saturday/Sunday prior to the commencement of an employee's vacation period as the employee's Saturday/Sunday off in that three (3) week period.
- 15.10 Vacation leave shall not be cumulative from year to year under normal circumstances. It is realized that occasionally vacations cannot be taken during the vacation period because of illness, job requirements or other exceptional circumstances. In such cases vacations may be carried over to the next vacation period with the approval of the Employer or **their** delegate. Applications for vacation carry-over shall be submitted in writing. If an employee carries over **their** vacation entitlement from one (1) year to the next year, **they** must use up all of **their** entitlement in the second (2nd) year.
- 15.11 If a full-time employee becomes sick while on vacation leave and submits a doctor's certificate covering the period of sickness, **they** shall have the vacation for the period covered by the certificate converted to sick leave. The days of vacation lost as a result of

the sickness shall be re-credited to **their** vacation record.

15.12 An employee converting from part-time to full-time status may count all of their previous continuous part-time employment towards full-time vacation entitlement.

15.13 On termination of employment or change of status from full-time to part-time the employee is entitled to any vacation pay owed to **them** in respect to any prior completed year of employment and vacation pay for any portion of the year completed at the time of termination at **their** current hourly rate of pay.

15.14 Part-time employees will be paid vacation pay as follows:

In the 1st year of employment	four (4) % of annual gross earnings
In the 2nd to 6th years of employment	six (6) % of annual gross earnings
In the 7th to 15th years of employment	eight (8) % of annual gross earnings
In the 16th to 17th years of employment	nine (9) % of gross earnings
In the 18th to 26th years of employment	ten (10) % of annual gross earnings
In the 27th year of employment	eleven (11) % of gross earnings
In the 28th and subsequent years of employment	twelve (12) % of gross earnings

15.15 Subject to operational requirements, the Employer shall make every reasonable effort to schedule a part-time employee's unpaid vacation at a time acceptable to **them**, if requested in writing. The unpaid vacation shall be commensurate with the entitlement in Article 15.14 (i.e., 4% = 2 weeks; 6% = 3 weeks, etc.).

15.16 Upon hire and in any case, only once in the employee's entire period of employment within the bargaining unit, a part-time employee may choose to receive **their** vacation pay either with every paycheque or in one (1) lump sum payment, deposited on the last pay period of the calendar year.

## **ARTICLE 16 – Leave General**

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### **Sick Leave Plan**

16.01 (a) All full-time **shall receive 17 weeks sick leave benefits at 100% salary.**

(b) **Part-time employees may be granted up to a maximum of 8 (eight) hours of paid sick leave per fiscal year.**

(c) The following conditions govern the entitlement to sick leave:

- (i) The employee must notify **their** immediate Supervisor of **their** absence prior to **their** regular starting time on the first day of absence or as soon as possible but in no case later than three (3) working days following the initial absence, at which time **they** will indicate the reason for the absence and the expected date of return.
  - (ii) A medical certificate signed by a doctor must be provided for each absence in excess of five (5) working days. The Employer reserves the right to require a medical certificate for any period of illness that occurs provided that the employee is advised in writing of the requirement beforehand. The Employer will reimburse employees for the cost of the initial Attending Physician Statement. Prolonged illness or frequent illness may require additional certificates from a doctor selected by the Employer;
  - (iii) **Employees on maternity leave or any other form of leave are excluded from earning and taking sick leave.**
  - (iv) **Sick leave is not cumulative from year to year, nor does it have any cash value.**
- (d) The full-time employee's entitlement is reinstated under the following conditions:
- (i) If the sick leave is less than seventeen (17) weeks in duration, the employee will have **their** full paid sick leave benefits reinstated after **they have** returned from sick leave to regular full-time employment for thirty (30) consecutive calendar days for the same illness/injury or seven (7) consecutive calendar days for a new illness/injury;
  - (ii) If the sick leave is seventeen (17) weeks in duration, the employee will have **their** full sick leave benefits reinstated after **they have** returned from sick leave or **long-term disability (LTD)** to regular full-time employment for seventeen (17) consecutive weeks for the same illness/injury or seven (7) consecutive calendar days for a new illness/injury.

## **Maternity, Parental & Adoption Leave**

16.02 **All employees are** entitled to a leave of absence without pay as follows:

- (a) When an employee provides **the** Employer with a certificate of a qualified medical practitioner confirming that **they are** pregnant, that employee is entitled to and shall be granted a leave of absence from employment of up to seventeen (17) weeks, which leave may commence not earlier than **twelve (12)** weeks prior to the estimated date of delivery and end not later than seventeen (17) weeks following the actual date of delivery.
- (b) Where an employee has or will have the actual care and custody of a newborn child **or adopts a child**, that employee is entitled to and shall be granted a leave of absence from employment **without pay for either:**
  - (i) **A single period of up to thirty-seven (37) consecutive weeks in the**

**fifty-two (52) week period; or**

- (ii) A single period of up to sixty-three (63) consecutive weeks in the seventy-eight (78) week period, beginning on the day on which the child is born, or on the day on which the child comes into the employee's care.**
  - (iii) In the case of the employee who gives birth, the expiration of any leave of absence taken for maternity purposes, or on the day the child is born or comes into the employee's care and custody.**
  - (c) This leave may be taken at any time in the fifty-two-(52) weeks following the time the child is born or is placed in the adoptive parents' home.**
  - (d) Where the employee's child is born with or contracts a condition that requires hospitalization within the period defined in (a) and (b) above and the employee returns to work during all or part of any periods during which the newborn is hospitalized, the employees may resume the leave to the extent provided in (a) and (b) above provided that the leave does not end later than one hundred and four (104) weeks after the child is born or comes into the care of the employee.**
- 16.03 The aggregate amount of leave of absence without pay that may be taken by two NPF employees for childcare responsibilities will not exceed **sixty-three (63)** weeks.
- 16.04 Every employee is to give at least four (4) weeks' notice in writing to the Employer of the intent to take leave provided **pursuant to Article 16.02** and of any change in length of leave intended to be taken.
- 16.05 An employee returning from **leave provided pursuant to Article 16.02** shall be reinstated to the position occupied at the time the leave commenced. **Should the employee's position be eliminated, then and only then will the parties look to a similar scenario**, with not less than the same wages and benefits. If, during the period of leave, the wages and benefits of the group to which the employee belongs are changed as a result of a reorganization, and/or a renewal of the collective agreement, the employee is entitled, upon return from leave, to receive the same pay and benefits that the employee would have received had **they** been working when the reorganization and/or renewal of the collective agreement took place. An employee on leave will be notified in writing if such a change took place.
- 16.06 Leave granted under Article **16.02** shall be counted as "service" for purposes of benefits in the Agreement. This shall not apply where an employee does not return to work on completion of the leave.
- 16.07 The employee shall, along with the request for **Maternity, Parental Leave or Adoption Leave**, notify the Employer in writing of the options concerning the pension and group insurance benefits. **If an employee elects to continue their pension and/or group benefits**, the Employer shall continue to pay its share of contributions.
- 16.08 The employee is required to give the Employer at least four (4) weeks written notice of their desire to return to work from Maternity and/or Parental Leave. If the**

**employee fails to give said notice or fails to return to work on the expiry date of the Maternity, Parental and/or Adoption Leave, the employee shall be considered to have voluntarily terminated their employment.**

### **Maternity Leave Allowance**

- 16.09 (a) An employee leaving on maternity leave shall be granted a two (2) week allowance equal to ninety-three percent (93%) of their gross pay as averaged over the previous two (2) pay periods, and for the remaining fifteen (15) weeks of maternity leave shall be granted a top-up allowance equal to the difference between the benefits the employee would receive from Employment Insurance and ninety-three percent (93%) of their gross pay as averaged over the previous two (2) pay periods, in accordance with the following conditions:
- (i) After completion of six (6) months continuous employment, an employee who provides the Employer with proof that **they have** applied for and **are** eligible to receive Employment Insurance benefits pursuant to Section 22 of the Employment Insurance Act, as may be amended from time to time, shall be paid an allowance in accordance with the Supplementary Employment Benefit Plan;
  - (ii) An employee who receives the allowance shall return to work for a period equal to the amount of maternity leave taken on the date of expiry of maternity leave unless the date is modified with the Employer's consent or unless the employee is then entitled to another leave provided for in this Agreement; and
  - (iii) Should the employee fail to return to work, the employee is indebted to **the Employer** for the full amount of the two (2) week allowance and the fifteen (15) week top-up allowance.
  - (iv) **Employees who receive the maternity leave allowance but are unable to return to work for the period of time outlined in this article because they have been posted to another location due to their spouse being transferred, will not be indebted to the Employer for the amount of the maternity leave allowance.**

### **Bereavement Leave**

- 16.10 (a) A full-time or part-time employee will be given leave with pay for five (5) days immediately following the death of a member of **their** immediate family and for one (1) day in the case of a distant relative. In addition **they** may be granted up to two (2) days leave with pay for the purpose of necessary travel related to the death.
- (b) **For the purpose of this Agreement, immediate family will comprise any one of the following: siblings, or step-siblings, parents or their common law partner, grandchild, parent-in-law, spouse, children and grandparents. Distant relatives will be any of the following: sibling-in-law, child-in-law, spouse's grandparents, aunt, uncle or any relative permanently residing in the employee's household or with whom the employee resides.**
  - (c) Should the periods mentioned above contain one or more non-working days (for

example, Sunday or day off), the employee may claim payment only for the actual days of work **they** will have missed.

- (d) **It is recognized by the parties that the circumstances which call for leave in respect of bereavement are based on individual circumstances. On request, the Employer may, after considering the particular circumstances involved, grant leave with pay for a period greater than and/or in a manner different than that provided in sub-Article 16.10 (a) above.**

### **Jury Duty**

16.11 In the event a full-time or part-time employee is summoned for jury duty, the Employer agrees to make up the difference, if any, between the jury duty pay and the employee's weekly pay. The employee will notify **their** manager promptly when **they are** called. Employees shall return to work within a reasonable period of time. They shall not be required to report if less than two (2) hours of their normal shift remains to be worked.

### **Court Leave**

- 16.12 In the event a full-time or part-time employee is required by subpoena to attend as a witness in any proceeding held:
- (a) in or under the authority of a court of justice or before a grand jury;
  - (b) before a court, judge, justice, magistrate or coroner;
  - (c) before the Senate or House of Commons, or a committee of the Senate or House of Commons, otherwise than in the performance of the duties of **their** position;
  - (d) before a legislative council, legislative assembly or House of Assembly, or any committee thereof that is authorized by law to compel the attendance of witnesses before it; or
  - (e) before an arbitrator or umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it.

The Employer agrees to make up the difference, if any, between the amount paid for witness fees and the amount **they** would have earned had **they** worked on the day **they were** to appear as a witness. This does not apply if the employee is excused as a witness for the rest of the day or days and fails to report back to work, or if witness duty occurs on the employee's regular scheduled day off. The employee must promptly notify the Employer that **they have** been summoned as a witness. If they are excused as a witness, they shall not be required to report back to work if less than two (2) hours of their normal shift remains to be worked.

### **Leave of Absence Without Pay**

16.13 An employee may be granted a leave of absence without pay provided **they** receive permission in advance from the Employer in writing. Such leave of absence will not be unreasonably withheld. Under no circumstances shall any leave of absence be approved for a period in excess of twelve (12) months. Except for the benefits listed in Article 19.02 an employee will not be eligible for any of the benefits provided for in this

Agreement. The benefits listed in Article 19.02 may be continued at the request of the employee. The employee will be responsible for both the employee and the Employer share of the premiums. The employee shall be restored to **their** former position, or to a similar position, at the then prevailing hourly rate of pay at the expiration of the leave of absence. When making the request for a leave of absence without pay, the employee will be required to demonstrate that their vacation leave will be used up within the calendar year.

### **Birth or Adoption Leave**

- 16.14 (a) A part-time employee shall be granted one (1) day's leave with pay to attend to needs directly related to the adoption or birth of **their** child; and
- (b) At the part-time employee's option such leave shall be granted on the day of or the day following the adoption/birth.

### **Military Leave**

- 16.15 An employee may be granted leave of absence without pay during the period that, as a member of the Reserve, the employee is required to be absent from **their** position for annual training, attending essential service parades, on duty necessitated by the declaration of a disaster pursuant to section 34 of the National Defence Act, on duty with **their** unit to combat a local emergency such as flood or fire when a disaster has not been declared, on duty or reserve training when called out for duty or training pursuant to section 33 of the Act, or for taking a prescribed course for the purpose of qualifying for a higher rank.
- 16.16 Length of service continues to accrue during absences on military leave.
- 16.17 An employee may continue group benefits coverage provided the employee pays **their** share of contributions; the CFMWS shall continue to pay its share of contributions. The employee shall be restored to **their** former position at the then prevailing rate of pay at the expiration of leave.

### **Other**

- 16.18 An employee is not entitled to a designated holiday, vacation or any other forms of leave with pay during periods **they are** on leave of absence without pay, maternity, **parental and/or adoption** leave, under suspension, or on lay-off.

### **Leave for Family Related Responsibilities**

- 16.19 The Employer shall grant up to five (5) days family related leave with pay in a fiscal year to full-time employees **and 20 hours to part-time employees** to be used in any combination for the following reasons:
- (a) To take a dependent family related member for medical or dental appointments or for appointments with appropriate authorities in school or adoption agencies. An employee is expected to make reasonable efforts to schedule medical or dental appointments for family members to minimize **their** absence from work. An employee requesting this leave provision must notify **their** supervisor of the appointment as far in advance as possible.

- (b) For the temporary care of a sick member of the employee's immediate family.
- (c) For the needs directly related to the birth **or adoption** of the employee's child. This leave may be divided into two (2) separate periods and granted on separate days.
- (d) To attend school functions if the supervisor was notified of the function as far in advance as possible.
- (e) To provide for the employee's child in the case of an unforeseeable closure of the school or daycare facility.
- (f) To attend an appointment with a legal or paralegal representative or with a financial representative if the supervisor was notified of the appointment as far in advance as possible.
- (g) **To attend to personal/family emergencies beyond the control of the employee.**
- (h) **To attend a house-hunting trip for relocation of spouse.**
- (i) The total leave with pay, which may be granted under **Article 16.19** shall not exceed five (5) working days **for full-time employees and will not exceed twenty (20) hours for part-time employees**, in any fiscal year.

For the purposes of this clause, family is defined as spouse (or common law spouse resident with the employee), children, grandchildren, parent, step-parent, or parent's common law spouse, or any relative permanently residing in the employee's home or with who the employee permanently resides.

At the employee's option Leave for Family Responsibilities may be taken in hourly increments.

### **Compassionate Care Leave**

16.20 **Provided that the employee has provided confirmation that they have applied and are eligible to receive Employment Insurance Compassionate Care benefits, a full-time or part-time employee shall be eligible to receive up to six (6) months within a fifty-two (52) week period Compassionate Care Leave without pay.**

- (a) **An employee returning from Compassionate Care leave shall be reinstated into the position occupied at the time the leave commenced, or in a comparable position in the same location, with not less than the same pay and benefits. If during the period of leave, the pay and benefits of the group to which the employee belongs are changed, the employee is entitled, upon return from leave, to receive the same pay and benefits that the employee would have received had they been working when the change occurred. An employee on leave will be notified in writing if such a change took place.**
- (b) **Length of service continues to accrue during absences**



### **of Compassionate Care leave.**

- (c) An employee shall, along with the request for Compassionate Care leave, notify the Employer in writing of the options concerning the pension and group benefits coverage. An employee on Compassionate Care leave may continue group benefits coverage provided the employee pays their share of contributions and premiums; the Employer shall continue to pay its share of contributions and premiums.

### **Leave for Pregnant Employees**

16.21 The Employer shall grant pregnant employees up to a half (1/2) day of reasonable time off with pay for the purpose of attending **each routine** medical appointment relating to the employee's pregnancy. An employee is expected to make reasonable efforts to schedule such appointments in such a way as to minimize **their** absence from work. An employee requesting leave under this provision must notify **their** supervisor of the appointment as far in advance as possible.

### **Personal Day Leave**

16.22 **Subject to operational requirements and determined by the Employer, and with an advance notice of at least five (5) working days, the employee shall be granted, in each fiscal year, a single period of one (1) shift with pay for reasons of a personal nature. The Employer may approve requests with less than the above notice and such requests shall not be unreasonably denied.**

This leave may not be carried over into a subsequent year.

### **Domestic Violence Leave**

16.23 **The parties recognize that employees may be subject to domestic violence in their personal lives and that this may affect their attendance at work.**

**Upon request to the local Human Resources manager, an employee who is the victim of domestic violence, or who is the parent or guardian of a child who is the victim of domestic violence, will be granted paid leave for victims of domestic violence so that the employee can:**

- (a) **obtain care and support for themselves or their child following a physical or psychological injury, or**
- (b) **use an organization that assist victims of domestic violence, or**
- (c) **obtain counselling services, or**
- (d) **move temporarily or permanently, or**
- (e) **obtain legal or police assistance or**

- (f) to prepare for legal proceedings (civil or criminal).

This paid leave will not exceed two (2) days in any fiscal year, at times convenient to the employee.

The Employer may, through its local Human Resources manager, in writing, and no later than fifteen (15) days after the employee's return to work, request that the employee provide documentation in support of the leave. The employee must provide this documentation only if it is reasonably possible for them to obtain it and provide it.

The Employer agrees that an employee will not be subject to adverse action if their attendance or job performance is affected because they are experiencing domestic violence.

At the request of the employee, the Employer undertakes, in collaboration with the employee, to develop a plan to ensure their safety in the workplace.

Any personal information related to a domestic violence case will be treated in a strictly confidential manner, in accordance with the relevant legislation, and shall not be disclosed to any other party without the employee's express written agreement. No information on domestic violence will be kept.

#### **Leave Without Pay for Relocation of Spouse**

**16.24** A full-time or part-time employee whose spouse is being relocated/posted/transferred to another geographical location for work reasons may be granted relocation leave without pay for up to twelve (12) months provided that they meet the following eligibility requirements:

- (a) The employee must submit a written request for relocation leave to their manager at least four (4) weeks in advance;
- (b) The employee must provide proof of the spouse's relocation/posting/transfer;
- (c) The employee must provide advance written confirmation that they are voluntarily giving up rights to their substantive position effective the first (1<sup>st</sup>) day of their relocation leave (thus allowing their former position to be immediately filled on a permanent basis);
- (d) The employee must provide advance written confirmation that they will be deemed to have voluntarily resigned from the NPF employment effective the last day of their relocation leave in the event that they are not successful in obtaining another NPF position at the new location during their leave;
- (e) The employee must ensure their previous location has their current contact information.

An employee may continue group benefits and pension coverage

**provided the employee pays both the Employer's and their share of contributions. The employee shall, along with the request for relocation leave, notify NPF in writing of the options concerning the pension and group benefits coverage.**

**Length of service is retained but does not accrue during the leave period.**

**If the employee receives an offer of employment at their new location or returns to their original location and is rehired within the 12 months leave period, their reemployment will be treated as continuous service and their relocation leave will automatically end effective the day before the employee starts working in the new position.**

## **ARTICLE 17 – Grievance Procedures**

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- 17.01 The purpose of any grievance procedure is to maintain good relations between employees and management at all levels. The grievance procedure helps to do this by providing a method of resolving complaints quickly and fairly.
- 17.02 The grievance procedure provides an informal or oral complaint state for employees. Managers are available for private consultations with an employee who wishes to discuss a complaint or grievance. Before a formal grievance is presented, the employee is encouraged to discuss it as an oral complaint with the manager concerned, either privately or, if required, in the presence of a steward of the bargaining agent. If the employee is not satisfied with the result of such discussions, a formal grievance may then be presented.
- 17.03 A three-level grievance procedure is provided to employees. The Employer will post the names of the officers designated by the employer to respond to each of the three levels of the grievance procedure. The Bargaining Agent will be given a list of the names.
- 17.04 Subject to and as provided in Part 2 of the **Federal Public Sector Labour Relations Act**, as amended from time to time, an employee who feels that **they have** been treated unjustly or considers **themselves** aggrieved by any action or lack of action by the Employer in matters other than those arising from the classification process is entitled to present a grievance in the manner prescribed in Article 17.09 except that,
- (a) where there is another administrative procedure provided by or under any Act of Parliament to deal with this specific complaint, such procedure must be followed, and
  - (b) where the grievance relates to the interpretation or application of this Collective Agreement or an Arbitral Award, **they are** not entitled to present the grievance unless **they have** the approval of and is represented by the Bargaining Agent.
- 17.05 An employee is not entitled to present a grievance relating to any action taken, direction or regulation given or made on behalf of the Government of Canada, respecting matters involving the safety or security of Canada.

- 17.06 An employee, when submitting a grievance at any level, shall use the NPF Grievance Presentation Form. However, a grievance shall not be deemed to be invalid by reason only of the fact that it is not in accordance with the NPF form or by reason of any technical irregularity. The form is obtainable from the NPF Human Resources Office.
- 17.07 The grievance process applies to employees only, but an employee has the right to be represented by a steward in the grievance procedure at any level and at either, or both, the informal discussion (oral complaint) stage, or when the formal written grievance is being considered.
- 17.08 At the request of an employee who has presented a grievance, a steward shall have the right to consult with the person designated to reply on management's behalf at any level in the grievance procedure. At levels other than the final level the request for consultation may be made orally.
- 17.09 An employee wishing to present a grievance shall do so:
- (a) at the first level of the grievance procedure where the grievance does not relate to disciplinary action resulting in the discharge of the employee; and
  - (b) at the final level of the grievance procedure where the grievance relates to disciplinary action resulting in the discharge of the employee.
- All levels in the grievance procedure, except the final level, may be by-passed by the mutual consent of the Employer or **their** delegate, the employee and, where applicable, a steward.
- 17.10 A grievance shall be presented by an employee:
- (a) where it does not relate to disciplinary action resulting in discharge, not later than the twentieth (20th) day; and
  - (b) where it relates to disciplinary action resulting in discharge, not later than the twenty-fifth (25th) day after the day on which the employee is notified orally or in writing, or where the employee is not so notified, after the day on which the employee became aware of the action or circumstances giving rise to the grievance.
- 17.11 When an employee is not willing to accept the response to a grievance, submitted to the first or second level, and wishes to submit the grievance to the final level, this must be done within ten (10) days after the date on which the response was conveyed to the employee, in writing, by the Employer.
- 17.12 When an employee does not receive a response to the grievance within fifteen (15) days, the employee is entitled to submit the grievance to the next higher level.
- 17.13 The Employer shall normally reply to an employee's grievance at the first or second level of the grievance process within fifteen (15) days after the grievance is presented, and within twenty-five (25) days where the grievance is presented at the final level.

- 17.14 The time limits stipulated in the grievance procedure may be extended by mutual agreement between the Employer, the grievor and, where applicable, a steward.
- 17.15 In determining the time within which any action is to be taken in the grievance procedure, Saturdays, Sundays, and designated holidays shall be excluded.
- 17.16 An employee may abandon a grievance at any stage in the process by written notice to the officer who is designated to receive and to reply on behalf of the Employer at Level One (1) of the grievance process.
- 17.17 An employee who fails to present a grievance to the next higher level within the prescribed time limits shall be deemed to have abandoned the grievance, unless in the opinion of the Employer or **their** delegate, it was not possible for the employee to comply with the prescribed time limits.
- 17.18 When an employee has presented a grievance up to and including the final level with respect to disciplinary action resulting in discharge, suspension or a financial penalty, and the grievance has not been dealt with to the employee's satisfaction, **they** may refer the grievance to adjudication in accordance with the provisions of the **Federal Public Sector Labour Relations Act** and Regulations.
- 17.19 When a grievance that may be presented by an employee to adjudication is a grievance relating to the interpretation or application in respect of **themselves** or a provision of a Collective Agreement or an Arbitral Award, the employee is not entitled to refer the grievance to adjudication unless the Bargaining Agent for the Bargaining Unit to which the Collective Agreement or Arbitral Award applies signifies in a prescribed manner:
- (a) its approval of the reference of the grievance to adjudication; and
  - (b) its willingness to represent the employee in the adjudication proceedings.

## **ARTICLE 18 – Pay Administration**

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- 18.01 Employees shall be paid for services rendered at the hourly rate of pay specified in Appendix A in accordance with their length of service and job category. No rate shall be below the higher of the B.C. minimum wage or the Federal minimum wage, whichever is the greater.
- (a) Employees accepting a position within the bargaining unit who have previous continuous service with the Employer will be placed at the increment of the wage grid commensurate with their length of service with the Employer;
  - (b) Employees accepting a position within the bargaining unit who have previous, but discontinuous service within five years of the commencement date of **their** position within the bargaining unit will have fifty percent (50%) of that service credited towards their length of service for the purpose of placement on the wage grid.
- 18.02 Payments provided under the provisions of Article 11 (hours of work), Article 12 (overtime), Article 14 (designated holidays), as applicable, shall not be pyramided; that is

an employee shall not receive more than one (1) compensation for the same service. An employee will be compensated at the highest eligible rate for the service.

- 18.03 (a) When an employee is appointed in writing by the Employer to temporarily perform the duties of a higher classification in the Bargaining Unit for one (1) or more consecutive working days, **they** shall be paid as if **they** had been appointed to that higher classification level for the period from the first (1st) day.
- (b) When an employee is appointed, in writing, by the Employer to temporarily perform the duties of a non-bargaining unit (Category II) position for one (1) or more consecutive days, **they** shall be paid, in addition to **their** normal rate of pay a ten (10) percent increment based on **their** normal wages for the period from the first (1st) day.

### **ARTICLE 19 – Consultation**

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19.01 The Employer and the Bargaining Agent recognize that consultation and communication on matters of mutual interest outside the terms of the Collective Agreement should promote constructive and harmonious Employer-Bargaining Agent relations.

19.02 It is agreed that the following matters will be the subjects of consultation at the national level:

- |                             |                                    |
|-----------------------------|------------------------------------|
| (a) Group Life Insurance    | (d) Long Term Disability Insurance |
| (b) Optional Life Insurance | (e) Group Pension                  |
| (c) Group Health Insurance  | (f) Dental Insurance               |

**19.03 The Employer agrees that the benefits mentioned in Article 19.02 above will not be reduced as a result of the signing of this Agreement.**

### **ARTICLE 20 – Labour Management Relations Committee**

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20.01 The parties recognize that a forum for ongoing discussions during the term of the Agreement can promote more harmonious labour relations between them.

20.02 A Labour Management Relations Committee shall be appointed consisting of equal representation of bargaining unit employees and management representatives. A bargaining unit employee and a management representative shall be designated as co-chairman for each meeting. The terms of reference shall be established by the Committee.

20.03 Time spent by the bargaining unit employee representatives in attending the committee meetings shall be considered to be time worked.

20.04 The committee members can discuss any topics of mutual interest and concern which are related to their employment relationship, but the discussions do not constitute

negotiations for the purpose of amending the collective agreement, and the committee meetings cannot deal with the adjustment of grievances.

- 20.05 In relation to the adjustment of contractual relationships, the committee is empowered only to make recommendations to the Employer and to the Union.
- 20.06 Agenda items must be provided at least two (2) weeks in advance of a set meeting. In the event no agenda items are provided, the set meeting will be cancelled or postponed.

#### **ARTICLE 21 – Creation of a New Job and Change to an Existing Job**

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- 21.01 When a new job with duties and rate of pay which differs from existing jobs is created within the Bargaining Unit, the Employer will promptly inform the Bargaining Agent. The job will be evaluated in accordance with the NPF Job Evaluation Program by the Job Evaluation Committee. The rate of pay for the job will be as per the applicable pay level in Annex A.
- 21.02 Upon request of the employee, the Job Evaluation Committee shall review any position in the Bargaining Unit where a change in duties has taken place.

#### **ARTICLE 22 – Employee Files**

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- 22.01 Where the Employer serves a written warning notice to an employee regarding **their** work or conduct, that will become a part of the employee's permanent record, a copy of such notice shall be handed to the employee and another one to the union steward who will be present, unless the employee requests that **they do** not attend.
- 22.02 Notice of disciplinary action which may have been placed on the personnel file of an employee, other than disciplinary action taken to address one or more incidents of harassment, shall be destroyed after twenty-four (24) months has elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded during this period. A document or written statement related to disciplinary action taken to address one or more incidents of harassment shall be destroyed after thirty-six (36) months has elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded during this period.
- 22.03 Upon written request submitted twenty-four (24) hours in advance to the Non-Public Funds Human Resources Office, an employee will be granted visual access to their personnel file.
- 22.04 Since annual work performance reviews are not disciplinary documents, they are exempt from the other provisions of this Article. Upon written request from the employee, a copy of the annual work performance review shall be supplied to the employee within a reasonable length of time.
- 22.05 An employee's job description, a copy of the collective agreement and a membership application and self-addressed envelope shall be supplied to **the employee** at the time of hire.

## **ARTICLE 23 – Bulletin Boards**

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- 23.01 The Employer agrees to provide bulletin boards at a place accessible to the employee for the use of the Bargaining Agent to post notices of interest to its members.
- 23.02 The posting of notices regarding bargaining agent meetings, names of union representatives and stewards, social and recreational events will not require the approval of the Employer.

## **ARTICLE 24 – Rest Rooms**

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- 24.01 The Employer agrees to provide adequate rest rooms to employees. Employees shall co-operate with the Employer in keeping the rest rooms in a clean and sanitary condition.

## **ARTICLE 25 – Uniforms**

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- 25.01 Uniforms that the Employer requires shall be furnished to the employee by the Employer without charge.
- 25.02 If an employee's uniform is damaged or permanently stained in the performance of their duties the Employer agrees to replace the uniform at no charge to the employee. It is understood that uniforms shall not be worn other than for work.
- 25.03 The Employer shall provide **each** Arena attendant **with a pair of warm** waterproof pants and **a jacket**.

## **ARTICLE 26 – Meetings**

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- 26.01 Employees who attend meetings called by management shall be compensated as follows:
- (a) employees who attend meetings on a workday will be paid for all time spent in the meeting at their regular rate of pay;
  - (b) employees who are not scheduled to work on the day of the meeting will be paid a minimum of three (3) hours pay at their regular rate of pay, if called in.
- 26.02 Members of the bargaining unit who attend meetings, called by the Employer, shall be paid for all such time under the terms of the collective agreement at the regular hourly rate of pay. It is understood that the provisions of **Article 11.15** do not apply to this Article.

## **ARTICLE 27 – Shortages Policy**

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- 27.01** Shortages that occur to Non-Public Fund property, stock or cash will be recovered in



accordance with the following:

- (a) Employees assigned responsibility for, and who have sole control and access of Non-Public Fund property, stock or cash, will be required to reimburse the Employer for any shortages that occurred during the period that the employee had such responsibility, control and access.
- (b) The Employer reserves the right to implement disciplinary action, including suspension or discharge, in circumstances where a particular employee has consistently demonstrated an inability to safeguard the Employer's interests and assets. Any disciplinary action will be subject to the normal grievance and adjudication procedures.

## **ARTICLE 28 – General**

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- 28.01 **In this Agreement, expressions referring to ‘employee’ or the masculine or feminine gender are meant for all employees, regardless of gender.**
- 28.02 Both the English and French texts of this Agreement shall be official. **Where there is a discrepancy between the versions, the English Agreement shall prevail.**
- 28.03 The Employer and the Union will incur the cost of publishing the Collective Agreement on an alternate basis. The publication of this Agreement will be borne by the **Employer**.

## **ARTICLE 29 – Severance Pay**

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- 29.01 Full-time and part-time employees who are released by the Employer for administrative reasons beyond the control of the employee are entitled to severance pay and notice or salary in lieu of notice. Factors considered beyond the employee's control are:
  - (a) Closing of a facility;
  - (b) Closing of the Base;
  - (c) Reduction of the work force; and
  - (d) Reorganization.
- 29.02 (a) Severance pay entitlement for full-time employees shall be two (2) weeks' pay for the first (1st) full year of service and one (1) week's pay for each additional full year of continuous full-time service, up to a maximum of twenty-eight (28) weeks.
  - (b) Effective 1 June 2000, severance pay entitlements for part-time employees shall be two (2) weeks' pay for the first (1st) full year of service and one (1) week's pay for each additional year of continuous service, up to a maximum of twenty-eight (28) weeks.
- 29.03 Weekly or monthly pay is calculated using the average of the employee's pay over the previous twenty-six (26) pay periods.

29.04 Notice or salary entitlements in lieu of notice:

- (a) Probationary full-time and part-time employee .... two (2) weeks;  
and
- (b) Full-time employee..... one (1) month

**ARTICLE 30 – Duration of Agreement**

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30.01 Unless otherwise expressly stipulated, the provisions of this Agreement shall become effective on the date it is ratified **by both parties**.

30.02 This Agreement shall expire on **October 31, 2024**.

Signed this \_\_\_\_\_ day of \_\_\_\_\_.

FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518

FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox



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Kim Novak, President

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Ian Poulter, CEO

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Andrea Kelly

**ANNEX A****RATES OF PAY – 19 WING COMOX****Wage Scale**

<b>April 1, 2022</b>	<b>START</b>	<b>6 MOS</b>	<b>12 MOS</b>	<b>24 MOS</b>	<b>36 MOS</b>
1	\$15.66	\$15.89	\$16.13	\$16.60	\$17.07
2	\$15.82	\$16.05	\$16.29	\$16.76	\$17.24
3	\$15.97	\$16.21	\$16.45	\$16.93	\$17.41
4	\$16.13	\$16.38	\$16.62	\$17.10	\$18.52
5	\$16.29	\$16.54	\$16.78	\$18.28	\$21.64
6	\$16.46	\$16.70	\$18.02	\$19.63	\$22.96
7	\$18.07	\$18.92	\$20.69	\$22.21	\$25.40
8	\$19.90	\$20.57	\$22.42	\$23.74	\$27.04
9	\$21.04	\$21.76	\$23.48	\$24.70	\$28.53

**Negotiated 2%**

<b>Nov 1, 2021</b>	<b>START</b>	<b>6 MOS</b>	<b>12 MOS</b>	<b>24 MOS</b>	<b>36 MOS</b>
1	\$15.50	\$15.74	\$15.97	\$16.43	\$16.90
2	\$15.66	\$15.89	\$16.13	\$16.60	\$17.07
3	\$15.82	\$16.05	\$16.29	\$16.76	\$17.24
4	\$15.97	\$16.21	\$16.45	\$16.93	\$18.33
5	\$16.13	\$16.38	\$16.62	\$18.10	\$21.42
6	\$16.29	\$16.54	\$17.84	\$19.44	\$22.73
7	\$17.89	\$18.73	\$20.49	\$21.99	\$25.15
8	\$19.70	\$20.37	\$22.20	\$23.50	\$26.77
9	\$20.83	\$21.55	\$23.25	\$24.46	\$28.25

**Negotiated 1%**

<b>Nov 1, 2022</b>	<b>START</b>	<b>6 MOS</b>	<b>12 MOS</b>	<b>24 MOS</b>	<b>36 MOS</b>
1	\$15.66	\$15.89	\$16.13	\$16.60	\$17.07
2	\$15.82	\$16.05	\$16.29	\$16.76	\$17.24
3	\$15.97	\$16.21	\$16.45	\$16.93	\$17.41
4	\$16.13	\$16.38	\$16.62	\$17.10	\$18.52
5	\$16.29	\$16.54	\$16.78	\$18.28	\$21.64
6	\$16.46	\$16.70	\$18.02	\$19.63	\$22.96
7	\$18.07	\$18.92	\$20.69	\$22.21	\$25.40
8	\$19.90	\$20.57	\$22.42	\$23.74	\$27.04
9	\$21.04	\$21.76	\$23.48	\$24.70	\$28.53

**Negotiated 1%**

<b>Nov 1, 2023</b>	<b>START</b>	<b>6 MOS</b>	<b>12 MOS</b>	<b>24 MOS</b>	<b>36 MOS</b>
<b>1</b>	<b>\$15.82</b>	<b>\$16.05</b>	<b>\$16.29</b>	<b>\$16.76</b>	<b>\$17.24</b>
<b>2</b>	<b>\$15.97</b>	<b>\$16.21</b>	<b>\$16.45</b>	<b>\$16.93</b>	<b>\$17.41</b>
<b>3</b>	<b>\$16.13</b>	<b>\$16.38</b>	<b>\$16.62</b>	<b>\$17.10</b>	<b>\$17.59</b>
<b>4</b>	<b>\$16.29</b>	<b>\$16.54</b>	<b>\$16.78</b>	<b>\$17.27</b>	<b>\$18.70</b>
<b>5</b>	<b>\$16.46</b>	<b>\$16.70</b>	<b>\$16.95</b>	<b>\$18.47</b>	<b>\$21.85</b>
<b>6</b>	<b>\$16.62</b>	<b>\$16.87</b>	<b>\$18.20</b>	<b>\$19.83</b>	<b>\$23.19</b>
<b>7</b>	<b>\$18.25</b>	<b>\$19.11</b>	<b>\$20.90</b>	<b>\$22.43</b>	<b>\$25.66</b>
<b>8</b>	<b>\$20.09</b>	<b>\$20.78</b>	<b>\$22.65</b>	<b>\$23.97</b>	<b>\$27.31</b>
<b>9</b>	<b>\$21.25</b>	<b>\$21.98</b>	<b>\$23.72</b>	<b>\$24.95</b>	<b>\$28.82</b>
<b>Exp 31Oct2024</b>					

## ANNEX B

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### **RE: Pay Notes**

- (a) Subject to ratification by the Union and the Employer, effective 1 November, the pay grid shall be put into effect. Employees actively on strength as of the date of ratification (including those on layoff or on an authorized leave of absence) will be placed on the new pay grid based on their length of service within their pay band (i.e., employees currently at the 12-month rate will be placed at the 12- month rate) and their anniversary date for future incremental increases will remain the same as it was prior to the implementation of the new grid.
- (b) **Effective 1 November 2021 and subject to the above ratification, the pay grid at Annex A shall be put into effect.**
- (c) **Effective 1 November 2022 and subject to the above ratification, the pay grid at Annex A will be put into effect.**
- (d) **Effective 1 November 2023 and subject to the above ratification, the pay grid at Annex A shall be put into effect.**

### **Minimum Wage Adjustment**

- (e) **In the event that the provincial minimum wage increases during the life of this Agreement, the following shall apply:**
  - (1) **If the minimum wage increases on the same date a negotiated grid comes into effect, that grid will remain the grid in effect on that date, however rates of pay will be set at the higher rate between the negotiated rate and the rate determined by the minimum wage adjustment grid formula below.**
  - (2) **If the minimum wage increases on a date that is not aligned to the implementation of a negotiated grid, the next negotiated grid will be put into effect on the day that the minimum wage increases. However, the rates of pay will be set at the higher rate between the negotiated rate and the rate determined by the minimum wage adjustment grid formula below.**
  - (3) **If the minimum wage increases after the last grid of the Agreement has been implemented, the rates of pay will be initially set at the higher between the current rates of pay and the rates determined by the minimum wage adjustment grid below. In that event, the next negotiated grid, once ratified, will be put into effect on the day that the minimum wage increased. However, only employees actively on strength on the day the**

**new agreement is ratified will be entitled to the retroactive wage adjustment.**

Date of minimum wage increase	START	6 MOS	12 MOS	24 MOS	36 MOS
1	MW	PB 1 SR+1.5%	PB 1 start+3%	PB 1 start + 6%	PB 1 start + 9%
2	PB1 SR+1%	PB2 SR+1.5%	PB 2 start +3%	PB 2 start + 6%	PB 2 start + 9%
3	PB2 SR+1%	PB3 SR+1.5%	PB 3 start+3%	PB 3 start +6%	PB 3 start+9%
4	PB3 SR+1%	PB3 3M+1%	PB 3 12MO+1%	PB 3 24 MO+1%	PB 3 36 MO+1%
5	PB4 SR+1%	PB4 3M+1%	PB 4 12 MO+1%	PB 4 24 MO+1%	PB 4 36 MO+1%
6	PB5 SR+1%	PB5 3M+1%	PB 5 12 MO+1%	PB 5 24 MO+1%	PB 5 36 MO+1%
7	PB6 SR+1%	PB6 3M+1%	PB 6 12 MO+1%	PB 6 24 MO+1%	PB 6 36 MO+1%

**This adjustment will not be made retroactively.**

- (f) Any employee whose rate of pay is above the top step increment of the pay level for their job will not have their pay reduced but will retain their current rate of pay until the top step increment of the pay level for their job exceeds their rate of pay; at this point, the rate of pay for those employees will increase to the rate of pay in the pay level for their job that is closest to but not less than their current rate of pay.**
- (g) New employees will normally be hired at the start rate of their pay band. However, in exceptional circumstances and in consultation with the Bargaining Agent, the Employer can hire employees at a rate of pay that is above the start rate. When a new employee is hired, their anniversary date for future incremental increases will be based on their placement in the wage grid at the time of hire (i.e. an employee hired at the 12 month rate will be placed at the 24 month rate following one year from their date of hire).**
- (h) Unless otherwise expressly stipulated, the provisions of this Collective Agreement shall become effective on the date it is ratified by the Union and the Employer.**
- (i) The Agreement will expire on 31 October 2024.**

**Letter of Understanding #1**

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**Re: Seasonal Employees**

Seasonal employees who are laid off and return to work within the recall period shall have the lay-off time accrued towards their length of service in terms of vacation allowance in accordance with Article 15.01 and in terms of placement on the pay grid.

Renewed this 23rd day of December, **2021**.

FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518

FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox



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Kim Novak, President

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Andrea Kelly

**LETTER OF UNDERSTANDING #2**

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**Re: Closure of Outlets**

The Employer, 19 Wing Comox, has no plans to militarize, concession, sub-contract or close any NPF outlets or NPF positions.

Should this become necessary during the term of this agreement and such changes result in the displacement of employees, the Employer agrees to meet with the Union to discuss the possibilities of alternate employment. When the Employer becomes aware of changes as set out above, the Employer will notify the Union and the Union and the Employer will meet to commence discussions.

This letter of understanding will not form part of the collective agreement.

It is understood that the Employer will make every effort to notify the Union as far in advance as possible regarding a potential outlet closure. Furthermore, the Employer shall attempt to find alternate positions for any employees displaced by an outlet closure, providing the employee has the requisite experience, skills, and abilities that such available position requires.

Renewed this 23rd day of December, **2021**.

FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518

FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox



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Kim Novak, President

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Andrea Kelly



## LETTER OF UNDERSTANDING #3

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### Re: Casuals

Employees in the bargaining unit who request additional hours shall be offered any available additional hours within their job titles, in their outlet based on their seniority, provided that they have the experience, ability, and skill to do the job required, and provided the additional hours do not result in overtime and do not conflict with existing schedules and the existing hours do not result in the change of status of an employee."

The underlying purpose of this is to eliminate the employment of casual employees and to regulate the assignment of the hours so displaced to bargaining unit employees. An additional purpose is to regulate the assignment of hours due to planned absences of employees (i.e. vacation, leave without pay, maternity leave, sickness, injury and long-term disability).

The term "available additional hours" means hours currently scheduled to be worked on a regular and recurring basis by casual employees, or hours that become available due to scheduled absences of bargaining unit employees.

In order to implement this, the Employer will post a notice for a period of seven (7) calendar days once every six (6) months, advising all bargaining unit employees of the following:

- (a) The daily blocks of hours currently worked by casual employees that will become available to bargaining unit employees;
- (b) That the hours may be claimed, in order of seniority, with full-time employees taking precedence over part-time employees;
- (c) That the hours claimed must be in the same outlet in which the employee currently works and of the same job title;
- (d) That the hours claimed to not result in overtime;
- (e) That the additional hours do not result in a change in status from part-time to full-time;
- (f) That a full-time employee comply with Article 11.07 should a split shift result from claiming the additional hours; and
- (g) That any other provision of the collective agreement he complied with.

Employees will also be informed that they must indicate, in writing, that they wish to be offered available additional hours due to scheduled absences of employees. The conditions for offering the hours will be in accordance with sub-paragraphs (b), (c), (d), (e), (f); and (g) above.

The Union Representative and the Human Resources Manager will meet every six (6) months and review the above.

During Collective Agreement negotiations, the Employer and the Union agreed that the use of casual employees within the NPF bargaining unit in Comox shall be monitored on an ongoing basis. The Employer shall share the information in regards to casuals with the Union at the

EMRC meetings with a view to minimizing their usage wherever possible.

This letter of understanding will not form part of the collective agreement.

Renewed this 23rd day of December, 2021.

FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518

FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox



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Kim Novak, President

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Andrea Kelly

**LETTER OF INTENT #4**

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**Re: Golf Course – Comox Air Show**

Employees normally scheduled to work at the Glacier Greens Golf Club shall not lose any hours of work due to the 19 Wing Comox Air Show.

Renewed this 23rd day of December, 2021.

FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518

FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox



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Kim Novak, President

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Andrea Kelly

**LETTER OF INTENT #5**

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**Re: Golf Course - Volunteers**

The Employer will ensure that the Golf Course Superintendent discusses work plans with the Green's Director. The Superintendent has final approval, on a daily basis, with respect to the planned volunteer work, including approval on use of equipment.

The Employer agrees to meet with the Union Representative at one or two month intervals to review the above arrangement.

The Wing Administration Officer will meet with the Union Representative to further discuss concerns, in a face-to-face meeting.

Renewed this 23rd day of December, 2021.

FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518

FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox



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Kim Novak, President

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Andrea Kelly

**LETTER OF UNDERSTANDING #6**

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**Re: Golf Course Attire**

The Employer will provide one (1) suit of rain gear to each golf course employee. The Employer will provide UV protective safety glasses and protective safety gloves, as required, for handling hazardous material.

An allowance in the amount of one hundred dollars (\$100.00) shall be provided to the greenskeepers for the purpose of obtaining CSA approved shoes for wear while maintaining the greens. The allowance shall be payable no more frequently than once per year on presentation of proof of purchase.

In the case where the employee has not used ~~his/her~~ **their** annual allowance of one hundred dollars (\$100.00), the allowance can only be carried over to the following year to a maximum of two hundred dollars (\$200.00).

Renewed this 23rd day of December, **2021**.

FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518

FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox



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Kim Novak, President

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Andrea Kelly

**LETTER OF UNDERSTANDING #7**

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**Re: Maternity Leave**

Notwithstanding the language of Article 16.09 (a) (2), employees who **were on strength on December 18, 2013** and who receive the maternity leave allowance will only be required to return to work for a period of ten (10) working days following their maternity leave. Further, employees who receive the maternity leave allowance but are unable to return to work for the period of time outlined in Article 16.09 (a) (2) because they have been posted to another location due to their spouse being transferred will not be indebted to NPF for the amount of the maternity leave allowance.

This Letter of Understanding will not form part of the Collective Agreement.

Renewed this 23rd day of December, 2021.

FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518

FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox



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Kim Novak, President

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Andrea Kelly

**LETTER OF UNDERSTANDING #8**

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**Re: Remembrance Day**

Subject to operational requirements the CANEX store shall not open prior to 12.00 p.m. on Remembrance Day.

Renewed this 23rd day of December, **2021**.

FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518

FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox



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Kim Novak, President

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Andrea Kelly

**LETTER OF UNDERSTANDING #9**

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**Re: Standard Operating Procedures**

Employees at each outlet shall be provided with a list of Standard Operating Procedures containing instructions on how to deal with unforeseen circumstances that may occur within the outlet during a period an employee is scheduled to work without a Supervisor present.

Renewed this 23rd day of December, **2021**.

FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518

FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox



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Kim Novak, President

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Andrea Kelly



**LETTER OF UNDERSTANDING #10**

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**Re: Calculating Vacation Day Taken in Accordance with Article 15.01**

When a full-time employee's regular weekly hours of work fluctuate during the year as a result of operational requirements, a vacation day taken in accordance with Article 15.01 shall be one-fifth (1/5) of the weekly average of **their** highest two (2) pay periods of regular hours (excluding overtime) during the preceding calendar year.

Renewed this 23rd day of December, 2021.

FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518

FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox



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Kim Novak, President

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Andrea Kelly

**LETTER OF UNDERSTANDING #11**

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**Re: Compressed Work Weeks**

- (A) Notwithstanding the provisions of 11.01, a full-time or part-time employee may request, with two weeks' written notice, an alternate scheduling arrangement, provided that over a seven (7) day calendar period, the employee's total hours of work equal their normal hours of work, as outlined in 11.01 and as required for their position over a one-week period (for e.g. 40 hours).
- (B) Subject to operational requirements, the Employer, in its sole discretion, may approve the employee's request upon such terms and conditions as it deems reasonable. In such circumstances, the employee's normal hours of work as stipulated in Article 11.01 will not exceed 10 hours in a day and the employee will not be entitled to overtime pay unless **their** actual hours of work **in a day exceeds 10 hours and/or** over a seven-day period exceed **their** normal work as stipulated in Article 11.01 for a one-week period (for e.g. 40 hours).
- (C) Also, in such circumstances, when calculating entitlements for a designated holiday as stipulated in Article 14 and any applicable paid leave, (for e.g. vacation, sick, bereavement and family related leave) as stipulated in Article 15 and 16, the employee's daily hours of work shall be deemed to be the employee's daily average hours over the appropriate seven-day period (for e.g. 8 hours per day), as opposed to the number hours they were scheduled to work on the actual day of leave/holiday.

Renewed this 23rd day of December, **2021**.

FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518

FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox



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Kim Novak, President

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Andrea Kelly

## LETTER OF UNDERSTANDING #12

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### Re: Multiple Employment for Specialty Positions

The parties agree to the following:

- 1) With the approval of the managers of the applicable outlets and subject to the conditions of the Letter of Understanding, interested and qualified employees within the **Bargaining Unit** can engage in multiple employment by working additional hours in a specialty position different from **their** substantive position.
- 2) The parties agree that the purpose of this agreement is to allow employees the ability to work additional hours for the Employer without affecting their status, benefits or entitlements. The following are the terms and conditions relating to multiple employment:
  - a. The employee's status shall remain that of the employee's substantive (primary position) and the hours worked in the second position will not be included in the determination of the employee's status.
  - b. The employee will have no seniority in the second position, nor will the time worked in the second position be used to calculate the employee's seniority within the **Bargaining Unit** or the applicable outlet(s).
  - c. There must not be a conflict between the work schedules of the employee's substantive position and the employee's second position.
  - d. While working in the substantive position, the employee shall be paid the rate of pay relating to **their** substantive position. While working in the second position, the employee shall be paid the rate of pay associated with the second position.
  - e. The compensation received while working in the second job will be subject to **Union** dues, as applicable. However, the hours and compensation from the second job will be excluded from the calculation of the employee's pensionable earnings or pensionable service, the determination of the employee's insured benefits (for e.g. Group Life Insurance or LTD coverage), and the determination of the employee's other benefits or entitlements (including but not limited to Worker's Compensation benefits, designated holiday pay, calculation of paid leave or the accrual of vacation pay). Further, the hours worked in the second **position** will not be considered overtime hours and will be excluded from the calculation of the employee's weekly hours of work/normal hours of work and in the determination of the employee's entitlement to overtime pay.  
The employee is not entitled to take paid leave from the second position.
  - f. The employee may not receive two types of pay for the same hours of work (for e.g. the employee cannot receive paid time off from **their** primary position for hours worked in the employee's second position). Further, the employee may not perform work in the second position while on sick leave (whether paid or unpaid) from the primary position.
  - g. In the event the employee is subject to any disciplinary action resulting from

misconduct while in either position, subject to the provisions of Article 17 of the Collective Agreement, such measures will apply to both the employee's substantive and second position and will be taken into consideration when determining any future disciplinary action relating to either the employee's substantive or second position. Further, in the event that the employee is discharged from employment, whether or not the reasons for discharge were attributable to any fault of the employee, such discharge will apply to both the employee's substantive and second position.

This program will be revisited at the end of an eighteen (18) month term in order to evaluate the effectiveness and relevance. The membership shall be provided with the opportunity to vote on whether this program remains in effect for subsequent terms.

This Letter of Understanding shall not form part of the Collective Agreement which expires on 31 October 2020.

Renewed this 23rd day of December, **2021**.

FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518

FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox



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Kim Novak, President

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Andrea Kelly

**LETTER OF UNDERSTANDING #13**

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**Re: Layoff Seasonal Operations**

The following shall replace Article 13.04 for Employees in Seasonal Operations Only:

Senior employees can elect to be laid off in accordance with their seniority within the outlet over junior employees provided the junior employee has the experience, ability, and skill to do the job required. For the purposes of applying this article, the following order of precedence applies:

- (a) Full-time employees have preference over part-time employees.

Signed this 23rd day of December, 2021.

**FOR THE UNION**  
United Food and Commercial Workers  
Union, Local 1518

**FOR THE EMPLOYER**  
Staff of the Non-Public Funds  
19 Wing Comox



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**Kim Novak, President**

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**Andrea Kelly**

**LETTER OF UNDERSTANDING #14**

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**Re: Flexible Work Options**

**Employees interested in Telework (Remote) Work are to submit their requests to the manager, in accordance with the Employer's Flexible Work Options Policy. All requests will be reviewed and discussed with the requesting employee.**

**Signed this 23rd day of December, 2021.**

**FOR THE UNION  
United Food and Commercial Workers  
Union, Local 1518**

**FOR THE EMPLOYER  
Staff of the Non-Public Funds  
19 Wing Comox**



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**Kim Novak, President**

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**Andrea Kelly**

**LETTER OF UNDERSTANDING #15**

**LETTER OF UNDERSTANDING**

**BETWEEN:**

**HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE STAFF  
OF THE NON-PUBLIC FUNDS, CANADIAN FORCES, 19 WING COMOX,  
hereinafter referred to as the "Employer"**

**AND**

**UNITED FOOD AND COMMERCIAL WORKERS, LOCAL NO. 1518, Operational Category  
Employees  
hereinafter referred to as the "Union".**

**Re: Recognition of Prior Service of Families of Canadian Forces members in the  
calculation of vacation entitlement.**

**The parties agree to the following:**

- 1) As of 1 December 2020, full time employees who are dependants of a CAF member and experience a break in service solely as a result of being posted from one location to another, will have their previous service counted for the purpose of their vacation entitlement outlined in their collective agreement.**
- 2) As of 1 December 2020, any vacation entitlement credits will be applied to their future calculation of vacation entitlement outlined in their collective agreement.**
- 3) Retroactivity: only employees currently on strength in the bargaining unit as of the date of this LOU and who qualify will be credited vacation leave entitlements for the time that was not previously counted.**

This Letter of Understanding shall not form part of the Collective Agreement which expires on 31 October 2020.

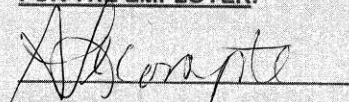
**IN WITNESS WHEREOF, THE PARTIES HERETO HAVE DULY EXECUTED THIS LETTER OF UNDERSTANDING.**

**SIGNED THIS 11 DAY OF January, 2021.**

**FOR THE UNION:**



**FOR THE EMPLOYER:**



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